

**DEER LAKE MASTER PROPERTY OWNERS ASSOCIATION, INC.**  
**MINUTES OF BOARD MEETING**  
**December 4, 2019**

**Call to Order:** George Boyer called the meeting to order at 8:54 p.m.

**Establish a Quorum:** With George Boyer, and Charlie Kelly present, a quorum was established. Rob Cooper was not present. Also present were Pat Schoo, the Community Association Manager from Schoo Management and her assistant Julie Harper.

**Approval of the Minutes:** Charlie Kelly motioned to approve the minutes from the October 23, 2019 meeting and George Boyer seconded. Motion passed (2-0).

**New Association Manager and Signer:**

Charlie Kelly motioned to approve Pat Schoo as the Deer Lake POA Association Manager and Charlie Kelly (Board Treasurer) as an authorized signed of Association financial instruments such as checks and contracts as directed by the Board President and George Boyer seconded the motion. Motion passed (2-0).

**Approval of the 2020 Assessment:** George Boyer announced the assessment rate 2020 would remain at the same rate as it was in 2019. He also asked Julie for Neal Communities contact details since it appears they are likely to be turning over their community in January or February. Charlie Kelly motioned to approve the 2020 budget as presented and George seconded. Motion passed (2-0).

**Establish Annual Meeting date as January 29<sup>th</sup>, 2020 –** Charlie Kelly motioned to approve the setting of the date, time and location for the Annual Membership meeting as of January 29, 2020, 8:00 p.m. at the Clubhouse and to approve the mailing of the meeting notice “package” as presented tonight and George seconded. Motion passed (2-0). The package will be mailed to owners on December 10, 2019.

**Community Input:** None.

**Adjournment:** With no further business to discuss, Charlie Kelly made a motion to adjourn the meeting and George Boyer seconded the motion. The meeting adjourned at 9:00 p.m.

Respectfully submitted,

*Julie Harper*

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