

**Regency Co-op Meeting Minutes  
January 11, 2021**

Called to Order: 4:10 PM

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

Members Absent: Tom Baxter, Doug Moore, Cindy Whitmore

Prior Month's Minutes: Motion made to approve minutes as written and seconded. Voted to approve.

Treasurer's Report: Balance as of 11/30/20 \$1895.42  
Deposit of \$70 (2 new members)  
Ending balance as of 12/31/20 \$1,965.42  
Motion made to approve report as written and seconded. Voted to approve.

Administrator's Report: [See Attached]  
Insurance certificate for Ataraxia Pest Solutions received after report sent.  
No updates on Board Actions.  
Motion made to approve report and seconded.  
Voted to approve.

New Vendors for Approval: None.

Old Business: Mock-up sent to Board for changes to the Home page of the website. It was agreed to table this to let all Board members weigh in on the need for it, or if there are any suggestions.  
  
No update on Diamond Garage Doors.

New Business: Call for volunteers for new Board members will be sent by Administrator on January 18.

Next Meeting: February 8, 2021, 4 PM

Meeting Adjourned: 4:23 PM

Respectfully submitted,  
Sue Reitzig, Volunteer Secretary

**Regency Co-op Meeting Minutes  
February 8, 2021**

Called to Order: 4:08 PM

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

Members Absent: Doug Moore, Cindy Whitmore

Prior Month's Minutes: Motion made to approve, seconded, voted to approve.

Treasurer's Report: Balance forward \$1, 965.42.  
One check written for Administrator's fee for \$181.25.  
Current balance \$1,784.17.  
Motion made to approve, seconded, voted to approve.

Administrator's Report: No Board action taken on vendors who are late renewing agreements or insurance.  
Motion made to approve, seconded, voted to approve.

New Vendors for Approval: None at this time. A Chamberlain Enterprises was mentioned for servicing and installing HVAC and water heaters. Also M.A.C. Garage Doors was mentioned. Whichever Board member brought them up will follow up with them as to whether they're interested in becoming a Co-op vendor.

Old Business: Final changes regarding the Home page of the website will be taken off-line by Charles and Sue.

New Business: Because the status of the Clubhouse in April is unknown at this time, a decision about how to have the Annual Meeting will be made at next month's meeting.

Next Meeting: March 8, 4 PM

Meeting Adjourned: 4:22 PM

Respectfully submitted,

*Sue Reitzig  
Acting Secretary*

**Regency Co-op Meeting Minutes  
March 8, 2021**

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)

Prior Month's Minutes: No changes to distributed minutes, motion made to approve, seconded, motion carried.

Treasurer's Report: Balance as of 1/31/21 \$1784.17.  
Deposit of \$140 from 4 new members.  
Balance as of 2/28/21 \$1924.10.

Motion made to approve Treasurer's report, seconded, motion carried.

There was some discussion as to how we get new members. Doug pointed out that Sue sends him the names and addresses of new residents shown in the County Assessment database. He looks checks the community online directory and sends each new resident an email, along with a membership form.

Sue pointed out that after each *Regency Review* comes out that includes a Co-op article, we get a few new members that way.

Al mentioned that we get a few new members via the Club Fair. Additionally, information about the Co-op is supposed to be included in the New Resident packet provided by the Clubhouse.

Charles added that we had business cards made up – maybe we should pass them out to neighbors who aren't in the Co-op.

**Sue volunteered to check with the Activities Director to verify what Co-op information is included in the New Resident packet.**

**She also will check on where the business cards are and will provide them to all Board members.**

Administrator's Report:

[Attached]

There were 4 items for Board action. It was agreed that the following vendors will be removed from our website because of their lack of responsiveness regarding renewals:

Walking with a Friend

Garage Ovations

Diamond Garage Doors

**Michael will follow up with My House Cleaning.**

**Charles will remove the above vendors from the website, also Toll Landscape. He also will add a new category, Window Washing, to the Vendor list to make it easier for people to find them.**

Motion made to approve Administrator's report, seconded, motion carried.

New Vendors for Approval:

Another landscaping company, GrassHopper Landscaping, sent in an application today. The company was recommended by a member. Sue forwarded the application to the Board to review.

The Board voted to approve this vendor.

Old Business:

After a discussion about how to stage the Annual Meeting, the Board decided that AI will create a State of the Co-op presentation that will be sent to all members.

Tom suggested that we send the presentation out to the entire community, to keep our name out there. We should also include a membership form.

**Sue will contact the Activities Director to determine the possibility of sending our Annual Report to the community.**

New Business:

- 1) Our election has 2 vacancies and 2 candidates, but an election must still be held to certify the results.

