

**Vista Del Lago
Board Member Meeting
June 2, 2005 10:20am
Community Center**

Call to Order

The meeting was called to order at 10:19am by board member Robert Dreisbach.

Attendance

In attendance were newly elected members Robert Dreisbach, Richard Groendyke, Leslie Burns, David Sneesby and Larry Newland.

Treasurer's Report

No report

Secretary's Report

No report

Review of Agenda

Leslie Burns explained that the intent of this meeting was to select newly elected members to their respective positions for the next term. In addition, the board discussed the need to approve a means of handling complaints from Association members, in an effort clarify and outline a fair and consistent way to handle issues.

New Business

1. Appointment of newly elected board members: Discussion was held and the following position appointments were made:

President: Robert Dreisbach
Vice President: David Sneesby
Secretary: Leslie Burns
Treasurer: Richard Groendyke
At-Large: Larry Newland

2. Complaint Procedure: The board discussed implementing the following procedures to handle Association members complaints and/or issues:

- All initial complaints or issues must first be delivered and discussed with the appropriate committee(s). For example: If a member wishes to report a violation or damage to community property, the member is to communicate the information to the Architectural Committee (to report a violation) and the Buildings and Ground Committee (to report damage). The Committee members will work to resolve the issue or damage if possible at this level. If the Committee determines the board needs to take action or approve significant repairs, the Committee Chairperson will notify the Board, in writing, of the issue for Board review. The Board will address the issue at the next scheduled Board meeting and determine a course of action.
- If it is determined a violation has occurred and it cannot be handled at the Committee level, the board will send a letter to the offending Association member, along with an explanation of the violation and an accompanying copy of the CC&R, if applicable. The letter will ask for compliance within a specified period of time.
- If compliance is not obtained in the specified period of time, a second letter advising of an imminent fine will be sent. A fine will be levied if compliance is not obtained within the specified period of time.

A motion was made by V.P. Sneesby to accept the complaint process as outlined. Seconded by At-Large Member Newland. Motion carried.

3. Ground Rules for Contacting Board Members: The board discussed the need for ground rules to be in place in regards to Association members contacting and communicating with board members in regards to Association or Board business. The following processes were discussed:

- No Association member shall call via telephone, email or come to a board member's home to discuss Association and/or Board business, unless specifically invited to do so by the affected Board Member. Association and Board business must be placed on an agenda and discussed at an open Board Meeting.
- All initial communication must first go through the appropriate committee.
- If a committee does not exist to handle the situation, an Association member must submit in writing and sign a letter, addressed to the board, explaining the issue. The issue will be placed on the next Board Meeting Agenda and the letter will be read out loud, to the board members, who will review and discuss the issue.

A motion was made by Secretary Burns to accept the process as outlined. Seconded by V.P. Sneesby. Motion carried.

4. The Board expressed the desire to have a report at each Board meeting from each active committee. The report may be delivered in person by the committee chairperson, or his/her designee, or in writing.
5. Board representatives were assigned to the following committees:
 - Architectural Committee: David Sneesby
 - Building and Grounds Committee: Leslie Burns
 - Financial Committee: Richard Groendyke
 - Membership Committee: Larry Newland
 - Social Committee: Robert Dreisbach

Old Business

1. Regularly scheduled Board Meetings: Regularly scheduled board meetings will occur on the first Saturday of the month at 9:00am, in the Community Center (Clubhouse), from May-October. The Board may schedule additional meetings on an as-needed basis. Agendas for the meetings will be placed on the bulletin board in the Community Center prior to the meetings.

Announcements

Secretary Burns advised she will send out an updated Homeowner's list and list of committee members with the meeting minutes.

The next Board meeting will be held on July 7th at 9:00am in the Community Center.

Adjourn

Motion to adjourn the meeting by Mr. Newland, seconded by V.P. Sneesby. Motion carried. Meeting adjourned at 10:45am.