

# **Bylaws Committee**

## **Special Meeting Minutes**

December 22, 2020

9:01 am – 9:51 am

- I. Call to Order: The meeting is called to order by Chairperson Belinda Belvin at 9:01 am.
- II. Roll Call: In attendance are: Belinda Belvin, Larry Hembree, Kim Macaulay, Pat Neville, Beth Patterson, and Daniel Strickland. A quorum is present.
- III. Minutes: The minutes from 12/15/20 and 12/16/20 are presented by Kim Macaulay, Secretary. After a grammar correction to the 12/15/20 minutes, Kim makes a motion to waive the reading of the minutes and to approve the minutes. Beth seconds the motion, a vote is held, and the motion passes with 6 yeas.
- IV. Old Business
  - a) Article XVII – Security Force, Section 4
    - Dan makes a motion to add Kim’s wording to the section: “All tickets written by security will be handled through the Oconee County Magistrates Office.” Larry seconds the motions. After discussion, a vote is held and the motion passes with 6 yeas.
- V. New Business
  - a) Article XII – Officers, Section 7
    - Dan makes a motion to change the wording of the section to: “Treasurer: The Treasurer shall be the financial liaison to the Board of Directors, Budget Committee, the POA management, the accounting firm, audit firm and the management company. Treasurer will review and approve. All invoices for disbursement shall be retained for future reference and audit. All invoices will be dated and signed by the person authorizing payment. Checks for disbursements of any amount over \$500 shall be signed by someone other than the person authorizing the expense. Bank reconciliation shall be accomplished monthly, and each reconciliation shall be dated and signed by the person performing the reconciliation. All disbursements, including but not limited to, debit cards, auto drafts and other electronic disbursements, will be a part of the monthly reconciliation that the Treasurer will review and

approve. Any payment requiring a contract or disbursement over the amount of \$2000, unless conducted within the purposes of the adopted

yearly budget, will be approved by the BOD prior to disbursement. Deposits of POA funds will be managed by the POA management or entities authorized by the POA management and will be deposited and recorded according to standard accounting practice, and reviewed by the Treasurer at least monthly.” Larry seconds the motion. During discussion, it is requested that the wording “not included in the approved annual budget” be added to the \$500 amount. Dan agrees to amend his motion. Kim seconds the amended motion. After further discussion, a vote is held and the motion passes with 5 yeas and 1 abstaining. The final wording is: “Treasurer: The Treasurer shall be the financial liaison to the Board of Directors, Budget Committee, the POA management, the accounting firm, audit firm and the management company. Treasurer will review and approve. All invoices for disbursement shall be retained for future reference and audit. All invoices will be dated and signed by the person authorizing payment. Checks for disbursements of any amount over \$500, that are not included in the approved annual budget, shall be signed by someone other than the person authorizing the expense. Bank reconciliation shall be accomplished monthly, and each reconciliation shall be dated and signed by the person performing the reconciliation. All disbursements, including but not limited to, debit cards, auto drafts and other electronic disbursements will be a part of the monthly reconciliation that the Treasurer will review and approve. Any payment requiring a contract or disbursement over the amount of \$2000, unless conducted within the purposes of the adopted yearly budget, will be approved by the BOD prior to disbursement. Deposits of POA funds will be managed by the POA management or entities authorized by the POA management and will be deposited and recorded according to standard accounting practice, and reviewed by the Treasurer at least monthly.”

b) Article II – Definitions

- Belinda makes a motion to add the following definitions: “Assessment will mean and refer to an Owner's share of the Common Expenses or other charges from time to time assessed against an Owner by the Association in the manner herein provided.” Beth seconds the motion. During discussion it is requested to change owner to members. Belinda agrees to the change. Beth seconds the amendment. After more discussion, additional changes are requested. Kim agrees to rewrite and the motion is tabled. Revisit on 12/29/20.

c) Article VII – Association Purposes and Powers

- Belinda asks the committee to review this Article and to submit changes for discussion during next week's meeting. Revisit on 12/29/20.

VI. Adjourn: The meeting is adjourned at 9:51 am.