

**MINUTES  
BOARD OF MANAGERS  
MERIDIAN LAKE PARK CORPORATION  
TUESDAY, NOVEMBER 19, 2019  
3:00 P.M.**

Present: DJ Brown  
Roger Woodward (by phone)  
Chuck McGinnis  
Scott Winn  
Fred Rock (by phone)  
Robin Smith  
Rob Harper, Toad Property Management

Rob called the meeting to order at 3:02 pm and confirmed there was a quorum.

DJ made a motion to approve the minutes of the meeting held on October 21, 2019. Chuck seconded the motion and it was unanimously approved.

Prior to the meeting a Design Review Update was distributed to the Board and Scott said significant progress had been made on the preparation of spreadsheets to track construction projects and deposits. Chuck said a draft of the revised Design & Construction Guidelines had been circulated to the Board for comment. Chuck explained some of the changes and said one change would require owners to provide a copy of a Certificate of Occupancy prior to a security deposit being refunded and the Design and Construction Checklist required owners to give permission for contact information to be shared with neighbors or interested parties to discuss plans.

Chuck made a motion to endorse the proposed changes to the Design & Construction Guidelines and post on the website and email to owners for review prior to the Board adopting the Guidelines. Fred seconded the motion and it was unanimously approved.

Prior to the meeting a financial report was distributed to the Board for review. Chuck said \$5,000 should remain as a future expense for water issues and Rob confirmed the first invoice, for \$975, had been received from Mark Hamilton, the water attorney for the association. Chuck explained several owners were more than 30 days late with their quarterly dues payment and automatic email notifications were being sent to the delinquent owners.

Prior to the meeting a draft trailer and vehicle storage document had been distributed to the Board for review. It was agreed to add a reference to the existing enforcement policy, put the draft into the usual format for a policy and clarify the definition of vehicle. It was agreed the document would be updated and circulated to the Board prior to being emailed to owners for a 30 day comment period.

It was agreed the Board would start work on a letter/newsletter to be sent to all owners in January to give owners an update on work performed by the Board since the annual meeting.

It was agreed to discuss possible marketing ideas for the neighborhood at a future meeting.

It was agreed the next Board meetings would be January 21, 2020, February 18, 2020 and March 17, 2020.

DJ left the meeting.

At 3:56 pm Chuck made a motion to enter Executive Session to discuss legal matters and matters of strategy regarding the water and sewer systems within Meridian Lake Park. Scott seconded the motion and it was unanimously approved.

At 4:58 pm Chuck made a motion to leave Executive Session. Scott seconded the motion and it was unanimously approved.

Chuck made a motion that the Water Committee be authorized to proceed in the direction discussed during the Executive Session. Scott seconded the motion and after discussion it was unanimously approved.

At 5:00 pm Chuck made a motion to adjourn the meeting. Scott seconded the motion and it was unanimously approved.

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Prepared by Rob Harper, Toad Property Management