

Greystone POA Board Meeting Minutes  
1.8.23 at 4:00pm

**Call to Order:**

This meeting was called to order at 4:17pm.

**Attendance:** Tiffany Fendley  
Courtney Allen  
Christen Edmonds  
Jason Holcomb  
Kate Barker  
Alicia Towles, Susan Berry, Robert Barker - Homeowners

**Approval of Minutes:** Courtney Allen motioned to approve the minutes with the changes from the meeting on November 15, 2022. Jason Holcomb 2nd. All were in favor. Motion passed.

**Monthly Treasurer Report:**

**2022 Budget**  
as of 12/31/22

Money In	Budget	Actual
Dues (\$200/lot)	\$18,800	\$18,600.00
Additional income	\$0	\$5,121.20
<b>Total income</b>	<b>\$18,800</b>	<b>\$23,721.20</b>

Money Out	Budget	Actual
CPA	\$150	\$100.00
Attorney	\$1,500	\$2,787.97
State Filings	\$60	\$20.00
Office Supplies	\$150	\$177.57
Insurance	\$800	\$774.00
Technology	\$220	\$234.13
Utilities	\$10,000	\$9,193.85
Other	\$120	\$10.00
<b>Total expenses</b>	<b>\$13,000</b>	<b>\$13,297.52</b>

Account Balances:  
Checking Account: \$25,752.47 Savings Account: \$13,006.20

Kate went over the 2022 End of Year Budget. 2022 was a financial success for this community. We managed to bring up our dues collection rate to 99%. Using the attorney to help collect from delinquent accounts resulted in us bringing in much more than anticipated. When reviewing our line items the only category significantly over was attorney fees; however, using the attorney to help collect delinquent dues was well worth



it. Overall, even with the over spending of \$297.52 for the year, we ended up with \$4,623.68 more than anticipated! Fully funding our reserves helps to ensure we are prepared for emergencies while also allowing the opportunity to provide more for our community and its residents through the social committee.

Kate asked the board if it was okay to turn on the eStatements for the Savings account. Tiffany asked for a motion to approve turn on the eStatements. Courtney Allen motioned. Jason 2nd. All were in favor. Motion passed.

Kate asked about opening up a Money Market account so that we can have a higher interest bearing account. Tiffany asked if that would mean we would be closing the savings account. Kate said no that we would keep open the savings account as well. Tiffany suggested we wait on this until after we decide on the lighting project to see how much money we would be working with in all of our accounts. Courtney asked if there was a risk in putting our money in our money market and Kate said it is not like stocks and there is no risk.

Susan noticed in the 2022 Expenses that the payment for the Fiduciary Bond was on the wrong line. Kate said that she would make sure that was fixed. She also asked if the Fiduciary Bond was on a person or the board as a whole.

### **Old Business:**

#### Social Committee:

We have 4 volunteers wanting to start up and serve on the social committee. Christen contacted three of the four through email to confirm they were still interested and asked them for days and times that would work for them to meet. She heard back from one of them and another one was in attendance at the board meeting.

#### Lightning Project

Tiffany asked who wanted to take the reins on researching this project. Kate said with permission she would like to take the lead and research our options.

Tiffany said at our annual meeting in 2021 that we told the community we would have answers for them but we haven't been able to do it due to unforeseen circumstances. She said she would like to have 2 board members on this committee and open it up to other homeowners to be a part of the committee. She wants to be able to give them 6 months to present to the community.

Jason said that he feels that we have given them lots of information and we need to ask the community if they want us to proceed with the project or not. However, Alicia stated as a homeowner, she did not feel that there has not been enough information at this time to be able to make a decision.

Courtney said she feels that we need to have a more well planned presentation to the community of what it would look like moving forward. Tiffany suggested that we do a survey to the community asking them if they would like the board to continue researching other alternatives for lighting or to continue paying Cleveland Utilities for our lights. The board said that we could create a Google form that we can send out the community through the website, Facebook and email. Tiffany offered to talk to the homeowners that we cannot reach through technology.

Susan asked for clarification on the quotes that Jason received about the lights. She gave suggestions on what options to present to the community. She also asked where the 6x6 posts would go for the meters for the lights. Tiffany said that CU said that they would be close to transformers that are already in place.



Some other concerns that Susan brought up were if we go to solar lights were the times when the lights would be at 10% would be at the darkest part of the night and also the warranty on the lights not being lifetime.

Kate reiterated if we want a survey to go to the community. Kate volunteered to make a survey and get the approval from the board before pushing it out to the community.

#### ByLaws

We changed the wording in Article III Section 15 from “with prior approval from the board” and asked for it to be changed to “with prior notice to the board”.

We will change in Article III Section 9 “but at least one (1) such meeting shall be held during the fiscal year” to “but at least 4 times a fiscal year”

We will include these changes on the website with the new changes.

#### Violations

To be discussed in executive discussion.

#### Printing:

We are currently at 114 copies for a cost of \$11.40. Courtney Allen made a motion to reimburse Christen Edmonds for the copies. Kate Barker 2nd. Christen abstained. Four were in favor.

