

CNA Board Meeting Minutes for 2-1-2014

Meeting started at approx. 9:32am

Board members in attendance: Stephanie Brown, Greg Phipps, Lorenda Ward, Tim Coleman, Naomi Smith and Eddie Owens. **Absent:** John Blair, Ed Fitzgerald, Todd Wise

Update on previous discussion re: Naomi's consideration for Treasurer position. She agreed and has been working with Stephanie and Danny on training /procedures and is now ready. Vote taken on accepting Naomi as our new treasurer effective 2/1/14. All board members present were in favor.

Treasurer's report: To date 3 lots unpaid total of \$562.00. Overview presented for November December and January.

Common Area Team: Focus for spring clean up date will be on the pavilion which needs caulking and painting. General clean up for the ground area.

Vacancy on board: Board acknowledged Tim Coleman has accepted the vacant position and is now a board member.

Mail Team: Tim discussed mail outs which he will handle with minimal cost to HOA (postage). He will match the CNA address data base with the NCOA (National Change of Address) to get all current updates. He would like 2 weeks lead time for mail out. The next mailing is scheduled for March 1, and therefore he needs all information by February 14th. John will work on the letter and Stephanie the invoice.

Liens: In the past either an assigned attorney or the CNA treasurer would handle the lien process. Board reviewed the meaning and process for both a "lien" and/or using a "warrant in debt" method. The Board agreed to consider both in the future. One of the 3 lots that currently have not paid dues will receive a letter from the board president in a final attempt to collect before using the court system.

New Business:

New attorney: Consideration was given to possibly hiring a new attorney to represent CNA. Doug Whitlock recommended Torrey Williams. The Board agreed Stephanie will contact him and set up meeting with board.

Spring Clean Up and Invoice Letter: Letter will go out in Feb. Common area team will work on a list of things that need attention on clean up day. Food/paper goods will be handled by Stephanie.

Porta johns: Should be locked from Dec 1st through April 30th. As of today they not locked. Naomi to contact the company to get their permission in writing for us to lock them since they have so far not been consistent with the lock up which is required by Virginia Power.

Recruitment Team: There will be 5 open board positions for the June, 2014 elections. Board agreed Greg will give a talk at the spring and fall clean up in an effort to find people interested in being on the board. Board suggested Naomi look into having a community bulletin board on website for different events to include encouraging the CNA community to get involved and join the board.

Misc: Someone needed to do minutes in Naomi's place. Tim and Eddie agreed to alternate and take meeting minutes for future meetings then forward to Stephanie for final review and forwarding to all board members..

Questions from non board members: Member referred to a letter sent by attorney Chadwick. The board attempted to determine what letter the member was referring to and how they obtained that letter. Member did not clarify. The board explained all correspondence received so far from Mr. Chadwick was confidential and only shared with past/present board members. The board asked where this member got the confidential information. No clear explanation was offered.

Member questioned why no voting or motions were taken or presented at today's meeting. It was explained again how the CNA board follows the informal meeting process as outlined in Robert's Rules of Order.

Member present wanted to know who were the 5 board members whose term was ending in May, 2014. The names were supplied and the member argued the President's term was up this year (2014) not 2015. The Board agreed to check records and get back to the member on findings. Subsequent review of Annual meeting minutes confirmed the current President's term ends on May 31, 2015.

10:59 meeting adjourned