

# **Amherst Woods Homeowners Association Board of Trustees**

## **Minutes, November 10, 2021**

Present: Peter Berek (Moderator), Jim Barnhill, Doug Gagnon, Martha Hanner, Ralph Lowen, Jack Mattrey, Betsy Mullins

Peter Berek opened the meeting via zoom at 7:34 PM, with introductions all around. Martha Hanner agreed to record the Minutes for tonight's meeting.

### **Annual Meeting Minutes**

Gigi Barnhill had circulated to us the Minutes from the AWAHA Annual Meeting. Martha had added specific wording, with Gigi's agreement, clarifying the enlargement of the Board of Trustees and their role. We discussed the procedure for approving the Annual Meeting Minutes, but did not reach a decision. Once we have access to the AWAHA website, the Minutes will be posted there.

### **Basic Tasks of Running the AWAHA**

The major duties of the Officers and Board of Trustees were reviewed:

- Oversee maintenance of the land areas held in common, including landscaping and insurance
- Set the dues and the budget, in consultation with the Treasurer and other officers
- Maintain the neighborhood directory, list serve, and website. The AWAHA website is very comprehensive and contains much useful information for residents.

### **Should AWAHA Advocate with the Town?**

Board members unanimously agreed that advocating to the Town on issues should not be a role of the AWAHA officers or the Board of Trustees. The officers and Board members can be a source of information for individual residents regarding whom to contact in Town government for specific concerns.

### **AWAHA Records**

Questions were raised regarding the AWAHA records, e.g. financial records, minutes of past meetings, and other documents. Who should be the keeper of the records? The history and records of the Association should be accessible to members in some form. It was agreed that Jim Barnhill, who has volunteered to be the new AWAHA Secretary, should be the keeper of the records, except for the financial records, which are kept by the Treasurer. Betsy will meet with Peggy to get the list serve and website access.

More information is needed about the insurance: Where is the contract and what does it cover?

### **Quorum**

The subject of a meeting quorum was raised during the AWHHA Annual Meeting, based on the statements in the 2014 Bylaws. The Board agreed this is a serious potential problem and needs to be addressed. Jim reported on his initial research and we discussed what procedures will be necessary in order to revise the Bylaws. Jim will investigate further and will draft a revision to the Bylaws for us to discuss at our next meeting.

### **Recruiting New Officers**

Finding new officers for the Association is our first task. After considering various options, we agreed that an email letter should be sent to all the residents, explaining the duties and asking for volunteers. Peter and Betsy will draft a letter and email to Board members for review.

### **How to Express our Thanks to the Outgoing Officers**

We discussed what would be an appropriate way to recognize Sig and Peggy Nilsen for their many years of service. It was agreed that a bench, with their names on a plaque, would be appropriate. The bench will be placed on the common land near the Robert Frost Trail.

The meeting adjourned at 9:06 PM. Next meeting date: December 1, at 7:30 PM

Respectfully submitted,  
Martha Hanner