

Glen Haven POA Board Meeting – 3/30/19

Present: Mark, Carrie, Melissa, Becky, Annette

Agenda/ Minutes

- 1) Reviewed, read and finalized Minutes from the 3/9 board meeting.
- 2) Annette provided a Treasury report:
 - a. \$24,750 in Membership dues owed | \$6,310 received as of 3/30
 - i. Balance of \$18,440
 - b. \$1,155 in Roads dues owed | \$300 received as of 3/30
 - i. Balance of \$855
 - c. Recommendation / new requirement made by the board of requiring any vendors to provide GHPOA with a W-9 prior to hiring in order to properly file a 1099 in eligible
 - d. Becky, while navigating the audit, is providing procedures for anything dealing with money and finances moving forward
 - i. Discussion was had as to the importance, necessity of maintain hard copies of the current year's financial documents in a portable folder – no final decision
 1. Carrie and Annette are to review the EPOHOA "Transparency and Document Retention Guidelines" to determine standard practice
 - e. Becky to submit a preliminary Audit Report Monday, April 1st along with any recommendations
- 3) Community needs and chores list discussed in detail:
 - a. Jenny Thacker donated her old dock for use as the new community dock. Repairs to the decking are needed and concern was raised over the weight of the dock with regards to moving and putting in and pulling out each season.
 - i. Repairs are ok'd to be done on Jenny's property per her email and may reside there until time to put in for the season
 - ii. Repair / hardware needs and logistics:
 1. 38 planks counted as needing replaced on the decking in its current condition to include nails / screws to install;
 2. Posts and winches strongly recommended to anchor the dock to shore, which would require parts, concrete and volunteers;
 - a. At least one of the anchor points would potentially need to be on a resident's private property so permission and liability will need to be received / discussed
 3. Announcement of the dock needs to be discussed at annual meeting to elicit volunteers. Cannot repair and launch without help!
 - b. Clean up of the ramp to be requested of the Bakerton Fire Department by date of launch – TBD
 - c. Pavilion deck area cleaning was discussed
 - i. Bakerton Fire Department to power wash, or;
 - ii. Vendor to complete Clean-up
 - iii. Pavilion bathroom and kitchen clean-up discussed:
 1. Listed preliminary quotes provided by research by Sandy to the board with the understanding the quotes were sight unseen;
 2. Request to be made to Sandy to follow-up as all prices were reasonable:
 - a. Have onsite quote provided if possible, by 4/13.
 - b. Do they offer power washing services for the deck area as well as picnic table cleaning? If so, what is the cost.
 - i. Power washing would need to be done by way of their own truck / water tank if possible. Water pressure is low but confirming with Dave as he may know how to improve.
 - c. Vendor to provide a W-9
 - iv. Dave to turn on the water at the Pavilion for the season

- d. Julie and Keith Whalen have offered to donate a refrigerator and stove to replace those damaged by the multiple floods in the Pavilion kitchen
 - i. These are to be stacked on cinder blocks to avoid future water damage – Carrie and Pat have plenty of cinder blocks to donate
 - ii. Damaged fridge and stove to be disposed of via Apple Valley waste bulk pick-up
 - 1. Mark and Carrie to pick up with trailer and split and putt out for bulk pick-up as personal property
- e. Pavilion repair quote received and approved for reward to P3:
 - i. Quote totaled \$1,766 but Board agreed to allow for up to \$2,500 as recommended by Melissa in case of changes after work begins;
 - ii. Per P3, work to take 2-3 days to complete with a potential start date of Monday, 4/29
- f. Use of a dumpster for “green” waste (yard trimmings, wood, etc.) was discussed for use during the week of Community clean-up:
 - i. Becky and Allen will look at the large stump at the Butterfly Garden and determine if they can complete clean-up. If not, a dumpster may be utilized and volunteers needed to break down and/or load the larger sections of the stump into the dumpster – They will report back via email within the week.
- g. Clean-up “To Do” list as provided by Melissa:
 - i. Dumpster (see above)
 - ii. Plantings at the Glen Haven sign and mulching
 - iii. Posts needed for the Marilyn barrier
 - iv. Speed Limit sign on Mason put back up
 - v. Mulch around Pavilion flower beds
 - vi. Removal of all remaining “fire wood”
 - vii. Trimming of walk-throughs
 - viii. Removal of tree growing at culvert on Connie Ave
 - ix. Clean gutters at the mailboxes
 - x. Replace solar lights in the front and back of the mailboxes
 - xi. Remove wishing well cover
 - 1. NOTE – per discussion by Melissa and Becky and Board approval, Allen to use masonry bit to drill weep holes in the well to allow for proper water drainage
- 4) How to entice more and NEW volunteers discussed:
 - a. There’s been a declining lack of interest – Pay to hire vendors instead?
 - b. This will be brought up at the annual meeting for community input.
- 5) Mailings:
 - a. Annette and Carrie to finalize and mail out dues’ reminder notices
 - b. Sandy to send out final packet before the annual meeting to include the Agenda, Newsletter and Proxy form
- 6) The Newsletter was reviewed for final approval to send as a mailer
 - a. Minor tweak stating some changes to the Articles of Incorporation to be made to urge the community members to also review the Agenda to be included with the mailing.
- 7) As part of the agenda for the annual meeting, the Board discussed in detail the proposal to modify the Articles of Incorporation as recounted by Carrie:
 - a. Board would like announcement/ agenda for upcoming meeting to be clear that there will be a vote to change the Articles of Incorporation as we are out of compliance at this time with the business filing at the state. At this time, we can change wording of the articles – transitioning all homeowners automatic members of GHPOA, who will be responsible for annual dues.
 - i. We will invite homeowners to view and become familiar with current articles
 - ii. The board agreed to review proposed revision to the articles and within the week to respond with agreement or further changes. Carrie to draw initial revision
 - iii. Once agreed the Revised Articles will be mailed to all homeowners and placed on website for members to review and come prepared to discuss and vote
 - b. Board re-read the current By-laws: noting Article 2 – sec 7 defines quorum:

a majority of the membership of the corporation entitled to vote, represented in person or by signed proxy, shall constitute a quorum at the meeting of the membership

- c. After discussion the board understands and agreed that this states that we take the number of paid members at the time of the annual meeting (those paid by 4/15) and we need a simple majority of them to be present or proxy for a quorum to be had
- 8) Next meeting will be the Annual Meeting, Saturday, April 27th at 1pm.
- 9) Meeting adjourned at 12:20pm