

TORA Board Meeting Minutes – 5.23.2022

FIRST meeting to nominate officers, and planning for TORA Board meeting.

- i. Meeting called to order at 1900
 - a. Board members in Attendance: David Echsner, Scott Bibeau, Mike O’Neill, Mike Wilson, Brian Anderson, Brian Sanders, Terry Lanham & Gary Ostberg
- ii. Financials – Scott
 - a. No financials but, Scott stated; that all financials are in-order and accounted for.
 - b. Unpaid annual (to-date) dues– 15 total members. The board will make final “courtesy reminder” this week prior to moving forward.
 - c. Unpaid Dues – Next Steps:
 - i. Voted to send final notice stating full payment needs to be received by June 17, 2022 to avoid late fees. Administrative fee of (TBD) amount, would not be invoked.
 - ii. Admin fee will be decided based on:
 1. Current-year costs to file a lien as well as release along with any fee generated by attorney letters. All agreed, that fee should represent full cost of letter; resulting in net-zero costs, to TORA.
 - iii. Treasurer to determine fee costs and notify board.
 - d. Motion made by Brian Anderson; 2nd by Gary Ostberg. All voted in-agreement.**
- iii. Neighborhood Trash Can purchase/replacement: (3) cans throughout neighborhood are in-need of replacement.
 - a. Gary Ostberg conducted research and cost analysis and found best-value options. Upon presentation of options by Gary; board approved purchase of trash cans, foundation costs, etc... at not-to-exceed (NTE) cost of \$1900.00.
 - b. Motion to approve: Terry Lanham; 2nd Brian Anderson. All voted in-agreement.**
- iv. Board discussed TORA Officer assignments:
 - a. Only remaining position was President.
 - i. Discussion was held, regarding vacancy and members discussed their respective positions toward potentially serving in the role.
 - ii. Code of Ethics document was read out loud to ensure all board members were clear on requirements and in-concurrence. ALL board members acknowledged and provided concurrence with ethics artifact.
 - iii. Upon discussion, ethics, etc... David Echsner accepted his nomination for the President’s role for the 2022 TORA year-end.
 - b. Nomination motion: Scott Bibeau; 2nd: Mike O’Neill; All voted in-agreement.**
 - c. At previous meeting; the following members were voted to the following positions:
 - i. VP: Gary Ostberg
 - ii. Treasurer: Scott Bibeau
 - iii. Secretary: Mike O’Neill
- v. Discretionary spending / Recurring bill paying authorization:
 - a. Landscape and Lawn:

- i. Board discussed ability for Mike O (Landscape chairman) to review recurring invoices and make approval & payment recommendations to treasurer/president for received landscape invoices. The President and Treasurer have full power to approve payment of budgeted fees.
 - ii. **Motion to approve: Gary Ostberg; 2nd Brian Sanders. All voted in-agreement.**
 - b. Other/misc (unplanned) discretionary spending:
 - i. Discussion of whether TORA President and/or Treasurer would retain ability to unilaterally authorize expenditures of NTE \$500.00 per instance of TORA funds, for unforeseen expenditures.
 - ii. **Motion to approve: Brian Anderson; 2nd Mike O'Neill. All voted in-agreement.**
- vi. Complaints Processing for new board: The board outlined current process and discussion ensued as whether to retain current process for coming term. After discussion and agreement to look at options for updating process, during coming year; board agreed to retain current process for complaint resolution.
 - a. **Motion to approve: Mike O'Neill; 2nd Gary Ostberg. All voted in-agreement.**
- vii. Welcoming Committee Update and discussion of letter, review, etc...
 - a. Mike W will send current version of welcome letter to board for review and any update recommendations, board may have prior to next meeting. Once received the Board will review/approve content.
- viii. TORA board meetings for 2022:
 - a. Board unanimously agreed to hold bi-monthly meetings for 2022; commencing in June; on the 3rd Monday of month at 1900. Location: TBD
 - b. Mike O (Secretary) will send meeting notice for the recurring meeting asap.
- ix. Front Entrance – Nothing significant to report (NSTR) at this meeting
 - i. Meeting Adjourned at 2000
 - a. **Motion to close: Terry Lanham; 2nd Brian Sanders. All voted in-agreement.**