

2016 Annual Meeting
Crown Estates Homeowners Association
January 9, 2016

Meeting was called to order by Sam Bateman, President, at 2:05 PM. A quorum was present as there were 14 of 28 homes (50%) represented.

Attending from Phase I were: Tina Del Dotto, Willie DeLong, Joseph & Thavy Hing, Lanny & Joanne Hubbard, Jayne Austin, Scott Johnson & Nicole Surovic, and Don Min Tsou.

Attending from Phase II were: Don & Sharon Kroeller, Roy & Beth Gravley, Kirk & Ruth Woolpert, Bob & Nancy Marsh, Sam & Judy Bateman, Jeff & Catherine Lee, and Ming & Thuy Lin.

Sam started the meeting by giving recognition of individuals in our community.

- Recognized new owners: Lori & Michael Hicks; Casey & Tina Del Dotto; and Dan & Lori O'Neill have returned and moved back.
- Announced that Beth Gravley was elected as Secretary after last annual meeting, replacing Barb Straub had resigned that position.
- Joseph Hing for collecting dues and Treasurer duties
- Beth Gravley for Secretarial tasks and accomplishing filing tasks with SOS, BLS and navigating various other paperwork requirements.
- Jeff Gray for Vice-President duties
- Sharon Kroeller, Lanny Hubbard, and Jack Williams for their support at Board Meetings
- Architectural Control Committee: Sam Bateman, Beth Gravley, Bob Marsh, and Bill Bato
- Thanks to Bob Marsh, Jack Williams and Sam Bateman for fence repairs
- Each of you for participating in the HOA

There was special recognition given to Sherrie Derrick (absent), Beth & Roy Gravley, and Bob Marsh for cleaning out water drain "catch basins" on 12th and 13th Way and a big "thank you" to Bob Marsh and Jack Williams for helping with the "common area" fence repairs between 12th and 13th Way. These two individuals, along with Sam Bateman, replaced several posts and top rails, installed special support brackets and poured 19 bags of concrete.

Secretary's Report. The meeting minutes from the 1st Annual Meeting (3/28/2015) were read by Secretary, Beth Gravley, which had been recorded by Jack Williams. Motion made to accept minutes as read, and unanimously accepted.

Treasurer's Report and budget was provided at the beginning of the meeting. Joseph gave Treasurer's report: Phase 1 account balance was \$16.12 and Phase II was \$835.64. Phase II has a larger balance due to the reserves for maintenance of future needs in that Phase. Motion to accept Treasurer's report as read, and unanimously accepted.

Old Business:

2015 activities were given by President Sam Bateman as follows:

- CCRs Amendments were typed and filed with the City. Andrey Tkachenko paid the \$90 filing fee
- Revised CCRs and Bylaws were sent to all homeowners
- Articles of Incorporation were filed with the Secretary of State, an EIN number was obtained from Washington State Department of Revenue and an UBI number was obtained from IRS
- Bank accounts were set up at US Bank on Mill Plain Boulevard, checks were ordered as were deposit stamps
- After getting five quotes, we purchased Liability Insurance from Farmers Insurance Company. Premium was \$942 with a deductible of \$500
- A report from Sam Bateman on Solar Power information garnered from a Clark County PUD was presented
- Guidelines for the Architectural Control Committee were created and approved by the Board.
- “No Trespassing” signs, as suggested by the Vancouver Police Department, were approved, purchased and erected on 12th and 13th Way
- A “Non-Conforming Items” form was mailed to all homeowners to mitigate non-conforming items that were built/installed prior to the formal organization of our HOA. The intent was to “grandfather” these items rather than require changes to conform to our CCRs
- A “CCRs Made Easier” was sent to all Homeowners
- Sam Bateman and Beth Gravley worked on pursuit of 501-C status and Sam’s eventual conversation with a representative from IRS regarding same who suggested it would be much easier, less costly and would satisfy our filing needs with IRS if instead we filed Form 1120-H. Sam had also checked with an accountant and our US Bank manager and was told the Form 1120-H is what most HOA’s also do. During this discussion, Ming Lin, who has an accounting and bookkeeping background, stated he would assist if needed

New Business:

