Trinity Cove Improvement Association, Inc.

Board of Directors Meeting

AGENDA

January 18th, 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 November 16th, 2019 Board Meeting: Vickie Ward
- Treasurers Report: Don Kargel
- Office Manager Report: Sharon Deming
- President's Report Leslie Barnard
- Guest Speaker Attorney Kerry Hagan
- Committee Reports
 - Deed Restrictions Enforcement

 Odis Murphy
 - Architectural Ronald Valentine
 - Road Report John Deming
 - Activities Committee Marlene Valentine
 - Public Relations Daniel Lee
- Old & New Business
- Request to Address the Board
- Adjournment
- Open Discussion
- Executive Session

^{*}Attorney Report – Re: Operations, Collections, and Enforcement Cases

Trinity Cove Improvement Association, Inc. Board of Directors Meeting November 16th, 2019 Minutes

Call to Order

President, Leslie Barnard, called the meeting to order at 9:04 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 September 21st, 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 October 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.

<u>President's Report (Leslie Barnard)</u> - 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, with the exception of Vickie Ward's disapproval.

Committee Reports

Activities Committee (Marlene Valentine) - Discussed by Marlene Valentine.

Deed Restrictions Enforcement (Odis Murphy) – Discussed Section 209 Violations
Discussed needing camera in vehicle as well as a riding partner at all times.

Road & Maintenance Report (John Deming) – Discussed by, John Deming. Co-chair, Carl Schmidt discussed the repair to the Activities Office with material cost being approximately \$312.

Public Relations (Kathy Kargel) - Not present

New & Old Business:

President, Leslie Barnard asked Director, John Deming, if PO making road repairs to Spring Drive might be available to do other less traveled roads. He would research and let TCIA know.

Secretary, Vickie Ward challenged being removed from R&M Bylaw & Deed Restriction Committee. President, Leslie Barnard, motioned to dissolve the BOD Committee for R&M of Bylaws and Deed Restrictions consisting of Director, Murphy and Secretary, Vickie Ward. The BODs unanimously approved, with the exception of Secretary, Vickie Ward.

Attorney, Kerry Hagan's rate per hour is \$300 and his legal aid rate is \$150 per hour. BODs and Committees will go through President, Leslie Barnard and not contact the attorney directly for conservation of the retainer. President, Leslie Barnard, motioned to approve a \$3,000 retainer for TCIA Attorney, Kerry Hagan. The BODs unanimously approved, with the exception of Secretary, Vickie Ward.

Adjournment

President, Leslie Barnard, motioned to adjourn the meeting at 9:41 AM, which was unanimously approved by the BOD.

Approved – Intent to Address Board N/A

Approved:

Leslie Barnard - President

Wayne" Richard Palmer - Vice President

Trinity Cove Improvement Association

PROFIT AND LOSS

December 2019

	TOTAL
Income	9090003=
49900 Maintenance Fees	-400.65
Bank Interest	1.15
Campground	22.7-04
RV	750.00
Total Campground	750.00
Correction to credit card charge	28.02
Donations	
Donations	35.00
Total Donations	36.00
Garbage Fee	1,125.00
Maintenance Fee	16,114.28
Service/Fee Income	100.00
Transfer Fee	750.00
Unapplied Cash Payment Income	49.50
Total income	\$18,552.30
GROSS PROFIT	\$18,552.30
Expenses	
60200 Automobile Expense	
Equipment-1997 Chevrolet C/K 3500	200
Equipment-1997 Chevrolet C/K 3500/Repairs	6.22
Total Equipment-1997 Chevrolet C/K 3500	6.22
Total 60200 Automobile Expense	6.22
63300 Insurance Expense	
BOD Liability ins.	704.33
Total 63366 Insurance Expense	784.33
64300 Entertainment	
Meals	15.96
Total 64390 Entertainment	15.96
86700 Professional Fees	-7.00
County Clerk Office	1,362.00
Total 66700 Professional Fees	1,355.00
67200 Equipment Repairs	62.89
Tractor	101.91
Truck	17.20
Total 67200 Equipment Repairs	182.00
67200 Equipment Repairs/Backhoe	89.00
68100 Telephone Expense	92.29
68600 Utilities	
Electric-Campground	250.58
Electric-Community Building	245.55
Electric-Dump	47.68

