

Trinity Cove Improvement Association, Inc.

Board of Directors Meeting

AGENDA

May 16th, 2020

****Due to the Covid-19 pandemic, the BODs meeting will not be open to the public. We plan on having the meeting streamed on Social Media by one of our POs.**

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 April 18th, 2020 Board Meeting
- Treasurers Report: Don Kargel
- Office Manager Report: Sharon Deming
- President's Report – Leslie Barnard
- Committee Reports
 - Deed Restrictions Enforcement– Vickie Ward
 - Architectural – Vickie Ward, Ronald Valentine
 - Road Report – Carl Schmidt
 - Community Events – Chelsea Cook
- Old & New Business
- Request to Address the Board
- Adjournment

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

Call to Order

President, Leslie Barnard, called the meeting to order at 9:00 AM. Secretary, Vickie Ward, stated that a quorum was established. All Board Members were present.

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

Vice-President, John Deming, resignation was received on April 18th, 2020 prior to the commencement of the meeting.

President, Leslie Barnard, asked for a motion to appoint Joshua Amat as Director of Special Projects. The BODs accepted the appointment unanimously with the exception of Director, Ronald Valentine.

President, Leslie Barnard, asked for a motion to change Secretary, Vickie Ward to also hold the position of Vice-President. The BODs accepted the change in responsibilities unanimously with the exception of Director, Ronald Valentine.

Minutes

Minutes from the February 15th and March 11th, 2020 were read by Director, Joshua Amat. President, Leslie Barnard, motioned to amend banking instructions on February 15th 2020 Minutes and approve the remainder of the Minutes for both February and March as read. The BOD accepted the Minutes unanimously with the exception of Director, Ronald Valentine.

Treasurer's Report (Don Kargel)

Treasurer, Don Kargel, read the Treasurer's Report for both February and March 2020. President, Leslie Barnard, motioned for approval as read. The BOD accepted the Treasurer's Report unanimously.

Office Manager's Report (Sharon Deming) – Read by President, Leslie Barnard.

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, asked for a motion to amend the President's report to include the topic of Resolutions. The BODs accepted the motion unanimously to amend the President's Notes and to accept the remainder of the President's Notes as read, with the exception of Director, Odis Murphy and Director, Ron Valentine.

Committee Reports

Community Events (Chelsea Cook) – (see attached report)

Architectural (Vickie Ward) – As Discussed/Read (see attached report)

Deed Restrictions Enforcement (Vickie Ward) – As Discussed (see attached report)

Road & Maintenance Report (Carl Schmidt) – As Discussed

Abatements (Joshua Amat) – As Discussed/Read

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

New & Old Business:

President, Leslie Barnard, asked for a motion to approve the Resolution Concerning Books and Records. The sample of our current Records Release Form(s) is attached to the resolution, which was previously approved by the BODs. The BODs unanimously approved the Resolution with the exception of Director, Ronald Valentine.

President, Leslie Barnard, asked for a motion to approve the Resolution Adopting Alternative Payment Schedule Guidelines. The sample of our current Alternative Payment Plan form(s) is attached to the Resolution, which was previously approved by the BODs. The BODs unanimously approved the Resolution with the exception of Director, Ronald Valentine.

President, Leslie Barnard, asked for a motion to allow Director, Joshua Amat, to sign tickets for vehicle abatement with Snag's Wrecker Service, which was unanimously approved by the BOD.

President, Leslie Barnard, asked for volunteers for the 2020 Election Committee. Committee will be responsible for Rules to run for Board of Directors and getting documentation ready to be sent out to Property Owners. Board members to roll-off this year are Leslie Barnard, Odis Murphy, and Richard (Wayne) Palmer-deceased.

Discussion on stickers for boats/vehicles of Property Owners was requested. President, Leslie Barnard stated this would be tabled at this time and addressed at a later date.

