

**CANYON VIEW HOMEOWNERS ASSOCIATION  
SPECIAL BOARD OF DIRECTORS MEETING  
Minutes of December 17, 2015**

<b>PRESENT:</b>	Jo Darnall	President
	Joe Hawkins	Vice President
	John Shepherd	Secretary Treasurer
	David Bartholomew	Director
<b>ALSO PRESENT:</b>	Keith Lammey	Association Manager
<b>ABSENT:</b>	Open	Director

**Owners Open Forum**

There were no non-board members at this meeting.

**Board of Director's Meeting**

The meeting was called to order at 6:42 PM by Jo Darnall, President.

**New Business**

**Maintenance Matrix**

The Association Manager provided copies of the Maintenance Matrix as it had been previously approved by the board. Jo Darnall explained that some members as well as board members wanted to discuss the matrix line item that defined roof jacks on plumbing and heating as being homeowner responsibility.

Following a discussion regarding the difficulty associated with having owners periodically inspect their roof jacks when they are discouraged from getting on to the roofs, and the expense associated with probably annually hiring a contractor to inspect these jacks, a **motion** was duly made by Dave Bartholomew and seconded by John Shepherd to revise the Maintenance Matrix such that the Association rather than the owner will be responsible for the maintenance of plumbing roof jacks that have rubber seals and excluding heating roof jacks and swamp cooler, roof jacks. *Passed.*

**Open Board of Director Position**

Due to the death of James Ervin, a longtime resident and member of the board, one of the five board of director positions was open. The Association Manager explained that the board had the option to a) appoint someone to fill the remainder of term or b) to leave the position open and hold an election at the March 2016 Annual Meeting. After a short discussion, all agreed that it would be better to leave the position open until the March 2016 annual meeting.

**Other Business**

There was no other business to be discussed.

**Old Business**

There was no old business to be discussed.

**Adjournment**

With no further business to come before the Board, a **motion** was duly made by Dave Bartholomew and seconded by Joe Hawkins to adjourn the meeting at 7:36 PM.