

**Arrowhead Improvements Association  
Annual Owners' Meeting  
Arrowhead Firehouse  
Saturday, August 18, 2012  
2:00 PM**

**Call to Order—Bob Hernandez** – Bob called the meeting to order at 2:00 P.M.

- **Determination of Quorum—Bob Hernandez –Present**, Bob Hernandez, President, Don Koeltzow, Carol Flick, Al Hale, Sharon Pugh (Skype), and Larry Bruestle. Approximately 75 owners were present in the audience.
- **Finance Report - Treasurer's Report – Al Hale.** The Arrowhead Improvements Association (AIA) ended 2011 with a net income of about \$23,000. At the January 2012 board meeting, it was decided to put this money into our operations and undesignated reserve funds for future major capital expenditures.

Also, at the January 2012 board meeting, the 2012 budget was approved with a net income after capital expenditures of about \$3,900. Note that the bulk of AIA's income is fixed which comes from owner dues. Given the cost of many aspects of operating AIA go up year after year, it will become more difficult to achieve a balanced budget unless services are reduced or owners vote in a dues increase.

June 2012 approved financials show \$200,000 in Operations Reserve, \$73,036 in Heavy Equipment Reserves and \$27,036 in Undesignated Reserves.

Historically, AIA's financial policy has been to keep six month's worth of operating expenses in Operations Reserve. However, Colorado Common Interest Ownership Act requires a more methodical approach to calculating required reserves. This procedure is being developed and will be approved and implemented after a draft has been reviewed by the owners.

Delinquent owner dues and associated legal fees owed AIA has come down during the past few months but is still high at about \$37,000. 80% of this money lies with just 11 owners. AIA's legal firm has a formalized collection process they follow for these delinquent issues.

AIA remains in good financial situation with \$327,000 of cash on hand.

**Manager Reports:**

- **Communications – Melissa Hernandez – Communications Report –**

In the past year Communications has seen the following changes:

1. Two hard copy Bulletin Boards have been added to our community in order to make it easier for those who do not have access to electronic communications.
2. An email list has been instituted to better facilitate information between the AIA and Arrowhead owners. It is being used successfully for important messages as well as community updates.
3. Arrowhead in Colorado AIA Facebook Page. Perhaps the largest change to Arrowhead communications is the new Facebook page. The Arrowhead in Colorado Facebook page reaches a minimum of 150 people each day. And when I posted the bears in the dumpster

video that weekly total skyrocketed to 6,331 as 74% of the people seeing it on our FB page shared it! This week's reach was at 887 people. As you'd expect, most of our likes come from Grand Junction, Cimarron and Montrose, but we even have some from Pennsylvania and one from New York City!

4. The Facebook page has many advantages to communications. It is far easier to get information & photos posted- minutes versus days. It allows for immediate posting of emergency information and allows for unlimited photos. (My thanks for so many that have contributed their own photos.)
5. Those using the Facebook page have provided very positive feedback.
6. The AIA Website continues to be an important part of Arrowhead. Requirements are being met in a timely manner for posting of meetings, minutes and financials.
7. The Message Board was dropped, as it had become an unintended forum for editorializing, which was never its intention. The Marketplace, whose function is as a "Want Ads" type page, is now up and running. Owners have been responsible in its use for posting wanted and for sale items. The award for most unusual items posted goes to Brad Fowler for his cemetery plots and for most interesting User ID to Mary Cokes- when try as she might- her name kept showing up as md#####. Our Marketplace has a filter!
8. The Smoke Signals has gone to between 20 and 24 pages throughout this year. The primary purpose of the Smoke Signals will remain to inform and entertain the community, while providing advertisers a means of reaching clients. Ten new advertisers have signed on this year. The new policy for advertising caught some old advertisers by surprise this past issue, but as advertisers become accustomed to the new policy (pay prior to posting) I expect more to advertise or resume advertising.
9. Mountain Living has been dropped. While this was a great way to get photos and entertaining information to Arrowhead owners in the past, its compilation was nearly as time consuming as creating The Smoke Signals. Mountain Living type material is now available on the Arrowhead in Colorado Facebook page.
10. The Services Page was also dropped.

