

Executive Committee Minutes
August 17, 2018 at 6:45 pm

Members Present: Mike Leonard, Namrata Carolan, JoAnn Colton, Pam Spence

Item	Discussion	Action Items / Board Action in Bold
Meeting started at 6:45 pm		
Discussed office structure	Had a lot of discussion about different ways to structure the office. Perhaps have a bookkeeper function with a back-up, we need two people on Saturdays and perhaps they can rotate	
Clerical assistance for the BCC	The BCC agreement says we need to provide clerical assistance as needed. We think we should assign a particular person to handle this so we have consistency.	
Sign-in sheet for hours worked	Discussed that we have no way to reconcile the actual hours worked by the office staff. Talked about having a sign-in sheet so we have some checks and balances.	
Employee handbook	Discussed the need to update the employee handbook and eliminate contracts for employees.	
Cliff Bloom information	Mike shared information he received from Cliff Bloom via telephone. Main topics were: commercial business being run in an R1 residential area, gaps in the historical and legal documents of the Association, Amendment of Deed Restrictions, loss of non-profit status, process of ratifying committee members as selected by the Chairperson.	
Closed session Board meeting items	Discussed various items we want to communicate to the Board during closed session meeting.	
Meeting adjourned at 9:30 pm		