

Trinity Cove Improvement Association, Inc.

Board of Directors Meeting

AGENDA

February 15th, 2020

Call to order.

We are assembled to transact business of mutual benefit of the Trinity Cove Improvement Association. Please do not let petty jealousies or trivial personalities influence our deliberations. Let us always uphold the obligations of unselfish membership.

Notifications to address the Board, by a member in good standing, must be received no later than three days before the scheduled meeting. Forms are available in the office or by contacting a Board member.

- Attendance, Quorum Verification; Prayer
- Reading and Approval of the Minutes of the January 18th, 2020 Board Meeting & January 30th, 2020 Executive Session: Odis Murphy
- Treasurers Report: Don Kargel
- Office Manager Report: Sharon Deming
- President's Report – Leslie Barnard
- Committee Reports
 - Deed Restrictions Enforcement– Vickie Ward
 - Architectural – Ronald Valentine
 - Road Report – John Deming
 - Activities Committee – Suspended
- Old & New Business
- Request to Address the Board: Tammy Rhodes
- Adjournment
- Guest Speaker – Nancy Due Shanafelt for Tax Assessor-Collector
- Open Discussion

Trinity Cove Improvement Association, Inc.
Board of Directors Meeting
January 18th, 2020
Minutes

Call to Order

President, Leslie Barnard, called the meeting to order at 9:05 AM. Secretary, Vickie Ward, stated that a quorum was established. All Board Members were present. Vice-President, Wayne Palmer participated via telephone due to health issues.

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

Minutes

Minutes from the November 16th, 2019 were read by Secretary, Vickie Ward. 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 for November and December 2019. President, Leslie Barnard, motioned for approval as read. The BOD accepted the Treasurer's Report unanimously.

Office Manager's Report (Sharon Deming) – Read by Sharon Deming. President, Leslie Barnard, motioned for approval as read. The BOD accepted the Office Manager's Report unanimously. (See attached report)

President's Report (Leslie Barnard) - President's notes were discussed by President, Leslie Barnard. President, Leslie Barnard, motioned for approval as read. The BOD accepted the President's Report unanimously. (See attached report)

Committee Reports

Activities Committee (Marlene Valentine) – Discussed/Read by Marlene Valentine. (See attached report)

Architectural (Ronald Valentine) – No Discussion

Deed Restrictions Enforcement (Odis Murphy) – No Discussion

Road & Maintenance Report (John Deming) – Read by, John Deming. (See attached report)

Public Relations (Daniel Lee) – Not present

President, Leslie Barnard, motioned for approval of all Committee reports as read or discussed. The BOD accepted all Committee Reports unanimously.

New & Old Business:

PO discussed BODs acquiring VSF license for vehicle disposal. Director, Odis Murphy, stated the he believes a title would be needed to dispose of vehicles. Director, John Deming and Chairperson, Carl Schmidt, will research disposal options.

President, Leslie Barnard, made a motion was made to make Joel & Vanessa Lee Campground Hosts with a \$200 offset to their monthly rental. They will be responsible for the following:

Weekly Cleaning of Bathroom

Nightly Locking of Bathroom – prevent overnight sleeping, drug activity, vandalism, etc.

Responsible for reporting to sheriff and notifying BODs

Disruptive Behavior, Illegal Activities, Loose Dogs. Etc.

The BODs accepted the motion unanimously.

President, Leslie Barnard, made a motion to escalate S209 easement violations for Kieborz and Ward to JP Court. The motion did not pass by a majority of BODs and is recorded as follows:

President, Leslie Barnard – No

Vice President, Wayne Palmer – Yes

Treasurer, Don Kargel - No

Secretary, Vickie Ward – No

Director, Odis Murphy – Yes

Director, Ronald Valentine – Yes

Director, John Deming – No

Approved – Intent to Address Board:

Tammy Rhodes spoke regarding petition to remove President, Leslie Barnard.

Amanda Stansbury spoke about reducing rental rates for Community Center due to the absence of PO's amenities.

Attorney Kerry Hagan spoke on many issues and answered questions from Property Owners.

