

**Executive Committee Minutes
July 3, 2018 at 11:00 am**

Members Present: Mike Leonard, Namrata Carolan, JoAnn Colton, Pam Spence
Michelle Gramm, Heather Lee

Item	Discussion	Action Items / Board Action in Bold
Meeting started at 11:00 am	Executive committee received office keys, door code has not been changed yet but will happen soon. Michelle advised that the BCC and office staff have a separate code.	
Job descriptions	Office provided EC with five old job descriptions for Office Manager, Office Assistant, Controller, Maintenance Person and Maintenance Assistant. EC needs to review and potentially update. We do not have a job description for Security-- will need to be created.	
Liens on property	Mike will talk with JimWeber from Lake Somerset on how they added lien documentation to their Deed Restrictions.	
Handling of unrecorded deeds	Office staff wanted clarification on handling of unrecorded deeds so we are consistent. We have a member with an unrecorded deed requesting boat stickers and discussed how to handle. Consensus was no boat stickers are to be provided until the deed is recorded by the county.	
Revised June 2018 bylaws	Discussed this topic and decided this is not a bylaw and belongs in the Rules and Regulations guide.	
Update on security	Heather advised that Liftmaster is working well but we need a sunshade for the South boat launch.	
Adhoc committee to review bylaws	Need to ask for members to join. Names suggested to contact were Lori Coyle, Dan Grant, Mike Leonard, Dan York and Michelle Gramm.	
Meeting adjourned at 1:00 pm		