Adjournment

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

Approved:



Leslie Barnard – President



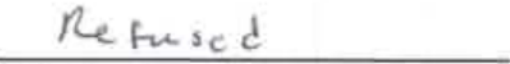
Don Kargel – Treasurer




Vickie Ward – Secretary/Vice-President



Joshua Amat - Director



Odis Murphy – Director



Ron Valentine – Director

April 2020 Bank Statement

Summary of Activity Since Your Last Statement

Beginning Balance	4/01/20	23,422.01
Deposits / Misc Credits	12	9,249.05
Withdrawals / Misc Debits	63	10,502.60
** Ending Balance	4/30/20	22,168.46**
Service Charge		.00
Interest Paid Thru 4/30/20		1.90
Interest Paid Year To Date		8.65
Average Balance		23,190
Minimum Balance		21,456
Average Rate / Cycle Days		.10000 / 30
Enclosures		44

Trinity Cove Improvement Association

PROFIT AND LOSS BY MONTH

April 2020

	APR 2020	TOTAL
Income		
49900 Maintenance Fees	-164.20	\$ -164.20
Bank Interest	1.90	\$1.90
Campground		\$0.00
RV	900.00	\$900.00
Total Campground	900.00	\$900.00
Garbage Fee	1,200.00	\$1,200.00
Maintenance Fee	7,121.46	\$7,121.46
Service/Fee Income	79.22	\$79.22
Services	0.25	\$0.25
Unapplied Cash Payment Income	5.18	\$5.18
Total Income	\$9,143.81	\$9,143.81
GROSS PROFIT	\$9,143.81	\$9,143.81
Expenses		
63300 Insurance Expense	319.71	\$319.71
BOD Liability Ins.	703.39	\$703.39
Total 63300 Insurance Expense	1,023.10	\$1,023.10
66700 Professional Fees		\$0.00
Background Checks	3.32	\$3.32
Total 66700 Professional Fees	3.32	\$3.32
67200 Equipment Repairs		\$0.00
Tractor	183.51	\$183.51
Total 67200 Equipment Repairs	183.51	\$183.51
68100 Telephone Expense	92.82	\$92.82
68600 Utilities		\$0.00
Electric-Campground	164.41	\$164.41
Electric-Community Building	201.68	\$201.68
Electric-Dump	46.06	\$46.06
Water	128.12	\$128.12
Total 68600 Utilities	540.27	\$540.27
68610 Bank Service Charges	54.41	\$54.41
Dump Attendant	500.00	\$500.00
Fuel		\$0.00
Gas	67.36	\$67.36
Total Fuel	67.36	\$67.36
Maintenance		\$0.00
Contract Labor	4,424.00	\$4,424.00
Supplies	218.97	\$218.97
Trash Pickup	759.43	\$759.43
Total Maintenance	5,402.40	\$5,402.40

Trinity Cove Improvement Association

PROFIT AND LOSS BY MONTH

April 2020

	APR 2020	TOTAL
Office Expense		\$0.00
Security	106.25	\$106.25
Total Office Expense	106.25	\$106.25
Office Expenses		\$0.00
64900 Supplies	276.38	\$276.38
Certified Letters	215.45	\$215.45
Contract Labor	732.25	\$732.25
Quickbooks Subscription	74.62	\$74.62
Total Office Expenses	1,298.70	\$1,298.70
Office Machines/Lease	48.70	\$48.70
Road & Maintenance Fund/Port-a-jon	95.26	\$95.26
Road Maintenance		\$0.00
Road Maintenance/Supplies	1,310.25	\$1,310.25
Total Road Maintenance	1,310.25	\$1,310.25
Total Expenses	\$10,726.35	\$10,726.35
NET OPERATING INCOME	\$ -1,582.54	\$ -1,582.54
NET INCOME	\$ -1,582.54	\$ -1,582.54

