**HFN, INC.**

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS**

March 23rd, 2020

A meeting of the Board of Directors (the “Board”) of HFN, INC., a Washington corporation, was held on March 23rd, 2020, at 4:00pm (Pacific Daylight Time) via an online Zoom.us conference call in order to avoid meeting in person due to COVID-19.

**Directors Present:**

Allen Enebo, Charlie Herb, Howard Kapustein, David Ngai, Larry Norton, Frank Pineau and Tim Underwood

**Also Present Were:**

Jeremey Fallt, HFN General Manager

**Directors Absent:**

None

**Call to Order**

Charlie Herb called the meeting to order at 4:03pm (Pacific Daylight Time) and Tim Underwood recorded the minutes. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

**Managers Report**

Jeremy send out the reports for March.

**New Board Member**

The board unanimously voted in Frank Pineau as a new member of the Board of Directors.

**Financial Audit**

The financial audit by the Doty Group has been finalized and sent out to the board members.

**Cannon Contract Renewal**

Cannon Construction is interested in renewing our existing contract with no rate changes. The board has voted to approved this. Jeremy and Charlie will sign the contract.

**COVID-19 Contingency Plans**

Jeremey reports that IsoFusion and Cannon are working to stockpile portals and optics at Blakely Hall in case travel in the Seattle area become restrictive. In this case Jeremey would be able to swap out equipment if needed.

**Starpoint Gigabit Upgrade**

Jeremey reports that gigabit upgrades are progressing in the Starpoint buildings with 7 customers upgraded so far.

**Gigabit and Noise Complaint for DR Horton / Block 10 / Ashford Park**

The board is looking at the ability to upgrade residents of the 3 DR Horton / Block 10 / Ashford at Vista Part condo buildings to gigabit and is also looking into noise complaints for HFN gear in the equipment closets. The board has agreed to stage fiber for individual runs into the equipment closets in preparation to being able to offer Gigabit service to residents. HFN will look into options for reducing noise from the current equipment.

**HFN Volunteer/Internship Position**

Pending insurance approval, the board has agreed to move forward with trying out a volunteer/internship position to do field verifications of all of our vaults.

**Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 4:55pm (Pacific Daylight Time)

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tim Underwood, Recording Secretary