In summary- Communications continues to be a growing entity for Arrowhead.

### **Design Review Committee: Joyce Boulter: Annual Report**

The design Review committee has been busy this year working on the mitigation project.

We sent out 45 letters to property owners who purchased their property after May 1, 2010 and 2011. The committee gave these owners 2 years from the date of the letter or 2 working summers, which means the mitigation should be finished by the end of the 2013 for defensible space and 2012 for mitigation. The committee members along with Bob Rosenbaum have personally evaluated each lot. We are also working with the new owners from 2008 and 2009, who should be finished this year. There are many owners that have already finished and their lots are beautiful. These people will be recognized for their work.

This summer we have 3 sheds and decks built, one and one house start for this fall to be finished next year. I would like to ask owners who are contemplating any construction or improvement to your lot to read the Regulations. I am available to answer any questions. In this case it is better to ask first rather than waiting. Forgiveness may be in the form of a fine.

I have worked with several new owners to locate drives and camper pads. It is so wonderful to see the enthusiasm of new owners. They are excited about becoming involved with Arrowhead.

Below is a chart of activity comparing 2010 to 2011 and 2012

Activity	2010	2011	2012
House	3	3	1
Garage	3	1	1
Shed	6	3	3
Remodel	8	3	1
Driveway	12	3	3
Utilities	9	1	2
Total income	\$5,650.00	\$1,925.00	\$1250.00

Joyce Boulter, Design Review Manager

- **Forest- Bob Rosenbaum – Annual Report –**

Bark Beetles: the response to the bark beetle threat has been most encouraging – in addition to the AIA amount and the Gotcher's for their neighboring acreage, eighty-four property owners also requested packs for a total order of 7500 MCH packs. Due to a manufacturing error, the initial shipment only lasted half of the flight so we received an additional 7500 order free. However, the supplier didn't send anyone to put them out. NOTE: Some property owners also ordered packs independently. The packs seem to be working. Neither Bill Conway nor I have, **as yet**, identified any newly infested trees in tracts with the packs. Also, the number of beetles caught in the traps far exceeds last year's numbers. That's the good news. Thus far, we have also identified six pockets of Doug fir infestation, along with two possible sites of attack. They will be dealt with before the snow gets too deep. The other item of bad news is that we now have spruce bark beetle. Spruce trees, both standing and wind-thrown that have been identified will be dealt with prior to next year's flight. Because of the continued prevalence of bark beetles, we will be putting out MCH packs and traps next year. Information as to how and when property owners can piggyback on the AIA's order will be on the website and in the Smoke Signals.

Mitigation and Defensible Space: The common land mitigation of the three units for 2012 (totaling 29.9 acres) is completed and approved by the CSFS District Forester, as is the demonstration lot for next year's project. The number of requests for surveys – initial, interim and completion -- has been the highest since we began the process. However, there has been some confusion as to the process and the requirements. Process: The initial survey should be done **prior to doing any work**. This is so property owners understand the reasons for treatment, how to make specie selection and so the prescription can be modified to fit the characteristics of specific lots.

Requirements:

- 1) Dust barriers/privacy screens are permitted on a lot's periphery.
- 2) Aspens. Live aspens are not a fire danger. Aspens are self-thinning and self-limbing. In terms of mitigation/D-space, live aspens should be cut only if they threaten structures, vehicles, etc.
- 3) Machinery, such as a small skidder with a grapple, may be used to remove cut material. However, those with buckets should not because they tend to remove the topsoil along with branches and saplings.

