

Twin Harbors Property Owners' Association
Board of Directors Regular Meeting
Saturday, November 13, 2021, at 8:30 a.m.
THPOA Office

MINUTES

- 1) Barbara Dickens called the meeting to order at 8:32 am.
 - 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: Loretta Gray, Lyn & Gary Sanders, Pam Harvey, Gary Keffer, Sandra Jaynes, Jon & Doris Nelson, William (BB) and Kay Brown, Gary Belcik, Susan Mitchell, Sherry Pierce, Rosemary Covalt, and Cheryl & Michael Farr.
 - c. Pledge of Allegiance was said by those in attendance
 - d. Prayer by Jimmie (Corky) McCorkle
- 2) Meeting Guidelines were read by Tim Campbell
- 3) Guest Speaker: Sheriff Byron Lyons:
Provided THPOA residents the state of public safety in Polk County. Requested that residents contact their local commissioners to request additional funds be made available for law enforcement as Polk County can't compete with any other local law enforcement agencies which compromises the safety of the residents.
- 4) Old Business
 - a. Corky read questions and comments from previous meetings that the board responded to. The full document is inserted for record.

To be more transparent, the Board has collected some recent questions and comments from property owners to respond to. The question/comment will be stated and then the response to it. Please listen without questions or comments and questions will be taken at the end.

Software system

POA systems must be modernized, special software specifically made for POAs. Systems automated and made electronic for ease, efficiency, and document retention!

This is true, the POA could use a more modern system, one that would do more than what is currently in use. However, the Association's budget for 2022 Website and Software is \$1,227 and this will not purchase much of a software program.

Access to the Office and Staff

Accusations of keeping the ARA and some board members locked out of the office and not allowing access to the office staff.

Things have been taken from the office the past few years. Office supplies, Laurie's food, and personal things most recently was a poster that was in the office. It was discovered that keys to the office were never returned when people left the board. The locks were changed in October and keys will be signed out to those who need access to the computer and office files. Not all positions require access.

As for the staff, that would be Laurie and she works in the office on Friday & Saturday 12-5 pm and one other 5-hour day of her selection. The office is closed on this 3rd day. Laurie manages property owner's calls and accounts, responds to their email, processes the mail, pays bills, makes bank deposits, reconciles the bank accounts, updates the customer database, cleans the office and yes, cleans the bathrooms plus filing.

BB has a key to the office to take care of ARA needs. Other ARA members and Board members without keys can access anything needed on the 3 days Laurie is there or contact a member who has a key. Laurie is not the POA secretary; she does not make copies or post items to the board. Each person is to take care of their own needs.

Change in Don LeRoux' s position on the board

Accusations of making this change to keep access to accounts away from board members.

At the Oct. 16th meeting Don was named Assistant Treasurer, but he was also named as a check signor for the bank accounts. Even the Assistant Treasurer CAN NOT sign checks. He was asked what he would prefer to do.

- a. Assistant Treasurer and not sign checks
- b. Keep signing checks and change over to Deed Restriction Enforcement Officer

Don chose to change positions and keep signing checks for the Association. This was his choice which will be made official later in this meeting.

The Website

There have been loads of questions and comments about each page of the website, who has control and who has access.

The website has needed a lot of work for several years. For those who don't know, the POA actually paid someone to manage the website at one time. Paul has handled the website and computer systems for years and without pay. There is no "POWER GRAB" going on. Paul is the only person with access and control of the website. He has stated this several times during the past 4 months.

ARA Email Address

Comments about having it linked to the Treasurer and POA email address.

This email address was set up by Paul at Debbie's request and is directed to forward messages to all ARA members, Laurie's POA email and the Treasurer's email. It is simply to provide a way of tracking messages from property owners.

Personal Email and phone numbers being used

There have been comments made that the Treasurer's personal email and phone numbers were being used on the Title Co. & Realtor website page.

Yes, that page had Debbie's personal contact information on it for the past few years. Debbie shared her information to help property owners get their closings processed without having to wait days for a response from the POA. Debbie purchased a second phone and set up the THPOATreasurer@Gmail.com email address to use for POA business, at her own expense, the POA does not pay for the phone, minutes, or email address. The web page was updated with her new contact information.

Local Business website page

Comments that one board member has two of her businesses advertised on this page. Questions about how businesses can get their cards listed.

Debbie's cards were posted to the website, which she does not control. She emailed a scan of her cards to Paul, and he put them on the website along with the other cards currently showing from other property owners. An email link has been added to the page so property owners can scan business cards and email them to be added.

