# Brightwater Club Property Owners Association
## Special Board Meeting Agenda
## Friday, January 30, 2026, 12:00 PM MST
***This meeting was held via teleconference***

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-MINUTES-

1. Call to Order: Donald Jennings called the meeting to order at 12:00 pm.
    a. Wendy Jennings was nominated to act as the minute-taker.

2. Roll Call, Verification of Quorum: With all five board members in attendance, a quorum was established. Present were:
    a. Board:Don Jennings, Josiah Jennings, Kevin Kottenstette, Chris Hynes, and Marge Spencer
    b. Homeowners: Wendy Jennings. A software glitch did not record others by name.
    c. Others: Jon Erickson with Marchetti & Weaver Accounting and Matt Hayden with Elevated Colorado Management

3. Consideration of the Agenda and Comment Periods:
    a. Agenda to focus on dues collection policy adjustments, consideration of the security gate, and election of the Board officer positions.
    b. Public comment was limited to three minutes per person

4. Dues Payments & Policy Considerations:
    a. Josiah Jennings proposed allowing monthly dues payments.
    b. **Motion**: Chris Hynes moved to adopt a policy requiring dues to be paid at least monthly, effective immediately, with a refund option for members who already paid 2026 annual dues in full.
    c. **Second**: Kevin.
    d. **Action**: The motion passed unanimously.

5. Security Gate:
    a. The board discussed maintenance and security concerns, including hiring a part-time guard or temporary attendant during malfunctions.
    b. Discussion included setting the gate to a "default down" position during malfunctions and investigating the developer's potential financial responsibility for maintenance.
    c. **Action**: The board agreed to reconvene in one to two weeks to finalize the budget and responsibility for a gate attendant.

6. Board Position Elections: The meeting length of an hour did not allow for the election of officers. This will be moved to the next scheduled meeting of the Board.

7. Adjournment: The meeting was adjourned at 1:05 pm.
    a. The meeting was adjourned with plans to reconvene the following week to finalize gate issues, CPA selection, and officer assignments.