

**Rhododendron Park Maintenance Company  
Special Meeting of the Board of Directors: Minutes  
January 8, 2022**

1. Call to Order            Time: 10:18 a.m.

2. Roll Call of Board Members:

- Darrell Pritchard            Absent
- Joseph Higgins            Present
- Paula Rice            Present
- Shannon Hyde            Present
- Richard Clark            Absent

3. Members and Guests present:

Laura Higgins            Secretary

4. Individual RAAs

- I. Paula will research the legal responsibilities for the following positions:
  - a. Board Treasurer
  - b. Board Secretary
  - c. Vice President
  - d. President

5. The board would like to require written job descriptions for all of the following positions:

- I. Maintenance
  - This is a priority and was discussed during the meeting. The board has created a list of "Priority Ones" for the employed maintenance person, as well as a rough draft for the maintenance job description.
- II. Activities Coordinator
- III. Tree Committee
- IV. Treasurer
- V. Secretary

6. Other concerns discussed by the board:

- I. Tehaleh Fence
- II. Fines to begin on properties out of compliance
- III. Agenda items to be emailed to the secretary (Laura Higgins) prior to meeting date to be added to the meeting agenda.
- IV. The need to develop a budget "Wish List" for the community
- V. Our liability and plan of action for the "trail".
- VI. Paula will check with PSE about LED street light options and costs

7. Adjournment:            Time: 11:27 a.m.

**Rhododendron Park Maintenance Company  
Regular Meeting of the Board of Directors: Minutes  
December 6, 2021**

1. Call to Order            Time: 7:24 p.m.

2. Roll Call of Board Members:

- Darrell Pritchard            Present
- Joseph Higgins            Absent
- Paula Rice            Present
- Shannon Hyde            Present
- Richard Clark            Present

4. Members and Guests present:

Laura Higgins	Secretary
Heidi Pritchard	Treasurer
Tom Ryman	Maintenance

5. Review and Approval of Minutes of last two meetings:

- I. Monday, October 4, 2021
  - Paula moves to approve, Darrell seconds. All approve October meeting minutes
- II. Friday, November 12, 2021
  - Paula moves to approve, Shannon seconds. All approve November meeting minutes.

6. Review and Approval of Financial Reports:

- I. October 2021
  - Darrell motions to accept, Paula seconds. All approve the October financial report as written
- II. November 2021
  - Paula motions to approve, Richard seconds. All approve the November financial reports as written.

7. Committee Reports:

- I. Maintenance:
  - Work scheduled to be performed at the 117<sup>th</sup> street park on December 11, 2021
  - Cameras and lights to be functional
  - Proposed to clear brush six feet up behind Rhododendron Park rock

# **Rhododendron Park Maintenance Company**

## **Special Meeting of the Board of Directors Minutes**

**November 12, 2021**

1. **Call to Order** **Time: 6:45 p.m.**
2. **Roll Call of Board Members:**
  - **Richard Clark, present**
  - **Darrell Pritchard, present**
3. **Explanation of Purpose of special meeting:**
  - **Darrell motions to appoint and install the elected board members (Joseph Higgins, Paula Rice, and Shannon Hyde)**
  - **Motion Seconded by Richard Clark.**
  - **No one opposed.**
  - **Current list of Board Members:**
    - **Darrell Pritchard**
    - **Joseph Higgins**
    - **Paula Rice**
    - **Shannon Hyde**
    - **Richard Clark**
4. **Next Meeting: December 6, 2021**
5. **Adjournment:** **Time: 6:50 p.m.**