

Green Branch Ridge HOA

Board Meeting Minutes

December 15, 2021

Attendees: Stephanie Bartenope, Bill Creel, Scott Gilliland, Ed Barron, Chair

Guest: Cody Waller

Barron called the meeting to order stating we have a Quorum, so this will be an official business meeting.

The Minutes of the November 10th Board Meeting were distributed are there any omissions, errors, or addition, none given, call for motion to accept, so made by Scott, second by Stephanie, and approved by acclamation.

Annual Maintenance Charge- We need to officially approve the Annual Maintenance Charge for 2022. The rates for services to be provided by Association Services were set in our multi-year service agreement calls for a 2.5% inflation adjustment for 2022. We will cover the increase in estimated cost by the added revenue from the number of new lots added in 2022. The previously approved 2022 HOA Budget can be supported without an increase. A motion to leave the Annual Maintenance Charge at \$100.00 per lot in 2022 is requested, so made by Bill Creel and seconded by Scott Gilliland passed by acclamation.

Mail-In Proxy Ballots- According to our By-laws we need to establish procedures for the upcoming 2022 HOA elections with three options for voting. We are recommending the policy be established for a mail-in absentee ballot that provides lot owners with the options make their instructions known on the mail-in ballots, items on their ballot left blank will be voted by proxy according the decisions of the Board, those attending the Annual Meeting can cast their ballots there. I have reviewed the official state guidelines and will document the procedures for our Election Monitors to follow according to state. A motion by the board to accept the above ballot options and procedures for mail-in proxy election so made by Bill and seconded by Scott, approved by acclamation.

Election Monitors- The chair submitted the names of Melvin Webber and Antonio Vantanza to be our Election Monitors for 2021 they performed this duty in our 2021 election. Do I have a motion to accept these nominations? Motion to approve submitted by Bill and seconded by Stephanie; the motion approved by acclamation.

Annual Meeting Notice- Barron proposed the mail-out of the 2022 HOA Annual Meeting notice to all lot owners including the Meeting Agenda, the approved 2022 HOA Budget, and notice of the Board approved Annual Maintenance Charge of \$100.00 per lot per year. Do we have a motion to proceed with the above? So moved by Scott Gilliland and seconded by Staphanie Bartenope, Board accepted by acclamation.

Next Board Meeting- The next Board meeting is scheduled for Monday January 24, 2022.

The meeting was adjourned.