**Notice of Board Meeting**

**Type of Notice/Meeting:**

|  |  |  |
| --- | --- | --- |
| **Selection** | **Minimum Notice Period** | **Type** |
|  | None | Emergency Meetings |
| **X** | 48 Hours | Regular Board Meeting pre-scheduled on annual calendar |
|  | *48 Hours* | *Special Board Meeting Urgent topics requiring discussion which  cannot wait until next regular meeting --  Agenda could be limited to only these topics.* |
|  | 14 Days | Meetings including special assessments,  or parcel use, and/or e-voting resolutions |
|  |  |  |
|  | 48 Hours | Executive Session (Closed Board Meeting)  *--Limited to only HOA Attorney and Directors--* |

**A Meeting of the Board of Directors of Kingsley Creek Homeowners Association, Inc will be held:**

|  |  |
| --- | --- |
| Date: | **Wednesday, January 20th, 2024** |
| Time: | **2:00 PM** |
| Location: | **Zoom** |
|  |  |
| **Online Meeting Information**  *(section will be blank for in-person meetings -or- for Executive Session only meetings)* | |
| Meeting ID: | **n/a** |
| Passcode: | **n/a** |
|  |  |
| Link to Join meeting: | n/a |
| Call in Information: | n/a |

**Agenda:**

* **Meeting Procedural Elements**
  + Call to Order
  + Roll Call / Verification of Quorum
  + Proof of Notice
  + Reading of Last Meeting's Minutes & Approval
    - *The Reading of the minutes is ordinarily waived, without a motion, unless requested by a Director of the Board. [A vote to approve is still required]*
  + Approval to File Notice to Preserve Covenants or Restrictions [Once per year]  
    *FLA.STAT. §720.303(2)(e) At the first board meeting … which follows the annual meeting of the members, the board shall consider the desirability of filing notices to preserve the covenants or restrictions affecting the community or association from extinguishment under the Marketable Record Title Act, chapter 712, and to authorize and direct the appropriate officer to file notice in accordance with s. 720.3032.*
* **Presentation of Reports for Regular Board Meetings**
  + **Officer Reports**
    - President
    - Vice President(s)
    - Secretary
    - Treasurer  *[\*may reserve report to coincide with Finance Committee]*
  + **Manager’s Report**
    - Management Company Report & Review
    - Approval of Financial Expenditures/Reimbursement Requests
  + **Standing Committee Reports** *[Committees established by HOA’s Governing Documents]*
    - Architectural Control Committee (ACC)
    - Finance Committee/Budget Review
    - Compliance/Enforcement/Fining Committee *[once established]*
    - Nominating Committee *[Only during the four months before annual meeting/election and one month afterwards]*
  + **Special/Temporary Committee Reports** *[Committees established by HOA’s Board of Directors]*
    - CERT Committee
    - Grounds Committee
    - Pool Committee
    - Social Committee
    - Tech Committee
    - Governing Documents Temporary Committee
* **Continuation of Old Business**
  + .
  + .
* **New Business**
  + .
  + .
* **Special Topics***E.g. Special Assessment Being Considered, Amendments to Rules Regarding Parcel Use and/or Special Topics Petitioned by 20% of HOA Members  
  ---Items in this section can only be considered if appropriate (14 day) notice is given---*
  + None at this meeting
* **Open Forum**   
  *HOA Members may express their concerns for up to five (5) minutes. A Director, Manager or Officer may give a brief response or motion to add this topic to the agenda for the next meeting. Speakers must observe proper behavior and rules of decorum. Speakers may not transfer their time to others. HOA Members are encouraged [but not required] to contact a Board Member in advance to have their topic added to the agenda. Priority will be given to the names listed below, in order.*
  + .
  + .
* **Meeting Closing Elements**
  + Review Action Items
  + Confirm Next Meeting Date/Time
  + Adjournment

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* **Executive Session** (aka Closed Board meeting)  
  *[Optional - only if personnel or attorney-client privilege items need to be discussed]*
  + No Executive Session Planned