

## **GHPOA Board Meeting – 11/7/20**

Present: CP, RM, AH, CD, MK, JW, JS, KM

Meeting started 10:05 am

1. No minutes to review as no one had them from 6/3/20. Karen will send them to Chanda for posting.

2. Discussion of Transition of Board Member duties:

We discussed being down 2 Board members. We need to have transition volunteers for the Board be put on the ballot at the April 2021 Annual GHPOA and officially elected as Board members. Sandy will work with Karen on transitioning Secretary duties, Annette will work with Julie Whalen on transitioning Treasurer duties until Spring meeting. Other Board members duties will be assigned to mid-term Board members (Chanda and Rob).

3. We will be expanding bank signature capabilities from current President and Treasurer to any 2 of the 4 Board members. All mail continues to come to GHPOA mailbox of 410 Mason. Mail is photographed and posted so all Board members can see what is received.

4. Board members should acquaint themselves with Policies and Procedures on Google. Mark Drew will look at how to accommodate access to website documents. Mark is maintaining website. Discussion about reviewing the website its capabilities, i.e. paying dues online. Dues are paid through E Commerce billing, so no ability to maintain owed dues on that site. Board will discuss ways to keep late property dues and liens accounted for either manually or with a computer program. Possibility of forming a committee about web-based options for ease of use and functionality.

5. Billing of Dues:

Need a committee for mailings regarding dues. Additional help needed.

6. Board Operations:

Carrie has worked hard to improve Board adhering to standard policies and procedures. Board is currently operating under GHPOA by-laws. They are available on website and are set for reconsideration and amendment at the next annual GHPOA meeting. She attended WVHOA meetings help keep our policies and procedures current and standardized. Articles of Incorporation changed so liens can be filed for past due dues.

Individual issues brought up to any Board member needs to be written and brought to the Board as a whole for discussion and resolution. Property owner can be invited to come to Board meeting. Resolutions must be written. Records management has been centralized for ease of accessibility.

Need future discussion on fine-tuning responsibilities of each position on the Board.  
Compare our by-laws to WVOHOA definition of duties.

#### 7. Vendor Contracts:

Only doing contracts for repetitive services. All contracts must be written. Board is trying to do multiple year contracts.

Snow removal: Immaculate Properties is onboard for this year.

Lawn mowing/maintenance: Dave Jewell's contract has expired, but he is agreeable to continuing to provide services. No interest several years ago from other vendors.

Proposing new 2-year contract for \$250 per mow.

Roads: Discussion about sink holes and road edges crumbling. Huey Paving is looking into several issues and will give opinion and possible bid.

New Capital Account for Roads Fund: set up for separate accumulation of funds to be used for road paving/repair. Discussion of a future special assessment for roads. Roads last paved in 2005 for \$125,000.

#### 8. Future Issues:

Need committee to address VRBO and Air B&B. Discussion on waiting to see what Jefferson and Berkeley Counties set up as policy and definitions and following their guidelines.

Carrie suggests a Board member take over attending WVOHOA as there is valuable information presented there. She will try to attend 11/17/20 meeting.

Treasurer will be transitioning to Julie Whalen, who has volunteered to assume position. Need to issue W-9's to Dave Jewell and Clark Brothers. Carrie will contact both for W-9 information.

New volunteers for Board will be on April ballot for election.

January meeting discussions:

Budget preparation for April meeting

Dues increase

Next meeting on January 9, 2021 at 10:00 am.

Rob will set up Zoom meeting...or fire pit meeting!!

Meeting adjourned 11:15 am