



**Frost Farm Homeowners Association (FFHOA)  
Annual Board Meeting  
October 25, 2018**

Present: (refer to Immediate Past Chair's sign-in sheets.)

The meeting was called to order at 6:11pm. and will be divided into three parts, thus meeting(s) will be called to order and dismissed each time. Minutes from the July 12, 2018 meeting will be distributed electronically. The Chairperson distributed and attendees reviewed a draft document entitled "Guidelines for the Board of Directors and Officers". Discussion points include clarification of a Board Chairperson versus Board President and reiteration that FFHOA Board Members must be working members. Resale certificates should be the responsibility of the FFHOA Secretary or Treasurer. Clarification was requested on how Board Members established working descriptions of engagement. FFHOA Bylaws did not address such descriptions. Past guidance was that Board Members must be current on dues. Seven Board Members are required. FFHOA residents are allowed to offer input. There is a need for continuity in Board Director membership. The challenge in recent years has been to secure enough new Board Directors. The Chairperson explained that the document title can be modified to: "General policies and procedures for the FFHOA Board of Directors".

There was a request for clarification on signature authority for financial transactions. Current signature authority is one person. Several residents recommend implementation of a checks and balance system to preserve fiduciary responsibilities. This will be helpful for audit purposes and with regard to financial documentation for FFHOA.

FFHOA expenditures include but are not limited to: fountain maintenance (quarterly); entrances; landscaping; utilities; ad hoc repairs, etc.

The statement will be modified to state: "The Board can also remove any member with or without cause at any time by the majority of the vote members of the Association."

Several residents asked for consideration to be made with regard to the statement in the document that authorizes the Board to "remove any member with or without cause at any time". A recommendation was made to modify the statement so that it reads: "At least 3 Board members should be retained for another year, with one such member being either the Immediate Past Chairperson or Immediate Past Treasurer."

A motion was made to recommend that the new board take the current draft guidelines as presented and develop that document into policies and procedures for FFHOA. The motion was seconded and passed. The first meeting was adjourned at 7:01pm.

## **Board Meeting to Elect New Board**

This second meeting was called to order at 7:01pm.

To ensure continuity, at least three members from current Board in good standing must remain on the Board. Every homeowner has a right to vote, limited to one vote per household. A homeowner with no interest in being elected as a Board Member shall conduct the tally. Of the incumbents, only one has served less than two years.

All incumbents agree to continue FFHOA Board membership. By unanimous vote, the following individuals are approved to serve as 2018-2019 FFHOA Board Members:

Angela Arias  
Johnny King  
Ross McBride  
Vern Mims  
Nicole Minor  
James Mitchell  
Errol Saunders

Incoming Board Members agreed to schedule a separate meeting to elect 2018-2019 Officers. The meeting was adjourned at 7:50pm.