

**Valley at Winter Park Board of Directors Meeting
Special Meeting**

Date: June 22, 2022 --- Time: 7:00 PM

MINUTES

1. **Start Recording** – Zoom Meeting Hosted by BVM. Recording started around 6:50 p.m.
2. **Call to Order/Welcome** – Kolar called the special meeting to order at 7:04 p.m.
3. **Attendance Recorded** – Mark Johnson, Mark Kolar, Todd Budin, Matt Kirsch, Kris Claggett, LL Kourse, Susan Oderwald, Scott Fuog (periodically). Quorum met.
4. **Review/Modify Agenda** – Recommendations were made to add: Start Recording, Review/Modify Agenda, and Other categories to the agenda template.
5. **Approval of Previous Meeting Minutes** (send out in advance to the BOD) – This meeting was called soon after the Annual Meeting. Minutes from the previous quarterly BOD were not available to review.
6. **Treasurer's Report** (send out in advance to the BOD) – Financials were not reviewed during this special meeting.
7. **Reports**
 - a. Firewise Updates – none
 - b. Roads Updates - none
 - c. Water District Updates - none
 - d. ADRC Updates - none
6. **Old Business** – All business for this meeting is new for the new board.
7. **New Business**
 - a. BVM Contract – Kolar and Oderwald met with BVM Mark Johnson on June 21, 2021 to put names to faces, discuss roles and responsibilities, and get a copy of the current contract and a HOA contacts list. Johnson was quite open to accommodating VWP HOA's needs and welcomed input regarding both the contract and responsibilities. BVM/HOA partnership issues are listed on the new Issue tracking spreadsheet (see below).
 - b. HOA Website – Kolar has contacted Brian Martin, the current HOA website webmaster to discuss document links and information management. Discussions are ongoing and web issues are listed on the new Issue tracking spreadsheet (see below).
 - c. Set goals and objectives – With the new board members present, a request was made to have each person share their top HOA/community issues or tasks that he or she would like to have the Board consider during the 2022-2023 year. A spreadsheet (attachment 1) was created to hold Issue Names, Descriptions, Goals and Objectives, and Issue lead, Co-Lead, Interested Community member's names who volunteered to analyze the Issue and come up with recommendations. A Decision-Making process (attachment 2) was recommended as a template to employ due diligence practices and stakeholder scoping to improve transparency.
 - d. Communications with the board – There was a discussion about creating a generic board@valleyatwinterpark.org email address which board and community members could use to contact all the board members with one email. This address would be in addition to

existing, officer-related emails like president@valleyatwinterpark.org. Kolar preferred to not get messages which would be sent just to him and preferred board-related emails be sent to all BOD members which the board@valleyatwinterpark.org address would do. Status of the email address was still pending.

Discussions regarding the best place to manage and store HOA documents was also took place. Corraling all of the existing documentation to-date is needed and Oderwald has started by pulling documents posted to the Association Online website utilized for a time by the HOA.

8. Other

9. Next Meeting Date – July 20, 2022 at 4:00 p.m. (Date for next meeting set via post meeting emails.)

10. Adjourn – Kolar motioned to adjourn at 8:29 p.m. Seconded by Budin.

Submitted by: *Susan Oderwald*, Secretary

Minutes approved: July 20, 2022

Meeting Recording:

https://us02web.zoom.us/rec/share/VwZ63UHziFWMdjF5rN_8uXy78PLdzx6UXLZUpNeoGW3olWczHF-9171fdt6-nbgJ.vrQnqtkypsu6-DkU

Access Passcode: 5d+t&+eV