

Lake Jeanette Association, Inc.

**Board of Directors Meeting
Tuesday, January 12, 2021**

MINUTES

This Board Meeting was conducted remotely to comply with reducing the spread of the virus COVID-19 during a world-wide pandemic. Directors joined the meeting using Zoom set up by the Board Secretary, Jory Marino.

Present: Dixon Johnston, President; Robin Stiles, Vice President; Tom Weiss, Treasurer; Jory Marino, Secretary; Jim Blakeley, Member at Large; Deborah Roskelly, President Roskelly Management Associates (RMA)

CALL TO ORDER: The meeting was called to order at 10:03 am by Dixon Johnston. All members were present so a quorum was established.

NEW BUSINESS:

1. **Election of Officers:** Dixon opened the meeting by asking each Director if there is a specific officer position they would like to hold, directed them to the duties of each Officer as noted below, and shared that the ...

Association's Bylaws, Article IX, Officers and Their Duties, Section 2. Election of Officers, requires that the election of officers take place at the first meeting of the Board of Directors following each annual meeting of the members. The Planned Community Act requires that the election of Officers be communicated to the membership along with their contact information.

Article VIII, Powers and Duties of the Board of Directors, Section 1, Powers (e) provides the Board to contract for the management of the properties and to delegate to such contractor all of the powers and duties of the Association, except those which may be required by the Declaration to have approval of the Board of Directors or membership for the Association.

- **President:** Chief Executive Officer of the Association. Shall preside at all times over meetings of the Board of Directors; shall see that orders and resolutions of the Board are carried out; may sign all leases, mortgages, deeds and other written instruments and shall sign all checks and promissory notes.
- **Vice President:** Shall act in the place and stead of the president in the event of his absence, inability or refusal to act; may, together with the secretary or assistant secretary, sign leases, mortgages, deeds and other instruments of conveyance; and shall exercise and discharge such other duties as may be required of him by the Board.
- **Secretary:** Shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the Association together with their addresses, and shall perform such other duties as required by the Board.

- **Treasurer:** The treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of account; cause an annual audit of the Association books to be made by an independent certified public accountant at the completion of each fiscal year; and shall prepare an annual budget and statement of income and expenditures to be represented to the membership at its regular annual meeting, and deliver a copy of each to the Members.

Motion: A motion was made by Robin Stiles to elect Dixon Johnston as the Board President.

Second: By Tom Weiss

Vote: Unanimously passed

Motion: A motion was made by Jim Blakeley for all the remaining Directors to maintain the same positions they held in 2020, and further, that the below slate of Officers for the 2021 operating year be posted on the Association’s website.

Dixon Johnston - President
 Robin Stiles - Vice President
 Jory Marino - Secretary
 Tom Weiss – Treasurer
 Jim Blakeley – Member at Large

Second: Jory Marino

Vote: Unanimously passed

2. **December 2020 Year End Financials:** The 2020 year-end financials were reviewed and discussed.

Motion: Tom Weiss made a motion that the 2020 year-end financials be approved and submitted to Councilman, Farlow, Marlowe & Co. PLLC to conduct the Annual Audit and tax filing and further, that the Balance Sheet be published with these minutes for review by the membership.

Second: Robin Stiles

Vote: Unanimously passed

Note: The Annual Business packet mailed to members’ homes in November included detail specific to each line item of the 2020 operating budget. This detail was provided in a 35 page property report presented by Roskelly Management Associates (RMA) that is posted on line at <https://www.ljvillages.com/minutes>

3. **2021 Marina Invoicing for Space Rentals and Qualifying Memberships by RMA:** The Marina operates on a calendar year for all accounts excluding those members who join the marina via their Lake Jeanette Swim and Tennis Club membership. Those accounts operate on a fiscal year to coincide with the Swim and Tennis Club’s operating year (April 1 – Mar 31). In December of each year, RMA invoices marina space rentals (boat, dry dock, rack) and qualifying memberships. All accounts are invoiced at the same time because many of our Swim and Tennis Club qualifying members like to pay in January when they start their renewal payments with the Club. RMA continues to invoice monthly as long as an account remains past due. Following is a summary of accounts invoiced on December 10, 2020.

