

**Trails End Homeowners Association, Inc.**  
**Board Meeting Minutes**  
**December 17, 2011**

Meeting was called to order at 10:02 a.m. by President Joe Giordano at the Trails End Clubhouse. Also in attendance were Vice-president Michael Knight, Secretary Ed Weyer, Treasurer Ouida Leech, and Director-at-Large Terry Brettner. There were no guests.

**Secretary's Report:** The minutes of the previous board meeting held on August 13, 2011, had been circulated via email to all board members and the reading of the minutes was waived. One editorial change to the original draft was incorporated to more accurately reflect Board rationale for the dues process. Terry moved that the minutes be approved as presented. Joe seconded. Motion carried.

An updated hard copy of the membership contact list was distributed to members. Several changes on status of properties for sale will be reflected in the next update to the list.

Joe moved to accept the Secretary's report. Ouida seconded. Motion carried.

**Treasurer's Report:** The bank balance is: Checking \$30,074 and Money Market \$15,505 for a total of \$45,579. Currently there are \$15,600 in unpaid dues which are due by the end of December 2011. The Treasurer will send an email reminder to members with unpaid balances and will follow up with second notice by mail where necessary.

Joe moved to accept the Treasurer's report. Ed seconded. Motion carried.

**Unfinished/Old Business:** The issue of a generator for the clubhouse and associated well was tabled pending the installation of the new Board following the March 2012 General Membership Meeting.

There was a general discussion of well equipment and water quality. A recent water test performed for a full-time resident showed a high mineral content, but met all guidelines for drinking water. No action on the part of the Board was indicated.

The Board discussed the upcoming election of officers at the March 17, 2012, General Membership meeting. In the past, executed proxy ballots that did not indicate an agent, i.e., that did not specify a person's name to act as a proxy, were all assigned to the President for voting purposes. This precedent raised the concern that one individual could effectively name the new board. The by-laws do not address this situation, so the board sets policy in such instances. To address this concern, Ed moved that the Association adopt the following wording in the notice sent to members regarding proxy ballots:

"In order to ensure a quorum at the general membership meeting as required by the Association by-laws, one-third of all members in good standing must be present or execute a proxy for the meeting. A proxy form is enclosed. Any member in good standing unable to attend this meeting is requested to execute a proxy ballot and return it not later than March 12, 2012, to the above address. Signed and returned proxy ballots of members in good standing not indicating an agent will be executed by a member of the Board of Directors in attendance. The Board President shall use the following assignment order to assign all such ballots equally among attending board members for execution: President, Vice-President, Secretary, Treasurer, and Member-at-Large, until all proxies without an agent indicated are assigned."

Subsequent discussion determined that this policy should be identified as a change to past practice in the meeting notice and that members should be made aware of current board members in the event they choose to assign their proxy to a board member.

Ouida seconded. The motion carried.

The final item of old business concerned two properties on Trails End Ridge that were in need of debris removal and yard maintenance. The members were contacted by email and the issues have been resolved.

**New Business:** In an effort to reduce the cost of cleaning the clubhouse property, Ouida moved that the Association change to a less costly cleaning service known to do cleaning in the subdivision. Joe will make the necessary arrangements. Terry seconded the motion which carried.

The next meeting of the TEHOA Board is set for 10:00 a.m. Saturday, February 4, 2012, at the clubhouse. The Board will use this meeting to finalize preparations for the General Membership Meeting scheduled for March 17, 2012.

Motion to adjourn by Ed, seconded by Terry. Motion carried. Meeting adjourned at 10:55 a.m.

Respectfully submitted,

Ed Weyer, Secretary