

JMLA Board Meeting on Upcoming Special Assessments Meeting 3/14/2025
3/12/2025 11:00 AM

Present: Traci Nebeker President, Sean Reffner Vice President, Eileen Schmidt Secretary

Sign In Process

- 1) At sign in, advise members that they must complete a proxy vote if they may leave early; failure to do so will result in their voting slip not being accepted.
- 2) Each member will sign the sign in sheet.
- 3) The electronic sign-in sheet will be updated as each member signs in.
- 4) Collect any new proxy forms and update the electronic document
- 5) No Proxy votes accepted after meeting is called to order.

Structure of Special Assessments Meeting

- 1) Determine Quorum is achieved once meeting called to order.
- 2) Each proposal will be given 45 minutes for discussion, questions and consideration, which will include:
 - a. Overview of Proposal
 - b. Present written comments
 - c. Member Questions/Comments (3 minutes each) NO DEBATE!
 - d. Close discussion and move to next proposal
 - e. Sean will notify each member when they have 1 minute left
 - f. Vote
 - g. Collect and Tally
 - h. Move to Next Proposal and Repeat
 - i. Update Voting Preference on Electronic Document
 - j. Tally and Announce
- 3) Post Voting result on each proposal on JMLA Website within 1 week
- 4) If no Quorum is reached, Adjourn meeting immediately and reschedule to April 11th (Friday), at 7 PM, location to TBD.
 - a. Repeat mailing; NOTE: Those who have already input proxies do not need new packet.

Finance

- 1) Expenses Reviewed and Approved