ELHI Association Board of Directors Meeting MINUTES
November 10, 2025
10-11:00 am

- *ELHI Mission Statement and Vision: Our mission is to unify the community and support personal wellbeing by providing safe, holistic opportunities that support education, skill building, and resiliency while our vision is to model collaboration and the unification process in a supportive environment.*

1. Call to Order: 10:38AM
2. Attendance: Board Members ❑ X Ann Salviazul ❑ X Lisa Weber ❑ X Liz Herring ❑ X Caitlyn Grandon ❑ X Tia Swanemyr ❑ X Marie Horn ❑ Christine Sage
   (Quorum Y ❑ X /N❑) Facilities Manager: Y ❑ / N ❑ X
3. Identification of Actual or Perceived Conflicts of Interest (Y❑ /N❑ X)
4. Public Comment regarding items NOT on this agenda; 5 minutes max./person (Y❑/N❑ X)
5. Review of the Consent Agenda (Y❑ X /N❑)

The Consent Agenda is intended to allow the Board of Directors by a single motion to approve matters that are considered routine, noncontroversial or that have been previously discussed. There will be no separate discussion of these items unless a Board member requests an item be removed from the Consent Agenda and considered separately. Items removed from the Consent Agenda will be considered under Agenda item 6.

5.1. Approval of Notes, Work Session October 20, 2025

5.2. Approval of Minutes, Business Meeting October 20, 2025

5.3. Approval of Financials/Treasurer's Report

5.4. Approval of Development Coordinator's Report

5.5. Approval of Facilities Manager's Report

5.6. Approval of any Votes taken via email since last Board Meeting: October 28-29th. Tia moved to approve a bid of $2500 to repair the roof leak over the front hall boiler room. 2nd by Ann. Four yes votes. Motion carried.

Approved Consent Agenda Items 5.1 - 5.6

Motion: Marie
Second: Ann
Votes: ALL

6. Removed Consent Agenda Items:
   Motion:
   Second:
   Votes:

7. Approval of updated wording for ELHI By Laws: Bylaws: 1.3 Board of Directors: The EHLI Board of Directors shall have a board of directors, each of whom shall serve without compensation for his or her service unless upon board approval, they are performing roles not associated with typical Board duties A five to seven member board will make up the governing body, with one vote per member. A minimum quorum will have three members with a maximum of seven. The governing body is made up of members from the Tenant Association or other community members, with elections held

annually. As a group, the member organizations nominate and vote to establish the board members. Each member organization will have one vote for each vacant board seat.

Motion: Ann
Second: Liz
Votes: ALL

8. Approval of update to Financial Policy and Procedures re: Late and Past Due Rent Policy. Under 15.0 END OF MONTH ACCOUNTING PROCEDURES; 15.2 Procedures: The bookkeeper shall notify the Board when a tenant has NOT paid any rent for 30 days.

Motion: Marie
Second: Tia
Votes: ALL

9. Approval of Operating Policies & Procedures Manual, on page 8 under the heading ELHI Tenants, the following sentence will be added: If a tenant has NOT paid any rent for 30 days the Board shall email a letter as well as deliver a hard copy to the tenant stating that rent is due immediately and to contact the office administrator to make payment.

Motion: Ann
Second: Tia
Votes: ALL

10. Approval of the update to #4 on the ELHI Tenant Lease Agreement with the following: For any rental payment not received in any month, Lessee shall pay a late fee in the amount of 10% of Lessee's monthly rent. The past due rent and late fee is due and must be paid by the 15th day of the month. Any tenant who has not paid rent for a period of 3 months in any calendar year shall result in termination of the lease and the tenant shall vacate the premises immediately.

Motion: Ann
Second: Marie
Votes: ALL

11. Board Reports/Actions. *Each Board member is provided an opportunity to report on meetings recently attended, progress on assigned actions and to discuss topics not otherwise appearing on this agenda.*

- All Board Members need to fill out the Annual Board Review Questionnaire by November 20, 2025

11.Future Potential Agenda Items:

12. Next ELHI Meetings - Monday, December 8. Work Session at 9:00am. Business Meeting to follow. Any known schedule conflicts? January - Annual Tenant Meeting: Monday, Jan 12 at 9:00am

13. Adjournment: 11:01AM