

Regency Co-Op Minutes January 13, 2020

The meeting was called to order at 3.59 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.

Minutes from January 13 Meeting

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

Treasurer's Report

Jeannie Inns presented the December Treasurer's report which showed a balance of \$2,515.32 as of December 31, 2019, and 2020 fiscal year to date net income (October 1 thru November 30) of \$133.80. A motion was made and seconded to approve the Treasurer's report and the report was approved.

Administrator's Report

Sue Reitzig presented the Administrator's report. December activity related to communicating with various existing vendors regarding agreement renewals, and updating of vendor insurance information. Toll Landscape finally sent renewal paperwork and included the Regency discount on its website. The insurance for Permatreat expired and as they have been unresponsive regarding renewal the board voted to remove them from the Regency vendor list.

No new vendor proposals were submitted.

The Board voted to approve the Administrators Report as presented.

New Business

All Ullman advised the board that he is waiting for confirmation of a room for the annual meeting. Election of board members will occur at the meeting. Jerry Worley has decided to resign from the board. Peggy Ellis joined the board in 2019 as a replacement for a previous member. Her 3 year term may be ending, and if so her position will be up for election.

The next meeting is scheduled for February 10, 2020 at 4PM.

The meeting was adjourned at 4:12 pm

Respectively submitted by Peggy Ellis, February 9, 2020

Regency Co-Op Minutes February 10, 2020

The meeting was called to order at 3.55 pm by Vice President Charles Tucker. Present were Charles Tucker, Doug Moore, Jeannie Inns, Mike Long, Jerry Worley, Peggy Ellis, and Sue Reitzig. Al Ullman was absent.

Minutes from February 10 Meeting

A motion was made to approve the board minutes from the January 13th meeting. The motion was seconded and the minutes were approved.

Treasurer's Report

Jeannie Inns presented the January Treasurer's report which showed a balance of \$2,445.32 as of January 31, 2020, and 2020 fiscal year to date net income (October 1 thru November 30) of \$63.80. Sue Reitzig asked whether we need be concerned about the possibility of a dwindling bank account balance. Discussion ensued, and Jeannie Inns offered to contact the bank to ask about minimum balance requirements. The Board agreed, pending the bank information, that we might need to consider a small increase in the membership dues for new members. A motion was made and seconded to approve the Treasurer's report and the report was approved.

Administrator's Report

Sue Reitzig presented the Administrator's report. Various existing vendors were contacted regarding agreement renewals, and updating of vendor insurance information. Jerry Worley agreed to contact Decorating Den one more time, regarding their renewal, and Peggy Ellis will contact Dominion Craftsman. The Board agreed to remove Double K Services and Radon Defense from the vendor list due to their continued lack of response.

No new vendor proposals were submitted. Charles asked what the Board might do to encourage new vendors to participate in the CoOp. Board members will brainstorm options for discussion in a future meeting.

Sue also updated the Board on the solicitation of prospective candidates to fill board vacancies. Jerry Worley and Jeannie Inns are stepping down, and Peggy Ellis will step down if there are enough new candidates to fill the board vacancies.

The Board voted to approve the Administrators Report as presented.

New Business

There was no new business.

The next meeting is scheduled for March 9, 2020 at 4PM.

The meeting was adjourned at 4:18 pm

Respectively submitted by Peggy Ellis, March 7, 2020

Regency Co-Op Minutes March 9, 2020

The meeting was called to order at 4.00 pm by President Al Ullman. Present All Ullman, Doug Moore, Jeannie Inns, Mike Long, Jerry Worley, Peggy Ellis, and Sue Reitzig. Charles Tucker was absent.

Minutes from February 10 Meeting

A motion was made to approve the board minutes from the February 10th meeting. The motion was seconded and the minutes were approved.

Treasurer's Report

There was no written Treasurer's report as there was no activity in the month of February. The balance in the bank remained \$2,445.32 as of February 29, 2020. Jeannie did contact Sun Trust and discovered that the minimum required bank balance is \$1000. Therefore, the Co-Op board has decided to make no changes to the bank account at this time. The verbal report was approved by the Board.

Administrator's Report

Sue Reitzig presented the Administrator's report. Various existing vendors were contacted regarding agreement renewals, and updating of vendor insurance information. Three vendors recently submitted renewal paperwork : Thorpe Landscaping, Options for Senior America and Hill Roofing. Peggy Ellis contacted Dominion Craftsman regarding both their renewal, and an email complaint from a Regency resident. The owner is undecided about whether to renew. Al Ullman offered to call him.

