

# MINUTES (DRAFT)

## Highgate Greens HOA Board of Directors Meeting

*Thursday, February 7, 2019 | Meeting called to order by Rob Grabb, President*

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### In Attendance

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Robb Grabb (President), Steve Firestone (Vice President), Bryan Banks (Treasurer elect), Jared Durban (Treasurer), Terrina Thomas (Secretary), Sachin Katkar (Member-at- Large), Michael Childress (Landscaping Committee Chair) Eric Westhoff (Architecture Committee Chair), Doug Cherry (Member-at-large)

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### Call to Order

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The meeting was called to order at 6:15pm

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### New Business

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- a. Nomination of Treasurer to the HOA Board: Bryan Banks was nominated by Robb Grabb to replace Jared Durban as the HOA Treasurer; second by Doug Cherry; all in favor; vote passed.
- b. Various aspects of the Treasurer's position were discussed so the position could hand off from Jared Durban to Bryan Banks. Discussion included information related to the annual dues, Quickbooks set up, tax payment, investment accounts, post office box payment.

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### Old Business

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- a. There was a quick discussion related to the Disclosure Packet being revised. Eric Westhoff will work with Doug Cherry to get edits in the works then share it with the Board so there is greater progress on this project.
- b. Mike Childress indicated that flowers will be ordered and planted in May. We will recruit neighbors to help with planting at the May General meeting.

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### Adjourn & Next Meeting

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Motion to adjourn was made at 6:56 p.m. and was passed unanimously

Next meeting – tentatively set for Thursday, March 7, 2019 at 6:30pm; Terrina will check with Brother's Pizza to make sure there isn't anything else going on there so we can have a quieter space to meet

Respectfully submitted by Terrina Thomas, Secretary