Trinity Cove Improvement Association, Inc.

General Board of Directors Meeting

AGENDA

November 16th, 2019

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.

<u>Notifications to address the Board</u>, 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
- Reading and Approval of the Minutes of the September 21st, 2019 Board Meeting: Vickie Ward
- Treasurers Report: Don Kargel
- Office Manager Report: Sharon Deming
- President's Report Leslie Barnard
- Committee Reports
 - Deed Restrictions/Special Projects Odis Murphy
 - Bylaws & Deed Restriction M&R Odis Murphy
 - Road Report John Deming
 - Activities Committee Marlene Valentine
 - Public Relations Kathy Kargel
- Old & New Business
- Open Discussion
- Adjournment

Trinity Cove Improvement Association, Inc. Board of Directors Meeting September 21st, 2019 Minutes

Call to Order

President, Leslie Barnard, called the meeting to order at 9:02 AM. Secretary, Ronald Valentine, stated that a quorum was established. All Board Members were present. Director, Larry Boren, left meeting early at 10:00 AM due to Doctor's appointment.

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

Minutes

Minutes from the August 19th, 2019 were read by Director, Odis Murphy. President, Leslie Barnard, motioned to approve the Minutes as read. Minutes were rejected until further clarification could be made surrounding future bank changes. The BOD accepted the Minutes unanimously via email ballot, with the exception of Director Larry Boren abstaining from vote.

Treasurer's Report (Don Kargel)

Treasurer, Don Kargel, read the Treasurer's Report for August 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.

Committee Reports

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

Deed Restrictions (Odis Murphy) – Discussed Section 209 Violations

Discussed current Bylaw and Deed Restriction history, as well as the potential decision to rescind or rewrite.

Road Report (John Deming) - Discussed by, John Deming. Status of current repairs.

Current crew is excellent. Process change needed – will try repairs that have longer life (i.e. cold mix). Bus routes (level one) will be done first on scheduled repairs.

New & Old Business:

POAs want to have Agenda posted three days in advance of the meeting.

POA will research with Commissioner Court regarding road safety.

Amendment to Original Minutes (10/24/19) - Regarding Pioneer Bank

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Pioneer Bank Account Number: <u>7234</u>
 O Add Treasurer - Don Kargel

Adjournment

President, Leslie Barnard, motioned to adjourn the meeting at 10:13 AM, which was unanimously approved by the BOD.

Approved – Intent to Address Board N/A

Approved:

Leslie Barnard – President

Don Kargel - Treasurer

C/O "Wayne" Richard Palmer - Vice President

Trinity Cove Improvement Association

PROFIT AND LOSS

October 2019

	TOTAL
ncome	-41.37
49900 Maintenance Fees	-41.37 2.89
Bank Interest	50.2
Campground	850.00
RV	850.00
Total Campground	Contraction of the second s
Garbage Fee	1,140.00
Recycling	1,284,00
Total Garbage Fee	
Maintenance Fee	2,772.18
Service/Fee Income	200.00
Transfer Fee	450.00
Unapplied Cash Payment Income	1,644.50 \$7,162.20
Total Income	and the second se
GROSS PROFIT	\$7,162.20
Expenses	
60200 Automobile Expense	
Equipment-1997 Chevrolet C/K 3500	97.12
Equipment-1997 Chevrolet C/K 3500/Repairs	97.12
Total Equipment-1997 Chevrolet C/K 3500	319.71
Insurance	416.83
Total 60200 Automobile Expanse	416.00
63300 insurance Expense	704.33
BOD Liability Ins.	704.33
Tetal 63360 Insurance Expense	-14.00
66700 Professional Fees	-14.00
County Clerk Office	30.00
Lawyers	316.00
Tetal 66700 Professional Fees	
68100 Telephone Expense	92.14
68600 Utilities	20101
Electric-Campground	284.64 55.01
Electric-Dump	163.49
Water	503.14
Total 68660 Utilities	
68610 Bank Service Charges	42.64
Dump Attendant	450.00
Fuel	17.00
Diesel	47.38 250.35
Gas	250.35
Total Fuel	201.13

	TOTAL
Contract Labor	6,103.00
Supplies	111.01
Trash Pickup	759.43
Tetal Maintenance	6,973.44
Office Expenses	
61700 Internet Expenses	109.12
64900 Supplies	229.51
66500 Postage	440.00
Certified Letters	267.30
Contract Labor	1,880.50
Quickbooks Subcription	74.62
Recording	19.97
Total Office Expenses	3,621.62
Office Machines/Lease	48.70
Road Maintenance	
Road Maintenance/Supplies	94.95
Total Road Maintenance	94,95
Total Expenses	\$12,960.92
NET OPERATING INCOME	\$~5,798.72
NET INCOME	\$-5,798.72