Water 139.17 Total 68698 Utilities 681.98 6811 98 81.98 68610 Bank Service Charges 12.00 Bank Charges 110.14 Total 68616 Bank Sendoe Charges 110.14 Charlable Contributions 500.00 Dump Attendant 500.00 Fixel 75.00 Diasel 429.72 Gas 429.72 Gas 429.72 Maintenance 6.270.50 Contract Labor 476.73 Supplies 75.40 Total Mintenance 75.00 Office Expense 94.15 Sacuity 94.15 Sacuity 94.15 Scuity 94.15 Coffice Expense 94.15 Ciffice Expense 261.54 64900 Supplies 261.54 Certilled Latters 1.062.75 Contract Labor 48.70 Cottick Machines/Lease 31.73 Tetal Office Expenses 48.70 Total Excreation Building <th></th> <th>TOTAL</th>		TOTAL
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NET INCOME \$1,764.78	NET OPERATING INCOME	
	NET INCOME	\$1,764.78

Trinity Cove Improvement Association

PROFIT AND LOSS

November 2019

	TOTAL
Income	
49900 Maintenance Fees	-485.54
Maintenance Fee/Administrative fee-pmt plan	30.00
Tetal 49900 Maintenance Fees	-455,54
Bank Interest	1.45
Campground	
RV	550.00
Total Campground	550.00
Garbage Fee	1,005.00
Maintenance Fee	19,004.47
Servica/Fee Income	315.49
Transfer Fee	300.00
Unapplied Cash Payment Income	-1,853.00
Total income	\$18,867.87
GROSS PROFIT	\$18,867.87
Expenses	
60200 Automobile Expense	*
Lic. Plate Tags	75.50
Total 60299 Automobile Expense	75.50
63300 Insurance Expense	***
BOD Liability Ins.	704.33
Total 63390 Insurance Expense	764.33
66700 Professional Fees	representative and the second
County Clerk Office	1,586.00
Lawyers	3,000.00
Total 66700 Professional Fees	4,586.00
67200 Equipment Repairs	60.32
68100 Telephone Expense	92.29
68600 Utilities	20/20
Electric-Campground	221.01
Electric-Community Building	571.15
Electric-Dump	46.66
Water	169.16
Total 68600 Utilities	1,667.98
68610 Bank Service Charges	40700
Bank Charges	107.20
Total 68619 Bank-Service Charges	167.26
Charitable Contributions	46.93
Dump Attendant	380.00
Fuel	
Diesel	85.12
Gas	177.74

	TOTAL
	262.86
Total Fuel	
Maintenance	5,034.00
Contract Labor	604.65
Supplies	759.43
Trash Pickup	6,398.08
Total Maintenance	VAEDOSOON)
Office Expense	208.00
Office Expenses	State
61700 Internet Expenses	54.56
64900 Supplies	58.12
Certified Letters	515.20
Contract Labor	1,105.00
Quickbooks Subcription	74.62
Website	201.94
Total Office Expenses	2,069.44
Office Machines/Lease	48.70
Purchases	13.96
Recreation Building	
Repairs to Building	265.32
Total Recreation Building	265.32
Road Maintenance	763.53
Road Maintenance/Supplies	1,236.62
Road Repair	2,896.22
Tetal Road Meintenance	4,896.37
Total Expenses	\$21,163.28
NET OPERATING INCOME	\$-2,295.41
NET INCOME	\$-2,295.41
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Trinity Cove Improvement Association PROFIT AND LOSS BY MONTH January - December 2019

