

MINUTES OF SPECIAL BOARD OF DIRECTORS MEETING
SAGE PORT HOMEOWNERS ASSOCIATION
January 12, 2004

Meeting was called to order at 7:11 p.m. Board members present were Mark Hesse, Gail Hesse, John Manka, Bob Backle, Carol Kumpost and Karen Ruffin.

Financial Business: Invoices submitted for payment included \$9.95 from John Koller and \$474.49 from Mark Hesse. The Hesse invoice included \$370 for postage, \$60.59 for office supplies, \$24.00 for the recording and releasing of liens and \$19.90 for internet hosting. The Board unanimously approved submitted invoices and requested the Treasurer to issue checks. The Board also approved the expenditure of up to \$100 for the printing of the next newsletter.

Committee Reports:

The Website Content Committee has been renamed the **Communication Committee**. A motion was made, seconded, and unanimously approved to solicit RFP's for outsourcing Website design and technical support. Hopefully those can be obtained and discussed at the February meeting.

The By-Laws of the Sage Port Homeowners Association (Article IV, 4.3) calls for the Board of Directors to appoint a **Nominating Committee** consisting of a Chairman and two or more members of the Association prior to the Annual Meeting of the Association. This Committee is to serve from the close of such annual meeting until the close of the next annual meeting. Motion was made, seconded, and unanimously approved that John Manka serve as Chairman of that committee with Greg Cannon and Karen Ruffin as members.

New Business:

Annual Meeting Preparation: Motion was made, seconded, and unanimously approved to accept the slate of nominees as presented by the Nominating Committee and the design of the ballot that will be mailed to members.

Motion was made and seconded to approve the Special Election Newsletter that is to be mailed to members along with the ballot. The motion carried with Karen Ruffin abstaining.

Motion was made, seconded and unanimously approved to accept the Agenda for the Annual Meeting as presented by President Hesse.

Other Business:

Karen Ruffin volunteered to obtain and complete the form necessary to register as a trademark the Sage Port logo.

In response to several articles that had appeared in the Perry Park Sentinel and specifically the editorial that appeared in December from Karen Dale, the motion was made, seconded, and unanimously approved to send Ms. Dale a copy of the Special Election Newsletter. The newsletter contained a response from Board of Directors to that editorial. The motion to email Ms. Dale a file containing the Board's response was also made, seconded, and unanimously approved.

The 2004 Annual Meeting is Wednesday, January 28, 2004 at the Larkspur Fire Station.

Meeting adjourned at 8:13 p.m.

Respectfully submitted,

Karen Ruffin
Secretary