

Howell Point Association Monthly Board Meeting Minutes

Meeting Date and Time

Date of Meeting: January 24, 2023
Time of Meeting: 8 PM Eastern

Meeting Location

Location of Meeting: Virtual - Teams App

Attendees

Present at Meeting:

John Dombrowski
Dave Sheppard
Wayne VanderMeir
Jerry Droppo

Not Present

Joe Scharnak
Rosanne Byrne
Teresa Dahlgren
Dede Petro
Eric Kessler (guest for our future Pier Chairman)

The regular meeting of the Board Meeting of Howell Point Association was called to order at 8:05 PM on January 24, 2024, using Teams by John Dombrowski.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

The minutes of the previous meeting were not reviewed and approved. John will brush up on the Roberts Rules of Order. 😊

III. Consideration of Agenda Items

1. Year ending financial report (a formal report is not necessary if there is no time to prepare)

Teresa will distribute a year ending financial report by 1/28/2024.

At the next meeting we will review estimated revenues for 2024. John would like to explore the possibility of creating 2024 budgets for park flowers, mulch, beach maintenance, benches, tables, chairs, etc.

2. Notice of Intent to Lien and eventual processing of a lien against the property of members that are delinquent paying 2023 members fees.

John opened the discussion with a description of a Notice of Intent to Lien as a document that attempts to incentivize a property owner to meet their obligation to pay their membership dues and avoid placing a Lien on a property. John shared a recommendation made to him by Teresa prior to the meeting that we should start in 2024 the practice of

sending out Notice of Intent to Lien and eventual processing of a Lien against the property of members that are delinquent paying 2024 members fees. The board will communicate to all members in the Newsletter, email blast and at the annual meeting our intent in this regard.

After a general discussion by the board members in attendance there was agreement to follow the recommendation made by Teresa. Since only four members were in attendance, we did not take a formal vote.

At the next meeting we put this to a vote. Also, we will review the sample Notice of Intent to Lien document and discuss the format and scope.

3. Master Member Directory

John shared his screen and presented the member directory to the other board members. He noted that multiple address lists, exported information from our gmail and Constant Contact accounts and information provided by Penn Township were used to create this document. He and Dede are currently making it more complete using the address cards collected in 2023.

At the next meeting, an update will be provided.

4. Migrate all communications to members via email.

John recommended that we migrate all communication towards email and allow for exceptions. Time spent and the cost are the main reasons for this switch. According to the membership directory we have 132 owners, thirty of which have not supplied an email address. Out of the thirty without an email address, twenty-three have not provided a telephone number.

There was general agreement among the members in attendance that we should move to email. At the next meeting, an update will be provided. We will vote on a rule that makes providing an email address and telephone number a requirement. All the members in attendance agreed that we should make providing an email address and telephone number a requirement of association membership.

5. 2024 Newsletter and Mark Your Calendar documents

Looking for ideas for the 2024 Newsletter and a volunteer to draft the Mark Your Calendar.

At the meeting, the following topics for the Newsletter were proposed:

- 2024 Dues
- The repaired bench by Michael & Leeanna Aflague
- Using the Notice of Intent to Lien and the placement of a Lien as a tool to prevent members from skipping on their agreed to obligation.
- Request for emails and telephone numbers from all members

QUESTION: Did we always produce a Newsletter in the current format, or did it start under Pete's presidency? It is pretty elaborate. Pete provided me with a source document used to produce the Newsletter. I may ask for his help.

IV. Consideration of New Business

1. Discuss The Future of the Summer Association Picnic.

Bring back providing chicken?

2. Weeds At Park Rosanne

There is problem with the weeds in the park and we need help. We need to ask for volunteers or have another clean up the park day. Will discuss at next meeting.

3. Need More Sand at the Park

Reported that we need more sand at the park. Will address in the spring.

- V. Agenda and Time of Next Meeting**

The next meeting will be in the PM early in March 2024 - Virtual Teams App.

John meeting adjourned at 8:50 PM.

Minutes submitted by: Dede Petro

Minutes approved by: Will be approved at the next meeting.