**HARBOR LAKES RESIDENTS’ ASSOCIATION**

**Meeting Minutes Board of Directors**

**March 5, 2020**

Call to order at: at 0800 in the Club House Library

Directors: President Sue Craig Vice-President: Carl Fuller

Secretary: Joyce Shepherd Treasurer: Paul Barber

Members Present: Leo Dennis, Beth Roche, Pam Kohner,

Absent: Beth Roche, Janet Sterling, Bruce Woltman

1. **Approval of minutes:**  Reorganization Meeting of February 20, 2020 approved as written.

1. **Treasurer’s Report:**

Revised annual report submitted for February 2019 to February 2020. Accepted as submitted. (1st: Leo, 2nd Carl)**.** Bank Debit card will be destroyed.

1. **Reports/Open Issues:**

**1. Membership Information:**

Pam Kohner has received all information from previous Chair person.

**2. Suggestion Box:** no report

* Issues addressed
* New Issues

**3. Weebly Website:** no report

1. **Old Business:**
2. **New Business:**

1. BOD Terms of Service chart - approved as written.

2. BOD Contact Information - approved as written.

3. Spring Departure / Fall Return Dates - handout approved as written.

Sue will obtain information from absent members.

4. 2020 - 2021 BOD Meetings / Schedule - approved as written.

5. Keys for Filing Cabinet - Sue Craig and Joyce Shepherd each have one key - acknowledged.

6. Discussion re: electronic version of the Resident Association, maybe for a charge -

Decision: Directory will be available to members as requested for **no** charge.

7. Defibrillator - discuss the need to have one at the Clubhouse.

Sue will set up a meeting with Harold Myers.

8. Secretary needs Robert's Rules of Order - Secretary will get from Carl.

9. Discussion re: By-Laws

a. Revision of By-Laws from February 19, 2019 including the amendments to the election process (page 5 of the By-Laws)

Discusssion: Secretary will update bylaws as of the February 19th, 2019 date that the amendments were approved. Copies will be made for each member of the BOD.

b. From February 18, 2020 minutes

re: "New Business part a.

Amendment changing the dollar amount to charity

"The increase or decrease in the amount shall not be greater than $100.00 per charity".

Discussion: This is not needed in the bylaws.

10. State Report for Treasurer: $ 61.25 and Federal ID # will be maintained with

Agent of Record: Mike Hawkins

11. BOD members would like electronic reminders of upcoming meetings.

1. **Next Meeting: March 26, 2020 Thursday at 8 a.m. in the Library**
2. **Adjournment: 9:02 a.m.**

Submitted by Joyce Shepherd, Secretary - approved as amended on 3/26/2020.