- During the fence repair project, Bob Marsh had gone to talk to a neighbor on the other side of the fence in order to ask permission for access to the back side of the fence. The neighbor claimed it was their fence and Bob was told to “leave it alone”. A letter was drafted by Sam, reviewed by Beth, and approved by the board and was sent to all neighbors bordering the other side of the fence
- Sam showed a rotten fence post and the brackets he and Bob Marsh had made to fix the fence. He gave a run down on repairing and maintaining the wood fences in our neighborhood. If anyone needs information, contact Sam.
- A request was made to have heightened awareness of our neighbors’ roofs as 3 homes have had branches come through the roofs causing damage and in some cases water damage had occurred before it was noticed
- One of the neighbors in Phase I received permission from the City of Vancouver to remove 3 trees
- Board Meeting dates are scheduled as follows: April 27th, August 3rd, and November 9th of 2016.

Meetings will be held at 12614 NE 13th Way. Any members of the HOA are encouraged to attend

- Website “Nextdoor Fircrest” has community information from our area. If interested, contact Sam and he will send the link
- If a home is for sale, the HOA is required to provide documents and may charge for copies. Washington State Requirements are:
 1. Copy of CCRs and Bylaws
 2. Brochure, “Frequently Asked Questions About HOA”
 3. Annual budget
 4. Minutes from last 2 years Annual Meeting
 5. Minutes from last 6 months Board Meetings
- “Friends of Trees” will be planting trees and surrounding areas. If you are interested in dates, contact Sam for information and costs
- Bob Marsh gave thanks to Sam and Beth for all their hard work
- Beth requested that contact information, mainly addresses could be provided by all members in order to provide transparency of meeting minutes, or unanimous voting on things or ideas that all might have an interest in. It was suggested by another member, that maybe /Sam could create a diagram like he did in Phase II. Sam indicated he already had that information but that some Homeowners wanted to keep their information private and that it would be protected as such. He would readdress it with Phase I and share it if they gave permission.
- A reminder that dues are now due and invoices had already been sent out

Next Annual Meeting is January 2017

Adjourn 3:04 PM

Crown Estates Home Owners Association Meeting Notes

04.27.2016	7:00 p.m.	Bateman's 12614 NE 13 th Way
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Attendees	Present	Absent	Excused
Sam Bateman, ACC, President	X		
Jeff Gray, VP		X	
Beth Gravley, ACC, Secretary		X	Medical emergency
Joseph Hing, Treasurer	X		
Sharon Kroeller, Board Member	X		
Lanny Hubbard, Board Member	X		
Jack Williams, Board Member		X	
Bob Marsh, ACC	X		
Bill Bato, ACC		X	
Community Attendees			
Phase I		Phase II	
<input type="checkbox"/> Tina Del Dotto		<input type="checkbox"/> Don <input type="checkbox"/> Sharon Kroeller	
<input type="checkbox"/> Willie DeLong		<input type="checkbox"/> Roy <input type="checkbox"/> Beth Gravley	
<input type="checkbox"/> Joseph <input type="checkbox"/> Thavy Hing		<input type="checkbox"/> Kirk <input type="checkbox"/> Ruth Woolpert	
<input checked="" type="checkbox"/> Lanny <input type="checkbox"/> Joanne Hubbard		<input type="checkbox"/> Bob <input type="checkbox"/> Nancy Marsh	
<input type="checkbox"/> Jayne Austin		<input type="checkbox"/> Sam <input type="checkbox"/> Judy Bateman	
<input type="checkbox"/> Scott Johnson <input type="checkbox"/> Nicole Surovic		<input type="checkbox"/> Jeff <input type="checkbox"/> Catherine Lee	
<input type="checkbox"/> Don Min Tsou		<input type="checkbox"/> Ming <input type="checkbox"/> Thuy Lin	

Quorum was present: 4 of 7 board members, 57%

Meeting Called to Order by Sam Bateman, President at 7:06 PM

A Guest, Tony Fox, with Fox Coatings was supposed to be in attendance and did not show.

