Pelican Isle March 2015 Open Board Meeting

March 14th, 2015

Attending: Current Board Members: Dana Tate, Mike Couture, Glen Aycock and Doris Cates. No other officers were present.

Financial Report was given by Doris Cates. The Chase Checking Account has a balance of $12,517.58 this balance includes the playground tagged money. The Savings Account has a balance of $377.58.

Doris stated she received forms from Atain Insurance Company for the POA Liability Ins. She filled out the forms and mailed them back to Atain Insurance Company. The Insurance Company will be invoicing the POA for payment before April 1st.

Doris reported to the board the Property Insurance with Rowley Insurance for the Clubhouse and Pool Area Ins. has been paid. The total was $4,145.00. The policy was reviewed and it was determined that the laundry area was covered in the policy since it was a part of the building.

Dana, ask Doris to complete the 2014 budget numbers for 2014. Dana reviewed the Bank account and it was determined that the exact totals were not matching the Bank Statement. Doris stated her numbers came from Quick Books and not from the Bank Statements. For example some checks were written in November but did not get charged to us until December. Dana said she was able to verify most of the transactions but some of them were charged to the Bank Account in a different month from when they were written. Doris printed report from Quick Books for Expenses and Income for each month and the numbers were based off those reports. Dana, ask Doris to make her a copy of Quick Books so she could audit and verify the Budget for accuracy before posting it. When the budget is finalized it will be posted on the POA Website. Dana wants to get the Budget finalized and approved anticipating the upcoming election. The Board had planned on working on the playground and we want to make sure there is money to cover the expenses.

A property owner ask, has the Board decided what we can about people that are not paying their dues and try to keep our income in line with our budget. Doris asks did the Board ask the attorney if we could assess late fees to property owners that were not paying their dues. Doris also stated she was getting some Invoices back and had verified the peoples address with the Appraisal Office and it was the same address that the Invoices were mailed to. Dana said the Attorney had said they could help us find these people. Doris stated she had made a payment plan with a property owner that had fallen behind. The Board decided it was in our best interest to work with people other than assess a Lien on the property. Even if a Lien is filed there is no guarantee we would get the back dues because back taxes would have to be paid first if it was sold. Dana stated every year we should file a report in February to the County that states these people owe the POA Dues and amount of money owed. We have not been filling this report. A Board Member stated that it could be possible if were to repossess these properties and we went to the County and made them aware of the Lot Owners who owed unpaid dues and Taxes they could help us with a solution and maybe reduce the taxes owed.

A property owner stated there are entities now that are making payment plans with property owners so they can catch up on their taxes. It would not hurt to ask the question and see if they were willing to work with us on this. Doris stated she had a meeting at the Appraisal Office next Tuesday in Corsicana for another matter and she would talk to them about this issue while she was there.

Dana stated that she was looking at our Bank Account and noticed there was a $600. withdrawal that was made from our checking account by mistake. A man walked into a Chase Branch somewhere to make a withdrawal from his account and the teller wrote down the Account # incorrectly. Between Dana and Doris calling the Bank and Fraud Alert an investigation was done by Chase and our money was returned to our account. This was an isolated incident and Chase Bank corrected it immanently.

Next on the agenda was the upcoming Election. All nominations need to be in by April 11th if you plan to run for a Director Position. The nomination form will be mailed with the property owners Invoice for April. Dana has asked the Lawyer for clarification if the person running for a Director Position must be a property owner and current on dues. We will have an answer before April 11th. The Ballots can’t go out more than 30 days before the election. Ballots packets will be mailed by April 16th. Election is MAY 16TH. Proxy must be back by May 15TH. The Proxy must have the signature and be notarized. Any person running for Board of Directors will have the opportunity to speak at the next meeting on April 11th.

A property owner asks why we can’t be more stringent than the state. Dana stated we can we just need to edit our documents.

It was decided that we needed to put one amendment on the ballot for the members to approve.  We want to make it clear that a Board of Directors has to be a current owner within the subdivision and be current on their dues, in order to be elected or maintain office. We will review the wording with the lawyer but it will be put on the election Ballot to Vote in May at the annual election for the change in the governing documents and 66 2/3 of the property owners will need to vote to approve this.

The work day was rescheduled for April 11th. Glen said he would get the materials for the fence to be built around the pool pump. It was decided to use Cedar panels. Glen said he would pay for the materials and the POA could reimburse him. The cost was not to exceed $350.00.

Glen said He had got the cost for the sand to build a Volley Ball Court. It would be $4,500. Due to the cost it was decided to get the weeds out and level the area only. Glen will price a Net, Ball and a Boundary Tape for the Court.

A property owner brought up that the Web site needed to be updated and the older items taken off.

Dana said she would Archive anything that was not current into a folder for that year and the current information will be displayed on the front page. Sub folders will be made for minutes and other topics and placed in that year’s folder. All Board Members approved the Web site be brought up to date.

 The first draft of the Financial Policies was presented to the Board by Doris. The Board agreed this was an excellent start. Doris stated she was still working on it, but wanted to present to the Board what she had so far to get their input. Procedures were completed for Division of Duties, Check or Money Order Receipts Procedure, Check Disbursements Procedure, Reconciliations, Purchases, Fixed Asset Management, Contract Labor, Financial Reporting and Computer System Backup Procedures.

Doris stated she was not finished but this was a great start since the Accountant at the CPA said these were a must for auditing per pauses. Doris added she is going to add some other policies to the manual, such as “Grant Policies”. If the POA, should ever receive a Grant there would be a procedure for it. Dana stated we needed a policy about the “Purchase and Resale of Property”. For example the lots that we are receiving payments on now and the interest being paid on the lots, how it’s being recorded.

Mike stated as statement needed to be added to the policy’s that would give the Board the right to vote on modifications of the policies as needed. Dana brought up that we should have a procedure that says if a cost exceeds $5,000. It needs to go before the property owners for a vote and 50% of the returned vote. The Board agreed that there needs to be a procedure written for new Board members, the changing of the names on the Bank Account, who has access to the bank account and the current Board Members should sign off for the New Board Members coming in. It was decided that no credit cards would be issued to anyone. Doris will try to have a good working copy for the new Board Members coming in May.

 The Board agreed to put the policies on the agenda for a vote for the Annual POA Meeting.

A property owner brought to the Boards attention that two things needed to be addressed, 1st was drainage and 2nd was security. Steven Harris was the contact person for TRWD now and all correspondence should be forwarded to him. TRWD wants property owners to permit and address their drainage issues and that’s what the easement is for. Another property owner ask if we plan to do any

thing about security, since there had been some break-ins recently. Some of the cable along the road was down and needed to be fixed. The Board will look into fixing this.

It was decided that the next Board meeting will be April 11th, 2015 at 10:00 am. Dana made a motion to close the meeting and all Board Members present voted in favor to close the meeting.