

OCHL - 12 HOMEOWNER'S ASSOCIATION  
BOARD OF DIRECTOR'S & OFFICER'S MEETING

OFFICERS & BOARD MEMBERS: Kellie Coffey, President, Dan McGovern, Treasurer, David Baker, Secretary, Mike Richardson, Member-at-Large

October 20, 2021 Special Board Meeting Minutes

Attendees: Kellie Coffey, Dan McGovern, David Baker, Mike Richardson

1. This special Board meeting was called to order by Kellie Coffey at 6:10 PM. All four Board members were present.
2. The main issue discussed was how to fill three Director positions that will be open the first of January 2022. Our By-Laws call for these elections to be held at an Annual Membership Meeting with nominations from the floor and election by secret balloting. We did not have an annual meeting for 2020 due to Covid-19 conditions, the Board elected to postpone the 2020 meeting until circumstances would allow us to safely hold an in person meeting. The ACC and Board have been holding monthly meetings via Zoom. These are very limited in terms of participants therefore discussions and voting easily done.

There was discussion about the pro's and con's of holding a much larger Zoom Annual meeting and trying to elect directors utilizing an electronic voting system. It was felt that that process would be complicated by how to communicate to the membership the open Director positions, finding willing candidates, communicating their qualifications, etc., all in a manner to meet the requirements of our By-Laws.

Baker and McGovern related how they had just recently attended an WSCAI sponsored meeting downtown Seattle for educating individuals who manage condos and HOA's. There were hundreds of participants, various meetings throughout the day and a large number of vendor booths. Proof of vaccinations and masks were required before entry and there was spacious seating in all the meetings.

Given the complications that would be inherent in a Zoom meeting, particularly in coordinating the timing of communications to the membership, it was decided by the Board we would go back an in-person meeting to be held at a venue that will offer the spacing necessary for a safe meeting. We would require participants to have proof of Covid-19 vaccinations or a recent negative test. Masks would be required during the meeting. This arrangement meets all current State and local requirements. This in-person meeting would allow us to again have nominations from the floor and have secret ballots as required by our By-Laws.

Baker and McGovern are to see if we can secure dates the third week in January at either City Hall or Harbour Pointe Golf Club. This will give us the time needed to develop the required communications with the membership and secure proxies.

3. Bookkeeper Position - In the last year. the Board has recognized that having a volunteer Treasurer handle all the financial requirements of processing dues, paying vendors, bill splitting with our neighboring HOA's/Associations, handling other banking related items and government taxes were getting overly burdensome for one individual.

There was a discussion of the benefits and costs of hiring an outside finance manager

or bookkeeper to assist the Treasurer and going a step further to a full time association manager, such as One Clubhouse South has with Morris Management. McGovern had done investigations into available local providers and the costs associated with a range of their services. A bookkeeper cost would be in the neighborhood of \$12,000 to \$14,000. A full service provider such as Morris Agency would be roughly \$25,000.

The Board decided that they would consider a bookkeeper position only at this time and agreed that they would meet with RCA Management within two weeks to hear their proposal in full detail. Coffey and McGovern to set up that meeting. It was agreed that there is a need for such a position and it is the intent of the Board to find a qualified provider and have them in place by January, 2022.

4. The meeting was adjourned by Coffey at 8:00 PM
5. Submitted by David Baker