**SUGARWOOD HOMEOWNERS ASSOCIATION**

**Board of Directors Meeting Minutes**

February 7, 2022 at 6:30 PM Venue: Zoom.

Directors:

• Brad Rector btrector@outlook.com

• David Smith davidsmith3@outlook.com

• Jessica Clark jessicamclark33@gmail.com

• John Carter jcarter8464@gmail.com

• Michelle Bell mlb483@gmail.com

• Shane Pohlmann dying2ski@yahoo.com

• Tim Phillips tgphillips@icloud.com

1. Call to order and declaration of quorum of directors1at 6:38 pm.
2. Jodi gave a presentation regarding assisting the association with lifeguard management and gave helpful suggestions since she has experience with lifeguarding. Provided helpful information regarding lifeguard rates and diving board quotes.
3. Presentation & Approval of minutes from prior meeting on January 4, 2022 – Approved
4. New business
	1. Electing new positions within the board of directors
		1. Secretary – Jessica Clark
		2. Treasurer – Brad Rector
		3. Vice President – Tim Phillips
		4. President – Michelle Bell
	2. 2021 Financial Reports – Brad Rector – 1099s sent out timely, W-2s sent to lifeguards, and property taxes paid.
	3. TN Annual Report – Tim to do and send to Jessica for training
	4. Tax Return – 1120 H – Tim will share with Brad for training
	5. Not liable for TN Franchise and Excise Tax
	6. Not liable for Sales Tax
5. Budget and graph for presentation at the meeting
6. Meeting on Saturday, March 5th at 10:00 am. Registration begins at 9:30am.
	1. Brad to put together packet
	2. Tim to write proxies
	3. Jessica to mail packet and get ballots printed
		1. Email and mail by 2/21/22 at the latest
	4. Place notices of proxies, packets, meeting in paper boxes on 2/19/22 and 2/20/22.
	5. John to book the church
7. Next SHA BOD Meetings (date, time & location) at 6:30 Monday, March 14th, online via Zoom, due to COVID-19
8. Adjournment 9:38pm