

Bolin Forest HOA Phase II
Meeting Minutes
November 5, 2008
7:30 p.m. at the Rintoul home

Present: Ann O'Hale, Rodney Cain, Betty Rintoul, Jim Symon, Jason Pirone, Hope Wyss (former board member)

Orientation. We discussed the positions on the board and the responsibilities of each, as described below:

President chairs board meetings, establishes agenda, talks to neighbors when issues arise, coordinates with Bolin Forest HOA I and III.

Vice-President serves as a back-up support for the President.

Treasurer responsibilities include:

- Maintains bank account (one of three authorized signatures).
- Pays insurance, mowing expense; reimburses other expenses as needed
- Maintains possession of plot maps, old records, and party supplies for Board
- Prepares and monitors annual budget
- Collects annual dues from homeowners.

Secretary records minutes of Board meetings and sends to Board members for approval, then sends final minutes to homeowners on email distribution list. The Secretary also maintains the official by-laws and records official board decisions.

Member-at-large provides additional support as needed.

We also discussed the various activities that the Board is responsible for coordinating. Those include 3 community get-togethers (Summer potluck, Oct. annual meeting, Christmas party), 2 workdays (spring and fall), maintaining and distributing community brochure to residents, facilitating services (mowing, trash collection, and insurance of public property), and maintaining the architectural review committee. Jim Neill volunteers to provide a Bolin Forest HOA II website and has offered to continue that service.

Betty offered to host this year's board meetings at her home. We agreed to continue meeting on the first Wednesday of each month at 7:30 PM.

Election of officers. We elected officers for 2009 as follows:

Ann O'Hale – President
Rodney Cain – Vice President
Jim Symon – Treasurer
Betty Rintoul – Secretary
Jason Pirone – Member-at-large

Signatures for bank account. Signature authority needs to be transferred to the new board officers. The forms need to be signed by the Treasurer (Jim), President (Ann), and Vice-President (Rodney).

December board meeting. Next board meeting is scheduled for Dec. 3 at 7:30.

Respectfully submitted,

Betty Rintoul, Secretary