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February 20, 1995

Joseph Chaffers  
MCC  
1641 North First St  
Suite 250  
San Jose, CA 95112

Dear Joseph:

Sorry to take so long to get these minutes to you. Won't happen again.

A special meeting of the Board of Directors was called for December 14, 1994. Present were: Bob Stevens, President; Craig Wooley, Vice President, Chuck Adams, Secretary; and Connie Shelstad, Treasurer. Director Joy Halas was absent.

Two motions were made and both passed. The first motion authorized PS I Do Windows to clean the drain gutters and street lights in the Glen for a cost not to exceed \$640.

The second motion dealt with the continuing problem of residents parking permanently in guest parking. This motion read: "Any resident who is parked in guest parking and who has received two warnings will be ticketed. Subsequent infractions will result in the vehicle being towed. A representative from Management Cost Controls will co-sign parking violation and/or the towing request."

New subject: I intend to call a Special meeting of the Board of Directors to accept Joy Halas' resignation and to appoint a replacement. I believe that we should notice the membership and give anyone who wants to be appointed to the Board a chance to make an application. The Special Board Meeting would be for the sole purpose of those two pieces of business. Let me know if there's any problem with my plan. I'd like to have the meeting within the next two weeks or so. Can you notify the owners about the vacancy and the appointment process? If this can be done in conjunction with a regular mailing, so be it. If it takes a special mailing, that's OK too. Please call me with the details.

Sincerely,

  
Bob Stevens