BJ also had more brochures printed for the new homeowners as they move into the neighborhood. The cost of these brochures were \$24.55. Kate Barker made a motion to reimburse Christen Edmonds for the brochures. Courtney Allen 2nd. Christen abstained. Four were in favor.

A recommendation was made to remove the dues amount.

#### **New Business:**

#### Bills:

The Cleveland Utilities bill for last month was \$764.68 and was auto drafted on December 10th.

The attorney bill for December was \$288.00. This included reviewing the proxy form and bylaw revisions. Also, working on the status of open matters from October and November.

The Cleveland Utilities bill for this month is \$761.16 and will be auto drafted on January 10th.

#### 2023 Budget:

Kate presented the changes that had been proposed at the November meeting. (The inclusion of the “Entrance Sign” and “Reserves” as line items.)

Christen suggested that for this year as a compromise we would take the yearly budget and divide it among the 94 lots to get the amount for the dues this year. This would ensure that we collect enough for the annual budget.

There was a discussion regarding the different scenarios that would require us to tap into the “Reserves”.

We next discussed the legality of sign maintenance when it is on private property. The Board was in agreement that it reflects our community and we would like to maintain it; however, a legal document of some sort that would give the Board access to the sign for upkeep and decorating. Tiffany said she will speak with



Ben about this. We decided to remove the "Entrance Sign" from the budget.

We discussed how beneficial the website is for the community. To reduce our technology cost, we can enter into a 2-3 year contract if approved by the community per our ByLaws. We agreed this should be brought up at our spring meeting.

Kate said if we were to divide our yearly budget by the 94 lots, it would be \$138.83 but the board decided to round up \$140.

\*Christen had to excuse herself.\*

An option presented was to hold off on collecting dues until after a survey about the lighting project was completed. Since the community is used to the March 1 date, Courtney mentioned we could do a small collection i.e. \$50. This would keep everyone in the habit of paying their dues on time, and provide the POA with the funds they need for the operating budget.

Tiffany suggested after the results of the survey are in we vote, via email, on the amount for the annual dues so we can have the notices sent out by February 1.

Kate asked for a vote on the operating budget. Jason Holcomb made a motion to approve the revised operating budget for 2023 that removes the contribution to "reserves". Courtney Allen 2nd. 4 were in favor. Motion passed.

#### Dues:

Tabled until after a survey goes out to the community regarding lighting.

A suggestion was made to the Board that when we reply to emails, to include the name of the person typing the email. Tiffany said she would try to do better and she would let Christen know about the suggestion.

#### Directors' Responsibilities

Since Christen had to step out, Kate presented the Directors' Responsibilities. The question was asked about why she had created these and where they were from. Kate relayed to the Board that Christen had found these online from other Boards and wanted to ensure that not only the current Board, but in the future, Directors will know exactly what is expected of them. Christen had also mentioned that when we first took over the POA, we were trying to make sure everything was running smoothly and that we were fulfilling our promises of communication and transparency. Therefore, we all just stepped in and did what we needed to do to get the job done. However, now that we are established and things are running smoothly, it seems like we need to define the responsibilities of each director.

We reviewed the list of responsibilities for each member. We reviewed this document and edited the first President duty to say "presides over board meetings using Robert's Rules of Order". Everyone was in agreement that this document looked good. We mentioned posting this on the website.



### Upcoming Meetings

February 12, 2023 @ 4pm

March 26, 2023 @ 4pm

### **Public Participation:**

Allowed throughout the meeting. It was requested that the end of the year budget was posted prior to the formal approval at the next month's meeting.

### **Adjournment:**

Jason Holcomb made a motion to adjourn the meeting at 6:02pm and reconvene in executive session.

Courtney 2nd. 4 were in favor. Motion passed.



# Duties of Board Members

## President

- Presides at board meetings
- Appoints people to committees
- Serves as the contact for board issues
- Sets goals and objectives with the board and ensures they are met
- Holds members accountable for attending meetings
- Ensures all legal documents are filed on time

## Vice President

- Fulfills the board president's duties when the presiding officer is absent or if that office becomes vacant
- Assists the board president in the execution of his/her duties
- Works with Secretary to create a purposeful agenda
- Works with committees as the board liaison

## Secretary

- Assures the agenda has been prepared with the board vice president and that the agenda is distributed in advance of the meeting
- Oversees the distribution of background information for agenda items to be discussed
- Prepares the official minutes of the meeting and records motions, discussions, votes and decisions
- Prepares and provides the previous meeting's written minutes to board members before the next meeting and records any changes or corrections
- Assures that documents are accessible to members
- Schedules and notifies board members of upcoming meetings
- Hold members accountable for their tasks
- Oversees membership list and ensures contact info is up to date
- Tracks board members terms

## Treasurer

- Reconciles bank accounts and produces financial statements, which they present at board meetings
- Ensures tax-related documents are filed on time
- Serves as the financial officer of the organization
- Manages the board's review of and actions on its financial responsibilities



- Prepares the annual budget and presents it to the board for approval
- Reviews the required audits and answers board members' questions
- Collects and records incoming dues
- Maintains dues database
- Communicates with title companies in regards to account balances

### At-Large Member

- Provide support to the Board of Directors
- Have the same authority as other board members
- Duties and responsibilities will vary and most likely be determined by the association's current needs