

Chattahoochee Landing HOA  
Meeting Minutes  
January 11<sup>th</sup>, 2009  
5:00 p.m.

Type of Meeting: Regular Board Meeting

Meeting Facilitator: Kim Belloni

Invitees: Kim Belloni, Michael Mitchum, Jean Harris, Paula Rayl, Jennifer DePace

- I. Call to order
- II. Roll call – Ms. Belloni, Mr. Mitchum, Ms. Harris, and Ms. Rayl were in attendance.
- III. The minutes from the December meeting were presented and approved.
- IV. Open Discussion:
  - a) Preparations for January Elections – Ms. Belloni went through the list of tasks to be done in preparation for the annual meeting to be held on January 25<sup>th</sup>.
    - a. Need to do:
      - i. Mr. Mitchum offered to confirm the reservation at City Hall.
      - ii. Voting Ballots – The voting ballots were proofed and approved. Ms. Belloni will make copies of the voting ballots, the amendment ballots for those who have not voted yet, and several nomination forms.
      - iii. Sign in Sheet – Mr. Mitchum offered to create a sign-in sheet if Ms. Belloni would send him the excel file containing addresses.
      - iv. Mr. Mitchum stated that Mr. Green would prepare a sign for the annual meeting to be placed in the median.
    - b. Already Done:
      - i. Proxy Forms were mailed out.
      - ii. Nomination forms – sent out once and on newsletter and website.
  - b) Entrance issues – Ms. Belloni stated that she had not gotten back in touch with Ms. Hancel about the entrance but that she would within a week.
  - c) Sign with # of votes needed to pass covenants – Ms. Belloni stated that she'd received two votes since the sign had been put up
  - d) Budget update – Mr. Mitchum provided an update on the budget and presented a yearly working file and a monthly report. The balance in the account was \$8,734 for year end and that balanced with the bank's figures.
  - e) Proposed audit – Ms. Belloni suggested that the board consider an internal audit to fulfill the audit requirements in the bylaws. Ms. Belloni suggested asking several residents to come review the books, and all documentation. The board agreed and several names were proposed. A date of January 18<sup>th</sup> was set and Ms. Belloni suggested asking all of the names that were proposed in case some of the people were unavailable.
- V. Adjournment – There was no further business and the meeting was adjourned.