

**Approved Minutes**  
**Initial Regency CO-OP Board of Directors Meeting**

**October 5, 2009**

The meeting was opened by Ken Barter at 7:05 pm. Location in the Arts & Crafts room in the Regency club. All were present except Jim Grab.

1. The first item on the agenda was to review the Vendor Fair. All agreed that it went well in spite of the weather that caused cancellation approximately an hour and a half into the Fair. It was agreed that for future fairs, there will be a large sign to designate the registration table, as well as wording on street signage guiding people to the registration table before moving on to the vendor exhibits. Also name tags will be provided at the registration table.
2. It was noted that since the flyers were passed out to the single family homes, 16 (sixteen) new members have joined. Wayne made a motion, (Sheila seconded) that Sue would notify each street POC that upon a new home owner moving in, each would be given an Information Flyer that included an application for membership.
3. Discussions ensued as to whether or not to include coupons, if offered, by vendors on the web site so that home owners could print them. This notion was soundly rejected by the Board. Coupons are provided individually by the contractors to the homeowners.
4. Responsibilities were assigned to write information articles for various Regency media. Nancy Canody volunteered to do the write up for the December 2009 Regency Review and send a draft to Bruce Clemenz, the Communications Chair, Barbara Hatch and Bob Baldauf of the Regency BOD. Sue will assign members to provide input to other Regency media (Comcast TV Ch. 971, the Regency Monthly Calendars, and weekly Regency Newsletters) as needed.
5. Discussion regarding RFP generation and receipt processes was next. Sue provided an outline for discussion. Nancy and Sue will generate a final version for comment by the BOD.
6. A treasurer's report was not given due to lack of bank statement as of the meeting date.
7. Ken will provide alternative dates for the next meeting to the BOD via email.

Meeting was adjourned at 8:35 pm.

---

# Approved Minutes Regency CO-OP Board of Directors Meeting

November 2, 2009

The meeting was opened by Ken Barter at 7:00 pm. Location for the meeting was the Arts & Crafts room in the Regency clubhouse. Board members present were Ken Barter, Sheila Sax, Jane Brown, Gina Missett, Nancy Canody, Don Giacomo, and Jim Grab. Also in attendance were Sue Reitzig, Administration, Tony Stremic, Webmaster, and Pete Winer, a Regency homeowner guest.

1. The vote on Motter and Built-In Style contractors was tabled until further information and review are completed by the Board. Sheila will get updated pricing from Collegiate to include single family homes. Collegiate Sealers contractor pricing for all-Regency determination effort should be completed within the next ten days from the November 2, 2009 BOD meeting date.
2. After a discussion it was decided that the board should 'slow down' and meet with vendors after receiving RFPs. The board will start this process with Appleton, Mr Rooter and McCarthy. A meeting will be set up with the vendors to discuss their offerings including the 'hot water' extension. It was determined that there would be no further explorations by the BOD delving into specific problems of membership homeowners that do not involve over-all Regency Cooperative membership implications.
3. Teams of board members will be made up as needed for meetings with vendors based on expertise requirements.
4. RFPs will be more specific when sent out to prospective vendors. Any specifications required for the RFP will be provided to Sue by the BOD in consultation with 'experts' in the category of services required.
5. Expertise will be added as required and available from existing members of the Regency Cooperative community to evaluate potential new contractors by the Board.
6. It was decided that in order to assist in assessing response times to various items of interest to the BOD, that the subject line of emails include the subject title plus verbiage such as 'Respond by 10 December 2009' to the subject matter.
7. Ken will send the Board an explanation of the \$25.00 Admin fee and the expenses from the balance. This information is propriety of the BOD. It is intended to provide the BOD with information relative to some of the current expenses incurred by the BOD and paid for by current assessment fees. These expenses are incurred by the very nature of operating a non-profit business entity. Assessments are the sole prerogative of the Board of Directors of the Regency Cooperative and are based on managing operations of the Cooperative in the 'best interests of the Regency community.'
8. Nancy is working on the article for the Regency Review and committed to have a draft to the Board next week (week of November 9<sup>th</sup>). The draft article will be staffed through the BOD with specific timelines for comment such that the article will arrive on time to the Editors of the quarterly Regency Review. It was approved by the BOD that the Regency logo would be included with the submission.
9. Tony suggested that all attachments in emails be sent out as PDF files to ensure all BOD members can read them. Assistance will be provided by Tony to assist BOD members that may be 'challenged' in this area.

