**Woodtrace Homeowner’s Association**

Meeting Minutes

January 23, 2021

1. **Call to Order**

The first meeting of the Woodtrace Homeowner’s Association Board is called to order at 11:00am on January 23rd, 2021 in Elgin, SC.

1. **Roll Call**

Jared Hayes conducted roll call. The following persons were present and accounted for: Bradley Bardon, Charles Swain, Nikki Shipe, Jennifer Griggs, and Jared Hayes. No absent members.

1. **Open Issues**

Discussion on roles for the board members were held. Positions were determined as follows:

* 1. **President –** Bradley Bardon
	2. **Vice President** – Nikki Shipe
	3. **Treasurer –** Charles Swain
	4. **Secretary –** Jared Hayes
	5. **Chairman of Projects and Committees (Mem. At Large**)– Jennifer Griggs
1. **New Business**
	1. **Obtaining New Legal Counsel \***
		1. It was determined Charles Swain and Jennifer Griggs will obtain and present quotes of attorneys for the board to discuss at the next meeting.
	2. **Email Address and Repository for HOA Documents \***
		1. After discussion, it was determined that Jared Hayes would create an email accountand central location for future documents of the HOA to be stored and bring it to the board
	3. **Creating New Bylaws and Covenants \***
		1. This discussion was tabled for future meetings due to the need for guidance from legal council
	4. **HOA Community Meeting** \*
		1. The first HOA public forum with the community will be held on March 27th at a time and location TBD
2. **Adjournment**

Bradley Bardon adjourned the meeting at 1:30pm. The next meeting is scheduled for Feb 6, 2021.

PLEASE NOTE (\*) DENOTES THAT THIS TOPIC DISCUSSION WILL BE DISCUSSED FURTHER AT THE NEXT MEETING

Minutes submitted by Jared Hayes, Secretary