

Shannon Ridge Homeowners' Association

President

2024 Report

1-1-24 through 2-24-24

FOR INFORMATION ONLY

Personnel: Andi Kelly

Officer Duties Performed:

- Created and emailed newsletter to members & non-members
- Assisted Michelle Papp with website content
- Met with neighbors regarding violation #1 (Cork) along with Glen Mabe
- Telephone conversations and met in person with attorney Rosenberg regarding violation #1 case along with Tom Segura & Glen Mabe.
- Attended conference call with attorney Rosenberg and violator #1's attorney with Glen Mabe in attendance.
- Telephone conversation with attorney Newton regarding violation #2 (Kerry)
- Spoke with neighbor to violation #2
- Checked PO Box for mail
- Forwarded dues checks to treasurer
- Helped create poll to ascertain interest in modifying deed restrictions
 - Helped create changes to deed restrictions
- Created agendas for board and membership meetings
- Helped bylaws committee:
 - Certificate of Formation
 - Bylaws
 - Standing RulesAlso created samples for proxy voting, ballots, absentee ballots, secret ballot envelope, return address envelope.
- Created Procedures Manual – a guideline for board members and other interested personnel.
- Met with Commissioner Russell King, February 5th
- Attended Development Review Committee Meeting, February 15th

Board Directives: None

Financial Statement: None

Approximate time devoted: 142 hours

Recommendations: It is imperative that board members check and respond to emails in a timely manner. Please check your emails at least a couple times per week. Communication is key to a successful board!

Respectfully submitted by,

Andi Kelly