Keeping the new board members in the dark

The old board members have been accused of not providing information to the new board members.

Barbara and Debbie have tried to meet with the new board members since Oct. 16th. They sent out an email to meet with two members at one time, 2+2=4 and a quorum for our board is 5. The meeting would have followed the OMA guidelines however, the OMA was sited, and the meeting did not take place.

It is hard to share information when people do not meet with you to do so.

ARA Meeting having to be moved

The ARA meeting scheduled for Oct. .28th had to be moved because it did not have the time on the agenda that was posted on the website and the bulletin board, and the email was not able to be sent out in time because the treasurer did not provide the list in time.

The ARA met with Barbara for a review of permits and some training. Debbie was in the office during this meeting to print out forms and documents that they would need and to obtain their contact information to make the ARA contact list. This is when the ARA email was discussed, and Debbie told them she would take care of getting it set up and on the website for them. At this time, Debbie also offered to help them with anything they needed.

When BB asked her about the website and getting his agenda posted Debbie told him to contact Paul as he is the one who can upload it for him. This was all he asked her about.

Debbie later contacted BB and Bob to get a USB drive to her and she would download the POA email list for them to use in their positions. She picked up the drives from them one evening and provided BB with his drive and list she still has Bob's drive pending his signing a confidentiality agreement. Debbie has signed an extensive confidentiality agreement. BB signed a confidentiality agreement and received his drive in October. Tim will sign one before the list is given to him.

Doug Lehr's nomination for the board

There have been comments about Doug Lehr being listed as a candidate for the board, but he did not submit his name.

No one on the board knows how his name made it to the list. It's unknown where his nomination came from. His name was on the list when it was received from Chip. The board is not responsible for people who were on the ballot, these names came from Chip as all nominations went to him. The Board is also not responsible for people who remove their name from the list after ballots have been mailed out. Several withdrew after the ballots were mailed out and that is why a second set was mailed.

Why is the Treasurer handling the documents?

Comments that the Treasurer is grabbing power by managing the documents and email. Why isn't the Parliamentarian doing the documents and the Secretary doing the emails?

The Board asked Debbie her first year on the board to be Treasurer, manage the office and office staff. This also meant managing the documents and revisions for them as needed. Debbie helped to get the office more organized and set up processes to store documents for quick and easy access. Laurie reports to the Treasurer and the President. The Parliamentarian is responsible for taking the documents to the county to get them recorded.

Secretary, Chip, was unable to perform his duties back in June/July so Tim stepped up to do his best with the position. Debbie offered to help him with these tasks.

There is/was no “POWER GRAB” going on. Nor is the neighborhood being controlled by 2 or 3 board members.

Barbara, Debbie, Tim, and I have not been keeping anything from the property owners. We all have worked our tails off to do for the POA, Barbara and Debbie more than the rest of us have spent countless hours assisting property owners with problems and questions, putting out fires (calling the fire department because someone left a fire burning), dealing with vandals (kids in the subdivision with too much free time getting into trouble). Most board members have worked hard while on the board and have helped each other. If one were sick, had surgery or went on vacation another member would help and cover as needed. This is what neighbors do, they work together and help each other. We have not criticized each other, accused, threatened, belittled anyone. None of us have thrown your personal business on social media to publicly shame you. They have not gotten in your face yelling at you or given you the impression you were going to get hit. They do not take what others say about you as the truth without giving you the opportunity to comment or call you untrustworthy. They have been here doing their jobs for the property owners, watched spending to ensure funds are available to cover repairs and roads. They have given their time 24/7.

Can anyone here stand up and say they have never?

- Made a mistake
 - Misjudged a person
 - Listened to gossip that was unfounded
 - Said hateful things about a person because your friend told you they are bad
- If you are a perfect person, then you must be GOD!

b. Public Forum questions from October 29, 2021 Special Board Meeting were responded to and read by Debbie Tanner. The questions and responses are included for record.

➤ Sandra Jaynes, her questions are as follows:

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?

