

**Secretary's Report (Scott Cutsforth)**

**1. Association information:**

The following is kept in the official record books of the Association:

For each Board meeting: in addition to the minutes for the meeting, the complete package of materials received by the Board along with all hand-outs received at the meeting

For each owner meeting: in addition to the minutes for the meeting, a complete set of the materials prepared for the meeting plus all hand-outs, registration records and ballots

All owner mailings

The materials for the monthly Board meetings are available in the Association office for review by members starting the Monday before each Board.

At least one mailing will go out to each member before the end of the year:

**Coupon book mailing.** The mailing will include:

- a. A letter that will provide:
  - Update on annual meeting
  - Notice that draft 2009 annual meeting minutes on website
  - Dues payment info
  - Request for current owner info (info form on website or at Association Office)
- b. Coupon book (no book for auto dues payers)

**2. Board meetings:**

The regular monthly Board meetings are usually held the last Wednesday of each month, except for November, December and January

If a November meeting is held, it is usually the Wednesday of the week before Thanksgiving, but can also be held on the first or second Wednesday of November, depending on the budget process. Watch for the Board meeting notice.

There are no regular Board meetings in December and January.