Arrowhead's forest is, in many areas, significantly overgrown. Wildfire fuel reduction and improving forest health is the same thing. The prescriptions for mitigation and defensible space have been developed in close consultation with the Colorado State Forest Service over the years. They have been modified in order to fit Arrowhead. The overall performance on both private lots and the common land has been very good, although there have been some exceptions -- generally of an over-exuberant nature. Hopefully, these won't occur in the future.

- **Maintenance – Don Koeltzow – Annual Report - Work Continued on Spruce Drive.** This summer, we completed the addition of gravel to Spruce Drive. Fire House Repairs: The new cold roof installed during the summer of 2011 stopped the water leakage into the firehouse. During the summer of 2012, we hired Jim Burrichter to repair the water damage on the inside of this structure. Winter Parking Lot Bathroom: During the summer of 2012, the septic tank in this system was pumped out and the baffles that freeze in the winter were removed. Maintenance of Equipment: The frontend loader was evaluated and no major problems were found. Please continue to encourage all visitors to obey the posted 20 mph speed limit. Bob thanked the maintenance crew for all the work they have done during this past year.
- **Security Report: Reinie Masanetz:** All officers are recertified in First Aid and CPR. There are no reserve officers at this time. They work 7 days of 5 to 6 hours each day Sunday through Sunday. Equipment – The Explorer is still well-maintained, and security has 2 snowmobiles. They still have the Honda 4stroke with 11,000 miles up for sale and it also has been maintained. This will again be advertised in the Smoke Signals. There have been requests for 29 fire pits permits this year. Security continues to retain good rapport with other local securities in the area. They have been called out this past year for parking lot thefts, an ATV discovered missing from property owners home, a hit and run accident wrecking the rear panel on a pick-up truck, and cigarette butts left smoking and smoldering on the ground. Other complaints have included speeding, underage and reckless driving, noise, and property owners who are not maintaining their lots. There have been 15 RV permits given out this year. Security has done a fine job of keeping driveways open during the winter and assisted owners as needed. Bob thanked Security for all their hard work.

### **Committee Reports**

- **Hazel Lake Committee –Linda Dysart:** There have been no problems with the compressor or six aerators and the compressor is being regularly maintained. The fish are jumping and should be large enough for fishing next summer, and the nature trail is being well used. The tree debris at the walking/skiing entrance on the south side has been removed. A picnic table has been placed at the parking area, and the noxious weeds have been sprayed around the lake. The lake is open for non-motorized boating, kayaking, canoeing and rafting. There are 3 walking entrances to Hazel Lake: One on the south side of Hazel Lake, one at the parking area on the NW side of the Lake, and one on the spillway at Wildflower. We still need a hook and shade shelter on the post at the parking lot trail for hanging the life preserver ring. For the future, we need to have a signed agreement with Donny Squirrell regarding water rights to Hazel Lake. We also need to consider stocking 10" Rainbow trout for next summer and may need to eliminate some of the Milfoil from under the water and Potamogeton from on top of the water. We need to watch the compressor to make sure if replacement parts might be needed. Finally, a bench in the aspen grove on the east side of the lake costing approximately \$500.00 would be a nice addition. Linda also let the property owners know that if they have any

thoughts for needs at Hazel Lake to get in contact with her. Bob thanked Linda for all the work that has been done in the Hazel Lake area..