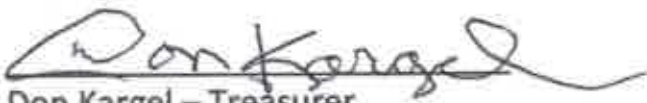
Adjournment

President, Leslie Barnard, motioned to adjourn the meeting at 9:45 AM, which was unanimously approved by the BOD.

Approved:


Leslie Barnard – President


OUT OF OFFICE DUE TO ILLNESS, APPROVED VIA PHONE
"Wayne" Richard Palmer – Vice President


Don Kargel – Treasurer


Vickie Ward – Secretary


John Deming – Director


Odis Murphy – Director


Ron Valentine – Director

Trinity Cove Improvement Association, Inc.
Board of Directors Executive Session
January 30th, 2020
Minutes

Call to Order

President, Leslie Barnard, called the meeting to order at 7:00 PM. Secretary, Odis Murphy, stated that a quorum was established. All Board Members were present. Vice-President, Wayne Palmer participated via telephone due to health issues.

Disciplinary Action of Director – Ronald Valentine

• **Refusal to perform duties of Architecture and Deed Restriction Enforcement**

Director, Ronald Valentine, refuses to do 209 Violations and Architectural Enforcement, as he believes that he can not do them in good faith. His belief is centered around the vote by the majority of the BODs held on January 18th, 2020, which did not go his way.

However, he did offer to start doing Architectural Enforcement again in-order to keep his position on the Board.

• **Knowledge of audio recordings being played of private conversations discussing Cove business between board members to third parties without consent. Fiduciary responsibility to notify BODs of incident was violated.**

Director, Ronald Valentine, alleges that he had no knowledge of the illegal recordings performed by his wife, as well as the illegal playing of confidential conversations between BODs to third parties. He indicated that he never records conversations personally, but does take most of his calls on speaker phone.

When his wife informed him of the illegal activity, he did not comprehend that her action was illegal and that he had a fiduciary responsibility to inform the BODs. He indicated that he was upset by the situation.

• **Harassment of property owner discussing sensitive board issues**

Director, Ronald Valentine, admitted harassing PO Jim Kieborz regarding the outcome of his easement violation, which was previously dismissed by a majority vote of the BODs on January 18th, 2020. Director, Ronald Valentine, did not agree with the vote.

Several POs witnessed the altercation on January 23rd, 2020, which was committed in front of the Community Center. PO, Jim Kieborz, provided a statement to the BODs regarding the altercation.

Condition: Director, John Deming, suggested that Director, Ronald Valentine, sign an agreement not to ever harass POs regarding BOD issues again. Director, Ronald Valentine, reluctantly agreed to sign the agreement, which Director, John Deming, will be in-charge of preparing.

Vote to remove Director, Ronald Valentine, was as follows:

President, Leslie Barnard – No – only with Condition being met
Vice President, Wayne Palmer – No
Treasurer, Don Kargel - No
Director, Vickie Ward – Yes
Secretary, Odis Murphy – No
Director, John Deming – No – only with Condition being met

Adjournment

President, Leslie Barnard, motioned to adjourn the meeting at 8:47 PM, which was unanimously approved by the BOD.

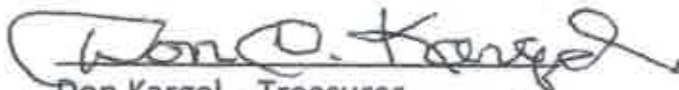
Approved:



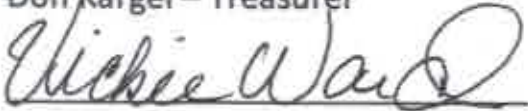
Leslie Barnard – President

OUT OF OFFICE DUE TO ILLNESS, APPROVED VIA PHONE

"Wayne" Richard Palmer – Vice President



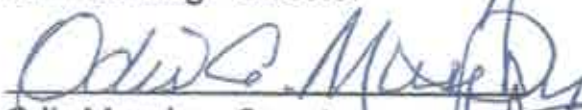
Don Kargel – Treasurer



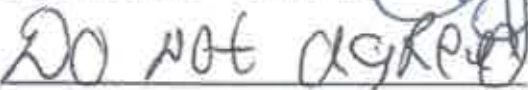
Vickie Ward – Director



John Deming – Director



Odis Murphy – Secretary



Ron Valentine – Director

Trinity Cove Improvement Association, Inc.

