

LLPOA Board Meeting Agenda

DECEMBER 13, 2022

In Attendance

Elisa, Lamar, Paula, Kristina, Deborah, and Tina

Meeting Called to Order

By Elisa.

Approval of Minutes

The Minutes from the October Meeting were read aloud by Kristina. No approval was made for minutes. Approval is needed.

Lamar discussed with the Board Robert's Rule of Order:

- Make motions to vote
- Make motion to present item(s)
- If a second motion is made, item is up for discussion
- Board Member who makes the motion is lead speaker or presenter
- Lead speaker or presenter should call for a vote after discussion is done

Lamar stated that there are some items from the October meeting that need attention;

1. Vehicle Decals: needs a vote,
2. Community Party: there was no vote made for funding,

Kristina made a motion to amend tonight's agenda adding these items. Tina second the motion and all were in favor that were in attendance.

Officers Reports

- President: Elisa Marathas- NO REPORT GIVEN
- VP/ACC Chairman: Lamar Kellett- STATED HE WAS NOT VOTED IN AS ACC.
- Secretary: Kristina Johnston- NO REPORT GIVEN
- Treasurer's Report: Paula Campbell- QTRLY FINANCIAL REPORT IS ATTACHED.

Paula made the statement that the association projected for a deficit of \$1,366 but as of the end of November, association is operating with a deficit of \$2,464 due to legal fees and funds for community events. 16 members have not paid annual fees. Lamar suggested that the board propose a budget in writing. Paula commented that the Board should discuss and propose a budget at the annual meeting.

Committee Reports

- LLC (Laurel Lake Community) Committee: Whitney Kimber, Leslie Hutcheson, Elisa Marathas- NOT IN ATTENDANCE
- Lake Committee: Bill and Bert Keel- NOT IN ATTENDANCE
IT WAS SUGGESTED TO USE THE FRONT BULLETIN BOARD TO ANNOUNCE BOARD MEETINGS AND EVENTS.

Old Business

- FRONT ENTRANCE service contract should be monitored, e.g. services are being rendered, contract being fulfilled each year. Paula will send Elisa the contractors information. Elisa will reach out.

HOLES FROM MOLES SEEM VISIBLE AND LANDSCAPER RECOMMENDED SOME PLANTS BE REPLACED WITH HARDIER ONES. ELISA WAS TO ASSIGN CONTRACTOR TO MOVE FORWARD.

CHASE (LANDSCAPE CONTRACTOR) IS WAITING FOR APPROVAL TO SWITCH OUT PLANTS.

LAMAR SUGGESTED A BOARD MEMBER NEEDS TO BE ASSIGNED AS THE CONTRACTING OFFICER FOR FRONT ENTRANCE.

LAMAR MAKES A MOTION FOR THE PRESIDENT TO BE CONTRACTING OFFICER. KRISTINA SECOND THE MOTION AND ALL WERE IN FAVOR IN ATTENDENCE.

- Tom Thomason will be handing over LLPOA website management by end of 2022. Who will handle the website? It was suggested to contact Jordan T. Elisa will follow up with him.

ELISA CONTACTED JORDAN AND HE IS UNAVAILABLE. IT WAS SUGGESTED TO CONTACT MARY LEVY FROM KNOWPICKENS.COM TO BUILD AND MANAGE THE LLPOA WEBSITE. ELISA WILL REACH OUT AFTER THE FIRST OF THE YEAR TO RECEIVE QUOTES ON BUILDING AND MAINTAINING THE LLPOA WEBSITE.

PAULA SUGGESTED TO ADD A PAYMENT LINK TO WEBSITE.

LAMAR ASKED TOM IF HE COULD STAY ON AS WEBSITE MANAGER UNTIL SOMEONE COULD REPLACE HIM. TOM ACCEPTED.

LAMAR MADE A MOTION FOR THE PRESIDENT AND TOM WORK HAND IN HAND ON FINDING NEW MANAGEMENT FOR THE WEBSITE. PAULA SECOND THE MOTION AND ALL WERE IN FAVOR IN ATTENDENCE.

- Front Entrance signs need repainting. A WORK DAY is scheduled for Saturday, October 15th.

