

Lake Jeanette Association, Inc.
Board of Directors
Meeting Minutes
January 9, 2018

Present: Dixon Johnston, President - present
Kerrigan Smith, Vice President - present
Richard Conner, Treasurer – absent
Melanie Tuttle, Secretary - present
Betty Smith, Member at Large - present
Deborah Roskelly, Property & Operations Manager - present
Roskelly Management Associates LLC

Call to Order: 6:00 pm

Quorum: A majority of Board members present at the meeting constitutes a quorum (at least three) and four Directors were present.

Opening Statement by President: Dixon opened the meeting by welcoming the Directors and recognizing that this meeting is the first meeting with Melanie Tuttle as a new board member. Dixon thanked all for their willingness to serve their community and shared his approach to running board meetings – relaxed while following some forms of order using Roberts Rules of Order, and good discussion which hopefully leads to consensus votes while recognizing that may not always be the case.

Dixon shared that the Master Board’s duties and responsibilities to its membership include the following and also reminded Board members that the Master Association does not get involved with issues or disputes within any village of Lake Jeanette:

1. Adopting and publishing rules and regulations governing the use of Master owned common areas and facilities and to the conduct of members thereon including the implementation of penalties and fines,
2. Contracting for management and delegating powers and duties to the same,
3. Employing attorneys as necessary,
4. Keeping records, setting assessments (dues), enforcing payment, foreclosing the lien on properties when assessments are not paid,
5. Maintaining insurance and insuring fiscal responsibility of officers and employees, and
6. Maintaining Master Association owned and leased common area property.

Dixon shared a little history of the Association over the years and the improvements that have taken place through each Boards’ leadership and also under Roskelly Management as the property management company.

- Properties have been dramatically and consistently improved,
- Programs have been developed by the Management company and approved by the Board to save the Association dollars, bring in additional revenue to offset expenses and show our members that they are valued (i.e. mulch recycling program, marina rental programs, strong bidding processes, and brokering of insurance coverages, development of newsletters and magazines, new rental programs at the Marina and in general improving the overall Master property which improves the property values of all, etc.)
- The buffer zone rules have been enforced securing our Lease Agreement with the owner of the lake and maintaining the state of the lake in its best condition, and
- The fiscal strength of this Association has been managed and maintained.

The Association’s legal counsel is the firm of Black Slaughter Black. This firm specializes in HOA and Condominium law and is recognized as the leading law firm in this area of law for the States of North Carolina, South Carolina and in the triad.

The Association has used this firm as its legal counsel and for the collection of delinquent association dues that require lien and foreclosure since 2003.

Property Report highlights since November 2017 Annual Meeting:

- Annual meeting minutes written, approved by Board, emailed to members and Posted on Association’s website
- Website documents updated re Lenoir Warehouse Group’s purchase of Lake Jeanette, Board members, space rental rates at the Marina, home closing information, and association dues for 2018.
- Annual Tree Lighting and Santa Visit held at the Marina with approximately 450 in attendance – 20 years running and a magical time at Lake Jeanette
- 4,500 bales of pine needles installed on all Master common area property
- \$40,220 invoiced for Marina space rentals with a due date of January 1, 2018 (\$8,300 rack spaces, \$24,000 dry storage spaces, \$7,920 boat slips)
- LBAHS invoiced 1,165 members for January 1, 2018 dues
- LBAHS submitted 7 delinquent accounts to Steve Black’s office for collection.
- Buffer monitored for violations and members with violations will be notified by certified letter in January 2018 (after the holidays). Violations include both cutting and personal property in the buffer. Refer to Item #6 for more information specific to a cutting violation in Eastern Shores.
- Beaver activity higher on the Lake than any past year according to members and NC Wildlife Agents who are currently setting traps.
- Certificates of Insurance being obtained from contractors for services they will provide in 2018.
- Assisting Accounting firm with W-9s re contractors

ITEM #1

Old Business from Nov. 2017 Annual Meeting. A member suggested that the Association use Cash vs. Accrual Accounting for Lake Jeanette Association, Inc.

The Association contracts with LBA Haynes Strand PLLC (LBAHS) to perform its accounting bookkeeping responsibilities and they run the books based on accrual accounting. Councilman Farlow Marlowe & Co PLLC performs the annual audit and tax filing for Lake Jeanette Association and they provided the following explanation specific to the need for LBAHS and LJA to continue to use accrual accounting.

