

Greystone POA Board Meeting Minutes

8.6.20

Call to Order at 7:45pm

Attendance: Kate Barker - President

Tiffany Fendley - V. President

Christen Edmonds - Secretary

Officer's Reports:

President:

The previous president, Phil Lea, reached out to me at 8:22am and gave administrator rights to the FB page and informed me he owned the domain for our POA website and would leave it up for 48 hours. Then the former treasurer, Kent Berry, reached out and asked what items we would need and I responded we would need all documents regarding the POA. I followed up with a phone call and left a message for him to call me back.

Vice President:

No new update

Secretary:

Kate reached out to me that the current website would only be up for 48 hours. So BJ Edmonds is building a website for the POA that will remain offline until a domain is acquired and is approved by the board. Also, I reached out to the former secretary, Shannon Nelson, about acquiring all POA documents and records and also seeing if I could take over the current email address. She would not give me permission to take over the email but said she would forward any and all information attached to that email. The president has already created a new email address for the Greystone POA and will reach out to her again for access to the email.

New Business:

Fill the position of treasurer:

The previous board posted that "No candidate met the criteria as voted upon by the property owners per item #1" on the ballot. The Vice President, Tiffany Fendley, volunteered to fill the position. The homeowners also voted that the association should hold a fiduciary bond. As treasurer, Tiffany will need to obtain one at the cost of the POA. She volunteered to remain treasurer until the next election. According to the bylaws, if applicable, the secretary and President may not hold multiple roles.

Kate Barker motioned to appoint Tiffany Fendley as treasurer. Christen Edmonds 2nd. All were in favor. Motion passed.

Christen Edmonds motioned to approve the association obtaining a fiduciary bond at the expense of the POA. Kate Barker 2nd. All were in favor. Motion passed.

Banking Information:

Kate reached out to Kent Berry, the previous treasurer. She is arranging to have the account transferred. It is recommended that it be changed into the Greystone POA account with all three officers as signers and all checks requiring 2 signatures.

Tiffany Fendley motioned to approve the update of the bank account in the name of Greystone POA with all three officers as signers and two required signatures for all checks. Kate Barker 2nd. All were in favor. Motion passed.

Notice to Homeowners:

The board would like to draft a letter informing owners of the new officers, new email address and new mailing address. The secretary would like to work on a letterhead to use for all POA written notices.

Cleveland Utilities:

We will look into our account for the POA to ensure all bills are in the POA name.

Other:

We will need to reconvene once documents are received from the previous board. Date and time TBD.

Adjournment:

Motion to adjourn the meeting. Tiffany Fendley made the motion. Christen Edmonds 2nd. All were in favor. Motion passed.

Meeting adjourned at 8:13pm.