

Marlowe Manor Property Owners' Association
Board Meeting Minutes
Thursday, December 21st, 2023 at 6pm
Adolphine Fletcher Terry Library

Board Members in Attendance:

Mary Waldrup (President), Scott Smith (First Vice President), Chris Gimbert (Treasurer)
and Justin Jones (Secretary)

Board Members not in Attendance: N/A

Others Attending: N/A

Next Meeting: Tuesday, December 26th by Zoom

CALL THE MEETING TO ORDER @ 6:03pm

REVIEW INFORMATIONAL ITEMS

- President's Discussions
 - Committee for Amendment Marketing & Collateral
 - Budget for legal/agency/printing? ; briefly discussed however no action taken
 - Volunteer signup email for both the materials and then calls/door knocks/emails; not discussed
 - Deadline to work against: January meeting ;due to household budget concerns, the board ultimately decided to put off the amendment, mainly due to the fact that if passed in January, \$300 payments would be due in March and would create a hardship on everyone. The board will continue to pursue the amendment change for the year 2025.
 - Campbell & Grooms PLLC Invoice - Chris Gimber to pay this week from POA fund; needs access to bank accounts
- Treasurer Discussions
 - Request for closed session; board unanimously approved.
 - 1. Account status
 - What is linked to each account; reviewed accounts, however, all current board members are too new to know what was what.
 - Auto payments; Discussed that autopayments need to stop in case bills are too high and bank accounts are short on cash; payment arrangements can be made or bill disputed. Board agreed and Chris Gimber will make necessary changes to stop auto drafts.
 - Ways to receive money; discussed, however, no action taken.
 - Difficulties in documenting Square payments; discussed, however, no action taken. Access is needed to the Square account. Discussed going cash only at the concession stand. The problem

with the Square account was that payments for POA dues, Pool Dues, and concession sales were occurring on Square payments but no details could be retrieved about the transactions (who paid, what each transaction was for, etc). Square batched the payments at the end of the day in one lump sum.

- 2. Paypal accounts - do we need 2 of them? No. However, the concern was that if someone tried to send money to the pool account (that paid last year or “always” paid with that email address) that is closed, we couldn’t get the money or would have to activate the same account again because PayPal would just accept it. Chris is looking into combining the Pool and POA e-mail addresses into one PayPal Account.
- 3. Clarity Pools
 - How much do we owe; still unresolved. ;discussed.
 - Plan to resolve so we can open pool on time; discussed.
- 4. Vending machine for pool vs snack shack; idea was discussed; Chris was going to get a cost on the machines. Overall concern was for the pool experience. One board member brought up ice cream sales as being popular. The other concern was the type of foods that could be sold in the vending machines due to environmental/weather concerns.
- 5. Financial management company proposal; board reviewed proposal by CSM; fee would be \$1,000 per month and CSM would manage all aspects of collecting POA dues. Since the board decided to forgo the Amendment increase, the annual budget to CSM of \$12,000 would be a considerable strain on the budget.
- 6. 2024 budget (budgets to be finalized at next meeting)
 - POA; discussed.
 - PRAF; discussed.
 - POOL; discussed.
 - Swim Team; discussed.
- 7. Establishing committees for long term use.
 - How will they be used; the event committee and pool committee were the only two committees needed at this point.
 - Who will be each chair person; Mary to chair the event committee and Scott the pool committee.
 - Definitions of what they will do and their boundaries ;Event Committee will plan neighbor events and Pool Committee will manage the pool.
 - How they will report; Expenditures needed for each will go to the board chair person and then be brought to the board as a whole for approval.
- 8. Pool opening 2023 – what’s the plan
 - How will we accept payments;not discussed
 - Are we projecting enough money; to be discussed at next meeting on Tuesday, December 26th

- 9. Swim Team
 - What have they brought in for income; [discussed](#)
 - How will they manage finances
 - How much do they cost – their insurance; [discussed](#)
- 10. The bank
 - I cannot write checks, make deposits, or discuss business; [Mary and Chris to go to the bank on Friday \(tomorrow\) December 22nd.](#)
- 11. Resetting all passwords; [discussed](#)
- 12. Rekey all locks ; [board reviewed a quote for \\$350 to rekey all locks. