

## Meeting Minutes

Title RCPOA Quarterly Board Meeting  
 Date December 8, 2018  
 Location Gilmer County Library  
 Meeting Called by RCPOA President - Ed McDonald  
 Participants Ed McDonald - President  
 Robert Jones - Treasurer  
 Jennie Maddox - Secretary  
 Jim Donaldson - Communications chair  
 And members  
 Head of Meeting Ed McDonald - President  
 Note Taker Jennie Maddox - Secretary  
 Confidentiality None  
 Duration 2:30:00




### Agenda

Item	Presenter	Topic	Time allotted
1	McDonald	Meeting Process & Goals of Board	10 minutes
2	Maddox	Read Minutes from September Annual Meeting	3 minutes
3	Jones	Profit & Loss Statement, EOY Forecast	7 minutes
4	Jones	Status of Payments, Delinquent Members, Liens, Foreclosures	5 minutes
5	Jones	Proposed Forecast for 1st Quarter 2019	5 minutes
6	McDonald	Ballot Enhancements	2 minutes
7	McDonald	Current Listing of Members	5 minutes
8	McDonald	Communication Improvements & Transparency	5 minutes
9	McDonald	POA Budget & Expenditures	3 minutes
10	McDonald	Road Maintenance	7 minutes
11	McDonald	Welcome New Members: Hospitality Committee	2 minutes
12	McDonald	Bylaws Review	3 minutes
13	Donaldson	Communications Committee Report	8 minutes
14*	Jones	Square Foot Rule	4 minutes
15*	McDonald	POA Manager Appointment	1 minute
16*	McDonald	Porta Potty Clarification	5 minutes
17*	McDonald	Community Involvement	8 minutes
18*	Jones	Blind Curve on Candy Ln	3 minutes
19*	Jones	Recognize Clines for Clean Up	3 minutes

\* New Business

### Discussion and Conclusions

**Item 1**

Topic: Meeting Process and Goals of Board

Presenter: Ed McDonald

Discussion: Quarterly board meetings process. The meeting is for the board to discuss matters at hand. And, for the members to observe, take notes and if time allows, a question and answer session for members to ask the board questions. Takeaways from the Annual Meeting was that the members wanted the board to have transparency and effective communication. Questions and answers box to collect issues and concerns at mailbox. Need more participation for members who wish to participate.

Conclusions: Goals of the board is to be formal, legal, open, held accountable, and to represent all members. Members will be able to see board in action at quarterly meetings and get involved through the formation of Committees

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
McDonald	Hold Quarterly Board Meetings	Quarterly
Donaldson	Evolving Communications	Ongoing
McDonald	Form Committees	

**Item 2**

Topic: Minutes from Last Meeting

Presenter: Jennie Maddox

Discussion: Reading of September 11, 2018 annual meeting minutes

Conclusions: Need to transcript video from annual meeting. Full meeting minutes to be prepared, issued, and posted prior to March 2019

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
Jones	Video Transcription	March '19

**Item 3**

Topic: Profit & Loss Statement, EOY Forecast

Presenter: Robert Jones

Discussion: Period Sept 9 - Dec 8  
Income 15647.20  
Spent 12187.97

Current Bank Balance 17389.32		
Pending liabilities for December 4435.00		
Conclusions:	Have quarterly financial snapshot on website for members to compare against forecasted budget by March 2019	
<b>Action Items and Next Steps</b>		
Person Responsible	Action to be Taken	Due Date
Jones/Donaldson	Make available quarterly financial snapshot on website	March '19
Jones	Forecasted Budget	March '19

<b>Item 4</b>		
Topic:	Status of Payments, Delinquent Members, Liens, Foreclosures	
Presenter:	Robert Jones	
Discussion:	CBA Collections total 74834.54, 57 property owners didn't pay in 2018 13 Active liens in 2018 for past dues or covenant violations - 5 are satisfied Foreclosures - first foreclosure has been initiated and expected completion early next year in January or February. TBD by Gilmer County Courts	
Conclusions:		
<b>Action Items and Next Steps</b>		
Person Responsible	Action to be Taken	Due Date