Lake Jeanette and other Home Owner Associations are classified as Common Interest Realty Associations (CIRA). The basis for accounting is outlined in Section 400.1 of the General Accepted Accounting Principles (GAAP) and requires the Accrual Basis...

CIRA financial statements should be prepared on the accrual basis of accounting to be in conformity with GAAP. The American Institute of CPAs (AICPA) Audit and Accounting Guide, Common Interest Realty Associations, notes that accrual basis financial statements are particularly informative since member assessments are based on annual budgets, and accrual basis financial statements enable users to compare the results of operations to budgeted amounts.

Financial Statements are prepared monthly by LBAHS and submitted to the Property Management Company via a secured portal. The financials are then forwarded to the Board President who submits them to the entire Board with comments if needed. The monthly financials include:

- Balance Sheet
- Income and Expense Statement
- Statement of Source and Use of Funds
- General Ledger
- Pre-Paid Assessments
- Delinquent Assessments
- Reconciled Bank Statement

No action required by the Board specific to this item since no changes are being made.

Item #2

Old Business from Nov. 2017 Annual Meeting: A member requested that the Master HOA install cameras on the Pedestrian Bridges that cross Lake Jeanette sharing an incident where his wife was verbally accosted by a person running on the bridge while she was walking her dog across the bridge. Refer to November Annual Meeting minutes posted on Lake Jeanette website for detail specific to the costs of camera installation and expert opinion in this regard.

Motion: Given the costs and the likelihood of theft of the cameras along with the limited range that the cameras would capture and the limited ability to identify people if captured by the cameras, Dixon moves to...

- a) Deny this expense request, and
- b) Encourage all members to be respectful of the posted Rules for Use of the Pedestrian Bridges over Lake Jeanette, and
- c) Encourage all members to immediately (via 911) contact the Greensboro Police Department if they feel they are threatened or at risk.

Second: Kerrigan Smith

Vote: Approved by unanimous vote

Item #3

Old Business from Nov. 2017 Annual Meeting: Several members questioned why Snow removal was being performed on Northern Shores Lane and Eastern Shores Drive sharing their opinion that these streets should not be plowed stating it is “unfair for dollars they pay to the Master HOA to be used to plow streets in any village but their own.”

Refer to the November Annual Meeting minutes posted on the Association’s website for detail specific to this request including a chart that shows the percentage of Master HOA dues paid per number of lots in each village. As noted in the Annual Meeting minutes, the Master HOA is neither responsible for, nor can it expend funds to, plowing streets inside the villages that have a separate HOA and Board of Directors. It is up to each Village Board of Directors to determine whether streets will be plowed within their respective villages and funded via their respective operating budgets. The Master HOA cannot expend funds for areas outside its owned common area property.

The Master HOA previously approved plowing of Northern Shores Lane and Eastern Shores Drive for safety reasons as these two streets run through Master owned common area property, they are hilly and winding, and they are also main access roads to the City plowed streets of Bass Chapel Rd. and Old Lake Jeanette Rd. near North Elm St.

Motion: Given the costs of snow removal for Northern Shores Lane and Eastern Shores Drive combined with the limited amount of time that snow is on the ground in Greensboro, and the fact that these are public streets maintained by the City of Greensboro and not Master owned common area property, Dixon moves to...

- a) Discontinue salting and snow removal on these two streets, and
- b) Encourage members to contact the City of Greensboro (via 336-373-2489) to plow these City Streets in the future understanding if the City declines, the streets will not be plowed, and
- c) Roskelly Management Associates edit the 2018 operating budget to reflect the removal of this expense line item.

Second: Kerrigan Smith

Vote: Approved by unanimous vote

Item #4

Old Business from Nov. 2017 Annual Meeting: Ticket Price for Annual July 4th event at Lake Jeanette Marina. The July 4th event held at the Marina has become very popular over the years requiring more and more dollars to fund this event. By show of hands, the majority of members at the Nov. 2017 Annual Meeting agreed that member households should be charged a ticket price to cover the costs of

this event since it is not attended by all the membership. Refer to November Annual Meeting minutes posted on Lake Jeanette website for detail specific to this request. Costs involved to hold the July 4th event.

