

PINE SHADOWS CIVIC CLUB
Board Meeting Minutes
July 29, 2023

Meeting The meeting was held at Scenic Loop Fire Station. Meeting called to order at 9:05 pm by President Neil Cramond

Members present: President-Neil Cramond, Vice President-Cameron Magness, Secretary-Stephanie Bowdoin, Treasurer-Chris Caruso. Board Members Greg Adams, Jill Pauly, and Connie Foley. Multiple property owners present. Sign in sheet attached.

Neil opened the meeting by thanking Don Marlow for the use of fire station to hold meeting and welcomed all to meeting.

Old business:

- June 3, 2023 meeting minutes read by Secretary Stephanie Bowdoin. Neil requested a motion to accept meeting minutes. Robbie Young made motion to accept minutes, Jill Pauly seconded motion to accept minutes. Property owners Donald Marlow, Rebecca Marlow and John Long did not accept minutes due to meeting was Board only and POA members were not informed of meeting. Don Marlow asked for May 17, 2023 meeting minutes to be read. Neil stated those minutes are already posted on website. Stephanie stated those minutes were not available to read at this time. Neil requested permission from all attending to continue with current meeting, the majority agreed to continue meeting.
- Neil explained the bylaws allow Board only meetings.
- Neil stated he had completed going through all the document boxes he was given and reviewed all papers.
- Delbra Perkins stated that you have to have a meeting with Board only at times and not all conversations are needing to be recorded. Multiple discussions broke out in room regarding meetings, documenting any POA related conversations, conversations had in past that were not recorded, should all conversations be recorded.
- Neil again asked if we can continue the meeting agenda at hand or should we end this meeting and reschedule. The majority agreed to continue meeting with current meeting. Neil asked for support from neighborhood to identify problems and formulate plans and actions. He stated we were elected by you to lead, now you need to trust us to lead. The majority of the room agreed.

Treasury Report:

- Treasury report read by Treasurer Chris Caruso, copy attached. Neil asked for a motion to accept report. Annie Delling made motion to accept. Vic Svatek seconded motion to accept.

New business:

- Arch Waller asked if a decision was made on using Quick Books. Neil stated we were going to vote on that today. Annie asked why there was a monthly use charge once QB system purchased and learned. Neil explained it's a cloud-based program. Arch questioned how much an audit

would cost. Neil replied between \$130 and \$160 for Aubry to audit and we will discuss this today and make decision.

- Don Marlow questioned EIN number change and stated he has a form from TX Comptroller with EIN number on it and that cannot be changed. Multiple discussions and disagreements broke out in room about EIN change and did our organization name change. Neil stated we were told we had several different EIN numbers and they were not valid. We were advised to get a new EIN by two CPA's so we did. Neil assured all that our name has not been changed.
- Document control: Neil stated boxes of papers have been handed down for years and include personal checks written in past for dues. Neil stated he believes these need to be destroyed so no personal banking information can leak out and other papers that are just trash or duplicates and also need to be destroyed. Cameron Magness stated that document control is what he does for a living. We need to not pass boxes of paper along to protect personal information. Rebecca Marlow asked if there would be a record of what was removed. Neil stated we would be voting on this today. Annie asked would any drawings of construction be kept. Arch stated yes and structures. Neil and Cameron both stated that yes that would be considered indefinite and kept. Avis Lair stated she was aware that years ago there were forms that were never filed with County and asked if they would now be filed. Neil replied that anything that should be kept or filed will be. David Reaves stated it would take time to scan and electronically store these documents and that future Boards would need to continue. Neil replied yes. Neil asked for a motion to accept and implement the document control policy. Annie made a motion, Vic Svatek seconded the motion. Motion carried. Architectural committee: Neil stated he asked Jill Pauly and Greg Adams to lead this committee and asked for volunteers to join. Arch Waller, Bill Perkins, Vic Svatek, and Scott Burke volunteered to be on committee. Plan to create an electronic form for property owners to use. Don stated any change needs Board approval. Avis asked if she needed to change her windows does the Board have to approve. Multiple discussions started on what is considered a change and what needed Board approval. Neil stated the bylaws are clearer than deed restrictions and we needed to clarify this. Neil stated the Architectural committee would review and come to agreement on the clarifications to bring to Board.
- Road repair: Neil asked for a committee to oversee road repairs. Annie Delling volunteered for committee. Neil explained that County only has certain % of road repair cost and rest is up to neighborhood. Annie stated it costs too much to do all roads at once. Don Marlow stated that the County maintains but if we want chip and seal we have to pay for it, it is more cost effective to work with other neighborhoods on their road repairs. Annie stated she will also work with County on culverts under roads. Delbra Perkins stated we have had issues in past with people burning in ditches and clogging up the culverts. Annie stated she had seen other neighborhoods cover the end of their culverts with mesh to catch debris. Neil asked for a motion to create Architecture committee. David Reaves made a motion, Don Marlow 2nd motion. Motion carried.
- Goals: Neil stated our goals are posted on website for all to view. Chris Caruso thanks Dennis Roccato for performing yard maintenance at the front of neighborhood and boat ramp. Neil asked if we could offer Venmo as option to pay dues. David asked why use QB at all if we have such little expenses. Neil replied it was the only program Aubrey will use. Chris stated Aubry was the only accounting firm who would accept us and they require QB. Vic asked if this could be a one time use for QB and then elect to use another accounting firm. Neil replied yes and we will look at alternatives. David stated that any future treasurer would also need to know QB and that

could be an issue. Neil requested a motion to use Venmo as option to pay dues/accept donations. John Warner made a motion to use Venmo, Don Marlow and David Reaves seconded motion. Motion carried.

- Annie asked what is the advantage of using QB vs what we have already done to prevent the cost. Neil stated we will look at alternatives to present to the POA residents.
- Neil reported that delinquent accounts are now down to 3 and approximately \$1200 remain outstanding. Neil stated letters have been sent and we have met all steps to try and recover these late dues. Neil stated the next step is legal action, it costs \$65 per person to file in small claims court. Neil reviewed small claims court process and requested a motion to adapt this for Board to use only for recovery of late dues. Bill Perkins made a motion, Don Marlow seconded the motion. Motion carried.
- Grady Phillips asked who to notify if a light is out. Neil replied you can tell me. Neil also mentioned he can call Sam Houston Electric to take down trees that are in danger of falling on power lines.
- Regan (sister of property owner Paige Thomas) stated she can tell a big difference in the neighborhood over the past 3 months. Dennis asked who was responsible to maintain common areas and why can't we all work together as a group and live in peace. Multiple discussions and disagreements broke out.

Adjourn:

- Meeting ended by Neil Cramond. Adjourn: Stephanie made motion to adjourn, Neil seconded motion. Meeting adjourned at 11:03 am by Neil Cramond.

Minutes Attestation Statement: The above minutes are a true representation of what transpired at the meeting to the best of my knowledge.

Stephanie Bowdoin, Secretary of the Board of Directors

Neil Cramond, President of the Board of Directors