

**MASTHOPE MOUNTAIN COMMUNITY PROPERTY OWNERS ASSOCIATION
GENERAL MEMBERSHIP MEETING
NOVEMBER 9, 2019
@ The Lodge**

Transcriber: Kelli Myers
Meeting Chair: Bruno de Vinck

10:00AM Meeting called to order and Pledge of Allegiance said.

578MR Bruno announced the Chair of Tellers. Susan Barker 9MR and Rich Seidel

Bruno requested a motion to waive the reading of the July 13th, 2019 General Membership Minutes.

MAKER: Carolyn DeSimone 130FW

SECOND: Rich Seidel 578MR

MOTION PASSES BY VISUAL INSPECTION.

Bruno requested a motion to approve the Minutes from the July 13th, 2019 General Membership Meeting.

MAKER: Rich Seidel 578MR

SECOND: Robin Hoose 121FW

MOTION PASSES BY VISUAL INSPECTION.

10:05AM Treasurers Report – Gerhard Buhler, report from September 2019, see attached. Bruno asked the membership if there are any questions regarding the treasurer's report. No questions raised.

Bruno requested a motion to approve the Treasurer's Report.

MAKER: Jim Fox 284FW

SECOND: Herman Matfes 207FW

MOTION PASSES BY VISUAL INSPECTION.

10:10AM President's Report-June Murphy-Carrozza-She explained that there is a vote today on the Ski Contract. She compliments the wonderful Halloween decorations. There was a small amateur show last night in the Property Owners Lounge. They are trying to bring in new events to the community. There are new curtains going into the Summit and Property Owners Lounge. So far, the DMAP program has harvested five antlerless deer. One has been donated to a local food pantry. We will be having a townhall this afternoon. This meeting is to answer any questions regarding the proposed revision of the Covenants.

Bruno recognized the new County Commissioner Ron Schmalzle and District Magistrate Randy Schmalzle.

10:15AM Manager's Report-Randy Schmalzle-Community Report-He complimented the Oktoberfest, Halloween Party and Dinner Theater that had taken place. He said Lukus did a great job decorating for Halloween. His creativity gets better every year. He thanks Lukus and his creativity crew. There were over 50 cars for the trunk or treat. There is still some patchwork that needs to be done on the

roadways. The major paving work is complete in the community. The plows are ready for winter. Randy thanks staff for their hard work. He compliments Cathy at the fitness center. The stables are busier than ever. Maintenance Department always does a great job. The office staff does a good job. The number of rentals is on the rise. He thanks Joe Gattuso on his great job he has done in the Summit. We all wish him well with his new career path. There is a new team in place, Linda, Nick and Paula in the Summit. The three are doing a great job. The Summit's numbers are up from last year. They are working on completing the new winter menu. The Marketplace has a new smiling face, Christine. Christine and her staff are also doing a great job. New specials are in place as well as homemade soups daily. We are working on the next fiscal year's budget. They met with managers for feedback. There will be adjustments made to payroll amounts. Staffing is at an all time high. Masthope needs to be competitive with wages to attract new staff and keep our existing staff. Staff is needed in all departments but public safety at this time. The budget will be reviewed line by line. The Capital Reserve is constantly being reviewed. He thanked the Board of Directors. There have been a lot of changes to the board. He complimented them on a job well done.

Ron Schmalzle-He acknowledges the new transitions that are occurring in their lives. He introduces Lori Phillips as the new General Manager of Recreation Management.

