

ANA BOARD MEETING  
SEPTEMBER 30, 2023  
MINUTES

Present: President Bob Baumgartner, Vice President for Infrastructure Ted Miller, Treasurer Tom Timbie (via Zoom), Secretary Lotta Löfgren, Vice President Jon Gardner, Developer / Member Rick Beyer

There was a quorum present.

No other members were present.

This is an extra meeting of the Board to finish the agenda from the regularly scheduled meeting on September 27. The meeting was posted ahead of time on the ANA website.

The Board discussed the amending of the current ANA By-laws in order to add one new Board member, for a total of 7. The current Board members are overworked, and we have identified new issues that the Board needs to address. Rick explained the history of Board membership. Ted thanked Rick for his commitment to the Board and the neighborhood and expressed his appreciation for Rick's corporate memory. The Board agreed to amend the By-laws.

**Motion:** Ted    **Second:** Jon    **Approval:** Unanimous

The change will take place as soon as a new member is found. If the new Board member is appointed in 2023, its term will expire at the 2024 annual meeting. Whether or not appointed in 2023, the new Board member will be part of the slate of Board officers at the upcoming general meeting in January and will then stand for election for a three-year term.

Ted prepared an outline of the responsibilities of all the Board members which was discussed and amended (and is attached), but no formal board action was taken to approve the outline. The Board discussed briefly the relationship of the ARC to the Board and decided that a report by the ARC be part of each Board meeting; the ARC president will be welcomed to all meetings.

Tom has developed a list of issues which will be discussed with RPI.

The Board went into executive session at 9:33 a.m.

**Motion:** Ted    **Second:** Bob    **Approval:** Unanimous

The Board ended the executive session at 9:58 a.m.

**Motion:** Ted    **Second:** Bob    **Approval:** Unanimous

The meeting was adjourned at 9:59 a.m.

**Motion:** Ted    **Second:** Rick    **Approval:** Unanimous

## ANA Board of Directors members roles and responsibilities

**President:** Provides leadership and guidance for Board operations. Liaisons with stakeholders including Board members, community members, outside interested parties, and the management company.

**Vice Presidents/other Board of Director members:** Board members to be assigned to cover the following areas as the Board approves:

**Infrastructure:** coordinate 5-year Reserve Plan, validate Reserve plan to actual conditions in community, make recommendations and develop budgets for facility and infrastructure needs, coordinate with Developer

**Legal Affairs:** contracts and in-house legal opinions, Declarations interpretations, Bylaw changes, coordinate with outside counsel.

**Special Projects:** Researches projects of interest to the Board and presents possible options including planning, and cost-benefit analysis.

**Committee Coordination:** Act as a committee liaison to the Board.

**ARC liaison:** coordinate with the ARC to keep the Board apprised of ARC activities.

**Treasurer:** budget development and execution, monthly cost tracking by committee and cost area, investment tracking and reporting, liaison with property management

**Secretary:** meeting agendas and notes, and duties enumerated in the by-laws.

**Developer:** represents developer interests, Phase 3 and Summit Ridge build-out updates, coordination with VP of Infrastructure

### Committees:

Architectural Review: carry-out duties and responsibilities per governing documents and ARC Guidelines, active participant in monthly Board meetings

Clubhouse: Ensure clubhouse is in good order and being properly maintained

Communications: newsletters, ad hoc communications

Landscaping – Education and special beautification projects

Long Range Planning – assess and advocate for the needs of the community in the near, mid, and long-term including planning and execution

Playground – design and maintenance.

Pool: swimming pool and related needs, coordinate with pool manager

Social: schedule and carry-out social events throughout the year

Technology: website, email, and ListServ management, appointment/scheduling system, website updates, website refresh, data retention.

Trails: manage and maintain designated Ashcroft trails

Transportation: traffic issues to include pedestrian walkway from Locust Shade up Lego on east side behind fencing, traffic calming efforts, 2<sup>nd</sup> emergency egress route, possible 2<sup>nd</sup> routine connector in/out of Ashcroft