

Tuscowilla Hills Citizens Association
Board of Directors Meeting Minutes
340 Edmond Rd., Suite E Kearneysville, WV 25430
July 18, 2018

1 **Board Members in Attendance**

- 2 Bob Tansill, President
- 3 Phil Larcomb, Vice President - Was not present during some of the Continued Action Item voting
- 4 Tina Pegues, Treasurer
- 5 Jamie Ranalli, Member at Large

6 **Other Attendees**

- 7 Angela Suddueth, Assistant Community Manager
- 8 See sign in sheet for others in attendance

9 **Call to Order**

- 10 Bob Tansill called the meeting to order at 5:00pm

11 **Approval of the Agenda**

- 12 On a motion by Phil, second by Jamie, the board unanimously approved the agenda as
- 13 written. (4/0/0)

14 **Committee Update**

- 15 None to discuss

16 **Resident / Guest Forum**

- 17 None to discuss

18 **Minutes**

- 19 Motion by Tina, second by Jamie, to approve the minutes from the May 14, 2018 meeting. Motion was
- 20 passed unanimously. (4/0/0)

21 **Financial Report**

- 22 Financial Statements through June 30, 2018 was presented.

23 **Announcements**

- 24 Remaining 2018 Board meetings are scheduled for 9/5/18, 11/7/18

25 Next Annual meeting is scheduled for January 16, 2019 @ 5:00pm

26 Call for nominations scheduled to be mailed on or about November 26, 2018

27 Annual meeting notice scheduled to be mailed on or about December 17, 2018

28 All meetings are scheduled for 5:00pm at PMP's office located at 340 Edmond Dr., Suite E,
29 Kearneysville, WV 25430, unless notified otherwise.

30 Next Clean-up Day is scheduled for November 17, 2018

31 **Action Items**

- 32 Motion by Phil, second by Jamie to accept CBP's Proposal to repaint speed bumps and center yellow
- 33 line. Motion was passed unanimously. (4/0/0)
- 34 Motion by Jamie, second by Phil to appoint Gary Scott to replace Gary Shoemaker's term on the board.
- 35 Motion passed unanimously. (4/0/0)

36 **Management Report**

- 37 Copy of Annual Calendar provided
- 38 Emergency Sheet provided
- 39 Certificate of Liability Insurance for Pitzer Chapel Pines, LLC provided

40 **Pending Business**

- 41 None to discuss

42 **New Business**

- 43 Discussed selection of possible board member Gary Scott – see action items

44 **Executive Session**

- 45 Motion by Phil, second by Tina, to enter Executive Session to discuss collections. Motion
- 46 passed unanimously. (5/0/0) The board entered executive session at 5:45pm
- 47 Copy of compliance log was provided.
- 48 Discussed collections.
- 49 Motion by Jamie, second by Phil to come out of Executive Session at 6:02pm

50 **Adjournment**

- 51 Motion by Tina, second by Gary, board meeting adjourned at 6:26pm, Motion passed.
- 52 (4/0/0). Phil was not present.

Respectfully submitted,
Angela Suddueth
PMP Assistant Community Manager
Property Management People