Trinity Cove Improvement Association

PROFIT AND LOSS BY MONTH

January - October, 2019

	JAN 2019	FEB 2019	MAR 2019	APH 2019	BUDE YAW	SLO2 MOIP		and child			
Incorne	March 14	CALL AND	10000	T IN A REAL PARTY.	50 M	L+ FUL	00.16	-56.41	449.97	41.37	\$1,649.96
49900 Maintenance Fees	88°992	560.00	-52.74	-140.56	-39,00	117602	100.00		T.	2,80	\$87.79
Bank Interact	16.9	10,56	11.44	11,33	11.14	10.40	9.24	11.0	7		\$0.00
Campground		2002200		100 1000	and serve	100 005	250.00	850.00	850.00	850.00	\$5,335.00
RV	300.00	660.00	300,00	300,000	nneu	200-000	and the second	000000	00000	860.00	\$5.335.00
Total Campground	300.00	560.00	300.00	300.00	775.00	300.00	00.062	001000	20000		\$-3.63
Correction to cieflit card charge		3.63									00.0752
Dominan	30.00				340.00						* .400.00
					-400.00						
Donations	A45 645				-80.00						\$ -30.00
Total Donations	30000	1.00000000	10000000000			1 101 00	1 140.00	1 095.00	1.140.00	1,140.00	\$11,725.00
Garbage Fee	1,155.00	1,070.00	1,275.00	1,185.00	00.055,1	1.200.00	ALC: 110	and and a		144.00	\$144.00
Recycling		1. 1000 100	A AVE AN	1 100 00	1 1200 000	1 205.00	1.140.00	1,095.00	1,140.00	1,284,00	\$11,869.00
Total Garbage Fee	000431.1	00'0/0'1	1,210,000		the case of	1 203 34	1 231 82	2.755.70	284.29	2,772.18	\$88,687,39
Maintenance Fae	37,483.26	17,983,96	10,189.40	40'800'0	00.014.2	Lanona La	and a second of				\$0.00
Permits		1010 M 1010	and the	00.002	00.095	10.00		10.00	220.00		\$1,090.00
Architectural Fermit		namot	10000	norm in		50.00					\$200.00
Vehicle Parmit			000001	00 020	SEN OD	80.00		10.00	220.00		\$1,290.00
Total Permits		00.001	100.001	00.010	2000						\$4,000.00
Property Purchase						4,000.00			105.78		\$330.58
Hehun Check Fee			179.80		25.00			100 000	-	00.000	\$396.75
Service/Fee Income	10.35	20.70	10.50	6.90	22.68	18.26	er's		an at		\$ -2.789.24
Sarvices	0.21	-2,819.76					Sec. 10		1000	450.00	\$2.700.00
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Total Income	\$39,389.70	\$17,789.73	\$12,417.78	\$10,478.07	\$5,328.04	20-102-114	001100 1 100	an ood on	CC 010 C4	\$7 182 20	\$115,680.23
GROSS PROFIT	\$39,389.70	\$17,789.73	\$12,417.78	\$10,476.07	\$5,328.54	\$11,257.32	00'09/"78	0019002108	000010000	and the second state	
Expenses											\$343,30
60200 Automobile Expense			343.30								\$1,648.94
Equipment-1997 Chevrolet C/K					1,649,94						
3500										97.12	\$97,12
Equipment-1 997 Chevrolet											
C/K 3500/Repairs					1 640 04					87.12	\$1,747.06
Total Equipment-1997 Chevrolet C/K 3500					- manual I					319.71	\$639.42
Insurance				319.71			DE Y JU		71.00		\$394.45
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6,706,80 243,05 5,625,00 243,05 99,00 135,63 313,75 189,99 09,00 135,63 100,00 227,48 118,10 45,79 380,10 100,00 522,00 308,97 118,10 246,96 480,08 100,00 522,00 308,97 118,10 246,96 480,08 118,10 246,96 480,08	Dump Attendant	540,00	400.00			0/0/0	nninnt	animan i	and the second			\$6,949,85	
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Gradel 5.625.00 313.75 189.99 398.97 201.17 99.96 99.00 135.63 294.51 294.51 201.17 99.96 00.00 135.63 100.00 227.48 201.17 99.96 159.00 135.63 100.00 227.48 201.17 99.96 159.00 135.63 100.00 227.48 118.10 45.79 380.10 159.00 135.63 100.00 527.48 118.10 246.96 480.08	Equipment-Honda Plata									A loss of the second se			
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Jake 34 Jake 34 Jake 34 201.17 99.98 bit 99.00 135.63 294.51 201.17 99.98 60.00 135.63 100.00 227.48 118.10 45.78 380.10 Fuel 158.00 135.63 100.00 522.00 398.97 118.10 246.96 480.08 Fuel 158.00 135.63 100.00 522.00 398.97 118.10 246.96 480.08	Equipment/Gradal		5,625,00		313.75		The second second					\$398.97	
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198.00 135.63 100.00 522.00 398.97 118.10 246.95 480.06 130.00 1502.08	Gas	60,00			100.00			118.10	45.79	380.10	00100	TA REA CO	
1000	Total Fuel	158.00	135.63		100.00		398.97	118.10	246.96	460.06	211102		
						130.00	1,502,08					\$1,632.08	

