

Burlington PBV Leasing, Inc.  
Annual Meeting Minutes (Draft)  
February 18, 2025

### **Call to Order of Annual Meeting**

The Annual Meeting of Burlington PBV Leasing, Inc. was called to order at 9:09 a.m. on February 18, 2025 by Burlington Housing Board of Commissioners' Chairperson Jane Knodell with the following Commissioners present: Bill Schrecker, Brian Lowe, Kirby Dunn, and Tony Lewis.

### **Minutes from February 2024**

Kirby Dunn made a motion to approve the minutes, as presented. Brian Lowe seconded the motion, with unanimous approval.

### **Waiver of Notice**

Kirby Dunn moved that Burlington Housing Authority waive notice of the annual meeting of the shareholder of Burlington PBV Leasing, Inc. and direct the Executive Director to sign the waiver of notice and include the waiver in the corporate records of Burlington PBV Leasing, Inc. The motion was seconded by Bill Schrecker with unanimous approval.

### **Financial Report**

Nick Hibbard presented the Financial Report for the period ending June 30, 2024. Bill Schrecker made a motion to accept the financial report, as presented. Brian Lowe seconded the motion with unanimous approval.

### **Significant Activities**

Staff noted that there were no new significant activities that the Corporation was involved in relating to the Section 8 Project-Based voucher program.

### **Motion to Accept, Ratify and Affirm**

Kirby Dunn made a motion to accept the reports detailing activities and current financial condition of Burlington PBV Leasing, Inc. since the last meeting of the shareholder and to ratify and affirm actions and activities undertaken by the officers of the Corporation since the last meeting of the shareholder. The motion was seconded by Brian Lowe and unanimously approved.

### **Motion to Adjourn**

There being no other business, there was unanimous approval to adjourn the meeting at 9:11 a.m.

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Secretary