

**Special Meeting  
Farrwood Green Condominium, Phase II  
Held March 29, 2010**

Attendees: Board Members: Arcadiy Ivanov , Todd Lariviere, Sean O'Connell, Jonathan Campbell and Theresa Poore

**Special Meeting called to order at 7:15 PM.**

Missing from the start of the meeting was Gisette C. who had volunteered at the Annual Meeting. Jonathan reported and read an email that he had received from her on March 25<sup>th</sup> stating that she was unable to be on the board.

**Elections**

Arcadiy asked if there were any volunteers for President, Clerk & Treasurer. Sean and Todd both volunteered for President. Todd stated that if Sean wanted to be the President then that was fine. Sean was elected President. All in favor  
Theresa P. volunteered for Clerk position. All in Favor  
Todd volunteered for Treasurer. All in favor.  
There was discussion about what the Building and Grounds Officer did.  
Jonathan volunteered for that. All in favor.

**Parking Stickers**

Todd asked for review on how the Parking Stickers went over at the Annual Meeting. A brief discussion occurred. We questioned how far should we go when we don't have the city to back us. Talked about contacting the City for their support.

**Certificate of Board Elections**

Certificate of Board Elections was printed and passed around for review. No errors found. Clerk will need to go the Registry of Deeds in Salem.

**Board Coverage**

Jonathan asked what type of insurance coverage as Board Members we have. Arcadiy explained that unless we steal money or knowingly ignore reports that the buildings are following we are fully covered. He reported that according to By-Law's and MGL the board can not be sued individually.

**Email Accounts**

We then discussed the email accounts and how those would work. Todd asked if he should archive some of his emails. It was suggested by Arcadiy that it might be useful to archive them onto a disk. The emails will state [name@farrwood.com](mailto:name@farrwood.com) and will point to the president, treasurer, clerk, etc. This way the emails can be reappointed as positions changes.

A brief discussion on finances and how to pay for the website. It was decided that the best way would be to set up a pay pal account, rather than have it attached to a debit card.

**Mailbox Key**

Todd reported that he would get Theresa the key to mailbox. It will need to be checked every other week or so. Not to much that goes to it (a few bank statements, and condo fees). The bank

statements will need to get to PMA around the first of the month. The condo fees will need to be there by the 15<sup>th</sup> of the month.

### **Posting on Website**

Arcadiy will continue to post on the website. It was reminded that there might be some information that is sensitive and since he is no longer a member of the board he shouldn't be receiving it. The board decided that if anything needs to be posted it will go through Sean to ensure there isn't any sensitive information on it.

### **Forensic Audit**

Jonathan asked about the Forensic Audit that was talked about at the Annual Meeting. The report will first go to the board. From there we will talk with our Lawyer to decide what can go onto the website.

### **Next Meeting**

The next meeting will be held on Tuesday April 20<sup>th</sup> at 5:30. It will be at PMA in Lawrence. Directions were given for the newbies.

Meeting Adjourned at 8:35pm.