Cash Basis Friday, November 1, 2019 08:35 AM GMT-7

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Contract Labor			and the state of the second					a lan mont			
	2,219,00	1,266.00	1,153.00	1,993.00	2,354,00	3,256.00	5,395.50	5,481,50	5,053.50	£,103.00	\$34,284.50
Equipment	450.00	3,750,00	314.47			100.00			850.00		\$5,454.47
Supplies	34.81	233.28	629.43	153,42	117.76	434.47	417.18	418.00	637.90	111.01	\$3,187.26
Trash Pickup	665.90	724,99	724,99	724.99	724.99	727.55	727.65	775.88	769.43	759.43	\$7,315.70
Total Maintenarce	3,368.71	5,974.27	2,821.69	2,871,41	3,326,75	6,020.10	6,540.23	6,685.38	7,300.83	6,973.44	\$51,884.01
Office Expense											\$0.00
Security		1,158.28		100,00							\$1,258.26
Total Office Expanse		1,158.28		100.00							\$1,258.28
Office Expenses											\$0.00
61700 Internet Expenses	54.00	54,00	54.00	54.00	55.03	54.56	54,58	54.56		109.12	\$543.83
64900 Supplies	422.93	524.67	76,85	454,89	416.97	366.42		362.14	338.45	229.51	\$3,193.84
66500 Postage	3.75		220.00			56.00				440.00	\$718.75
Advertising					13,00		13.00				\$28.00
Certified Letters	67.00	280.85		208.20	274.90	36.50		164.70	331.05	267,30	\$1,630.50
Contract Labor	1,200,00	1,358.00	1,329,00	1,296.00	1,464.00	1,269.00	972.00	1,005.00	1,908.00	1,880.50	\$13,679.50
Election Expenses									1,459.61		\$1,459.51
Notary						41.85					\$41.85
Office ExpenseMicrosoft Ofc						108.24	43.29				\$151.53
License											And the second second
Post Office Box						40.00	Control of the second		62.00		\$102.00
Ould/books Subolption	63,96	63.96	63.96	63.06	63.96	63.96	74.82	74,62	74.82	74.62	\$682.24
Recording		234.00								19.97	\$253.97
Total Office Expenses	1,811.64	2,513,48	1,743.82	2,077.05	2,287.86	2,035.53	1,157.47	1,661.02	4,174.73	3,021.02	\$22,483.62
Office Machines											\$0,00
Purchased				66.73		1,244.17					\$1,310,90
Repairs			50.00								\$50,00
Total Office Machines			50.00	66.73		1,244.17					\$1,360.90
Office Machines/Lease		59.53	48.70	48,70	48.70	48.70	48,70	48.70	48.70	48.70	\$449.13
Plate Packer									18.99		\$16.89
Property Taxes	459.36					133.26					\$592.62
ISD & Hospital Taxes	1,003.01										10.500,13
Total Property Taxes	1,482.37					133.26					\$1,595.53
Purchase of property							208,00				\$208.00
Recreation Bulliang							0.001242000		60.00		\$60.00
Repairs to Building	1,475.00	367.42		804.39	350.75		4,415,44	927.78	1,012.63		59,303.41
Total Recreation Building	1,475.00	367.42		804.39	350.75		4,415,44	827.78	1,072.83		\$9,413.41
Repair Buikhsee							1,500.00				\$1,500.00
Hoad & Maintenance Fund Bourd Maintenance	00'000'1										50.00
Road Mainternance/Supplies									68.98	94.95	\$163.93
Road Rapair				2,124.36			2,381,60		627.64		\$5,133.60
Street Signs			49.00		74,33		67.66				\$190.99
Total Road Maintenanos			49.00	2,124.36	74,33		2,448.28		696.82	94.95	\$5,488.52

Cash Basis Friday, November 1, 2019 08:35 AM GMT-7

3/4

Cash Basis Friday, November 1, 2019 08:35 AM GMT-7

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

- Payments for 2020 Maintenance Fees are already being received.
- Several past due balances have been paid in the last month, which is a result from lien notices being sent out. We continue to mail lien notices on a weekly basis.
- Holiday hours will be as follows:

THANKSGIVING Office will close early November 27th through November 29th.

