

PINE SHADOWS CIVIC CLUB

Minutes of the May 14, 2021 Annual Meeting

The meeting was held at Pine Shadows boat ramp pavilion. Meeting called to order at 10:03 am by President Al Brasher.

Board Members present: President-Al Brasher, Vice President-Jeanie Conklin, Treasurer-Chris Caruso, Secretary-Stephanie Bowdoin. Directors-Annie Delling, Connie Fulford, Scott Harvey, and Susan Griffin

Purpose: Annual meeting to review last annual meeting minutes, treasury report, and board office elections.

Welcome to 45 addition resident visitors. Sign in sheet attached to minutes.

Review of meeting minutes from May 4, 2019 read by Stephanie Bowdoin. Al asked for motion to approve minutes. Annie made motion. Chris seconded the motion. Minutes approved.

Treasurer Report: Report given by Chris. \$12,482.05 in checking account. \$4928.74 in savings account. Total amount \$17410.79. There is \$600 in outstanding lot dues. Detailed treasury report passed out to all attendees. Report also attached to minutes. Chris discussed the 5-year Revenue vs Operating Expenses Analysis with projection that by year 5 we will not have accrued enough savings to fund the next round of road maintenance or any other upgrades or repairs at the current rate of dues per lot. Chris reviewed several possible variations of lot fee increases and how each would impact our financial needs. Chris's recommended raising the lot dues to \$85 per year with a 1-time special assessment of \$25 per lot in 2023 and a 5 year moratorium on lot dues increases. Pat Ford pointed out that we had no fundraisers in 2020. Group discussion began regarding how much revenue past fundraisers generated and that fundraisers are not a stable source of revenue. Arch Waller brought up that one of the community roads had not been repaired. Another group discussion started regarding residents not taking care of roads. Several residents questioned why people are in arrears with lot dues. Chris stated that certified letters were sent out and he was following a collection process. Chris pointed out that we had no collection policy prior to his becoming Treasurer. Group discussion began regarding old financial records belonging to Civic Club and their current location. Chris reported that the old paper records were kept in boxes in past. Chris reported that all records are now on a cloud that all residents can view. Carolann Benoit asked where the old book binders were. Chris replied that he was never given those and did not know their location. Chris also stated that now when board positions change that all records with stay with the position and not an individual. Another group discussion started again regarding fundraising as a possible revenue source. Chris stated that he had to look at facts and fundraisers are speculative. Lot dues can be counted on and fundraisers cannot be projected. Chris reported it would be fiscally irresponsible of him to bet on fundraising as a stable source of revenue. Multiple residents nodded in agreement. Al requested motion to accept Treasurer report. David Reaves made motion to accept. David Smith seconded motion. Treasurer report accepted.

Skip Straus pointed out the Treasurer's recommendation on report was not resolved. Al stated that a new board was coming in and we will allow them to decide. Al also pointed out it needed to be voted on and the new board can come up with a plan. Resident Vic Syatek asked how long ago was lot fee

raised to \$50. Several board members replied that 3 years ago the lot fees were raised from \$25 per lot to \$50 per lot.

New Business: Al stated the new board would review fishing pier repairs. He stated that work has been done and more was needed to be done for safety. Needed a smaller lower place for safety, current repairs were discussed at last meeting. Mr Moseley said the only thing to do is make a lower dock. A Special Meeting was called on May 1 2021 to vote on lower dock with 5 for and 1 against. Mr Moseley will finish before summer. Al also reported that the washout under concrete ramp was addressed with rocks added and will continue to monitor. Al reported that Mr Moseley stated it was ok for now. Scott pointed out that a lower loading dock would prevent boat damaged and will allow people to board or exit watercrafts safely. Delbra Perkins pointed out that there is a hole by bulkhead and cracks. Al replied that we needed dirt for it and that we were not going to hire for that. Al stated if anyone wanted to volunteer to add dirt or provide routine maintenance to boat ramp to go ahead.