- **Weed Committee – Carol Flick:** Carol thanked everyone who has helped with the spraying duties. With the rainfall, we are starting to see more noxious weeds sprouting. Many owners used the spray and sprayers for their own property. Larry Bruestle has offered to take any bagged noxious weeds down to the landfill and you are welcome to bring the bagged leaves over to Larry. We have been able to cut our weed budget in half with all the volunteer help we have had. Bob thanked us for the work we have done this summer.
- **Fire Dept --- Paul Grosvenor ---** Wanted to thank everyone for being diligent about following the fire restrictions up here at Arrowhead. No fire calls from up here, so the fire dept wants to thank everyone for their help with that. You probably saw the new fire equipment outside. It isn't fully established yet, but it is our new SnoCat and it will be a huge help for us this next winter. When the first snow comes, we can begin to train the firefighters in how to use it. The fire truck and equipment is being worked on. Paul thanked everyone for responding to the one fire that we did have this past winter. September 1<sup>st</sup>, the fire department will have their annual pancake breakfast. Kevin explained that the SnoCat is only issued to the Fire district through taxes. The fire district is governed by the state. For anything fire related, contact Brent, Paul or me. Just so everyone knows, the AIA did not go out and buy a SnoCat, it was provided for the fire department's use by the fire district through taxes. This SnoCat is to be used only for firefighting. Paul reminded everyone to look at but not touch the SnoCat. It will be out again at the pancake breakfast for all to see. Bob let everyone know that the fire protection district was formed in 2007 and that it is a separate entity from AIA. He thanked the fire department for all they are doing for AIA.

### **President's Annual Board of Directors' Report – Bob Hernandez:**

2011 was a busy year for the board.

The Board held 17 meetings to govern the AIA and discuss and decide issues of all levels of importance.

After many years of work by the Covenants committee a revised covenants was presented to the community for vote. I want to thank Don Koeltzow, Rich Ostrom, and the 14 or more volunteers who contributed their time and effort to the Covenants Revision Committee over the previous 4 years. Their work has been instrumental in raising awareness in the community of the Covenants which is the basic governing document for our community. While a majority of the votes returned were for the new proposed Covenants, Amendment 1, we did not receive enough "For" votes to make up the 50% of the 808 eligible site owners required to pass the change. We only received 551 of 808 ballots. With amendment 1, the basic Covenants not passing, amendments 2 and 3, which were additions to amendment 1, were not applicable.

The Board decided in January to wait for a year before attempting to pass the covenants another time.

In the mean time work has been ongoing to insure the AIA is in compliance with the CCIOA. This has resulted in a more formal process for AIA Board Meetings and the AIA Board Workshop held before our Saturday Board meeting. The goal is to make the discussion and decisions that the Board makes for the AIA more open and more transparent. If you need more information or want to clarify or verify any information pertaining to rumors or incorrect information you hear circulating the community, please ask any Board member at any time by letter, email, phone call or in person. We are here to serve you and keep you informed.

The following are actions taken by the Board in 2011:

1. The Maximum height of sheds was restricted to 20 feet. (3/2011)
2. The Material allowed to cover foundation and stem walls was changed to include “stone, rusted corrugated metal, and other materials approved by the DRC.”
3. A contract was awarded to Nick Garreffa for the installation of an electrical pedestal for the Hazel Lake Aeration Project that was approved in 2010. The purchase of the Aeration equipment from Vertex was also approved.
4. We held a Real Estate Open House on 27 August 2011.
5. We amended the Bylaws to declare a board position vacant if a Board member fails to attend 3 consecutive boards meeting either in person or electronically.
6. We negotiated new leases with the AFPD, the Meldrum’s for the stump dump, with Lucia Lebon and Will Hobson for the Livery, with the ASC for the use of their groomer and with Jim Squirrell of use of his land for one of our Cross Country Ski Tracks.
7. We received bids and contracted with Greatland Log Homes for repairing the firehouse roof. This cost was split with the AVFD. And our portion was mostly covered by our insurance settlement.
8. After the winter with no roof leaks, the ceiling and wall damages from the roof leak at the firehouse were repaired with costs being split with the AVFD. Thanks to Jim Burrichter for his fine craftsmanship.
9. We amended the Bylaws Term of office for Directors to start at the first BOD meeting of the new FY and end at the corresponding meeting 3 years later. We also changed the election of officers from the last meeting of the year to the first meeting of the year.

Our accounting procedures were audited and approved in June 2011 and June 2012.

