

AGENDA: Country Club Heights HOA Board of Directors Meeting  
Oct. 25, 2023

1. Call to Order: Kyle
2. Reading of Minutes from last meeting: Linda
  - a. Vote to Approve the minutes:\_\_\_\_\_
3. Review minutes of Business Meeting Aug. 17, 2023
4. Finance Report – Kyle
  - a. Summary to date
  - b. Annual dues increase to \$650 effective 1/1/2024 (due in April)
    - i. Board members vote for approval
  - c. Final approval of issuing retainer (\$2000) for legal services to be rendered
5. Insurance Report - Kyle
6. Old Business:
  - a. HOA Taskforce:
    - i. Required notice to membership
    - ii. Drafting of notice
    - iii. Method and date of delivery:\_\_\_\_\_
  - b. Amendment of Declarations to prohibit Short Term Rentals – will be discussed as separate agenda item later in meeting
7. New Business:
  - a. Resignation of Treasurer
    - i. Treasurer resigned Aug. 15, 2023 while BOD Meeting in session
      1. Acting Treasurer: Kyle Dickson
    - ii. Discuss problems discovered after-the-fact of his resignation resulting from failure to perform duties
      1. Corrective actions
      2. Preventative actions:
        - a. Master list of business requirements, agencies, vendors and contact information
        - b. List of Directors Roles and Responsibilities
        - c. HOA management training opportunities
        - d. Drafting of Policies and Procedures (CCIOA requirement)
8. More Old Business:
  - a. Responsible Governance Policies – further study and discussion
  - b. Amendments to Declarations – regarding prohibition of Short Term Rentals
9. Plan and schedule Special Meeting:
  - a. Agenda
    - i. Vote to remove past Treasurer
    - ii. Vote to nominate and approve new Treasurer
    - iii. Short Term Rentals
      1. Vote to pursue amendments to CCRs, hire attorney and authorize necessary expenses
10. Schedule next Board of Directors Meeting
  - a. Possible “Movie Night” viewing of HOA management videos
11. Comments or questions:
  - a. Round table
  - b. Guests
12. Close meeting