

**Regency Cooperative Association**  
**14658 Gap Way**  
**Box 173**  
**Haymarket, VA 20169**

**Meeting Minutes**

**November 18, 2024**

Called to Order: 3:24 PM

Members Present: Debra Mastaler  
Charles Tucker  
Debbie Gentry  
Linda Kuchnicki  
Bruce Gerdin  
Julie Gerken  
Bill Pedersen

Members Absent:

Prior Month Minutes: Approved

**Treasurer's Report:**

November 14, 2024

Previous balance as of 9/30/2024	\$2,860.32
Checks	0.00
Other withdrawals, debits, and service charges	0.00
Deposits, credits, and interest	\$245.00
New balance as of 10/31/2024	\$3,105.32

7 new Co-op memberships this month.

**Topics Covered:**

- Debra mentioned that she has destroyed some old checks with Bill as a witness
- There are 2 new Co-op members so far in November
- There have been some revisions to the Become A Member page on the Co-op website and Debra requested that the board members review the changes.
- There have been three new vendor recommendations this month: Hemsing Designs (added), Cook Plumbing (pending), and TheoAV Services (pending).
- The Co-op lost 2 members in October due to home sales. This information came from Bruce Gerdin and was cross referenced against the member roster.
- The Google drive was discussed and everyone was asked to ensure that they are able to access it, as all documents will be stored on the Google drive going forward. There will be an additional training for board members on December 9, 2024, at 3:30.
- The next Regency Review article has been submitted, there has been no response from the editor, so everything seems to be ok. No additional information is needed.
- There is concern about ensuring that all Co-op members are aware of the price change to the Co-op dues beginning in February. There will be a flier on the Regency Times. A discussion of owner/renter ensued.
- The PO Box has been secured. Debra and Bill both have keys and mail is being checked at least two times a week.

- Debra has negotiated with Rich Hemsing for a 25% decrease in the hosting for the Co-op website as of April 2025. There was a decrease in the domain cost as well.
- Debra requested that all Board members review the Administrator position job description, as there will be a discussion at the next scheduled board meeting, to include the need for revisions, if any, the need to fill the position, and revisions for changes in processes. The position description will be sent out to Board members, and is on the Google drive as well. Note, the position was e-mailed to all Board members on 11/18.
- The annual vendor initiative is complete. All vendors have received their letters. A second e-mail reminder to all vendors will be sent in January with a reminder that insurance certificates are to be mailed to the PO Box. Service agreements have been updated through 12/31/25.
- There was a discussion on the status of merging the Google Drive documents.
- Media files from the beginning of the Co-op have been moved from Google, and this has been streamlined in order to ensure that it is easier for users to find the Co-op website when searching through Google because of the way Google works.
- Insurance renewals are up to date, three were renewed since the last Co-op meeting. We are waiting for updates from two companies, and two companies were dropped from the vendor list due to no communication or follow-up.
- The Vendor Renewal group has been working since late September and has determined how much time is required to complete the processes. Between Insurance, New Member on boarding and Vendor renewals it takes about 6 hours a month to complete all, however, a new person will require more time until fully trained and comfortable with the processed. The group has Renewed 11 vendors, and one vendor cancelled because no members were using the services.
- There is a page on the website for the vendor renewals. Debra asked all board members to review the page and think about where it should be.
- There was no update from Bruce on RD Matthews Electric, and Bryant's Power washing. There was a vote and it was decided to discontinue pursuing them as vendors.
- There was a discussion on the Non-profit status of the Co-op, and some bills that will be due in January.
- There will be a 3 month treasurer's report at the end of the year.

### **New Business**

- The Vendor Outreach working group will be reestablished in January. Phase two of this group will create a new outline initiative, a list of recommended vendors to contact, and invitations for them to join. The emphasis for this will be to fill empty vendor categories. Debbie has opted out of this group, however Debra and Julie will continue with the outreach, and we may establish a sub-committee to help with this. There has been a new resident of Regency who has expressed interest in joining the Board. Debra will reach out to her.
- A Welcome Committee has been established (from an idea from Bill). The members, Linda, and Debbie will follow up with new residents either by a letter in their news box for homeowners, or an e-mail to Condo residents, reminding them about the Co-op and providing information on how to become a member. Debbie will create a spreadsheet of new residents in order to track the information.

The meeting was adjourned at 4:40 PM

Next Meeting: January 13, 2025 3:30 – 5:00 Clubhouse

Submitted by: Debbie Gentry