

## RCPOA Board Meeting Minutes

**Title** RCPOA Board Meeting  
**Date** February 13, 2019  
**Location** Gilmer County Library  
**Meeting Called by** RCPOA President - Ed McDonald  
**Participants** Ed McDonald - President  
 Robert Jones - Treasurer  
 Diane Stromberger - Secretary  
 Donna Stewart - Board Member, Hospitality chair  
 Jim Donaldson - Communications chair  
**Head of Meeting** Ed McDonald - President  
**Note Taker** Diane Stromberger - Secretary  
**Confidentiality** None  
**Duration** 3:00:00

### Agenda

Item	Presenter	Topic	Time allotted
1	Stromberger	Minutes from Previous Meeting	14 minutes
2	Jones	IRS Tax Confirmation & GA State Certificate of Good Standing	4 minutes
3	Donaldson	Communication Committee	16 minutes
4	Stewart	Hospitality Committee	4 minutes
5	McDonald	Roads Committee	8 minutes
6	McDonald	Covenants Committee	8 minutes
7	McDonald	Ballot Enhancements	10 minutes
8	McDonald	POA Questionnaire Form	3 minutes
9	Jones	Membership List Updates	8 minutes
10	McDonald	POA Act	14 minutes
11*	McDonald	Lien Resolution Package	4 minutes
12*	McDonald	Process of Annual Dues Collection	71 minutes
13*	McDonald	March Quarterly Meeting	1 minute
14*	McDonald	Special Meeting in March	12 minutes
15*	McDonald	Quickbooks Online	16 minutes
16*	McDonald	Website Management Services	9 minutes
17*	McDonald	Debbie Buldoc and CBA collections	15 minutes

\* **New Business**

## Discussion and Conclusions

### Item 1

- Topic: Minutes from Previous Meeting
- Presenter: Stromberger
- Discussion: Read last meeting minutes, accepted and signed off. Minutes from Annual Meeting also read, accepted and signed off. All of the issues have been or is still being actively worked on that have been expressed at Annual Meeting.
- Conclusions: Diane received *for records collection*
- Resignation of Donna Stewart from president, 12 Jan 2019
  - Minutes from Annual Meeting, 8 Sept 2019
  - Minutes from Quarterly Meeting, 8 Dec 2019
  - Minutes from Emergency Board Meeting, 12 Jan 2019
  - Minutes from Emergency Board Meeting, 26 Jan 2019

#### Action Items and Next Steps

Person Responsible	Action to be Taken	Due Date
Stromberger	Scan files to .pdf for electronic storage	ongoing

### Item 2

- Topic: IRS Tax Confirmation & GA State Certificate of Good Standing
- Presenter: Jones
- Discussion: GA has sent a certificate of good standing. Jones has it and will get to Jim to put on website. Jones will talk to Jean (tax consultant) in helping to get letter from IRS. Jones does have a letter of good faith from IRS which he will get to Jim for posting on website. There has been a request from Jean to IRS for certificate, unable to know when we will receive.
- Conclusions: Get on website
- Good Standing Certificate from state
  - Good Faith letter from IRS
  - Last 3 years tax records

#### Action Items and Next Steps

Person Responsible	Action to be Taken	Due Date
Jones/Donaldson	GA Good Standing Certificate on website	10 Mar 19
Jones/Donaldson	IRS Good Faith letter on website	10 Mar 19
Jones/Donaldson	Last 3 years tax records	10 Mar 19

**Item 3**

Topic: Communication Committee

Presenter: Donaldson

Discussion: Facebook was removed, due to unable to control content. Jim has full archive and will be easy to reopen if the time comes. Website should be the only official representation of the POA. Suggestion about a newsletter to communicate with members. The concern with newsletter will require a consistent commitment and without the proper volunteer staff we are able to commit to a newsletter with all progress within the board currently. A bi-annual or quarterly letter may be more appropriate. Robert expressed concerns over mailing costs. Diane proposed talking to post office for a non-profit mailing permit to reduce mailing costs. Jim mentions that a blog on the website could take of a newsletter.

Conclusions: Depending on reduced mailing rate will determine frequency of mailings.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
Stromberger	Get mailing prices for permit with weight restrictions	March Mtg

**Item 4**

Topic: Hospitality Committee

Presenter: Stewart

Discussion: Ed requested meeting minutes from committee meeting. Ed is to draft charter for committee. Donna is to begin planning for July 4th gathering with old school Fourth of July Picnic. Expressed help in needing volunteers to organize. Diane offered to help with flyer

Conclusions: Need a report ready to present at quarterly meeting to get volunteer support

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
McDonald	Committee Charter	March Mtg
Stewart	Committee meeting minutes	ASAP
Stewart	Presentation of July Gathering	March Mtg

**Item 5**

Topic: Road Committee

Presenter: McDonald

Discussion: Ed asked Jim if he is interested in heading committee. Jim accepted. Need to be careful in having more than one responsibility, board would like to have more people in committees to level out work loads. As committee chairs, they need to reach out to members and find the right people for the tasks.

Conclusions: Nomination of Jim Donaldson as Roads chair was unanimous.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
McDonald	Committee Charter	March Mtg
McDonald	Termination of RC Services current contract and develop a bridge contract for the interim	March Mtg

**Item 6**

Topic: Covenants Committee

Presenter: McDonald

Discussion: The covenants committee is expected to issuing an unbiased response to inquiries and effectively responding to questions/issues and making recommendation to the board. The committee is not to answer for the board. As questions/issues resolved, committee would compile a quick Q & A list for website. The committee charter will be developed so the members will understand what the committee's responsibility is to the association.

