

Minutes from Regency Co-op Board Meeting

July 2025

Attendance

Board members present:

- | | |
|---|--|
| <input type="checkbox"/> Debra Mastaler | <input type="checkbox"/> Cindy Mitchell |
| <input type="checkbox"/> Roger Halls | <input type="checkbox"/> Bill Pedersen |
| <input type="checkbox"/> Mary Lu Belote | <input type="checkbox"/> Barbara Clement |
| <input type="checkbox"/> Julie Gerken | |

Debra called the meeting to order at 3:25 pm and a quorum was met.

The Board approved the minutes of the June 2025 meeting.

Old Business & Comments from the President:

Debra

- New Co-op members review. One new member in June resulting from the membership drive. Four new members in July. We now have 653 active members.
- As the Board approves new vendors, Debra is writing “highlights” of the services offered and adding these as blog posts to our website.
- New vendors
 - **Brothers & Sons Home Services, LLC**
Category: [Household Cleaning](#).
 - **Ned’s Home**
Categories: [Gutters](#).
 - Pegasus [Painting](#)
 - TrueCraft [Windows and Doors](#)

We have one new vendor in the pipeline: Clean As Snow. Debra asked Cindy to contact Clean as Snow for follow-up. Our July membership drive resulted in two new vendor applications. We currently have 72 vendors listed on the website.

- Debra reported that she had met with Chase Bank regarding a new interest bearing account. We would need a minimum balance of \$2000 to be able to open a 3.5%, four month CD. This would require renewal twice a year and seemed to be too much trouble and make us pay taxes for the little money we would earn. Debra recommended that we remain with Truist. The Board agreed.
- Debra and Mary Lu will also look into online banking as an option since many residents don't use checks anymore. This would provide an additional way of getting new memberships. There may be a small service fee (\$2?) which we would pass this along to any new member who opts to go this payment route.
- Our P.O. Box lease ends October 17th. We decided to have mail sent to Mary Lu's house address.

Vice-President's Report: Status of Insurance Renewals: Roger Halls

- There are 8 insurance renewals in process. Two of the renewals are on their third notice. Five have received their first notice for renewals. One has received a second notice.
- There are 5 renewals scheduled for August.
- Debra asked Roger and Bill to draft a letter to be sent to all vendors. The letter should remind them we are asking for contract and insurance renewals on a yearly basis now (rather than on their anniversary date) and describe the process that we will be following starting in October. This will give them a "heads up". The letter

would be sent via Bill's email account. Each email would be personalized and emphasize how happy we are to have them in our Co-op. Our goal is for the emails to be sent on September 1, 2025.

Treasurer's report:

Mary Lu

- Advertising is not possible due to our non-profit tax structure.
- Mary Lu could not find any restrictions (ceilings) on keeping funds in our account. So there is no need to spend down the account.

REGENCY COOPERATIVE ASSOCIATION							
Six months ending 06/30/2025							
(Rounded to nearest dollar)							
	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Year to Date 6/30/2025
REVENUE:							
Dues*	\$395	\$160	\$90	\$90	\$0	\$180	\$915
Interest on funds in bank	0	0	0	0	0	0	0
Advertising Income	0	0	0	0	0	0	0
TOTAL REVENUE	\$395	\$160	\$90	\$90	\$0	\$180	\$915
EXPENSES:							
Website Hosting Fees	0	0	0	(54)	0	0	(54)
Admin Fees	0	0	0	0	0	0	0
Printing/Copying	0	0	0	0	0	0	0
Annual Meeting Costs	0	0	0	0	0	0	0
Filing Fees SCC**	0	0	0	(25)	0	0	(25)
Marketing	0	0	0	0	0	0	0
Bank Charges	0	0	0	0	0	0	0
TOTAL EXPENSES	0	0	0	(79)	0	0	(79)
Total Revenue over Expenses	\$395	\$160	\$90	\$11	\$0	\$180	\$836
NOTES:							
				*March Dues included a return of \$45			
				**April SCC fees-O/S check			

Administrator Calculations:

Mary Lu

As seen in the chart below, if we decide to hire an Administrator, we would have enough funds to pay for between 16.8 and 21 months, based on \$2100 earmarked for expenses (hourly rate varying from \$20 to \$25 at 3 hours per month). Based on our discussion, we decided to table this decision for now.

A motion was made and passed to NOT hire an Administrator at this time. We can use the funds for a banner, fliers, printing, etc. useful in getting new members.

REGENCY COOP			
Administrative Assistant to Coop			
Pro Forma as of 07/17/2025			
Per hour rate	\$20.00	\$22.00	\$25.00
3 hours per month	\$60.00	\$66.00	\$75.00
Annual amount	\$720.00	\$792.00	\$900.00
Using current \$2,100 available for expenses			
# of months Coop can support Admin	35.00	31.82	28.00
5 hours per month	\$100.00	\$110.00	\$125.00
Annual amount	\$1,200.00	\$1,320.00	\$1,500.00
Using current \$2,100 available for expenses			
# of months Coop can support Admin	21.00	19.09	16.80
Note: The net per hour to the admin after SS taxes at 15.3%	\$16.94	\$18.63	\$21.18
This does not factor in income taxes as the rate is unknown			

New Business:

Debra

- **Flyer distribution**

- We will plan to distribute a flyer after Labor Day, maybe mid-September. Debra will work on the design and a plan for splitting up the neighborhood for mailbox distribution.
- **Possible Distribution Area Assignments:**
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 - Right side of development, including condos - Julie and Barbara. (20 flyers per condo)
 - Whitworth Ct, Players Circle, Championship (left side of dev), Armour Ct - Cindy
 - Trevino, Weiskopf, Fassels Ct, Faldo - Bill.
 - Alderbrook, Legacy, Canyon Creek, Addlerfield - Debra
 - The Reserve - Roger.
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- **Addition of a medical list**

Debra

Debra received the following comment from a resident:

"I have always thought that having a list of recommended healthcare professionals would be extremely useful. I realize this wouldn't be an "income" item for the Regency CO-OP, but has this ever been discussed by the committee? A list of recommended orthopedic surgeons, dermatologists, GP's, eye doctors, dentists, etc. would certainly be useful, especially for those new to the area.

Probably beyond the scope of the Co-Op Committee but thought I'd ask".

We discussed the concept of having a list of recommended medical professionals on a separate page of the website. After much discussion, a

motion was made and passed to NOT include this as it was deemed outside our scope.

- **Addition of “computer literate residents”**

Debra also received the following comment from a resident:

“Hello!

Some of my friends & I are wondering if there are any computer-literate residents at Regency who would be willing to join the coop & be available to help with everyday computer problems.

For some of us, it is difficult to carry our laptops &/or printers to another location for repair work.

Thank you!”

We discussed this idea, and also deemed it not within our scope because residents wouldn't have a license or insurance. A motion was made and passed to NOT include this in our website. Cindy and Debra will work on looking for computer repair companies and Cindy will contact Best Buy Geek Squad. This option was considered because as a company, they would have insurance and a license, something that a resident techie probably wouldn't have.

- **Addition of mom/pop businesses with recommendation only**

Following the above discussion, for the same reasons (no insurance, no license) also voted down.

- **Website training**

Tabled.

Next Meeting: September 15, 2025 3:30 Clubhouse (Madison Room) The meeting adjourned at 4:45 PM