Election for new term: Ballots were handed out with request to print name and mark ballots. Group discussion initiated regarding need to nominate people, other people have volunteered for positions. Skip pointed out that names were mailed out and was confusing. Chris responded that was reason for a write in provision was on the ballot. David Reaves stated we did not have official process because nominees were not disclosed, only a few nominees were listed, and process was confusing. People did not know others were interested. David then stated we should not vote at this time because due process was not followed. Group called out multiple motions to not vote but open floor to nominees. Skip requested formal motion to not vote today, to open the floor to nominees, and to meet again in 2 weeks to vote. Carolann made motion to not vote today. David seconded it. Skip then requested an amendment to motion as 2 weeks from today was a holiday weekend. Skip requested amendment to vote 3 weeks from today on June 5, 2021. Don Marlow seconded the amendment. Don then requested that Secretary read back minutes regarding motion and amendment request as follows: Skip requested formal motion to not vote today, to open the floor to nominees, and to meet again in 2 weeks to vote. Carolann made motion to not vote today. David seconded it. Skip then requested an amendment to motion as 2 weeks from today was a holiday weekend. Skip requested amendment to vote 3 weeks from today on June 5, 2021. Don Marlow seconded the amendment. Carolann made a motion to open floor for nominees today and not vote, to vote in 3 weeks. Annie Delling seconded motion. Motion carried. Chris pointed out that those who were on the board did so for an extra year for the community best interest and please acknowledge that we have all volunteered for these positions.

Al then opened the floor for nominees. Group responded by calling out names for each position as it was announced.

President: Don Marlow, Scott Harvey

Vice President: John Long, Annie Delling

Secretary: Stephanie Bowdoin, Carolann Benoit

Treasurer: Chris Caruso

Directors had so many nominees that it was decided to list all and the top 3 highest votes would be elected.

Directors: David Reaves, David Smith, Gregory Frank, Neil Cramond, Susan Griffin, Jill Pauly

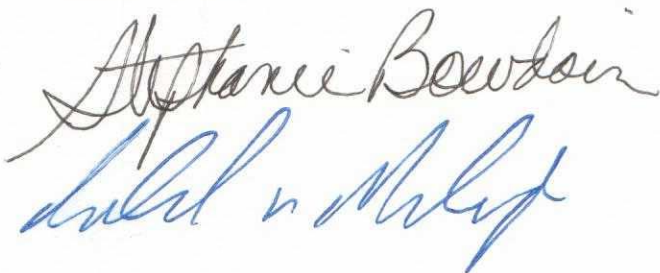
Multiple residents voiced request for a write in provision to be on ballot also. David Reaves made motion to accept the nominees. Carolann seconded motion.

Al announced that he was resigning as President effective today. Vice President Jeannie Conklin declined to be acting President at this time. Secretary Stephanie Bowdoin declined to be acting President at this time. Chris accepted acting President position until elections on 6/5/21.

Adjourn: Al made motion to adjourn meeting. Large group response to second motion. Meeting adjourned at 11:11 am

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

Stephanie Bowdoin, Acting Secretary of the Board of Directors



Sign In

Pauline Adams

Pat Ford

Arch Waller

Bill Perkins

Delbra Perkins

David and Debbie Smith

Sherry Turnage

Pete + Darlene Wilson

Shawn O'Connor

Stan + Roxanne Gentry

Neil Cramond.

David Delling

Jeanne Cooklin

Stephanie Bowdoin

Sham Pan

D. Well

Grady Phillips

Victor A. Svatek

PATRICK HART

May-Jane Leans

Callie Love

Al Brasher

Arnold? Rebecca MARLOW

Jim R. Pauf

PINE SHADOWS CIVIC CLUB

Minutes of the June 5, 2021 Special Called Meeting

The meeting was held at The Scenic Loop Fire Station. Meeting called to order at 10:01 am by Acting President Chris Caruso.

Members present: Acting President and Treasurer Chris Caruso, Vice President-Jeanie Conklin, Secretary-Stephanie Bowdoin, Board Members-Annie Delling, Connie Fulford, Scott Harvey, and Susan Griffin. Multiple residents present with sign in sheet available.

Purpose: To vote for new board offices.

