

Trinity Cove Improvement Association, Inc.

Board of Directors Meeting

AGENDA

March 20th, 2021

****Due to the Covid-19 pandemic, the BODs meeting will be open to the public. However, masks will be required inside the Community Center.**

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; Pledge of Allegiance, Prayer
- Reading and Approval of the Minutes of the January 16, 2021 Board Meeting
- Treasurer's Report: Leslie Barnard
- Office Manager Report: Sharon Deming
- President's Report – Vickie Ward
- Special Projects, Vehicle Stickers - Leslie Barnard
- Resolution Review
- Committee Reports
 - Deed Restrictions Enforcement (Vickie Ward/Paul Estrada)
 - Architectural (Vickie Ward, Roger Stansberry)
 - Road & Maintenance Report (Carl Schmidt)
 - Community Events (Janelle Schmidt & CE Accounting, Vince Bozo - Chair)
Complete Report on all future and large community fund raising.
 - Abatements/Special Projects (David Duminie/Josh Amat - Chair)
 - TCIA Community Water Committee – City of Trinity Report (Pete Wynn BOD, Linda Catlin-Chair)

Trinity Cove Improvement Association, Inc.
Board of Directors Meeting
January 16, 2021
Minutes

Call to Order

President, Vickie Ward, called the meeting to order at 09:09 AM. Vice President, Leslie Barnard, stated that a quorum was established. All Board Members were present except David Duminie

Prayer was led by Vickie Ward, Pledge of Allegiance was led by President, Vickie Ward.

Minutes

Minutes from the Aug 20, 2020 were read by Vice-President, Leslie Barnard. The BOD accepted the Minutes unanimously as read.

Treasurer's Report (Leslie Barnard)

Vice President, Leslie Barnard, read the Treasurer's Report for Nov 2020. President, Vickie Ward, motioned for approval as read. The BODs accepted the Treasurer's report unanimously as read.

Office Manager's Report (Sharon Deming) – Vice-President, Leslie Barnard, read the Office Manager's Report. The BODs accepted the Office Manager's Report unanimously as read.

President's Report (Vickie Ward) – President, Vickie Ward read the President's Report for January 2021. President, Vickie Ward, motioned for approval as read. The BODs accepted the President's Report unanimously as read.

Committee Reports

Community Events (Janelle Schmidt) – As Read (see attached report)

Architectural (Vickie Ward/Roger Stansberry)

President Vickie Ward discussed the need to get with Roger so she could train him Architectural.

Deed Restrictions Enforcement (Vickie Ward/Paul Estrada)

President Vickie has been training Paul on how to do 209s and EPA notices

Road and Maintenance Report (Carl Schmidt)

Carl discussed fixing leaks in the subdivision. He also discussed the pole saw that was purchased is helping him with trimming around the roads. Ditch work will be discussed at our work session.

Abatements/Special Projects (David Duminie/Josh Amat -Chair)

Chairman Josh Amat discussed trailer abatement and that Mr. Clifford was working on 635 Sportsman today. Mr. Clifford will give 25% off to any Trinity Cove Residents

Water Committee (Pete Wynn) – As Read (see attached)

All Committee reports were unanimously approved.

New & Old Business

A BOD Work Session was scheduled for 2/20/2021.

Josh Amat Chairman of the Special Projects committee

We have the scrapper in today starting on 635 Sportsman

The Gradall has not sold.

From now on the entire board will be asked to sign off on 209's. We will discuss this more at the work session.

Vehicle Stickers

Vice President Leslie Barnard talked about the vehicle stickers. The first 4 will be free then they will cost 3 dollars for each additional sticker needed. Leslie will send out an email vote for the board to see the design and vote on the program. We would like to have the program implemented in March 2021.

Resolutions

Vice President Leslie Barnard spoke about the resolutions that were sent to the attorney. She stated that she was not happy with what was written so she will send them back to be changed.