<b>Item 5</b>		
Topic:	Proposed Forecast for 1st Quarter 2019	
Presenter:	Robert Jones	
Discussion:	January - March Projected Budget \$7320.00 \$4500.00 - road maintenance, \$1500/month \$2700.00 - gravel, budget 10 loads @ \$270/load \$30.00 - Amicalola Electric for light post @ mailboxes	
Conclusions:	Motion: To accept and post P&L and forecast to website by McDonald, second by Maddox. Vote: Forecasted numbers is approved as is by unanimous vote. Message To Members: The goal is to have a year over year evaluation of the financials by comparing P&L snapshots against budgets	
<b>Action Items and Next Steps</b>		



Person Responsible	Action to be Taken	Due Date
Jones	Post P&L and forecast to website	March '19

**Item 6**

Topic: Ballot Enhancements

Presenter: Ed McDonald

Discussion: Ballots should include the following to ensure validity: Property/Lot #, printed name of property owner, and signature of property owner.

Conclusions: New ballots will include property/Lot #, printed name of property owner, and signature of property owner  
Vote: Enhance the validity on every ballot is approved unanimously.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
	Develop new ballots with lot #, printed and signature of property owner	

**Item 7**

Topic: Current Listing of Members

Presenter: Ed McDonald

Discussion: Need accurate listing of all members with address and lots. Have test mailing requesting email and phone numbers of members. Secretary should maintain but Robert already has compiled

Conclusions: Motion: to post for members access only on website by McDonald, second by Jones  
Vote: unanimous vote to post on website and issuing to valid member when requested.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
Donaldson	Post member contact information on website with members only access	
Maddox	Send a test mailing to request email and phone number of members	
Jones	To maintain current membership contact list	

**Item 8**

Topic: Communications Improvement & Transparency

Presenter: Ed McDonald

Discussion: Development of communication committee. Committee is to find ways to get information out to the members by written, oral, or electronic. Maintenance of the website, keep information current and allow members to have specialized access to see member only content. Make sure nothing is not an open source to the members. Allow everyone access.

Conclusions: Nomination of Jim Donaldson to be chair, he will be finding 2 other persons to help in committee. Unanimous affirmative vote for Jim as chairperson of communications committee. Committee to have plan of communication to submit to board for approval prior to execution.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
Donaldson	Board approval of plan of communication prior to execution	
Donaldson	Post library resources on website	
Donaldson	Find 2 persons to serve on committee	

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**Action Items and Next Steps**

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Donaldson	Board approval of plan of communication prior to execution	
Donaldson	Post library resources on website	
Donaldson	Find 2 persons to serve on committee	



**Item 9**

Topic: POA Budget & Expenditures

Presenter: Ed McDonald

Discussion: Board needs to make sure they are using the right type of documents generated and post to website. Needed: Annual Budget, Forecasted Budget, Profit & Loss Statements, Balance Sheets. History of approved expenditures, nothing spent unless voted on by board except in emergencies. POA Manager to determine emergency. Processes in place for what constitute an emergency.

Conclusions: By March 2019, there will be an annual & forecasted budget, P&L statements, and balance sheets on the website.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
	Annual & Forecast Budget, P&L and balance sheets on website	March 19

**Item 10**

Topic: Road Maintenance

Presenter: Ed McDonald

Discussion: Valid concern there is no communication of what is going on and what work is to be completed. Need a roads committee with a chair and 2 other persons. The purpose of committee will be produce and oversee contract, quality assurance, road surveys, speak to members, develop special plans and communicate to members about progress and projects. We do have a current contract with Chuck Nobles, he has not contested termination of old contract and established for a six month interim contract to give board time to develop a good effective contract with fixed fee time and materials.

