

THREE SPRINGS

HOMEOWNERS ASSOCIATION

MINUTES
Special Board of Directors Meeting
January 25, 2018

CALL TO ORDER

The meeting was called to order at 10:03 a.m. at The Emmons Company, 1 Boardwalk, suite 102, Thousand Oaks, CA

BOARD MEMBERS PRESENT

Pat Brennan
Larry Coleman
Pamela Johnson
Frank Bonvino 10:00 a.m. – 10:45 a.m.
Don Rosenberg

OTHERS PRESENT

Kathy O'Connor, Association Manager, The Emmons Company
1 Resident

RECORDATION OF MEETINGS

Frank Bonvino expressed his desire to make an audio recording of the meeting. Larry Coleman explained that the Association's legal counsel has advised that any recordation of meetings requires a vote of the Board. Frank Bonvino objected to these findings. The topic will be put on the next meeting's agenda.

PERSONNEL COMMUNICATION ISSUES

Larry Coleman expressed the need for the Board to adopt an Internal Policy regarding communicating and the Board determined the following:

Social Media – The Communications Chair shall be the facilitator for all social media communication. Any Board member who desires to utilize social media with respect to Association business must submit proposed communication in writing to the Communications Chair for review and approval prior to posting. Should the Communications Chair wish to utilize social media regarding Association business, the Board President shall review and approve the proposed content. Any form of social media utilized should be closed to the Three Springs community and not visible to other communities.

City – The appropriate Chairperson or Board President shall be the point person for all City communication. Should Board members have unanswered questions regarding Association business, those questions shall be presented to the Committee Chair for further investigation and shall not be presented directly to the City. The Chair shall investigate with the City and report back to the Board member(s).

City Council – The Board President shall be the point person and may include the appropriate Committee Chair for any City Council communication regarding Association business. The balance of the Board shall be made aware of all proposed City Council communication.

Three Springs Residents – The Communications Chair shall be the point person for general communication with the homeowners.

Vendors/Contractors – The appropriate Committee Chair shall be the point of contact with

vendors/contractors regarding any specific project. All questions by other Board members shall be presented to the Committee Chair, the Chair shall inquire with appropriate vendor/contractor and respond back to the inquiring Board member(s).

NEXT MEETING

The Annual Meeting is scheduled for February 21, 2018 at 5:30 p.m. at The City of Westlake Village.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:10 a.m.

Respectfully Submitted,
Kathy O'Connor, Association Manager