

Regency coop meeting minutes January 14, 2019

Board Members in Attendance:

Al Ulman, Linda Bond Michael Long, Charles Tucker, Sue Reitzig, Jeannie Inns, Doug Moore and Jerry Worley

Al Ulman, the current Board President called the meeting to order at 4:00pm

Board Minutes:

The board approved the December minutes which has been previously distributed. Motion to approve Linda Bond, Seconded by Al Ulman.

Treasurer's Report:

The board approved the Treasurer's report. Motion to approve Charles Tucker, Seconded by Doug Moore

Administrator's Report:

Sue Reitzig presented her report. Member total is now 593

Condos 69
Georgetown 148
Single family 376

Doug Moore has been contacting new residents to be sure that they are aware of the Coop.

Board Actions:

Doug Moore moved that we remove Motter Landscaping, seconded by Mike Long

Al Ulman will continue to try to contact MW Langhome.

Jerry Worley will follow up with Fauquier Mechanical who was recommended by a member.

Motion made to approve the Administrator's report and was accepted. Motion to approve by Charles Tucker, seconded by Mike Long

Web Update:

Charles stated that a new version of WP has been released and will require training on Software at approximately \$190.

Old/New Business:

Al Ulman will be out for next meeting Charles Tucker will chair the meeting.

Jerry Worley made motion to adjourn, Al Ulman seconded the motion

Next meeting will be February 11 at 4PM
Respectfully submitted by Linda Bond

Regency Co-Op Minutes February 11,2019

Meeting called to order at 4:01 pm by Vice President Charles Tucker in the absence of President Al Ulman. Present were Jerry Worley, Michael Long, Jeannie Inns and Sue Reitzig.

Board Minutes were approved as amended. Motion to approve Jerry Worley and seconded by Michael Long.

Treasurer's Report:

Jeannie reported that the current balance is \$2666.77. Motion to approve by Jerry Worley and seconded by Michael Long. Report was approved.

Administrator's Report.

Sue Reitzig presented her report. A number of vendors submitted their renewals and proof of insurance. No response has been received from Ground Guys and Sixpenny Chimney Sweeps and after phone calls were not returned, the Board decided to remove them from the list of approved vendors. More time will be given to Diamond Garage Doors, MW Langhorne, Dominion Craftsmen and Mastercraft Floors. The number of members stand at 594: 69 condos, 148 Georgetown and 377 single family. All agreed that we need to continue to solicit new members.

Administrator's Report was approved after motion by Jeannie Inns and second by Michael Long.

Old/New Business:

Jerry Worley agreed to do a new article for Regency Review. Annual meeting and election of new board members set for April 4. Next board meeting will be Monday March 11.

Motion to adjourn made by Jerry Worley and seconded by Michael Long. Meeting adjourned at 4:14 pm.

Respectfully submitted by Jerry Worley February 12, 2019

Regency Co-Op Minutes June 10, 2019

Meeting called to order at 4:05 by President Al Ullman. Present were Charles Tucker, Michael Long, Doug Moore, Peggy Ellis and Sue Reitzig. Absent were Jeannie Inns and Jerry Worley.

Board minutes were not available for approval from the March meeting. April annual meeting minutes were submitted and May meeting was canceled.

In the absence of the Treasurer, Sue Reitzig reported that the bank statement balance as of May month was \$2,779.02, and included for the month expenses of \$185.25 and receipts from six new members of \$210.00.

Administrator's Report

Sue Reitzig presented her report. One current vendor, Permatreat merged with Orkin. Sue recently used them, and the technician agreed to accept the terms provided by Permatreat. It was agreed that she should advise members of the merger, and that they should expect to receive the same terms provided previously by Permatreat.

Several vendors have been unresponsive to requests for proof of insurance renewal or membership renewal requests. The board agreed that it's responsibility is to make reasonable efforts to contact those vendors; however if vendors do not return calls or emails, they should be removed from the Co-Op vendor list.

One vendor, Motter landscaping has discontinued lawn mowing, and will therefore be removed from the vendor list.

New Business

Peggy Ellis was elected as the new secretary for the board.

AL Ullman presented information on 3 new vendors.

Summit Roofing submitted a Coop agreement and evidence of insurance and was approved as a new vendor by the board.

C & E Dust Blasting, which performs very high pressure washing, came highly recommended by a resident of Regency. They are a start up company and currently are evaluating whether they want to participate in the Co-Op program.

Summit Roofing – Fulfilled requirements and accepted as a Regency Co-Op Vendor.

Doug Moore raised an issue about deterioration of plastic pipes, particularly in the bathroom and their vulnerability to breakage. He asked whether the board felt they should communicate a warning to Regency residents. The Board believes that such information should be shared by another organization within Regency which would communicate to all residents, as not all residents are members of the Co-Op.