Trinity Cove Improvement Association

PROFIT AND LOSS BY MONTH

January - April, 2020

	JAN 2020	FEB 2020	MAR 2020	APR 2020	TOTAL
Income					
49900 Maintenance Fees	-148.43	-69.13	-52.13	-164.20	\$ -433.89
49910 Returned Check Charges - Inactive	35.00				\$35.00
Bank Interest	1.98	2.58	2.19	1.90	\$8.65
Campground			550.00		\$550.00
RV	1,400.00	300.00	100.00	900.00	\$2,700.00
Total Campground	1,400.00	300.00	650.00	900.00	\$3,250.00
Correction to credit card charge	-14.06				\$ -14.06
Donations	20.00				\$20.00
Donations			10.50		\$10.50
Total Donations	20.00		10.50		\$30.50
Garbage Fee	1,215.00	1,215.00	1,050.00	1,200.00	\$4,680.00
Recycling			80.50		\$80.50
Total Garbage Fee	1,215.00	1,215.00	1,130.50	1,200.00	\$4,760.50
Maintenance Fee	38,751.79	8,097.72	10,345.32	7,121.46	\$64,316.29
Deposit Corrections	0.00				\$0.00
Total Maintenance Fee	38,751.79	8,097.72	10,345.32	7,121.46	\$64,316.29
Permits					\$0.00
Architectural Permit			150.00		\$150.00
Total Permits			150.00		\$150.00
Service/Fee Income	100.00	3.70	300.00	79.22	\$482.92
Services				0.25	\$0.25
Transfer Fee	300.00		450.00		\$750.00
Unapplied Cash Payment Income	11.70	20.50	-1.00	5.18	\$36.38
Uncategorized Income			6.75		\$6.75
Total Income	\$41,672.98	\$9,570.37	\$12,992.13	\$9,143.81	\$73,379.29
GROSS PROFIT	\$41,672.98	\$9,570.37	\$12,992.13	\$9,143.81	\$73,379.29

Trinity Cove Improvement Association

PROFIT AND LOSS BY MONTH

January - April, 2020

	JAN 2020	FEB 2020	MAR 2020	APR 2020	TOTAL
Expenses					
60200 Automobile Expense		68.75			\$0.00
Lic. Plate Tags		68.75			\$68.75
Total 60200 Automobile Expense					\$68.75
63300 Insurance Expense				319.71	\$319.71
BOD Liability Ins.	704.33	1,952.61	703.39	703.39	\$4,063.72
Total 63300 Insurance Expense	704.33	1,952.61	703.39	1,023.10	\$4,383.43
66700 Professional Fees			-7.00		\$ -7.00
Background Checks		30.93	6.39	3.32	\$40.64
County Clerk Office	1,468.00	62.00			\$1,530.00
Lawyers		4,050.00			\$4,050.00
Total 66700 Professional Fees	1,468.00	4,142.93	-0.61	3.32	\$5,613.64
67200 Equipment Repairs	29.99				\$29.99
Air Compressor			235.18		\$235.18
Tractor	160.65	205.44	1,375.04	183.51	\$1,924.64
Trailer			8.00		\$8.00
Truck		41.42			\$41.42
Total 67200 Equipment Repairs	190.64	246.86	1,618.22	183.51	\$2,239.23
67200 Equipment Repairs/Backhoe	153.36	899.32			\$1,052.68
68100 Telephone Expense	93.67	92.82	92.82	92.82	\$372.13
68600 Utilities					\$0.00
Electric-Campground	289.76	272.85	256.72	164.41	\$983.74
Electric-Community Building	290.55	253.62	291.61	201.68	\$1,037.46
Electric-Dump	61.79	63.91	54.06	46.06	\$225.82
Water	188.18	224.57	217.24	128.12	\$758.11
Total 68600 Utilities	830.28	814.95	819.63	540.27	\$3,005.13
68610 Bank Service Charges	155.62	142.87	48.77	54.41	\$54.41
Bank Charges					\$347.26
Total 68610 Bank Service Charges	155.62	142.87	48.77	54.41	\$401.67

