

**Timberland Acres Domestic Water Improvement Domestic
PO Box 1531
Show Low, AZ 85901**

Special Meeting of The Board

Minutes

July 28, 2022

Members present:

JS Ison, Chair
Glenda Call, Treasurer
Roger Miller, Secretary of Affairs

Members absent:

Jackie Downey, Secretary

1. **Call to Order** 8:00 AM
2. **Flag Salute** Led by JS Ison
3. **Quorum** Confirmed by JS Ison
4. **60 Day Notice for Billing Coordinator Effective July 28, 2022** JS Ison

JS Ison presented letter of 60 notice to board for review.

Glenda Call moved to accept letter; Jackie Downey seconded the motion. Motion Carried.

Glenda Call mentioned she had spoken to Easy Pay (billing program) and found out current contract is in effect until 10/23/22. She was informed we should be backing up the program weekly. Glenda said she brought in some flash drives to be given to current billing coordinator so he can start backing up program.

5. **Policy update** Roger Miller

Roger mentioned that we need to make sure that all emails go directly to him to keep us in compliance. He will then send emails out to other board members. JS said his laptop was not working properly, Glenda said she would get laptop from billing coordinator at end of his contract so JS may use that laptop.

6. **Adjourn**
The meeting adjourned at 8:10 AM

DRAFT