

From: Kevin Cessac <kcessac@microflx.com>
Sent: Tuesday, January 17, 2017 1:16 PM
To: 'Wayne Kircher'; 'ALBERTO NAVARRO'; 'Riss, Paul (WG Mustang)'; 'Nathan'
Cc: 'K. Lynn Wieck, Ph. D.'
Subject: HOA Board Members Meeting - February 1st 7PM

I would like to setup an HOA board meeting for February 1st at 7:00pm. Location will be the Microflex building at 35900 Royal Road in Pattison (same as the last meeting).

Agenda Items:

Election results
 Assign new secretary and/or duties to board members
Financial Review

Open Items

 Transferring power meters into HOA name and billing address
 Transferring property deed for park area into HOA
 Pressure washing the mail boxes
 Liability Insurance

New Items

 Year-end federal tax filing and state LLC franchise tax filing
 Discuss any new projects for 2017
 HOA database or management software

Please feel free to update the agenda. Send me your updates before the meeting.

Thanks,
Kevin