



## HOA Meeting Minutes

Meeting Date: 10/24/19

Time: 6:30pm

Location: 8116 Mosby Way Willow Spring, NC

**Attendees:** Lori Whitney, Rachel King, Jim Shanahan, Kayla Eakin, and Tracy Wilcox

The meeting began at 6:30pm.

The purpose of this meeting was to meet with the incoming Board and discuss positions and any questions relating to the board. Regular HOA business was not discussed.

### Items Discussed

1. **Board Positions**

Lori and Rachel talked about the duties and responsibilities of the different board positions so the incoming members could have a better idea of what position they wanted to take on. Questions were asked and answered. The most important parts of each position were stressed, for example, timely communication with the presidents' position.

2. **Covenants and Bylaws**

Lori passed our paper copies of the covenants and bylaws to the incoming members so they could have a copy on hand to govern by. They were also informed of where the electronic copies reside and how the hierarchy works.

3. **Road Responsibility**

The incoming board was notified that Phase 1 of the subdivision is still not turned over to DOT, therefore it is the Board's responsibility to inform all residents selling their property (and applicable closing attorneys, etc.) that the roads are not dedicated and the financial responsibility is on the new resident. A blanket statement is available for the board member to provide as needed.

4. **Next Meeting**

The next meeting must be held within 60 days of the new board being elected. Therefore a meeting date has been set of November 21, 2019, location TBD. The incoming members will inform the outgoing board of which positions they will be accepting and the incoming board members will be able to job-shadow as applicable for end-of-year activities.

**Meeting adjourned at 8:00pm.**