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49900 Marminolance Fema	203.988	260.00	42.36	140,50	28.00	704.17	-27.90	08.41	449.47	1	400.04	400.00	640,00
Maintanance regulachingstalles ter-port plant			1				-		20,000		30.00	-	830,00
Total 49900 Maintenance Form	206,80	1990,00	-52.74	-140,58	80.08	704.17	-27.80	-58.41	448.97	4137	405,54	400.65	17.00.77
Barti interest.	831	10,56	11,44	11,33	11.14	10,40	975	6.77	5	2.00	1,45	1.15	85038
Campgrund													10.00
2	300.00	560.00	300.00	300.00	775.00	300.00	250.00	850.00	650.00	00'09#	550.00	750.00	\$6,635.00
Total Campground	300.00	\$66.00	30000	300.00	77E.00	300,000	250.00	850.00	90,008	DIFFERE	550.00	750,00	\$6,635.00
Connection to credit cast charge		285										28.02	\$24.38
Donations	30.00				340.00								\$370.00
Constitute					400,00							35.00	\$ -365.00
Total Denastors	30.00				-00.00							35.00	\$5.00
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Total Carbons Ess	1 185,00	1,000,00	4 978 00	1.185.00	1 350 rin	1 36K DE	1,140,00	1,005,00	1.140.00	1 294.00	1,005,00	1126.00	\$13,969.00
	The state of the s	2000	-		-	200000	-	-					
Matromanco Fee	37,463.28	17,983.96	10,195,40	8,569,64	2,473,00	4,963.34	1,231,82	2,755.70	284,29	2,772.18	19,004.42	16,114,28	\$123,806,14
Farmits													80,00
Aychillectural Plemil		100.00	30.00	370.00	350,00	10.00		30.00	200.00				\$1,090.00
Vehicle Permit			150.00			90.00							8200.00
Trittel Permits		100.00	180.00	870.00	350,00	80.00		10.00	220.00				\$1,290.00
Progrado Durrhase						4,000,00							\$4,000,00
Between Charles Con			4.7G BA		98.00				128.70				RR 0853
Property Company and	35.09	20.00	200	100	2000	10.00	2.04	00'000	in Linear	200,000	016.30	100005	20.0188
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Langer roe	259.00	SALDI	200000	00'00	*30.00	100	130,00	200	1	200	CHANGE OF	10000	93,730,00
Unapplied Castil Payment Income	-14.31	7.90	24.08	23.76	100	43.87		22555	404.27	1,897.50	-1.653.00	99.00	8016.13
Total Income	\$59,389.70	\$17,789,73	\$12,417.78	\$10,476,07	\$5,355,5K	\$11,257.32	\$2,780.50	85,209,06	\$2,878,83	\$7,416.20	\$18,887.67	\$18,552.30	\$153,353.40
GROSS PROFIT	\$30,359,70	\$17,710,73	\$12,417,78	\$10,478.07	\$5,305,54	\$11,287.32	\$2,780.50	\$5,209.09	\$3,979.33	97,415.20	\$18,867,97	818,562,30	\$153,353,40
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	GLCS NVI	FEB 2019	MAR 2015	APR 2019	MAN DOTS	BUCK NOT	JOE 2019	AUG S019	BEP-2018	0007 2019	NCW 2019	DEC 2019	TOTAL
Plan Passar									18.39				\$16.99
Property Toxes	450.08					133.36							\$502.62
ISO & Hospital Taves	1,003.01												\$1,000.01
Total Property Taxes	1,48237					133.28							\$1,586.63
Purchasa of property							208.00						\$4208.00
Purchases											13.96		\$13.96
Recreation Building									00.00			12.12	\$91.73
Rappling to Building	1,475.00	367.42		804,39	350.75		4,415,44	B-07,78	1,012.63		2007.32	87.29	\$9,706.02
Total Facrosotion Beliating	1,475.00	267.42		804.39	350.70		4,615,44	927.78	1,072.63		265.32	119.02	88,797,78
Repair Suthhead							1,500,00						\$1,500.00
Road & Maintenance Fund	1,000.00												\$1,000.00
Hoad & Mantienane Fund/Pott-e-jon												95.28	\$56.24
Road Maintenance											763.53		\$783.53
Road Maimenance/Buppiles									66.90	94.95	1,236.62	2,114.64	91,215,19
Road Repair				2,134,36			2,381.60		627.84		2,896.22	431.11	\$7,598.71
Bresit Bigno			49,00		74.33		67.86						\$190.99
Total Read Mahitemance			49.00	2,124.36	74.33		2,449,25		896.62	94.95	4,896.37	2,883.53	\$13,068.42
TRA						96.40							\$86.40
Transpi Musis		15.36			29.47								\$44.83
Total Expension	\$10,139.07	\$26,600.52	\$7,146.25	\$10,658,08	\$10,888,90	\$12,006.52	\$18,172,20	\$12,290.88	\$19,629,118	\$12,940.92	\$27,153,28	\$18,787.54	\$180,802.34
NET OPERATING INCOME.	\$29,080,638	\$ -8,870.79	\$5,271.53	8-182.01	\$ -6,560,38	\$-1,740.70	8-16,411,70	\$-7,181,52	\$-15,749.85	\$ 5,545.72	\$ -2,295.41	\$1,784.76	\$ -27,248.84
MET DISCOME	829,280,53	\$ 48,870,79	\$6.271.50	8-182-01	\$-6,500.36	\$-1,748.30	8-18-411.70	\$ -7,181.82	8-15,749.a5	\$-5.545.72	\$ 42,205.41	\$1,764,76	\$ -27.248.84

