

CANNON RIDGE HOMEOWNERS ASSOCIATION

Board of Director Meeting Minutes

September 11, 2013

The meeting was held at the Keedysville Town Hall, Keedysville, MD.

BOARD MEMBERS IN ATTENDANCE: Lorraine O'Connor, Scott Rinebolt, Ken Lord

BOARD MEMBERS ABSENT: Dave Reichenbaugh, Chad Hartman

OTHERS PRESENT: Keith Stains, representing PMP; see attendance sheet on file with PMP for HOA residents in attendance.

CALL TO ORDER: With official quorum, the meeting was called to order at 7:08 PM by Ken Lord

APPROVAL OF AGENDA: Motion by Lorraine, second by Scott, the Board unanimously approved the agenda as written.

I. General Community Issues –

- a. **Resident forum** – no concerns or issues raised.
- b. **ARC** – no activity.
- c. The next BOD meeting is scheduled for Wednesday, November 13, 2013 at 7pm.
- d. The 2014 Annual meeting is scheduled for Wednesday, May 14, 2013 at 7pm.

II. Association Business –

- a. Financial statements, including balance sheet, through/as of 8/31/13 were provided by PMP.
- b. Motion by Lorraine, second by Scott to approve the minutes from the 7/10/13 BOD meeting. Motion unanimously approved.
- c. Motion by Lorraine, second by Scott to close out the MVB account by depositing the balance into the CAB operating account. Motion unanimously approved.
- d. Motion by Lorraine, second by Scott to approve the 2014 draft budget. Motion unanimously approved. Budget to be sent to homeowners for review and comment period. The Board plans to ratify the 2014 budget at the November Board meeting.
- e. After adjourning the Executive Session and re-entering the open session, a motion was made by Lorraine, second by Scott to have the Association attorney draft a notice of potential legal proceedings to account #92445. Motion unanimously approved.

III. Management Report

- a. Management report given by Keith Stains. The following items were discussed:
 1. ARC log – no activity.
 2. Compliance log.
 3. Discussed the status of CD with the Bank of Nevada Alliance.
 4. 2014 Draft budget provided.

IV. Pending Business

- a. Discussed status of closing the MVB account.

V. New Business

- a. Discussed the need for reviewing the governing documents to see if the Board should attempt to have changes made.

VI. Executive Session

- a. Adjourned the Regular session at 8:25 and entered into Executive Session to discuss covenant violations.
- b. Adjourned the Executive session at 8:30 to re-enter Open session.

VII. Adjournment

On a duly made motion, the board voted to adjourn the open session of the meeting at 8:35PM.

Respectfully submitted: _____
Keith A. Stains, CMCA®AMS® Property Management People, Inc.