

**Mixson Assembly Board Meeting
December 2024. Location: Virtual.**

1. Call to Order- NA
 - a. Attendance/Participation: Trever Etminan (President), Stephen Johnson (Treasurer), Keegan Robbins (Secretary)
2. Final Motions to Amend Business
 - a. None
3. Review of Annual Meeting Minutes
 - a. Review - Annual Meeting Minutes reviewed and approved via email.
4. Action Items
 - a. Appointment of Officers
 - i. Trever put forward motion to retain established roles. Motion seconded and passed unanimously.
 - b. Compliance Committee Appointment Renewal
 - i. Trever put forward motion to renew appointment of Larry LaRoche as Compliance officer. Motion seconded and passed unanimously.
 - c. 2025 Budget Presented, Discussed, Passed at Annual Meeting. Payment Books to be mailed ASAP
 - d. Resolution 9- Mixson Row Absorption
 - i. Motion to formally absorb Mixson Row management and duties into Mixson Assembly as part of the dissolution of Mixson Row proposed by Trever. Seconded and passed unanimously.
 - ii. Assembly Budget Adjustments for Units - Assessments for impacted townhome units will be adjusted to cover termite bond and power washing, replacing amount previously collected separately by Mixson Row.
 - iii. Townhome Reserve - Existing Mixson Row reserve funds will be kept separate from Mixson Assembly funds and will remain allocated exclusively to Mixson Row townhomes after dissolution of Mixson Row.
 - iv. Committee Establishment - To ensure adequate representation and management of townhomes within Mixson Assembly board, a Mixson Row committee, comprised of former Mixson Row board members, will be established.
5. Legal Recommendations/Follow up
 - a. Resolutions 6-8 for 2025 Filing
 - b. Deed Audit/Chain of Title Issues (Engage Attorney) - 4 parcels of land are incorrectly still deeded to DRP SC 1 LLC and should be Mixson Assembly Inc. Sean O'Connor confirmed that no title search has been done yet and that is the first step in establishing current deeding of said parcels and subsequent course of action for each.
 - c. Resolution 9 Approval and Filing
6. Treasurer's Report
 - i. Year End Close out in process. Full update should be available at the January Board Meeting.
7. Next Meeting Date and Time
 - a. January 14th, 2025 at 6:30
8. Adjournment