Pelican Isle September 2014 Open Board Meeting

September 13th , 2014

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

The meeting was opened with Roll Call and minutes from the August 9th Meeting were read, accepted by the Board and approved.

Financial Report was given by Doris Cates. The Chase Checking Account has a balance of $17,275.50 this balance includes the playground tagged money. The Savings Account has a balance of $377.58.

The 911 Address is in place at the Boat Ramp and the Boat Ramp Permit is posted on the Club House Door.

Board addressed the completed roof repairs to the club house. The final cost for the roof repairs was $ 4,417.86. The repairs were budgeted for $4,500.00 and came within the budgeted amount. Since the roof has been repaired we needed a count on ceiling tiles for the inside now. Dana said we had some stored. Doris will get a count. It was decided that the one section of gutter on the pool side of the club house that was damaged needed to be replaced. Larry Ganaway stated that Williams Construction had done good work for him on his gutters and had spoken with them and they would replace the gutter for $300.00 with wire mesh on top.

Dana Tate suggested the Board needed to inspect the outside of the building for rotted boards and other repairs needed and the Board decided the Club House needed a fresh paint job. Doris will get some bids for the repairs and the painting.

SPEAKER: Scotty Carson

Scotty asks Doris to introduce herself to the POA Members that were present and could she tell everyone her cardinals’. Doris stated she was a Certified Accountant, Certified Auditor, ISO 9000 and ISO 9002 Certified and had worked for Chevron for 20 years and had early retired. While employed for Chevron she wrote and maintained the procedure manuals and was the Quality Control Manager. Doris and her husband John had owned their own Construction Co. and had been in the Real Estate and Property Management and Remodeling with over 30 years experience. Doris worked for Henry S. Miller for over eight years and was the Property Manager of 3 Complexes with 243 Units. Hired contractors to do an extensive remodel of the three complexes getting them ready to sale. Took in over a million dollars a year income for the properties. I also have a Medical Office Certificate.

Doris also printed up several financial reports for all members to review. A 90 day aging summary report was printed for review. This report gives in detail the money owed to the POA that has not been paid by lot owners. As of September 2014 there is $6,088 owed for un-paid dues. Doris also had copies of all checks and deposits made as of the day of the meeting. Larry Ganaway asks if we were establishing internal control. Doris said that was one of the things we were working on, and going back and reviewing records for accuracy.

Mike Couture asks if the names would be published and Dana said that was one of the questions she was going to ask the Law Firm that was going to review our By-Laws and Declarations.

Dana said we have a letter of Representation from the Lawyer’s Fees were probably going to cost around $2,000.00 to review our By-Laws and Declarations and make recommendations on bringing them up to the State mandated regulations. Dana said that if anyone had any questions they felt should be ask of the Lawyer to bring their questions to the board.

The date of Oct. 1st was set to close the Pool and Dana ask Betty Cheek if Michael Hammonds would be maintain the pool over the winter and what the cost would be. Betty said Michael could not be present and he could give us an answer at a later date.

Several POA Members voiced their concerns about a Lot Owner that had a skin condition swimming in the pool, showing and using the laundry facilities. Dana stated she will ask the question to the Lawyer for advice about this issue and how it should be handled.

Betty Cheek asks the question to the Board again if they were going to pay for half of Michael Hammonds Pool operating insurance. Dana stated that is was voted on at the last board meeting not to pay the insurance for him.

Betty Cheek turned in the Pool Maintenance Reports to Doris to be put in a book and placed in the office of the Club House in case they need to be reviewed.

New Business:

Doris id trying to update Quick Books and is trying to get everyone’s correct address, phone numbers and e-mail addresses.

Someone ask the question had Rick McCase resign from the Architectural Committee. Dana told the Board he had not he was out of state for two months and would not be able to respond at this time. Doris stated that people were not following procedures for submitting their plans and that all plans should be submitted to the Secretary so she can forward them to the ACC. After their approval an e-mail would be sent to TRWD letting them know we have approved the plans and a permit can be issued.

Speaker:

Bonnie Carson asks if a hand rail could be placed at the steps of the pool. The Board approved the hand rail. Since the pool was about to close it would be in place before the next summer when the pool reopens.

Bonnie Carson also presented to the Board of Directors with a petition signed by 24 members.

IT READ:

(Pelican Isle Property owners are petitioning to do away with overly burdensome $100.00 fee to rent the clubhouse. A modest clean up fee may be charged if not cleaned after use.)

Clubhouse reservations and use is nonexistent due to high fees by board of directors.

Larry Ganaway stated that the intent was to deter outsiders from wanting to reserve the clubhouse.

