

APPROVED MINUTES

Meadowbrook Hills/Woods/Forest Homeowners Association Special Board Meeting Minutes, Oct. 30, 2011

Attendees: Erin Scheffler-Franklin, Karen Chiasson, Jean David, Nancy Galuszka, Lisa Alteri and Steve Franklin. **Absent:** Chris Cachat, Debbie Horner and Barb Keogh.

President Karen Chiasson called the meeting to order at 1:20 p.m.

Purpose of Special Meeting:

President Karen Chiasson requested this meeting for the sole purpose of a motion to vote for removal of Barb Keogh from Treasurer. Just as the meeting began, Jean David handed President Karen Chiasson an envelope, along with a bag filled with some Treasurer items, from Barb Keogh. It was a letter of resignation, thus, a vote was not needed for the removal from Treasurer, nor was the original resolution that was presented to everyone executed. We all agreed that we would sign the revised resolution, (which will accept her resignation; state that all materials of the Treasurer be returned; and the new officer appointments), at the next meeting

President Karen Chiasson asked the other five members if anyone wanted to take the Treasurer office. No one responded so Karen offered to take on this position especially since she has already been doing $\frac{3}{4}$ of the Treasurer's work and is very familiar with financials. Lisa Alteri volunteered to take over the Secretarial position from President Karen Chiasson. Erin Scheffler-Franklin made a motion to accept President Karen Chiasson as Treasurer, too. Nancy Galuszka seconded the motion. It was unanimously approved. Jean David made a motion to accept Lisa Alteri as Secretary. Steve Franklin seconded the motion. It was unanimously approved.

President Karen Chiasson stated that the three bank accounts at Charter One would be closed and moved to Chase Bank. The new signers on the accounts will be President/Treasurer Karen Chiasson, Vice-President Nancy Galuszka and Secretary Lisa Alteri. There will always be two signatures on any check as it has always been. President Karen Chiasson will handle the transition of removing Barb Keogh from all further involvement in Board/Treasurer transactions.

President Karen Chiasson also announced that Debbie Horner needed to resign due to personal reasons and had accepted her resignation via e-mail. We now have 2 openings on the Board. Karen could think of a few people that she wanted to ask. Steve and Erin also knew of someone that might be interested. President Karen Chiasson stated that we need to move forward and remember that we are a team that works together. Karen is very excited for the future of this Board and the positive outlooks that each member brings.

Resignation of 2 Board Members:

- Debbie Horner did not show. She had notified President Karen Chiasson by e-mail that she wanted to resign due to personal reasons.
- Barb Keogh did not show. Jean David delivered Barb Keogh's resignation letter to President Karen Chiasson at the beginning of meeting.

Next Meeting: Date: Nov. 30, 2011. No time or location was set for the next board meeting.

Meeting Adjourned: 1:45 p.m.

Minutes taken by Karen Chiasson.

I want to thank Lisa Alteri for hosting the meeting at her home.