

PINE SHADOWS CIVIC CLUB

Minutes of the June 3, 2023 Meeting

The meeting was held at 615 Inlet Drive, the home of President Neil Cramond. Meeting called to order at 9:05 ~~Am~~ by President Neil Cramond

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

Old business: Chris Caruso gave EIN update: We are square with IRS, they said old EIN lapsed and we were informed to get a new EIN and file 990. Spoke with Aubry tax account office, they advised we be careful with how we generate revenue. Jill Pauly stated that we don't do sales tax. Chris stated we needed to ensure all we do is donations without revenue.

Cameron Magness stated that Quick books is easy to use. Multiple discussions broke out on using Quick books. Chris stated for 1 user it is \$30 per month but he did not want to be only user. Cameron agreed. Neil said good job reviewing all, we will file with IRS next April as we were told to do. I am fine with QB and fine with Aubry supporting us. We want professionalism and need a document control policy as well. Chris stated it was \$85 per month for QB with multiple users. Jill asked why we needed to use Aubry. Chris replied, in order to ensure all is set up right. Neil added that Commodore Cape uses QB. Jill made a motion to use QB, Connie Foley seconded the motion. All in favor to get and use QB.

New business: Emails: Cameron stated we needed property owner's email addresses to send statements to. Stephanie brought up that we have run into issues in past with obtaining emails and with people accepting email statements. Neil stated he would work on getting more email addresses. Chris brought up that our last Board created a Notice of Fees for late dues. The first year we received over \$700 in late fees. Neil asked for a current list of who is late and that he has obtained small claims court forms for the brick home on Inlet owned by Properties Management. Jill stated she thought that was already done. Neil stated he spoke with owner and owner stated no letters have been received. Neil also stated he called the loan company holding lien on that home and informed them we were going to file suit on the owner. The owner then called Neil back and stated he would send a check for \$800 for past due dues and late fees. Jill said Cecil Berg told us we needed to send 3 notices. Neil stated he emailed owner copies of 3 notices sent to him.

Jill stated we needed to fix the deed restrictions and get them legally done. Neil pointed out that using small claims court gave some teeth to deed restrictions. Jill stated the lawyer has to be the last letter sent before going to court. Greg stated we needed majority of property owners to agree to change deed restrictions but did not to add bullet points to clarify current restrictions, can be done by Board. He added that laws change etc, that we needed to add a fee structure and also needed to state what fees will be charged for copies of documents requested by property owners. Neil asked Jill Pauly and Greg Adams to work on deed changes. Jill asked when we needed to bring it for a vote by property owners. Neil replied we needed to start with changes proposed first.

Chris brought up that derelict vehicles are an environmental issue and can we pass that along. Neil stated our bylaws state we need a document control policy and that Cameron has been working on this

for our approval. Chris stated, to clarify that means how we will store documents etc. Jill added that the box passing had to end. Cameron said we need a policy as simple as possible yet high level enough.

Architecture Committee: Neil suggested an electronic form for property owners to use. Jill agreed stating we needed the same form for all and no more paper pencil drawings. Jill also suggested charging a deposit for owners to pay before any new project in case of damage to roads and will be refunded after completion. Jill also stated we needed 1 flat fee for lot dues per owner and not by individual lots as we have now. Multiple discussions about pros and cons of this idea including a loss of revenue. No motion to continue at this time.

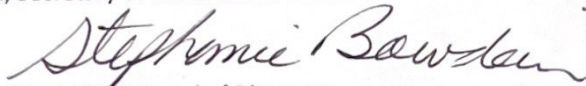
Chris stated we needed to show any positive changes ASAP and post on website/FB what has been done with EIN number and taxes. Neil stated FB currently has 3 pages for Pine Shadows. Jill stated we did not need 3. Neil replied he took ownership of the PSCC FB page and that can also be put in the document control policy.

Jill asked if we can start restrictions with unregistered vehicles or boats. Neil replied the priority at this time is Team Properties, the log home at neighborhood entrance, and the A frame home.

Adjourn: Stephanie made motion to adjourn, Chris seconded motion. Meeting adjourned at 10:20 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



* Meeting Minutes were not approved by
3 property owners

June 3, 2023 POA meeting

Stephanie Bowdoin

Neil Cromond

Connie Foley

~~Greg Adams~~

~~Camryn Magness~~

~~J.R. Paul~~

Hans

GREG ADAMS

CAMERON MAGNESS

CHRISTOPHER CARUSO