TRINITY COVE IMPROVEMENT ASSOCIATION OFFICE MANAGER'S REPORT November 16, 2019 Sharon Deming, Office Manager

- We continue to collect payments for 2020 Maintenance Fees. We received approximately \$19,000 in November and \$16,000 in December. These figures include past due balances that have been paid as a result of lien notices sent and collected.
- The office was closed during the holidays and office staff were not paid as a cost savings to the Cove. The only payroll incurred during those two weeks were for the maintenance crew who continued to work and office manager for 1 hour each week to complete payroll.
- We are continuing to mail lien notices to those property owners who have past due balances.

Trinity Cove Improvement Association, Inc.

Board of Directors Meeting

President's Notes

January 18th, 2020

Signage

DOT Approved Markers have been installed for enhanced road safety – culverts, turns, etc.

15 Foot Easements - TCIA is allowed to place signage on easements

Will add more signage in future - Children at Play, Pedestrian Crossing, etc.

Campground rules

Campground Host - Joel & Vanessa Lee

\$200 Offset on Monthly Rent of \$300

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.

BOD Vote Needed

JP Court - Judge Lyle Stubbs

EPA Gurka - Agreed payment plan for indigent with lockdown on annual dues

Cove maintenance team will do a courtesy one time clean up of property, which includes large haul – 45 days to complete

EPA Skelton - Miraculous changes have been made to property

Junk car removal needed, as well a flatbed trailer loaded with rubbish - 30 days to complete

EPA - Dilapidated Trailers

Environmental Enforcement Officer - Joe Kennedy

State Law 341 - Health Hazard

Attorney Joe Bell - expedite deconstruction approval

Bylaws and Deed Restriction Panel - M&R

Met with Daniel Lee, Tina Wynn and Janelle Schmidt on December 8th at TCIA Office at Community Center

Discussion:

Note a formal Committee

There will be no Chair Person

They will act independently from BODs

They plan on aligning Bylaws and Deed Restrictions with state laws and county ordinances.

They will conduct their own meetings and schedule time with the Community for open discussion.

They will try and make the new Bylaws and Deed Restrictions hyperlinked where applicable, so that they will be living documents.

President, Leslie Barnard will act as point person for questions being submitted to the BODs or to our attorney.

Goal: Present revised document to BODs to submit for Attorney approval, BODs will give approval and finally submitted for Community ratification

Decision need for escalation of S209 Cases to JP Court

Easement Violations - Kieborz, Ward

BOD Vote Needed

Minutes and Ratified Attachments

Will upload all ratified documents in one packet, instead of separate cover

Should eliminate confusion and mitigate false allegations

Donations have been customary for TCIA President to authorize for many years – Site Minutes from 02/18/2013

Previous contributions were done through Petty Cash

Acceptable accounting practices would also include donations as a contribution

No vote is required by BOD for expenditures under \$2000

Donations/contributions for Activities Committee are for the sole benefit of the Community

No secret meetings have taken place

Social get-togethers with friends are allowed - even if attendees are on BODs

Spouses were invited

Beer, wine and snacks were served

No agenda, no structure, no voting, no Minutes

Incidental conversation is allowed regarding the Cove

Our attorney's office confirmed that these events are not illegal

I do not want to continue functioning as Secretary, whether voluntarily or by insubordinate behavior from a board member, which forces the responsibility back on me.

