

**WILLOW BROOK ESTATES COMMUNITY ASSOCIATION UNITS 5 & 6
DECEMBER 13, 2022 ANNUAL MEETING MINUTES 7:30 PM**

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Clara Voyles called the meeting to order at 7:30 PM.

Board present: John Weatherspoon - President
 Anthony Koetzle - Vice President
 Ray Peterlin – Secretary/Treasurer
 Clara Voyles – Director
 Sue Kalweit- Director
 John Graham - Director

Approved
12-12-2022

KMC Consulting: Barb Scully
 Kenneth McCracken

Chairperson of Nominating Committee: Clara Voyles

No members were present

The December 14, 2021 annual meeting minutes presented. A motion to approve the minutes by Sue Kalweit and was seconded by Ray Peterlin. All board members approved the motion.

Three nominations received within the period (Anthony Koetzle, John Weatherspoon and John Graham). Two invalid nomination forms were received. One was not properly completed and the other nomination received after 11/15/22. These two members were notified via mail the nominations were invalid.

The nominations for 2023 were Anthony Koetzle, John Weatherspoon and John Graham.

The nominating Chairperson motioned to approve the three nominations for the 2023 election as prescribed by the bylaws to the board immediately. The people nominated were Anthony Koetzle, John Weatherspoon and John Graham. A motion made to approve the nominees by acclamation by Sue Kalweit, and seconded by Ray Peterlin to accept the nominations. All board members approved the motion unanimously.

A motion made to keep all officers in the same positions as prior year by acclamation by Sue Kalweit and seconded by Ray Peterlin. All board members approved the motion unanimously.

A motion to close the meeting by Clara Voyles, and seconded by Anthony Koetzle. All board members approved the motion.

The Chairman of the Nominating Committee, Clara Voyles, closed the meeting at 7:50 PM.

WILLOW BROOK ESTATES COMMUNITY ASSOCIATION UNITS 5 & 6
NOVEMBER 14, 2023 BOARD AND MEMBER MEETING MINUTES 7:00 PM

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Board: John Weatherspoon- President
Anthony Koetzle- Vice President
Ray Peterlin- Secretary/Treasurer
Clara Voyles- Director
Sue Kalweit – Director
John Graham – Director

Approved
12-12-2023

KMC Consulting: Barb Scully

Two Members present at the meeting

Board meeting called to order at 7:00PM

Minutes to approve 10/10/23 Board Meeting. The minutes of the 10/10/23 Board Meeting were presented. A motion to approve the minutes was made by Anthony Koetzle and seconded by Ray Peterlin. All board members approved the minutes

The Financials as of the 10/31/23 Financial Statement:

Income: \$1,035.76

Expenses: \$7,453.94

Total income less expenses: \$ -6,418.18

Cash Balances: \$64,835.08

Delinquencies as of 10/31/23 \$77,339.17 (29 Total Accounts – 10 Current Year - 19 Prior Year)

A motion to approve the 10/31/23 Financial Statement was made by Anthony Koetzle and seconded by Clara Voyles. All board members approved the financial.

Contracts to ratify since last meeting: None

Topics to discuss:

1. 2024 Nominating Election Chair Person- Tony Koetzle and John Graham
2. Architectural review request - Reviewed and results will be sent to the owner.
3. Shed request was presented to the board and approved. Owner will be notified.
4. Harris Bank transfer - A motion to move \$17,000.00 from the operating to a cd was made by Ray Peterlin and seconded and Clara Voyles. All board member approved the transfer
5. Board Member Harassment- A motion to contact the attorney for professional opinion on this issue was made Anthony Koetzle and seconded by Clara Voyles. Board Member will supply the information to the attorney.

Board meeting adjourned at 7:31PM Member meeting opened at 7:32 PM.

October Financial information was given to the members present.

Kelly Beechin will be part of the yearly audit committee in December.

Meeting adjourned at 7:40 PM.