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| HOA Meeting minutes |
| Agenda items |
| 1. Call to order
 |
| 1. Roll call
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| 1. Approval of last meeting’s minutes
 |
| 1. Open issues
 |
| 1. New business
 |
| 1. Adjournment
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| ACTION ITEMS | OWNER(S) | DEADLINE | STATUS |
| Member dues  | Helbe  | 2/1  | Complete  |
| Vehicle speeding  | Jessie  | 2/15  | In progress  |
| Neighborhood watch  | Allan  | 2/1  | Complete  |
| Valentine’s potluck  | Chanchal  | 2/10  | In progress  |
| Vote on dog park  | Helbe  | 2/5  | Not started  |
| Pool maintenance  | Allan  | 2/28  | Not started  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  | Home with solid fill | **Location:** Clubhouse |
|  |  |  |  | Daily calendar with solid fill | **Date:** 1/16  |
|  |  |  |  | Stopwatch with solid fill | **Time:** 2:00 PM  |