

- ❖ **Rules and structure for the meeting:** In order to accommodate the members present, the CFA Code of Conduct for Directors, Committee Members, and Members of Crystal Falls Association adopted May 16, 2019 will be enforced.
- ❖ **All meeting attendees are requested to turn off or silence cell phones to eliminate disruptions. No audio, video or text recordings are allowed by attendees, no exceptions. The secretary may record the meeting to aid in the preparation of minutes.**
- ❖ **If attendees become disruptive, they may be expelled from the meeting and/or fined. Robert's Rules of Order forbid personal attacks: "Under no circumstances can you dispute or question the motives of another member. You may disagree with an idea or result of a proposal but you must avoid personalities."**

1) Call to Order:

- a) Pledge of Allegiance
- b) Roll Call of Directors

2) Announcements:

- a) The next Regular Meeting is scheduled for January 16, 2020 at 6:00pm
- b) 2020 Board of Director Officers: President -
Vice President -
Treasurer -
Secretary -
Director at Large -

3) Approval of Minutes:

- a) Approval of Minutes of the Regular Board Meeting November 21, 2019 - Discussion/Action
- b) Approval of Minutes of the Special Board Meeting December 12, 2019- Discussion/Action

4) Reports:

- a) Review of Financial Reports
 - 1) Treasurer's Report-Marife Wood-Discussion/Action
 - 2) Review of latest Bank Statements-Marife Wood-Discussion/Action
 - 3) Budget vs. Actual Operating Account-Donna Maddox-Discussion/Action
 - 4) Budget vs. Actual Reserve Account-Dave de Villers-Discussion/Action
 - 5) Balance Sheet (new regulations)-Chris Stephan-Discussion/Action
 - 6) Delinquent Assessment Receivable Report-Chris Stephan-Discussion/Action
- b) Barn Report-Chris Stephan/Kevin Wood -Discussion/Action
- c) Budget Committee Report-Dave de Villers-Discussion/Action
- d) Activities Committee Report-Marife Wood-Discussion/Action
- e) Project Management Committee Report-Chris Stephan-Discussion/Action
- f) Bylaw Committee Report-Missi Carter-Discussion/Action

**5) Open Forum: Open Meeting Act Civil Code 4925(b) 3 minutes per speaker/30 minutes total time limit.
Each member who wishes to speak must give his/her name and lot number.**

- a) Members present may address the Board of Directors

6) Old Business:

- a) Board to review and approve video surveillance policy- Discussion/Action

7) New Business:

- a) Recognize Dave de Villers for his service as a Board Member from 7/31/19-12/31/19
- b) Recognize Marife Wood for her service as a Board Member from 1/1/18-12/31/19
- c) Recognize Jeanette Sedlemeyer for her service as a Board Member from 1/1/18-12/31/19
- d) Board to discuss option of changing Credit/Debit card servicing company - Discussion/action
- e) Annual Employee Award \$100 each – Discussion/Action
- f) Schedule of Fees for printing and requesting documents – Discussion/Action
- g) Operating Fund Left Over Balance – Discussion/Action
- h) Reserve labor expense – Discussion/Action
- i) Action plan for draining upper and lower lakes for needed repairs-Discussion/Action
- j) Motion sensor lights for park and clubhouse-Discussion/Action

8) Adjourn to Executive Session: This meeting is closed to membership per Civil Code 4935

- a) Approval of Executive Session Minutes November 21, 2019 - Discussion/Action
- b) Legal Matters – Discussion/Action
- c) Personnel Matters – Discussion/Action

9) Adjournment