

PROPOSED

Meadow Wood Farms Property Owners Association

Executive Board Meeting June 11, 2020

Friendship Park 73 Lake View Drive East Ocala, FL

Present were President James Thomas, Vice President Merilee McGinnis, Secretary Karen Reade, and Treasurer Lisa Yanes.

The Board is conducting this meeting at this location to comply with social distancing protocols.

- I. President Thomas called the meeting to order at 7:00 p.m.
- II. A motion was made to approve the Minutes of the May 14, 2020 Executive Board Meeting as posted on the website. The motion failed. President Thomas led a discussion about the posting of the minutes. It was decided that Minutes would be posted for discussion only, and not finalized until the approval at the next Board or General Meeting. Secretary Reade was instructed to correct the May Board Minutes. President Thomas discussed that the content of the Minutes should more accurately reflect any discussions had at the meetings.
- III. President's Report: President Thomas reported that the transition has been seamless, thanks to the efforts of Past President Pope-Hall. He has finished with the amendment to the Corporate filing, and is preparing to visit the bank for necessary signatures.
- IV. Vice President's Report: Vice President McGinnis reported no new issues, just to address the signs out at the front entrances with Past Vice-President Boynton.
- V. Secretary's Report: Secretary Reade reported that she has finished the first mailing of invoices, and is preparing the second mailing. She suggested changing from a letter format to a specific Invoice format, and to include the options for joining committees on the invoice. The Board approved the change. She reported that she has been collecting mail, and depositing checks, and reporting to Treasurer Yanes.
- VI. Treasurer's Report: Treasurer Yanes reported that we had \$6481.65 in the bank as of the beginning of May, and with collected dues we ended the month with \$11,526.18. Our 2 CD's are worth \$10,288.69. Treasurer Yanes highlighted the financial report that is posted on the website. President Thomas asked if there were any objections to the Treasurer's report, and finding none, accepted the report as presented.

VII. Committee Reports:

- a. Control: Chairperson Kennedy reported that she has been working with the previous Chairperson Hager to finalize the current issues. The committee issued letters on two complaints. There is a waiting period while the recipient can correct the problem, and that is what is happening now. Any further action will be reported at the next meeting. There was discussion on finalizing a complaint, and it was suggested that a note thanking the property owner for their co-operation would be appropriate.
- b. Party: Chairperson Story reported that the park was unavailable due to flooding issues for last fall's Dancing Under the Stars, but she is hopeful that this fall would be better. Committee member Dave Kane spoke, agreeing to lead the Veterans Picnic this year, suggesting dates of Nov. 7 & 14. He is looking for a volunteer to assist in this work.

VIII. Unfinished Business:

- a. Bylaws. President Thomas noted that the bylaw changes approved in past general meetings have not been changed in the directories or on the website. He tasked Secretary Reade to update those. He proposed that in future the committees propose changes and bring them to the Board.
- b. Chris Banks reported that she and her husband Paul Gregorzek have accepted co-chairing the Beautification Committee, and that they decorated the front entrances for Memorial Day. They asked for funds for more decorations for the July 4th holiday. President Thomas welcomed them, and agreed to their requests. They presented a plan to decorate the front entrances for July 4th and Christmas. They enlisted the help of Maintenance Chairperson Ian Reade to assist in supplying hardware for hanging decorations.

IX. New Business:

- a. Vice President McGinnis led a discussion about establishing an online presence that we could send invoices and other information to members. Secretary Reade advised the Board that she has established a g-mail account and sent out 130 invoices this year, with about a 25% rate of return. She will establish a different account with as many email addresses as available as a communication tool. It was suggested that the new Welcoming Committee could help collect email addresses as they contact new residents.
- b. Financial Audit: President Thomas reported that we have two volunteers, Deb Kane and Jim Bain, for the necessary audit of the books. He asked them to coordinate with the Treasurer for a date. President Thomas requested a July 30 completion date, with a report for the Aug 13th Board Meeting.

- c. Keys: President Thomas addressed the security of the properties that the Association owns, and led discussion about changing locks. Secretary Reade made a motion that the Vice President and Secretary will make an inventory of locks and bring it to the next Board Meeting. The motion was seconded and carried.
- d. Welcoming Committee: President Thomas reported that Sandy Mollberg and Allison Carnell have volunteered to co-chair the Welcoming Committee. The Board welcomed and approved them unanimously. Chairperson Mollberg asked for some guidance on contacting new residents, and was advised to check with the Membership Chairperson. She was asked to prepare a list of supplies that she might need to present to the next Board meeting.
- e. Future Activities: President Thomas noted that Dave Kane has stepped up for the Veterans Picnic, and that even while we are still dealing with a pandemic, there are several activities we can encourage. There is a horseman's club forming that wants to use the park, and a Christmas Cavalcade planned. President Thomas asked Vice President McGinnis to establish a calendar to keep track of the events. She added that we have access to speakers for meetings or gatherings, and she could organize those events. She could also advertise these events on the newsletter, Facebook page, and the new email account.

X. Future Meetings:

Executive Board: July 9, August 13

General Meeting: Sept. 17

Meeting adjourned 8:20 p.m.

President James Thomas

Secretary Karen Reade