

Woodwind Lakes HOA

Memorandum



DATE: August 1, 2025
TO: Steve Barnhart, Secretary
FROM: Sue Preston
SUBJECT: Summary of the July 28, 2025 Nominating Committee Meeting

Steve Barnhart, Cara Hawthorne, Sue Preston, and Therese Uddmar met at 6:00 pm on July 15, 2024 at 9214 Cymbal Court. Bob Rugur joined by telephone.

Purpose: The purpose of the meeting was to finalize Committee recommendations for the HOA election process and the associated documents necessary for the election process.

Agenda:

- Update from Steve
- Approval of minutes from the July 8th Nominating Committee meeting
- Review and approval of Draft Solicitation Notice, Steve sent the Roles document for inclusion, timeline for distribution
- Review/revision of draft timeline
- Discussion – consideration of Holt Tollett feedback and any modifications to ballot form and instructions
- Any other business
- Next steps

Discussion:

- With Chad Overton's resignation from the Board, Steve Barnhart has assumed chairmanship of the Nominating Committee.
- The minutes from the July 8, 2025 meeting were approved for posting
- The timeline was revised (attached).
- Based on feedback from Steve Barnhart and Holt Tollett feedback, the Committee discussed improvements to the proposed ballots for clarity. There was no legal objection to the form as presented. Cara and Sue will work on the clarifications for consideration by the rest of the Nominating Committee before submission to the Board. The need for additional legal advice was discussed.
- Committee membership and potential conflicts of interest were discussed.

Action Items:

1. Steve will provide the updated Solicitation Notice to the Board for approval to post, target date – August 1st or soon thereafter
2. Cara and Sue will revise the proposed ballots to clarify all of the voting methods and instructions

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3. The Nominating Committee will compile the documentation for communication of the election process for Board approval
4. Sue will send any additional information received from Lisa Linney to the Committee members as an email was received during the Committee meeting

The next meeting of the Nominating Committee will held August 4, 2025 at 6 pm.

Respectfully submitted,
Sue Preston