Purpose of meeting announced by Chris Caruso by stating we are here to vote. Chris thanked everyone for coming and pointed out all exits for safety purposes. Annie Delling requested a few minutes to speak. Annie stated that for the last 12 years we have had the same complaints. She expressed desire to see the community come together to help resolve these complaints. She pointed out that our lot fees have not been raised very often and we are often behind economically. She stated that without money and resources we cannot keep going. She mentioned that some past issues with fundraising have been donations that did not sell or only a few people consistently participating. She stated that we needed more community involvement for fundraising. Annie pointed out that one complaint was regarding construction and that we needed to use our bylaws to manage restrictions and determine how structures are built. She stated she felt we needed to change the restrictions and update them and expressed hope that the new board would address that. Annie also stated she would like to see the neighborhood come together to resolve property maintenance instead of complaining to the board. Annie brought up that there may be a valid reason why residents are unable to keep up their property due to illness or disability and we should assist those in need. Jill Pauly stated she felt most of the property maintenance issues were involving rental property.

Chris announced that there was a box for donations to the Fire Department if anyone wished to donate.

Chris stated that Arch and Pat Waller were donating their time to count and record all votes. Chris also stated that the sign in sheet would be scanned to the PSCC website.

The current board then vacated the head table and voting began.

Arch and Pat counted and recorded each vote and ensured only 1 vote per owner. Results were announced by Chris Caruso.

Directors: Susan Griffin, Neil Crammond, and David Reaves

Treasurer: Chris Caruso

Secretary: Stephanie Bowdoin

Vice President: John Long

President: Don Marlow

New President Don Marlow addressed the group and thanked the former board for all their work. He stated he would like to make some changes starting with getting everyone involved, having better communication, and neighbors helping neighbors. He said he would like to set up committees for various projects and requested volunteers for these committees while bringing up that it takes everyone to make this successful.

Director David Reaves spoke and stated it was great to see so many people at the meeting and let's have fun.

Director Susan Griffin spoke and commented that we are all unique and have talent to share.

Director Neil Crammond spoke and stated we all knew changes were needed, let's make it better.

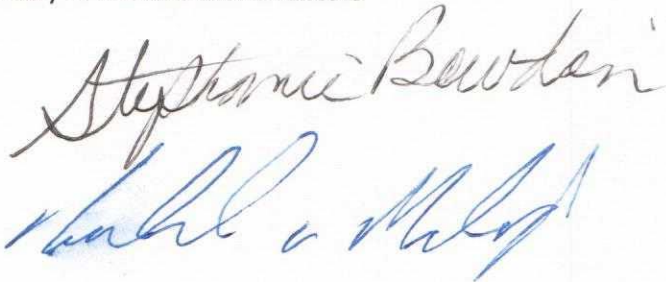
Vice President John Long spoke and reminded everyone that this was our neighborhood and expressed desire that everyone would work together.

Adjourn: David Reaves made motion to adjourn meeting. Multiple people seconded the motion. Meeting adjourned at 11:04 am

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



The image shows two handwritten signatures in blue ink. The top signature is 'Stephanie Bowdoin' and the bottom signature is 'David Reaves'.

Derral L. Henry
Skip & Cindy Straus
Carolani - Steven Benoit
Lan Hughes
Josh and Neeley Rawls

Eul, Carol Hord
Bernhardt S. Frank

GREGORY FRANK

Scott - Sandra Burke

Jim & Joyce Colson

DONALD W. MOON

Kim Tensal

Connie Fulford

Wendy Fulford

Scott Haweg

Jacal Wilson

Melina Long

PINE SHADOWS CIVIC CLUB

Minutes of the June 19, 2021 Special Called Meeting

The meeting was held at the home of Director David Reaves. Meeting called to order at 10:02 am by President Don Marlow.

Members present: President-Don Marlow, Vice President-John Long, Treasurer-Chris Caruso, Secretary-Stephanie Bowdoin, Board Members-David Reaves, Neil Cramond. Multiple residents present with sign in sheet attached.

Purpose: To discuss removing and adding new signatures for checking and savings accounts. To transfer PSCC email accounts to new board members. To discuss appointing committee heads to oversee Architecture committee, boat ramp and grounds committee, fundraising and special event committee, yard of the month committee. To set up dates and times for upcoming meetings. To plan for upcoming Fourth of July festivities.

Removing outgoing board members signatures from checking and savings accounts and adding incoming board members signature: Don Marlow stated we needed to remove outgoing board members signatures from PSCC checking and savings accounts and add incoming board members signatures. Don stated outgoing board members Al Brasher and Jeannie Conklin needed to be removed and incoming board members Don Marlow, John Long, and Stephanie Bowdoin needed to be added. Pat Ford made motion to remove outgoing board members signatures from checking and savings accounts and adding incoming board officers signatures. David Reaves seconded the motion. All present in agreement. Motion carried.