Lori Phillips-Ski Report-She explains how when she began at Ski Big Bear it was a mom and pop operation. The ski office was in the original lodge. There was a J-Bar chair lift in place. The average house was valued under \$100,000. After the fire that broke everyone's hearts, big changes occurred. New buildings were built. New lifts were added. The mountain has progressed tremendously. There was more snow making equipment added and continues to be added which contributes to the success of the mountain. That has been the number one investment leading to the success of the mountain. She continued that it has been a great opportunity to learn and work with Ron and Randy Schmalzle. They taught her how important it is to take care of your workplace, to be a person of integrity, the importance of reuse and recycle, and to take accountability for your actions. She continued how they taught her to value your employees, take pride in the product you offer and most importantly to appreciate your customers. Masthope property owners are by far the largest and most important customers. The three of them have made a great and effective team for many years. She is honored and humbled by this opportunity. She thanks Ron and Randy for the years of mentoring and for the trust that they have in her. The staff moved back into the ski office in Mid-October. The ski lift inspections are completed with the state of Pennsylvania. They started testing and tuning rental equipment. The annual open house is this week. The ski swap is November 23rd and 24th. She thanks Leatrice for continuing the tradition of the ski swap. Season pass sales are strong. There is a hiring fair on November 23rd.

Bruno asked for questions on the President's or Management's Reports.

Carolyn DeSimone 130FW-Asks if the county gives any grants for communities that maintain their own roads. Randy answered no. There is no program offered because the community chose to build the roads. Ron clarified that the county doesn't own any roads. It is either state or township roads.

Bruno -The presentation of the proposed Bylaw changes: see attached.

Bruno asked if there are any questions on the proposed Bylaw changes.

Vito DeSimone 130FW-He expresses concern about the Community's investments. Gerhard explains that the community's investments are not risky. The Community is invested in safe instruments such as CDARS.

Bruno-The presentation of the Ski Lease Agreement-Ed McClary explained that Dan went to Ed, Foster and Gerhard to form a committee to negotiate a ski contract. See attached.

Carolyn DeSimone 130FW-She expresses concern about insurance and the minimum of \$5 million. She was wondering if that was enough. Ed explained that they are going with industry standards. Both RMC and Masthope feel it is enough along with the advice of counsel.

Vito DeSimone 130FW-He is asking about the rental rules and regulations changing and why would that adjust the contract. Ron explains that if rentals are no longer permitted that would cause a substantial loss for RMC. The contract would need to be reevaluated. Renters are a large part of their income.

Bruno-Vote on the motions

Motion 1: Replace Budget Committee with Financial Committee

Preamble

Whereas, the Masthope Community Board of Directors has approved the drafting of changes for the definition and scope of the Budget Committee during its March, 2019, meeting, and,

Whereas, the members of the Document Review Committee have been providing proposed changes to the Community Bylaws that will create a new Financial Committee to replace the current Budget Committee with a broader scope of responsibilities, and

Whereas, the Board of Directors pursuant to Article IX has approved a board motion to send the amended Articles to the community for approval;

Motion

Therefore, be it resolved that pursuant to Article IX of the Masthope Mountain Community Bylaws, the following proposal for revision of Article V of the Bylaws be approved by the association membership.

MAKER: ED MCCLARY
SECOND: FOSTER MCCOY

YES: 49 PRESENT, 186 PROXY
NO: 0 PRESENT, 3 PROXY

Motion 2: Creation of Environmental Control Appeals Committee

Preamble

Whereas, the Masthope Community Board of Directors, during its June, 2019, meeting, has approved the creation of a new, standing *Environmental Control Appeals Committee*, and,
Whereas, this makes necessary to include a new section into the Bylaws under Article V – Standing Committees;

Motion

Therefore, be it resolved that pursuant to Article IX of the Masthope Mountain Community Bylaws, the following proposal for addition to Article V of the Bylaws be approved by the association membership.