Conclusions: Vote to establish new roads committee approved and unanimous, no chair selected. Solicit volunteers from the floor, this is the second most critical committee of the association, it will also be the most demanding & technical. Person has to have the time and dedication.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
McDonald	Seeking Chairperson for Roads Committee plus 2 members	
McDonald	Develop new roads maintenance contract for members to see	
McDonald	Draft charter for committee to identify specifics of what the committee can do	March 19

**Item 11**

Topic: Welcome New Members - Hospitality  
 Presenter: Ed McDonald  
 Discussion: Need to establish a hospitality committee to welcome new members, to increase community involvement and have gatherings.  
 Conclusions: Vote to establish hospitality committee passed with unanimous vote, nomination of Donna Stewart as chair was approved

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
McDonald	Draft charter for committee to identify specifics of what the committee can do	March 19

**Item 12**

Topic: Bylaws Review  
 Presenter: Ed McDonald  
 Discussion: We are in need of a current review of our bylaws to determine the effectiveness  
 Conclusions: By March 2019, a plan of action of what is happening with our bylaws, what needs to be changed. By the end of 2019, to have a current and approved set of bylaws.  
 Move: Robert and Ed to present a current assessment and standing of our bylaws to members by March 2019. End of 2019 a comprehensive, complete and clean bylaws

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
McDonald/Jones	Current assessment of bylaws	March '19
McDonald/Jones	Complete and comprehensive bylaws	Dec 19

**Item 13**

Topic: Communications Committee Report  
 Presenter: Jim Donaldson  
 Discussion: Set communication outward and inward. Still need to select two people for the committee, answer all inquiries in timely manner, update website, post all legal notices on website. Communication board at mailboxes. Facebook daily reach out to community. It could be a platform for people to promote

businesses in the community. Would like to solicit family photos of members for a photo of the month, photo gallery and to post on facebook. Get ideas from members what they want to see

Conclusions: Develop new ways to reach out to all members. Recruit two committee members

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
Donaldson	Recruit two committee members	

**Item 4**

Topic: Square Foot Rules

Presenter: Robert Jones

Discussion: 950 square foot rule is invalid and not applicable. The 2006 board added the amendment, The 2010 board removed the rule. No legal clarification on assessment as of yet. County requirement is 500 square feet minimum.

Conclusions: We will abide by county requirements. Interim ruling pending legal verification on boards position in bylaws. 950 square foot requirement is invalid until March and we have final legal verification from Jeb Chatham, approved by unanimous vote.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
Jones	To get legal verification from chatham	March 19

**Item 15**

Topic: POA Manager

Presenter: Ed McDonald

Discussion: Bylaws state the appointment of a POA manager to deal with day to day transactions within board approval.

Conclusions: Nomination for Robert Jones as manager by Ed McDonald, second by Jennie Maddox.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date



**Item 16**

Topic: Porta Potty Clarification

Presenter: Ed McDonald

Discussion: Bylaws state no outside toilets. Need clarification. Porta Potty is acceptable during construction process, county requires use of porta potty during construction.

Conclusions: Move to clarification of bylaw to allow usage of porta potty during construction period that is tied to a building permit and is within the confines of that permit unless extended and approved by board. Voted and approved to allow. McDonald to write a clarifying statement to add to the covenants.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
McDonald	Write clarifying statement to add to covenants	

**Item 17**

Topic: Community Involvement

Presenter: Ed McDonald

Discussion: Volunteer programs for the community. A shelter at bus stop for kids on ETC lot. McDonald to take project. Jones contact ETC and in order to place on ETC property, need approval from county and from ETC, Second option is a mailbox upgrade to include shelter. Need to gather input from community, have drawing submitted from community. Hospitality committee to reachout.

Conclusions: Possible summer project. Get community active. Volunteer project will cost the POA nothing. Need to make sure we are not infringing on property. Need to assess the legal process. Gather strategy from members to develop and update mailboxes.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
	Assess the legal process, ensure not infringing on property	

**Item 18**

Topic: Blind Curve on Candy Ln

Presenter: Robert Jones

Discussion: The blind curve near Candy Ln, a property owner recently had a head-on collision. It is dangerous and need solution.

