

## **Tanglewood Townhomes Owners Association Inc.**

### **Meeting Minutes**

When: November 19<sup>th</sup>, 2020

Time: 11:00 AM

Where: Ameri-Tech Community Management Inc.

### **Budget Meeting**

- **Call to Order**
  - The meeting was called to order by Chris Stancil at 11:35 AM.
- **Certifying of Proxies and Establish Quorum**
  - Proxies were counted; quorum of the board was established.
- **Board Approval of 2021 Annual Budget**
  - The floor opened for questions and concerns for the proposed 2021 budget.
  - A motion was made by Cynthia Richardson to approve the 2021 proposed budget as presented, the motion was unanimously approved.
- **Adjournment**
  - A motion has been made by Cynthia Richardson to adjourn the Budget Meeting at 11:40 AM, the motion was unanimously approved.

### **Annual Meeting**

- **Call to Order**
  - The meeting was called to order by Chris Stancil at 11:41 AM.
- **Establish Proof of Notice**
  - Certified Meeting Notice and affidavits were available to establish proof.
- **Certifying of Proxies and Establish Quorum**
  - Proxies were counted; quorum of membership was established as 8 proxies were received (either present or by proxy). The quorum of membership did meet the 6 proxies needed.
- **Adjournment**
  - A motion was made by Cynthia Richardson to adjourn the Annual Meeting at 12:00 PM, the motion was unanimously approved.

### **Organizational Board Meeting**

- **Call to Order**

- The meeting was called to order by Chris Stancil at 12:01 PM.
- **Roll Call of the 2020/2021 Board Members:**
  - Cynthia Richardson
  - Kris Bond (absent)
  - Prash Pavagadhi (absent)
  - Rene Abuton (absent)
  - Chris Stancil- Ameri-Tech Representative
- **Election of Chairman of the Meeting**
  - Chris Stancil, LCAM, chaired the meeting.
- **Election of Officers**
  - A motion was made by Cynthia Richardson to nominate herself to remain as President.
  - A motion was made by Cynthia Richardson to appoint Prash Pavagadhi as Vice President.
  - A motion was made by Cynthia Richardson to appoint Kris Bond as Secretary.
  - A motion was made by Cynthia Richardson to appoint Rene Abuton as Treasurer.
- **Adjournment**
  - A motion was made by Cynthia Richardson to adjourn the Organizational Meeting at 12:06 PM, the motion was unanimously approved.

Respectfully submitted by:  
Chris Stancil, LCAM  
Ameri-Tech Community Management