Board of Directors Meeting

President's Notes

February 15th, 2020

Reassignment of Director Positions due to illness and pending litigation:

Leslie Barnard – President – No Change

Richard "Wayne" Palmer – change to Director (Ongoing Illness)

John Deming - change to Vice-President

Chair of Road & Maintenance

(Vote Needed)

Don Kargel – Treasurer – No Change

Review both TCIA & Activities Committee Monthly Transactions

Odis Murphy – Director (Pending Litigation)

Vickie Ward – change to Secretary

Chair Architectural & Deed Restriction Enforcement

Sharon Deming will type drafts and final copies of Agenda and Minutes

Ronald Valentine – Director – No Change

Co-chair Architectural Enforcement

(Vote Needed)

Pioneer Bank Changes Needed on Account #7234:

Richard "Wayne" Palmer change to Director

Ronald Valentine remove as Secretary

Vickie Ward add as Secretary

(Vote Needed)

All record requests must be filled out on TCIA's record request form. Per our attorney all financial record and Minute requests will be routed to his office for processing after being submitted on TCIA's

record request form. Minutes and Financials will continue to be provided on TCIA's website. Tammy Rhodes has picked up two copies of the form, but has failed to turn in TCIA's record request form to our office for processing.

Lawsuit has been filed against TCIA from (Margie Cohn, Tammy Rhodes & Larry Boren):

Alleging inappropriate maintenance fees charge

Minutes from 2013 pulled to substantiate maintenance fee increases

Attorney Kerry Hagan filed appropriate response to JP Court and will represent TCIA at hearing.

Vacant Position on Activities Committee need to be filled:

Chair: Marlene Valentine – Involuntary Resignation

Chair: Open

Co-Chair: Laura Higgins – Voluntary Resignation (Verbal to Vickie Ward)

Co-Chair: Open

Co-Chair: Shirley Townes – No Change

Pioneer Bank Changes Needed on Account – Activities Committee

Marlene Valentine – Chair – Remove

Shirley Townes – Co-chair – No change

(Vote Needed)

TCIA's fiscal year has not changed and is set by IRS and is on a calendar year. At the annual General Meeting, we provide financials from October through September, since that is the most current data available.

Community Center rental rates are currently set at \$200 to rent the hall. I would like to discuss with the board options for reducing the rate, since it was brought up by a PO that there are so few amenities offered by TCIA. Things to consider - cleaning the hall, damage, etc.

To date, \$1,800 has been spend on Director, Odis Murphy's defense for trespassing and theft, while working as a director for TCIA. Normally this type of expense would have been covered by TCIA's D&O Liability Insurance. During Odis Murphy's Presidency, he allowed the coverage to expire due to misinformation. I would like to vote as to whether TCIA will absorb the cost or if Director, Odis Murphy should refund TCIA for the attorney's expenses charged to TCIA's account. This would include current and future expenses, since the charges have not been concluded.

(Vote Needed)

Email Balloting:

Change BODs Meeting to every other month, as cost saving measure and to free up weekends:

Don Kargel – Treasurer – Approved (Need Vote at Meeting)

Leslie Barnard – President – Approved

Vickie Ward – Director – Disapprove (Need Vote at Meeting)

John Deming – Director – Disapprove (Need Vote at Meeting)

Odis Murphy – Director – No Response

Richard "Wayne" Palmer – No Response

Ronald Valentine – Director – Disapprove

(Vote Needed)

Additional retainer needed by Kerry Hagan for \$3000 to represent TCIA for current, ongoing, and future litigation.

Don Kargel – Treasurer – Approved

Leslie Barnard – President – Approved

Vickie Ward – Director – Approved

John Deming – Director – Approved

Odis Murphy – Director – Approved

Richard "Wayne" Palmer – No Response

Ronald Valentine – Director – Approved

Good news regarding dilapidated trailers: 17 of the 32 filed on are coming up for action in Groveton on February 25th. TCIA will evaluate purchasing any strike-offs after the auction.