**MAKER: GERHARD BUHLER
SECOND: ED MCCLARY**

**YES: 53 PRESENT, 183 PROXY
NO: 0 PRESENT, 6 PROXY**

Motion 3: Update Articles II, III and IV

Preamble

Whereas, the Masthope Community Board of Directors, during its April, 2019, meeting, has approved the drafting of changes to bring certain provisions of the Masthope Bylaws Articles II, III, and IV, regarding conducting the business of the Community into alignment with current practices, and,
Whereas, the members of the Document Review Committee have been providing proposed changes to the Community Bylaws that will update certain sections of Articles II, III, and IV, and

Whereas, the Board of Directors pursuant to Article IX has approved a board motion to send the amended Articles to the community for approval;

Motion

Therefore, be it resolved that pursuant to Article IX of the Masthope Mountain Community Bylaws, the following proposal for revision of parts of Articles II, III, and IV of the Bylaws be approved by the association membership

**MAKER: ED MCCLARY
SECOND: FOSTER MCCOY**

**YES: 50 PRESENT, 183 PROXY
NO: 0 PRESENT, 5 PROXY**

Motion 4: Vote on the New Multi-Year Ski Lease/Management Agreement with Recreation Management

Preamble

Whereas, there is a need to establish a new multi-year Ski Lease/Management Agreement for the running of the MMCPOC Ski Facility and at the June meeting the

contract negotiated between the Ski Agreement Committee and Recreation Management Company was voted 11-0 to be delivered to the membership for a vote.

Motion

Therefore, be it resolved that the Ski Agreement Committee contract negotiated between RMC and MMCPOC over the last 18 months be approved to give stability and continuity to the operations of the ski facilities with no changes to our current pass policies nor any increase in dues to allow the same. Property owners will continue to have the same privileges they had under the previous contract while securing the ability for RMC and MMCPOC to plan and budget for future improvements to our ski operation which cannot happen under the current single year agreements.

MAKER: ED MCCLARY
SECOND: GERHARD BUHLER
YES: 56 PRESENT, 179 PROXY
NO: 0 PRESENT, 10 PROXY

There being no more questions, Bruno asked for a motion to close the meeting at 10:57am.

MAKER: JIM FOX
SECOND: HERMAN MATFES

Motion passed unanimously and the meeting adjourned.

Bruno reminds everyone that there will be the town hall at 1pm regarding the proposed restated covenants.

Treasurer's Report
&
Reserves Report

Masthope Mountain Community
General Membership Meeting
November 9, 2019

Topics

Treasurer's Report

Actuals (unaudited) as of September 30, 2019

Reserves Report

Capital Reserves – Spending

Planned Changes – Food & Beverage Reserves

Actuals (Unaudited) September 2019

Treasurer's Report for Period Ending September 30, 2019

Unaudited

Collections - YTD

	Sep 18	Aug 19	Sep 19
Total	2040	2038	2036
Billable	1742	1718	1716
Paid in Full	1471	1434	1466
Percent	84.4%	83.5%	85.4%
Outstanding - Lots	271	284	250
Outstanding - Dues	\$276,800	\$316,872	\$254,000
Total Bad Debt Lots	53	31	31

Unrestricted Income and Expense - YTD

	Sep 18 YTD	Aug 19 YTD	Sep 19 YTD
Revenues to date	\$2,495,557	\$2,589,342	\$2,643,062
Expenses to date	\$1,162,983	\$979,693	\$1,169,007
Net Surplus (deficit)	\$1,332,573	\$1,609,650	\$1,474,054
Margin (Net/Revenue)	53.4%	62.2%	55.8%

The Summit - YTD

Revenues to date	\$730,692	\$723,549	\$807,670
Expenses to date	\$695,085	\$667,978	\$760,925
Net Surplus (deficit)	\$35,607	\$55,570	\$46,745
Inventory	\$30,977	\$36,555	\$33,033

The Market Place - YTD

Revenues to date	\$225,251	\$226,399	\$262,015
Expenses to date	\$240,573	\$216,455	\$254,562
Net Surplus (deficit)	(\$15,322)	\$9,944	\$7,453
Inventory	N/A	\$10,805	\$12,706

Summit/Market Net Surplus (Deficit)

	\$20,285	\$65,514	\$54,198
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Reserves Report

What is the Reserves Report?

- Bylaws requirement – report on Reserves in association meetings

Why do we need Reserves?

- Manage the cost of maintenance and replacement of community assets.
- Manage the impact of large, infrequent, or unexpected asset costs.
- Reserves = Long term planning view (5-10 years out)
Budget = Short term spending view
- Setting up adequate Reserves takes time and good planning.

