

**Regency Coop Meeting Minutes
1/10/22**

Called to Order: 4:06 PM (via Zoom)

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

Members Absent: None

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

Treasurer's Report: Balance as of 11/30/21 \$ 2,962.92
Admin Fees Sept-Oct - 162.50
Balance as of 12/31/21 \$ 2,800.42

Motion made to approve, seconded, motion passed.

Next month our current bank account will be converted to Truist Bank which requires a \$1,000 minimum balance to avoid a service charge.

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

Metro Cleaning wishes to re-join the Coop, and the owner will send in his renewed agreement and insurance.

New Vendors for Approval: 1 and Only Pest Management, LLC

Old Business: None

New Business: 1+Only Pest Management submitted an application for inclusion on the vendor list. Further clarification from this vendor is needed before a vote on approval.

There are four seats up for re-election on the Board. Doug, Cindy and Tom are running for re-election; Peggy will not be a candidate. Next week Sue will send an email blast for candidates to submit their application.

Next Meeting: **February 14, 2022 at 4:00 pm in the Clubhouse**

Meeting Adjourned: 4:20 PM

Regency Coop Meeting Minutes
2/14/22

Called to Order: 4:04 PM (via Zoom)

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

Members Absent: Cindy Whitmore

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

Treasurer's Report: Balance as of 12/31/21 \$ 2,800.42
7 new members + 245.00
Admin Fees Nov-Dec - 137.50
Balance as of 1/31/22 \$ 2,907.92

Motion made to approve, seconded, motion passed.

Administrator's Report: See attached
Motion made to approve, seconded, motion passed
Update to Administrator's Report: Montgomery Shade & Awning submitted a renewed agreement, so no need for Bruce to contact vendor.
LKS Locksmith has responded.

Old Business: None

New Business: Regarding an article for the next Regency Review, Doug said he would write it and Bruce said he didn't mind writing one again but was running short of things to say. The decision was made to skip placing an article in the next Review as we have not received much response. Lisa hands out our information to new residents.

Election of Board Officers: Sue has received no applications for positions on the Board. Elections begin in March. Peggy and Cindy will not be candidates; Tom and Doug will seek re-election.

Next Meeting: **MARCH 14, 2022 at 4:00 pm in the Clubhouse**

Meeting Adjourned: 4:18 PM

Regency Co-op Meeting Minutes
3/14/22

Called to Order: **4:01 pm (via Zoom)**

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

Members Absent: Cindy Whitmore

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

Treasurer's Report: Balance as of 1/31/22 \$ 2,907.92
5 new members + 175.00
Balance as of 2/28/22 \$ 3,082.92

Motion made to approve, seconded, motion passed.

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

Metro Cleaning still has not submitted renewed insurance after many months. Tom will contact the owner.

Dominion Valley Pressure Washing has submitted neither a vendor agreement nor proof of insurance. Charles will contact the owner to ascertain whether he wants to remain on the vendor list.

Regarding the upcoming election, Sue will send a reminder to members about voting by the end of the month. She has received 56 votes out of 600+ members. There are 6 candidates for 4 positions on the Board, and it's very close. Sue will put information on the election at the top of the home page of the website in red without the bios.

Charles will contact each candidate after the election to let them know the results. A decision needs to be made as to whether the successful candidates will also attend the April meeting. Sue will look up how this has been handled in the past and let the Board know by email.

Old Business: None

New Business: There is a problem with the website regarding the “contact us” feature. Members are not able to reach us currently through the site. The web master has been notified, but Charles has not heard back as to what the issue is and how soon it will be resolved.

Next Meeting: **April 11, 2022 at 3:30 pm at the Clubhouse**

Meeting Adjourned: 4:18 pm

Regency Co-op Meeting Minutes
4/11/22

Called to Order: **3:34 pm**

Members Present: Doug Moore, Charles Tucker, Bruce Gerdin, Peggy Ellis, Tom Baxter, Bob Jackson, Vicki Clark, Mary Lynn Applegate, Sue Reitzig, Administrator

Members Absent: None

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

Treasurer's Report: Balance as of 2/28/22 \$ 3,082.92
5 new members + 175.00
Admin Fees Jan-Feb - 206.25
Balance as of 2/28/22 \$ 3,051.67

Motion made to approve, seconded, motion passed.

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

Metro Cleaning has failed since November to renew their insurance agreement. A motion was made to eliminate them from the vendor list, seconded and passed.

Old Business: None

New Business: Our web designer is retiring. He recommended Henson Design as a replacement. Our current vendor charges \$180 annually, not including a \$40 annual charge for the domain name. Henson Design charges \$240 annually which includes updating the website but does not include the \$40 domain charge. The current contract terminates the end of April 2022. The Board unanimously agreed to employ the recommended vendor, Henson Design, when the current contract terminates.

Four officers were elected to the Board:
President: Doug Moore

Vice-President: Charles Tucker
Secretary: Vicki Clarke
Treasurer: Mary Lynn Applegate

Next Meeting: **May 9, 2022 at 4:00 pm at the Clubhouse**

Meeting Adjourned: 4:00 pm

Regency Co-op Meeting Minutes
5/9/2022

Called to Order: 4:05 p.m.