No new vendor proposals were submitted.

Sue also updated the Board on the solicitation of prospective candidates to fill board vacancies. Jerry Worley and Jeannie Inns are stepping down, and Peggy Ellis will step down if there are enough new candidates to fill the board vacancies. There are currently 3 nominees for 4 open positions.

The Board voted to approve the Administrators Report as presented.

Old Business

Al reminded members that the annual meeting is scheduled for April 2, at 6:30 in the Regency ballroom. Ken Barter will serve as the election steward. Jeannie suggested that COOP business cards be made available for residents at the meeting, and Al will present a summary of the status of the Co-Op.

New Business

There was no new business.

There will be no regular meeting in April, due to the annual meeting. The next regular meeting is scheduled for May 11, 2020 at 4PM.

The meeting was adjourned at 4:18 pm

Subsequent to the March meeting and due to the Corona Virus, the Regency Clubhouse was closed indefinitely. The annual meeting has therefore been cancelled. Four candidates have applied for the four open positions on the Board. Therefore, Sue Reitzig sent an email o March 24 to Co-op members asking that they ratify the slate. Once the Clubhouse has reopened, the Board will schedule the next meeting.

Respectively submitted by Peggy Ellis, March 26, 2020

Regency Co-Op Minutes May, 11 2020

The virtual meeting was called to order at 4.05 pm by President Al Ullman. Present were Al Ullman, Charles Tucker, Tom Baxter, Peggy Ellis, Sue Reitzig and retiring board member Jeanie Inns. Absent were Doug Moore, Mike Long and Cindy Whitmore. Al started the meeting by welcoming the incoming new Board members.

Minutes from March 9, Meeting

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

Treasurer's Report

As retiring Treasurer, Jeannie Inns presented the Treasurer's report for the month ended April 30, 2020 which showed a bank balance as of that date of \$2,432.82. Jeannie suggested that in an upcoming meeting the Board should review the 2 different spreadsheets included in the Treasurer's report. The Treasurer's report was approved as submitted by the Board members in attendance.

Administrator's Report

Sue Reitzig presented the Administrator's report. Various existing vendors were contacted regarding agreement renewals, and updating of vendor insurance information, and on May 11, two of those vendors did submit the required documents.

Despite numerous requests, two vendors, Nutrition CPR and Oscar Heating have continued to be non responsive. The Board voted to remove them from the vendor list. Al Ullman reported that he spoke to Dominion Craftsman, and that the owner would be submitting the required paperwork to renew his agreement.

No new vendor proposals were submitted and the Board agreed that it should consider ways to find new vendors to add to the list .

The Board voted to approve the Administrators Report as presented.

Old Business

Georgetown Board members again approached officers of the Regency Coop to ask for a closer working arrangement between the two boards. The Georgetown Board would like for a CoOp representative to attend it's board meetings. The Georgetown Board maintains a Georgetown vendor list, and that list contains a performance rating of the vendors. The CoOp has never rated its vendors, and is opposed to doing that. Al Ullman suggested that a representative from the Georgetown Board should attend the Regency CoOp meetings.

New Business

Officers for the current year were elected by the board members:

Al Ullman – President

Charles Tucker - Vice President and Web Master

Peggy Ellis – Treasurer

The selection of a new secretary was deferred until the next meeting. Al Ullman will poll the absent members and ask about their interest in the position.

Sue Reitzig suggested the reclassification on the website of power washing vendors from the Household category to a separate category titled Power Washing. The Board agreed and voted to make that change.

Al Ullman expressed thanks on behalf of the Board to retiring board members Jeanie Inns and Jerry Worley for their service.

The next meeting is scheduled for June 8, 2020 at 4PM.

The meeting was adjourned at 4:30 pm

Respectively submitted by Peggy Ellis, May 13, 2020

Regency Co-op Meeting Minutes
June 8, 2020

Called to Order: 4:00 PM

Members Present: Al Ullman, Charles Tucker, Peggy Ellis, Tom Baxter, Doug Moore, Michael Long, Sue Reitzig (Administrator)

Members Absent: Cindy Whitmore

Guest Present: Perley Eaton, Georgetown Working Group

Prior Month's Minutes: Motion to approve by Tom, seconded by Charles, voted to approve.