Update: Spending from Reserves 2019-2020

Assets that are planned to be replaced and paid from reserves:

From General Reserves Account		From Food & Beverage Reserves Account		From Ski Reserves Account	
1989 International 4X4 Dump Truck- diesel	15,000	36" 6-Burner Range / Southbend 4 Drawer Chef Base Unit / True	6,000	Compressor Drive 1	10,000
2002 Ford F-550 messer dump	✓ 50,000	4 Tap beer Cooler / Bev Air DD941	2,700	Pump Drive Systems 1	✓ 7,000
AED/Philips FR2	✓ 4,500	Booster Heater / HATCO Mod. C HATC 4- 208-3Q3	2,500	Thunder Cloud Green - Chairs refurb	30,000
Dodge Charger	✓ 26,000	Built Pizza Oven/Baker's Pride Double-Door Freezer Traulsen G22010	11,000 4,000	Trail Lights Group 1	✓ 4,500
Ford Tractor 1989	10,000	Food and Beverage Misc Small Wares	✓ 4,000	Water Hydrants Group 1	ORDERED 3,000
Kubota RTV 900	12,000	Griddle / Southbend	2,300	Total for 2019	54,500
Take and Pool Furniture	✓ 5,000	Single Door Cooler / Master Built R235	✓ 3,715	Year to Date Spent:	
Life Fitness 7005	3,000	Single Fryer / Imperial	1,300	General Reserves	\$86,032
Market Place - HVAC	10,000	TV's / various	3,000	F&B Reserves	\$3,098
Misc. Community Small Capital	5,000	Walk In Cooler / Compressor	3,000	Ski Reserves	<u>\$8,476</u>
Pool Heaters/Pumps	✓ 10,000	Total for 2019	49,015	Total	\$97,606
Radios / Motorola CP	3,500				
Snow Removal	6,000				
Tools General	✓ 3,000				
Treadmill / Landice Pro Sports	4,500				
Total for 2019	167,500				

Planned Changes – Food & Beverage Reserves

Current funding levels sufficient for anticipated asset replacement needs through 2022:

- Bylaws limit annual contribution from F&B operating profit to \$50,000

Planned measures:

- Repayment of funds borrowed from Reserves for the ski expansion project.
- Bylaws changes to lift contribution limits, planned for July 2020 GMM

Proposed Bylaws Changes

The following describes proposed changes to the Masthope Mountain Community Bylaws which will be voted on either in proxy or in person at the November 9, 2019, GMM meeting.

Please note that this mailing only provides you with the wording of the proposed changes, in accordance with the Bylaws provisions that a "minimum of ninety (90) days' notice shall be given for a meeting where there is an amendment to be proposed and voted upon. A copy of the wording of the proposed amendment must be included with the meeting notice." The proxy for the vote will be mailed with the regular, thirty (30) days' notice before the meeting.

Proposed Motion I.

Preamble

Whereas, the Masthope Community Board of Directors has approved the drafting of changes for the definition and scope of the Budget Committee during its March, 2019, meeting, and,

Whereas, the members of the Document Review Committee have been providing proposed changes to the Community Bylaws that will create a new Financial Committee to replace the current Budget Committee with a broader scope of responsibilities, and

Whereas, the Board of Directors pursuant to Article IX has approved a board motion to send the amended Articles to the community for approval;

Motion

Therefore, be it resolved that pursuant to Article IX of the Masthope Mountain Community Bylaws, the following proposal for revision of Article V of the Bylaws be approved by the association membership. Details of the changes are listed in the enclosed **Explanation of Amendment**.