**Sue will send out the Election Ballot this week. Additionally, prior to the blast, Sue will send the candidate bios to the Board for review.**

- 2) Sue asked Michael, who will be leaving the Board, if he will continue to be our volunteer attorney. He stated that he's no longer a member of the Bar. The main task that he undertook was the report to the State Corporation Commission, and it could be done by any member of the Board. He will be happy to go over the applicable statutes and tasks with whomever takes this over, but it does not need to be an attorney. No one volunteered to deal with this, so it was decided to bring it up with the new Board at its first meeting.
- 3) Al decided that, since we're not going to stage an annual meeting, we should have an April Board meeting. Sue suggested that both incoming and outgoing Board members attend, for a smooth transition.
- 4) Michael said he was able to contact M.A.C. Garage Doors about becoming a Co-op vendor. They are interested and will send in the proper paperwork.
- 5) Charles spoke to Let It Shine Mobile Detailing again about re-joining our vendor list. They said that, when they are detailing, often neighbors will approach them for information and they provide them with a brochure. They asked if that would violate our "no solicitation" rule. After discussion, the Board agreed that this was not soliciting – it was responding to a request. So Charles will try again to get them to join the Co-op.

Next Meeting: April 12, 4 PM

Meeting Adjourned: 4:35 PM

Respectfully submitted,

Sue Reitzig, Acting Secretary

**Regency Co-op Meeting Minutes  
4/12/21**

Called to Order: 4:01 PM

Members Present: Al Ullman, Charles Tucker, Peggy Ellis, Tom Baxter, Doug Moore, Michael Long, Mary Lynn Applegate, Bruce Gerdin

Members Absent: Cindy Whitmore

Prior Month's Minutes: Motion made to approve, seconded, motion passed.

Treasurer's Report: Balance as of 2/28/21 \$1924.17  
6 new members added 210.00  
Administrator fee 293.75  
Balance as of 3/31/21 \$1840.42

Motion made to approve, seconded, motion passed.

Administrator's Report: Motion made to approve, seconded, motion passed.  
Michael contacted My House Cleaning. They wish to continue.  
**Sue will send them one last notice to renew. After the meeting, Michael suggested Sue send the documents in snail mail – she will do both. If there is no response, they will be removed.**

New Vendors for Approval: None. Sue advised the Mobile Massage by Diane is back in business as of May 1 and has sent in all her paperwork.  
**Sue will send out a blast to let members know closer to the above date.**

Old Business: Michael explained the duties of the "registered agent" to take his place. Peggy agreed to take over this responsibility.  
**Michael will bring Peggy the required documents and responsibilities.**

Tom reminded the Board that writing articles for the *Regency Review* should be a rotating duty. Bruce volunteered to write the next article and Tom will bring him past *Reviews* for guidance. The next deadline for the *Review* is May 25.

New Business:

The Board voted in the following new officers:

President – Doug Moore

Vice President – Charles Tucker

Secretary – Mary Lynn Applegate

Treasurer – Peggy Ellis

Sue thanked outgoing Board members Al Ullman and Michael Long for their outstanding service to the Co-op Board.

**Sue will send Mary Lynn an outline of what to include in minutes.**

Michael also provided this information regarding charging vendors for being on our website: If we charged them a fee, and if there was any reason to remove them (not renewing their agreement or insurance, egregious behavior, for example), the vendor might have a cause of action against us for breach of contract since they paid us a fee.

Next Meeting:

May 10, 2021 4 PM

Meeting Adjourned:

4:25 PM

**Regency Co-op Meeting Minutes  
5/10/21**

Called to Order: 4:07 PM

Members Present: Charles Tucker, Peggy Ellis, Doug Moore, Bruce Gerdin, Cindy Whitmore, Mary Lynn Applegate, Sue Reitzig, Administrator

Members Absent: Tom Baxter

Prior Month's Minutes: See attached

Treasurer's Report: Balance as of 3/31/21/21 \$ 1,840.42  
Moe Technologies web hosting, 5/21-4/22 180.00  
Balance as of 4/30/21 \$ 1,660.42

Motion made to approve, seconded, motion passed.

Administrator's Report: Motion made to approve, seconded, motion passed.  
Motion made to remove Davey Tree Service from Vendor list, seconded, motion passed.  
**Mary Lynn contact Elite Termite & Pest Solutions to update and provide liability insurance certificate, which is overdue.**

New Vendors for Approval: Motion made to approve Strategic Pest Management as a Vendor, seconded, motion passed.

Old Business: Vendor assignments as of 5/22/21 have been distributed to Board members.