The BODs will discuss current roles and responsibilities and announce changes at the next BODs meeting.

Record requests as stated in our Bylaws are in alignment with State Law. As of date, no record request has been submitted to TCIAs office for processing.

Tammy Rhodes picked up a record request form, but did not turn it into TCIAs office.

PO's do not have to wait until the next BODs meeting in-order for us to process these requests

We will do our best to accommodate and fulfil the request within ten days as stated on the record request form.

On the advice of our attorney, we will not give out any information or allow review of any records due to potential pending litigation.

Email Ballot Voting:

Deed Restriction Exceptions to Allow Chickens to be raised for personal use on 11/21/2019, was unanimously disapproved by the BODs.

Road Material Purchases for #2 Rock on 01/14/2020, was approved by majority of the BODs.

January 15, 2020

EPA Violations

Trailers- 32 letters sent

5 resolved

5 abatement granted

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-236

Lien's filed-155

Paid in full-21

Payment Plan-11

Past due letters sent-16

Paid in full - 4

Maintenance Report January 18, 2020

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

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

Hauled & spread 10 tons of limestone base material on Oak Bluff Road.

Assisted property owner with volunteer road repairs on Whitetail Road (provided limestone base material).

Performed normal maintenance operations, maintaining vehicles & equipment, trash collections, recycling of scrap metals (when necessary), and burning brush pile in maintenance yard. No mowing operations to report this past month.

Started installing permanent DOT approved culvert & road markers per state regulation, and liability issues, all markers are being installed on Trinity Cove's 15 foot right away only.

Maintenance part-time employees were allowed to make up lost time due to the holydays & bad weather.

Trinity Cove Activities Report January 18th 2020

December Beginning Balance \$205.76 **Deposits \$1.804.79** Interest -04 **Expenses \$1,665.70 December Ending Balance** \$344.85

Activities Committee Meeting November 16 2019

October Beginning Balance 408.14
Deposits Interest . Olo
10.45
32.33
40.00

147.65 230.49 Expenses

Expenses Food Supplies 29836

Ending Balance 340,27

TRINITY COVE IMPROVEMENT ASSOCIATION

NOTICE OF INTENT TO ADDRESS

THE BOARD OF DIRECTORS

Property Owner Name: AMAXDA STANSBERRY
Property Owner Name: AMANDA STANSBERRY Address: 1084 Post OAK CIRCLE
Section: Block: Lot(s):
Date Of Request: JAH 15, 2020
Date Of Board Meeting: JAH 18 2020
All matters to be addressed to the Board must be in specific detail and listed here:

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.

TRINITY COVE IMPROVEMENT ASSOCIATION

NOTICE OF INTENT TO ADDRESS

THE BOARD OF DIRECTORS

Property Owner Name: Ammy Bhodes
Address: 180 Camparound Rd.
Section: Block: Lot(s):
Date Of Request: 1 15 2020
Date Of Board Meeting: 1 18 2020
All matters to be addressed to the Board must be in specific detail and listed here:
Everything pertaining to certified
letter sent out to all board
members in reference to Demanding
removal of leste Barnard.

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.

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OWNERS MUST NOT BE IN VIOLATION OF DEED RESTRICTIONS.

TRINITY COVE IMPROVEMENT ASSOCIATION, INC. Board of Directors Meeting Saturday, January 18, 2020

SIGN IN SHEET

1	Vera Kiebois	mark Cole
2	Pitas Siles and	Transce Core
3	Margin (Alm)	
4	Rodal d Valentine	
5 .	Marking Valentine	
3	Paul Schrift.	
7	Mary Sperling	
3	amonda Statelo	res
9	Buring France	
10	Samuel Males	✓
11	Short Willefad	
12	Clever yoff	
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14	William Keplet	
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25	Acres Coll	
26	Loune Hipping	
27	August Hoping	
28	Dillettion	
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