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

Members Absent: Bob Jackson

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

Treasurer's Report: Balance 3/31/22 \$3,051.67
[Attached] 6 New Members + 210.00
Moe Technologies, Inc - 135.00
Balance 4/29/2022 \$3,126.67

Motion made to approve, seconded, motion passed.

Administrator's Report: Motion made to approve, seconded, motion passed.
[Attached]

Mr. Rooter Plumbing: Board agreed to take them down until we can reach someone in charge.

New Vendors for Approval: Board approved vendor application for Titan Power Electric.

Old Business: None.

New Business: Mary Lynn:
- will order new checks (quantity 100)
- created a new simplified budget format

Charles:
- received a complaint from a resident regarding Jim Lambert Remodeling & Repair vendor (never showed up to do the job). Mary Lynn will contact the vendor and follow up with the resident who made the complaint.

Bruce:
- looking for ideas for article for Regency Review. Suggested announcing the new board members, thanking previous members, and the other candidates that ran, as well as including the annual report. Also suggested including a group picture of the new board.

Board agreed to take the month of July off.

Next Meeting: **6/13/2022 at 4:00 pm in the Clubhouse**

Meeting Adjourned: 4:35 p.m.

Regency Co-op Meeting Minutes
6/13/2022

Called to Order: 4:04 p.m.

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

Members Absent: Bruce Gerdin, Bob Jackson

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

Treasurer's Report: Mary Ann:
[Attached] - Income: \$1,365.00

Motion made to approve, seconded, passed

Administrator's Report: Sue:
[Attached] - Received renewal of agreement from Closets by Design
- Air Right Energy – Bruce will report next meeting
- Sent renewal of agreement to Garneski with corrected email address
- Mr. Rooter Plumbing has been removed (unable to reach via phone or email)

Motion made to approve, seconded, passed

New Vendors for Approval: Approved via email prior to meeting:
1. Upgrade Body
2. Home and Milton's Built-Ins

Old Business: None.

New Business: All: Agreed to hold future meetings at 3:00 p.m.

Next Meeting: **8/8/2022 at 3:00 pm (no July meeting)**

Meeting Adjourned: 4:15 p.m

**REGENCY COOP
TREASURER'S REPORT
May 31, 2022**

Bank Balance April 29, 2022	\$3,126.67
May Activity	
4 New Members	+ 140.00
Admin Fees March-April	- 212.50
State Corporation Commission	- 25.00
Order for 100 checks	- 38.95
Bank Balance May 31, 2022	\$2,990.22

**Administrator's Report
June 2022**

Number of Members:	629
Condos:	90
Georgetown:	141
Single Family:	398

Vendor Activity:

- Received renewed insurance from Summit Roofing, Nelly's Services, Dan's Power Washing
- Received renewed agreement from Fox Landscapes.
- Sent reminder and final notice for renewal of agreement and insurance to Strategic Pest Management (received renewed agreement, not insurance).
- Sent reminder for renewed insurance to Squeaky Klean Windows (received).
- Sent reminder for renewed agreement to Closets by Design.

Board Action:

- Sent reminder and final notice for renewal of agreement to Air Right Energy Design with no response. (**Bruce Gerdin** assigned Board member)
- Three notices have been sent to Garneski HVAC for renewal of agreement with no response. (**Bob Jackson** assigned Board member)
- I think the contact information we've had for Mr. Rooter Plumbing is no longer valid. My reminder email came back as undeliverable and the website we had is no longer valid either. Perhaps the local company was taken over by a larger entity. A phone call to the number on a website didn't even identify them as Mr. Rooter. I think we should take them down until we can reach someone in charge. (**Bruce Gerdin** assigned Board member)

Respectfully submitted,

Sue Reitzig

Regency Co-op Meeting Minutes
8/8/2022

Called to Order: 3:00 p.m.

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

Members Absent: Bruce Gerdin, Bob Jackson

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

Treasurer's Report: Motion made to approve, seconded, passed

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

Vendors: DROP (agreed/approved)
Air Right Energy Design. Last agreement 2/22/21
Garneski. No response since 2/21

ADD (agreed/approved)
JK Pest & Termite. Previously named Strategic Pest Management

FOLLOW-UP
Doug Moore: Shining Stars Cleaning Service. Last agreement 7/7/21

NEW
Mary Lynn: Creations Accessories

Old Business: None

New Business: -Charles: Transition to new web company went rather smoothly, with few glitches.

-Will no longer attach Treasurer's and Administrator's report with the Meeting Minutes.

-Sue will ask Review to re-run Co-op article from last issue in the next issue

Next Meeting: **9/12/2022 at 3:00 pm in the Clubhouse**

Meeting Adjourned: 3:40 p.m.

