

**SUNSET POINT HOMEOWNERS ASSOCIATION
ANNUAL GENERAL MEETING HELD JULY 23, 2022**

The Sunset Point Homeowners Association convened its Annual General Meeting at 10:00 a.m. on July 23, 2022. Unit owners signed in prior to the meeting. President R. David Russell welcomed everyone to the meeting. President Russell noted that Sean Klingensmith had recently retired from the Board. President Russell thanked her for her valuable contribution and service to the Homeowners Association as a board member. President Russell declared a quorum to be present. President Russell gave a brief outline and explanation of the protocol that would be followed with respect to the meeting.

Introduction of H.O.A. members and board members

All homeowners present at the meeting introduced themselves and indicated which unit they own. The board members introduced themselves. The board members in attendance at the meeting were R. David Russell, Guy Rogers, Mike Hart and Gary W. Bjelland.

Review and approval of 2021 Annual General Meeting Minutes

The first item on the agenda was to approve the minutes of the July 10, 2021 meeting. Upon motion made by Jim Keegan, and seconded by Sean Klingensmith, the minutes were unanimously approved.

Financial Report for 2021 and approval

The second agenda item was a review of the 2021 Financial Statement. David Roberts presented a brief overview and answered questions regarding the same. Key numbers indicated cash in the bank as of December 31, 2021 of \$335,540.41. Net income for 2021 was \$36,984.04.

David Roberts presented the budget for 2022. Upon motion made by Chuck Brasen and seconded by Judy Cain, the financial report and budget were approved as presented.

Old Business

Richard Zins gave a report with respect to the potential use of Robert's Rules of Order to govern the conduct of the annual meeting. A basic point of order with respect thereto was the fact that upon making of the motion and a second, then the motion is open for debate and discussion, to be followed by a vote. Richard Zins noted that a strict adoption of the rules may not be in order for an association such as ours, but that key points from the rules would be appropriate for our organization. Richard Zins then presented modified rules that he thought would be appropriate. Following considerable discussion, a motion was made and seconded, and unanimously passed, to adopt modified rules as a guideline for use at future annual meetings. Richard Zins agreed to prepare a summary of bullet points for inclusion in the minutes of this meeting, and those will be utilized at future meetings. A copy of those bullet points reflecting the modified rules is attached hereto.

The next item was discussion of the procedure to nominate individuals for open seats on the board of directors of the Association. Craig Spencer made a motion to adopt a rule that all homeowners must be notified of open seats well in advance of the annual meeting and to confirm their acceptance of such a nomination. Mike Hart seconded the motion. Discussion ensued. After further discussion, a friendly motion to amend the original motion was made and accepted, whereby a nominating committee would be formed with the task of soliciting and coming up with nominations of individuals to serve on the board at the upcoming annual meeting election. The nominating committee shall consist of one member of the board and two homeowners who are not members of the board. This motion was passed. In

addition, nominations will be accepted from the floor at the annual meeting for said director positions.

Upon a question being raised concerning the potential acquisition of property at Whispering Ridge, which issue had been discussed at the last annual meeting, it was noted that the land was sold to an adjacent Whispering Ridge homeowner and that the individual had no intention of developing the property, rather, just using it as a buffer.

It was reported that the landscaping committee issued a report to the Board of Directors late last year of items to be addressed. It was noted that some of the items have been addressed but others will be done yet this fall when help is available to accomplish the several tasks. As seems to be the case everywhere, a number of businesses are having difficulty in attracting and retaining employees in this economic environment in the Flathead Valley.

David Roberts reported that name plates on the docks had been ordered and those name plates will go on yet this summer. The name plates will be in addition to plates reflecting the number of the dock space.

New Business

Craig Spencer noted that there are rules regarding no fertilizer or insecticides to be utilized within 20 feet of the water line of a lake. The Flathead Laker's Association is seeking to have the Flathead County adopt rules to the same effect. It was noted that if that is what the law is, then we should abide by it and should so advise our lawn maintenance crew.

Guy Rogers and Gary Bjelland then reported on proposed changes to the Association's Bylaws, Covenants, Conditions and Restrictions and Rules and Regulations. A summary of those changes has been previously supplied to the homeowners. They each

explained what the respective changes were, and those generally met with approval of the homeowners at this meeting. However, no vote will be taken because certain notice requirements are present in the documents in order to adopt the changes and those changes will be formally presented in a timely fashion for adoption at the next annual meeting.

David Roberts reported that the deck at the clubhouse may need replacing due to its wear and tear and deteriorating condition.

With the resignation of Sean Klingensmith as a director, in accordance with the Bylaws, Joann McBride was appointed by the board to fill that position. In accordance with the Bylaws, a confirmation vote is required to be held at the next annual meeting. A motion was made by Jim Keegan and seconded by Chuck Brasen to confirm the appointment of Joann McBride to the board to fill the remaining one year term. Upon being put to vote, the motion was unanimously approved.

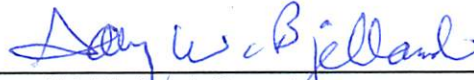
President Russell noted that there is one director position up for election. It was noted that Richard Zins would be willing to have his name placed in nomination. It was noted that Guy Rogers had indicated he was willing to serve again if that was the pleasure of the homeowners. Richard Zins indicated that if Guy Rogers was willing to serve then he was willing to step aside and allow Guy to be the only nominee for the position. Mike Hart made a motion to close the nominations, which motion was seconded by Chuck, and following a vote taken, Guy Rogers was unanimously elected to serve for another term.

There being no further business to come before the meeting, it adjourned.

Dated July 23, 2022.

Respectfully submitted,

Sunset Point Homeowners-Board of Directors by:



Gary W. Bjelland, Secretary

RULES FOR CONDUCT OF ASSOCIATION MEETINGS

1. Meeting Format

- a. Order
- b. Confirmation of a Quorum
- c. Review and Approval of the Last Homeowners' Minutes
- d. Old Business
- e. New Business
- f. Adjournment

2. **Agenda** – There should be an agenda that sets forth the meeting's format and when appropriate, includes general timeframes for discussion. The items on the agenda and timeline should be generally followed as guidelines, but not so strictly that they impede the exchange the ideas.

3. **Recognizing Speakers** – The Chair is the person who recognizes the speaker, giving the speaker permission to speak. The Chair should use this power to keep the meeting under control and moving forward.

4. Motions

a) First, a member of the Association makes a motion. This is how business is brought before the Association. Standing up and complaining, or voicing a concern, is not a motion and is "out of order".

b) Next, another member of the Association must second the motion. This simply ensures that at least one other member wishes to debate the motion. If a second is not received, the motion dies and a new motion may be entertained.

After a motion has been made and seconded, discussion and debate should ensue with respect to the motion. Members of the Association take turns explaining why the Association should vote for or against the motion. Following the discussion/debate, the question can be called by any member. The membership then votes on the motion and the Chair announces the outcome of the vote.

In summary, the key to holding and conducting a meeting, consistent with Robert's Rules of Order, is as follows:

- (1) Motion; (2) Second; (3) Debate; and (4) Vote.