January 2021 Bank Statement

Summary of Activity Since Your Last Statement

Beginning Balance	1/01/21	21,634.26
Deposits / Misc Credits	21	36,321.35
Withdrawals / Misc Debits	61	7,937.60
** Ending Balance	1/31/21	50,018.01**
Service Charge		.00
Interest Paid Thru 1/31/21		1.47
Interest Paid Year To Date		1.47
Average Balance		34,622
Minimum Balance		23,317
Average Rate / Cycle Days		.05000 / 31
Enclosures		34

February 2021 Bank Statement

Summary of Activity Since Your Last Statement

Beginning Balance	2/01/21	50,018.01
Deposits / Misc Credits	11	16,934.75
Withdrawals / Misc Debits	54	11,080.36
** Ending Balance	2/28/21	55,872.40**
Service Charge		.00
Interest Paid Thru 2/28/21		2.05
Interest Paid Year To Date		3.52
Average Balance		57,452
Minimum Balance		47,808
Average Rate / Cycle Days		.04642 / 28
Enclosures		29

Trinity Cove Improvement Association

PROFIT AND LOSS

January 2021

	TOTAL
Income	
49900 Maintenance Fees	-660.25
Bank Interest	1.47
Campground	
RV	100.00
Total Campground	100.00
Garbage Fee	1,390.00
Maintenance Fee	39,342.46
Permits	
Architectural Permit	100.00
Total Permits	100.00
Service/Fee income	100.00
Transfer Fee	380.00
Unapplied Cash Payment Income	18.00
Total Income	\$40,771.68
GROSS PROFIT	\$40,771.68
Expenses	
63300 Insurance Expense	
BOD Liability Ins.	703.39
Total 63300 Insurance Expense	703.39
66700 Professional Fees	
Background Checks	3.32
County Clerk Office	390.00
Lawyers	-100.00
Total 66700 Professional Fees	293.32
68100 Telephone Expense	98.97
68600 Utilities	
Electric-Campground	107.71
Electric-Community Building	319.13
Electric-Dump	30.52
Water	129.44
Total 68600 Utilities	586.80
68610 Bank Service Charges	
Bank Charges	101.00
Total 68610 Bank Service Charges	101.00
Dump Attendant	390.00
Fuel	
Diesel	65.00
Gas	80.31
Total Fuel	145.31

Trinity Cove Improvement Association

PROFIT AND LOSS

January 2021

	TOTAL
Maintenance	
Contract Labor	2,688.00
Supplies	-35.55
Trash Pickup	1,354.04
Total Maintenance	4,006.49
Office Expense	
Security	24.37
Total Office Expense	24.37
Office Expenses	
64900 Supplies	278.03
Advertising	290.00
Contract Labor	718.25
Petty Cash	-0.05
Printing Expenses	215.11
Quickbooks Subscription	74.62
Total Office Expenses	1,575.96
Office Machines/Lease	48.70
Property Taxes	
ISD & Hospital Taxes	1,710.99
Total Property Taxes	1,710.99
Road & Maintenance Fund/Port-a-jon	95.26
Road Maintenance	
Road Maintenance/Supplies	62.99
Total Road Maintenance	62.99
Subscriptions	14.06
Subscriptions/McAfee Antivirus	59.53
Subscriptions/Newspaper	40.00
Total Expenses	\$9,957.14
NET OPERATING INCOME	\$30,814.54
NET INCOME	\$30,814.54

Trinity Cove Improvement Association

Profit and Loss

February 2021

	TOTAL
Income	52.04
49900 Maintenance Fees	2.05
Bank Interest	
Campground	24.00
RV	24.00
Total Campground	3.50
Donations	20.00
Donations	23.50
Total Donations	1,378.69
Garbage Fee	7,876.25
Maintenance Fee	1,200.00
Transfer Fee	\$10,556.53
Total Income	\$10,556.53
GROSS PROFIT	
Expenses	
63300 Insurance Expense	2,264.91
BOD Liability Ins.	2,264.91
Total 63300 Insurance Expense	
66700 Professional Fees	302.00
County Clerk Office	4,049.00
Lawyers	99.95
Notary	4,450.95
Total 66700 Professional Fees	
67200 Equipment Repairs	10.00
Pole Saw	80.00
Tractor	71.15
Truck	161.15
Total 67200 Equipment Repairs	99.97
68100 Telephone Expense	
68600 Utilities	95.44
Electric-Campground	306.37
Electric-Community Building	28.87
Electric-Dump	123.00
Water	553.68
Total 68600 Utilities	
68610 Bank Service Charges	130.98
Bank Charges	130.98
Total 68610 Bank Service Charges	
Dump Attendant	350.00

