

HARBOR LAKES RESIDENTS' ASSOCIATION

Meeting Minutes: Board of Directors

December 19, 2018

Call to order at 0800 by Sue Craig. Location: Clubhouse Library.

- I. Attendance:** President: Sue Craig Treasurer: Peggy Yoder
 Secretary: Sheila Campbell Membership: Cathy Stolt
 Marty Kelnhofer Cheryl Shetler
Absent: Carl Fuller, Della Rubes, Donna Wallace

II. Approval of minutes:

Minutes of March 28, 2018 should reflect that due to the results of the proxy vote (05 March 2018) there is approval of Annual Financial Report March 2017-February 2018 and Proposed Budget 2018/19, as presented by Peggy Yoder, Treasurer (2/12/2018).

Motion: (1st Marty, 2nd Cathy) Approval of minutes of March 28 and November 28, 2018

III. Treasurers' Report:

1) Opening Balance: \$3052.00. Expenditures \$100.00 for Shop w/a Cop.
Closing Balance \$2952.00

Motion: (1st Cheryl, 2nd Cathy); Approve Treasurer's Report. All in favor

2) Peggy read her letter of response to Sharon/Fred Bryce (letter of February 25, 2018) re 2017 Financial report and other concerns. A copy of both letters will remain with secretary minutes.

Motion: (1st Marty, 2nd Peggy) All Written Correspondence needs to be reviewed and approved by the BOD before sending. Passed

3) The approved budget 2018/19 states that charitable donation of \$100.00 will be given to Shop with a Cop, People Who Care and Shoeboxes for the Needy. Peggy will provide each organization with their check.

4) Annual Finance Report March 2017- February 2018: Approved by General Membership in the proxy vote.

5) Expenditures: Sheila for printer ink \$44.88, Cheryl for lock for suggestion box \$4.97.

Motion: (1st Cheryl, 2nd Marty) Approval of Expenditures. All in Favor

IV. Reports/Open Issues:

a) **Neighborhood Watch:** no report currently

b) **Membership:** Cathy

1) Expenditures of \$12.14 + \$14.26 for Avery Business Cards and Receipt Book.

Motion; (1st Sheila, 2nd Cheryl) Approval of expenditures. All in favor

2) Total Members Signed to date: 89

3) Membership dues of \$380.00 given to treasurer, Peggy

4) New Membership cards were developed and printed by Cathy

5) Directory Cover, Introductory page and map will be printed in advance of completing the Directory. The map will be printed in black/white.

Motion: (1st Marty, 2nd Sheila) Approval of Directory Cover Page, Introductory Page and Map. Passed

6) Early January Cathy will place the Join-us note and Registration form in the mail boxes of those residents who have not purchased a membership to date.

c) **Suggestion Box:** no issues/concerns to date

1) Motion to purchase a mailbox with a lock to be used for the suggestion box. Bob Mattingley attached a clear lid with lock on top the current suggestion box. He also attached a pencil holder. Thank you, card will be sent to Bob,

Motion: (1st Peggy, 2nd Sheila): To purchase Index Cards and Holder for Suggestion Box. Approved by All

2) Street lights in the park: no action/report currently. Cheryl and Donna will meet with park Manager Harold to discuss this topic.

3) Self Defense Course for Women: Marty will post information and sign-up sheets for residents. Date January 23, 2019 @ 1800 hours. Location Port Charlotte Complex

4) HLRA Election Guidelines + Sample Ballot: Sheila: This was provided as information and guidelines to follow. Was prepared by Sheila and Fred Bryce April 2018

5) HLRA Elections and Nominating Chairperson: Ron Carroll has accepted this position. Cathy will provide Ron a list of paid members who would be eligible to vote. February 19, 2019 is Election Day for new board members.

- 6) HLRA Bulletin Board Revision (Clubhouse): Clean-up of all minutes and clip boards. One posted for English and one for French Minutes with current year minutes. Peggy will retake BOD photos with each persons' name included on the photo. Suggestion Box has been fixed. All members are asked to monitor the board periodically, as unhealthy literature has been posted at times and needs to be removed. Peggy has a laminator that we may use.

V. New Business:

1) Disposal of Proxy/Absentee Ballots of March 18, 2018: shredded Dec 2018

2) French Translation: Luc Lockwell met with Sheila in December 2018. He is requesting that the French translation of the minutes be done in "summary-format". He will make note on the minutes indicating this as well as the 'disclaimer statement'. This will be done for a trial period of three months. Luc will advise Sheila of any issues or concerns that may arise from this decision. In February the BOD will readdress this issue.

Motion (1st Cathy, 2nd Marty) That we allow Luc Lockwell to translate the minutes in summary format for a trial period of three months: December, January and February. All in agreement

3) Library/Exercise Room: Marty presented a petition from Sandy Johnson: Petition is for the opposition to the repurposing of the library area to the gym and consequently repurposing the gym into the library. Questions arose as to why this was not brought to the attention of the BOD. It is suggested that management come to our monthly meetings to provide updates and information. We can work together as a team. Sheila and Marty will meet with Harold to discuss these issues and look at ways to improve communications.

VI. Next Meeting: January 24, 2019: @ 0800 in the Clubhouse Library

VII. Adjournment: (Peggy 1st, Cheryl 2nd) at 1005 hours

Submitted by: Sheila Campbell, (secretary)

Approved as read by: all members present. Date: _____