



## **HOA Board of Directors Administrative Special Meeting Meeting Minutes**

### **1. MEETING LOCATION DETAILS**

Date: Monday, December 23, 2024    Call to Order: 6:31 PM CT

Location: Virtual via Google Meet

### **2. BOARD ATTENDEES:**

- Desiree Kawell- Secretary
- Denise Jimenez-Treasurer
- Joy Dunaway- Member at Large
- Dodie Marin- Member at Large

### **3. APPROVAL OF THE MINUTES -BOARD OF DIRECTORS ADMINISTRATIVE SPECIAL MEETING 12/12/24**

- Approved

### **AGENDA:**

#### **4. RESIGNATION-**

Erica Hickey-President- formally resigned in writing 12/18/24

Motion by Dodie Marin to accept the Resignation of Erica Hickey from Crystal Knoll HOA Board of Directors, second Denise Jimenez. Motion Carries

#### **5. APPOINTMENT OF PRESIDENT-**

Desiree Kawell motions to appoint Dodie Marin as President of Crystal Knoll HOA, second by Denise Jimenez. Motion Carries

#### **6. NEW BUSINESS**

Discussion regarding transference of documents/responsibilities

- Bank Account Transfer
- Change of Passwords Following Resignation of President
- Post Open Board Position
- Use of HOA Facebook Group & Page
- Schedule of 2025 Board of Director Meetings and Annual Members Meeting-TBD

#### **7. UNFINISHED BUSINESS**

- Access to Utilities
- Resale Certificates



- Taxes & CPA
- HOA Board of Directors Transfer Forms
- Review access to website and other platforms
- Review insurance policy
- Review mowing contract

**ADJOURNMENT:**

Meeting adjourned at 7:11 pm

Next meeting-

Quarterly Board of Directors Meeting

January, 16, 2025 6:45 pm

Georgetown Public Library Classroom 211