

## **RECORD OF PROCEEDINGS**

### **MINUTES OF THE MEETING OF PAN-ARK ESTATES METROPOLITAN DISTRICT**

The Meeting of the Board of Directors of the Pan-Ark Estates Metropolitan District (“District”) was held on February 1, at 5:30 PM. Due to public health concerns, the Meeting was held by virtual attendance on Zoom <https://us02web.zoom.us/j/83047524048> US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656

#### **ATTENDANCE**

Directors in Attendance were:

Christine Keelan

Daryl K. Manning

David Galinis

Michelle (Shelley) Hall

Kevin V. Kirsner

Absent (excused):

None.

Joe Norris of Cockrel, Ela, Glesne, Greher & Ruhland, P.C. Members of the public: O’Leary joined right before adjournment and was thanked for posting the meeting notice by Director Manning

#### **CONFLICTS OF INTEREST**

Directors Keelan and Manning acknowledged that they currently serve as Board Members on the Pan-Ark Estates Home and Property Owners Association. There is no action to come before the District Board for this meeting that presents a conflict of interest.

#### **APPROVAL OF MINUTES**

Director Galinis made a motion to approve from the December 13, 2021 meeting and Director Keelan seconded. Unanimously approved.

#### **APPROVAL OF RESOLUTION DESIGNATING 24-HOUR POSTING LOCATION NOTICE**

Mr. Norris described that the District is required to approve a resolution designating the 24-hour posting location at the first meeting of each calendar year. The proposed resolution provided to the Board is the same as the one approved at the District’s organizational meeting on December 13, 2021. Director Galinis made a motion to approve the Resolution as presented, Director Keelan seconded. Unanimously approved.

## **DISCUSSION OF ADMINISTRATIVE ISSUES**

The Board discussed the District Mailing Address: PO Box or other options: 1) Director Keelan will get a new PO Box for the District and can check the mail. Director Hall offered to be a backup.

The Board discussed the District Webpage: Work with Statewide Internet Portal Authority: 1) Director Kirsner will be working with the Statewide Internet Portal Authority to get the webpage set up.

## **DISCUSSION OF FINANCIAL ISSUES**

The Board discussed the District Insurance:

- 1) Insurance will be updated when the District has real property and equipment to be insured.

## **DISCUSS TRANSFER OF HOA ASSETS AND OPERATIONS**

The Board discussed the following topics:

Cash:

- 1) The HOA can exhaust its existing funds to be used for road maintenance rather than transfer to the District.

Equipment:

- 1) Director Manning will work with Mr. Norris on identifying the equipment to be transferred.

Leases:

- 1) Director Keelan will work with Mr. Norris on existing equipment leases with the HOA and transferring to the District.

## **DISCUSSION OF DISTRICT MANAGEMENT COMPANY PROPOSALS**

Director Hall presented the proposal information she had received and the Board would like to invite the applicants to our next meeting March 1, 2022 and provide them with minutes from our December 13, 2021 meeting and a draft copy of the February 1, 2022 meeting. The Board agreed and directed Director Hall to send the invitations and minutes.

## **DISCUSSION OF DISTRICT BYLAWS**

None

## **ANY OTHER MATTER THAT MAY COME BEFORE THE BOARD**

None

## **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 6:46 p.m.

Respectively submitted,

/s/ Shelley Hall

Michelle (Shelley Hall),  
Pan-Ark Estates Metropolitan District, Secretary

{00880236.DOCX / 2 }

{00880236.DOCX / 3 }