

**Highgate II Association • Board of Directors' Organizational Meeting  
February 11, 2020 Minutes • KPCH Waterside Room**

The Board of Directors Organizational Meeting was held immediately following the annual membership meeting. The meeting was called to order at approximately 1:45 pm.

**Board Roll Call:** Bill Piper (President), Howard Levine (Vice President), Gary Krcil (Treasurer), Connie Pearson (Secretary), and Candi Raines (FirstService's CAM). A quorum was established. Jan Caruthers and Sonja Piper were also present.

**Minutes:** Howard Levine made a motion that the Minutes of the 2019 Organizational Meeting be approved; Gary Krcil seconded the motion. The motion passed unanimously.

**New Business:**

- A. Appointment to Board of Directors: Janet Caruthers and Connie Pearson were appointed as directors to the Highgate board. Gary Krcil made the motion to approve the appointments; Howie Levine seconded it. The motion passed unanimously.
- B. Election of Officers:  
President – Bill Piper  
Vice President – Howie Levine  
Treasurer – Gary Krcil  
Secretary – Connie Pearson

Motion was made by Janet Caruthers to approve the slate of officers; and Bill Piper seconded it. The motion passed unanimously.

- C. 2019 – 2020 Proposed Budget: Connie Pearson made a motion to accept the proposed budget; Janet Caruthers seconded it. The motion passed unanimously.

**Other Business:**

- A. Authorized Bank Signatures: Bill Piper (President) and Gary Krcil (Treasurer) continue to be authorized signatories for all Highgate II bank accounts. Gary and Bill will update the accounts where needed and continue with the current signatories.
- B. Registered Agent & Legal Counsel: Keith Skorewicz has been appointed as counsel.
- C. Authorized operational designees were determined.
1. All directors are authorized to vote at Federation meetings.
  2. All directors are authorized to sign Alteration Request Forms.
  3. Alteration Request Forms will require two (2) director signatures for approval.
  4. POCs (point of contact) will be Bill Piper, Howard Levine, Gary Krcil, and Don Cummings (for irrigation).

**Adjournment:** There being no further business, Howard Levine made the motion to adjourn; Gary Krcil second, the meeting was adjourned at approximately 2:15 p.m.

Respectively Submitted, Connie Pearson, Secretary