\$950	Rental of Tent, tables, chairs
\$700	Live Music
<u>\$4,500</u>	Caterer at \$10 per plate x 450 people in attendance
\$6,150	Total costs divided by 450 attendees = \$13.66

Motion: Melanie moves to...

- a) Charge \$10.00 per family to help cover the costs of the caterer for those members who wish to attend the July 4th celebration, and
- b) This money be collected when RSVPs to the event are submitted by members who plan to attend, and
- c) 50 additional tickets be available to be sold at the event since the caterer prepares for that many additional plates in advance, and
- d) The costs of the tent and live music be covered by the Association, and
- e) This item be re-evaluated after the 2018 event.

Second: Betty Smith

Vote: Approved by unanimous vote

Item #5

Old Business from Nov. 2017 Annual Meeting: Ticket Price for Annual Christmas tree Lighting and Santa Visit at the Lake Jeanette Marina. Refer to November Annual Meeting minutes posted on Lake Jeanette website for detail specific to this request. This event has been held at the Lake Jeanette Marina for 20 years as of December 2017 at no costs to the membership. It is referred to as a “magical time” at Lake Jeanette and usually has between 350 and 400 people in attendance; however, the tree lighting is enjoyed by all members throughout the month of December. Costs involved to hold the Annual Christmas event.

\$900	Horse and Carriage Rides
\$1,175	(hot chocolate, coffee, cookies, S’more’s by open fire pits)
<u>\$100</u>	Wood for fire pits
\$2,175	Total costs divided by 400 members = \$5.44

Motion: Given that the costs of this event is limited in comparison to the enjoyment and value it brings to the Lake Jeanette community, combined with the lighting of the tree that is experienced and enjoyed by all members throughout the holiday season, and the fact that RSVPs are not obtained for this event and it would be hard to charge and collect a fee, Dixon moves that this event continue to run as a free event to the membership of Lake Jeanette.

Second: Kerrigan Smith

Vote: Approved by unanimous vote

Item #6

New Business: Dixon informed the Board of a Buffer Zone Cutting and Personal Property Violation in Eastern Shores that has been assessed, cuts measured and photographed and expert review of the health of the buffer obtained from an ISA Certified Arborist. This information has been presented to Jess Washburn with Lenoir Warehouse Group, owners of Lake Jeanette.

Motion: Dixon moves that upon review of the documented and photographed violation and expert opinions in this regard, the Board approve that Roskelly Management Associates proceed with setting a meeting date in early January 2018 with the homeowners in violation (including Jess Washburn, Dixon Johnston and Deborah Roskelly) in order to resolve this violation and replant the buffer.

Second: Kerrigan Smith

Vote: Approved by unanimous vote

Item #7

New Business: Dixon explained that a homeowner in Northern Shores has requested the Master Board's assistance in remedying a Deed violation that exists on a neighboring lot. The neighboring member violated their Deed by placing a storage type shed in their back yard.

The Master Association Board of Directors has no authority to govern what takes place on a member's property in any village as it was not issued Grantors Rights by the Developer in this regard. The Master Board is responsible for "adopting and publishing rules and regulations governing the use of **Master owned common areas and facilities** and to the conduct of members thereon" as outlined in the Association's Bylaws.

Homeowners living in the villages of Southern and Northern Shores are responsible for governing each other. These two villages do not have sub-associations with separate governing documents and governing board authority. Homeowners living in all the remaining villages of Lake Jeanette that have sub-associations, separate governing documents and boards, should contact their village association's Board of Directors and/or property Management Company regarding any concerns or issues relating to a member's personal property. This has previously been confirmed by the Master Association's legal counsel with the firm Black, Slaughter & Black PA...

The Association is not able to enforce the individual restrictions that appear on the deeds within the Northern and Southern Shores sections of the Lake Jeanette community. Only the 'Grantor' (or someone who was assigned the Grantor's rights) can enforce many of those restrictions, with other restrictions only being enforceable by the other owners subject to the same deed restrictions."

Motion: Dixon moves that the minutes regarding the member's request to obtain assistance from the Master Board of Directors to remedy a neighbor's Deed violation reflect...

