

**Southfield Crossing Homeowners Association**  
**Phase 1 Meeting Minutes**  
**January 14<sup>th</sup>, 2020**

**Board Attendees:** Matthew Fritz (P), Adam Swalm (VP), Lydia Stufft (T), Teresa O'Connor (S)

**Management Attendees:** Michele Hamlet

- 1) Call to Order:
  - a. Meeting Called to Order at 6:33
  
- 2) Explanation:
  - a. Explained to attendees the history and need for a Phase 1 board
    - i. Phase 1 board needed as it is a non-profit and has a legal obligation to file a tax return.
    - ii. Phase 1 has by-laws and covenants that must be governed and enforced
    - iii. Phase 2 created because financials (upkeep, insurance, etc.) needed to be paid
    - iv. Ultimate goal is to unify Phase 1 and Phase 2 boards under a unified Southfield Crossing board
  
- 3) Questions:
  - a. A question was asked about where the by-laws are located. Lydia gave a copy of the by-laws to the owner of 21 Warwick.
  
- 4) Phase 1 Board Elections:
  - a. Explained the legal process for voting to elect officers for the Phase 1 board for attendees.
    - i. 31 votes needed in order to have a quorum to elect the new Phase 1 board
    - ii. 37 votes were received
  - b. 37 unanimous votes were received
    - i. Matt Fritz, Adam Swalm, and Lydia Stufft unanimously elected to Phase 1 board
  
- 5) Phase 1 Officer Election
  - a. Matt Fritz elected President
  - b. Adam Swalm elected Vice President and Secretary
  - c. Lydia Stufft elected Treasurer
  
- 6) Boyd Wilson voted by Phase 1 boards as Managing Agent of the Phase 1 Board
  
- 7) Phase 1 Board voted to engage the Austin Law Firm as legal counsel for the board
  
- 8) Meeting adjourned at 7:05 PM