New Business: **The June meeting will be held at Doug Moore's home, 5525 Players Circle.**

Next Meeting: June 14, 2021 at 4 PM

Meeting Adjourned: 4:32 PM



**Regency Co-op Meeting Minutes**  
**6/14/21**

Called to Order: 4:05 pm

Members Present: Charles Tucker, Peggy Ellis, Doug Moore, Bruce Gerdin, Cindy Whitmore, Tom Baxter, Mary Lynn Applegate, Sue Reitzig, Administrator

Members Absent: 0

Prior Month's Minutes: Motion made to approve, seconded, passed

Treasurer's Report: Balance as of 4/30/21 \$ 1,660.42  
3 new members added +105.00  
Admin Fees March-April -106.25  
VA State Corporation annual fee - 25.00  
Balance as of 5/31/2021 \$ 1,634.17  
Motion made to approve, seconded, motion passed.

Administrator's Report: See attached  
Motion made to approve, seconded, motion passed.

My House Cleaning provided no response after final notice was sent to renew. It will be removed from the vendor list.  
Vintage Moving & Storage has provided no response for renewal of agreement. Cindy will contact them.  
Mary Lynn Contacted Elite Termite & Pest Solutions which assured her the insurance certificate would be submitted this week.

New Vendors for Approval: New members have joined the Co-op. Three memberships were received today and two last week. An application has been received from Groutmasters of Virginia. It is unknown who recommended them so references will need to be provided. The Board gave a tentative okay for approval pending receipt of references.

Old Business: Co-op business cards were distributed to Board members to hand out to vendors who might want to join the Co-op with instructions to visit our website. A Board member needs to be identified to represent the Co-op this fall at the Clubs Fair.

New Business: **There will be no meeting in August.**

Next Meeting: **July 12, 2021 at 4 :00 pm at the clubhouse.**

Meeting Adjourned: 4:38 pm

**Regency Co-op Meeting Minutes**  
**7/12/21**

Called to Order: 4:08 PM

Members Present: Doug Moore, Bruce Gerdin, Tom Baxter, Mary Lynn Applegate, Sue Reitzig, Administrator

Members Absent: Peggy Ellis, Cindy Whitmore, Charles Tucker

Prior Month's Minutes: Motion made to approve, seconded, passed

Treasurer's Report: Balance as of 5/31/21 \$ 1,634.17  
10 new members + 350.00  
Balance as of 6/30/21 \$ 1,984.17

Motion made to approve, seconded, motion passed.

Administrator's Report: See attached  
Motion made to approve, seconded, motion passed.

Elite Termite & Pest Solutions provided no response after final notice was sent to renew. It will be removed from the vendor list.

Vintage Moving & Storage provided no response after final notice was sent to renew. However, we will wait to hear from Cindy before taking action.

New Vendors for Approval: N/A

Old Business: A discussion took place regarding Groutmasters, about which a complaint has been received, and also how to handle complaints received about a vendor. It is unknown whether the resident making the complaint about Groutmasters contacted them to resolve it. Our policy is not to remove a vendor based on one poor recommendation or to put out a call for additional recommendations on the vendor.

New Business: There will be no meeting in August.

Bruce initiated a discussion on how we might

encourage people to join the Co-op and send us names of vendors to be recommend for membership. He feels we need to be more aggressive about getting new members because presently there are not enough people taking advantage of Co-op membership. Currently Doug is sending information and an application to new Regency residents about the Co-op. Bruce suggested a link be placed on the main Regency website to direct residents to the Co-op. He related that he has utilized a Co-op vendor personally and saved a considerable amount of money as a result.

Bruce will write the article for the next Regency Review.

Next Meeting:

**September 13, 2021 at 4:00 pm at the Clubhouse**

Meeting Adjourned:

4:32 PM

**Regency Co-op Meeting Minutes  
9/13/21**

Called to Order: 4:00 PM

Members Present: Doug Moore, Charles Tucker, Bruce Gerdin, Cindy Whitman, Tom Baxter, Peggy Ellis, Mary Lynn Applegate, Sue Reitzig, Administrator

Members Absent: 0

Prior Month's Minutes: Motion made to approve, seconded, passed

Treasurer's Report: Balance as of 6/30/21 \$ 1,984.17  
20 new members July + 700.00  
5 new members August +175.00  
Admin Fees May-June - 200.00  
Balance as of 8/31/21 \$ 2,659.17

Motion made to approve, seconded, motion passed.

Peggy submitted the Financial Statement Summary for the fiscal year 2021. The primary expenses were admin and website fees and tax reporting costs. Income varies a lot, but the Co-op had two good months recently. Our new fiscal year begins October 1, 2021. Peggy anticipates \$1200 in revenue next year and a \$450 net loss. The \$20 in the new budget for Vendor Fair will be removed. Motion to approve the 2022 proposed budget passed.

The Co-op has 624 members currently. We will strive to add at least 40 new members per year.

Administrator's Report: See attached  
Motion made to approve, seconded, motion passed.

Affordable Wildlife Solutions provided no response after final notice was sent to renew. It will be removed from the vendor list.

Vintage Moving & Storage provided no response after final notice was sent to renew. It will be removed from the vendor list.

