2023 SMA Board Meeting

Meeting Date: December 3, 2023

Attendees:

• Jessica Dabish

• Mark Smith

• Lisa Pooley

• Gale Keith

• Jerry Minando

Time Meeting Called to Order: 6:36

Topics:

• Welcome/Introductions

• Lisa opened the meeting with comments to Mark and Jessica about the importance of trust and

working together as a team.

• Next we met with Gayle, reviewed her credentials and asked her questions about her

background as she is interested in becoming the SMA Treasurer. Once the interview concluded,

Gayle left.

• Following Gayle, Jerry arrived and he reiterated that Kathy Minando, his wife, is the Treasurer. He

provided again the background as to when and how she took on that role and that her only

action is to sign checks. Jerry manages all the other finances, as her assistant. Jerry has done the

bookkeeping since day one. This never changed as no one was interested in the role so there

was no need to complete the additional paperwork required to complete that action.

• Jerry wanted to make sure that was duly noted and no ill words would be said about Kathy as

the Treasurer. That said, he said that Kathy has resigned, and Jerry is not interested in becoming

Treasurer. He stated he is not happy with the direction the board and does not want to be a part

of it. He indicated he would assist the next Treasurer. There was some discussion around that

topic including the software used, costs for that etc.

• Jerry indicated that he would transfer the materials to the next Treasurer and that the checks

need to be changed. We need to have 3 people on the account, the Treasurer, the President and

the Secretary as we need two of the three to sign each check as a way of checks and balances.

• Next the discussion turned to tasks within the role.

o There are various bills that need to be paid, such as water, electrical, groundskeeping,

lawn/sprinklers, garbage collection, etc. They vary on timing, with some being monthly,

some quarterly, etc.

o Statements need to go out in 2 weeks/mid December

o Bills are to be paid at the end of the month as well

• The group then discussed the board transition at the bank – Jerry stated he needed to get Kathy

and Sandy off the account, so he and Lisa went to the bank to remove and add signatures, but

with a new Treasurer, we need to get to Huntington on Dixie to get the appropriate signers on

the account. A date/time will be set and communicated to the board.

• The Treasurer transition will take place before the end of the year. Jerry indicated he will help

this person as needed and will support as appropriate.

• Jerry stated he as 3 files boxes available with receipts for the new Treasurer. Then there was

some discussion around the detail of the financial records, including those delinquent in their

due payments, how that has been addressed the past, etc. Additional topics such as electronic

payments (e.g. Venmo, etc.) was covered and Jerry stated, that in particular, was a bit tricky as

there are security charges when dealing with debit and credit cards.

• Conversation continues around some of the contractors;

o Mang – He is paid twice a year – once in the spring and once in the fall/winter for a total

of $3250/year.

o Mark mentioned the phragmites – Jerry explained it was a 3 year program and will need

to be addressed again. Mark asked for the contact information. We did not use Marty

from Greenskeepers for that project, but he does that removal work for the state. We

just need to ensure he is certified and licensed with the state before he were to do

anything.

o Marty will need to be paid when replacement trees are planted.

o Marty charges $1500/plowing for the year. His rates have not increased since he was

initially contracted for the neighborhood over 15 years ago.

• Mark asked about having an outside auditor look at the financial statement. Jerry stated he was

not aware of that requirement but suggested that the new Treasurer work that action going

forward if it is a requirement.

• Following that topic, Jerry left.

• Next the board members again brought up the roles and responsibilities.

o Mark indicated that Jessica had the most votes and should be President and he would

support her as Vice President.

o Lisa stated that the election votes don’t count in subsequent elections following the

election of the first board and if that were the case, then Jessica would be President and

Lisa would be Vice President as she received the 2nd highest count.

o Lisa stated this needs to be a discussion as a team – However both Mark and Jessica

stated that Lisa is good at the Secretary role and should retain it. Lisa disagreed and

stated with over 10 years of board experience she can help to get the other board

members up to speed and help lead the board. At the end of this discussion, Lisa stated

she would think about the roles and respond to the other board members by end of the

next day.

• Other topics included creating a general email for all three board members and treasurer that will be

published for the community – Mark to take that action; Jen Mooney would like to retain the

current FB page so if the board wants a FB page, they need to create their own – Jessica to work

that; Jessica Long would like to start a neighborhood directory – she will pursue that activity.

• Finally the board unanimously voted to bring in Gayle as the new Treasurer.

Meeting adjourned at 8:42

Signed by:

Lisa Pooley

Title: SMA Secretary

Date: 12-3-23