Board Response to her questions:

- (#1) This has been corrected
- (#2) This has been corrected
- (#3) Agendas are posted prior to the meeting and are not maintained on the website, we only keep the minutes.
- (#4) Minutes are posted after they have been approved by the board. Today we will approve the Oct. 9th meeting and it will be posted on Monday. Paul has been updating the minutes for 2021 this week. The Annual meeting page is missing the 2019 minutes, but we will get them added. The 2021 Annual meeting minutes will be approved in Oct. 2022, however, we are checking to see if we can legally add them as a draft until approved.
- (#5) Financial Reports – the 2021 and 2022 budgets are posted. Currently that is all that is on the website.
- (#6) This has been corrected, however, if the ARA have additional changes to the 2 ARA tabs, they just need to provide me with those changes.
- (#7) Newsletter – Who wants to take over the newsletter? When we have one to post it will be. If we don't have someone take this over then it will be removed from the website.
- (#8) The calendar has been updated and working now.
- (#9) Yes, the POA doesn't recommend the businesses listed, the resident who submits the card is who is recommending/endorsing the business. There is an email link on the page now for residents who want to submit a business card to be added can do so. A scan of the card just needs to be emailed.
- (#10) Yes, my personal contact information was on the Title company page. It has been changed over to the email I am using for the POA along with a cell phone number that I'm using for POA business, at my own expense.

- (#11) The ARA has made changes to their forms, and we will review them today.
- (#12) Chip never resigned from the board. He was secretary until Oct. 16th. We are updating documents now.
- (#13) The ARA will cover the changes on fencing requirements in their revised forms.
- (#14) The Deed Restriction Enforcement Officers have made changes to the Fine Schedule.
- (#15) The Collection Policy has been reviewed and a final review will take place during this meeting. Forms that have a signature line on it will also be revised while we review the documents. Signatures vary by form as the Treasurer will sign for financial forms and the President and Secretary will sign on other documents or agreements, not all documents have a signature line and not all documents must be recorded.

➤ Doug Lehr, his questions, and the Board Response to them:

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).
 - In the past items were reviewed and discussed at board meetings and then Paul updated the website.
 - We have already made several corrections to the website this week. Any additional changes will be made as needed.
 - Paul has stated at several meetings that he knew the website was outdated and in need of work. He has also stated at these meetings that it was his responsibility and his alone. No other board members have access to make changes to it.
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.
 - I have prepared a template to use for our documents and it has been used on the revised documents we have to review today. Once we have approved the documents and those to be recorded are ready to be processed, I will lock the revision date and time and PDF the document so it can't be changed. We have not used revision numbers on documents in the past, and not all documents have approver signature lines.
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.
 - No one has asked about this in the past but it has been added.

Update from Loretta Gray on researching charges for the Air BnBs in the neighborhood. The project was discussed at the October 9, 2021, Board Meeting. Her findings/comments were:

After a great deal of research on-line, working on a compromise with Sherry, I then read our deed restrictions and have resolved that vacation rentals in our neighborhood are against our deed restrictions.

Item 8. reads the following:

No tract other than the areas marked "Community Center" and "Boat Ramp" and "Reserve" shown on the plat of said subdivision filed for record, shall be used except for the residential purposes save and except those lots designated as "Commercial" as in paragraph 13 herein below mentioned: The term "residential purposes" as used herein shall be held and constructed to exclude hospitals, clinics, duplex houses, apartment houses, boarding houses, hotels, and all other commercial uses and all such uses of said property are hereby expressly prohibited. No building shall be erected, altered, placed or permitted to remain on any residence tract other than one detached single-family dwelling and private garage for not more than three cars.

There are several "commercial" rentals operating in our neighborhood. The reasoning they have been allowed is due to a new Texas Property Code law regarding Airbnb's. To my knowledge our POA has not inquired with our legal counsel to determine the POA's stance on deed restriction enforcement regarding this issue.

I found on-line that most courts have upheld the rentals as the deed restrictions did not have "meat" in the wording of their deed restrictions. Our restrictions "expressly prohibit" commercial use.

With all this stated, I cannot in good conscience, revise a document nor prepare guidelines that encourage commercial rentals at this time. Should the POA seek counsel, take a vote which is appropriately recorded, and move to NOT enforce the deed restriction, then I will avail myself to assist with document revisions and guidelines on a Board appointed committee.

5) Open Forum –

Speakers:

Debbie Tanner: (38 secs):

Announcement regarding a request from Angela at Onalaska City Hall for Christmas In Our Town. She volunteered to bake 1,000 cookies with frosting for the Cookie Decorating Booth. Debbie offered to ask THPOA Residents to help sponsor this event. She stated that the cost of ingredients would run \$300 and asked if anyone would like to contribute to let her know or drop donations in the drop box at the front gate. Said we would hang the THPOA banner on the booth to advertise if residents want to participate.

