

BOARD MEETING MINUTES

SUNSHINE ACRES PROPERTY OWNERS ASSOCIATION

Sunday, January 24, 2021

The Zoom meeting was called to order at 11:00am. Board members Bob Salisbury, Christine Stallard, and Diana Grunow were present. Kathleen Keehn was also on the Zoom call. The primary purpose of the meeting was to elect officers for 2021 and consider appointing a new volunteer board member.

TREASURER'S REPORT:

Tax Returns: Bob is still working with the CPA who is trying to get the IRS to respond to our request for information. We gave the CPA Power of Attorney so they could work with the IRS on our behalf. At this point in time, we need confirmation on which years haven't been filed. We need to have the IRS tell us what is owed including penalties and interest before proceeding.

Bank Signatures: Bob will contact our bank and tell them we have a new board and will need new signatures. Given the Covid restrictions, we will need direction on how to update our signatures with the bank. Bob, Christine and Diana will sign.

Attorney: We have a \$3,000 balance in our retainer.

NEW BUSINESS:

Election of Officers: Bob Salisbury was elected President and Christine Stallard was elected Vice President for 2021. Bob discussed the duties and responsibilities of each volunteer board of director member, including the responsibility to act in the best interests of the membership as a whole in order to be covered under SAPOA's liability insurance. After that discussion and a brief review of upcoming and current legal issues the SAPOA board will be considering, Kathleen Keene reiterated her interest in volunteering. The board appointed Kathleen to the board to serve the membership until the next general meeting when, according to the Bylaws, her name will be placed on the ballot for a vote of the membership. Bob officially welcomed Kathleen to the board.

Mussel Beach Key Access: Christine will contact Dave Wescott to obtain the key database, keys and other documentation for managing the access to Mussel Beach road.

SAPOA records: The board discussed SAPOA records. Last year, we secured a larger storage unit in order to house all SAPOA records in one secure, accessible place. Historically, our records were stored with various board members. In an effort to ensure we have all SAPOA records, Diana will be conducting an inventory of records/items already in the storage unit. Once that is complete, we'll discuss next steps (if any). We have one key to the new storage unit. Bob will contact Lynnette Will to determine if there are other keys that should be turned over to the new board.

Post Office Box: Bob and Christine will collect post office box keys from former board members. Bob will contact the post office, and then all board members will need to go to the post office and sign a new authorization form.

Website: Christine will update the board of directors page on the website.

Roles and Responsibilities: Bob appointed Diana as Treasurer. Diana will also take responsibility for the dues database. Bob appointed Christine as Corresponding Secretary with duties that include the newsletter, correspondence with members and the website maintenance. Bob appointed Kathleen as Recording Secretary. Loren will continue to manage the reader board. Board members are committed to helping with the transition of duties and providing assistance and training as needed. We will discuss responsibility for Mussel Beach keys once we obtain the database/keys from Dave Wescott.

Newsletter: We expect to send out the first newsletter of 2021 in February.

EXECUTIVE SESSION:

The board moved into Executive Session to discuss legal issues at 11:15am and resumed the regular meeting at 11:43am.

Next Board meeting will be Saturday, February 13, 2021 at 10am via Zoom.

Diana made a motion to adjourn the meeting at 12:38pm, Kathleen seconded it. Meeting was adjourned.

Respectfully Submitted: _____ Minutes Approved By: _____

Christine Stallard, Secretary Date

Bob Salisbury, President

Date