

GPOA Board Minutes

Special /Working Mtg

December 1st, 2025

Attendees:	President	Dan Cashman
	Vice President	Tony Embrey
	Treasurer	Tammy Howard
	Secretary	Ed Harvie
	Asst. Secretary	Taylor Anderson
	Communications	Renee Brochu

Note: Attendees are reference by their respective positions and titles which take effect December 8th 2025.

The meeting was called to order by Dan at 5:00.

1st Item: The first point discussed was that the numeric results of the board election be made public. Dan has received the data from the outgoing vice president Vickie Ryckman and will pass it to Renee for publication in the Greenbrier Gazette.

2nd Item: Tammy needs one other person authorized to sign checks and Tony Embre has said he would add that to his list of duties as VP. The bank (United Bank) needs an approved copy of the board minutes from the December 8th meeting to verify Tammy is the new Treasurer. We will also need to establish a 2nd signature on the other 2 bank accounts held in addition to the checking account. The contact person at United Bank (Liz — —) is the contact person and Ed will provide the approved minutes to her within a couple of days after their release.

3rd Item: Membership drive is to run from January 1st to March 31st. We need to revise the membership application and cover letter to be delivered by Pony Express in early January. Existing members are encouraged to renew and solicit nonmember residents to join.

4th Item: Luminary sales to occur on Thursday Dec 4th 4-6; Dec 6th 9-12, and Dec 13th. Luminaries are displayed on Dec 18th at 5:00 pm. Renee is coordinating volunteers to help with sales and distribution of sand, bags, and candles.

5th Item: December 8th General Meeting will be where the existing board ends and the newly elected board is inducted. The outgoing president (Julia Burke) will detail the election results and turn the meeting over to Dan. Dan will speak to three points specifically:

1. Remind people of Luminaries (date, time, price).
2. Membership invitation (looking for volunteers to help drive increased membership).
3. Open the meeting to questions from the membership. Time limit of 3 minutes per person will be used as a guideline.

It was agreed upon by all of the incoming board that board meeting minutes would be approved via email among the board members.

The board will have working meetings as needed and general meetings (for all members) initially to be held monthly to assess interest over the next 6 months.

Notice of meetings were to be posted on our website and also via Mailchimp (GPOA) mail to alert members. Only board members are authorized to send out these notices and only after board approval.

6th Item: It was proposed to have a meeting with Mike Warring on board position responsibilities and include members of the by-law committee. Dan will check into this.

7th Item: It was proposed Richard Krause to be Parliamentarian due to his knowledge of the by-laws. No vote was taken.

Item 8: Dan provided an abbreviate set of Robert's Rules of order which is to be used at both board and general meetings.

Item 9: Dan was going to check with Andy Early and Doug Cheek on what had to be updated on the Greenbrier Articles of Incorporation.

Item 10: The board will get clarification on expense and how to approve exception emergency costs from the outgoing board. They will then define with the finance committee who can / should approve the costs. Dan asked Tammy to define the contingency fund so the board would have a clear understanding of when it should / should not be used.

Item 11: Dan stated that the Directory data base need to be managed by someone else. Renee was going to check into a possible choice of replacement.

Item 12: Renee clarified the only operational email address was greenbrier.org whether greenbrier.com or greenbrier.org was used. "greenbrier.com" should no longer be referenced or used.

Item 13: The board agreed that if any board member receives a question from a resident member that they will inform the rest of the board of the stated question and any answer given in response to the question. This is to be done via email to the resident and the board.

Item 15: 2026 Initiatives

Dan had indicated speeding was still a problem in Greenbrier and Taylor indicated that speeds could be checked with "black box" radar posted in problem areas.

Taylor indicated that a police officer could give crime statistics for Greenbrier at general or board meetings.

Taylor recommended for consideration the installation of license plate readers (cameras) at both entrances to keep track of who goes into and out of Greenbrier as a way to reduce crime. Concern was voice on the potential annual cost (\$ 2000/year per camera) and unknown installation costs.

Tony will ask our new alderman (Dana Outlaw) to attend a future meeting.

Taylor has offered to take over the management of Yard Sale signs which are in our public storage unit but requires a back-up due to his work schedule.

Item 16: In order to comply with the GPOA bylaws regarding board positions, Taylor Anderson will be the Assistant Secretary as the Member-at-Large position was removed in a past revision to the by-laws

The following attachments were provided by Dan at the meeting and are included here only by reference:

1. State of North Carolina Articles of Amendment NonProfit Corporation
2. Current Membership letter and application
3. Robert's Rules of Order (abbreviated)
4. 2024 Greenbrier Luminaria Event Committee Report (by Renee)
5. GPOA 2026 Budget Proposal
6. Proposed GPOA Bylaws Language Changes
7. GPOA Special/Working Meeting agenda

The meeting was brought to a close at 7:10 pm

Submitted by: Ed Harvie