Curtis Dickens: (3:17)

Commented on the preprinted ballots that were handed to Tim Campbell (Secretary) from Don LaRouax, new board member, during the annual meeting on September 11, 2021. The pre-printed ballots that were received had nominations for THPOA president candidates Barbara Dickens and Joe Pillozzi. The preprinted ballots gave reference to prior collusion of potential new board members and the desire to have Joe Pillozzi as a candidate prior to any of them being elected to the board. He stated that he felt sorry for Joe as it seemed evident that potential incoming members sought to have him as the puppet president. Second comment of an allegation of Bob Price and Lana running background checks on current seated board members and leaking to other members of the neighborhood to then post on the unofficial THPOA Facebook group.

Sandra Jaynes (1:26): read 5 questions:

GENERAL

1. Documents that are two sided need to be printed as two sided. Most legal forms are void if not. Page numbers and document names should be on footnotes
2. Projects representing our Community need to be voted on by at least the board. Residents should not be hearing about things that are being done that represent Twin Harbor without approval of the board not individual board members. Including common area additions and other activities.

Website

1. Home page - why list the winds if there isn't any publication since 2018
2. ARA information _ why link the agendas to it unless it is the ARA agendas only. If so say ARA agendas to be clear
3. Title company and realtor tab - has POA email but personal phone number. All correspondence should be through POA for record keeping
4. Meeting minutes - no minutes posted since August of 2021. I do see that October minutes are up for approval but still no September minutes either.

COLLECTION POLICY

1. Page 4 6.2 - add second board member, two should have authority, not treasurer alone
2. 6.4 - Add second board member to negotiate delinquent accounts
3. Page 7 #4 - again, add second board member to file against property owner
4. Two Board members should be signing off on all documents not a single board member.

10 AMENDED BYLAWS

1. #23 - vote tabulator by secretary and second board member not just one
2. Page 4 - says vote by proxy ok but #7 says no proxy - correct
3. #5 - add - when ballots are mailed, the envelope used to mail will have the post office box of the tabulator and not the POA address. This will eliminate where returned ballots are received. It should not be the office.
4. Vote tabulator - is it one or two. Some statements say tabulator others say tabulators
5. Page 8 #4 - misspelled distribution\$. Needs and s not a \$ sign
6. Page 10 - if property owner is nominated by board, the property owner needs to acknowledge the nomination before being on the ballot.
7. Page 11 - #11 says it will be signed by the property should be property owners
8. Page 16 - remove the statement about 2020-2021 procedures since it is no longer applicable

COMPLAINT FORM

1. Says dogs and cats can't run loose. This applies to dogs and not cats, remove cats from statement, there is no ordinance restricting cats.

RECREATION AREA RULES

1. Add : Dogs should remain leashed at all times and may not roam freely.

CONSTRUCTION EXTENSION FORM

1. Suggest adding line stating the original expiration date so you have a quick reference. It would also let you know if an extension had been granted prior to this one.

Doug Lehr (e-mail read by Sandra Jaynes) (1:38):

Has the board adopted the record vote idea? By record vote I mean recording how each board member votes on motions before the board. Adopting a record vote and publishing how board members vote on each motion **will** enhance transparency for the POA members. I would like Barbara to answer this question since this would be a departure from the historical norm.

Please explain to all POA members why there seems to be little administrative support being given to the ARA. I would like Barbara to answer this question since the issue is related to leading the POA board into a new era of sharing responsibilities with a more independent ARA.

SB 1588 gives control of deed restrictions to the ARA. How does the board perceive its responsibilities on architectural matters as compared to the mandate given the ARA by SB 1588? This should be answered by Barbara since the issue is also related to a more independent ARA.

How will the board handle an appeal of a rejected permit from a property owner? Provide specifics regarding a tie vote, and a record of that vote. I believe that Bob or Barbara should answer this question.

We receive all board related communications from the Treasurer. Does the board need a separate Public Information Officer to handle communications?

Doris Nelson (3:14):

Referenced rules not being followed by everyone. Requested that the THPOA board and ARA act in harmony with regards to working together for the residents. Requested to be a volunteer for the THPOA garage sale.

Joe Pilozzi (3:21):

Spoke about the chair at the boat ramp which was a donation in the memory of Chip Choate by Ed Colon. The chair is an estimated 90% complete and will bring up the completion action as a board item during the discussion period.

