

**COUNCIL CREEK SOUTH PROPERTY OWNERS ASSOCIATION  
WORKING BOARD MEETING MINUTES  
August 16, 2008**

- A. Call to Order-CB Harrah-The Board decided that for historical reasons, roll call would be included. Members present today are CB Harrah, Suzi Campagna, and Susan Cowan. Members absent are Candy Smith and HESSIE BRAWLEY.
- B. Approval of Previous Minutes-The minutes were reviewed by each member and approved as written. There was a minor typo in the title that should be corrected- the word “Agenda” should be changed to “Minutes.”
- C. Officer or Committee Reports
1. Treasurers Report- Suzi presented the treasurer’s report. Currently, 114 members have paid road fees and 80 members have joined the POA. The account balance is \$4,198.64. Motion made and approved to approve treasurer’s report. Regarding expenditure of these funds, CB will assess the current road conditions, including improvement of the boat launch ramp at the park, and present alternatives for expenditure of a portion of the balance – keeping some portion for emergency needs.
- D. Old Business
1. Development of POA Policies and Procedures Notebook – HESSIE (Overall OPR) The following items represent some (but not all) procedures and/or processes that need to be developed and placed in the notebook for future management activities. The designated topic OPR’s need to provide a draft input for review and comment by other board members. We need to set a schedule for these tasks. It is probably best if each topic OPR provides a completion date since we are all busy with other lives in additions to our POA duties.
    - Maintenance and update of POA website – Susan (topic OPR)
    - POA Rules of Order – HESSIE (Board OPR)
    - Architectural Review and Construction Guidelines – CB (topic OPR)
    - Architectural review and construction approval – CB (topic OPR)
    - Filing tax returns – Suzi (topic OPR)

- Accounting Process – Suzi (topic OPR)
  - Maintenance of file plan and files – Candy (topic OPR)
2. Status of Architectural review process, committee membership and charter – CB provided a draft of the architectural review and construction committee charter to members present. He will email the draft charter to the two members who could not attend this meeting. He reported that Nowell Maluski and Rene Villarreal volunteered to serve on the committee.
  3. Status of POA Bylaws Review – CB reported that he is about half through constructing a table for comparing the proposed revised bylaws (from the Bylaws Review Committee) with the existing bylaws. When it is completed, the board will need to fill in a few blanks and return the proposed changes to the committee for comment. Once the board and committee agree on a final proposed version, we can present it to the POA membership for a vote on acceptance.
  4. Status of Canvassing Committee charter, membership and ballot for deed restriction amendment process vote - CB provided a draft of the canvassing committee charter to members present. He will email the draft charter to the two members who could not attend this meeting. Members for this committee have not yet been determined.
  5. Publication of newsletter– It was decided that the newsletter should be published and mailed as soon as possible since it contains the wording for the planned election to seek approval for a process to amend the deed restrictions. We want to give all property owners 30 days to review the proposed process to minimize possible complaints later. We don't yet know the exact date for our planned October regular meeting but we can put a short "heads up" note in the newsletter regarding the October meeting.
  6. Key Actions List update -CB has not yet updated the key actions spreadsheet for Susan to post on the website. He plans to do that update ASAP and asks other members for items that he should include in the spreadsheet.
  7. Finalize October open meeting date- The three members present have crowded October schedules. We need to check our calendars and communicate with the two absent board members on a workable time. We also need to determine an appropriate meeting location.

E. New Business-None

## F. Parking Lot Items

1. Steve Atherton stopped in near the end of the meeting to discuss his volunteer support to the POA. There was discussion in the two areas that Steve volunteered his support. With respect to the website, he is willing to host the website and make updates as provided to him by Susan Cowan. We suggested that we update our site on a quarterly basis (synchronizing it to our newsletter cycle). He said that was fine but he could do the updates more frequently – even a couple of days notice. The board is appreciative of his willingness to help and is sensitive to inconveniencing him. The bottom line is that we will be considerate but accept his help as we need it, especially when we are trying to make some needed upgrades. With respect to the other area of his volunteer support, road maintenance, Steve agreed to use his tractors to spread road base when we have it delivered. We need to coordinate the road base delivery with the availability of his equipment. Since he travels a lot during the week, we agreed to schedule the deliveries so that his equipment could be used on the weekend – such as a Friday delivery so that his tractors could spread the road base on Saturday. Steve also said that he had a couple of chain saws that we could use if we needed to clear trees.
2. Susan provided printouts of our current website structure so that all board members could provide suggestions for improving the site information structure, such as what information should be provided and where should it be shown, etc. She needs this information to work with Steve Atherton on upgrading the site.

## G. Adjournment