



# November Meeting Minutes

## Members Present:

- o Melissa Cozens      President      Present
- o Jim Conley          Vice President      Present
- o Ashley Paulsrud      Treasurer      Present
- o Warren Meyer      Secretary      Absent
- o Zach Fricke          Member at Large      Present

### Roles and Responsibilities- Covenant Enforcement by All

President	Oversee operations/Bylaws and Covenants, Issue Contracts, Signs Checks, Manages Folder and digital documents etc...
Vice President	ACC/Covenant Enforcement
Treasurer	Finances, Taxes, A/R, A/P, Books, etc...
Secretary	All Communication, Meeting Minutes, Delinquency letters, Covenant Enforcement letters
Member At Large	Maintenance of Community, Slack, Covenant Enforcement

- Call to order**      **-6:03**
- Additions or changes to Agenda**      **-No Changes**
- Approve Minutes from previous meetings**      **-Approved**

## Financial Report- Treasurer

## ACC Report – Vice President

## Action Items

### 1.

#### Old Business

- 1. Finance
  - a. Actual Vs. Budget in QBO
  - b. Accounts Payable      -Aging Report, late fees for late payments will go out later this month. Policy paperwork for late fees will be included for those that are late.
  - c. Accounts Receivable
    - i. Outstanding Balances      -Notices of policy will be included for late accounts when they go out
- 2. Maintenance
  - a. Roads Engineering for roads - Study completion status/ recommendations
    - Jim signed the contract, will be sent back. Engineer will be scheduled to come within 2 weeks
  - b. Last Speed Bump Install Status
    - Wait for the installation of the last one. They will be likely moved to new locations in the spring

