

**Special Board of Directors Meeting
Sutton Lakes Owners Association
Front Pool: 1813 Willesdon Dr E.
June 30th, 2016**

I. Call to Order

Gregg Anderson called the meeting to order at **6:31 p.m.**

II. Roll Call

Present: Gregg Anderson-President, Bill Franco-Vice President, Roman Jones-Treasurer, Zelma Rollins-Secretary, Bryan Cantrell-Signature Realty Management, Misty O'Connell-Signature Realty Management
Not Present: Donald Salter-Director

III. Discussion of Management

- Basis of Discussion: Brent Heinselman is no longer with Sutton Lakes or Signature Realty Management. Misty O'Connell was hired, by Signature, to take the position as Property Manager
 - Bill Franco: Brought up options, moving forward for Management.
 1. Take on Misty as new property manager
 2. The Board to interview Misty to be sure she is the right fit
 3. The Board to interview multiple property managers within Signature Realty, then decide
 4. Solicit new property management companies
 5. Higher full time, independent property manager
 - Bryan Cantrell:
 - Read the current management contract. Contract was signed in 2015. There are four years remaining.
 - The contract states that Signature will supply a manager.
 - Confirmed that within the contract there is a nonperformance clause.
 - Confirmed that Misty does have the workload that Brent had. She currently has three Associations and Sutton is the largest.
 - Gregg Anderson: Not happy with how the transition was handled.
 - Felt Bryan should have reached out to the Board to discuss options and the transition.
 - Explained that Brent was the reason that the Board extended the contract with Signature.

- Bryan Cantrell: Explained his process in finding a suitable property manager.
 - Interviewed managers within Signature
 - Interviewed potential outside managers
 - Asked Brent to also interview potential outside managers
 - Asked Brent who could fill his shoes. Brent referred Misty O'Connell, who he worked closely with for three years with another Association.
 - He interviewed, via phone, Bill Franco. Did not believe Bill was the right fit for the Sutton Lakes property management position due to conflict of interest, lack of experience, and at the time of the interview, Bill had not received his CAM License. Bill confirmed that he passed his CAM test on July 29th. Bryan asked for Bill to call him and discuss employment for training and future CAM opportunities.
- Gregg Anderson: Unhappy with some of the items on property that Brent did not handle.
 - There are a lot of violations that were not addressed.
 - Worried about all the problems with the pools.
 - Confirmed that there will be a lot of pressure on Misty to get the property back up to par.
 - Feels Bill is qualified to run the property.
- Roman Jones: Has been on the Board the longest and does not agree with Bill Franco being the property manager.
 - Believes that this matter should have been a discussion with all Board members.
 - Agrees that Bryan did not handle the transition in the right manner.
 - Wants all future communications with the Board and Management to be open.
- Bryan Cantrell: Apologized for the way the transition was handled and agreed that he should have come to an earlier Board Meeting to discuss Brent and Misty.
- Anna Robertson (ARC Member) was given the floor:
 - Expressed her concern that no Board member came to the ARC meeting as previously discussed.
 - Gregg agreed that moving forward, a Board member will attend ARC Meetings. Misty to confirm dates and give reminders.
 - Stated that Misty has been working closely with the ARC and has been helpful and very responsive.
 - The Board appreciated her comments.

- Open Forum:
 - Discussed matters to add to the Agenda of the next meeting.
 - Sutton Fest and possible volunteer Board Member
- Adjournment: 8:07pm- Greg moved to adjourn, Roman seconded, all in favor.