Conclusions: Nomination of Diane Stromberger as covenants chair was unanimous

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
McDonald	Committee Charter	March Mtg

**Item 7**

Topic: Ballot Enhancements

Presenter: McDonald

Discussion: Diane created a ballot that is user friendly and professional. Allows for voting on candidates and issues. It has all the requirements for a ballot such as date, property owner name, signature, lot numbers, election date, and association seal. It may need more instruction such as use a pen, fill in circle completely. Discussion on different requirements for voting. How lobbying for a campaign would be needed to make any changes to the bylaws.

Conclusions: Motion to accept new ballot format was unanimous

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date

**Item 8**

Topic: POA Questionnaire Form

Presenter: McDonald

Discussion: The new questionnaire form will be a new means of communicating with the board effectively. And the board will be able to respond with a consistent response. Currently there is not a formal methodology to communication, the new form will be a means to gain control of communication without any inconsistencies. If members want a response from the board, a questionnaire form must be submitted.

Conclusions: Motion to accept new questionnaire form was unanimous

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
Stromberger	Send .pdf to Jim for website	ASAP

**Item 9**

Topic: Membership List Updates

Presenter: Jones

Discussion: The board needs a good spreadsheet with contact information of every member. The members are allowed names, address and lot numbers of the POA members. Phone numbers are protected in the privacy act. Board is not obligated to track down current membership contact information, it is the members responsibility. If the information is incorrect there is a possibility of fines and liens. Secretary is the official keeper of the membership list.

Conclusions: Develop a new change of address form on website. Secretary is the official keeper of the membership list. The process of address changes go to the treasurer for billing and secretary for records.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
Stromberger	Spreadsheet of member contact info	March mtg
Donaldson	Change of address form on website	March mtg

**Item 10**

Topic: POA Act

Presenter: McDonald

Discussion: Need to close. Three attorneys in town have voiced options, Chatham - members don't trust and Mahan and Lancy have conflict of interests because both own property in RC. Pros and cons to POA Act are minimal. The POA act has less in content elements but is more descriptive of elements. The impact of the POA act is minimal but the clarification is important.

Conclusions: Need to consult lawyer outside of ellijay to ask 3 questions and give option if POA act applies to RC

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
Stromberger	Find attorneys and get cost for opinion letter and report to board	ASAP
	Get resolution on POA act	March mtg

**Item 11\***

Topic: Lien Resolution Package

Presenter: McDonald

Discussion: The entire package is for resolving issues within the POA. Diane is to send a copy for the board to review and discuss for acceptance in March meeting

Conclusions:

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
Stromberger	Send copy to board members for review	March mtg

**Item 12\***

Topic: Process of Annual Dues Collection

Presenter: McDonald

Discussion: No additional time will be allowed, but there will be a second notification around September 15. Need the percentage of payments received between Sept 15-20 to determine when the second notice will be mailed to reduce cost of mailings. Process is needed to set a clean and consistent process that supports the legal processes. If we don't have the tolerance we may need to consider a POA management company.

Conclusions: Process approved unanimously by board  
 Last week in July - 1st notification  
 Due September 1  
 September 15-20 - second notice if non-payment  
 October 1 - additional 10% added for late fee, with notification sent  
 November 1 - send to CBA collections with 35% added, notification sent  
 December 1 - notification sent to member that POA has right to foreclose

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
Jones	Form letters needed to be reviewed and approved by board	March mtg
Jones	Determine date of second mailing based on % of past payments received	March mtg

**Item 13\***

Topic: March Quarterly Meeting

Presenter: McDonald

Discussion:

Conclusions: The march quarterly meeting and the special meeting in march will happen the same day with a break in between.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date

**Item 14\***

Topic: Special Meeting in March

Presenter: McDonald

Discussion: The meeting will be to clarify expressed key issues that members have voiced concerns in the annual meeting, the december quarterly meeting and through written questions. Notice of meeting will be via mail 10 days in advance of meeting and only stated business will be transacted, as stated in bylaws.

Conclusions: The general purpose is the present resolution on expressed member concerns, open discussion and conclude board actions/resolutions. The board needs to set things right and bring members up to speed.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
McDonald	Slideshow of topics	March mtg



**Item 15\***

Topic: Quickbooks Online

Presenter: Donaldson

Discussion: Having Quickbooks online will allow versatility with financials. It can easily be passed from each treasurer. Board members could access reports and easily posted to website for member review. Accountant can have access for taxes and open book requests. If account is used for open book requests, the member will be responsible for payment of services to accountant.

Conclusions: Motion is for the POA to pay 17/month for the introductory first year then can go up to 35/month, it is unanimously accepted. Jim is to post financial reports to website (taxes, balance sheets, P&Ls, budgets, forecasts)

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
Donaldson	Post financial reports	March mtg
Donaldson	Purchase quickbooks licensing	March mtg

**Item 16\***

Topic: Website Management Service

Presenter: McDonald

Discussion: If POA was to hire a website management service it would be more than 10/month, should we pay jim more for what he is doing? Jim will have limited time to spend on website. Website Volunteers are still available from members.

Conclusions: Board needs to ask for volunteers prior to paying for service.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
	Need volunteers for website	March mtg

**Item 17\***

Topic: Debbie Buldoc & CBA Collections

Presenter: Stromberger

Discussion: The complaint is her name is associated with CBA and she is not a lot owner. It was expressed that she was a lot owner at one time. Need to find out when she no long was a lot owner and when the account was submitted to CBA for collections.

Conclusions:

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
Jones	Determine the dates of when Debbie was removed as property owner and CBA was submitted	March mtg