Trinity Cove Improvement Association

PROFIT AND LOSS BY MONTH

January - April, 2020

	JAN 2020	FEB 2020	MAR 2020	APR 2020	TOTAL
Campground Repairs					\$0.00
Bathroom		902.75			\$902.75
Electrical	249.65				\$249.65
Total Campground Repairs	249.65	902.75			\$1,152.40
Dump Attendant	400.00	400.00	400.00	500.00	\$1,700.00
Equipment-Honda Plate Compactor	26.27				\$26.27
Equipment/Gradall		134.15			\$134.15
Fuel					\$0.00
Diesel		80.00	153.24		\$233.24
Gas	172.04	166.58	242.92	67.36	\$648.90
Total Fuel	172.04	246.58	396.16	67.36	\$882.14
Maintenance					\$0.00
Contract Labor	5,010.00	5,152.00	4,648.00	4,424.00	\$19,234.00
Supplies	170.11	400.50	56.78	218.97	\$846.36
Trash Pickup	759.43	759.43	759.43	759.43	\$3,037.72
Total Maintenance	5,939.54	6,311.93	5,464.21	5,402.40	\$23,118.08
NSF	12.00				\$12.00
Office Expense		162.50			\$162.50
Security	40.52			106.25	\$146.77
Total Office Expense	40.52	162.50		106.25	\$309.27
Office Expenses	0.00	14.06			\$14.06
61700 Internet Expenses	54.56	218.55			\$273.11
64900 Supplies	205.41	60.55	625.58	276.38	\$1,167.92
66500 Postage	55.00	55.00	277.40		\$387.40
Certified Letters	34.25			215.45	\$249.70
Contract Labor	1,267.50	1,215.50	1,183.00	732.25	\$4,398.25
Quickbooks Subscription	74.62	74.62	74.62	74.62	\$298.48
Total Office Expenses	1,601.34	1,638.28	2,160.60	1,298.70	\$6,788.92

Trinity Cove Improvement Association

PROFIT AND LOSS BY MONTH

January - April, 2020

	JAN 2020	FEB 2020	MAR 2020	APR 2020	TOTAL
Office Machines:					\$0.00
Purchased	90.74	662.09	609.45		\$1,362.28
Total Office Machines	90.74	662.09	609.45		\$1,362.28
Office Machines/Lease	48.70	48.70	48.70	48.70	\$194.80
Property Taxes	470.26				\$470.26
ISD & Hospital Taxes	953.32				\$953.32
Total Property Taxes	1,423.58				\$1,423.58
Recreation Building					\$0.00
Repairs to Building	32.44	426.98			\$459.42
Total Recreation Building	32.44	426.98			\$459.42
Road & Maintenance Fund/Port-a-jon					\$476.30
Road Maintenance	190.52	95.26	95.26	95.26	\$476.30
Road Maintenance/Supplies	4,308.75	0.92	479.98	1,310.25	\$6,099.90
Street Signs		2,620.50	822.56		\$3,443.06
Total Road Maintenance	4,308.75	2,621.42	1,302.54	1,310.25	\$9,542.96
Subscriptions		35.00			\$35.00
Supplies/TX HOA Law	194.08				\$194.08
TRA		50.00			\$50.00
Total Expenses	\$18,416.07	\$22,096.75	\$13,759.14	\$10,726.35	\$64,998.31
NET OPERATING INCOME	\$23,256.91	\$ -12,526.38	\$ -767.01	\$ -1,582.54	\$8,380.98
NET INCOME	\$23,256.91	\$ -12,526.38	\$ -767.01	\$ -1,582.54	\$8,380.98

TRINITY COVE IMPROVEMENT ASSOCIATION
OFFICE MANAGER'S REPORT
May 16, 2020
Sharon Deming, Office Manager

- We continue to collect payments for 2020 Maintenance Fees although payments have been fewer in the past month. We deposited \$9,249.05 in April. This includes past due balances that have been paid as a result of lien notices sent and collected.