- a) The opinion of legal counsel which concludes that the Master Board has no governing authority in this regard in Northern or Southern Shores as the Association was not assigned 'Grantor' rights in this regard, and
- b) Roskelly Management Associates relay this information to the homeowner who requested assistance from the Master Board, and
- c) Further relay to the homeowner that individual property owners in Northern and Southern Shores are responsible for governing each other specific to Deed Restriction violations.

Second: Kerrigan Smith

Vote: Approved by unanimous vote

Item #8

New Business: Term of Office of Board Directors – Staggered Terms Correction: Dixon brought this issue before the Board to gain its compliance with the Association's Bylaws Article V, Sections 1 and 2. The terms of the directors are supposed to be staggered, with three Board members coming off one year and two coming off the next year for continuity. Over the years, the staggered terms have gotten off track and currently there are four and one staggered terms. Dixon gave a recommendation to fix this issue and highlighted that any method chosen should be first agreed upon by the membership at the Annual Meeting in 2018. After discussion, Melanie made the following motion.

Motion: In order to bring the Association into compliance with its governing documents and to comply with the North Carolina Nonprofit Corporation Act, Melanie moves that...

- a) The membership vote to elect four persons to the board at the 2018 annual meeting (for the positions currently held by Dixon Johnston, Kerrigan Smith, Richard Conner and Betty Smith), and

- b) At the 2018 annual meeting, three of the nominees will be elected to two-year terms and one of the nominees will be elected to a one-year term in order to return the board to staggered terms of two years each with two classes comprised of three and two directors, and
- c) The term currently held by Melanie Tuttle, expiring at the 2019 annual meeting, will not be affected by this action, and
- d) The nominating committee will be notified of, and the notice to the members and agenda for the 2018 annual meeting will reflect, the foregoing.

Second: Dixon Johnston
Vote: Approved by unanimous vote.

Item #9

New Business: Appointment of Nominating Committee for 2018

Dixon brought this item before the Board to highlight the nominating committee process that has been in place and to have this process posted on the Association’s website.

The Association’s Bylaws Article VI, Nomination and Election of Directors, Section 2 (a): Nominations for election to the Board of Directors shall be made by a Nominating Committee. Nominations may also be made from the floor at the annual meeting. The nominating committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two (2) or more members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting to serve until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The nominating committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies that are to be filled. Such nominations may be made from among Members or non-members.

Motion: Dixon moves that the Board appoint the following Nominating Committee for 2018 and that this information be posted on the Association’s website.

Dixon Johnston, Chairman
 Deborah Roskelly – Member
 Kerrigan Smith – Member

Second: Kerrigan Smith
Vote: Approved by unanimous vote.

Item #10

New Business: Resolution noting the Board’s agreement to conduct business via email. Dixon brought this item before the Board to discuss and gain each Director’s agreement/consent to conduct business via electronic means as appropriate and to share this process with the membership so the Board is transparent in the way it conducts business. It is impractical that the Board meet every time there is an item to be discussed and voted upon. Any business conducted via electronic email requires unanimous consensus to the topic at hand or a meeting will be called for further discussion and vote. The attached resolution was written by the Association’s attorney to document the full Board’s consensus in this regard and to also document that the manager of the Association is authorized to act on business approved via email.

**RESOLUTION OF THE LAKE JEANETTE ASSOCIATION
 BOARD OF DIRECTORS
 Dated January 9, 2018**

WHEREAS, a quorum of the board of directors of the Association meets with reasonable frequency to discuss and vote on the business of the Association;

WHEREAS, given the size and complexity of the Association it is impracticable for the board of directors to meet to address all items of Association business that are needed in between duly called meetings of the board of directors;

WHEREAS, North Carolina law and the governing documents of the Association permit business to be conducted by the board of directors outside of a duly called meeting so long as there is written consent from all board members on the business conducted;

IT IS HEREBY RESOLVED that the Association shall recognize all board of director business, and the manager for the Association is authorized to act on board of director business, that is approved in writing, by email or otherwise, from all members of the Board of Directors.

Lake Jeanette Association, Inc. By:

_____, Dixon Johnston, President

Attested: _____, Melanie Tuttle, Secretary

Motion: Melanie moved that the Resolution written by the Association’s legal counsel be amended to delete the wording following “IT IS HEREBY RESOLVED” and replace with the following wording:

RESOLVED, that pursuant to Sections 55A-1-70 and 55A-8-21 of the North Carolina General Statutes, and as otherwise permitted by law, the Association may conduct transactions by electronic means, the board of directors of the Association may conduct business without a meeting by electronic means, and a director’s consent to action taken without a meeting may be in electronic form and delivered by electronic means, and

That no signature line is required in the Resolution.

