

**Lakeside Meadows Homeowners Association**  
**11/16/2022 Special Meeting Minutes**  
**Conducted on Zoom**

**Board members attending:** Bob Coleman, Barbara Wurster, Barbara Heller, Walter Forehand (Treasurer- non-voting), Gracemarie Cirino (Secretary – non-voting) Absent: Verdine Spicer, Rachel White  
Guests: Bill Neeriemer, Don Reece

**Call to Order:**

The meeting was called to order by President Bob Coleman at 7:03.

**Approval of last meeting minutes**

Barbara W motioned to accept the minutes; Barbara H seconded. All approved. Short discussion ensued, and all agreed that the board members will receive a copy of the minutes to check for accuracy before they are posted on the website.

**Organize/schedule election process**

After the board discussed the logistics of the election process the following was decided:

- In early December, (In 2022 the date will be December 7.) the secretary will notify the entire membership of the positions available on the board and ask for nominations. The notification message will request a response by early January. (In 2023 the date will be January 10.)
- The membership should respond to the board by the designated date to nominate themselves or another person from the membership who will accept the nomination.
- Sometime before the annual meeting, the membership should be informed of the nominees and be reminded that a proxy form can be found on the website in the event they are unable to attend the meeting. ([Click Here](#))
- At the annual meeting a list of nominees is provided. Other nominations may be made from the floor and added to the ballot.
- The election takes place as the board determines. (By paper or other official means). It should be noted that each household has one vote. The votes are accurately counted by the secretary who will announce the new board members to the membership.
- As part of the annual meeting (at the end of the meeting so that non-board members can leave if they wish) the new board assembles and elects President, Secretary and Treasurer and affirms dates for the 2023 board meetings and the 2024 annual meeting. The board also decides the location(s) of the board meetings for the year. (Zoom or physical location)

**Create 2023 Budget**

After some discussion, Walter suggested that the budget remain the same for 2023 as it was in 2022. Barbara H motioned and Barbara W seconded. All approved.

**Review Dues Collection Process for 2023**

In early January the treasurer will send an email to the membership reminding them that annual dues are payable by January 31. Homeowners may pay their dues in any manner agreeable to the treasurer.

**Create committee to organize/plan the Annual Meeting.**

The committee to plan the Annual Meeting will consist of Bob, Barbara W, Don, & Gracemarie.

**Adjournment**

Bob indicated that business was complete. Barbara H motioned to close the meeting, and Barbara W seconded. The motion was approved by all, and the meeting was adjourned at 7:50 PM.