

## **Forest Gate HOA Board of Directors Meeting December 6, 2023**

The meeting came to order at 7:14 p.m. The following board members were in attendance: Mal Johnson, Craig Meeks, Gregg Brumburgh, Kristine Strauch, Jim Metcalf, and Kim Jones.

Mal explained that presently there are five positions that make up the HOA Board of Directors: President, Vice-President, Treasurer, Secretary, and one Member-at-Large. The HOA Bylaws, Section 5, provides a brief guide for each position. Additional information is listed on the HOA's Google Drive under Board Procedure/HOA Responsibilities. The list is a starting point for a new director, but unfortunately, it lacks the details necessary to rapidly transition into a new position. Because of the vague job descriptions, some duties get muddled when a director resigns. The President and Treasurer's tasks have overlapped over the years and the Secretary's role expanded to include email record management and oversight of architectural reviews.

In 2023 the HOA Board focused on:

- Electronically organizing the board's activities by year (Secretary and President)
- Increasing the transparency of the HOA Board and ACC's activities to the homeowners (President)
- Spreading the workload of the board positions, to include greater backstopping (All)
- Assigning the HOA's Well Water Management reporting to a board member versus an external volunteer (Vice-President)
- Reviewing the increasing cost of the board's liability insurance (Member-at-Large)

In 2024 there is a need to review the current architectural review process. While the procedures are not specifically assigned to any single board position, there is a need for someone to do the initial covenant research, coordinate with the homeowner, solicit neighborhood comment when appropriate, ensure all directors vote, and disseminate the decision of the board to the homeowner and, when necessary, the neighborhood. The Secretary has solely handled these responsibilities for the past few years.

When asked, no continuing board members expressed interest in switching positions next year. Kim Jones announced she was willing to assume the Secretary position. Gregg motioned for the following board member assignments and all approved. The 2024 Board Members are:

President-Mal Johnson

Vice-President-Craig Meeks  
Treasurer-Gregg Brumburgh  
Secretary-Kim Jones  
Member-at-Large-Jim Metcalf

The meeting was adjourned at 8:05 p.m.