Vote: The Board unanimously approved the amendment to the main motion set forth by Melanie contingent upon the agreement of the Association’s legal counsel and requested RMA to contact Steve Black in this regard.

This item will be included under Old Business for the next meeting Agenda.

Item #11: New Business: Using Electronic Mail to communicate with the Association’s membership: Dixon brought this item before the Board outlining that the Master Association spends approximately \$4,100 in a normal mailing year to mail the Annual Meeting packet, January and July invoices and late notices to its membership. In 2017, \$9,327 was spent on mailings and the additional costs over previous years was due to the sale of Lake Jeanette. Since there are various governing authorities in this regard, the management company researched this topic and obtained legal review when needed:

Notice of Meetings: The Association Bylaws specifically reference “mailing” and “postage,” however the NC state statute overrides that provision for all associations. NCGS § 47F-3-108 provides: Not less than 10 nor more than 60 days in advance of any meeting, the secretary or other officer specified in the bylaws shall cause notice to be hand-delivered or sent prepaid by United States mail to the mailing address of each lot or to any other mailing address designated in writing by the lot owner, **or sent by electronic means, including by electronic mail over the Internet, to an electronic mailing address designated in writing by the lot owner.** The notice of any meeting shall state the time and place of the meeting and the items on the agenda, including the general nature of any proposed amendment to the declaration or bylaws, any budget changes, and any proposal to remove a director or officer. **The owner must have consented to the electronic means.**

Statements/Invoicing for Association Dues: Invoices/statements may be sent to the Association's membership using electronic means, if the member has consented in writing to receive electronic notifications as noted above. However, when the account becomes delinquent and goes into the collection status, the NC statutes must be followed as noted below.

Association Dues Delinquencies: The statutorily-required processes for late payments fall under NCGS § 47F-3-116 which provides that most of its "mandatory" notices be by first class mail:

- "No fewer than 15 days prior to filing the lien, the association shall mail a statement of the assessment amount due by first-class mail to the physical address of the lot and the lot owner's address of record with the association and, if different, to the address for the lot owner shown on the county tax records for the lot."
- "The [attorney's fees] notice must be sent by first-class mail to the physical address of the lot and the lot owner's address of record with the association and, if different, to the address for the lot owner shown on the county tax records for the lot."

LBA Haynes Strand, the firm the Association uses to conduct its accounting and bookkeeping functions including invoicing members for Association dues and mailing late notices, indicates that the accounting software they use (Quick Books) does have two fields for email addresses and will accommodate an email being sent directly from Quick Books to the member. Concerns expressed by LBAHS in this regard include:

- Emails will be unsecure – they are not encrypted,
- Sending emails to some members and mailing invoices to others will require an increase in the Association's annual contract of \$2,000 as this administrative process will require additional hours.

LJ Operations wrote the attached letter and Member Request and Consent to Receive Association Correspondence via Electronic Mail for review and consideration by the Board of Directors.

Motion: In an effort to reduce mailing, printing, and postage costs for the Master Association relating to meeting notices, and consider the financial interest of the Association relating to invoicing, while complying with the law and Rules of Order as noted by the Association's attorneys, Dixon Johnston moves to...

- a) Continue to use First Class mail for invoicing the membership for annual dues as the additional administrative costs to send statements via Electronic Mail do not significantly offset mailing cost, and the possibility that members will not read their email could compromise the timely payment of Association dues, and
- b) Approve the attached letter and Consent form relating to sending Meeting Notices to members via Electronic Mail and postal mail to the 1,165 member homes, and
- c) LJA Operations will keep the original consent returned by members on file with the Association's records and maintain a file of those members who prefer to receive meeting notices via First Class Mail and those members who prefer Electronic mail.
- d) When homes exchange ownership and LJA Operations receives the Warranty Deed and Transfer Fee from the closing attorney and issues the new owner's Welcome Packet, the Electronic Mail Consent form will be included as a document for the new owner to complete and return to LJA Operations whereby LJA Operations will update the Association's file by deleting the previous owner's information and adding the new owner's information and preferred method of communication..

