

**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 His phone was disconnected and his website was no longer active.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