Formal apology to Vickie Ward and Jimmy Higgins for the way that background checks were handled this past summer for the elections. It was our first time to run background checks to align with State Law, our intentions were honorable, but we the BODs have learned from our mistakes. Again, please accept our apologies.

TRINITY COVE IMPROVEMENT ASSOCIATION

OFFICE MANAGER'S REPORT

February 15, 2020

Sharon Deming, Office Manager

- We continue to collect payments for 2020 Maintenance Fees. We deposited a little over \$40,000 in January. This includes past due balances that have been paid as a result of lien notices sent and collected.

- At our last monthly meeting I heard gasps in the audience when Don reported the office expenses. I just wanted to remind everyone that he was reporting for November & December. Our office expenses also include monthly QuickBooks subscription, Internet charges, postage along with supplies and wages.
 - Expenses included extra supplies for 2020 Maintenance Fee invoicing such as paper, toner, and postage for mailing over 800 invoices at \$0.55 each.
 - We also sent out and still do send out certified letters for all lien notices at \$6.85 each. As you can see on last month's report, we sent out 236 lien letters.
 - So, office expenses are not just for payroll.

- We will begin mailing invoices for 6% past due fees this coming week. If property owners did not pay their maintenance fees by January 31st the past due charge will be added to their accounts.

- We are continuing to mail lien notices to those property owners who have past due balances.

February 15, 2020

EPA Violations

Trailers- 32 letters sent

9 resolved

17 are set for Hearing for Abatement on February 25.2020

Architectural Violations- 4 letter sent

Skirting-3 letters sent

1 resolved

Abandoned Vehicles- 12 letters sent

5 resolved

Garbage- 37 letters sent

8 resolved

Lien letters sent-242

Lien's filed-208

Paid in full-20

Payment Plan-12

Past due letters sent-16

Paid in full - 4

Maintenance Report
February 15, 2020

Ongoing pothole repairs on Trinity Cove Drive, Campground Road, Sportsman Drive, and Postoak Circle.

Removed & replaced several large sections of asphalt on Trinity Cove Drive and Campground Road (bus route) with cold mixed asphalt.

Assisted elderly property owner on a fixed income with EPA violation cleanup and removal.

Performed normal maintenance operations, maintaining vehicles & equipment, trash collections, and burning brush pile in maintenance yard.

Normal mowing operations will resume, weather permitting this coming month.

Installed overhead lighting and added electrical outlets in maintenance shop.

Performed much need repairs to the campground restroom, painted interior walls & floors, reset toilets, repaired sink drains, and corrected several electrical safety issues. Special thanks to Carl Schmidt & Joel Lee for their assistance.

Terminated maintenance employee Danny Baty for operating TCIA vehicles with a suspended driver's license, and failure to report suspension to his supervisor.

TRINITY COVE IMPROVEMENT ASSOCIATION

NOTICE OF INTENT TO ADDRESS

THE BOARD OF DIRECTORS

Property Owner Name: TAMMY Rhodes

Address: 180 Campground Rd.

Section: 5 Block: 3 Lot(s): 6

Date Of Request: 1-28-2020

Date Of Board Meeting: 2-15-2020

All matters to be addressed to the Board must be in specific detail and listed here:

See attached 2 pages.

A 3 minute time allotment is imposed on each speaker.

Notice to address the Board at a monthly meeting must be submitted (48) hours prior to the scheduled meeting date and time. Request will state the subject to be discussed and the length of time desired. If, in the opinion of the Board, preparation time is required by the Board to be responsive to the subject, the Board may delay its response until the next regular meeting.

Only members in good standing may address issues to the Board Of Directors.
THIS MEANS ALL MAINTENANCE FEES MUST BE PAID IN FULL AND PROPERTY OWNERS MUST NOT BE IN VIOLATION OF DEED RESTRICTIONS.

Want to know bank balance on all T.C.I.A. bank accounts as of Dec 31st 2019. including but not limited to Regular bill paying account, Road maintenance account, Activities Account.

Verification from President Leslie Barnard that who composed Profit & Loss reports for Jan 2018 - Dec 2018 and Oct 2018 - Sept. 2019.

