

Meadow Wood Farms Property Owners Association

Executive Board Meeting April 13, 2021

“Zoom” Meeting hosted by Jim Thomas, President

Present: President Jim Thomas, Vice President Marilee McGinnis, Secretary Karen Reade, and Treasurer Lisa Yanes.

- I. President Thomas called the meeting to order at 7:00 p.m. He asked for any objections to the Minutes from the March Executive Board Meeting as posted. Hearing none, the minutes were unanimously approved.
- II. President’s Report: President Thomas had no new items to report.
- III. Vice President’s Report: Vice President McGinnis had no new items to report.
- IV. Secretary’s Report: Secretary Reade reported that she has been trying to get ready for invoicing. She asked Treasurer Yanes to provide a copy of a current invoice from the Quickbooks for printing. She asked for direction on the mechanics of invoicing. There was discussion on emailing, paper mailing, and putting a notice on the web site and in the newsletter.  
Secretary Reade also reported that she has gone through the old minutes in the shed, and cleaned out old copies, and put the old minutes in chronological order in binders. They are stored again in the shed. Dale Kennedy also worked on the various Control items in the old records, and they are also stored in the shed. They also started a binder of previous legal issues, that may work as a reference for the future.
- V. Treasurer’s Report: Treasurer Yanes reported that the bank account for the month of March opened with \$10,764.34 and closed with \$10,364.69. A complete accounting report may be found on the web site. There are 230 paid members. She reported that she has looked into 2021 Quickbooks purchase, and the price is \$400. An alternative is a yearly payment of \$200/yr. She recommended that we do not need all the modules of the program, and that we could continue with the program we have. Discussion centered on the support system for the

program. President Thomas made a Motion to NOT buy Quickbooks at this time. The Motion was seconded, and passed by unanimous consent.

VI. Committee Reports:

- a. Activities: Carolyn Camp reported that Jeff Rice had reserved the park for the Studebaker Club, but did not use it. She suggested that the park needs a Port-A-Potty full time if we are to get full use of the area. The research she did showed that Waste Management will drop off a unit, and service it twice a week for \$190/month. The issues of location, money, convenience, contracts and vandalism were discussed. President Thomas made the motion that we rent the unit for four months over the summer, and evaluate the results. The motion was seconded and passed. Carolyn will be in charge of making those arrangements. She will check with the company about access arrangements.
- b. Control: Dale Kennedy had no new complaints to report.

VII. Unfinished Business: Nothing is left from last month.

VIII. New Business:

- a. Board Member Removal: Karen Reade initiated a discussion that there should be a Process in Place in our By-Laws to remove a Board Member. She said that this Board has worked well together, but that may not always be the case. Her research shows that most Associations have a method to remove Board Members, and that it makes sense that we do also. She found some suggestions from other sources, and wrote a proposal and sent it to the other Board Members. Vice President McGinnis suggested that she would prefer to reword the proposal, so she and Secretary Reade will get together and work on this. The proposal was tabled for next month.
- b. Maintenance: Secretary Reade reported that there have been reports that the front entrances need maintenance. There are cracks in the brick entrances, and we had one person who has given us a bid of \$3600.00 for repairs. Treasurer Yanes noted that since we are a non-profit, we need to spend our money on such maintenance items

anyway. President Thomas and Vice President agreed that we need to maintain these areas. Vice President McGinnis made a motion to fix the walls, it was seconded and passed. Secretary Reade said she and Maintenance Chairperson Ian Reade will do more research looking for a better price and bring it back to the next Board Meeting.

- c. Preparations for the Election Meeting: President Thomas reported that one of the volunteers had withdrawn from the ballot. We need an up-to-date membership roster from the Treasurer, and someone to check in the members to the meeting. Dorothy Henry volunteered to check the roster. It was decided to use paper ballots rather than a show of hands. It was decided to have refreshments at the meeting, but not homemade items. We will provide some individually wrapped food for the meeting, as well as water and coffee.
- d. Newsletter: President Thomas reported that Editors Sydney Smith and Dorothy Henry are both busy for the months of July and August. Dorothy suggested that there may be a volunteer to do the newsletter for July and August. The item was tabled until next month.

IX. Future Meetings:

Executive Board: (via Zoom) May 11, June 8, July 13

General Members (Friendship Park) May 18, July 20

Meeting adjourned at 7:55 p.m.