Treasurer's Report: [Attached] We have \$2,070.32 in our account. Peggy informed us that the checking account has not been changed over to her name yet because the bank has not opened up its lobby, due to the pandemic. It was suggested that Jeannie Inns, Al and Peggy go to the drive-thru window to try to have the change made, or try a branch in Fauquier County. Or that Jeannie can continue to write our checks until the change can be made with the bank. Peggy will do some further investigation to see how this can be handled. Motion to approve by Charles, Doug seconded, voted to approve.

Administrator's Report: [Attached] There are some Board actions that need to be taken. See below. Motion to approve by Doug, seconded by Peggy, voted to approve.

New Vendors for Approval: None

Old Business: Michael sent the appropriate forms to the State Corporation Commission to update our list of officers and paid the \$25 filing fee.

New Business: Perley Eaton addressed the Board to suggest ways that the Georgetown Working Group and the Co-op can work together. Al and Charles will attend the next GTSS meeting to learn more information

Action Items:

- Peggy will determine how to get the checking account transferred to her name.
- Tom will follow up with Lake Manassas Limousine and SenCura regarding renewal of their agreements.
- Michael will follow up with My House Cleaning regarding renewal of their Certificate of Insurance.
- Al will follow up with Dominion Craftsman regarding renewal of agreement and insurance certificate.
- Al and Charles will attend the GTSS meeting to determine if there are next steps for the Co-op.

Meeting Adjourned: 4:40

Respectfully submitted,
Sue Reitzig, Volunteer Secretary

Below is the finance summary for the June 8, 2020 meeting.

Balance as of April 30, 2020	\$2,432.82
Web Site Cost	-\$225.00
Admin Costs	-\$137.50
Ending Balance as of May 31, 2020	\$2,070.32

**Administrator's Report
June 2020**

Number of Members: 610
Condos: 81
Georgetown : 147
Single Family: 382

Vendor Activity:

- Received renewed insurance from Summit Roofing, Elite Termite & Pest Solutions, C&H Dust-Free Blasting, Geek at your Service, Sonshine Window Cleaning, Thorpe Landscape, Dan's Powerwashing, Reddick & Sons
- Received renewed agreement from SonLight Window Coverings, Reddick & Sons,
- Sent final notice for renewal of agreement and insurance to Mobile Massage by Diane. She is no longer doing massages during the pandemic and asked that we remove her listing. Referred to webmaster.
- Sent final notice for renewed insurance to LKS Locksmith (received).
- Sent reminder for renewed agreement and insurance to Air Novations.
- Sent reminder for renewed agreement to Shining Stars Cleaning Service.
- Sent reminder for renewed insurance to Top Choice Pet Care (he may have retired, though).

Member Activity:

- Sent blast to members regarding the addition of Closets by Design.

Board Action:

- Sent reminder and final notice regarding renewal of agreement and insurance to Lake Manassas Limousine with no response. (**Tom Baxter** assigned Board member.)
- Still haven't received anything from Dominion Craftsman.
- Sent reminder and final notice to SenCura for renewed agreement (their insurance will expire on June 19), with no response. (**Tom Baxter** assigned Board member.)
- Sent reminder and final notice to My House Cleaning Service for renewed insurance, with no response. (**Michael Long** assigned Board member.)

Respectfully submitted,

Sue Reitzig

**Regency Co-op Meeting Minutes
August 10, 2020**

Called to Order: 4:00 PM

Members Present: Tom Baxter, Peggy Ellis, Michael Long, Doug Moore, Charles Tucker, Al Ullman, Cindy Whitmore, Sue Reitzig (Administrator)

Members Absent: None

Prior Month's Minutes: Motion made and seconded to approve with no changes. Motion carried.

Treasurer's Report: May 31, 2020 balance \$2070.32,
June 15, 2020 - 2 new memberships=\$70
July 14 Check written for \$90 to MoeTech for website maintenance
Ending balance as of July 31, 2020=\$2050.32

Motion made and seconded to approve Treasurer's Report. Motion carried.

Also, checkbook authority was changed at the bank for Peggy and Al.

Administrator's Report: [Attached]
Since we have had no response from Dominion Craftsman to renew his agreement and insurance. It was decided to remove his listing from our website.

Michael reported that he contacted My House Cleaning and they promised to have the insurance certificate sent (*after the meeting, it was*).

Cindy volunteered to contact Jeremiah Headson about his application to become a Co-op vendor (*after the meeting, his application and insurance appeared in Administrator's inbox*).

New Vendors for Approval: None until we get the application from Jeremiah Headson.

Old Business: None.

New Business: Sue mentioned that articles for the *Regency Review* are due on August 26, and that we often get new members as a result of the article. AI asked Tom if he would write the article, to which he agreed.

