

## NOTICE OF MEETING

An open meeting of the Board of Directors of the Westwood Park Association will be held at 7:00 pm on January 6, 2022 via Zoom. Any member who wishes to attend the meeting should email the board at [board@westwoodpark.com](mailto:board@westwoodpark.com) and we will send the Zoom invitation. The following items will be on the agenda for the meeting:

### BOARD MEETING AGENDA Westwood Park Association Thursday, January 6, 2022, at 7:00 pm via Zoom

- 1. Call to Order**
- 2. Open Forum:** During open forum, each attendee may address the board for up to three minutes. A director may briefly respond to statements made or questions posed. Speakers must observe rules of decorum and not engage in other disruptive behavior. If a speaker is in the middle of a sentence when time is called, he/she may finish their thought before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to others. All persons must follow the Meeting Rules listed at the bottom of this agenda.
- 3. Approval of Minutes**
- 4. Reports**
  - a. President
  - b. Treasurer
  - c. Health and Safety: Bins at Ocean/Miramar
  - d. Common Area Maintenance: 1490 Ocean Update, Truck Damage
  - e. Planning, Zoning and Land Use: Letter re: 1540 Ocean Ave
  - f. Technology: Email Update
- 5. Unfinished Business**
  - a. Approval of Tax Return and CPA review (draft reserve policy) – Jeanine
  - b. QuickBooks Update –Jeanine
  - c. Check signing
  - d. 1540 Plymouth Avenue – Pauline
- 6. New Business**
  - a. 2022-2023 Budget Formulation
  - b. Newsletter
  - c. Prep for 2022 Assessment mailing
  - d. QuickBooks implementation plan
  - e. 2022 Tax Return preparation

## 7. Adjournment

**MEETING RULES:** No audio or video recording allowed by attendees. However, the secretary may record the meeting to aid in the preparation of minutes. The recording is deleted once the minutes have been prepared. As provided in the “Open Meeting Act,” members may observe the meeting but do not have the right to participate in the Board’s deliberations or votes. Members may address issues during the open forum portion of the meeting. If attendees become disruptive, they may be expelled from the meeting and/or fined.