We filled two vacancies on the Board last September that were created by the resignation of Diane Benson and Bing Carlson who we thank for their volunteerism. Al Hale and Larry Bruestle were elected to fill these two vacancies in accordance with the procedures in our Bylaws.

We held elections for 2 board positions whose terms were ending. We said goodbye and thanks to Paul McDermott and for his many years of dedicated service. The community reelected Don Koeltzow for a 2<sup>nd</sup> term and elected Sharon Pugh for her first term. We have a very diverse board. Four members own RVs, two are summer only RV residents, three are full time residents, and four make Arrowhead their primary residence.

We started the tasks of revising the AIA BOD Handbook and the AIA Regulations. We have studied the CCIOA and have implemented required procedures and included them in the BOD Handbook.

The board handled many complaints and violations of the Covenants and Regulations and continues to concentrate on the unbiased enforcement of the rules that govern our community.

In 2012 we have continued the work of a very active Board and I want to personally thank my fellow Board members for their tireless and dedicated service and their constant uninhibited participation to govern the AIA.

**Announcements from the Board:**

1. Clean up Saturdays –a week from today on Saturday, August 25th and our last clean-up is scheduled for Sept 22<sup>nd</sup> – meet at firehouse at 9am. If you have areas at Arrowhead you'd like to see cleaned up let Clyde and Carla know
2. Bike race next Tuesday --- Highway will be restricted and are scheduled to pass by Arrowhead around the 12 to 12:30 time frame. World class racers --- good opportunity to see that.

**Announcements from audience:**

1. No requests received from the audience to address the board
2. Bob read an announcement from Dick and Dee Dee Mace are having 2 large home moving sales: Following pancake breakfast from 1-4 PM on Saturday, Sunday and Monday --- Then the following weekend 8<sup>th</sup> and 9<sup>th</sup> of Sept from 12 – 4 PM. 38 years of stuff. Lots of good stuff. Please help them out.

**Bob asked to adjourn the meeting at 3:15 P.M.**

**Respectfully submitted,  
Carol Flick, AIA BOD Secretary**

**Arrowhead Improvements Association**  
**Board Meeting**  
**Arrowhead Firehouse**  
**Saturday, August 18, 2012**  
**3:20 PM**

**Call to Order—Bob Hernandez** – Bob called the meeting to order at 3:20 P.M.

**Determination of Quorum—Bob Hernandez –Present**, Bob Hernandez, President, Don Koeltzow, Carol Flick, Al Hale, Sharon Pugh (Skype), and Larry Bruestle. Approximately 27 owners were present in the audience.

**Minutes from Previous meeting: Carol Flick** – Bob asked that everyone review the minutes from the last board meeting. Hearing no corrections, deletions or additions, Carol moved that minutes be approved. The motion was seconded by Don Koeltzow and the motion was passed.

**All the reports were given at the owners' meeting earlier.**

**Review of Agenda from yesterday:**

**Budget Timeline – Al Hale:** The budget committee is made up of the Board of Directors and Managers. A draft of the timeline was prepared for review. In mid September, we will distribute a draft of the proposed budget to the committee. In December, the AIA will receive a copy of these drafts, and will be able to make comments on them at that time. All comments will be taken into consideration before the board takes a final vote to approve the budget. Another question related to making a possible change to the make-up of the budget committee before the budget is passed. Bob stated that the board will take her questions into consideration as they continue to work through the various issues related to the Board of Director's Handbook. The board will have those procedures looked at and will try to have the handbook finalized before the end of October.

