

**Village of Westlakes Home Owners Association**  
**Minutes of the Annual Meeting**

December 11, 2016

I. Owners Sign-In

The members of the Village of Westlakes Homeowners Association gathered on Sunday, December 11, 2016, at the Clubhouse for the purpose of electing two directors.

II. Call to order

President Diego Torres called the meeting to order at 2:15 PM. All directors were present.

Diego Torres- President

Laura Coffman- Vice-President

Jim Hall- Treasurer

William Duck- Parliamentarian

Michelle Quiroz- Secretary

III. Appoint Election Inspectors

Norm Sands led election inspection volunteers to lead the vote count.

IV. Verify Quorum (If no action will be taken other than voting, no quorum needed)

A quorum of members was confirmed by Norm Sands with 46 of 151 members present at the meeting or representation via proxy form.

V. Introductions and Appreciation

Diego Torres thanked Laura Coffman for her service as Vice-President. The board requested board nominees to provide a short introductions about themselves; Jose Salas presented a short introduction, followed by Charles Hvass written statement resident by local community member. Diego Torres concluded the introduction session by providing a short description of accomplishment during his tenure at VWLHOA board.

VI. Review /approval of annual meeting minutes 2015

Michelle Quiroz read the meeting minutes from the December 13, 2015 annual meeting. Physical copies of the minutes were distributed to resident for review. Upon review, there were no objections to the minutes, Bill Duck made a motion to approve the annual meeting minutes of VWLHOA; Laura Coffman made second motion to approve the minutes- residents voted and approved the meeting minutes of December 12, 2015 annual session.

VII. Voting

Community members enjoyed coffee and desserts while the election inspection volunteers tallied up votes.

VIII. Remind Owners to Sign up for committee's

President Diego Torres encouraged community members to sign up to serve on the committee(s) of their choice, and stressed the need for volunteers.

IX. Announce Results of Voting

After the voting verification process, Michelle Quiroz announced the following election results:

3 year term- Diego Torres

2 year term- Charles Hvass

X. Board executive session

There being no further business before the members, President Diego Torres advised the newly voted board would meet immediately after annual meeting and adjourned the session at 3:00 PM.

Michelle Quiroz

VWLHOA Secretary

**Village of Westlakes Board Members**  
**Minutes of the Annual Meeting**

December 11, 2016

I. Call to order

The members of the Village of Westlakes Homeowners Association gathered on Sunday, December 11, 2016, at the Clubhouse for the purpose of electing two directors.

II. Roll Call Roll Call

President Diego Torres called the meeting to order at 3:05 PM. All directors were present.

Diego Torres

Charles Hvass (via telephone)

Jim Hall

William Duck

Michelle Quiroz

III. Board Member Positions

James Hall advised all current board members to remain in existing board positions with the exception of William Duck to serve as Vice-President and Charles Hvass as Parliamentarian. All members agreed to board positions.

Diego Torres- President

William Duck- Vice-President

Charles Hvass- Parliamentarian

Jim Hall- Treasurer

Michelle Quiroz- Secretary

IV. 2017 Annual Budget Approval

Budget proposal for 2017 was presented by Jim Hall. William Duck made a motion to approve the 2017 annual budget as presented, Michelle Quiroz second the motion; board unanimously approved the 2017 annual budget.

V. Adjournment

Meeting was adjourned at 3:20 PM

Michelle Quiroz

VWLHOA Secretary