

SWANSBORO COUNTRY PROPERTY OWNERS' ASSOCIATION

Board of Directors Meeting

Date: March 27, 2021

Meeting Minutes

1. CALL TO ORDER

The meeting was called to order by President Pullin at 10:03 AM. Present at roll call were Directors: Pullin, Beacham, Lattanner, Strick, Kirkpatrick, Van Dusen and Janca. Rick LaFrance from The Management Trust was also in attendance.

Agenda adjustments were made and an item approved adding: Web Site Administration

2. CONFIRMATION OF THE MEETING AGENDA POSTING

Management confirmed the meeting minutes were posted in the common area at least four days prior.

3. APPROVAL OF PREVIOUS MINUTES –

The prior meeting minutes of 1/21/21 and 2/13/21 (Organizational Meeting) were reviewed and approved (7/0), as presented.

4. ANNOUNCEMENT OF ACTIONS TAKEN AT PRIOR EXECUTIVE SESSIONS

Management announced the actions taken at prior Executive Sessions:

- 1/21/21 – Reviewed an owners request regarding a property dispute and a prior Board decision from 2017. The Board ruled to not take any further action to modify the earlier Board ruling.
- 3/11/21 – The Board approved a motion (4/3, Pullin, Beacham, Strick and Lattanner in favor, Kirkpatrick, Van Dusen and Janca opposed) to engage Andrea O'toole as the association attorney

5. FINANCIAL REPORT

- A. Review/Acceptance of Monthly Financial Statement
The Board reviewed and accepted the February 2021 financial statement.
- B. Lien approvals –
An Authorization to Lien on Account #36432848209 was approved (7/0).

6. MANAGEMENT REPORT

Management presented a written report, a list of action items, a collection report summary and discussed open items.

7. MAINTENANCE REPORT

Kevin Birks submitted a written and gave a verbal maintenance report.

8. COMMITTEE REPORTS

Director Kirkpatrick requested he give a report on behalf of the Airport committee. He submitted and read a written report dated March 21, 2021. President Pullin read correspondence regarding the airport operating permit and certificate.

9. UNFINISHED BUSINESS

There was not any unfinished business to discuss at this meeting.

10. NEW BUSINES

- A. SCPOA Director Meeting Rules of Order
The Board reviewed a document entitled Director Meeting Rules of Order. Management informed them that the Board had approved this document in 2016. After consideration, a

motion was made to rescind this document as it was deemed too complex for the general administration of an HOA meeting. The motion was seconded and passed (6/0/1).

B. Common Area Regulation

An update to this document was submitted and reviewed by the Board. This is not a Rule (has not been through the CC mandated Rule process) but rather a guideline/resolution for using the common area. A motion was made and seconded to approve the document with the following edits: #7 change the word "commitment" to "approval", #8 change the word "Request" to "Notification", change the last sentence to allow the "Chief or his designated representative" to attend all SCPOA board meeting, #12 change the word "request" to notification, # 13 change the quantity from 20 to 50 participants. The motion passed (5/2 with Janca and van Dusen opposed)

C. Review and approve the Notification to Use SCPOA Common Area form

The President pointed out that this document is a resolution not a Rule. A motion was made and seconded to accept the Notification To Use SCPOA Common Area with the following edits: Change the title to "Notification..." The motion passed (7/0).

D. Airport Liability Insurance Certificate Rule

This document was presented as a proposed Rule change. A motion was made and seconded to send the document to members for their comments prior to adoption at a future meeting with a change from "5" days to "45" days...after each insurance renewal date. The motion passed (4/3, Pullin, Beacham, Strick and Lattanner in favor, Kirkpatrick, Van Dusen and Janca opposed). Management was directed to mail the document to the members for comments.

E. Meeting schedule

The Board discussed meeting times, days and locations. A motion was made and seconded to send a survey questionnaire to members asking for their preference of the fourth Thursday evening or Saturday morning of each month. The motion passed (7/0). The next meeting was set for Saturday April 24.

F. CPA Review/Audit Proposal for 2020/21

The Board reviewed two proposals. A motion was made to accept the lowest cost proposal for review of the 2020 financial and tax preparation by Lara Accountancy Group, CPA's.

G. Committees and Board Assignments for 2021

The Board discussed committee Board assignments for 2021.

A motion was made and seconded to include the Airport committee into the Common area committee. The motion passed (5/2, Janca and van Dusen opposed).

Board Committee Assignments were confirmed as following:

- Communication – Paul Beacham and Megan Lattanner
- ARC - Robert Kirkpatrick
- Finance – David Strick and Karen Pullin
- Roads – Paul Beacham, Robert Kirkpatrick and Jerry Pullin (not a Board member)
- Common Area – Karen Pullin, David Strick and Robert Kirkpatrick

Written applications for committee membership were submitted at the meeting from: Betsy and Gene Bowen, Dan Van Dusen, Dennis Janca, Robert Kirkpatrick and Kim Purcell for the Airport.

H. Confirmation of legal representation and termination of the prior attorney contract.

The Board confirmed (4/3 Kirkpatrick, van Dusen and Janca opposed) an Executive Session action to use Andrea O'toole as the association attorney and terminate the contract with the present attorney.

I. UBS Signature Cards

The association investment funds are held at UBS. The four officers of the association are being asked to become signatories. Management confirmed application status.

J. Community fire evacuation drill

The Board discussed and accepted Chief Rosenear's requested planned community event for an Evacuation drill on June 19th and agreed to check with him regarding the requirement for airport use. The Board also agreed to host future community event days.

K. Board Calendar

Director Kirkpatrick suggested a calendar of association Board and community events.

L. Web Site Administration

The Board voted unanimously to rescind the requirement for Board review of all web site additions.

11. OPEN FORUM

Comments were made by members related to improvements in communication, zoom meetings and the desire for the Board's success and cooperation in 2021.


12. ADJOURNMENT

Approval of Minutes


Unofficial until approved and signed.

These Minutes were prepared by R. LaFrance, The Management Trust and reviewed by your Secretary.

Board approval confirmed by:



Association Secretary


4/24/21

Date



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