

THE FALLS MAINTENANCE ASSOCIATION, INC.

BOARD OF DIRECTORS MEETING

November 30, 2020

MINUTES

MEETING PLACE: GoToMeeting online hosting service
ID 308-110-685

MEETING TIME: 6:30 p.m.

DIRECTORS PRESENT: Ralph Long, Nora Snyder, Jordanne Spencer, Ray Mohammadi

DIRECTORS ABSENT: None

ALSO PRESENT: Jack, Meryle, & Dana Shaw, Signature Property Mgmt.

Ralph called the Board's Personnel Meeting to order at 6:33 PM and explained that the purpose of the meeting, per Florida Statute 720.303(2)(b), was to discuss a personnel matter within the Board. The focus of that matter was to appoint a President as the former President, Lynn Steffen, has sold her home.

Ralph stated that per the Bylaws, as he was the Vice President at the time Lynn sold her home, he was automatically the President of the Association. He also requested to keep his role as Treasurer. Nora made a motion to accept Ralph's positions as President and Treasurer, and also made a motion to appoint Jordanne as Vice President and Secretary. This motion was seconded by Jordanne and the motion passed unanimously. As such, the Board's organizational structure is listed as below:

President / Treasurer – Ralph Long
Vice President / Secretary – Jordanne Spencer
Nora Snyder – Director
Reza "Ray" Mohammadi – Director

Ralph then asked each Board Member if they were willing to continue to serve on the Board if there was no quorum at the Annual Meeting. All Board Members stated they would continue to serve. Jordanne asked Dana if it was lawfully allowed to have one person serve more than one Officer role on the Board. Dana explained that there was no issue after reviewing the Bylaws and Florida Statutes.

Nora asked about appointing a 5th Board Member at the Annual Meeting. Ralph said that the Board should not do this at the meeting to afford themselves extra time to review the applicants to make the best decision possible. Jordanne asked if Signature had received any Board Applications – Dana said he had received two. Ralph stated that although we do have 2 people who have applied for the Board, the Bylaws provide the Board can appoint any homeowner by majority vote. Jordanne then asked that the Board and Signature be prepared for any questions or concerns brought by the homeowners when a new Board Member is appointed. This was acknowledged by the Board and Signature.

Meryle then asked the Board to please email a copy of their Driver's License to Signature, as well as provide Dana their Social Security Number via phone call so the bank could update their list of approved check signers for the Association.

There being no further business, Ralph made a motion to adjourn the meeting at 6:47 PM. This was seconded by Nora and the motion passed unanimously.

Respectfully submitted,

Jordanne Spencer, VP/Secretary