New Vendors for Approval: None

Old Business: Regency Club Fair will be held Thursday, October 7, 2021 from 4pm-7pm. Tom will staff the table from 4:00pm-5:30pm and Cindy will take over from 5:30-7:00pm. Doug will call Lisa Braden to request a table and chairs. Charles will print the vendor list.

New Business: None

Next Meeting: **October 11, 2021 at 4:00 pm at the Clubhouse**

Meeting Adjourned: 4:18 PM

**Regency Co-op Meeting Minutes  
10/11/21**

Called to Order: 4:01 PM

Members Present: Charles Tucker, Bruce Gerdin (via phone), Cindy Whitman, Tom Baxter, Peggy Ellis, Mary Lynn Applegate, Sue Reitzig, Administrator

Members Absent: Doug Moore

Prior Month's Minutes: Motion made to approve, seconded, passed

Treasurer's Report: Balance as of 8/31/21 \$ 2,659.17  
4 new members + 140.00  
Admin Fees July-August - 256.25  
Balance as of 9/30/21 \$ 2,542.92

Motion made to approve, seconded, motion passed.

Administrator's Report: See attached  
Motion made to approve, seconded, motion passed  
No actions were required by Board members

New Vendors for Approval: None

Old Business: Discussion regarding the application of Circle of Trust Senior Resources, which is a free referral service for seniors seeking all levels of care, took place. Concerns were raised that this is a gray area, that including them would put the Co-op on a slippery slope, that no discount is given, and that it would be best if this organization advertised in the Regency Review or submitted an article about their services to the magazine. The consensus opinion was that this organization did not fit our model.

Motion made to reject this application, seconded and passed.

New Business: Discussion of vendors that don't do a good job took place. It was recommended that guidelines be established to put vendors on notice of reasons for dismissal by the Co-op. Complaints should be made

directly to the Board in writing. Additional guidelines need to be added to the list that Sue sends to vendors.

Further discussion is needed.

Next Meeting:

**November 8, 2021 at 4:00 pm at the Clubhouse**

Meeting Adjourned:

4:29 PM



**Regency Co-op Meeting Minutes**  
**11/8/21**

Called to Order: 4:02 PM

Members Present: Doug Moore, Charles Tucker, Bruce Gerdin, Tom Baxter, Mary Lynn Applegate, Sue Reitzig, Administrator

Members Absent: Peggy Ellis, Cindy Whitman

Prior Month's Minutes: Motion made to approve, seconded, passed

Treasurer's Report: Balance as of 9/30/21 \$ 2,542.92  
7 new members + 245.00  
Balance as of 9/30/21 \$ 2,787.92

Motion made to approve, seconded, motion passed.

Administrator's Report: See attached  
Motion made to approve, seconded, motion passed

Spruce Furniture Repair & Restoration failed to renew its insurance agreement and will be removed from the vendor list at the owner's request.

A.G. Landscape has updated their price list which will be reflected on the vendor list. Motion made to renew and approve the updated price list for this vendor, seconded, motion passed.

New Vendors for Approval: None

Old Business: Bruce will write the article for the next Regency Review due December 1.

There are established guidelines for dealing with unsatisfactory work by a vendor. Sue receives the complaint which is then assigned to a Board member for follow-up with the named vendor.

New Business: F.R. Home Improvement Services submitted an application for inclusion on the vendor list. It is affiliated with Home Depot and offers a 10% discount on labor. Sue is awaiting clarification and concurrence

from the vendor on an item on the form.

Next month the Board will discuss the election as to who will remain on the Board and who will be leaving and how many positions will be available.

Next Meeting: **December 13, 2021 at 4:00 pm in the Clubhouse**

Meeting Adjourned: 4:23 PM

**Regency Co-op Meeting Minutes**  
**12/13/21**

Called to Order: 4:05 PM

Members Present: Doug Moore, Charles Tucker, Bruce Gerdin, Tom Baxter, Cindy Whitmore, Peggy Ellis, Sue Reitzig, Administrator

Members Absent: Mary Lynn Applegate

Prior Month's Minutes: Motion made to approve, seconded, passed

Treasurer's Report: Balance as of 11/30/21 \$ 2,787.92  
7 new members + 175.00  
Balance as of 11/30/21 \$ 2,962.92

Motion made to approve, seconded, motion passed.

Administrator's Report: See attached  
Motion made to approve, seconded, motion passed

Heavenly Nails, a new vendor that provides mobile manicure and pedicure services was highly recommended by one of our members and was approved to be added to our vendor list. A notice was sent to all Regency residents.

New Vendors for Approval: None

Old Business: None.

New Business: Next month the Board will discuss the election as to who will remain on the Board and who will be leaving and how many positions will be available.

Next Meeting: **January 10, 2022 at 4:00 pm in the Clubhouse**

Meeting Adjourned: 4:30 PM