

**Mirror Lake Community Association**  
**Special Meeting of the MLCA Board of Directors Minutes**  
February 23, 2021|6:00 pm |Zoom

President- Polly Oliver  
Vice President- Ken Willis  
Treasurer-Tyler Barr  
Secretary-Dee Dothard

**Call to Order**

President Polly Oliver called the meeting to order at 6:05 pm, reminding participants of Virtual Meeting Protocols from Robert's Rules of Order, current edition, v.11

**Roll Call**

**Present:** Margaret Garland, Peggy Hilton, Derrick Perdue, Darrell Donaldson, Su vess Ricks, Carey McBride, Vernon Reedy, Tom Flowers, Melissa Frederick, Richard Glass, Warren Scandrick, Ken Johns, Carmen Williams, Thomas Clifton, Fred Molnar, Judy Whitley, Mike McCrary, Carolyn Nelson, Rodney Alston, Sherri Kelly, Dee Dothard, Ken Willis, Polly Oliver, Tyler Barr

**Absent:** Stephen Adams and Ed Buhler

A quorum of the board was established.

**Secretary's Report**

Dee Dothard presented the minutes from the February 9, 2021 Board of Directors meeting. A motion was made by Ken Willis to approve the minutes. Seconded, carried unanimously.

Dee Dothard presented the agenda for the February 23, 2021 Special Board of Directors meeting. A motion was made by Ken Willis to approve the agenda. Seconded, carried unanimously.

**Unfinished Business**

Ken Willis presented information on the insurance obligations of the HOA. His report stated that we are awaiting a quote on D&O insurance, have a quote for the fidelity bond, and are investigating the need to continue carrying Worker's Compensation Insurance.

Ken Willis presented the office update information for the HOA office. The locks for the main level are changed, the BOD have secured the bank accounts, and the office has been cleaned. The office needs updated technology and security systems need servicing. The established temporary office hours were presented and voted on. The HOA office will be staffed by board members only.

**Motions**

1. Motion for temporary HOA office hours  
Monday-Friday from 4 pm to 6 pm. Saturday's temporary office hours will be 10 am to 2 pm. The office will be staffed by board members only. **Ken Willis**
2. Motion for temporary HOA office hours  
Monday-Friday from 10 am-12 pm and 4 pm-6 pm. Saturday's temporary hours will be 10 am -12 pm and 12 pm-2 pm. The office will be staffed by board members only. **Amended by Warren Scandrick ; Seconded, Carried unanimously**

**Committee Reports-** Ken Willis presented the Motion Adopted at the 2/9/21 meeting, Resolution to Establish Specific Purpose Committees. The committees are all standing except for the HOA Management Committee. The HOA Management Committee is a Temporary Committee. The Grounds Committee is complete and has an initial meeting scheduled for Monday, March 1, 2021 to develop charter, objectives, and current state.

- **Grounds Committee Volunteers**
  - **Polly Oliver, Chair (Interim)**
  - Warren Scandrick
  - Ken Willis
  - Mike McCrary
  - Margaret Garland
  - Carmen Williams
- **Lake Committee Volunteers**
  - Ken Willis, Chair
  - Derrick Perdue
  - Richard Glass
- **Finance Committee Volunteers**
  - Tyler Barr, Chair
  - Tom Flowers
  - Ken Willis
  - Carmen Williams
- **Amenities Committee Volunteers**
  - Fred Molnar
  - Richard Glass
- **HOA Management Committee Volunteers**
  - Sherri Kelley, Chair
  - Dee Dothard
  - Ken Willis
  - Suveess Ricks
  - Fred Molnar
- **Community Development/Social Committee Volunteers**
  - Sherri Kelley
  - Dee Dothard
  - Judy Whitley
- **Covenants/ByLaws Committee Volunteers**
  - Warren Scandrick
  - Suveess Ricks
  - Tyler Barr

### **Next Meeting**

The next regular meeting of the MLCA Board of Directors will be on March 16, 2021 at 6:30 pm via Zoom. The link for the meeting is on the HOA website.

### **Executive Session**

Board entered into the Executive Session to discuss personnel and potential litigation issues.

### **Adjournment**

Board returned to the Special Meeting and adjourned at 8:05 pm.

Approved

3/16/21

DD