THE WORK DAY TO REPAINT SIGNS DID NOT HAPPEN. IT WAS SUGGESTED THAT THE SIGNS BE REPLACED OR REPAINTED PROFESSIONALLY. ELISA WILL LOOK INTO THE COST TO REPLACE OR REPAINT THE SIGNS.

DEBORAH MADE A MOTION TO HAVE THE FRONT ENTRANCE SIGNS REPLACED AND OR REPAINTED PROFESSIONALLY. LAMAR SECOND THE MOTION.

DISCUSSION WAS MADE

KRISTINA SUGGESTED TO LOOK AT THE BUDGET TO MAKE SURE THERE ARE FUNDS TO DO SO.

LAMAR SUGGESTED THAT ALL SIGNS SHOULD BE EVALUATED AND QUOTES RECEIVED. ALSO SUGGESTED USING MATERIAL THAT IS WEATHER TOLERATED

ALL IN FAVOR

- Assess 2022 LLPOA yearly financial report after 2023 Annual Membership meeting to discuss profit/loss and if membership dues need updating.

IT WOULD BE APPROPRIATE TO ASSESS AT THE ANNUAL MEETING ONCE A BUDGET IS PROPOSED.

LAMAR MADE A MOTION FOR THE BOARD TO CONSIDER THE NEEDS FOR THE COMING YEAR ASSESSMENT AND MAKE APPROPRIATE ADJUSTMENT TO ANNUAL ASSESSMENT. DEBORAH SECOND THE MOTION.

DISCUSSION WAS MADE.

THERE IS \$31,000 IN SURPLUS. LAMAR THINKS THE ASSOCIATION IS CARRYING TOO HIGH OF A SURPLUS. MAYBE ONLY HAVE \$3,000 IN SURPLUS. THE BOARD NEEDS TO DECIDE WHAT THE SURPLUS SHOULD BE.

PAULA COMMENTED THAT THE SURPLUS WAS TO COVER LAWYER FEES TO RENEW THE COVENANTS.

ALL IN FAVOR

New Business

- Set date for 2023 January Annual Membership Meeting. Discuss preparation for the annual meeting.

KRISTINA MADE A MOTION TO HOLD THE 2023 LLPOA ANNUAL MEETING ON SATURDAY, JANUARY 21ST AT 10AM. LAMAR SECOND THE MOTION.

DISCUSSION WAS MADE

ALL IN FAVOR

- Set dates for 2023 Quarterly Board meetings.

LAMAR MADE A MOTION TO TABLE THIS ITEM UNTIL THE 2023 ANNUAL MEETING. KRISTINA SECOND THE MOTION AND ALL WERE IN FAVOR IN ATTENDANCE.

- Enter all dates for 2023 meetings on LLPOA website.

LAMAR MADE A MOTION TO TABLE THIS ITEM UNTIL AFTER THE 2023 QUARTERLY BOARD MEETING DATES ARE SET AT THE ANNUAL MEETING. KRISTINA SECOND THE MOTION AND ALL WERE IN FAVOR IN ATTENDANCE.

- Discuss the role and establish guidelines for the Social Committee.

ELISA MADE A MOTION TO TABLE DISCUSSING UNTIL THE ANNUAL MEETING. DEBORAH SECOND THE MOTION.

DISCUSSION WAS MADE

BY-LAWS STATE RULES FOR USE OF ANNUAL ASSESMENT FEES.

MEMBERSHIP HAS A RIGHT TO PARTICIPATE OR NOT TO PARTICIPATE IN COMMUNITY EVENTS.

IT WAS SUGGESTED TO HOLD TWO COMMUNITY EVENTS PER YEAR AND ADD EVENT DATES TO THE ANNUAL LETTER TO MEMBERSHIP.

IT WAS SUGGESTED THAT USING THE WEBSITE ONLY FOR MEANS OF COMMUNICATION IS NOT SUFFICIENT. NOT ALL MEMBERS ARE ONLINE.

LAMAR SUGGESTED A "WELCOME BASKET" GO OUT TO NEW HOMEOWNERS BY THE COMMUNITY COMMITTEE. FUNDS TO PROVIDE THE BASKET SHOULD BE THROUGH DONATIONS AND FUNDRAISERS

HOLDING EVENTS WITHOUT PROPER SPACE OR PARKING IS RISKY.