Meeting Minutes from 10.14.2015 - Beth emailed out the meeting minutes for acceptance. Minutes reviewed and accepted (minutes attached)

Treasurer Report - dated 04.27.2016 - Joseph gave treasurers report Phase I account balance \$976.12 Phase II balance \$3415.64. Motion made to accept treasurers report as read, and accepted (treasurer report attached)

Crown Estates Home Owners Association

Meeting Notes

Old Business

- ✓ VP Jeff Gray was appointed to work on wording for "Variance" and in collaboration with Sam to get approval from other Board Members before sending it out. This would also help to put Members on notice that have existing conditions not normally allowed by the CCR's and assist the ACC with future problems and those existing conditions. Completed 10.25.2016
- ✓ Continue IRS 501(C)3 & Non Profit status for business license research Beth 11.2015 BLS File Form 1120-H in place of 501(C)3 Sam 2.2016
- ✓ A quick reference of "Do's" and "Don'ts" to be provided to all Home Owners regarding our CCR's for easier understanding. Completed 10.25.2015
- ✓ "Private Drive" signs for 12th and 13th Way - Completed 11.2015
- ✓ Fence on 12th is in need of repair. We will attempt to fix it, get estimates from contractors if we are unable to ourselves. Completed 11.2015
- ✓ Voted to add Bob Marsh to Secretary of State as member. Wasn't necessary 11.2015
- ✓ Non-working street light on 13th Way - also on 12th way Completed 11.2015
- ✓ Buy recorder for assistance with HOA minutes (\$50.00 limit) - unanimous yes vote - no purchase - not enough money
- ✓ It was suggested that we come up with a packet for potential new homeowners when a house is on the market for sale. Completed

New Business:

- ❖ Discussion of possible asphalt sealing of 12th and 13th Way this year (petroleum prices are down, some deterioration has started and we wish to be proactive) After receiving several quotes from seal coat/asphalt companies and evaluation of our road, it has been determined that it is time for it to be treated. After discussion of the board and review of information received a motion was made and passed to hire Sealcoat Specialties to perform the work ASAP at total cost of \$2358.41. (see pdf of Agenda for more detailed information on companies and information)
- ❖ Repair of cracked sidewalk in front of 12611 NE 13th Way (Barb Straub) motion & passed for Bob & Sam to repair.
- ❖ Request from Lanny and Joanne Hubbard regarding their existing fire pit.
 - The city of Vancouver does allow fire pits under 3'x3'x2' using charcoal or seasoned wood. A permanent outdoor "fireplace" requires a City permit and inspection. Our CCR's pertaining to homeowners is covered in the CCR's

Crown Estates Home Owners Association

Meeting Notes

Article V, Section 5.07 (page 21) and states: "No outside burning of wood, leaves, trash, garbage or household refuse is permitted within the property."

- Joseph thought it would be okay. Sharon and Sam are against it. Lanny Abstained. Delayed the decision until next meeting. (see more details in attached pdf of agenda)
- ❖ Sam contacted the insurance agent on 4.26.2016 and there will be NO increase to our premium. It will be up for renewal June 8th for \$917.00, \$25.00 less than last year.
- ❖ Request from the Neighborhood Watch Patrol regarding their patrolling of those streets (since they are private streets and posted as No Trespassing).
- ❖ Continued fence repairs on NE 126th Place - In Summer when posts are dry
- ❖ SOS Renewal - Beth renewed SOS on 4.24.16 (information submitted in meeting minutes)
- ❖ Roy and Beth Gravley written requested submitted 4.28.16 to place Roy's flag pole, flying the American flag and Marine flag on the SW corner of 12th Way. Telescoping pole with solar light. ***4.30.16 Denied on submitted written request and in addition received a letter with personal opinion of president and reasons for denial.

Round Table:

Next Meeting 8.3.2016 @ 7:00 p.m.

Adjourn 8:10 PM

Prepared by Beth Gravley, Secretary

Board Meetings Dates: April 27th, August 3rd, and November 9th of 2016. Meetings will be at Sam Bateman's home on 13th Way. Any members of the HOA are encouraged to attend.

Notes for next agenda/meeting:

- ❖ Pruning of Trees along 126th required 3 ft & clearance for vehicles
- ❖ Pruning of Trees along 12th Way
- ❖ Hiring of someone to take care of common areas, regular cleaning of roadway, weeds, branches, trim trees, bark, moss control, bamboo, storm drains
- ❖ Submitted Variances denied or accepted?