- **Discussed the procedures for adoption of amendment of policy adoption and rules.** Basically it was put out to the board for discussion in July. We received comments from that which were considered. We have sent our recommendations to our law firm to get their input. There is the recommendation and the actual procedures. Later today we will make a motion to accept those procedures.
- **CCIOA Dispute resolution.** The CCIOA requires that we have a separate procedure for dispute resolution. We have a working draft that we received from our attorneys which suggested the use of an internal panel and mediators. We have some questions about whether that is our best approach. We will be re-looking at that and at all options available to us and will plan to do this next month.
- **BOD Handbook** --- We looked at this again and tabled further discussion until our next meeting which is based on the disputes resolution procedures using the procedures we have outlined for the changing of policies, procedures and rules.
- **Reviewed the draft regulations that we have been working on since May.** We made some clarification and minor changes. We did skip over the controversial issues on the RV's so we can wait on information from surveys. We hope to have a final draft on that regulation out by the next board meeting.
- **Location of future board meetings.** Bob stated that one of the reasons we had to change the notice on the Annual Meeting is because we moved the meeting to the fire house. Two other board members



and Bob talked with Kathleen Belgard and there is some perception that the Inn is affiliated with the AIA since the board has been holding workshop time there. We have been fortunate to be able to hold our board meetings at the Inn, but with the large numbers of people who show up for summer meetings, it does cause conflicts for the Inn. Therefore, we will have our September and October meetings at the Inn and next year, if all remains the same, our January, March and May meetings will be held at the Inn. June, July and August, we will use the firehouse, and then in September and October along with the remaining months we will meet at the Inn.

- **Action that we will be making a motion on about relocating a couple of lots. And there will be more detail on that when the motion is made.**
- **Discussion of the future options for the stump dump ---** the lease with the Meldrum's for the property we presently use is up for sale so Larry offered to look into different options for land for stump dump use. The stump dump has moved at least 2 times in the last few years and we need a place where we can remain. If we can get a 99 year lease from the BLM, that might be considered so we don't have to worry about where to locate the stump dump. If anyone has ideas, please don't hesitate to contact Larry.
- **Had on agenda to get a status update on the water rights on Hazel Lake water** –but meeting was postponed. We will be having that meeting with Donny and Jim Squirrell next Friday.
- **Complaints regarding the Nucla-Naturita company switch.** The phone company structure is not on Arrowhead property. Larry has talked with Nucla-Naturita to see if they will be willing to clean up the site a bit. Also, because it is a switch it produces a lot of heat and needs an air conditioner which has been making a lot of noise. Community members who live nearby say the noise level has gone up so we are working on this with the Nucla-Naturita Telephone Company

### **Executive Session**

- **Letters to owners to be sent out to address complaint issues with owners as well as foreclosure items that were addressed**

**Bob asked if there were any questions or comments about what was addressed from yesterday. There were none from the board or the audience.**

**The dispute issue policy will be tabled until next month as discussed earlier.**

### **Motions resulting from workshop**

**1. Procedures for resolutions of procedures for adopting or changing regulations.** The Board has been working since May on a resolution and the "Procedures for Adoption and Amendment of Policies, Procedures and Rules" for the AIA as required by CCIOA. These procedures were discussed at the July Workshop. Comments were requested and received. They were also discussed at the July Board meeting and were posted on the website. The resolution and procedures are in your packets. Please review them. Are there any comments? Hearing none, Al Hale moved that we approve the resolution and accept the "Procedures for the Adoption and Amendment of Policies, Procedures and Rules. Don Koeltzow seconded it. The motion carried

**2. Lot relocation.** While doing work on Wildflower 3 years ago, we discovered that the road encroached on a resident's property. The Board has investigated and decided that the best option is to allow the property owners to request that their center pin be moved. There is enough common land behind the 2<sup>nd</sup> property owner's lot so that by moving the 2 lots, the situation will be rectified. Both owners are agreeable to this action. Don moved that the AIA initiate the process with the property owners for the relocation of the two center pins for the affected lots, and that AIA pay for the relocation of these lots estimated to be approximately \$1,000 per lot. Audience question: Could we move the road over the other direction to add back the needed footage for the lot? Don explained that it would cost well over the \$2,000 to move the road over because of the electrical boxes, fire hydrant and water meter. With no other discussion, Larry Bruestle seconded. Motion carried.

