

Minutes from October 7, 2025

Regency Co-op Executive Board Meeting

Board attendance:

Debra Mastaler, Roger Halls, Mary Lu Belote, Julie Gerkens

The meeting was called to order and a quorum was met.

Comments from the Chair:

Debra Mastaler reported that we may need Membership Working Group help. She suggested we bring in former Board member Charles Tucker as a Working Group member. He is tech savvy and can help with membership outreach via email.

She noted that we had 4 home sales in September. These new homeowners are a source for new memberships. We might also need someone to attend the “Life at Regency” meetings, also a source for new memberships.

We then discussed how the process works once we receive a new membership form. We usually receive them through the P.O Box. Debra adds the information into our spreadsheet, deposits the check electronically into the bank account, attaches the paper check to the application form, and holds on to it for about 30 days. She then destroys the paper check at a Board meeting, and files the hard copy of the membership form in our files. She also sends out a welcome email and a copy of the latest Regency Co-op newsletter.

Transfer of New Member Outreach and Administration Duties

In the past, the Board paid an Administrator (Sue Reitzig) to take care of all administrative duties associated with Membership Outreach. As noted above, Debra had been performing these duties since Sue passed away. Debra asked Mary Lu to assume these duties. The only administrative duty that Mary Lu can't assume is adding new members to our Regency Co-op webpage, because the page is password protected. The following is the SOP for new member administration:

After receiving a new membership form and payment, Mary Lu will make sure that the new member is a resident or renter. Then she will contact Roger and tell him that we have a new member. Roger will then add the new member to the vendor page (password protected).

Mary Lu will also send out an email to the new member, signed by Debra, welcoming the new member to the co-op. Mary Lu will also add the new member information to the spreadsheet.

It was noted that in September, we had one new member. So far in October, we have had 1 new member. We have had 34 new members year to date. This was largely because we had a call for new members before we raised the membership fee.

How to Remove Old Members from the Co-op List

The Regency Times lists new neighbors. We need to check PWC new home sales and then check to see whether the prior owners were Co-op members. Prior to removing them from our membership list, Debra suggested waiting at least 30 days to see whether the prior owners have moved to another address in Regency. Or we can call the club house to get this information. Debra suggested that Charles be responsible for finding out who should be removed from our membership list, and then contact Roger so that he can remove their names.

Suggestions for Spending Funds

Meet the Co-op Board Roger suggested that we have an annual meeting for residents to meet their Board. We could do it like a street dinner (we would pay for it out of our funds), but we would just have a cash bar and appetizers. Mary Lu confirmed that we could use our funds for this purpose, as long as it was for the benefit of the membership.

Pay Charles as a Quasi-Administrator We could come up with certain tasks for Charles to do for us and pay him as we did Sue. For example, he could put together a summary of the SOP's for each position and duties. Mary Lu said that we could pay him up to \$600, but after that he would have to claim the income on his taxes. Debra said that she would discuss this with Charles and report back.

The meeting was adjourned at 4:15 pm.

Next Meeting: October 20 3:30pm at the clubhouse.