

**COUNCIL CREEK SOUTH PROPERTY OWNERS ASSOCIATION
EXECUTIVE BOARD MEETING MINUTES
JUNE 14TH, 2008, 10:00 A.M.**

Call to order: CB Harrah

Minutes of last meeting:

Suzi and CB have notes and agenda from the annual meeting; minutes will be written up and read at next meeting.

Treasurers report:

Currently 113 members have paid road fees, and 80 members have joined the POA. Motion made and approved to approve treasurers report.

Old business:

1. Member requests

A) Mr. Grubbs' letters were reviewed by the Board. The responses were approved and will be sent by email to Mr. Grubbs by CB Harrah.

2. Website

A) **Status of transfer**-Susan-Website will be hosted by Steve Atherton who has volunteered this service to the board. This will realize savings in development and hosting costs for the POA.

B) **Routine updates to site**- Board agrees to regular quarterly updates. The Board hopes to go live with the new site by Aug 1, 2008.

3. Issues requiring vote

A) **Finalization of proposed POA Bylaws to have membership vote (best format to present, some blanks need filled in, etc)** M. Moore and Bruce Wier reviewed the bylaws and proposed changes. Individual changes need to be pulled out so members can vote for each individual change. CB is developing a comparative table to make this easier to review. This will be done by the beginning of August.

B) **Finalization of actions for property owners to vote on our proposed procedure for amending deed restrictions (what do we specifically need to do in what timeframe, etc) --- CB Harrah** –Board needs a charter for a canvassing committee and to develop a ballot. This is to specifically to amend the procedure, not to amend any deed restrictions. The Board will approach several POA members about serving on this committee. The charter will be developed, committee members appointed, and an election date set. The Board hopes to accomplish this by the end of July.

4. Newsletter

A). **Content- including (board election results, article on upcoming election on process for modifying deed restrictions, boat dock, other projects,)** Mary has volunteered to continue formatting the newsletter. CB will write an article about the importance of voting for the procedure to amend deed restrictions. Candy will do an article on donating for the boat dock and the results of the board elections. The board recommends trying to synchronize newsletter

releases with the updates to the website. We hope to have the next newsletter released by mid July. Candy will work with Mary on this.

5. Organization and Procedures

A) **Clean-up and organization of existing POA business files – (file plan, etc.)** – CB Harrah- The Board discussed the need to organize business files to make information more accessible to the POA as well as future Boards. Discussion was held that some of the information may be able to be captured electronically. Candy will work on organizing the files.

New Business

1. Election of Officers: Hessie motioned to confirm the board positions for 2008. Motion made and approved for CB Harrah, President, Hessie Brawley as VP, Suzi Campagna as treasurer, Susan Cowan as Director, Candy Smith as secretary.

2. Development of a POA Board operational policies and procedures notebook to improve consistency of decision-making and, also, help with the transition from old to new board membership – CB Harrah. The Board discussed the need to have policy and procedures manual guiding how the bylaws would be implemented. Hessie will be in charge of drafting the outline for this. Candy will check to see if other groups have something like this.

3. Open vs. Working Board meetings – how many of each should we have each year. Also, where should the open meetings take place-Candy will check on any requirements for this, but the recommendation of the Board is to have 2 yearly open meetings. Claire has volunteered to look into using the conference room at the Library in Burnet. The Board plans to have the next open meeting in October, and will finalize the date by email.

4. The Board reviewed the Key Actions list. Website information was updated. Information regarding the charter for the ARC needs to be added. Need to add development of the policy and procedure manual. Board members will review community plan and email CB with approval or comments to remove from “draft” status. Board agrees that they will maintain a “completed” list and an “active” list.

Board will meet again in mid-August, with final date to be determined by email among board members.