

CCCA Board of Directors Meeting Minutes APPROVED
Community Clubhouse
January 8, 2024

Directors In Attendance

Joel Armstrong, Lynn Coram-Allen, Vern Edwards, LaShundra Harris, Charlie Whitehead, Lisa Vaughn

Directors Absent

Bettye Davis

A quorum was met, and the meeting was called to order by the CCCA Board President, Charlie Whitehead, at 7:32pm.

CCCA Member Attendee

No members brought any questions and/or concerns to the board for resolution.

Minutes

A motion was made to approve the December 2023 minutes – **APPROVED**

A motion was made to accept the December 2024 Treasurer's Report – **ACCEPTED**

Treasurer's Report

Presented by Joel Armstrong

The 2024 Proposed Budget:

The suggestion was made that the categories within the report be refined in future Treasurer Reports.

Preparation for the 2024 Annual Membership Meeting

a. Waiver Issue:

The last page in the mailed packet to the members was not the correct waiver. The correct waiver will be mailed to the members prior to MAY 2024.

b. Proxies:

Of the proxies received thus far, two are null and void and one is acceptable. The Secretary volunteered to have the property owners, whose forms were null and void, to complete a new Proxy form before the annual meeting. Four forms were received in advance.

c. Annual Meeting Breakfast:

A motion was made to approve the budget item requested for the food not to exceed \$150. It was approved. The suggested menu was verified.

d. Assignments:

The assignments for the following job duties were discussed –

- Breakfast
- Sign-in Sheet/Quorum Monitoring
- Handouts
- Projector/Screen
- Signs at the Entrances
- Crime Statistics

e. 2024 Proposed Budget and 5-Year Plan (Review):

A member of the Finance Committee presented the proposed budget for 2024 and the CCCA 5-Year Facilities Plan. Most of the discussion centered around the lack of funding necessary to complete the proposed projects in the 5-Year plan. Thus, the membership would need to decide the financial path for the board to take. The choices to be presented would be 1) postpone some of the projects; 2) impose a Special Assessment upon the membership; or 3) take out a loan.

f. Slide Deck Review:

The President went through/explained the slide show that would be presented to the membership at the annual meeting.

Committee Reports

Architectural Review Committee (ARC) Report

Presented by Chairperson, Vern Edwards

- The committee (of one) has reviewed the houses in the neighborhood.
- Notices will be delivered to those properties requiring specific attention.

Communications Committee Report

Chairperson, Bettye Davis, not present.

- Nothing to report.

Facilities Committee Report

Presented by Chairperson, Charlie Whitehead

- The research of possible improvements to clubhouse accessibility has concluded.
- What will be presented to the membership for consideration will be a chairlift installed on the far front stair rail for a price no greater than \$15,000.

Finance Committee Report

Presented by Chairperson, Lisa Vaughn

- A (2022) Bookkeeper's Review was conducted.
- There were three reviewers present for the review.
- A consensus that the books were balanced was met and three copies of the 2022 Bookkeeper's Review were signed by the reviewers.
- The Treasurer will send the electronic documentation to the Board President.

Governance Committee Report

(Presently, this position is vacant.)

Nothing to report.

Membership Committee Report

Presented by Sub-Committee Chairperson, Lynn Coram-Allen

- The Social Events committee met to organize the menu for the continental breakfast scheduled to be served at the January 2024 CCCA Annual Membership Meeting.
- The suggested menu and proposed expenditure of \$150 was approved by the board.

Old Business

- a. Status of the Membership Brochure: The brochure has been printed.
- b. Status of the Clubhouse lights – Timer: The timer has been corrected.
- c. Hanging wire: Still an open issue.
- d. Streetlight outage: The streetlight has been repaired.
- e. Website Updates: No recent updates to the website have been recognized.
- f. Status of Bookkeeper's Review: Completed and signed. The signed documents to be sent to the BOD President electronically.

New Business

- The 2024 Annual Membership Meeting will be held on Saturday, January 13th with a breakfast to begin at 8:30am and the meeting to begin at 9am in the community clubhouse.

- The membership packets were mailed but the waiver form needs to be replaced before the opening of the pool for the 2024 summer season.

Actions

- Approved the December 2023 minutes.
- Accepted the December 2023 Treasurer's Report.
- Approved the menu and expenditure for the annual meeting.

Meeting Adjourned at 9:06pm

Certification of Approval:

These minutes were approved as a true and correct record of the meeting held on January 8, 2024.

Signed: *Lynn Coram-Allen*

Lynn Coram-Allen, Secretary

Date: 2/8/2024