

SAMPLE ASSOCIATION MEETING MINUTES FOR SHADY OAKS HOMEOWNER'S ASSOCIATION

I. MEETING DETAILS

Chairperson: **Andria Harding**
Secretary: **Ruby Alexander**

Date: **March 1, 2021**
Time: **7:00 pm**

Location: **Shady Oaks Community Center**
Street Address: **3849 Maple Drive.**
City: **Shady Oaks**
State: **CA** Zip: **91284**

II. ATTENDEES

- **Andria Harding (Chairperson)**
- **Ruby Alexander (Secretary)**
- **Shawna Tyler (Treasurer)**
- **Morgan Bryant (Business Manager)**
- **Vanessa Waterman (Resident Committee)**
- **Bri Mendez (Municipal Committee)**
- **Kim Taylor (Legal Committee)**
- **Various Residents**

III. ABSENCES

- **No absentees.**

IV. CALL TO ORDER

Welcome – Speaker **Andria Harding** – 7:00 pm
Andria welcomed all attendees to the meeting and introduced the HOA board.

Previous Meeting Minutes – Speaker **Andria Harding** – 7:02 pm
Ruby distributed the February meeting minutes and **Andria** led the attendees in a vote of approval. The attendees voted unanimously to approve the minutes.

Current Meeting Agenda – Speaker **Andria Harding** – 7:09 pm
Ruby distributed the current meeting agenda and **Andria** led the attendees in a vote of approval. The attendees voted to unanimously approve the minutes.

V. REPORTS

Treasury Report – Speaker **Shawna Tyler** – 7:16 pm
Shawna reported the fiscal impact of the community bake sale held on February 14, 2021.

Resident Committee Report – Speaker Vanessa Waterman – 7:26 pm
Vanessa presented a request from association residents to expand the types and breeds of pets that are allowed in association homes.

Municipal Committee Report – Speaker Bri Mendez – 7:35 pm
Bri updated the association about the permit acquisition process for the association’s Memorial Day block party.

VI. OLD BUSINESS

Old Business – Speaker Morgan Bryant – 7:42 pm
There was no old business to address for this meeting.

VII. NEW BUSINESS

Community Center Remodel – Speaker Morgan Bryant – 7:43 pm
Morgan gives a presentation on the proposed remodel to the community center.

VIII. OPEN COMMENT

Lawns – Speaker Anthony Alpert (Resident) – 7:55 pm
Anthony asked the board if it would be possible to advance the lawn-seeding period from March 15th to March 8th due to the rain that is expected March 11. The board voted unanimously to approve the request.

IX. ADJOURNMENT

End of Meeting – Speaker Andria Harding – 8:00 pm

Meeting Minutes – Speaker Ruby Alexander – 8:00 pm
Ruby completed the meeting minutes and Andria approved them.

Minutes submitted by: *Ruby Alexander* Print Name: _____

Approved by: *Andria Harding* Print Name: _____