

Meeting: Ember Creek CIMA Annual Meeting - November 17, 2025

Attendees: Colleen Marsh; Amber Hernandez; Ruth Spruill; Alecia Rodriguez (645 St Eric); Kathalyn Martinez; John Minyard; Stacey Spruill; Holly Harris (618 Coal Creek); Christi Self (624 Ember Ln); Barbara Torres (2708 Jennie Wells); Zhaomin Zhang (619 Douglas); Michelle Walker (612 St. Eric); Alex Link (619 Ember Ln); Tatiana Rodriguez (605 Jamie Ln); Tequila Course

Call to order: 7:00 pm

Introduction of Board Members: Board members in attendance

Colleen Marsh (President)

Amber Hernandez (Secretary)

Kathalyn Martinez (Communications, Events)

Ruth Spruill (Vice President)

Alicia Rodriguez (Communications)

Stacy Spruill (Administrative Assistance, Mailing reminders)

Review of Previous Minutes: Read by Amber Hernandez. Motion to accept raised by Alecia Rodriguez, seconded by John Minyard. Approved at 7:17 PM.

New Business:

- I. Annual Dues:
 - A. Reminder - \$30 off if paid by January 1st.
 - B. Payment can not be made via Zelle. Ensure your name and address is included in the Memo.
 - C. Opened for questions; no questions raised
- II. Resale Certificate
 - A. Regular Price: \$200. It takes up to 14 business days to obtain. Request via website. Dues must be up to date to receive
 - B. Total completed this year: 6 non-rush; 8 rush
 - C. Opened for questions; no questions raised
- III. Late Fees
 - A. There is a form and process in place for the board to hear requests to waive late fees. Corm is not currently on the website yet. The board will decide at the next meeting whether to include it on website. If interested, reach out via email
 - B. Opened for questions; no questions raised
- IV. Budget
 - A. Reviewed 2025 budget details. Identified a need to add in a line for weed spray (\$150 x 4)
 - B. Questions raised:
 - 1. Flags: Is this the updated, current price? John confirmed this is the updated price. We may want to take this expense on ourselves. The price would cover whether we do it ourselves or continue to use the rotary club.

2. Admin Tax: What does this refer to? This is what we pay in taxes CPA our CPA; Includes reconciliation of bank statements, prep or the franchise tax, Quickbooks, and 1099 forms at the end of the year. We can update this line item to reflect 'CPA'
3. Quickbooks: What are we paying in Quickbooks? We pay for online access. There is no feed if we use the disk, but this does not allow us to have information accessible via the cloud. We may need to propose to raise dues after next year.
4. Postage Stamps: Clarified that one item refers to our post office box while the other is the cost spent on stamps
5. Due increase: When was the last due increase? It has been at least 15 years. We anticipate it going up in the next few years.

C. Motion to pass the budget raised by Amber Hernandez. Seconded by Ruth Spruill. The budget passed at 7:39.

V. Board Positions

- A. We currently need a treasurer, Role includes submitting payments to admin, maintenance, and CPA, checking email inbox, answering questions from CPA.
 1. Question Raised: What happens if we don't get the role filled? Someone on the board will have to absorb.
 2. Ruth volunteered for the role. Opening up the position of Vice President
- B. Eric and Melissa are interested in helping with Welcomes
- C. Voting conducted via Zoom polls. Position:
 1. President: Colleen
 2. VP: Open
 3. Treasurer: Ruth
 4. Secretary: Amber
 5. Welcome: Jones Family
 6. Events: Colleen
 7. Website: Kathalyn
- D. Opened for questions; No questions raised

VI. Raffle

- A. Raffle conducted. Winners: 618 Coal Creek - Visa Gift Card; 645 St Eric - Chick Fil A

VII. Meeting adjourned at 8:02 PM