Crown Estates Home Owners Association Meeting Notes

08.03.2016	7:00 PM	13 th Way
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Attendees	Present	Absent	Excused
Sam Bateman, ACC, President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Gray, VP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beth Gravley, ACC, Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joseph Hing, Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sharon Kroeller, Board Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lanny Hubbard, Board Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jack Williams, Board Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Marsh, ACC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Bato, ACC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Attendees			
Phase I		Phase II	
<input type="checkbox"/> Cassmero & <input type="checkbox"/> Tina Del Dotto	<input type="checkbox"/> Don & <input type="checkbox"/> Sharon Kroeller		
<input type="checkbox"/> Willie & <input type="checkbox"/> Catherine DeLong	<input type="checkbox"/> Roy & Beth Gravley		
Joseph & <input checked="" type="checkbox"/> Thavy Hing	<input type="checkbox"/> Kirk & <input type="checkbox"/> Ruth Woolpert		
<input type="checkbox"/> Lanny & <input type="checkbox"/> Joanne Hubbard	<input type="checkbox"/> Bob & <input type="checkbox"/> Nancy Marsh		
<input type="checkbox"/> Jayne Austin	Sam & <input type="checkbox"/> Judy Bateman		
<input type="checkbox"/> Scott Johnson & <input type="checkbox"/> Nicole Surovic	<input type="checkbox"/> Jeff & <input type="checkbox"/> Keng-Luan Lee		
<input type="checkbox"/> Don Min & <input type="checkbox"/> Fen Chang Tsou	<input type="checkbox"/> Ming & <input type="checkbox"/> Thuy Lin		
<input type="checkbox"/> James & <input type="checkbox"/> Caroline Newton	<input type="checkbox"/> Michael & <input type="checkbox"/> Laurie Hicks		
<input type="checkbox"/> Alfred & <input type="checkbox"/> Ruth Anderson	<input type="checkbox"/> Dale & <input type="checkbox"/> Sherrie Derrick		
Bill & <input type="checkbox"/> Lynette Bato	<input type="checkbox"/> Barb Straub		
Jeff & <input type="checkbox"/> Linda Gray	Jack & <input type="checkbox"/> Cheng Jiang		
<input type="checkbox"/> Daniel & <input type="checkbox"/> Laura O'Neill	<input type="checkbox"/> Richard & <input type="checkbox"/> Judith Johnson		
<input type="checkbox"/> Jenne & <input type="checkbox"/> Yiichiang Khan			
<input type="checkbox"/> Alexander & <input type="checkbox"/> Angelika Stetsen			
<input type="checkbox"/> William & <input type="checkbox"/> Renate Cooper			
<input type="checkbox"/> Osama Sidaros			

Quorum was present: 6 of 7 Board Members 86%

Meeting Called to Order by Sam Bateman, President at 7:03 PM

- Sam expounded on neighborhood watch program and explained what they were doing and their goal. They drive and walk patrolling the neighborhoods. The vehicle is identified with a magnetic sign and when walking the volunteers wear vests. A motion was made to

Crown Estates Home Owners Association

Meeting Notes

allow the neighborhood watch to patrol through the 12th and 13th Way neighborhood as our invited guests on our private road. The motion passed.

Secretary Report - Meeting Minutes from 4.27.2016 distributed, motion made to accept minutes as read, seconded, and unanimously accepted. (minutes attached)

Treasurer Report - Treasurers report from 08.3.2016 - Joseph gave treasurers report - Phase I account balance \$452.12 & Phase II balance \$\$664.23. Motion made to accept treasurers report as read and corrected, seconded, and unanimously accepted. (treasurers report attached)

Old Business

- ✓ Insurance renewal - Policy received and given to Secretary, Beth
- ✓ Information: SOS Corporation was renewed by Beth
- ✓ Fire pit request - Lanny.... Discussion took place regarding, a newspaper article regarding BBQ pits, wood burning, and what is allowed in Vancouver was provided by Bob Marsh. It was voted to not allow wood burning fire pits and the suggestion was that there would be no issue with a propane or natural gas fueled fire pits.
- ✓ Purchase of recorder for meetings - Sam is going to purchase a recorder (which was previously voted on) that belongs to the association and can be used to record meeting and later reference.
- ✓ Update - Change in the scheduled sidewalk repair at 12611 N.E. 13th Way - The board voted to veto the previous voted in repair as it was found that the crack is too small and would be more damaging to the concrete than to leave it. Passed - Unanimous
- ✓ Action on all "Variance Requests" - were read, voted on, and passed (attached) In addition to the submitted variances, after the reading of other variances regarding sheds, Jeff Grey asked for variance on his shed and it was passed along with the others.

