

**DEERFIELD LAKE HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS SUB-COMMITTEE MEETING MINUTES FORM**

**SUBMITTED BY:** Debby Sulany

**DATE OF MEETING:** Friday, January 18, 2019

**PURPOSE OF THE MEETING:** Verifying documentation in the Policy and Procedures

Manual

**PERSONS IN ATTENDANCE:** Debby Sulany  
Linda Caswell  
Chris Frasca  
Sharon Minnick

**MEETING SUMMARY:** The meeting was to verify that the documentation in the Policy and Procedure manual is up to date in order to make a copy for the missing Director's manual.

MINUTES SHOULD BE SUBMITTED BY END OF CALENDAR MONTH A MEETING OCCURS, TO THE FOLLOWING PERSON, FOR POSTING TO THE DEERFIELD LAKE HOA WEBSITE:

**Dianna Saunders**  
**pamperedchefdi17@gmail.com**

This is in compliance with E FL State Statute effective July 1, 2015 which requires that all sub-committees of HOA Board of Directors provide meeting minutes of each sub-committee meeting.