Meeting Adjourned: 4:20

Next Meeting September 14

**Regency Co-op Meeting Minutes
September 14, 2020**

Called to Order: 4:05 PM

Members Present: Tom Baxter, Peggy Ellis, Michael Long, Doug Moore, Charles Tucker, Cindy Whitmore, Sue Reitzig (Administrator)

Members Absent: Al Ullman

Prior Month's Minutes: No revisions, motion made and seconded to approve, motion carried.

Treasurer's Report: Starting balance \$2050.32
4 new members added, no checks written
Ending balance \$2190.32
Motion made and seconded to approve, motion carried.

Administrator's Report: [Attached]
Need to follow up with the following vendors whose renewal of agreement & insurance is overdue:
Amazing Skylights – Al Ullman
Hector Carpet Cleaning – Al Ullman
Need to follow up with the following vendors whose insurance renewal is overdue:
Gopa Sedan Service – Peggy Ellis
Vintage Moving & Storage – Cindy Whitmore

New Vendors for Approval: None

Old Business: Tom asked when the next Regency Review would be coming out so we could see his article. Unfortunately, there was a miscommunication between Tom & Sue as to who would be sending in the article and it never got sent. In the future, it will be the author of the article who will send it in to the editors.

New Business: A discussion was held regarding research Charles had done about the state of our vendor list – how many vendors we had for each category and where there were gaps.

Sue had created a list of potential vendors, based on the gaps, and recommended by Regency residents on the Neighbors Facebook group. Board members volunteered to approach these vendors to see if they're interested in joining the Co-op.
(List and volunteers attached)

It was also agreed that Sue would send out a blast to the members to see if they had any recommendations for vendors in areas where we had gaps.

In addition, it was decided that Board members would review the websites of the vendors assigned to them to see if there were other services they offer that are not on their agreement with us. Then, in January of each year, Board members would approach vendors to see if they'd like to add any of these services to their agreements.

We also discussed whether or not we should have a survey by our members of existing vendors. This would include if the vendor had been used and how satisfied they were of the service. More research needs to be done on what we do with the information and any legal liabilities.

Meeting Adjourned: 4:32 PM
Next Meeting Date: October 12, 2020

**Regency Co-op Meeting Minutes
October 12, 2020**

- Called to Order: 3:55 p.m.
- Members Present: Al Ullman, Charles Tucker, Peggy Ellis, Tom Baxter, Michael Long, Doug Moore, Cindy Whitmore, Sue Reitzig (Administrator)
- Prior Month's Minutes: No changes, motion made to approve, seconded, voted to approve.
- Treasurer's Report: Balance as of September 1 - \$2190.32
Balance as of September 30 - \$1910.42
Check of \$79.90 written to Charles Tucker for 2-year renewal of website domain name.
Check of \$200 written to Sue Reitzig for Admin. Work for 2 months.
- Motion made to approve report, seconded, voted to approve.
- Peggy worked up a budget for the coming fiscal year (attached). After discussion, motion made to approve, seconded, voted to approve.
- Administrator's Report: [Attached]
Peggy attempted to contact Gopa Sedan Service regarding renewal of insurance. His phone was disconnected and his website was no longer active. It was agreed that Sue will send him an email to advise him that he will be removed from our list of vendors and is welcome to reapply when he has proof of insurance.
- Cindy contacted Vintage Moving & Storage regarding renewal of insurance. The owner claims it was sent to Sue and even had a copy of the email. Sue has nothing in her email, but will contact the owner to get this cleared up.
- Motion made to approve report, seconded, voted to approve.
- Old Business: Because Board members are receiving Spam from the Contact Us of the website, Charles has agreed to

remove everyone's name but his and forward any email that needs to be seen by the entire Board. Tom will be his back-up.

As a result of the Vendor Service Analysis done by Charles, Tom signed up Headson Handyman and Junkluggers, and Peggy signed up Vienna Aluminum. Attempts to other vendors were not successful.

Since Toll Landscape will cease its operations at the end of the year, it is important that the Co-op seek out new lawn care companies. Peggy already approached one. Sue obtained contact information from two other companies that were recommended by residents on the Regency Neighbors Facebook group. She will send that information to Doug, who will contact those vendors about joining the Co-op.

Also, we would like to get Let It Shine Mobile Detailing back as one of our vendors. Charles will make another attempt with him.