New Business:

- ❖ The topic of sheds continued after the variances passed. Discussion as to the types of sheds and materials used and the question was purposed if guidelines should be established. It was decided that the guidelines already exist and the ACC would look at it on a case by case basis.

Crown Estates Home Owners Association Meeting Notes

- ❖ Discussion regarding recent street sealcoating, fence repairs and several exhausted homeowners * Sam gave update on sealcoating, explained what was involved in completing the edge between the concrete and asphalt. The work completed by members of 3 homes saved Phase II \$2000.00.
- ❖ A proposal and thoughts regarding annual dues took place with the decision to be made at next Board Meeting - Sam presented the need to raise annual dues of Phase II homeowners 20% per year for the next couple years making 2017 dues \$258.00 and 2018 dues \$309.60. Several homes have been occupied for 9 plus years without any HOA or fees. It is apparent at this point there are common areas that are in need of maintenance/repair plans. An estimate to hire for one post on the fence to be repaired was \$476.00. Previously a few individuals in Phase II have completed the fence repairs, saving the HOA lots of money.

Examples of maintenance/repairs:

- I. It has been recommended that we seal the road every 5 years in order to prevent the erosion and more than normal loss of roadway due to shrinkage.
 - II. Pressure washing of sidewalks, curbs, entry ways, and mailboxes (Several man hours)
 - III. Water drainage cleaning
 - IV. Moss cleaning and control of 12th street
 - V. Keeping bamboo from breaching asphalt roadway
 - VI. Blowing of debris and maintenance of the SW corner
 - VII. Fence Repairs
- ❖ Revisited - the board revisited the height requirement of Arborvitae planted along fence lines for privacy. A motion was made to allow the Arborvitae to be 12 feet in height as opposed to 8 feet. Voted and passed unanimously.
 - ❖ General information and usefulness as provided on free "Nextdoor Fircrest" web site: <https://fircrest.nextdoor.com>.
 - Fircrest website has referrals and lists of local resources, neighborhood crime, etc.
 - Contractors and trades people that come recommended by neighbors who have used them.
 - ❖ Be thinking about Officer/Board selections to be made at next Board Meeting (for 2017)

**Crown Estates Home Owners Association
Meeting Notes**

❖ Questions/comments? None

Next Meeting: October 26, 2016

Adjourn 8:34 PM

Prepared by Beth Gravley, Secretary

October 2016 Board Meeting
Crown Estates Homeowners Association
October 25, 2016

Meeting was called to order by President Sam Bateman at 7:03 PM. A quorum was present as there were 5 of 7 Board Members present (71%).

Attending from Phase I were: Joseph Hing, and Lanny Hubbard. Jeff Gray and Bill Bato were absent and excused. Guest Homeowners included: Jayne Austin and Lyn Bato.

Attending from Phase II were: Sam Bateman, Beth Gravley, Sharon Kroeller, Jack Williams and Bob Marsh.

Secretary's Report: – Meeting Minutes from 8/3/2016 were distributed, motion made to accept minutes as read, seconded, and unanimously accepted.

Treasurer Report: – Phase I account balance \$398.35 & Phase II balance \$530.44. Expenditures, since our HOA's inception, were in this report, showing check numbers and to whom each check has been written. Motion was made to accept treasurer's report as read, seconded, and unanimously accepted.

Old Business:

- A recorder has been purchased and will now be used to record all meetings.

