

**First Board Meeting with newly elected board 11 October 2023**  
**Northgate Woods Community Association**

1705 call to order, Will Rogers

Present:

Greg (Will) Rogers, Denise Lee, David Kistler, Donna Kistler, Mekita Hinnant, Kaleem Ahmad, Joe Minnick, Mimi Ngaii, and Mamei Roker

Discussion assigning positions and terms, results:

assign positions/terms:

Swati (elected at last board meeting) declined to sit on board, Denise reported next in line was a tie between Kaleem and David. David agreed to serve as secretary. Kaleem agreed to sit as member at large/epa representative/tech representative

President: Joe Minnick (one year term)

Vice-President: Mekita Hinnant (three year term)

Treasurer: Mimi Ngaii (two year term)

Secretary: David Kistler (one year term)

Member at Large: Kaleem Ahmad (two year term)

Committee Chair: Denise Lee (serving voluntarily)

General Discussion/new business:

Joe asked Will if the HOA's federal taxes for the previous three years were filed with the IRS. Will advised he didn't have the information necessary to do so. As such, he has not filed HOA federal taxes for the previous three years.

Denise, in possession of historic HOA documents, will form a committee to review the historic documents and submit suggestions for retention/digital scanning to the board

Kaleem and Joe will work to update the HOA cloud storage

Joe will prepare fall newsletter with violations notice to the community and intro of the new board to the community.

Committee: Denise will take the lead. Board accountability will be overseen by community volunteers to include Denise Lee, Donna Kistler, and Debra Johnson. Denise advised Tawanda Brown will assist her with community outreach.

Denise requests a calendar outlining outstanding boards tasks (taxes, forms, filings). Mimi will prepare and present to the board.

Discussion regarding an HOA sponsored BBQ, what to serve, and when, results:

Fall Community BBQ on 11/4/2023 at 1500 at the cut-through between Northgate Rd and Kenbrooke Ct. Board agreed that the HOA would supply hamburgers and hot dogs.

Discussion regarding the next board meeting, results:

The next meeting will be on 11/16/2023 at 1900, location TBD

Discussion regarding outstanding dues, results:

Joe and Mimi will work to resolve and send letters.

Motion made by Joe, 2nd Kaleem, to purchase a 2nd US PO Box key (estimated cost \$5)

Kaleem requests an email be obtained from each community member/property owner. Will begin at the Fall BBQ.

Discussion regarding the HOA obtaining a pay-as-you-go credit card or reloadable credit card to join the 21st century, results:

Board agreed to pursue, Mimi and Kaleem will research options and present to the board for vote.

Meeting adjourned at 2012

Addendum to Minutes (24 October 2023):

Board conversation via text message on 10/24/2023 between 1938 and 2117:

Joe advised Fall newsletters with Fall BBQ announcement and property inspections information delivered.

Joe presented an approximate cost of the BBQ with hamburger patties, hot dogs, buns, ketchup, mustard, onion, lettuce, plates and napkins to be purchased at Aldi and/or Costco at around \$250. Mimi seconded the motion at 2046. David Kistler agreed with the proposal. Joe, Mimi, David, and Mekita voted to approve \$250 for the BBQ, Mimi advised she will provide a check to purchase the items.

Draft of these minutes presented to the board via text seeking approval of publishing to the web page.

Minutes approved for publishing to website by Joe, Mimi, Mekita, and David