

Trinity Cove Improvement Association, Inc.

General Board of Directors Meeting

AGENDA

October 12th, 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.*

*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
- Reading and Approval of the Minutes of the October 20th, 2018 Board Meeting:  
Ronald Valentine
- Treasurers Report: Don Kargel
- Office Manager Report: Sheron Deming
- Committee Reports
  - Deed Restrictions/Special Projects – Odis Murphy
  - Road Report – John Deming
  - Activities Committee – Marlene Valentine
  - Public Relations – Kathy Kargel
- Old & New Business
  - Annual P&L for 2018-2019
  - Annual Budget for 2019-2020
  - Election Results
- Open Discussion
- Adjournment

**Trinity Cove Improvement Association, Inc.**  
**General Board of Directors Meeting**  
**October 20th, 2018**  
**Minutes**

**Call to Order**

President, Wayne Palmer, called the meeting to order at 9:05 AM. Secretary, Leslie Barnard, stated that a quorum was established. All Board Members were present.

Prayer and Pledge of Allegiance was led by President, Wayne Palmer.

**General Election**

Results from the General Election held on October 13<sup>th</sup>, 2018 were read by President, Wayne Palmer. Ballots counted by the Election Committee for each candidate were as follows:

- Margie Cohn                    8
- Don Kargel                    58
- Tammy Rhodes               21
- Ronald Valentine            44

**Write In**

- Vickie Ward                   9
- Terry Walshak               1
- Barry Titus                    1

**Appointment of BOD Positions**

Secretary, Leslie Barnard announced the appointment of the following positions:

- Leslie F. Barnard            President
- Leslie F. Barnard            Secretary
- Richard "Wayne" Palmer    Vice-President
- Don Kargel                    Treasurer
- Sam Burbank                Director – Road & Maintenance
- Larry Boren                  Director – Special Projects
- Ron Valentine                Director – Architectural
- Odis Murphy                 Director – Deed Restrictions

Vice-President, Larry Boren motioned to accept the new board positions as read, which was approved unanimously for the BOD.

### Appointment of Committee Positions

- Activities Committee
  - Betty Boren
  - Kathy Kargel
  - Hollie Burbank
  - Marlene Valentine (Chair)
- Welcoming Committee
  - Hollie Burbank (Chair)
  - Vera Kieborz

### New Business

President, Leslie Barnard motioned to increase annual dues to \$115.00 per year, which was unanimously approved by the BOD.

President, Leslie Barnard discussed pursuing delinquent properties were financial institutions currently own properties. Certified letter will be sent for total obligation and if not remedied within specified time, liens will be placed on property. Director, Odis Murphy will provide the list meeting discussed criteria to the BOD for review.

Director, Larry Boren discussed restricting GVW for our neighborhood to 26,000. Director, Sam Burbank will research the topic for required signage, overweight permits, River Road bridge weight restriction to mitigate TCIA bearing the full costs of damage currently being done to roads.

President, Leslie Barnard discussed what needs to take place in-order to commence road repairs. Director, Larry Boren indicated that products needed have already been purchased and that the only thing holding us back is poor weather. Director, Sam Burbank has been in touch with several laborers that he will engage for road repairs and maintenance.

Director, Sam Burbank will research required signage and recommend locations of speed bumps currently owned by TCIA to be installed on main roads in subdivision.

In-addition to Real Estate signs, Director, Sam Burbank will research and make recommendations of allowing certain types of signage and some with restrictions.

PO Betty Boren mentioned that Office Manager, Kathy Kargel will need to resign in the near future due to health issues. Sharon Deming will be submitting her resume to the BOD for review.

Director, Sam Burbank and Larry Boren discussed PO at corner of Sportsman Drive and River Road needing barrier posts with reflectors installed, as well as "Curve" signage. Second time that this PO's fence has been damaged from people speeding or DUI. Sam will research signage to ensure that TCIA is following state guidelines.

President, Leslie Barnard discussed process needed in-order to remove dilapidated trailers from abandoned properties as a Deed Violation not being remedied electively. Director, Larry Boren will research cost of rental equipment, roll-off containers, notices to PO, JP Court and liens being placed on property and will present total costs involved to BOD.

Activities Committee, Betty Boren has received estimates for repairing the Community Center's externals walls, which will be a shared cost between TCIA and the Activities Committee. President, Leslie Barnard requested that material options be quoted in addition to wood – i.e. Smart Board prior to BOD voting.

#### Amendment to Original Minutes (11/3/18) – Regarding Pioneer Bank

- Pioneer Bank Account Number: 7234
  - Remove out Vice-President Larry Boren
  - Change Richard "Wayne" Palmer to Vice-President
  - Add Leslie F Barnard as President

#### Adjournment

President, Leslie Barnard motioned to adjourn the meeting at approximately 10:15 AM, which was unanimously approved by the BOD.

#### Approved:



Leslie F Barnard – President/Secretary



Donald O. Kargel Tres.

"Wayne" Richard Palmer – Vice President  
For WAYNE PALMER









**Trinity Cove Improvement Association**  
**Budgeted Profit and Loss by Year**  
**2019-2020 Budget**

|                             | <u>2019</u>    |
|-----------------------------|----------------|
| <b>Income</b>               |                |
| Bank Interest               | 100            |
| Campground                  | 5,500          |
| Donations                   | 150            |
| Garbage Fee                 | 14,000         |
| Maintenance Fee             | 130,000        |
| Permits                     | 1,500          |
| Return Check Fee            | 350            |
| Service/Fee Income          | 250            |
| Transfer Fee                | 2,500          |
| <b>Total Income</b>         | <b>154,350</b> |
| <b>Gross Profit</b>         | <b>154,350</b> |
| <b>Expenses</b>             |                |
| 60200 Automobile Expense    | 1,000          |
| 63300 Insurance Expense     | 9,000          |
| 66700 Professional Fees     | 4,500          |
| 68100 Telephone Expense     | 1,100          |
| 68600 Utilities             | 6,000          |
| 68610 Bank Service Charges  | 700            |
| Dump Attendant              | 5,000          |
| Fuel                        | 2,000          |
| Maintenance & Road          | 80,950         |
| Office Expense              | 26,000         |
| Office Machines             | 2,000          |
| Property Taxes              | 2,000          |
| Recreation Building         | 10,000         |
| Campground Repairs          | 1,000          |
| Equipment Repairs           | 3,000          |
| TRA                         | 100            |
| <b>Total Expenses</b>       | <b>154,350</b> |
| <b>Net Operating Income</b> | <b>0</b>       |
| <b>Net Income</b>           | <b>0</b>       |



**TRINITY COVE IMPROVEMENT ASSOCIATION  
OFFICE MANAGER'S REPORT  
October 12, 2019  
Sharon Deming, Office Manager**

- Completed 2020 Maintenance Fee invoicing last week Friday and are in the process of stuffing the envelopes. Invoices will probably be mailed out by Friday, October 25.
- Now that invoicing is complete our office hours have returned to 9:00 a.m. to 1:00 p.m. Monday through Friday.
- We continue to work on lien letters and are mailing out certified letters weekly.

October 9, 2019

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-126

Lien's filed-44

Paid in full-5

Past due letters sent-16

Paid in full - 4