Second: Kerrigan
Vote: Approved by unanimous vote.

Item #12:

New Business: North Carolina Planned Community Act Requirements Relating to Association Members being allowed time at Executive Board Meetings to ask question and express their issues or concerns. The management company brought this item before the Board in 2017 and Directors on the 2017 Board discussed that having open sessions where members may address the Board and ask questions or express their concerns will be a positive addition to the Master Association. Of note however, the Master Association Board can only address questions relating to Master Association dues and the maintenance and upkeep of its owned and leased common area property (i.e. Village entrances, the Marina, Lake Jeanette and the 50 foot Buffer Zone around it, and Master owned common area in Northern and Southern Shores). It has no authority to get involved in individual village business relating to all the village sub Associations including any Deed violations in Northern or Southern Shores where homeowners govern homeowners.

Given the many Board meetings in 2017 regarding the sale of Lake Jeanette that could not be open to the membership and the amount of time that each Director was spending at board meetings, the 2017 Board agreed that this item be placed on the January 2018 Agenda for implementation.

Governing Authorities include:

NCGS § 47F-3-108 Meetings (b) of the NC Planned Community Act: Meetings of the executive board shall be held as provided in the Bylaws. At regular intervals, the executive board meeting shall provide lot owners an opportunity to attend a portion of an executive board meetings and to speak to the executive board about their issues or concerns. The executive board may place reasonable restrictions on the number of persons who speak on each side of an issue and may place reasonable time restrictions on persons who speak.

Lake Jeanette Association, Inc. (Master HOA) Bylaws: Article VII, Section 1. Regular Meetings of the board of Directors shall be held at such time and place and with such notice as shall be determined by resolution of a majority of the directors.

Motion: Dixon Johnston moves that the Board of Directors of the Master Association, implement the following protocol to comply with provisions of the North Carolina Planned Community Act and The Association's Bylaws...

- a) The Executive Board will hold a board meeting two times each calendar year to allow the membership of the Association an opportunity to attend and raise their issues or concerns. The date and time of each meeting will be determined by the Executive Board each year. The meeting will be held in the meeting room of the Lake Jeanette Swim and Tennis Club located at 5040 Bass Chapel Rd., Greensboro, NC. During each meeting, time will be allotted to Member concerns, and
- b) The meetings for 2018 be scheduled in April and September, and
- c) At least 15 days prior to the scheduled meeting date, an Electronic Mail notification of the meeting will be sent to the membership noting the date, time and place of the meeting and indicating that time will be allotted for members to raise their concerns, and
- d) Members will be reminded that the Master Association IS NOT responsible for issues involving disputes or concerns within each Village. The Master Association Board can only address questions relating to Master Association dues and the maintenance and upkeep of its owned and leased common area property (i.e. Village entrances, the Marina, Lake Jeanette and the 50 foot Buffer Zone around it, and Master owned common area in Northern and Southern Shores). Any questions, concerns or issues relating to items involving individual Village Associations must be resolved with the Village Association's Board. Northern and Southern Shores members must resolve issues and

concerns relating to individual members among themselves. The Master Association Board of Directors has no governing authority in this regard, and

- e) Given the size of the Master Association (1,165 member homes) and in order to allow a reasonable opportunity for member questions to be asked and answered, the meeting notice will also request that any questions of the membership be submitted in writing no later than five days prior to the meeting via Electronic Mail to Lake Jeanette Operations (<http://ljvillages.com/contact.html>) and further advise that...
 - i. LJ Operations prepare the list of member questions and answers to each. These will be read at the Board meeting, included in the minutes of the Board meeting, and posted on the Association's website for all the membership to read, and
 - ii. Members may also ask questions at the meeting.

Second: Kerrigan
Vote: Approved by unanimous vote

There being no further business, the meeting was adjourned at 7:30 pm. The Board of Directors wishes all members a fun, healthy and relaxing 2018!

Minutes Prepared by Deborah Roskelly, Property and Operations Manager, Roskelly Management Associates LLC

Minutes reviewed and approved by the Secretary of the Board and all Directors.

Melanie Tuttle, Secretary

Dixon Johnston, Board President
Kerrigan Smith, Vice President
Richard Conner, Treasurer
Betty Smith, Member at Large