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| HOA Meeting minutes |
| Agenda items |
| 1. Call to order |
| 1. Roll call |
| 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 |