

# Meeting summary for Contracts BOD meeting Tuesday, 11.25.25

## Quick recap

The board meeting focused on public and private HR discussions revolving around the Four Seasons interviewing / hiring process. After completion of both the public and private discussions, there was a formal vote to adjourn.

## Next steps

- Don to make a job offer for the Maintenance Technician Position
- Don to make a job offer for the Maintenance Worker Position

## Summary

### General Discussion

The meeting was called to order and then a Board Member roll call took place – all five board members were present. Following the roll call, the board reviewed outstanding alteration requests and then approved the meeting summary for the Board Meeting on 11.18.25. The Board then started addressing specific agenda items.

### Boat Parking Concrete Maintenance

After a quick discussion, a board majority agreed that repairing the boat parking concrete was an operational expense and that board approval was not needed. Both Don and Perry echoed that operational decisions with financial impacts are made multiple times a week for common repairs and maintenance. For years, the Association President has been empowered to make those decisions since they work closely with the maintenance team every day of the week. We will clearly define the authority and limits in our new Declaration.

### Hiring Strategy

The Four Seasons does not have a defined hiring strategy that would allow the Association to quickly review candidates, make a hiring decision, and make an offer. Don drafted a proposed process that the Board discussed and approved.

### Public Meeting Adjourned and Private HR Meeting Started

Since the Private HR meeting discussed individual people, there is not a formal record of the details of these discussions. Where possible, I have added a summary of the Board vote on the major decisions without violating HR privacy.

**Private HR meeting was then adjourned.**

## Disposition of Motions presented during the meeting

	Motion	Status	Vote
1.	Approve Alteration Request for units 411 and 1008.	<b>Approved.</b>	
		Don Copeland	Yes
		Perry Allen	Yes
		Marvin Hora	Yes
		Steve Westcott	Yes
		Mike Adams	Yes
2.	Approve Hiring Strategy / process for the Four Seasons	<b>Approved</b>	
		Don Copeland	Yes
		Perry Allen	Yes
		Marvin Hora	Yes
		Steve Westcott	Yes
		Mike Adams	Yes
3.	Make a Maintenance Technician job offer to an external candidate – Samuel Wilkins,	<b>Approved</b>	
		Don Copeland	Yes
		Perry Allen	Yes
		Marvin Hora	Yes
		Steve Westcott	Yes
		Mike Adams	Yes
4.	Approve an offer letter format plus salary and benefits, for Samuel Wilkins	<b>Approved</b>	
		Don Copeland	Yes
		Perry Allen	Yes
		Marvin Hora	Yes
		Steve Westcott	Yes
		Mike Adams	Yes
5.	Reviewed candidates / options for the Maintenance Worker position and made a hiring selection (not announced yet) to make an offer to, including salary and benefits.	<b>Approved</b>	
		Don Copeland	Yes
		Perry Allen	Yes
		Marvin Hora	Yes
		Steve Westcott	Yes
		Mike Adams	Yes
6.	Adjourn the private HR meeting	<b>Approved</b>	
		Don Copeland	Yes
		Perry Allen	Yes
		Marvin Hora	Yes
		Steve Westcott	Yes
		Mike Adams	Yes