

Regency Cooperative Association

June 2026 Board Meeting Minutes

Attendance:

Board Members: Debra Mastaler (Chair), Julie Gerkens (Secretary), Cindy Mitchell, Beth Ward, John Clement

Absent: Roger Halls (Vice-Chair), Mary Lu Belote (Treasurer)

Comments from the Chair: Debra

Debra called the meeting to order and identified a quorum. The Board approved the May 2026 meeting minutes. Debra used the screen to navigate to the Co-op website and show us where to find meeting minutes (under Resources). She continued throughout the meeting, demonstrating website logistics to the new Board members.

We have three new vendors in the pipeline:

Portch Plumbing

ULC Remodeling

Kraus Remodeling

Debra used the screen to show where to find the resident vendor recommendation form and the vendor application form. She also explained COIs (certificates of insurance), SCC licenses, and how to check online reviews.

We have added four new vendors:

Mason Power Washing

NoVA Light Pros

Eastern Shore Green Clean

Woody's Sudden Service

Debra explained why we send a monthly newsletter. (Announce new vendors)

The board voted to remove one vendor from the contact list – Andy's Duct Cleaning. We have had no response after numerous attempts to contact.

Regarding 3 Day Blinds (see Roger's notes below).... Debra has reached out twice to our contact's supervisor and was told that he was on extended personal leave. We know that 3 Day Blinds is a national company, so we assume there is a COI in place to cover their work. However, since we don't have an updated copy, we can't keep them on the vendor list much longer. We decided to give this another month, since the vendor comes highly recommended. Debra has moved them to the bottom of the vendor list for now, and we will drop them if we don't get a response by our next meeting.

Our website had 121 unique visits in May. The top pages were Home, Vendor Directory, and Plumbing.

Comments from Vice Chair: Roger (Submitted in abstentia)

All but one vendor with COIs expiring in May have submitted renewals.

- 3 Day Blinds has not responded to four emails or one phone call from Cindy. Alex Gaunt, our representative, is on leave of absence; therefore, Debra is reaching out to the District Manager, trish.bizet@3day.com, to obtain the COI.

Total of 5 vendors scheduled for COI renewal in June:

- One vendor received the first email. Will send second email when I return from travel next week:
- Made In The Shade (Joda Enterprises, LLC) expires 6/1/26.

Four vendors with COIs expiring in June will receive an email later this month:

- ABC Glass and Mirror expires 6/28/26
- Ayoub Carpet Service expires 6/28/26
- JK Pest & Termite expires 6/29/26
- Brothers & Sons Home Services, LLC expires 6/30/26

Ten vendors are scheduled for July COI renewals.

Bylaw update: Tabled until the July 2026 BOD meeting.

May Treasurer's report: Mary Lu (in abstentia)



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VA 1000076878379



458-09-01-00 51509 0 C 001 30 5 66 002
REGENCY COOPERATIVE ASSOCIATION
PO BOX 173
HAYMARKET VA 20168-0173

Your account statement

For 05/29/2026

Contact us



Truist.com



(844) 4TRUIST or
(844) 487-8478

■ BUSINESS VALUE 200 CHECKING 1000076878379

Account summary

Your previous balance as of 04/30/2026	\$5,203.89
Checks	- 0.00
Other withdrawals, debits and service charges	- 0.00
Deposits, credits and interest	+ 135.00
Your new balance as of 05/29/2026	= \$5,338.89

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT (\$)
05/04	MOBILE DEPOSIT	45.00
05/04	MOBILE DEPOSIT	45.00
05/26	MOBILE DEPOSIT	45.00
Total deposits, credits and interest		= \$135.00

Debra noted that she has not yet closed out the P. O. mailbox.

Membership Update: Debra

We currently have 666 active members.

Vendor Updates: Cindy

Cindy had no updates. She did mention a personal situation she had with one of our vendors, Ned's Home, regarding power washing. She did not receive the services she thought she had contracted for. After hearing the details, Debra suggested that Cindy put this in writing. Then, following established protocol, Debra will contact the vendor about the concerns. The Co-op is not a 'broker', we just inform the vendor of concerns

and suggest that they get back with the resident to resolve the issue. We will put a flag in the spreadsheet and if we receive another complaint, we will remove the vendor from the list.

New Business:

We reviewed the Job descriptions at the link below:

https://docs.google.com/document/d/1O_FBXaoGzWoF-Kzjo5A8waY7giYQURKeF1MmUgUYmok/edit?tab=t.0

There were several additions/corrections made.

Membership Director

We added two new duties to the Membership Director. First, the MD will be one of two keepers of the mailbox key. He/she will be responsible for checking the mailbox on the noted days of the week. Debra explained the steps to be taken when we receive a new member form. She noted that renters can also be new members.

Second, the MD will be responsible for sending emails to new condo residents inviting them to join the Co-op. We cannot hand-deliver flyers to residents in the condos. We will follow up with a second email if we don't hear back.

The MD will also be a backup to the Secretary for attendance at the Life @ Regency meetings. We will be present to answer questions and hand out flyers.

Outreach Director

New residents are listed in the Regency Times twice monthly. We discussed when the OD would deliver a flyer to a new resident. Some of them need vendor help right away, so the sooner the better. We should drop a flyer off soon after the resident moves in. If we don't receive a response, we can follow up in a few weeks.

Debra showed the new Board members where to find the spreadsheet with the new residents tab.

The meeting was adjourned at 4:50 pm.

Next Meeting: July 20, 2026

3:30 - 5:00 Clubhouse