**3. Delinquent accounts.** We have liens for \$2,158 and \$3,867 on two different lots for a total of \$6,025. These lots also have unpaid tax balances of \$3,350 and \$2,500. As a way to recover our liens, the board has discussed that we investigate and, if possible, buy the treasurer's deed with the intent to resell the property for a profit to AIA. Both lots are valued at over \$40,000 each. The board discussed this and felt that both of these lots were worthwhile for us to purchase and resell. Audience question: Are these the same lots we talked about earlier in the year, and have we gotten a market analysis? No, but we do plan to investigate this further. Bob explained that these are different lots from the one we discussed in April or May. That was a separate issue. Al Hale did look at one of these two lots this morning. According to a real estate agent, she thought these lots could be sold for about \$45,000 apiece. One is off Hazel Lake not far from Three Fish Road and one is on the west side of Crest. They are not good lots for RV's but good lots for building a house on. Question: Should we be concerned about AIA owning lots that could be sold for lower amounts than other property owners trying to sell their lots up here for a fair market value? As far as selling these lots, we could do it by auction; however, we don't want to sell them at yard sale prices. The earliest we can put them up for sale would be next summer. This is a Sheriff's sale because they have not paid their taxes. We are first in line on the liens on the property so we would be first in line for these treasury deeds. This is not the first time we have done this. Is there interest on the arrearages? There might be, but we need to check on this. If the owners do pay these unpaid tax options, we won't be able to purchase these. We understand too, that we are responsible for the mitigation on these lots. Kevin Stilley recommended that we put these on the market right away rather than waiting. Beth Mansfield stated that it will take 3 years to get these properties since the owners have the right to pay their taxes within 3 years. Larry also suggested that we get property owners to volunteer to help with mitigation. We will need to wait until we know we have the property in hand which could be up to three years and until we do own it, we cannot mitigate, nor do anything else with the property. Larry Bruestle moved that we investigate to determine if there are other creditors with interest in these properties and authorize the expenditure of up to \$15,000 from undesignated reserve to purchase the 2 properties via Treasurer's Deed. Following some further discussion, Don seconded the motion. The motion carried.

### **Discussion items from Friday's workshop**

- **Upcoming election for board vacancies - Carol Flick:** We currently have 4 persons; Bob Hernandez, Larry Bruestle, Bobbie Kerns, and Barrie Riddoch, running for the open positions on the board and there is a process outlined in the Handbook by which we need to abide. The timeline for this process is that each candidate is asked to write a biography of no more than 250 words to contain their background information and their reason for running a Board of Director position. These biographies need to be sent to the AIA Board of Directors' Secretary by the 10<sup>th</sup> of September. This information will not go out to property owners if these people do not have their biographies in to the secretary by the closing date. The ballots will be prepared and sent out by October 4, 2012. All owners who are in good standing will receive a ballot for each lot owned. Any owner whose voting rights have been

suspended per the By Laws or who is more than thirty (30) days delinquent in payment of dues is not in good standing. The ballot will be sent out by first class mail accompanied by a cover letter and addressed return envelope. The cover letter will explain the action to be voted on which in this case will be that of filling the 2 vacancies on the Board of Directors. An election committee is needed to assist with opening the ballots received, ascertaining that the ballot is valid (appropriately marked and signed), check off the owner on a master voting list, and count the votes. Along with Dale Breckenridge; Beth Mansfield, Sylvie Rhodes, Nancy Hale, and Linda Dysart volunteered to serve on the election committee.

- **Motion to adjourn.** With no further business to come before the Board, a motion was made that the meeting be adjourned. The motion carried and the meeting was adjourned at 4:30 P.M.

**The next board meeting will be held on Saturday, September 15, 2012 at the Inn at Arrowhead beginning at 2:00 P.M.**

**Respectfully submitted,  
Carol Flick, AIABOD Secretary**