\$61,400	Anticipated receivables invoiced on December 10, 2020 (includes due dates of January 1 and April 1)
\$35,935	59% of receivables collected as of 1/11/21 (includes both due dates)
\$8,725	14% of receivables notified RMA not renewing – reasons include: moved away from Greensboro, moved to another area of Greensboro, purchased home at the beach or lake, never used membership
\$16,740	27% of receivables remain outstanding (includes both due dates)

Recommended actions for outstanding Marina space and qualifying membership accounts to be taken per account category when an account is not paid according to the invoiced due date:

Qualifying Marina Memberships through Northern Point, The Brownstones, and Jacobs Way are invoiced on a calendar year with a due date of January 1st. A \$5.00 late fee will be applied when the account reaches 30 days past due (February 1st) and an invoice will be emailed and postal mailed to the qualifying member requesting payment in full by February 10th in order to avoid deactivation of their marina gate access card. If an access card is deactivated, it will be reactivated once payment is received in full. Every 30 days the account remains outstanding, a \$5.00 late fee is applied.

Qualifying Marina Memberships through the Lake Jeanette Swim and Tennis Club are invoiced on a fiscal year with a due date of April 1st. The fiscal year coincides with Lake Jeanette Swim and Tennis Club’s operating year (April 1 – March 31). A \$5.00 late fee will be applied when the account reaches 30 days past due (May 1st) and an invoice will be emailed and postal mailed to the qualifying member requesting payment in full by May 10th in order to avoid deactivation of their marina gate access card. If an access card is deactivated, it will be reactivated once payment is received in full. Every 30 days the account remains outstanding, a \$5.00 late fee is applied.

Lake Jeanette Association homeowners who have space rental accounts (rack space, dry storage, and boat slip) at the marina are invoiced on a calendar year with a due date of January 1st. A \$5.00 late fee will be applied when the account reaches 30 days past due (February 1st) and an invoice will be emailed to the qualifying member requesting payment in full by February 10th in order to avoid lock down of their personal property in the Association’s space. Locks will be removed once payment is received in full. Every 30 days the account remains outstanding, a \$5.00 late fee is applied.

Motion: A motion was made by Jory Marino to approve the above noted actions for handling Marina outstanding qualifying membership and space rental accounts and further, to create a policy in this regard to be posted on the Association’s website under the Marina tab.

Second: By Tom Weiss

Vote: Unanimously passed.

4. **Recommended Policy for Renewal Fee for Qualifying Memberships at the Lake Jeanette Marina who allow their memberships to lapse for one year and then wish to rejoin.** Non-Residents may join the Lake Jeanette Marina if they qualify under one of the below categories, complete an application, and pay a \$200 annual membership fee.

- A current member of Lake Jeanette Swim and Tennis Club,
- A resident of Northern Point, the Brownstones, or Jacobs Way
- A written referral by Lenoir Warehouse Group (LWG) to join their Fishing Club

Some people will join one year and then not renew the next and then come back at some point in the future. The Marina's goal is to keep members from year to year on a renewal basis and not have a revolving door of memberships with gate access being activated and deactivated, etc. In an effort to gain retention of memberships, the Board was asked to consider a \$100 renewal fee that would only be charged to applicant qualifying members who do not renew the year following the year they initially joined the Lake Jeanette Marina. These members would be charged a \$100 renewal fee if they allow their membership to lapse for a year and then request to return in the future. Jess Washburn with Lenoir Warehouse Group approved the \$100 renewal fee for members of LWG's Fishing Club.

Motion: A motion was made by Tom Weiss to charge a \$100 renewal fee to any marina applicant qualifying member who allows their membership to lapse for a year and then requests to rejoin in the future. Further, the Marina application is to be revised to reflect the \$100 renewal fee, a policy in this regard is to be created and posted on the Association's website, and qualifying members who send notice that they are not renewing are to be advised that they will be required to pay a \$100 renewal fee if they wish to rejoin in the future.

Second: by Jory Marino

Vote: Unanimously approved.

5. **Update on Mail Theft in Lake Jeanette Villages:** RMA is in process of contacting members who mailed their HOA dues checks to the Association's office instead of mailing them to the address noted on the invoice (see below). Total is 61 members to date (5% of LJA's membership) and each day more checks are received at the Association's office. Some of these members' checks were stolen out of the Association's mailbox when RMA placed them in the mail to the address noted on the invoice. Aprio, PLLC is the accountant's office that invoices HOA dues. Their address, as noted on the invoice mailed to each member's home is...

Lake Jeanette Association, Inc.
c/o Aprio
P.O. Box 10949
Greensboro, NC 27404

Detective Brian Bowman with the Greensboro Police Department shared that they will be arresting three people (2 males and 1 female) re the multiple incidents of mail theft throughout Lake Jeanette's villages and other areas in Greensboro. Detective Bowman shared that the District Attorney's office has been given the information and he is waiting for approval to make these arrests based on specific charges issued by the DA.

