

November 18, 2019

Board Members Present:

Tim

Drew

Kelsie

Michele

Shannon

Agenda:

Annual Meeting

- Mailing
- Which phases are up for re-election
- Labels for mailing
- Library reservation
- Pond?

Meeting Minutes:

- All agree to have CopyWorks process mailing this year
 - Have CopyWorks merge one address into one envelope (Jim Sands, Phase 10 lots)
 - Give CopyWorks the instructions for past due invoices and also ballots for phases
 - Return labels – 200
 - Delete Katie Classen from the mail merge
- Ask Kristine if the spreadsheet is up to date – she said she will update tomorrow
- Drew motioned and Shannon second to update the late dues fee from \$25 by March 31 with \$25 more per quarter to just \$25 after March 31. Then we have one flat fee for bookkeeping purposes.

Action Items:

Kelsie to send word documents to team to review

Kelsie to Email CopyWorks

Kristine to update address spreadsheet one last time before mailing