Transfer PSCC email accounts to new board members and use of electronic communication: Don reminded all board members that their email addresses were board position.PSCC@gmail.com. Chris mentioned that we needed to move forward with electronic communication with residents and reminded all that it costs over \$300 to print and mail communication to residents and we can save that cost by using electronic communication. Don pointed out that not all residents have computers or email and asked if we can help those get an email account established. Melissa Long stated that we could go to an auto phone notification. Don asked Skip Straus if he knew how to set that up. Skip said he would need to research that further. Don reminded everyone that Polk County Emergency Services Auto Alert Line is available to everyone for emergency alerts. Skip pointed out that our bylaws would allow for email communication with residents and mentioned that it may only be 8 to 10 residents who did not have email available. Chris stated he believed we needed permission before sending emails to a resident. Skip stated no we did not because they can refuse to accept the email. Neil pointed out that we could set up a written message to go out to residents via phone or email. Chris stated he had set up a data base and was able to print to email or a cell. Don stated that Polk County can also do that. Chris asked if we needed to know everyone's carrier information to do this and the first step would be to get all resident's email addresses. Multiple discussions then occurred regarding different ways to send out phone or email alerts and communication to residents. Don stated that Stephanie Bowdoin was in charge of approving and sending communication out. Melissa and Mary Jane Reaves volunteered to go door to door or call residents to obtain email addresses if needed. Skip mentioned that Wix is what we host our website through. David Reaves mentioned that the problem with the website as only source of

resident communication is that people had to check it. Skip stated that with the host platform we can send out notices daily if needed to alert residents of new information posted to website. Scott Harvey mentioned that residents can register on the PSCC website. Neil stated that it would be good to point out to residents the cost savings by using electronic communication. Pat Ford mentioned that we also have a sign placed at entrance of neighborhood to communicate with residents. David made a motion to start a committee to gather resident's email. Multiple residents seconded the motion. Don stated Melissa Long, Mary Jane Reaves, and Scott Harvey had already volunteered to gather emails and would be on that committee.

Communication Committee:

John Long made a motion to make a new director position for communication and nominated Scott Harvey for that position. Arch Waller seconded the motion. All in favor, motion carried. Skip and Chris volunteered to assist Scott with PSCC website. Don stated that it needed to be kept simple so all can easily use it. Melissa volunteered to create an instruction sheet on how to use our website. Scott mentioned that all of this communication would only go to the PSCC website and not other websites. Scott mentioned that the use of PSCC website had increased dramatically in the past few months. Several residents volunteered also to be on the Communication Committee. John Long made another motion to have a Communication Committee headed by Scott Harvey with the following members: Melissa Long, Mary Jane Reaves, Shannon Lee, Connie Fulford, and Skip Straus. All in favor, motion carried.

Architecture Committee:

Don discussed need to have an Architecture committee and requested that David oversee that committee. Neil and Arch volunteered to help. Skip pointed out that in our bylaws Article 8 it states that the Architecture Committee has to consist of the board of directors. Stephanie Bowdoin made a motion to have Architecture Committee headed by David Reaves and include Arch Waller and Neil Cramond, committee will gather the requests from residents, ensure everything needed is included, and then bring the request to the board for approval. John Long seconded motion. All in favor, motion carried. Jill Pauly requested if we can have bylaws improved due to neighborhood changing and nicer properties being built. Don stated that board would make note of this request and address next meeting. He requested any changes or comments be put in writing and brought to board. Scott mentioned that we also need to understand that not all have million dollar homes and we need to be inclusive of all. Chris stated we could say that all new homes or improvements much follow any decision made. Jill stated she felt the deed restrictions needed to be changed also. Skip mentioned that he did not feel the bylaws needed to be changed, they were just updated in 2019, and we needed to follow or update the deed restrictions. Don stated that what happened in the past we cannot change and we will move forward. Neil offered to collect any written comments and bring them to the board for consideration. Don stated he believes the bylaws need to be reviewed every 3 years. Don stated that some of the bylaws were ambiguous and needed better clarification. Brandy O'Connor asked if already existing residents can be grandfathered in to any changes in the future. Jill stated she thinks most of the issues are with the older residents. Neil stated that we needed to get the comments and documentation to the board and go from there. David stated it would be on the agenda for next meeting and made a motion to have Neil Cramond gather the comments and bring to board. Skip seconded the motion. All in favor, motion carried.