6. **Update re Northern Shores Buffer Zone Violation:** New Garden Nursery completed replanting the Northern Shores Buffer Zone violation the first week in January 2021 and the final check was submitted for payment. The escrow account for this violation has now zeroed out. No further action required.

ADJOURNMENT: The meeting was adjourned at 10:50 am.

Respectfully submitted,

Deborah Roskelly

Deborah Roskelly, President Roskelly Management Associates
Providing Property and Operations Management to Lake Jeanette Association, Inc.

Approved by Jory Marino, Secretary Board of Directors on 1/12/21.

Approved by the Board of Directors for Posting on 1/12/21.

Lake Jeanette Association, Inc.

POLICY

Lake Jeanette Marina Qualifying Memberships
\$100 Renewal Fee to rejoin after allowing Membership to lapse for at least one year.

Lake Jeanette Association homeowners are automatically members of the Lake Jeanette Marina upon purchase of their home in the Lake Jeanette Master Development (Lake Jeanette Association, Inc.)

A non-resident may join the Lake Jeanette Marina if they qualify under one of the below categories, complete a Membership Application, and pay the \$200.00 annual membership fee. There is no initiation fee to join.

Effective January 13, 2021, a \$100 Renewal Fee will be charged to applicant qualifying members who wish to rejoin the Lake Jeanette Marina after allowing their initial membership to lapse for at least one year.

Categories of Qualification:

1. Be a current paid in full member of the Lake Jeanette Swim and Tennis Club,
2. Live in the Villages of Northern Point, The Brownstones, or Jacobs Way
3. Be invited to join Lenoir Warehouse Group's (LWG) Fishing Club by the owners of LWG. Written referral must be received by the Association from LWG.

Invoicing, Due Dates, Late Fees, and Action Taken for Outstanding Account Balances Per Categories of Qualifying Memberships:

Qualifying Marina Memberships through the Lake Jeanette Swim and Tennis Club are invoiced on a fiscal year with a due date of April 1st. The fiscal year coincides with Lake Jeanette Swim and Tennis Club's operating year (April 1 – March 31). A \$5.00 late fee will be applied when the account reaches 30 days past due (May 1st) and an invoice will be emailed and postal mailed to the qualifying member requesting payment in full by May 10th in order to avoid deactivation of their marina gate access card. If an access card is deactivated, it will be reactivated once payment is received in full. Every 30 days the account remains outstanding, a \$5.00 late fee is applied.

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Lake Jeanette Association, Inc.
Balance Sheet

As of December 31, 2020

Accrual Basis

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
10015 · CAB checking	289,895.62
Total Checking/Savings	289,895.62
Accounts Receivable	
11400 · Outstanding HOA Dues	2,722.55
Total Accounts Receivable	2,722.55
Total Current Assets	292,618.17
Fixed Assets	
12000 · Equipment	1,125.73
12500 · Waikiki Paddle Boards	3,291.88
13000 · Sun Tracker Pontoon	19,863.68
13700 · 150 Skiff	12,027.00
13800 · Kayaks	1,751.00
13900 · Jon Boat	2,973.61
14000 · Village Entrance Signs & Walls	15,546.89
14500 · Village Entrance Landscaping	29,638.15
14600 · Low Voltage Lighting	88,963.34
14700 · Fido Station Replacement Kits	2,522.47
15100 · Marina Plumbing	5,505.00
15500 · Marina Building	9,178.00
15550 · Marina Heating Unit	964.22
15600 · Marina Parking Lot Gravel	3,275.00
15700 · Marina Fence	8,011.00
15750 · Lake Signs	1,972.60
15800 · Marina Docks & Decks	720.56
15850 · Marina Furniture	3,744.04
15900 · Christmas Items	1,298.80
16000 · Security Items	14,885.00
20020 · Accumulated Depreciation	-86,660.34
Total Fixed Assets	140,597.63
TOTAL ASSETS	433,215.80
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21004 · Buffer Zone Escrow	35,923.00
Total Accounts Payable	35,923.00
Other Current Liabilities	
21007 · Sales Tax Payable	3.38
21010 · Prepaid HOA Dues	134,363.85
21015 · Prepaid Marina Deposits	25,420.00
Total Other Current Liabilities	159,787.23
Total Current Liabilities	195,710.23
Total Liabilities	195,710.23
Equity	
32000 · Operating Fund Balance	202,005.35
Net Income	35,500.22
Total Equity	237,505.57
TOTAL LIABILITIES & EQUITY	433,215.80

See accountant's compilation report.