

PMA Trustee Meeting Minutes for Monday, February 6, 2023

115 Park Meadows Drive at 2:15pm

In attendance: Marian Glancy, President
Jim Orme, Vice President
Wayne Gulden, Treasurer
Bette Kelley, Asst. Treasurer
Connie Johnson-Chapman, Secretary

1.) The following Transition Items and Agenda Topics were addressed:

- a.) A separate meeting needs to be scheduled—at a later date—to hear the recommendations from the Audit Committee.
- b.) Discussion about Policy/Data re: PMA residents' next-of-kin needs to be given to Trustees to include in PMA records.
- d.) Archives documentation: suggest a task meeting date to explain technology used to archive PMA documents currently "saved on paper, in crates, in garages."
- e.) The "keepers of the PMA spare keys" are Marian and Connie. When they are away, it is their responsibility to "trade-off" to another Trustee. Marian and Connie need to confirm that the spare keys are "current" and "accounted" for.

Marian spoke re: the following goal, issues, and/or tasks for new PMA Trustees to accomplish:

The Trustees need to work together, in a cooperative effort, and share PMA problems/issues with each other. The Trustees need to listen to, and be more transparent re: residents' concerns. Ultimately, it's the Trustees' responsibility to work

for a solution. Example: Phase II of the east swale "rehab."

PMA accounts' responsibilities—investment, checking, savings, money market—will be transferred to Wayne as new PMA Treasurer. He will pick up mail at YS PO, and meet w/ Kristi Leeth (PMA accountant, who has checkbook), as needed.

He will ask Julia for a list of current PMA contractors as well as copies of contracts for PMA landscaping, Commons mowing, and PMA snow removal.

Wayne also set up a web site for Trustee communications—trustees@parkmeadowsassociation.org

He also asked that letters for him, found in #195 mailbox, Be placed in front of door #210.

Marian stated that Trustee meetings be scheduled for every two weeks, until Trustees begin to "work together."

Marian also stated that all email communications to/from Trustees and residents should be sent to all Trustees. She will update the list for resident telephone numbers, and e-mail addresses, and, also, compile a list for residents when needing contractors' services.

A question was asked re: use of texting?

All agreed that emails received need to be copied. Complaints need to be shared and responses (to complaints) need to come from all Trustees.

Bette to review the email address list and send to residents.

Contractors need to be vetted as yearly repairs are needed.

Quick review of numbered agenda topics:

- #2. Review of "job description" for Trustee "offices" read by Marian and discussed, if needed, by all.
- #3. Lizskay contract to be viewed by new Trustees and a request to be made for the proposed schedule for their study date(s) and final report. Residents to be notified by Trustees re: study date(s) and that all questions be addressed to Trustees, only. (Lizskay adds fees to bill when phone calls are made to them.) Discuss a need (yes, or no) for a Trustee to accompany Lizskay study representative during study.
Discuss scheduling a second meeting with residents
- #3 (cont.): (not Zoom) after the review by Lizskay-Criterium-Trustees to meet, first, with them and then report to residents re: results/recommendations of study.
Julia is gathering information for Lizskay re: contractors' PMA "compliance responsibility."
- #4. Grounds work: Request needed for a goals list from the Tree Committee for 2023. Trustees would like a list of committee members on the Tree Committee and the Landscape Committee.
- #2. Roles of Trustee officers' duties, revisited. Marian asked that Trustees re-read their job descriptions. Secretary's minutes need to be distributed among Trustees, first. Then "general" meeting minutes to be distributed among residents and posted on-line to the www.parkmeadowsassociation.org site, unless Trustees decide otherwise and/or choose to edit posted contents.

Wayne/Treasurer to specifically review his job description with discussion to follow re: web-site design in-progress.

Web-site to contain, minimally, the by-laws, P&Ps with Appendixes.

Wayne questioned whether, or not all/any comments, or actions need to be shared on web-site. (Serious thought re: this is needed.) Three suggested levels of communication: General Information, Trustees and Residents, or Trustees, only.