Conclusions: Informa as a priority action by the roads committee to have a plan of action and solve between county and property owners

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
Road Committee	Plan of action for blind curve at Candy Ln	TBD

**Item 19**

Topic: Recognize Clines for clean up

Presenter: Robert Jones

Discussion: Recognize the Clines for community clean up

Conclusions: Jim to send a consistent message to members at large to identify who is responsible for the trash on our roads. Hospitality committee to work with Clines in clean up efforts.

**Action Items and Next Steps**

Person Responsible	Action to be Taken	Due Date
Donaldson	Message to members to identify person responsible to trash on roads.	Ongoing
Stewart	Coordinate with Clines to organize community clean up days	Ongoing

**Membership Questions, Answers and Concerns - 55 minutes**

1. Chuck Nobles - If anyone needs a septic system, they pay materials and fuel and nobles will install at no charge. If anyone needs a culvert we will install.
2. Fred Mason - suggests we get an eagle scout project to help build bus stop shelter
3. Unknown Member - why is association responsible for roads and not the county?
  - a. McDonald replies that our roads are considered to be driveways to our properties therefore our responsibility as a whole.
4. Jennifer Newton - Why can't the board send a second notice?
  - a. Jones response POA attorney says it's not required so I'm not sending second notice.
  - b. Board to deliberate: Maddox states, second bill not required, not about legal about community. Need a process in collecting payment. Board is not broken down to legality. Problems needs to be dealt with compassion. We cannot fuel the fire
  - c. McDonald states we need a process to collect payment foster and support community and communication. Resolve problem to give response back by end of january 2019 to move forward smartly. The new process must have compassion and accountability.



5. Unknown Member - I didn't know I was part of an association.
  - a. Hospitality committee was developed to reach out to new members with a welcome basket from community.
6. Leon Crowder - I have never been late. Long ago the asked for gravel donations and I donated. So why am I unable to get to my property? Bear Lane
  - a. McDonald response that's why we need a roads committee to assess issues, to look at priorities, to communicate with members on what to expect and what is going to be done.
  - b. Follow up with roads committee
7. Diane Stromberger - requests to have documents updated with area realtors and attorneys for new members at closings.
  - a. Assigned to Hospitality committee
8. Margery Massey - previous meeting attending it was a disheartening time. Now it is very well organized was confused on the type of meeting from invitation received, requested to be more clear on the type of meeting. Second, assessments in Feb 2016 the assessment was on a per owner basis. Is this common practice.
  - a. Jones response, it was the decision of the board to recoup the money from the emergency road repair was to charge by the property owner due to being around the holidays
  - b. McDonald response, it will always be on a per lot basis from this point when assessments are required. Enhancements have to be justified. Board has to qualify actions. You will know why it was taken and will be consistent.
9. Bella McDonald - Unless you buy from a real estate agent you will not receive POA covenants. It is the owners responsibility to give your the documents. We should have a sign at entrance welcoming people into the association with phone number.
10. Jim Donaldson - Current phone numbers of members are needed
11. Devon Morris - The POA Act is not in our bylaws, we are not governed by the POA act of 1994. Scared we are in a community that hammers people with fines. Has Mr. Hughes questions been answered from previous meeting?
  - a. Jones response, our POA attorney has overviewed our bylaws and governing documents and we are in compliance with POA Act.
  - b. McDonald response, we go by our governing documents the attorney is an advisor we are in process of reviewing and it will be a year long process. There is a confusion of the bylaws. I am unable to answer, I need time to study bylaws. Need to get communication open and close animosity. Join committees, Education each other that will be helpful.
  - c. Maddox response, what do you want from the board? Bring issues to board. Make the changes
12. Diane Stromberger - The board is in place not according to our bylaws, the election was to happen at the meeting and 3 year term was not approved by members.



- a. McDonald response, put in writing and submit, if we are in violation we will have a new election.
13. Donna Stewart - *DS* always conflicts, if you want change get involved.