- Office expenses total \$1298.70
 - Supplies \$276.38
 - Certified letters \$215.45
 - QuickBooks subscription \$74.62
 - Contract labor \$732.25
 - Annual security expense \$106.25

- Utility expenses total \$540.27
 - Electric \$412.09 (campground, rec bldg., & dump)
 - Water \$128.12 (campground, rec bldg., & dump)

- Telephone expense total \$92.82

- We continue to initiate lien notices to those property owners who have past due balances. We mailed 29 lien letters and have received payments on 4 accounts which totaled \$1335.42. We have not been able to process any new liens or release of liens since the County Clerk's office is closed. We have 6 Release of Liens and 5 Assessment of Lien Affidavits that have been mailed to the County Clerk for filing.

May 2020 Report

Community Events Committee.

\$247.54 in the bank account.

\$ 8.50 in petty cash.

\$ 59.75 in coffee donations.

\$315.79 in total Funds.

There was a meeting held on May 15th, 2020 @6 pm to decide on terms for the Community Events Committee.

Present was Chairs: Chelsie Cook, Hollie Burbank, Janelle Schmidt.

Not Present: Co-Chair Shirley Townes.

The three chairs unanimously voted in favor for the following:

Chairs(and Co-Chairs) for the "Community Events Committee" now serve these indefinite terms:

*If a Chair/Co becomes inactive for 9 months, the position is considered vacant and may be refilled. (Exception to the rule would be for a family emergency.)

*If a Chair/Co is removed (By a TCIA Board member) with cause, he/she may not be reappointed.

*If a Chair/Co is removed (By a TCIA Board member) without cause, he/she may be re-appointed with a 3 month probationary period.

Events Committee ajourned at 7:30pm 05/15/20

A Group has been made on Facebook under the name "TCIA Community Events Committee" for anyone who would like to become a volunteer for any future event. And/or if you have ideas you want to give for a potential event.

Thank you.

Chelsie Cook- Chair



05/15/20

Joshua Hnat minutes for 5-16-2020

april 20, 2020 chevrolet yukon picked up from 179 oak bluff in trinity tx 75862
dorothy travis yeager previous owner of property.

also at spring lane the shed was brought down as well 5-15-2020 records show michael
brush was the previous owner of the property.

we are seeking out scrappers for the trailers on our first list of abatements as
well to try to reduce cost of getting rid of the homes.

Trinity Cove Improvement Association, Inc.

Board of Directors Meeting

President's Notes - Revised

May 16th, 2020

Appointment of David Duminie as Director – Special Projects to fill Wayne Palmer's position through the remainder of the year.

(Vote needed)

Email Balloting:

Sell Gradall for \$6,500 or OBO with a floor of \$5,000, proceeds will be returned to General Fund

Too large for our community. It is now running and operational.

Don Kargel – Treasurer – Approved

Leslie Barnard – President – Approved

Vickie Ward – Vice President/Secretary - Approved

Odis Murphy – Director – No Response

Joshua Amat – Director - Approved

Ronald Valentine – Director – Approved

TCIA Officer's and CE tried to meet with Marlene Valentine on May 2nd, 2020 at 10 AM

Present: President Leslie Barnard, Vice President/Secretary Vickie Ward, Treasurer Don Kargel, CE Chair (Bookkeeping) Chelsea Cook

Marlene Valentine refused to meet with TCIA Officers and CE Bookkeeper due to Covid-19, even though we practice social distancing and wearing of masks. It was explained that the excuse was not valid, as Trinity County guidelines were being followed.

Marlene Valentine refused to cooperate with TCIA Officers and CE Bookkeeper by providing missing receipts requested via certified letter. She stated that everything had been turned into TCIA during her termination as Chair of Activities Committee earlier this year.

