

Minutes of Special Board Meeting

September 1, 2012

In attendance were: Patty McHenry, Ray Merritt, Jay Stephens, James Handy, Nan Wampler, and Keri Merritt, secretary.

Chairperson Patty McHenry called the meeting to order at 8:30 am. The purpose of this special board meeting was to review, discuss, and approve the complaint procedure and complaint form documents for Merrymount property owners as required by Virginia's Common Interest Community Board (CICB).

There was discussion and some minor word changes and editing agreed upon. Patty McHenry moved that the amended document and form be adopted to comply with state regulations. Ray Merritt seconded. The motion was carried.

It was pointed out that these new documents need to be added to the new owner's packets and put on the website. It was also suggested that the information be publicized in an email to all property owners that this process is in place.

All board members signed off on the approval. (Documents and signatures attached.)

The next regular board meeting is scheduled for October 4, 2012, at 7:30 at the home of Nan Wampler.

The meeting was adjourned.

Respectfully submitted,

Keri Merritt, MPOA secretary