Bylaw/Deed Restriction Committee:

Don made a motion to make Neil Cramond the head of a Bylaw/Deed Restriction Committee. Skip seconded it. All in favor, motion carried.

Grounds Committee:

Don requested a Grounds Committee be formed. John Long volunteered to head committee. Shannon Lee, Callie Long, Arch Waller, Neil Cramond, and Sean O'Connor volunteered to be on committee. Don stated we have some safety issues with boat ramp and requested committee research options for repair. Don stated he would also research options. Chris Caruso stated that his degree was in Civil Engineering and he would be willing also to assist. Don stated he had started some research on repairing boat ramp and that the rock placed last year was only a bandaid and did not address root causes. Chris volunteered to help with the ramp repair project. Jill stated she wanted a nice boat ramp and she was ok with increasing lot fees for that. Don stated that we would research all options and go with the most cost effective. Shannon mentioned that the drain pipe at ramp pushes large volume of water right into a crack in ramp and he feels like that may be on root cause for damage. Several residents mentioned ideas for repair including foam to lift ramp and pressurized concrete. John stated we needed to do research on best most cost effect method to repair ramp. Jill asked if we can take down the gazebo. Don said let's get with the Grounds Committee and work from there. Don made motion to form a grounds committee. John Long seconded motion. All in favor, motion carried.

Fundraising Committee:

Don requested a fundraising committee be formed. Stephanie volunteered to head that committee. Mary Jane Reaves, Melissa Long, Pat Ford, and Callie Long volunteered to be on committee. First event will be the 4th of July parade scheduled at 7pm on July 3rd. Neil asked if we can use the parade for a fundraiser. Mary Jane asked if we can also do a Poker run that day. Don stated we need to let the committee meet and discuss. Don made a motion to start a fundraising committee headed by Stephanie Bowdoin with Mary Jane Reaves, Melissa Long, Pat Ford, and Callie Long on committee. Multiple residents seconded motion. All in favor, motion carried.

Yard of the Month Committee:

David Reaves made a motion to form a yard of the month committee. Jill Pauly volunteered to head committee. Pat Ford and Callie Long volunteered to be on committee. Neil Cramond seconded the motion. All in favor, motion carried.

Future board meetings:

Don and John stated that next meetings would be August 21, 2021 at 9am at the Scenic Loop Fire Station. Remainder of board meetings scheduled as follows:

November 20, 2021, 9am at the Pine Shadows pavilion weather permitting

February 19, 2022, 9am at the Scenic Loop Fire Station.

May 21, 2022, Annual Meeting, 9am at the Scenic Loop Fire Station.

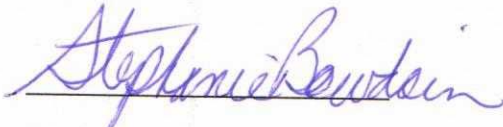
Open Forum for Discussion:

Scott stated we needed an email for webmaster.PSCC@gmail.com. Don stated we needed to reach out to former board members for any email information to change to new board members. Skip stated we had 2 domains set up for Pine Shadows and need to close one. Skip will work with Scott to correct this.

Adjourn:

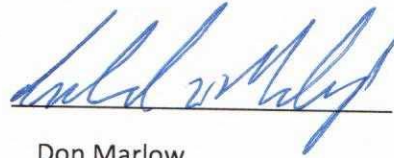
Skip Straus made motion to adjourn meeting. Jill Pauly seconded the motion. Meeting adjourned at 11:34 am

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



Don Marlow

President of the Board of Directors

Sign in Sheet

6/19/21

Stephanie Boudoin

Chris Caruso

Neil Cramond

Shawn & Brandy O'Connor

Jim Papp

Paul Perry

Connie Fulford

Arch Waller

Jat Ford

Scott Dunley

~~John Pan~~

Melissa Long

Callie Long

Mary Jane Reeves

Skip Straus

D. J. W. R.

J. R.

Robert A. Whelp