DISCUSSION DONE

ALL IN FAVOR

- Establish procedure for funding the Social Committee.
LAMAR MADE A MOTION TO ESTABLISH FUNDING FOR THE SOCIAL COMMITTEE. KRISTINA SECOND THE MOTION.

DISCUSSION MADE

LAMAR SUGGESTED ADDING AN OPTIONAL “SOCIAL CONTRIBUTION” LINE ITEM TO THE ANNUAL ASSESSMENT INVOICE. MEMBERSHIP CAN CHOOSE TO CONTRIBUTE TO COMMUNITY EVENTS WITHOUT ASSESSMENT FUNDS USED.

ALL IN FAVOR

- Discuss Bi-Laws requirements for Board Members.
LAMAR STATED TO BE A SUCCESSFUL BOARD MEMBER IT TAKES MORE THAN ATTENDING FOUR MEETINGS.

LLPOA LAWYER OFFERS VIRTUAL RESOURCE FOR BOARD MEMBER TRAINING.

SUGGEST MINI VETTING AND IF IT IS LEGAL.

CLOSING LETTERS SHOULD BE SENT TO THE TREASURER AND SECRETARY TO UPDATE RECORDS.

BOARD MEMBERS AND COMMITTEE CHAIRPERSONS SHOULD HAVE RESPECT FOR ONE ANOTHER.

- Discuss Robert’s Rules requirements for Board members and Board Meetings.
THIS WAS DISCUSSED AT THE BEGINNING OF THE MEETING.
- Review and establish annual assessment.
LAMAR MADE A MOTION FOR THE BOARD TO ESTABLISH ANNUAL ASSESSMENT FOR 2023. KRISTINA SECOND THE MOTION.

DISCUSSION WAS MADE

PAULA WILL EMAIL BOARD MEMBERS THE 2022 FINANCIAL CONDITION OF ASSOCIATION, 2023 FINANCIAL PROJECTION, AND THE ASSOCIATIONS SURPLUS AMOUNT IN BANK ACCOUNT BY JANUARY 15TH SO BOARD MEMBERS CAN DETERMINE WHAT THE ASSESSMENT AMOUNT SHOULD BE AND WHAT THE SURPLUS

AMOUNT SHOULD BE, ENOUGH TO COVER TWO YEARS OF EXPENDITURES.

ALL IN FAVOR

- Discuss rental of a storage unit to house decorations for front entrance and LLPOA documents.

LAMAR MADE A MOTION TO PURSUE PROCURRING STORAGE UNIT FOR DÉCOR/FLAGS/ARCHIVES. DEBORAH SECOND THE MOTION.

DISCUSSION WAS MADE

STORAGE FACILITY ACROSS THE STREET FROM SUBDIVISION CHARGES \$55 PER MTH ON A 5X5 SPACE AND \$75 PER MTH ON A 5X10 SPACE. IT IS CLIMATE CONTROLLED.

LAMAR REVISED HIS MOTION TO AUTHORIZE THE PRESIDENT TO PROCEED TO SECURE STORAGE CONTRACT WITH A BUDGET OF \$700 ANNUALLY AND TO ESTABLISH WHAT ITEMS THE ASSOCIATION HAS IN ITS POSSESION THAT NEEDS TO BE STORED. DEBORAH SECOND THE MOTION.

TINA, DEBORAH, ELISA, LAMAR, AND PAULA WERE ALL IN FAVOR

Reimbursement of Expenses

ELISA REQUESTED REIMBURSEMENT OF \$21.40 FOR GARAGE SALE SIGNS AND \$60 FOR STAMPS FOR COMMUNITY COMMITTEE FLYER. DEBORAH SECOND THE MOTION.

DISCUSSION WAS MADE

ALL IN FAVOR

Open Comments from the Membership on LLPOA Topics

****Robert's Rules of Order and 5 minute time limit apply to speakers****

Adjournment

LAMAR MADE A MOTION TO ADJORN THE MEETING. KRISTINA SECOND THE MOTION AND ALL WERE IN FAVOR IN ATTENDANCE

THE BOARD DID NOT ADDRESS THE AMENDMENT ITEMS AND WILL NEED TO AT THE ANNUAL MEETING.