

**CAMPUS WALK HOMEOWNERS' ASSOCIATION
EMERGENCY MEETING
MINUTES**

DATE: Monday, August 24, 2015

TIME: 6:00 p.m.

PLACE: Study Lounge

CALL TO ORDER:

The Meeting is called to order at 4:33 p.m. by President, Donna Catalano.

ROLL CALL:

Donna Catalano, President

Suzette Avetian, Secretary

Cynthia Haines, Treasurer

ABSENT: Mike Cannon

Management

Representative: Debbie Tolton

QUORUM: (3)

Quorum was established to conduct a lawful meeting with the attendance of three (3) Directors.

BUSINESS:

- Community website – point of contact for listing units for rent; streamlining rental process.
 - Ms. Haines reported to Board recent conversation with Jeannie (currently maintains website for the community) who advised her she was resigning due to constant conflict with homeowners / leasing agents when listing units and then not getting paid. Board agreed this issue needs to be resolved immediately as Jeanne's prices are extremely reasonable and she does a great job.
 - **MOTION:** effective immediately, on-site manager will be point of contact for listing units for rent and maintaining listings on website. Motion was seconded. Motion passed unanimously.
 - **MOTION:** Effective January 1, 2016 - \$25.00 charge will be added to ledger of owners listing their unit for rent; to be due no later than February 1, 2015. Motion was seconded. Motion passed unanimously. This will include updates / changes throughout the year. Units will be removed from site due to non-payment. Jeanne will submit bill directly to the Association.
 - Manager to put letter together addressing the above for Ms. Haines to review and once approved, email to all homeowners.

NEXT MEETING DATE:

Board agreed to schedule Annual Meeting on Saturday, October 10, 2015 at 10:00 am. The next Board meeting is scheduled for **Thursday, September 10, 2015** in the Study Lounge.

ADJOURNMENT:

- **MOTION:** to adjourn the meeting was made at 5:00 p.m. Motion was seconded. Motion passed unanimously.

Respectfully submitted by:
Debbie Tolton, Minute Taker / Association Manager