New Business:

- Recognition and thanks given to Bob, Roy, Beth, & Herb for spreading 15 yards of beauty bark that was obtained by Nancy Marsh for free.
- Recognition and thanks given for on-going cleanup of leaves and pine needles on 12th, 13th Way & 127th Ave. by Roy/Beth, Don/Sharon, Kirk/Ruth, Sam/Judy, and Sherrie.
- After numerous unsuccessful attempts to make contact in person, Sam has sent a letter (October 15, 2016) to our neighbor (Eugene Letuchy) across fence at 1215 NE 125th Ave. The bamboo from his side of the fence has been encroaching on our side and efforts by Roy Gravley and Bob Marsh in digging the roots and cutting it back continues to be an issue and needs other intervention. We are offering to help him eradicate the bamboo by cutting it down, hauling off the debris and spraying any bamboo stumps with Crossbow. We are awaiting a response from Mr. Letuchy.
- A motion was passed to purchase 50 lbs. of Caseron to apply to the ground on our side of the fence attempting to hold the bamboo at bay.
- Sam reported there have been several break-ins and a busted car window in the area and Lyn Bato reported on an attempted break-in at their home. Police were called, 5 police cars arrived and the perpetrator was arrested.
- Sam handed out the purposed 2017 budget with detailed projections of anticipated costs for both Phase I and Phase II regarding immediate and future needs that reserves will be needed for. In the past, several homeowners have spent considerable time repairing and replacing fence posts/digging up concrete, replacing top caps and pouring concrete which has saved us a bunch of money! An estimate to replace just one fence post from Rick's fencing was \$439.52 (although we probably could have found someone much cheaper had we hired someone to do it).

However, we can't continue to have just a couple of people do all the work, it's not fair or they may not be able to do it because of age and/or health. At some point the fence on 12th Way will need to be replaced and while we're hopeful the four non-HOA members on the other side of the fence will gladly pay half, we have no means of forcing them to if they choose otherwise. For example, several estimates to replace that entire section of fencing (if that was needed) ranged from \$8,000 to \$14,000. Even paying half of that amount is a huge amount and we need to budget accordingly!

- 2017 budget was approved as presented and dues for 2017 were set at \$60 for Phase I and \$255 for phase II. Sam will send an invoice to all Homeowners in December for dues that will be due in January.
- Sam presented a proposal to establish a Crown Estates HOA website to provide lots of information (meeting minutes, budget, Officers and Board members, homeowner tips, contact info, forms, CC&Rs, etc.) that will be updated and be available for all to see. A prototype was shown and discussions included the following:
 - Privacy should be maintained with no listing of homeowner information (addresses, email/phone info, etc.)

Some important suggested content to be included on the website:

Links will be included for the 5 items that are required by the State when selling your home:

- Copy of Bylaws and CC&Rs
- Info titled "Frequently Asked Questions About Homeowners' Association"
- Budget
- Annual Meeting minutes (last two years)
- Board Meeting minutes (last six months)

Estimated cost would be approximately 25 cents per homeowner per month and is covered in the 2017 budget. Motion was passed for approval of such action with a limit of \$100 to build website. Everyone will be notified when/if our plans are successful and it is launched.

- Election of Officers and Board Members elected for years 2017 & 2018:
 - President - Sam Bateman*
 - Vice-President - Beth Gravley*
 - Secretary - Jack Williams*
 - Treasurer - Sharon Kroeller*
 - Board Member - Bob Marsh
 - Board Member - Lanny Hubbard
 - Board Member - Willie DeLong

*Also serve as Executive Committee and Board Members

- ACC members will remain as current: Sam Bateman, Beth Gravley, Bob Marsh, and Bill Bato. There was some question about Bill Bato's desire to continue to serve on this committee and a motion was made and passed that if he chooses to step down then Lyn Bato would replace him. Sam will contact Bill to ascertain his intent.
- There was discussion for the need to have an Executive Committee (per Article II, Section 2.2 of our Bylaws). A motion was made and passed that this committee would be comprised of the President, Vice-President, Secretary, and Treasurer, having the powers as provided in the above mentioned Article II, Section 2.2.
- It was also noted that with the election of new officers, new signature cards would need to be signed at US Bank and that we should audit checking accounts after receiving December banking statements. The audit can be taken care of by the President, in-coming Treasurer and out-going Treasurer.
- Questions/comments? None

Next Meeting: January (TBA when room is reserved), 2016

Adjourn 8:29 PM