**Executive Board Meeting Agenda,**

 **Windwood UOA, March 24, 2025**

 **Meeting at 8:00 pm via Zoom**

Remember, per our documents, that Roberts Rules of Order are used in all Windwood meetings. Windwood uses Zoom Pro for all minutes and meeting summaries. Please be advised that Zoom must record the entire meeting to have the minutes and meeting summaries options function correctly.

Order of Business: The order of business at all meetings of the Unit Owners Association shall be as follows as stated on page 2-3 under item 7, under Article II of the Amended Bylaws of the Windwood Fly In Resort Unit Owner’s Association, Canaan Valley, Tucker County, West Virginia.

**Roll call (proof of quorum)
Proof of adequacy of notice of meeting
Reading of the minutes of the preceding meeting
Report of officers-Waived**

**Report of committees\***

**Election of members of Executive Board-Election of Board (completed on Dec. 22, 2024).**

**Adjournment**

***\*Committee Reports-Waived***

**Airport Committee**

**Building and Control Committee**

**Pool Committee**

**Grounds Keeping Committee**

**Tech Committee**

**Roads Committee**

**Unfinished Business**

1. Status update on the Grounds Keeping Committee and bids, new scope of work and timeline for bid execution for Executive Board vote. (Chris Ujvagi-Chair)
2. Comparison between QuickBooks product offerings (Jacqueline Heideman (775) 835-0026; Jacqueline\_heideman@intuit.com and PayHOA (Caitlin Hannah (859) 592-1173 or Conor (859) 695-6683; conorpayhoa.com) (Carissa Hansen-Treasurer)

**New Business.**

Accepting Brenda Allen’s resignation as Secretary, and appointing a new Secretary to fill out her term

**Adjournment**