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## Meeting Minutes

**SUBJECT:** Tri-County Point POA Directors Executive Meeting Minutes

**DATE/TIME:** December 2, 2021 meeting called to order at 1:21 pm by President Hammonds

**LOCATION:** Zoom Meeting

**ATTENDEES:** Clint Hammonds - President, Shelly Koether Vice President, Kayla Schilhab Secretary, and Michael Gainer (legal) all present. Karen Gallaher Treasure absent.

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### Discussion and possible action;

- 1) On prior BOD Executive Session meeting minutes, Secretary reported item could not be sent by email for technical issues bring back to next BOD meeting for action to consider.
- 2) On creating an Architectural Controls Committee to include Deed Restriction Violations made by President Hammonds seconded by VP Shelly Koether, all in favor, motion carried.
- 3) On appointment of Architectural Committee - motion made by VP Koether to appoint Laurie Hall to the Chair position of the ARC committee seconded by President Hammonds, all in favor, motion carried. Request Chair to bring list of volunteers back to next public meeting.
- 4) On creating a Maintenance Committee motion made by VP Koether to appoint Mike Crosby as chair seconded by Secretary Schilhab, all in favor, motion carried. President and VP meet with Maintenance committee and suggested that fundraising funds be used to complete certain task and to bring a budget to the BOD in the near future.
- 5) On appointment of Mike Crosby to Chair of Maintenance Committee – motion made by VP Koether seconded by Secretary Schilhab, all in favor, motion carried.
- 6) Michael Gainer (legal) updated the BOD on all requirements as required in the 2021 State Legislature documents which are to include all policies listed:
  - a. Association Payment Plan Policy
  - b. Association Policies and Guidelines
  - c. Association Collections Policy
  - d. Association Current Administrative Policies regarding Architectural Review Authority
  - e. Association Management Certificate
  - f. Records Retention Policy

g. Records Production Policy

- 7) Personnel policies and procedures was tabled by President
- 8) Job description was tabled by President
- 9) **Old Business** discussion VP Koether has completed the closure of the Community Center account and deposited into the POA account, new debit cards ordered, Service supply had a balance of \$28000.00 balanced owed is \$11000.00.
- 10) **New Business**, Secretary Schilhab would like to donate the BBQ Cook Off money to the Boca Chica Beautification Committee will bring back to next agenda.
- 11) **Treasures Report** – absent from meeting
- 12) **Secretary Report** – no report
- 13) **VP Report** – all action has been discussed in meeting
- 14) **President report** – Update on IRS hearing for the 16<sup>th</sup> with \$10000.00 down and \$1000.00 monthly for 72 months, pay off balance to Service Supply of \$11000.00. Next BOD meeting will be January 8<sup>th</sup> 2022. BOD will not do any business on social media.

Motion to adjourn by President Hammonds seconded my VP Koether, motion carried.

Minutes approved on January 8, 2022