New Business:

- 1) The Board discussed criteria for accepting new vendors. Should they only be those recommended by residents or should others be considered? The Board agreed that the main criteria should be recommendations by Regency residents, but certain exceptions could be made. Sue will work up some verbiage and send it to the Board for consideration.
- 2) Sue has been working on a Policies and Procedures Manual for all Board members to consolidate information that has been sent piecemeal, or has been voted upon by previous Boards. Once the criteria for accepting new vendors has been approved by the Board, it will be included in that document.
- 3) Sue created a fillable form for vendors to complete when applying for inclusion in the Co-op. The Board approved the form, but suggested that Sue include a note that the vendor should send in a copy of their liability insurance.

Also, Sue had created a fillable membership form for the website. She will send that to Charlels.

- 4) Tom has prepared an article for the next Regency Review and will send it in early. He will include a mention of our new vendors and ask the community for recommendation of other vendors with whom they've had a positive experience.

Next Meeting Date: November 9

Meeting Adjourned: 4:35

**Regency Co-op Meeting Minutes
November 9, 2020**

Called to Order: 4:04 PM

Members Present: Al Ullman, Charles Tucker, Cindy Whitmore, Michael Long, Tom Baxter, Peggy Ellis, Sue Reitzig (Administrator)

Members Absent: Doug Moore

Prior Month's Minutes: No changes made to minutes. Motion made and seconded. Voted to approve.

Treasurer's Report: Beginning Balance \$1,910.42.
No checks written.
Deposit total \$210 (6 new members).
Ending balance \$2,120.42.
Motion made and seconded to approve the report.
Voted to approve.

Administrator's Report: [Attached]
One Board action to follow up with Diamond Garage Doors for renewal of insurance and agreement.
Cindy is the assigned Board member.
Motion made and seconded to approve the report.
Voted to approve.

New Vendors for Approval: None

Old Business: One addition was made to the criteria for accepting a new vendor's proposal. Board voted to approve this being added to Policies & Procedures.

New Business: Sue asked Board members to take a look at the Home page of the website. In her opinion, it's too busy. Suggestions can be made at the next meeting.

Next Meeting: December 14, 2020

Meeting Adjourned: 4:20 PM

Respectfully submitted,
Sue Reitzig

**Regency Co-op Meeting Minutes
December 16, 2020**

Called to Order: 4:00

Members Present: Al Ullman, Charles Tucker, Peggy Ellis, Michael Long, Cindy Whitmore, Doug Moore, Tom Baxter, Sue Reitzig, Administrator

Prior Month's Minutes: No corrections. Motion made and seconded to approve the minutes. Motion passed.

Treasurer's Report: Beginning balance \$2120.42. One check written for Administrator's fee of \$225. Ending balance \$1895.42.

Administrator's Report: [See attached]
Charles will follow up with Dominion Valley Pressure Washing and Cindy will follow up with Diamond Garage Doors.

New Vendors for Approval: None at this time. Sue is working with AG Landscaping to re-do his proposal.

Old Business: Tom had some suggestions as to how to clean up the website homepage by using links. Sue will mock something up and send it out before the next Board meeting.

New Business: Sue presented a timeline for the 2021 Election Cycle. Michael and Al will not be running for re-election, but Charles will. Sue will send Charles his previous candidate statement for review. There will be 3 seats to be filled.

Al set the date for the Annual Meeting as April 8, which will probably be virtual. If the Clubhouse opens up before that date, Al will try to book a room.

Next Meeting: January 11, 2021

Meeting Adjourned: 4:15

Respectfully submitted
Sue Reitzig

**Administrator's Report
December 2020**

Number of Members: 615
 Condos: 81
 Georgetown : 150
 Single Family: 384

Vendor Activity:

- Received renewed insurance certificate from Metro Cleaning.
- Sent reminder for renewal of agreement to Absolute Carpet Care (received), Montgomery Shade & Awning (received), My House Cleaning, Remarkable Difference Snow Plowing (received).
- Sent final notice for renewal of agreement and insurance to Garage Ovation.
- Sent reminder for renewed insurance to Gainesville Plumbing. (received)
- Sent final notice for renewed insurance to Walking with a Friend.

Board Action:

- Sent reminder and final notice to Dominion Valley Pressure Washing for renewal of agreement with no response. (**Charles Tucker** assigned Board member.)
- Sent reminder and final notice to Diamond Garage Doors for renewal of insurance, with no response. In the meantime, their agreement is also up for renewal (no notice sent yet). (**Cindy Whitmore** assigned Board member.)

Respectfully submitted,

Sue Reitzig