Requested THPOA residents start a "green for green" recycling program. Joe shared how he recycled some aluminum cans that he had been saving and received \$6 from the local recycling company.

Sherry Pierce (3:11):

Indicated that it was her "responsibility" for the barndominium as she was the first person to sign the permit. She indicated that she has been accused by someone of improperly providing the winning bid for lot #10. Spoke of the bids that she received when she was a THPOA board member regarding the repair of the pool. 1 vendor responded as requested for an amount of \$58K. Other vendors came out to provide a bid but failed to do so.

Michael Farr (2:22):

Shared his thoughts regarding the changes within the subdivision. Requested that all personnel come together as a THPOA community.

Indicated that the bylaws should be thought about in a deeper context as they should define procedures to be followed.

Bob Price (2:19):

Thanked everyone for their attendance, Veteran's for their service. Debbie Tanner, Barbara and Curtis Dickens for their volunteerism in placing flags throughout the town.

Stated that being elected to the board is an honor and is more work than he previously thought.

- . 6) Consent items approved by all board members. Debbie Tanner presented the financial reports.

TREASURER'S REPORT
FINANCIALS ENDING OCTOBER 2021

<u>ACCOUNT</u>	<u>BALANCE</u>
CHECKING	90,172.81
SPECIAL ASSESSMENT ACCOUNT	113,176.89
PETTY CASH	16.40
SUB-TOTAL	203,366.10
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ADMINISTRATIVE ACCOUNT - DONATIONS	2,854.18
SPECIAL POOL ACCOUNT	21,230.44
SUB-TOTAL	24,084.62
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GRAND TOTAL	\$227,450.72

<u>ACCOUNTS RECEIVABLE - October</u>	<u>BALANCE</u>
MAINTENANCE FEES	51,549.94
SPECIAL ASSESSMENT FEES	12,505.81
OTHER RECEIVABLES	4,271.52
GRAND TOTAL	68,327.27

- 7) Barbara Dickens presented the current President's topics.
 - a. Random vandalism noted at all 3 THPOA entrances
 - b. A resident has volunteered to build a shelter for school children as they wait for the bus. Questions were raised as to the liability of the shelter and should the shelter be insured by THPOA. It was pointed out that the entrances are under the control of Polk County and any structure will require county permission.
 - c. \$130 in donations have been received for a memorial bench for B. Milton "Chip" Choate. Sandra Jaynes requested to lead the memorial with the ARA.
 - d. The donated chair at the boat ramp was not discussed further at this time.

- 8) Correspondence Review, the following items were presented by Debbie Tanner.
 - a. Letter from property owner claiming harassing behavior. (Has been turned over to our attorney.)

- b. Letter from property owner requesting financial records of the POA and additional items. (Has been turned over to our attorney.)
 - c. Email from property owner asking about posting lots for sale and advertising business on the website. (Information was provided by email.)
 - d. Email from property owner not receiving email from the THPOA President address and wanting to ensure the email address is not shared with all property owners. (Its my understanding this has been taken care of.)
 - e. Email from property owner requesting to be removed from the email list. From 2 property owners. One just wants to be removed, not interested in receiving email from the POA for any reason. One has sold the property because of everything going on in the POA, said it was a joke! He's paid out thousands in dues and fees and nothing has been done about his road and looks like it never will be repaired.
- 9) Deed Restriction violations report was presented by Bob Price. He received 2 verbal complaints reported anonymously.
- 10) ARA report given by BB Brown.
- a. Building permits received and approved during the month ending October 31, 2021, were 7.
 - b. We reviewed the forms submitted by the ARA for Board approval. The following were discussed and accepted to be sent to the attorney for review.
 - 1. **ARA Building Permit Form**
 - 2. ARA Action Requiring Permit to be Issued
 - 3. **ARA Construction Extension Permit – board voted to approve the \$25 permit fee for this form.**
 - 4. ARA Delivery Route Acknowledgement Form
 - 5. ARA Guidelines – board approved with minor corrections.
 - 6. ARA Non-Building Road Use Form
 - 7. ARA Timber Clear Cutting / Tree Removal Guidelines – board voted to approve the \$300 permit fee for this form.
 - 8. **Road Maintenance Policy & Procedures (was not ready for review at this time)**
 - c. Appeals required for Building permit – none at this time.
 - d. Road maintenance and road Project Updates – Sunset & Moonlight roads still need one more chip & seal coating. Kyle Street probably will not be done at this time due to weather.
 - e. Clubhouse maintenance and repairs – nothing reported on this at this time.
 - f. Boat-ramp maintenance and repairs – nothing reported on this at this time
- 11) Swimming pool report was provided by Steve Eckert and Barbara Dickens reported on the bid that she received on the pool decking and will submit that to the ARA.
- 12) Steve Eckert reported that he researched several areas that we could hold the monthly meetings at but all had a fee involved. It was decided that the monthly meetings will take place in the tractor barn going forward.
- 13) Debbie Tanner discussed motions that were needed for financial needs.
- a. The motions made were as follows:

- Motion to remove Don LeRouax from Assistant Treasurer position and move him to second Deed Restriction Enforcement Officer this will allow him to stay as a check signor on all bank accounts. Motion approved by the Board.
 - Debbie offered Bob Price the opportunity to become Assistant Treasurer if he would like to move into that position from Deed Restriction Enforcement Officer at this time. Position description was given to him for review. Bob said he would think about it. No motion was made at this time.
 - Motion for the board to sign approval letter to the bank giving Debbie permission as the Treasurer, to discuss any issues with the accounts, obtain copies of items for the accounts as needed to reconcile the bank statements or to confirm payments as needed. Motion approved by the Board.
 - Motion to open a new checking account for “THPOA/Common Area Improvements & Repairs”. Same check signors as currently on other accounts to be set up on this account. Funds from the sale of Lot 10 will go into this account. Will only be used to fund projects of improvement or repairs for the pool, clubhouse, and boat ramp areas. **Proceeds from sale \$116,383.98** Motion approved by the Board.
 - Motion to keep Paul Laverty in charge of the POA Website until September 2022 or until another person is fully trained to take it over or a new website is designed and fully operational. Paul will not charge the POA for this service. Motion approved by the Board.
- b. Boat Ramp keys and Clubhouse key fobs will continue to be handled by Laurie. She will take the orders for fobs and collect payments. Barbara will make the fobs as needed.
 - c. Insurance Coverage for POA – Debbie reviewed the coverage, and it was decided that Barbara Dickens will follow up with the insurance company on coverage needs for the ARA committee members.

14) Barbara Dickens discussed the following committees. The board reviewed each committee and then a motion was made to accept the committees as a whole and the motion was approved by the board. Committees can be headed up by a property owner but must have one board member on the committee to ensure things are handled following the OMA, our bylaws and deed restrictions. Committees will report to the board at the monthly board meetings as needed. All committee activities and budgets are subject to Board approval.

- a. **Welcome Committee** – This group will prepare the Welcome bags and deliver them to new property owners as needed. – Chair: Sandra Jaynes Board Point Person: Joseph Polizzi
- b. **Facilities Committee** – The ARA will be point for this committee. This group will take care of painting the clubhouse, getting a quote to replace the wooden fence around the pool, get a quote for improvements at the boat ramp and other repairs and/or improvements needed for the common areas. – Chair: Bob Price ARA Point Person: Gary Sanders
- c. **Social Committee** – This group will take care of the Memorial Day Picnic in May, committee to decide what to do in September for a property owner event. – Chair: TBD Board Point Person: Debbie Tanner
- d. **Decoration Committee** – This group will take care of the Christmas Decorations and Halloween Decorations. – Chair: TBD Board Point Person: Barbara Dickens
- e. **Garage Sale Committee** – This group will take over the Garage sale set for 2022. Chair: TBD Board Point Person: TBD

- f. **IT Committee** – Will review all technology processes including security, privacy, email systems, website, software, and document management. Chair: Bob Price
Board Point Person: Steve Eckert Members: Teresa Parks, Doug Lehr, an ARA
Person TBD

15) The following documents were reviewed a final time and all approved to be sent to the attorney for review. Minor edits will be emailed to the ARA and Board for final review on (*) documents.

- a. **Fine Schedule of THPOA ***
- b. **Property Owner information Form**
- c. **Property Owner-Tenant Registration Form**
- d. Directory Submission Form
- e. Vehicle Sticker Request Form
- f. Fine Violation Letter #1
- g. Fine Violation Letter #2
- h. Fine Violation Letter #3
- i. Fine Violation Letter Incurable
- j. Buyer Information Form
- k. **Collection Policy***
- l. **Recreational Area Key FOB, Boat Ramp Key & Rules Form**
- m. Complaint Form
- n. **Late Payment Policy and Property Owner Monthly Payment Request Form**

16) A Motion was made to Adjourn, and all approved at 12:46 pm.