

The Woods at Elm Creek  
Homeowners Association  
Champlin, MN 55316

Email Address: [www.thewoodsatelm creek@gmail.com](mailto:www.thewoodsatelm creek@gmail.com) Website: [www.thewoodsatelm creek.com](http://www.thewoodsatelm creek.com)

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**Woods at Elm Creek  
Special Meeting of Homeowners**

**Date: July 31, 2016**  
**Time: 6:30-8:30**  
**Location: Champlin Ice Forum**

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MEETING TYPE:	<input type="radio"/> Regular	<input checked="" type="radio"/> Special
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**I. Call To Order**

The meeting was called to order at 6:42 pm

**II. Roll Call**

Board Member Attendance:

Shanna Johnson	President	<input checked="" type="radio"/> Present	<input type="radio"/> Absent
Dr. Michelle Murray	Vice President	<input type="radio"/> Present	<input checked="" type="radio"/> Absent
Kalman Bundy	Treasurer	<input checked="" type="radio"/> Present	<input type="radio"/> Absent

**IV: Meeting Substance**

1. Shanna stated the intent and purpose of the meeting. This meeting was needed to complete voting for new board members. This agenda item was unable to be completed at the annual meeting due to conflict that arose regarding the number of available positions up for vote.
2. Shanna identified the 3 incumbent directors. Shanna and Kalman who were both present briefly spoke about themselves and the position they have been serving on the board. Dr. Murray was unable to attend the meeting due to an out of state work commitment, but Shanna did read a prepared bio that Dr. Murray submitted to be read at the meeting.
3. Shanna identified the 2 known homeowners that did nominate and want to serve on the WECHA board. She introduced Todd McDowell and Mike Young. Both these nominees spoke briefly about themselves.

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4. Shanna presented documentation from our accounting firm that all incumbent board members and both identified homeowner nominee's do meet the qualifications to serve on the board and are current in dues.
5. Shanna indicated at this time that currently the WECHA governing documents do not include a director code of ethics or code of conduct statement. This type of document is generally included in HOA governing documents. Shanna stated that a WECHA Code of Ethics & Conduct statement was drafted but currently is not a legal part of our governing documents. However, all current board incumbents and both identified nominees have voluntarily signed this document to demonstrate our commitment to these standards. The drafted Code of Ethics & Conduct statement was read to all attending homeowners.
6. Shanna asked for any additional nominations from the floor of anyone wanting to nominate/ serve on the board and be a write in on the ballot. Nobody in attendance spoke up. No additional nominees were brought forth.
7. Shanna indicated voting would begin and directed where completed ballots could be placed in the ballot box.
8. Shanna stated tallying of ballots would be completed after the meeting. Homeowners were not required to stay unless they desired.
9. Meeting was adjourned.

Voting:

10. All Homeowners signed in. If dues were current and if homeowner had not already voted by proxy a ballot was issued to the homeowner at sign in.
11. Any homeowner that was also a proxy holder, the address for the proxy was validated as current on dues and eligible to vote. The proxy was then reviewed by a board member to identify if the proxy was for directed voting or proxyholder discretion voting.
12. Any proxies for directed voting: A ballot was issued and filled out as directed by the proxy and witnessed by a board member.
13. Any proxies for voting at proxyholder discretion: proxyholder was issued a blank ballot once the proxy was identified as qualified (dues paid/ not already signed into the meeting.)

Results:

14. A total of 57 households were included in voting (29 proxies/ 28 present homeowners). Additionally, 1 received proxy was disqualified since dues were

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unpaid and 1 received proxy was disqualified since the designated proxyholder was not in attendance.

15. Shanna Johnson 54 Votes; Kalman Bundy 55 Votes; Dr. Michelle Murray 55 votes; Todd McDowell 52 votes; Mike Young 54 votes. There were 3 votes for homeowners not identified as nominees.

**Board Members Elected:**

Kalman Bundy, Shanna Johnson, Dr. Michelle Murray will continue to serve the remainder of their identified terms.

Todd McDowell and Mike Young were elected and will begin serving a 3 year term on the WECHA board.

**Minutes Certification:**

Proposed minutes respectfully submitted,

Shanna Johnson

July 31, 2016

\_\_\_\_\_  
Board President / Recording Secretary for this meeting

\_\_\_\_\_  
Date

Typed signature of name in full shall serve as legal signature