Explanation of Amendment

Current Bylaws	Proposed Bylaws
<p>Article V, Section B Audit Committee. The Board of Directors shall appoint a standing Audit Committee consisting of a chairperson, plus a minimum of three (3) and a maximum of seven (7) members in good standing. A financial background is preferable for members of this committee. No member of the Audit Committee can also serve as a member of the Budget Committee. The Audit Committee shall cause an annual internal audit to be completed of Audit</p>	<p>Article V, Section B Audit Committee. The Board of Directors shall appoint a standing Audit Committee consisting of a chairperson, plus a minimum of three (3) and a maximum of seven (7) members in good standing. A financial background is preferable for members of this committee. No member of the Audit Committee can also serve as a member of the Financial Committee. The Audit Committee shall cause an annual internal audit to be completed of Audit Committee-selected financial</p>

Committee-selected financial documents of the Association. The Audit Committee shall give a written report to the membership at the Annual Meeting of the Association, and shall give quarterly reports to the Board of Directors.

Article V, Section C

Budget Committee. The Board of Directors shall appoint a Budget Committee, consisting of a Chairperson (Board Treasurer or Board representative), a representative of management, plus a minimum of three (3), and a maximum of six (6) members in good standing (not Board Members). . A financial background is preferable for members of this committee. No member of the Budget Committee can also serve as a member of the Audit Committee. The Budget Committee shall seek reasonable membership and staff input on the proposed budget. The Budget Committee recommended budget shall be presented to the Board of Directors no later than one week prior to the regular January Board meeting. Subsequently, the Board approved budget shall be mailed to the property owners no later than thirty (30) days in advance of the annual budget meeting.

The following shall be the timeline for the preparation and presentation of the annual budget:

1. By the 3rd week in January; the Budget Committee holds a 'Budget Town Hall Meeting' to get property owner input on the Budget Committee proposed budget.
2. By the January Board meeting; the Budget Committee recommended budget to the Board of Directors.

documents of the Association. The Audit Committee shall give a written report to the membership at the Annual Meeting of the Association, and shall give quarterly reports to the Board of Directors.

Article V, Section C

Financial Committee. The Board of Directors shall appoint a **Financial** Committee, consisting of a Chairperson (Board Treasurer or Board representative), a representative of management, plus a minimum of three (3), and a maximum of six (6) members in good standing (not Board Members). A financial background is preferable for members of this committee. No member of the **Financial** Committee can also serve as a member of the Audit Committee. **The Financial Committee is responsible**

- A) Each year, to develop and present to the Board of Directors a proposal for an annual budget, and
- B) As directed by the Board of Directors, to advise the Board on other financial matters that have an impact on the operation, management, or administration of the community.

The **Financial** Committee shall seek reasonable membership and staff input on the proposed budget. The **Financial** Committee recommended budget shall be presented to the Board of Directors no later than one week prior to the regular January Board meeting. Subsequently, the Board approved budget shall be mailed to the property owners no later than thirty (30) days in advance of the annual budget meeting.

The following shall be the timeline for the preparation and presentation of the annual budget:

1. By the 3rd week in January; the **Financial** Committee holds a 'Budget Town Hall Meeting' to get property owner input on the budget proposed by the **Financial Committee**.
2. By the January Board meeting; the **Financial** Committee presents its recommended budget, including any updates made after the Budget Town Hall Meeting, to the Board of Directors.

<p>3. By the special February Board Budget meeting; the annual Board budget review meeting to discuss and vote on the budget.</p> <p>4. By the regular February Board meeting; the final Board vote on the budget, if necessary.</p> <p>5. 30 days prior to the Annual General Membership Budget Meeting; the sending of the Board approved budget to the property owners.</p> <p>6. The Property Owners shall vote on the budget, if necessary, at the Annual Budget Meeting of the members.</p>	<p>3. Either by a special February Board Budget meeting or either the regular January or February Board meeting; the annual Board budget review meeting to discuss and vote on the budget.</p> <p>4. By the regular February Board meeting; the final Board vote on the budget, if necessary.</p> <p>5. 30 days prior to the Annual General Membership Budget Meeting; the sending of the Board approved budget to the property owners.</p> <p>6. The Property Owners shall vote on the budget, if necessary, at the Annual Budget Meeting of the members.</p>
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Proposed Motion II.