The board will vote on it at a later date.

Dana asks if the exterminator came and Doris stated that he rescheduled it because it was raining.

Doris brought a letter to the meeting that she received in the mail box at Pelican. It was a Whistle Blowers form supposedly from the IRS. The Board determined upon examination of the envelope in was mailed in with no post mark it was a fraud.

Doris brought up the mowing of the lots in the Resort that needed to be mowed. Doris called Mike Hill and asks him to mow the lots. When I came again and seen they haven’t been mowed called and left message. Have not heard from him and the lots have not been mowed. Doris also brought up she felt we were being over charged for the mowing he was doing around the clubhouse and pool area.

Buddy stated that the new lot owner of Lot #43 has a Landscaping Business and a Pool Business and we should ask him to give us a bid. It was agreed that we should ask our new lot owner Oliver to give us a bid for the mowing and pool supplies. All members agreed we should try to use lot owners to do work in the Resort if possible. Doris will contact Oliver about giving us some bids.

It was ask what was being done about the Trailer that burned on Lot# 56 Blk 2. Doris said she would contact them and ask them what their attentions were about cleaning up the lot.

Speaker:

Scotty Carson welcomed Doris Cates and asks the board if he could ask Doris some questions.

 (Scotty)

1. On a scale of one to five, how are you getting us where we have control of our book keeping?

(Doris)

We are probably about a three right now. I’m getting there but have had to do a lot of back tracking. My problem I’m having right now is the computer.

1. How long do you think it will take from here to get there?

(Doris)

Probably the middle of next year. We don’t want to go to fast. I’m talking about writing procedures, getting the Lawyers to look at our Bylaws and Declarations, getting everything

up to date. The next time Due letters are sent a letter will be sent to get all POA Members to update their information emails, addresses, phone numbers. All information will be corrected in Quick Books.

(Scotty)

Scotty stated that he and Dana always talk about Audits and we are not ready for an Audit that is why he is asking these open ended questions.

1. Our Bylaws in Section 5 a-g states pacifically about a Competent Accountant. What is a competent Accounted?

(Doris)

A competent Accounted is someone that can sign my name and verify that what I do is correct.

My big thing is documentation.

(Scotty)

I do know you just got in there, but I don’t pay a bill without a receipt.

1. How are doing on receipts.

(Doris)

That was one problem I had for instance Betty Cheek wanted me to pay for pool supplies.

I would not pay for them until I received a receipt. I do not write a check without making a copy

I attach it to the receipt or the bill and staple them together. Same thing with Deposits, I make a packet that has a copy of each check the deposit slip and the bank record of deposit is all stapled together. They are all kept in order and at the end of the month I attach a Reconcile Report and a Summary and I attach it all together and is filed in the Sectary’s office.

(Scotty)

Once we get there and you have control anybody could come in and it would be open record.

(Doris)

Yes anybody could come in and look at the records.

(Scotty)

You mentioned checks.

1. Who is on the Checking Account?

(Doris)

Myself and Dana. You have to have both signatures to write a check.

(Scotty)

1. Do we have a conflict with the Board Member Interim President writing checks?

(Doris)

I don’t think so.

(Scotty)

1. How long is the Interim going to last? Have ya’ll been interviewing?

Mike Couture stated we have asks numerous people if they were interested in the position.

No one has volunteered.

Dana asks Scotty if he would like to volunteer.

Scotty stated NO! I will tell you why and Doris will back me up on this, until you get in house control who wants to inherit that mess. You would be responsible.

Doris that’s why I printed up the reports, because I don’t have anything to hide I am very trust worthy. My last job I took in over a Million Dollars a year and the Owner trusted me completely.

(Scotty)

When does the fiscal year end?

(Dana)

January thru December.

(Scotty)

The Bylaws states we should get a copy of everything.

(Dana)

What do you want a copy of?

(Doris)

I have not read all the way thru the Bylaws. Does it say each individual Lot Owner gets a copy?

That is a lot of paper, ink, envelopes, and stamps. Can’t we just post it in the hall bulletin board?

Doris stated no Invoices would be emailed from now on; everyone will get a paper Invoice for tracking purposes.

Doris asks for a mail slot to be cut into the office door so Members could drop their payments

in the door of the Sectary’s Office? The Board approved this.

Doris also asks the Board if she could take the computer to someone and have it cleaned up and all the viruses removed and a have virus protection put on the computer. The Board approved up to $200.00 to have the computer cleaned up and virus protection installed.

Dana made a motion to close the meeting and all Board Members present voted in favor to close the meeting.