## Attendance

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| |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | Attendee | Role |  |  | | Calena Willmes | Lot 9 |  |  | Attendee | Role | | x | | Jim Cole | President |  | |  | Kaitlyn Cole | Lot 10 |  |  | Jeff Damschen | Lot 19 | | x | | Samantha Perry | Vice President |  | |  | Jennifer Dilworth | Lot 11 |  |  | Lacey Patterson | Lot 20 | | x | | Amberlee Dappollonio | Secretary |  | |  | Heather Taylor | Lot 12 |  |  | Richard Vinyard | Lot 21 | |  | | Josh Snedegar | Treasure |  | |  | Virginia Barnhill | Lot 13 |  |  | Tammie Jo Ostrom | Lot 22 | |  | | Jessica Johnson | Registered Agent |  | |  | Alex Newhard | Lot 14 |  |  | Ted Francis | Lot 23 | |  | | Michael L. Paquette | Lot 1 |  | |  | Debbie Holt | Lot 15 |  |  | Sara Andrews | Lot 24 | |  | | Kyle William Poss | Lot 4 |  | |  | Stephanie Gibler | Lot 16 |  |  | Ronald Gibbs | Lot 25 | |  | | Elizabeth Strandberg | Lot 5 |  | |  | Heather Brown | Lot 17 |  |  |  | Lot 26 | |  | | Sara Jacques | Lot 7 |  | |  | Lisa Bautista | Lot 18 |  |  |  |  | |  | |  |

## Minutes

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| --- | --- |
| Subject | Details |
| Icebreaker |  |
| Architectural committee | * Architectural committee will stay within the board to keep it simple. |
| Bank account | * Bank account is established on Friday * At Kitsap Credit Union * Have tax id number * Amberlee will get signatures on meeting notes on 02/13/20 |
| Signature Authority | * Signature Authority 2 signatures will be needed from 2 officers. Options are President, Vice President, Treasure or Secretary. * Registered agent should never be signing for authority as they have access to bank records. * Maintenance vendor information |
| Mail Box | * Get key for mailbox for from Joe * OR open PO BOX |
| Board meeting times | * Have board meetings 3 times a year beginning of the year in February and another for agenda planning and one meeting for yearly community. * Meetings will be held on third Wednesday’s month at 7:30 pm unless otherwise noted * March 18th next meeting 7:30 pm |
| Complaint Process | * Complaint processes may be forwarded to the hoa email [schoolhousepl@gmail.com](mailto:schoolhousepl@gmail.com) by writing only. * No phone calls should be made to any board members unless urgent * If you have any ideas for agenda please submit to email. |
| Meeting Minutes | * Meeting minutes will be held on website as well as in a binder kept with President. |
| Taxes | * Find a CPA and discuss what is needed from us. (Josh or Jim) |
| Dues | * Send out assessments for dues to everyone by mail and email * If someone cannot afford dues, we may have a “Work It Off Program” |
| HOA Website | * The website will be launched soon after I have bank account information * Meeting notes and all Templates will be on Website |
| Parking on Sidewalk | * Its not safe for anyone to walk in the middle of the street. * No parking on sidewalk at all. |
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| Committees |  |
| OSATA |  |

## New Parking Lot Items

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| --- | --- |
| Subject | Details |
| Next Unit Meeting | * CC & R changes * Currently votes are 51% percent majority * Discuss changing it to a 70 % 2/3 majority * Talk about unleashed dogs and poop in people’s yards * Create a timeline to get back to people on concerns * Establish a written warning with so many days allotted to fix issue and then fine? * Parking on side walks * Broken down vehicles |