Direct effect of Marlene Valentine's refusal to cooperate:

- Unable to prove balance and reconcile petty cash to a balance of \$200
- Unable to establish acceptable audit trail for Activities Committee transactions for 2019 fourth quarter in accordance with GAAP
- Unable to explain coffee fund tracking and corresponding deposits
- Unable to fully explain Gumbo event tracking of funds of \$990 and corresponding deposits
- Unable to explain Christmas donations event tracking of donations, return of donations, corresponding deposits, and toy returns

- Unable to explain fuel receipts used on various personal vehicles for the following dates listed below. If the expenditure meets IRS guidelines, standard mileage rate of .58 per mile should have been used.
 - 11/21 \$46
 - 12/11 \$40
 - 12/20 \$42

To mitigate risk of potential theft of funds, establish a \$25 base for Community Event's petty cash, which can be temporarily increased for special events. Petty cash must be reconciled after each event, profits recorded and excess monies deposited over the base into CEs operating account accordance with GAAP.

(Vote needed)

We need volunteers for the Election's Committee for the October elections. Anyone interested in running for a Director's positions, which three will be opening up this year. In-order to be eligible to be placed on the ballot, you will need to turn in a resume and fill out a background check and bank check clearance release. This must be completed and turned into TCIA's Office no later than Thursday July 16th, 2020.

Write-in candidates must also pass a background check and bank check clearance prior to confirmation of holding a director's position if elected.

Candidates will be omitted from the ballot if they either have had a felony or a crime of moral turpitude within the past 20 years and will not be allowed to serve on the board in accordance with state law. Failing bank check clearance will restrict your position within the board, as you will not be allowed to handle cash or be an officer.

TCIA BODs is in the process of getting bids to replace roofing and siding, etc. caused by the hail storm on April 22nd, 2020 to the community center, storage room and old pool house. Our policy is with State Farm and has a \$1,000 deduction and has recoverable depreciation. Therefore, the financial exposure to TCIA should be minimal considering the damage done overall to our and surrounding communities.

We would like to freeze dues for next year at \$126.50, but face a dilemma due to people willfully refusing to pay their dues. The BODs does not feel that the POs in good standing should bare the brunt of the people intentionally not paying their dues this year for 2020. I would like to remind everyone that our dues and fee structure is the lowest of all Lake Livingston area POAs, which we would like to maintain. Due to inflation and trying to keep up with basic maintenance in our community, this only leaves one other option for us to pursue - foreclosure. TCIA's Office Manager is currently preparing lien notices for people that are behind for 2020 dues and not in a current payment plan agreement. We will then rank their property based on the TCAD value and select the two highest and start foreclosure proceedings, then the next two and so on. District Court will cost TCIA approximately 3 to 4 K per property, which will be recouped from either the PO or by the foreclosure process. In-other-words, once we file, the fees incurred will not be rolled back and forgiven and absorbed by our community.

(Vote needed)

TRINITY COVE IMPROVEMENT ASSOCIATION

NOTICE OF INTENT TO ADDRESS

THE BOARD OF DIRECTORS

Property Owner Name: Linda Catlin

Address: 1416 Sportsman Dr

Section: SB Block: ~~50~~ 2 Lot(s): ~~1~~ 5

Date Of Request: May 7

Date Of Board Meeting: May 9

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

Building new mail box area in the
easement. I believe it will
~~benefit~~ increase the looks of
the area and benefit the community

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.

Road Report 05.16.20

From: Leslie Barnard (lesliefb@gmail.com)

To: tcia2012@yahoo.com

Date: Saturday, May 23, 2020, 07:55 AM CDT

As far as road report the weather has been cooperating for many dry days for road work. This last month. And big plus was the mistake Vulcan Materials made delivering wrong product which they let me keep and sent correct material Friday at no charge. Now have lots of road material and praying for dry weather.

We are though a little behind on mowing. Should be caught up this week.