Discuss the following items on those profit & loss statements; 49900 maintenance fees, maintenance fees, Services, Service/fees, Donations, UnApplied cash payments, Activities donations for Sept - Dec 2019. Lawyers fees, Professional fees, Office security, recordings, office supplies Supplies, Bank Charges, notary, Wire Charges.

When it was voted to change our physical year P&L Reports from Jan - Dec to Oct - Sept and recorded At County Clerk's Office

Why is Office paper work being taken out of Office by secretary

In Dec 31, 2018 account balance was \$35,385.00 because it was stated because we're a non profit this money was to be put in Road maintenance fee only account. Where is this money now. If it was in fact spent what was it spent on or proof it is still in that account
Per minutes

Why do we still have 2 secretaries and paying 2 secretaries. It was my understanding that there were 2 until all books and computer entries were done is this done yet.

TRINITY COVE IMPROVEMENT ASSOCIATION, INC.
Board of Directors Meeting
Saturday, February 15, 2020

SIGN IN SHEET

1	Kate Gibson
2	Shirley Wilford
3	Vera Kibben
4	Samuel Burbank
5	Tosh Amund
6	AMANDA STANSBERRY
7	James Rhodes
8	Jim Higgins
9	Bessie Samme
10	Marlene Valentine
11	Ronald Valentine
12	Terry Spitzer
13	Linda Gattlin
14	Paul Schmitt
15	Vickie Ward
16	Jim Kuhars
17	
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Trinity Cove Improvement Association

PROFIT AND LOSS

January 2020

	TOTAL
Income	
49900 Maintenance Fees	-148.78
49910 Returned Check Charges - Inactive	35.00
Bank Interest	1.98
Campground RV	1,400.00
Total Campground	1,400.00
Correction to credit card charge	-14.06
Donations	20.00
Garbage Fee	1,215.00
Maintenance Fee	38,752.14
Deposit Corrections	0.00
Total Maintenance Fee	38,752.14
Service/Fee Income	100.00
Transfer Fee	300.00
Unapplied Cash Payment Income	11.70
Total Income	\$41,672.98
GROSS PROFIT	\$41,672.98
Expenses	
63300 Insurance Expense BOD Liability Ins.	704.33
Total 63300 Insurance Expense	704.33
66700 Professional Fees County Clerk Office	1,468.00
Total 66700 Professional Fees	1,468.00
67200 Equipment Repairs Tractor	29.99
	180.85
Total 67200 Equipment Repairs	180.84
67200 Equipment Repairs/Backhoe	153.36
68100 Telephone Expense	93.67
68600 Utilities Electric-Campground	289.76
Electric-Community Building	290.55
Electric-Dump	61.79
Water	188.18
Total 68600 Utilities	830.28
68610 Bank Service Charges Bank Charges	155.62
Total 68610 Bank Service Charges	155.62
Campground Repairs Electrical	249.65
Total Campground Repairs	249.65

	TOTAL
Dump Attendant	400.00
Equipment-Honda Plate Compactor	26.27
Fuel	
Gas	172.04
Total Fuel	172.04
Maintenance	
Contract Labor	5,010.00
Supplies	170.11
Trash Pickup	759.43
Total Maintenance	5,939.54
NSF	12.00
Office Expense	0.00
Security	40.52
Total Office Expense	40.52
Office Expenses	0.00
61700 Internet Expenses	54.56
64900 Supplies	205.41
66500 Postage	55.00
Certified Letters	34.25
Contract Labor	1,267.50
Quickbooks Subscription	74.82
Total Office Expenses	1,691.34
Office Machines	
Purchased	90.74
Total Office Machines	90.74
Office Machines/Lease	48.70
Property Taxes	470.26
ISD & Hospital Taxes	953.32
Total Property Taxes	1,423.58
Recreation Building	
Repairs to Building	32.44
Total Recreation Building	32.44
Road & Maintenance Fund/Port-a-jon	190.52
Road Maintenance	
Road Maintenance/Supplies	4,308.75
Total Road Maintenance	4,308.75
Supplies/TX HOA Law	194.08
Total Expenses	\$18,416.07
NET OPERATING INCOME	\$23,266.91
NET INCOME	\$23,266.91