

# Meeting Minutes

**Title** RCPOA Board 2018 Annual Meeting  
**Date** September 8, 2018  
**Location** Ft. Mountain State Park, GA  
**Meeting Called by** RCPOA BOARD  
**Participants** Donna Stewart - President, Robert Jones - Treasurer, Members Present  
**Head of Meeting** Donna Stewart - President  
**Note Taker** A/V Recording  
**Confidentiality** Public  
**Duration** 1:57:15



## Agenda

| Item # | Presenter        | Topic                                | Time allotted |
|--------|------------------|--------------------------------------|---------------|
| 1      | Donna Stewart    | Opening Statement                    | As needed     |
| 2      | Robert Jones     | Treasurer's Report                   | As needed     |
| 3      | Robert Jones     | Treasurer's Follow-up                | As needed     |
| 4      | Member Concerns  | Various                              | As needed     |
| 5      | Board Candidates | Candidate Statements                 | As needed     |
| 6      | Donna Stewart    | President's farewell-closing remarks | As needed     |

## Discussion and Conclusions

### Item 1

Topic: Opening Statement

Presenter: Donna Stewart

### Discussion:

President stated her husband had terminal cancer resulting in a **limited availability for board activity over coming months**. Identified recent accomplishments: **Significant road work exercised on a very limited budget. Cited ongoing collection issues/activities along with measurably improved/updated record keeping and administrative functions. A heart-felt, compassionate challenge was issued to potential New Officers for more inclusion and encouragement of Member Participation in future.**

### Action items and next steps:

Person responsible

Future Board Members

Action to be taken

**Improve Communications and Consistently Update Board Activities/Reporting-** Challenge **Community Members** to consider getting actively involved/engaged for a more positive dialogue and improved relations.

Due date

Ongoing

|   |  |
|---|--|
| <p><b>Discussion and Conclusions</b></p>  | <p>Treasurer distributed copies of <b>Current Profit &amp; Loss Statement</b> with <b>Line Item clarification</b> via verbal summary:   <b>Fee Income 2,775</b>   <b>Road Dues \$39,275</b>   <b>Special Assessment \$300</b>   <b>Other Income \$850</b>   <b>Gross Profit \$42,239</b>   <b>Road Maintenance \$33,760</b>   <b>Insurance \$ 1260</b>   <b>Professional Fees \$4670</b>   <b>Total Expenses \$ 41,155</b>   <b>Net Income \$2,045</b>   <b>Current Bank Balance \$19,679</b>   Reported that <b>Board increased collections of dues and penalties by 4% in 2018 and total of 6% since 2015.</b> Treasurer reported significant progress in activities related to <b>record keeping, review of past documents and ongoing administrative actions. Professional Tax Accountant was hired in 2016</b> and functions to augment Board's compliance with laws and reporting requirements. Outlined current process for <b>collections, involvement of CBA Collections</b> and noted <b>ongoing legal actions</b> necessary to <b>enforce compliance</b> as required in <b>RCPOA By-Laws and Covenants.</b></p> |
| <p><b>Item 2</b></p> <p>Topic: <b>Treasury Report</b></p> <p>Presenter: <b>Robert Jones</b></p> <p><b>Discussion:</b></p> |  |
| <p><b>Action items and next steps:</b></p> <p>Person responsible<br/><b>Board</b></p>                                     | <p><b>Members</b> questioned several line items/expenses to include: cost of web site/hosting, ongoing legal and accounting expenses, compliance with IRS rules, Non-Profit Status along with current road maintenance costs. <b>Member Ray Hughes</b> stated that ongoing costs could be reduced and site significantly improved, <b>Member Jim Donaldson</b> offered to provide professional assistance with website and social media based on his past 12 years experience as a webmaster and social media consultant.</p> <p><b>Action to be taken</b></p> <p>Identify expanded use of internet to <b>lower mailing costs and improve quality and timeliness of communications.</b> Assist <b>Newly-Elected Board Members</b> with <b>improved clarity and public reporting of budget, expenses, collections/foreclosures/liens and other current legal matters.</b> Provide increased communication/transparency to <b>Members on Budget, Road Repairs, RCPOA Board Actions, &amp; Membership List.</b></p> <p><b>Due date</b><br/><b>Ongoing</b></p>   |

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|--|---|---------------------------------------|
| <p><b>Discussion and Conclusions</b></p>   | <p><b>Member Dues thru AUG 2018= 51% Compliance 49% Non-Compliant - On-time Dues payments still lag far behind total budgetary needs. This has impaired ability of Board to properly maintain roads. Total of 9+ miles of RCPOA maintained roads require significant upkeep due to poorly constructed initial road base and lack of drainage. Additionally, the continued heavy seasonal rains and Washout of Candy Lane culvert was a major financial setback and caused significant delays in servicing other critical road segments. Gravel Assessment scheduled every 4 years 2018- \$50 fee - Issued to help mitigate road costs and to help expand current upkeep of roads. There is still a significant need to get more money in the treasury to handle ongoing maintenance and answer Member request in a timely manner: 2018 Fiscal Year Gravel Costs: \$15,323</b></p>   |                                       |
| <p><b>Item 3</b></p>                       | <p><b>Treasurer's follow-up</b></p>   |                                       |
| <p><b>Topic: Fiscal Responsibility</b></p> |   |                                       |
| <p><b>Presenter: Robert Jones</b></p>      |   |                                       |
| <p><b>Discussion:</b></p>                  |   |                                       |
| <p><b>Action items and next steps:</b></p> | <p><b>Treasurer's follow-up: Ongoing efforts by BOARD to continue cleanup of accounting and records along with expansion of Road Maintenance efforts.</b></p>   |                                       |
| <p><b>Person responsible</b></p>           |   |                                       |
| <p><b>Board</b></p>                        | <p><b>Action to be taken</b></p> <p>Continue vigorous collection activities and/or foreclosure proceedings to improve percentage of Member Dues Compliance while closely monitoring Monthly/Annual Budgetary concerns as directly related to improved Roads.</p>  | <p><b>Due date</b></p> <p>Monthly</p> |
| <p><b>Discussion and Conclusions</b></p>   |   |                                       |
| <p><b>Item 4</b></p>                       |   |                                       |
| <p><b>Topic: Member Concerns</b></p>       |   |                                       |
| <p><b>Presenter: Various</b></p>           | <p>Member <b>Kelly Cassidy</b>, discussed the previously mentioned inappropriate activities of prior Board-(2005-2008) time frame resulting in her being named as a "scapegoat" for others actions and possible criminal involvement. Currently required to pay restitution every month to State.</p> <p>Member <b>Ray Hughes</b> discussed validity of Board actions, questioned Ballot format, previous amendments, and other concerns. He noted that very significant changes/improvements have occurred in past 10 years and EMT, Fire, Police, were very wary of bringing vehicles. Stated that roads were vastly improved to date.</p> <p>Member <b>Charles Noble</b> stated numerous issues with road conditions and lack of proper initial construction which are causing major ongoing problems.</p> <p>Member <b>Tracy Pearson</b> voiced concerns that her road had never been graveled or graded. It was explained that the road is a County Maintenance issue and was recommended she speak to Gilmer County Roads Dept.</p> |                                       |

