

Board of Directors Meeting
Approved
Minutes 3-28-22

1. Tori Gee, LCAM, called the meeting to order at 8:27pm, immediately following the Organizational Meeting.

2. Roll call was taken and a quorum of the Board was present.

Gerri Pennachio, President
William Mellon, Vice President
Janet Shearer, Secretary
Gregory Hannie, Treasurer
Shannon Hannum, Director

3. Tori Gee, LCAM, gave notice that the meeting agenda was posted on 3-24-22.

4. Our Insurance Broker, Chris Goolsby, with PCS Insurance made a presentation by phone with recommendations to the Board for the 2022 renewal policies. A summary of the insurance policies that were approved is attached.

William Mellan made a motion to approve the attached insurance renewal policies in a total amount of \$136,388.76 for a policy period from 4-1-22 to 3-31-23 and for the total premium to be paid upfront when due.

Janet Shearer second the motion

Discussion was held and the motion was put to a vote.

The vote passed unanimously.

5. William Mellan made a motion to approve the purchase of a new laptop, screen, printer, 365 and upgraded Quickbooks software for Association use as outlined in the office equipment proposal attached in the total amount of \$1,9994.74.

Shannon Hannum second the motion.

Discussion was held and the motion was put to vote.

The vote passed unanimously.

6. William Mellan made a motion to ratify the "Emergency Services Agreement" which was signed and approved unanimously by the Board of Directors at the time of creation, on 3-10-22.

Discussion: Tori Gee, LCAM noted that the agreement expires the end of April. As this coverage is for emergency after hours service, it is imperative that a new agreement be in place before the expiration of this agreement. This will be an agenda item for the April Board of Directors meeting.

The ratification has been duly noticed.

7. William Mellan made a motion to approve the agreement in the Board packet for payroll services with Paychex, to process our payroll, all reports, taxes and 1099's for a monthly amount of \$43.96 and to become effective for the March 2022 payroll that is to be paid to all employees in April 2022.

Janet Shearer second the motion.

Discussion was held and the motion was put to vote.

The vote passed unanimously.

8. Gerri Pennachio made a motion for Gregory Hannie to be the sole authority to direct the LCAM.

Shannon Hannum second the motion.

Discussion was held and the motion was put to vote.

The vote passed unanimously.

9. Tori Gee, LCAM, made a motion to adjourn the meeting at 9:23pm.

William Mellan second the motion.

The motion was put to vote.

The vote passed unanimously.