

**Trinity Cove Improvement Association, Inc.**  
**Board of Directors Meeting**  
**November 17th, 2018**  
**Minutes**

**Call to Order**

President, Leslie Barnard, called the meeting to order at 9:03 AM. Secretary, Leslie Barnard, stated that a quorum was established. All Board Members were present.

Silent prayer was led by property owner. Pledge of Allegiance was led by President, Leslie Barnard.

**Minutes**

Minutes from the September 15th, 2018 and November 3<sup>rd</sup>, 2018 meetings were read by Director, Odis Murphy. President, Leslie Barnard, motioned to approve the Minutes as read. The BOD accepted the Minutes unanimously.

**Treasurer's Report (Don Kargel)**

Treasurer, Don Kargel, read the Treasurer's Report. President, Leslie Barnard, motioned for approval as read. The BOD accepted the Treasurer's Report unanimously.

**Office Manager's Report (Sharon Deming) - N/A**

**Committee Reports**

**Activities Committee (Marlene Valentine)** – Read by Marlene Valentine

**Deed Restrictions (Odis Murphy)** – Director, Odis Murphy discussed working on Lien Affidavits for past due accounts

**Road Report (Larry Boren)** – Discussed by, Larry Boren. President, Leslie Barnard, motioned to approved as discussed. The BOD unanimously accepted the Road Report.

**New Business:**

- Impose property transfer fee of \$150 and an additional \$30 total for multiple lots, effective November 1<sup>st</sup>, 2018.
- Charge fee for payments plans on Maintenance Fees - \$30
- Accept credit cards for dump, maintenance fees, etc. by offering a cash discount for non-credit card payments to align with State law.

- Add elective contribution to annual billing of maintenance fees, in-order for TCIA to provide yard maintenance and trash pickup for elderly and disabled unable to comply with deed restrictions in our community – will track revenue separately from Maintenance Revenue.
- Add donation vessel in Community Center to be used for trash pickup and lawn maintenance for elderly and disabled unable to comply with deed restrictions in our community
- TCIA will repair Community Center at a cost of approximately \$1,100 (excluding office side to be done in spring), while the Activities Committee will paint and caulk
- Allow Bill Crowley and family to take time away from Dump to enjoy Thanksgiving lunch – change in posted hours required for the day

President, Leslie Barnard, motioned to approve all items as read and/or discussed under New Business. The BOD unanimously accepted all items under New Business.

- Property Owner discussed setting up monies specifically designated for road repairs
- New Property Owner discussed effective date of newly imposed Transfer Fee of \$150.
- Property Owner discussed death of dog due to possibility of poisoning. BOD advised getting Trinity County Sheriff involved.

President, Leslie Barnard, motioned to approve Committee Reports as read and/or discussed. The BOD unanimously accepted all Committee Reports.

### **Amendment to Original Minutes (11/17/18) – Regarding Pioneer Bank**

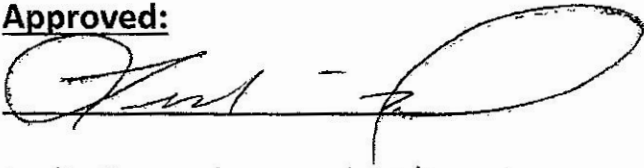
- Pioneer Bank Account Number: 7234 - Open savings account for Road & Maintenance Fund
  - Add Richard “Wayne” Palmer to Vice-President
  - Add Leslie F Barnard as President

President, Leslie Barnard, motioned to accept opening the targeted fund assignment listed above, which was unanimously approved by the BOD.

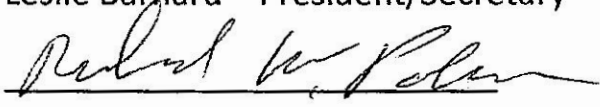
### **Adjournment**

President, Leslie Barnard, motioned to adjourn the meeting at 10:00 AM, which was unanimously approved by the BOD.

**Approved:**

A handwritten signature in black ink, appearing to be 'Leslie Barnard', written over a horizontal line. The signature is stylized with a large loop at the end.

Leslie Barnard – President/Secretary

A handwritten signature in black ink, appearing to be 'Richard Palmer', written over a horizontal line. The signature is cursive and somewhat stylized.

“Wayne” Richard Palmer – Vice President

# Trinity Cove Improvement Association

## PROFIT AND LOSS

November 2018

	TOTAL
Income	
49900 Maintenance Fees	6,173.84
49910 Returned Check Charges - Inactive	25.00
Bank Interest	4.74
Campground	850.00
Correction to credit card charge	10.81
Garbage Fee	1,105.00
Maintenance Fee	15,241.80
Return Check Fee	15.00
Transfer Fee	150.00
<b>Total Income</b>	<b>\$23,576.19</b>
<b>GROSS PROFIT</b>	<b>\$23,576.19</b>
Expenses	
60200 Automobile Expense	
Insurance	319.71
<b>Total 60200 Automobile Expense</b>	<b>319.71</b>
66700 Professional Fees	
County Clerk Office	60.00
Lawyers	960.00
<b>Total 66700 Professional Fees</b>	<b>1,020.00</b>
68100 Telephone Expense	91.23
68600 Utilities	
Electric-Campground	143.87
Electric-Campground 1	37.81
Electric-Community Building	148.08
Electric-Dump	46.19
Water	126.76
<b>Total 68600 Utilities</b>	<b>502.71</b>
68610 Bank Service Charges	11.00
Dump Attendant	120.00
Fuel	
Diesel	100.02
Gas	70.41
<b>Total Fuel</b>	<b>170.43</b>
Maintenance	
Contract Labor	2,615.00
Supplies	32.35
Trash Pickup	735.86
<b>Total Maintenance</b>	<b>3,383.21</b>
Office Expenses	
61700 Internet Expenses	64.07
64900 Supplies	135.02
66500 Postage	6.91

	TOTAL
Contract Labor	1,074.00
Quickbooks Subscription	63.96
<b>Total Office Expenses</b>	<b>1,343.96</b>
Purchases	4,918.00
<b>Total Expenses</b>	<b>\$11,880.25</b>
NET OPERATING INCOME	\$11,695.94
NET INCOME	\$11,695.94