10. Jim Grab suggested that Kathy Zuniga replace Sue as Board member and additional representative of the Single Family home owners (Kathy has informally agreed to this). Ken will follow up with Kathy.
11. Sue reported that the Regency Cooperative currently has 156 members.
12. It was agreed by the BOD that the Regency Review to be published on January 1, 2010 would be sufficient to further publicize the Regency Cooperative evolution from the previous Georgetown Regency Cooperative Association with pertinent membership information regarding the Cooperative. Further broadcast email notification/hard copy distribution was deemed by the BOD to be overkill at this time.
13. Tony will include Success Stories from the co-op on the web site. It was requested that input to Tony from Regency Coop Board members regarding their recollections and recommendations would be appreciated as the content of the new web page is developed.
14. It was decided that a nomination committee be formed in February 2010. Information will be sent out to the members regarding applications for the Board in March. This should give the committee time to prepare a slate for the May general meeting.
15. Nancy suggested that we have a calendar so we do not lose sight of our scheduled needs. Tony will explore alternative publicly available calendar/group collaboration alternatives to further this concept. One such alternative for coordinating BOD activities/communication is the development of the 'Regency Cooperative BOD' website; free of course through various extant Internet alternatives. Tony will get back to the BOD regarding this initiative.
16. Our web master reports that the Regency web site is at a 40% usage rate based on the number of current Regency homeowners (and other assumptions). They have an average of 90 visitors per day and the top page is the Regency Directory Search. Since the roll-out date of October 1, the Regency Cooperative site had 75 new visitors with 157 visits (cannot tell what percentage of the new visitors were non-members or contractors). There were a total of 1077 page views with the top page being (to no surprise) the Contractor Page followed by the Contract Services Category Page. Regency website statistics were for the period mid-September to mid-October 2009. Regency Cooperative statistics were for the period October 1 (initial date of the Regency Cooperative website) and October 31, 2009.
17. Ken will send out a request for dates of the December meeting. The decision to hold a meeting in December 2009 versus January 2010 was based on the current tempo of activities, both current and planned.
18. A committee was formed and tasked to explore and develop a list of unique services required by single family, Georgetown and Condominium owners to assist the BOD in planning and acquiring services for the Regency Cooperative membership. The committee included Nancy (SF), Jane (Condos), Don (GT), and potential new BOD member Kathy Zuniga.

The meeting was adjourned at 8:55 pm.

**Regency Cooperative Board of Directors Meeting Minutes  
November 30, 2009, 7 PM**

- In Attendance: Ken Barter, Nancy Canody, Regina Missett, Kathy Zuniga, Don Giacomo, Sue Reitzig
- Item #1: Ken Barter nominated Kathy Zuniga to represent the Single Family homes on the Board. The Board voted in favor of her nomination.
- Item #2: The Board decided that meeting minutes should reflect proposals, outcomes, and action items, rather than the minutia of each discussion.
- Item #3: Regina made a motion that the Administrator, Sue Reitzig, assume the duty of taking Board meeting minutes, for which she will be compensated. Don seconded the motion. The Board voted in favor of the motion.
- Item #4: Ken proposed that the Board form an Integration committee to determine the commonalities and differences in services needed by owners of single family, Georgetown and condo homes. The members of this committee are Nancy and Kathy, (single-family), Don (Georgetown), and Jane (condo). They will arrange a separate meeting and report back to the Board on their findings.
- Item #5: Snow-removal proposals for single-family homes have been received from Motter Landscape and Thorpe Landscape. RFP's also have been sent to Toll Landscape and Clippers Inc. The Board reviewed the two proposals that have been received, noting that both include clearing the public sidewalks, which is covered by the OA. **Action Item:** Don will follow up with Toll Landscape and Ken will follow up with Clippers. Once all proposals have been received, Nancy and Don, with input from Kathy, will meet with each company to firm up details of each proposal. They will provide their recommendations to the Board for a vote by e-mail.
- Item #6: The Board decided to table discussion of acquiring general landscape contractors until the January meeting.
- Item #7: A decision was made to put the bids by Appleton Campbell and McCarthy Services for installing hot water pumps on the website.

Item #8: Sheila Sax provided Ken with a status of her discussion with Collegiate Sealers. The estimator confirmed that longer driveways will be more than the \$49 quoted price and the owner is supposed to send Ken a confirming letter; no letter has been received. Don suggested that we approach another driveway sealing company, Academy Sealers. **Action Item:** Ken will contact Academy to determine if they are interested in becoming one of our contractors.

Item #9: The Board decided that we will only list contractors in multiple categories on the website if they have been vetted by the Board for multiple categories in terms of expertise and pricing.

**Next Meeting:** Ken will send out an e-mail proposing a date for the next meeting.

The meeting was adjourned at 8:30 PM.

Submitted by Sue Reitzig, Administrator