

NOTICE OF MEETING

A **closed meeting** of the board of directors of Carnelian Woods
will be held at
12:00 PM PDT on Tuesday October 24, 2023

In Person: Carnelian Woods Lodge

Online: <https://meet.google.com/pwy-ozvg-gwn>

Google Meet Smartphone App: pwy-ozvg-gwn

Telephone: +1 904-900-0934 and enter this PIN: 303 967 020#

To view more phone numbers, click this link: <https://tel.meet/pwy-ozvg-gwn?hs=5>

EXECUTIVE BOARD MEETING AGENDA

1. Call to Order – Don
2. Roll Call/Quorum Check - Larry
3. Approval of minutes for the October 11, 2023 executive session board meeting
4. Old Business
 - a. Accounts Receivable (A/R) Update - George
 - i. Collections
 - b. Hiring Committee Update - Perry
 - i. General Manager / Project Manager
 - ii. HOA Management Company Proposal
 - c. Winter 22/23 - Insurance Claim Repair - Celia
 - i. Status of Contractor proposal and full contract
 - ii. Financial Tracking
 - iii. Roof repairs and complete roof inspection
 - d. Status of Reserve Study Update - George

- e. Balcony Inspection Authorization - George
 - f. Response to ex-office manager Letter - Don
 - i. Status of Personnel File, Timecards, and Payroll Reports -
 - ii. Response Due by 10/31
- 5. New Business
 - a. Response to ex-general manager Letter - Don
 - b. Defensible Space for STR permits - Celia
 - c. Schedule Accountant for next Board Meeting - Don/Perry
 - d. Transition of e-mail accounts - George
 - e. Transition of financial accounts - George/Perry
- 6. Next Board Meetings
 - a. Monthly, 3rd Tuesday of Month from 5 to 8 PM
- 7. Adjourn