**Regency Co-op Meeting Minutes
9/12/22**

Called to Order: 3:00 PM

Members Present: Mary Lynn Applegate, Charles Tucker,
Bruce Gerdin, Bob Jackson, Doug Moore

Members Absent: Vicki Clark, Tom Baxter, Sue Reitzig, Administrator

Prior Month's Minutes Motion to approve, seconded, and passed

Treasurer's Report Balance as of August 31, 2022: \$2851.47
Motion to approve, seconded, and passed

Administrator' Report Motion to approve, seconded, and passed

Vendors: DROP (agreed/approved)
Garneski HVAC due to lack of agreement
Headson Handyworks due to lack of insurance
Creation Accessories due to lack of response

RENEW (agreed/approved)
Shining Stars Cleaning Service

Old Business: None

New Business: Charles discussed how the budget has been developed in previous years to include how web domain and other fees have been managed. It was decided that the budget for the coming year should be set at \$1300 recognizing the possible need for increasing the joining fee if the budget nears depletion.

Next Meeting: October 10, 2022

Meeting Adjourned: 3:45 PM

**REGENCY CO-OP MEETING MINUTES
10/10/2022**

Called to Order: 3 p.m.

Members Present: Doug Moore, Charles Tucker, Tom Baxter, Bruce Gerdin, Bob Jackson, Sue Reitzig – Administrator

Members Absent: Vicki Clark, Mary Lynn Applegate

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

Treasurer's Report: Balance as of September 30, 2022: \$2546.57
(Attached) Motion made to approve, seconded, passed.

Administrator's Report: Remarkable Difference Snow Removal promised to submit insurance and License. Headson Handyworks not responding. Bruce will make another attempt. Vicki Clark assigned to follow up with Powerwashing Specialists. Sue submitted thirteen names of new residents to Doug who sent COOP information and applications to eleven. The other two have no email address in the system yet. Doug will follow-up later.

Old Business: None.

New Business: Very nice compliment from Mrs. Borofsky regarding handyman work done by Victor Rodriquez. Called him to see if he wished to join the COOP and found he was already registered as a plumber under FR Home Improvements. Charles will add his name under the Handyman Section too.

Next Meeting: November 14, 2002 at 3 p.m.

Meeting Adjourned: 3:40 p.m.

Regency Co-op Meeting Minutes
11/14/2022

Called to Order: 3:00 p.m.

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

Members Absent: Bob Jackson

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

Treasurer's Report: Balance as of Oct 31, 2022: \$2,686.57
Motion made to approve, seconded, passed

Administrator's Report: Approved Haymarket Painting and Tile LLC Vets to Pets. Vicki attempted to contact Ayoub Carpet Service twice - no response. Same with Powerwashing Specialists. Need updated insurance from Headson Handyworks (Bruce assigned, but Charles will handle). Final notice for renewed insurance to Remarkable Difference Cleaning & Snow Removable with no response (Doug reached out and said they will send it).
Motion made to approve, seconded, passed

Old Business: None

New Business: Sue: Three members will be up for re-election in May 2023: Bruce, Mary Ann, & Tom. The 2023 Election Timeline is on the following page.
Bruce: Article for the Review is due Dec 1. Please let him know of any ideas. Sue suggested highlighting the two new vendors recommended by homeowners and remind folks to forward recommendations to the COOP.

Next Meeting: **12/12/2022 at 4:00 pm in Clubhouse**

Meeting Adjourned: 3:20 p.m.

2023 Election Timeline

Jan 10 First Board Meeting of 2023

Jan 17 Announce Election and Issue a Call for Candidates (Election Blast #1)

Feb 14 Cutoff Date for Prospective Candidates to Indicate Interest

Feb 14 Board of Directors Meeting

Feb 14–28 Additional Candidates Sought (if necessary)

Feb 28-Mar 14 Board Contacts Candidates; Candidates Qualifications Prepared and Forwarded

Mar 15 Election Blast Sent to Members (Incl List of Candidates & Qualifications & Date/Location of Annual Meeting (Election Blast #2)

Apr ?? Annual Membership Meeting; Election Concludes

May 9 Co-op Board Meeting; New Officers Selected

May 30 SCC Annual Form Updated and Forwarded

Regency Co-op Meeting Minutes
12/12/2022

Called to Order: 3:00 p.m.

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

Members Absent: Charles Tucker

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

Treasurer's Report: Nov 30, 2022 balance: \$2,542.82

Motion made to approve, seconded, passed

Administrator's Report: Headson Handyworks has been removed due to lack of response.

Powerwashing Specialists will be removed until if/when he returns in the Spring.

Remarkable Difference Cleaning & Snow Removable renewed insurance received.

Motion made to approve, seconded, passed

Old Business: Upcoming election 2023: Charles Tucker, Mary Lynn Applegate, and Bruce Gerdin terms will be up. Mary Lynn will not stay on.

New Business: Bruce recommends we add a one-man company that does gas fireplace repairs to the coop, along with a car repair shop (Gainesville Garage). Details to follow.

Next Meeting: Jan 9, 2023, 3:00 pm at the Clubhouse

Meeting Adjourned 3:25 p.m.