Preamble

Whereas, the Masthope Community Board of Directors, during its June, 2019, meeting, has approved the creation of a new, standing *Environmental Control Appeals Committee*, and,

Whereas, this makes necessary to include a new section into the Bylaws under Article V – Standing Committees;

Motion

Therefore, be it resolved that pursuant to Article IX of the Masthope Mountain Community Bylaws, the following proposal for addition to Article V of the Bylaws be approved by the association membership. Details of the changes are listed in the enclosed **Explanation of Amendments**.

Explanation of Amendment

The following additional section is proposed for inclusion into Article V – Standing Committees of the Masthope Mountain Community Bylaws:

Environmental Control Appeals Committee. The Board of Directors shall appoint all the members of an Environmental Control Appeals Committee, consisting of a committee Chairperson, plus six (6) Members in good standing. No member of the committee can be the Environmental Control Officer (ECO), or be a member of the Environmental Control Committee or the Board of Directors. No special professional background or experience is required to serve on this committee. Acting in accordance with the environmental provisions of the Declaration, these Bylaws, and

resolutions the Board may adopt as part of the Rules and Regulations, the Environmental Appeals Committee shall decide appeals on environmental matters as defined in these documents. A minimum of three (3) committee members is required to hear and act on an appeal.

Proposed Motion III.

Preamble

Whereas, the Masthope Community Board of Directors, during its April, 2019, meeting, has approved the drafting of changes to bring certain provisions of the Masthope Bylaws Articles II, III, and IV, regarding conducting the business of the Community into alignment with current practices, and,

Whereas, the members of the Document Review Committee have been providing proposed changes to the Community Bylaws that will update certain sections of Articles II, III, and IV, and

Whereas, the Board of Directors pursuant to Article IX has approved a board motion to send the amended Articles to the community for approval;

Motion

Therefore, be it resolved that pursuant to Article IX of the Masthope Mountain Community Bylaws, the following proposal for revision of parts of Articles II, III, and IV of the Bylaws be approved by the association membership. Details of the changes are listed in the enclosed **Explanation of Amendments**.

Explanation of Amendments

Section	Current Bylaws Text	Proposed New Text
Article II-D	Notice of Meetings. It shall be the duty of the Secretary to mail to the owner of record of a community lot (or lots) a notice of each regularly scheduled or special meeting of the association, stating the purpose of the meeting as well as the time and place and where it is to be held.	Notice of Meetings. It shall be the accountability of the Secretary to ensure that the owners of record of a community lot (or lots) are notified of each regularly scheduled or special meeting of the association, stating the purpose of the meeting as well as the time and place and where it is to be held. Notifications can be sent either via mail, electronic mail, or via other communication channels normally used by the community. The Secretary may delegate this duty but maintains accountability of oversight.
Article III-C	*Nominations of Directors. Nominations for election to the Board of Directors shall be facilitated by a Nominating Committee as described elsewhere in these Bylaws. The requirements for being placed on the ballot are detailed in the section describing the	Nominations of Directors. Nominations for election to the Board of Directors shall be facilitated by an Election Committee as described elsewhere in these Bylaws. The requirements for being placed on the ballot are detailed in the section describing the

