

Meeting Date		3/28/19		March Special Meeting		Roles; Time Keeper -		Next Meeting Date	
Team		Woodlands HOA Board				Note Taker -			
Attendees						Moderator - Don Hansen			
						Decision Driver - Topic			
						Owner			
						Location; Antioch Branch - Mid-Continent Library			
From	To	Owner	Discussion	Decisions	Responsible	Due			
1	7:00	Carol Kuenzel	Discussion of how the formation of committees is outlined in the Woodlands covenants and by-laws. The covenants state that there is only one standing committee which is the Architectural Review Committee. By-Laws outline how any other committees are formed and the guidelines for their operation. Also review the ARC committee, members, and its function.						
			Discuss committees to be established and the purpose/scope of each (The starting point for these will be the documents that Rick has already drafted and distributed via email. The Board will need to reach an agreement on whether a resident may serve on more than one committee at a time...this would possibly include ARC, Budget, Covenant/ByLaw Review, Tennis Court Project, Social committee or is it just for the 3 committees being officially formed that night?) a.) Current budget committee b.) Covenant/ByLaw review committee c.) Tennis Court Project committee d.) Social committee (Does the Board want to add since there was discussion at last month's meeting about a social committee?)						
			Collection of names of residents who have expressed an interest in serving on one of these committees. There will need to be some type of verification that the residents who have previously expressed an interest in serving on a committee are still willing to participate and the addition of other residents who wish to volunteer as a potential committee member are added to the list of volunteers for appointment by the board. Hopefully, residents interested in volunteering will be able to attend the special meeting as called. It might also be prudent after the discussion of the committee purpose/scope and time commitment required to make certain that there is no one who wants to withdraw their name from consideration. At the conclusion of the special meeting, the Board will have the committee purposes outlines and a potential list of candidates for committee members selection.						
	8:00								