Charles Tucker informed the Board that representatives from the Georgetown section of Regency have approached the Co-Op board to provide help to their members. It is not clear what help they require beyond what is provided to all Co-Op members. If there are specific needs for Georgetown, they need to articulate them to the Board.

The next meeting is scheduled for 7/8/19 at 4PM.

The meeting was adjourned at 4:30 pm

Respectively submitted by Peggy Ellis July 7, 2019

Regency Co-Op Minutes July 8, 2019

Meeting called to order at 4:07 by President Al Ullman. Present were Charles Tucker, Michael Long, Doug Moore, Jeannie Inns, Jerry Worley, Peggy Ellis and Sue Reitzig.

A motion was made to approve the board minutes from the June 10 meeting pending the correction of a minor typographical error. The motion was seconded and approved.

Jeannie Inns presented the Treasurer's report which showed a balance of \$2,779.02, unchanged from May 31, as there was no activity during the month of June. A motion was made and seconded to approve the Treasurer's report. The motion was approved.

Administrator's Report

Sue Reitzig presented the July Administrator's report. A motion was made, seconded and approved to accept the report.

Permatreat, now known as Orkin, appears to accept the terms of the old agreement between Permatreat and the Co-op. Only the Permatreat company name has changed not the ownership of the company. The Board agreed to allow Orkin to continue under Permatreat's previous agreement.

One new vendor, C & H Dust Free Blasting, has submitted a proposal including offering a \$125 discount to Regency Co-Op members. A motion was made, seconded and approved to accept them as a Co-Op vendor.

Old Business

The Georgetown association leadership has asked for assistance in determining how best to coordinate the Co-op's offerings with the Georgetown residents' specific needs. It was agreed that the Co-op president would write to the Georgetown leadership to ask for clarification regarding their request.

Once again, discussion arose over the non responsiveness of some vendors to requests from the Co-Op for updated documentation. It was agreed that Board members should not continue to pursue vendors who repeatedly decline to return contacts.

New Business

There was no new business discussed.

The next meeting is scheduled for 8/12/19 at 4PM. It will be chaired by the vice president Charles Tucker, in the absence of Al Ullman.

The meeting was adjourned at 4:36 pm

Respectively submitted by Peggy Ellis August 9, 2019

Regency Co-Op Minutes August 12, 2019

The meeting was called to order at 4:03 by Vice President Charles Tucker. Present were Charles Tucker, Michael Long, Jeannie Inns, Jerry Worley, Peggy Ellis, Sue Reitzig and Co-op member Tamea Grant. Absent were Al Ullman and Doug Moore

A motion was made to approve the board minutes from the July 8 meeting. The motion was seconded and the minutes were approved.

Jeannie Inns presented the Treasurer's report which showed a balance of \$2,501.50 as of July 31, 2019. A motion was made and seconded to approve the Treasurer's report. The motion was approved.

Administrator's Report

Sue Reitzig presented the August Administrator's report. Five vendors were identified as being unresponsive to various attempts to contact them regarding renewal of their vendor agreements. The board agreed that all but one of those vendors should be removed from the Co-op Vendor list. As Toll Landscape has provided evidence of current insurance, despite not responding to the board's request for renewal of their contract, action on their status was deferred. A motion was made, seconded and approved to remove :

Barr Chem-Dry

Old Dominion Appliance Repair

Windows on Washington

Detail Express

Sue Reitzig will investigate the expiration date of the insurance provided by Toll Landscape.

The Board voted to approve one new vendor, Sun Light Window Cleaning

The Board voted to approve the Administrators Report as presented.

New Business

Charles informed the Board of a version upgrade available for the web site. The Board agreed that the COOP should obtain the upgrade.

Discussion of the increase in SPAM email received by the Co-op email address ensued. Tamea Grant who is a Cyber Security professional offered to look into the Co-op email account and attempt to identify actions which could be taken to alleviate the SPAM emails.

The next meeting is scheduled for September 9, 2019 at 4PM.

The meeting was adjourned at 4:29 pm

Respectively submitted by Peggy Ellis September 6, 2019

Regency Co-Op Minutes September 9, 2019

The meeting was called to order at 4:00 pm by President Al Ullman. Present were Al Ullman, Charles Tucker, Doug Moore, Jeannie Inns, Peggy Ellis, Sue Reitzig and Co-op member Ralph Shove. Absent were Jerry Worley and Mike Long.

A motion was made to approve the board minutes from the August 9 meeting. The motion was seconded and the minutes were approved.

Jeannie Inns presented the Treasurer's report which showed a balance of \$2,606.02 as of August 31, 2019. Jeannie reminded the board that September 30 is the end of the fiscal year for the CoOp, and that the new year's financial statement will begin October 1. A motion was made and seconded to approve the Treasurer's report. The motion was approved.