Section	Current Bylaws Text	Proposed New Text
	<p>Nominating Committee. Nominations shall not be permitted from the floor. All candidates on the ballot shall have a reasonable opportunity to communicate their qualifications to the Members and to solicit votes through the community newsletter and other association publications as determined by the Board of Directors in a uniform manner established in the Rules and Regulations.</p> <p>*Note: On March 21, 2015, the former Nominating Committee was changed to an Election Committee (see art. V, sec. E).</p>	<p>Election Committee. Nominations shall not be permitted from the floor. All candidates on the ballot shall have a reasonable opportunity to communicate their qualifications to the Members and to solicit votes through the community newsletter and other association publications as determined by the Board of Directors in a uniform manner established in the Rules and Regulations.</p> <p><Drop footnote></p>
Article III-E.1.	<p>The Notice of the meeting must include a slate of replacement nominees at least equal in number to the number of Directors subject to removal who have been certified as eligible to run by the Nominating Committee [now called Election Committee].</p>	<p>The Notice of the meeting must include a slate of replacement nominees at least equal in number to the number of Directors subject to removal who have been certified as eligible to run by the Election Committee.</p> <p>[drop parenthetical comment]</p>
Article III-I	<p>Regular Meetings of the Board of Directors. Regular monthly meetings of the Board of Directors shall be held at a location within the community. It shall be the duty of the Secretary to mail to the each of the Directors a notice of the regular meeting date which shall specify the time and place of the meeting and the nature of any business to be considered. The notice shall be post-marked no later than thirty (30) days in advance of the meeting. It will be sent to the mailing address of record provided by each Director for meeting notification. A notice of the meeting shall be posted in two (2) consecutive weekly bulletins as notification to the Membership.</p>	<p>Regular Meetings of the Board of Directors. Regular monthly meetings of the Board of Directors shall be held at a location within the community. It shall be the accountability of the Secretary to notify each of the Directors of the regular meeting dates, including the time and place of the meeting and an agenda outlining the nature of any business to be considered. Notifications can be sent either via mail, electronic mail, or via other communication channels the Board has previously agreed to use in order to conduct business. The Secretary may delegate this duty of notification but maintains accountability of oversight.</p> <p>As notification to the Membership, a notice of the meeting shall also be posted in two (2) consecutive weekly bulletins, or other communication channels normally used by the community.</p>
Article III-J	<p>Special Meetings of the Board of Directors. <...> It shall be the duty of the Secretary to mail to the each of the Directors a notice of the special meeting which shall specify the date, time and place of the meeting and the nature of any special business to be considered. The notice shall be post-marked no later than ten (10) days in advance of the meeting. It will be sent to the mailing address</p>	<p>Special Meetings of the Board of Directors. <...> It shall be the accountability of the Secretary to notify each of the Directors of the special meeting date, including the time and place of the meeting and an agenda outlining the nature of any special business to be considered. Notifications can be sent either via mail, electronic mail, or via other communication channels the Board has</p>

Section	Current Bylaws Text	Proposed New Text
	<p>of record provided by each Director for meeting notification. A notice of the meeting shall be posted in two (2) consecutive weekly bulletins as notification to the Membership.</p>	<p>previously agreed to use in order to conduct business. If scheduling permits, the notice shall be time-stamped physically or electronically no later than seven (7) days in advance of the meeting. The Secretary may delegate this duty of notification but maintains accountability of oversight. As notification to the Membership, a notice of the meeting, other than Executive Sessions, shall also be posted in the weekly bulletin, or other communication channels normally used by the community.</p>
<p>Article III-N</p>	<p>Conduct of Meetings. The Chairperson of the Board shall preside over all meetings of the Board of Directors, and the Secretary shall keep a minute book of the Board of Directors, recording all resolutions adopted by the Board of Directors and a record of all other transactions and proceedings occurring at all meetings.</p>	<p>Conduct of Meetings. The Chairperson of the Board shall preside over all meetings of the Board of Directors, and the Secretary shall be accountable that all resolutions adopted by the Board of Directors and all other transactions and proceedings occurring at all meetings are being documented on physical or electronic media in alignment with the provisions of Pennsylvania Law. The Secretary may delegate this duty of documenting but maintains accountability of oversight.</p>
<p>Article IV-E.3.</p>	<p>The Secretary shall be the custodian of the valuable documents of the organization and shall have primary responsibility for the recording of the official minutes of all board meetings and meetings of the association.</p>	<p>The Secretary shall be the custodian of the valuable documents of the organization and shall have primary accountability for the documentation of the official minutes of all board meetings and meetings of the association. The Secretary may delegate this duty of documenting but maintains accountability of oversight.</p>