CHRISTMAS

- There will be limited staffing throughout the week of Christmas and New Year's.
- The office will be closed beginning December 23rd through January 3rd except for payroll purposes or in case of an emergency.

Trinity Cove Improvement Association, Inc.

Board of Directors Meeting

President's Notes

November 16th, 2019

Invoices went out the week of October 21st, 2019

Stats for S209 Violations as of 11/2019 - EPA cases heard in JP Court starting in November.

Dilapidated Trailers – 32 5 resolved 5 abatements notices served

Garbage – 37 8 resolved

Abandoned Vehicles - 12 5 resolved

Skirting – 3 1 resolved

Lien Notices - 176 74 filed 11 paid in full

Past Due – 16 4 paid in full

Architectural Violations – 4 4 escalated to attorney Per Attorney – JP Court needed for enforcement

Vote to amend TCIAs bank account 7234, by adding Treasurer - Don Kargel, was send out via email ballot on October 24th, 2019. BODs voted unanimously to approve the bank changes (Wayne Palmer – verbal).

Vote to remove Annetta Elam as Chair of the Bylaws & Deed Restriction Maintenance & Revision Committee and to add Odis Murphy as Chair, was sent out via email ballot on October 25th, 2019. BODs voted unanimously to approve the change in Committee Chair positions (Vice-President, Wayne Palmer – verbal) except for, Director, John Deming (disapproved) and Secretary, Vickie Ward (abstained). State Law and our Bylaws allows for electronic balloting during the month. If the ballot email is not directly responded to, the vote will be considered as an abstained vote.

I would like to have a community Panel put together to work on the Bylaws & Deed Restriction Maintenance & Revision Committee. Per Director, Odis Murphy, Daniel Lee has volunteered to work on this Committee. Janelle Schmidt and Tina Wynn have also volunteered to be on the Committee. We would like to have at least two more volunteers. President, Leslie Barnard, will be point person for the Panel/Committee. The document being requested will be a hightech living document (hyperlinks). Order of events – Panel will research applicable law and produce documents, BODs will review, Attorney will review (potential revisions pushed back to panel), BOD ratification and then ballot for PO ratification will take place.

Activities Center Office - \$500

Currently underway - Convert Community Center pantry into an office for Activities Committee.

Discuss job responsibilities regarding all directors/officers.

Email - ability to receive and send

Email - ability to respond to electronic balloting

Documents - compiling and printing in a timely fashion

Following instructions given by President

Trinity Cove Improvement Association, Inc.

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Maintenance Report November 16, 2019

Repaired potholes on Trinity Cove Drive and Campground Road (grounded asphalt chips and CRS-2).

Removed & replaced a large section of asphalt on Trinity Cove Drive with cold mixed asphalt.

Hauled, spread, and compacted limestone base on Campground Road (campground area only).

Assisted property owner with volunteer road & drainage ditch repairs on Spring Hill Road (provided limestone base material).

Removed hazardous tree limbs from road shoulders in all sections of the Cove.

Performed mowing operations, trash collections, and recycling of scrap metals.

Repaired electrical & plumbing issues in campground restroom, replaced sink drain, pop off valve, and repaired electrical short causing low water temp on the water heater.

Created much needed office space for the Activities Committee from a storage closet in the Community Center. Work was performed by a maintenance volunteer & only one of our maintenance staff in an effort to keep cost to a minimum.

Responded to property owner safety concern about hazardous culver on Floral Drive, culvert was inspected & temporary culvert markers were installed. Culvert markers were removed & thrown into the creek shorty there after by vandals. Report of vandalism was filed with the Sheriff Department. Permanent DOT approved culvert markers will be reinstalled at that location and all other culvert locations throughout the Cove as soon as possible.

Activities Committee Meeting November 16 2019

October Begunning Balance Deposits Interest . 06 10.45 32.33 40.00 (147.65 408.14 230.49

Expenses Supplies

29836

Ending Balance

340,27

TRINITY COVE IMPROVEMENT ASSOCIATION, INC. Board of Directors Meeting Saturday, November 16, 2019

SIGN IN SHEET

	SIGN IN SHEET
1	Vickie WARD 255 COVEVIEW DR -
2	Ronald Valentine
3	MARIENe Valentine
4	AMANDA STANSBERRY
5	Burice Jamme
6	Sam Richardson
7	Shirley Willeford
8	any price gold
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