

Twin Harbors Property Owners' Association

Board of Directors Special Meeting

Friday, October 29, 2021, at 6:30 p.m.

THPOA Office

MINUTES

- 1) Barbara Dickens called the meeting to order at 6:30 pm.
 - a. Members in attendance: Barbara Dickens, Debbie Tanner, Jimmie (Corky) McCorkle, Tim Campbell, Joseph Polizzi, Steven Eckert, Don LeRoux, Bob Price
 - b. Residents in attendance: Lana Shadwick, Loretta &, Josh Gray, Lyn & Gary Sanders, Theresa & Doug Lehr, Cathy and John Danna, Pam Harvey, Gary Keffer, Sandra Jaynes, Jon & Doris Nelson, William (BB) Brown, Gary & Julie Belcik

- 2) Open Forum –
Speakers:
Sandra Jaynes (3): Her questions:
 1. Property owner page – there are not four board members but 8, do we need to mention the positions or just the number?
 2. Members of the board – different list in two places, under home page tab it lists last years board members, under Members of the Board it lists this year's members.
 3. Meeting agendas – non posted since August 2021 – no September, no October.
 4. Annual meeting minutes – no 2021.
 5. Financial reports – only 2012 and 2014 listed nothing since.
 6. ARA information tab – lists four board members and the ARA committee member numbers. Do we need the board listed here? I thought this was to separate the two areas.
 7. Newsletter tab – nothing listed
 8. Calendar tab – nothing listed.
 9. Local Services – says the POA doesn't recommend or endorse but we list two board member owned businesses with only two other business listed on the page. Guess my question is how did these businesses know to get listed and why aren't there more? Not much of a service with only four listings, maybe remove it if no way to promote.
 10. Title company and Realtor tab – had personal email address of treasurer which has been changed as of two days ago to a POA email address as it always should be.
 11. Building permit form – under #1 says contact office manager on posted hours Saturday. Shouldn't it just say posted hours since sometimes its open on Friday and Saturday?
 12. Also has Chip Choate as Secretary and signor.

13. Schedule of Typical fines – what is the policy on fences now? Do they need approval?
Not sure.
14. Also, lot use – should we add semitrailers to this along with RVs mobile homes.
15. Collection policy pages –
 - a. Accounting – it says will be done by THPOA staff, do we need to be specific as to which positions, including office assistant, that are eligible for those duties.
 - b. Under #8 – the treasurer may grant waiver of fees for personal hardship. Suggest making that be approved by more than one board member, too much power in one hand. In past, it was discussed by the board and agreed upon by consensus.
 - c. Why are some forms signed by the president and other are to be signed by treasurer and or secretary, shouldn't they be consistent with two signatures on every form? Shouldn't the president be the one in charge of being the primary signature on forms except for ARA forms?

Barbara Dickens asked her to email her questions so she can respond to them.

Gary Sanders (1:04): His question:

Rules / regulations for Twin Harbors restricting heavy commercial vehicles. Request that POA board add restrictions for vehicles over ¾ ton from entering and parking in the subdivision.

Doug Lehr (2:29): His questions:

1. What is the board's process, written or otherwise, that controls authorship, review, approval, and uploading of documents to the Twin harbors POA website? Context here is that the website has many documents that contain wrong information and/or conflicting information (some within the same document). And in many cases information is missing (see many recent years of financial reports and meeting minutes).
2. Does the board have a standard MS Word template for official POA documents? The documents we discussed at last Friday's meeting are not consistent in appearance. Further, many documents do not have an effective date or other field to record revision number, date of revision, and approver signature.
3. I request that an item be added to future meeting agendas titled OLD BUSINESS. This should appear as time 2, just after the call to order. Since apparently some questions cannot be answered in Open Forum, this gives the board a feedback loop for officially answering those questions. Further, those answers should be part of the meeting minutes for that meeting.

Barbara Dickens asked him to email her his questions so she can respond to them.

William (BB) Brown (2:47): His questions:

New ARA introduction and request for assistance from an IT person.

Q: Who makes changes to Twin Harbors POA website.

Steve Eckert (56.89 sec) His questions:

Can we find an inclement weather / climate-controlled meeting location? Barbara Dickens asked if he would like to investigate this, he agreed.

3) The following documents were reviewed, and changes made. The revisions will be incorporated into the document and emailed out for another review. A meeting will be scheduled to review one more time before sending them to the attorney for his review.

- a. Fine Schedule of THPOA
- b. Property Owner information Form
- c. Property Owner-Tenant Registration Form
- d. Payment Plan Agreement & Payment Schedule Form
- e. Directory Submission Form
- f. Vehicle Sticker Request Form
- g. THPOA Lease for Trailer and RV Parking Space Form
- h. Fine Violation Letter #1
- i. Fine Violation Letter #2
- j. Fine Violation Letter #3
- k. Fine Violation Letter Incurable
- l. Buyer Information Form
- m. Resale Certificate Form
- n. Pool Sign-in Sheet
- o. Collection Policy
- p. Recreational Area Key FOB, Boat Ramp Key & Rules Form

4) A Motion was made to Adjourn, and all approved at 8:10 pm.