

The Meadows at Timberhill Home Owners' Association

Executive Board Meeting Minutes of Tuesday December 19, 2023

Meeting called to order at 3:19 p.m. PDT. **Present:** President Robert Neary, Treasurer Maggie Wang, Secretary Ike Ghozeil. Meeting was conducted via a telephone conference call.

Purpose of special meeting:

Willamette Community Management (WCM) has been performing the day-to-day management of our HOA. We recently learned that Jason Peter is stepping away from his leadership role of WCM. This meeting was called in response to this change.

Discussion and Decision Items:

1. It was decided that signature authority at Umpqua Bank needs to be changed because of the changes at WCM noted above
 - a. Jason Peter is to be removed from having signature authority on all our HOA accounts at Umpqua Bank
 - b. Charlotte Fleming of WCM is to be given signature authority on all our HOA accounts at Umpqua Bank

Action Items:

1. Secretary will produce a set of minutes and a memo to Umpqua Bank with HOA letterhead to capture these decisions
2. President will proceed to work with Umpqua Bank to put these changes in place

Adjournment was at 3:24 p.m. PST

Respectfully submitted, Ike Ghozeil, Secretary