



MINUTES

DECEMBER 19TH, 2009

11:00 – 11:30AM

<b>MEETING CALLED BY</b>	Rob Manelski
<b>TYPE OF MEETING</b>	Special Meeting of the Board of Directors
<b>LOCATION</b>	Pipers home
<b>NOTE TAKER</b>	Rob Manelski
<b>TIMEKEEPER</b>	All
<b>ATTENDEES</b>	Rob Manelski, Piper Muoio

This meeting was called as a result of the receipt of the letter discussed below. Notification requirements for this meeting were waived by all members of the Board.

### Agenda topics

#### REVIEW OF LETTER FROM RICHARD SCRAMM

<b>DISCUSSION</b>	The Board received a letter from Richard Schramm tendering his resignation from the Board. This letter was received in the WR HOA PO Box the week of 12/14/09 and expressed his resignation as effective immediately.	
<b>CONCLUSIONS</b>	The Board hereby formally accepts Richard Schramm's resignation. The Board appointed Piper Muoio as the acting Secretary until such time as proceedings take place to solicit and appoint another member to the Board to replace Richard. The Board agreed it is appropriate to send Richard a formal, written, request to deliver all HOA association records to either Piper or Rob by December 26 <sup>th</sup> 2009. Richard is in possession of all historical paper records at this time.	
<b>ACTION ITEMS</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DEADLINE</b>
Rob to provide Piper with a draft of the request letter to Richard asking for him to return all HOA records to the Board	Rob	Complete 12-19-09
Piper to review draft and mail to Richard as a certified letter	Piper	Week of 12-21-09