

# Board of Directors Meeting Minutes for April 26, 2012

**Date and Time:** 4/26/2012 – 2:00 pm

**Board members in attendance:**

President – Curtis Timmons  
Vice President – Anthony Woodard  
At Large, Miltonette Norman  
At Large, John Hambrick  
At Large, Richard Faber

**Agenda Topics:**

**1) Insurance policy –**

- Curtis shared that he is still working with the Berclair Insurance representative (Kathy Scallions) relative to clarification of RNA current coverage and needed coverage for potential liabilities. The Board will approve any coverage changes.

**2) Calendar events –**

- The Board selected dates for this year's last two general community meetings—e.g., July 12<sup>th</sup> (July 19<sup>th</sup> is the alternate) and Oct 11<sup>th</sup> (Oct 18<sup>th</sup> is the alternate) based on South Woods Baptist Church availability. In addition, the idea of having a “**Meet Your Neighbor**” social event was raised by Anthony and Curtis. The event would be hosted by each street Block Captain with resident's participation, and refreshment will be provided via pot luck. Board Members would visit each street social gathering for meet and greet purpose.

**3) Bylaws changes –**

- Miltonette recommended that Cindi be the responsible/lead person for ensuring the changes to RNA current Bylaws. Board members will provide recommended changes to the Bylaws for approval and adoption by residents.

**4) Role of Standing Committees –**

- It was discussed and decided that the Board would meet and finalize what committees are needed, their purpose, and then have a general meeting with current committee members and new volunteers to share and clarify their overall roles. In addition, since the Block Captains play a major role in the support structure of RNA, Miltonette (Block Captain Chairperson) will contact current Block Captains to verify/confirm their membership, by May 8<sup>th</sup>.

**5) Placement of residents classified Ads on RNA website –**

- The Board agreed to authorize paying dues members the rights to have classified Ads posted on RNA website, but with a disclaimer statement that RNA is not responsible for any transactions conducted between Roseleigh residents and buyers. In addition, paying dues members that own their own business can have their company posted on RNA website.

**6) Guidelines for placement of vendors Ads on RNA website –**

- The Board agreed to vendors Ads being posted on RNA website, but they must be vetted via the Board before being posting.

**7) New website annual cost -**

- Curtis restated the annual cost of the new website (\$240 per year) which is comparable to the cost of the old site. He also shared that the first 30 days of having the new website is free, but the cost of the new site will soon be billed to his credit card which will require that he be reimbursed by RNA. Anthony raised the question does RNA have some type of purchasing card (i.e., VISA, Mastercard, etc.,) to eliminate the need for Board members to use their personal cards for RNA business transactions. He suggested that the purchasing card option be further investigated.

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### 8) **Review second quarter Action Plan items that's planned for completion –**

- The table below reflects the second quarter action items and the person responsible for their completion prior to the quarter ends. The Board reviewed the list and recommended assignment of the responsible person. The Board also agreed that someone from MPD should be the guest speaker at the next general community meeting on July 12<sup>th</sup>.

2 <sup>nd</sup> Quarter Action Item	Responsible Person
Schedule quarterly general meetings with residents	Curtis Timmons
Publish a quarterly news letter for residents	Curtis Timmons
Report the Board performance against established goals and objectives	Curtis Timmons
Invite relevant speakers and organizations to quarterly general association meetings	Cindi Montgomery
Reestablish security patrol	Will be performed by the new committee chairperson, once appointed
Resolve insurance policy coverage matter	Curtis Timmons
Resolve surveillance camera operational matter	Stanley Jones/Richard Faber
Installation of stop signs at designated locations	John Hambrick
Installation of speed bumps at designated locations	John Hambrick
Publish quarterly financial reports	Stanley Jones

### 9) **RNA current assets –**

- A discussion transpired around a number of RNA assets relative to neighborhood watch, Christmas, etc. Anthony raised the question, has anyone touch bases with the previous President to obtain assets that he may have in his possession. Curtis asked Anthony would he consider assuming the additional role of Asset Manager, he accepted.

### 10) **Contracted services –**

- Miltonette raised the matter of the current landscaping vendor not having liability insurance which is necessary to provide cover for RNA. After a detail discussion among Board members, it was agreed that three options would be considered after further investigation by Miltonette.
  - Compare current landscaping vendor pricing after insurance coverage is added
  - RNA pay current landscape vendor insurance coverage
  - Selection of an alternate landscape vendor with appropriate liability insurance coverage

### **Next Steps:**

- 1) Curtis will continue his work with Berclair Insurance representative (Kathy Scallions) relative to clarification of RNA current coverage and needed coverage for potential liabilities.
- 2) Anthony will touch base with Stanley to get more information about RNA current assets.
- 3) Miltonette will confirm Block Captain's membership by May 8<sup>th</sup> and advise Curtis of her finding.
- 4) Board members will work on the completion of their second quarter action items.
- 5) Curtis will connect with Matt of South Woods Baptist Church to schedule the last two general community meetings (July 12<sup>th</sup> and Oct 11<sup>th</sup>), and to establish a potential date for a meeting with all Standing Committee members to clarify committees roles.
- 6) Curtis will draft a services contract that the Board can review and approve for future use by vendors who desire to render services to RNA. Presently, no standard contract exists.