Trinity Cove Improvement Association

Profit and Loss

February 2021

	TOTAL
Fuel	
Diesel	65.00
Gas	52.71
Total Fuel	117.71
Maintenance	
Contract Labor	2,072.00
Supplies	166.55
Trash Pickup	1,089.27
Total Maintenance	3,327.82
Office Expense	
Security	24.37
Total Office Expense	24.37
Office Expenses	
64900 Supplies	37.64
Certified Letters	30.55
Contract Labor	832.00
Quickbooks Subscription	74.62
Total Office Expenses	974.81
Office Machines/Lease	48.70
Property Taxes	
ISD & Hospital Taxes	-189.63
Total Property Taxes	-189.63
Road & Maintenance Fund/Port-a-jon	95.26
Road Maintenance	
Road Maintenance/Supplies	45.00
Total Road Maintenance	45.00
Subscriptions	14.06
Total Expenses	\$12,469.74
NET OPERATING INCOME	\$-1,913.21
NET INCOME	\$-1,913.21

Trinity Cove Improvement Association

Profit and Loss by Month

January - February, 2021

	JAN 2021	FEB 2021	TOTAL
Income			
49900 Maintenance Fees	-860.50	52.04	\$ -608.46
Bank Interest	1.47	2.05	\$3.52
Campground			\$0.00
RV	100.00	24.00	\$124.00
Total Campground	100.00	24.00	\$124.00
Donations		3.50	\$3.50
Donations		20.00	\$20.00
Total Donations		23.50	\$23.50
Garbage Fee	1,390.00	1,378.69	\$2,768.69
Maintenance Fee	39,350.94	7,876.25	\$47,227.19
Permits			\$0.00
Architectural Permit	100.00		\$100.00
Total Permits	100.00		\$100.00
Service/Fee Income	100.00		\$100.00
Transfer Fee	380.00	1,200.00	\$1,580.00
Unapplied Cash Payment Income	9.77		\$9.77
Total Income	\$40,771.68	\$10,556.53	\$51,328.21
GROSS PROFIT	\$40,771.68	\$10,556.53	\$51,328.21
Expenses			
63300 Insurance Expense			\$0.00
BOD Liability Ins.	703.39	2,264.91	\$2,968.30
Total 63300 Insurance Expense	703.39	2,264.91	\$2,968.30
66700 Professional Fees			\$0.00
Background Checks	3.32		\$3.32
County Clerk Office	390.00	302.00	\$692.00
Lawyers	-100.00	4,049.00	\$3,949.00
Notary		99.95	\$99.95
Total 66700 Professional Fees	293.32	4,450.95	\$4,744.27
67200 Equipment Repairs			\$0.00
Pole Saw		10.00	\$10.00
Tractor		80.00	\$80.00
Truck		71.15	\$71.15
Total 67200 Equipment Repairs		161.15	\$161.15
68100 Telephone Expense	98.97	99.97	\$198.94