Administrator's Report

Sue Reitzig presented the September Administrator's report. Two vendors provided evidence of insurance renewal, and Sue has followed up with several others regarding insurance and or agreement renewals. Three potential new vendors were identified, and board members have contacted them.

The Board voted to approve the Administrators Report as presented.

Old Business

Charles reported that he investigated the issue of SPAM emails received by The Regency CoOp email system, with the help of Regency resident Tamea Grant, who is a cyber security professional. They made one change to the email settings which should help limit the number of SPAM emails. Also Charles offered to preview incoming emails prior to distribution to board members to ensure that only emails containing valid CoOp business are forwarded to members. Additionally the consultant who supports the CoOp web site will explore other potential solutions to the SPAM email problem.

One current vendor, Toll Landscape, is delinquent on their agreement renewal. However they have provided evidence of insurance that is valid until 2020. The Board decided not to remove Toll Landscape from the vendor list as long as Toll Landscape continues to provide the discount to members, and the CoOp has evidence of current insurance coverage.

New Business

Al Ullman advised the Board that the Regency clubs fair will occur October 10, and that the Board should as it has in the past man a table at the fair. Al will distribute a schedule to board members of time slots assigned to each member.

The next meeting is scheduled for October 14, 2019 at 4PM.

The meeting was adjourned at 4:32 pm

Respectively submitted by Peggy Ellis October 12, 2019

Regency Co-Op Minutes October 14, 2019

The meeting was called to order at 4:00 pm by President Al Ullman. Present were Al Ullman, Charles Tucker, Doug Moore, Jerry Worley, Peggy Ellis, and Sue Reitzig. Absent were Jeannie Inns and Mike Long.

A motion was made to approve the board minutes from the September 9th meeting. The motion was seconded and the minutes were approved.

Because of her planned absence Jeannie Inns submitted the monthly Treasurer's report via email to the Board, prior to the meeting. The report showed a balance of \$2,381.52 as of September 30, 2019. A motion was made and seconded to approve the Treasurer's report. The motion was approved. The budget for the new year will be discussed at the November meeting.

Administrator's Report

Sue Reitzig presented the October Administrator's report. One vendor provided evidence of insurance renewal, and one vendor submitted an agreement renewal

The Board voted to approve the Administrators Report as presented.

New Business

One new vendor, Dominion Valley Pressure Washing, submitted a proposal and evidence of insurance. The Board voted to add the vendor to the Co-Op vendor list.

Sue advised the board that the deadline for submission of articles for the next issue of the Regency Review will be in November. Previous articles in the Review have stimulated interest in the Co-Op. Jerry Worley volunteered to write an article for the upcoming edition.

Old Business

Board members who represented the Co-Op at the Regency clubs fair on November 10 agreed that only a few residents approached the Co-Op table. There was a lot of activity related to the concurrent Happy Hour, which perhaps detracted from interest in the clubs.

The Spam email issue has been partially resolved, by removing from the distribution list board members' email addresses, only forwarding such email to Sue Reitzig. Charles Tucker will continue to explore other remedies to decrease the amount of SPAM email.

Due to the Veteran's day holiday November 11, the next meeting will be held one week early on Monday November 4th at 4PM.

The meeting was adjourned at 4:12 pm

Respectively submitted by Peggy Ellis , 2019

Regency Co-Op Minutes December 9, 2019

The meeting was called to order at 4:03 pm by President Al Ullman. Present were Al Ullman, Charles Tucker, Jeannie Inns, Mike Long, Jerry Worley, Peggy Ellis, and Sue Reitzig. Doug Moore was absent.

No minutes were available from the November meeting due to the absence of the Secretary, Peggy Ellis from that meeting.

Treasurer's Report

Jeannie Inns presented the November Treasurer's report which showed a balance of \$2,445.32 as of November 30, 2019, and 2020 fiscal year to date net income (October 1 thru November 30) of \$63.80. Ken Reitzig updated the treasurer's spreadsheet to the 2020 fiscal year. A motion was made and seconded to approve the Treasurer's report and it was approved.

Administrator's Report

Sue Reitzig presented the November Administrator's report. November activity related to communicating with various existing vendors regarding agreement renewals, and updating of vendor insurance information. No new vendor proposals were submitted.

The Board voted to approve the Administrators Report as presented.

New Business

It was decided that Coop funds should not be used to send gifts or contributions to charitable institutions. A condolence card, and/or mention in the Regency Review of the passing of a prior board member would be appropriate.

Mike Long advised the board that he has electronically updated required Coop officer information with the state of Virginia. The cost of the annual filing is \$25.

Al Ullman stated that the annual Coop meeting and election will probably take place either April 2 or April 16, 2020.

The next meeting is scheduled for January 13, 2020 at 4PM.

The meeting was adjourned at 4:20 pm

Respectively submitted by Peggy Ellis, January 12, 2020