**HOA Meeting Minutes: 01/13/2022:**

In attendance: Joe, Brad, Jill, Matt and Brian

Absent: none

Meeting called to order: 7:02 pm

New business

* Officer Positions:
  + President: Joe Ciancio with a unanimous vote
  + Vice President: Matt Bailey with a unanimous vote
  + Secretary: Jill Smith with a unanimous vote
  + Treasurer: Brian Graham with a unanimous vote
  + Member-at-large: Brad Hutchings (also to assist transition of treasurer duties to Brian)
* For new members: By-laws can be found and reviewed on the neighborhood website.
* All board members must complete annual training. This is set up through our attorney, Altitude Law. This must be completed by the end of the calendar year.
* Etiquette of HOA Board members:
  + All meetings are public. If the board deems it necessary, they can hold a private session before or after the public meeting.
  + All board members are volunteers and not compensated however they must remember that they represent the HOA members. Reminder was provided that members should be mindful of what they say and due in the neighborhood, community and on social media.
* Snow removal:
  + The performance work statement needs to be completed for the landscaper that is providing snow removal.
  + Will provide a map of areas needing snow removal and ice melt for the landscaper.
  + Will provide a checklist of snow removal requests for the landscaper.
* Previous board members no longer on the board have had permissions removed and board email removed.
* Landscape update:
  + The landscaper will be paid in 12 equal payments throughout the year. This will allow for his staff to complete off season projects during downtime.
  + Snow removal will be billed per incident.
* Voicemail: The topic of a voicemail box for the HOA was brought up. We will reach out to Sandra and confirm if we can add a mailbox for Carlson Farms at the Poudre Properties office.
* Current Large shed project-this issue will be raised by the homeowner with the Town of Johnstown.

Meeting adjourned at 8:07 pm, Jill motioned, Second by Brad. Vote 5-0.

Next meeting will be held Thursday, February 10th.