Trinity Cove Improvement Association

Profit and Loss by Month

January - February, 2021

	JAN 2021	FEB 2021	TOTAL
			\$0.00
68600 Utilities			\$203.15
Electric-Campground	107.71	95.44	
Electric-Community Building	318.13	306.37	\$625.50
Electric-Dump	30.52	28.87	\$59.39
Water	129.44	123.00	\$252.44
Total 68600 Utilities	586.80	553.68	\$1,140.48
			\$0.00
68610 Bank Service Charges			\$231.98
Bank Charges	101.00	130.98	
Total 68610 Bank Service Charges	101.00	130.98	\$231.98
			\$740.00
Dump Attendant	390.00	350.00	
			\$0.00
Fuel			\$130.00
Diesel	65.00	65.00	
Gas	80.31	52.71	\$133.02
Total Fuel	145.31	117.71	\$263.02
			\$0.00
Maintenance			\$4,760.00
Contract Labor	2,688.00	2,072.00	
Supplies	-35.55	166.55	\$131.00
Trash Pickup	1,354.04	1,089.27	\$2,443.31
Total Maintenance	4,006.49	3,327.82	\$7,334.31
			\$0.00
Office Expense			\$24.37
Security		24.37	
Total Office Expense		24.37	\$24.37
			\$0.00
Office Expenses			\$315.87
64900 Supplies	278.03	37.64	
Advertising	290.00		\$290.00
Certified Letters		30.55	\$30.55
Contract Labor	718.25	832.00	\$1,550.25
Petty Cash	-0.05		\$ -0.05
Printing Expenses	215.11		\$215.11
Quickbooks Subscription	74.62	74.62	\$149.24
Total Office Expenses	1,575.96	974.81	\$2,550.77
			\$97.40
Office Machines/Lease	48.70	48.70	
			\$0.00
Property Taxes			\$1,521.36
ISD & Hospital Taxes	1,710.99	-189.63	
Total Property Taxes	1,710.99	-189.63	\$1,521.36
			\$190.52
Road & Maintenance Fund/Port-a-jon	95.26	95.26	
			\$0.00
Road Maintenance			\$107.99
Road Maintenance/Supplies	62.99	45.00	
Total Road Maintenance	62.99	45.00	\$107.99
			\$28.12
Subscriptions	14.06	14.06	

Trinity Cove Improvement Association

Profit and Loss by Month

January - February, 2021

	JAN 2021	FEB 2021	TOTAL
Subscriptions/McAfee Antivirus	59.53		\$59.53
Subscriptions/Newspaper	40.00		\$40.00
Total Expenses	\$9,932.77	\$12,469.74	\$22,402.51
NET OPERATING INCOME	\$30,838.91	\$-1,913.21	\$28,925.70
NET INCOME	\$30,838.91	\$-1,913.21	\$28,925.70

TRINITY COVE IMPROVEMENT ASSOCIATION

OFFICE MANAGER'S REPORT

March 20, 2021

Sharon Deming, Office Manager

- We hired an office assistant, Merle Chronister. She began working February 3, 2021. Her office hours are Wednesday through Friday, 9:00 am to 1:00 pm and the first and third Saturday. We are now open Monday through Friday from 9:00 am to 1:00 pm.
- We have been receiving payments for 2021 Invoices, but the payments have slowed down. We are also collecting past due amounts due to Lien Notices. We have begun invoicing late fees for past due balances. We may work a few extra hours per week in order to get all past due invoices out by the end of March.
- Deposits for January totaled \$36,321.35. Deposits for February totaled \$16,934.75.
- Office expenses for **January** total \$1575.96.
 - QuickBooks subscription \$74.62
 - Contract labor \$718.25
 - Supplies \$278.03
 - Advertising for office assistant \$290.00
 - Printing Expense for stickers \$215.11
- Utility expenses total \$685.77
 - Electric \$457.36 (campground, rec bldg., & dump)
 - Water \$129.44 (campground, rec bldg., & dump)
 - Telephone expense total \$98.97
- Property taxes were paid January 13, 2021 in the amount of \$1710.99
- Office expenses for **February** total \$974.81.
 - QuickBooks subscription \$74.62
 - Contract labor \$832.00
 - Supplies \$37.64
 - Certified Letters \$30.55

WATER COMMITTEE REPORT

1/16/2021

Boil order has been lifted.

The reason for the low water pressure issues are because on 12/31/2020 the contract between TRA and the City of Trinity expired. The actual contract was between the City of Trinity and 5 other entities. The city was willing to extent the contract but at different terms the other entities were not so the water was cut off.

The City of Trinity started to negotiate with the TRA immediately and were able to come to a temporary agreement through Jan 30,2021. That give all parties more time to reach an agreement. The City is looking to lease and run or purchase and run the pump station, that way they would have control of all the water.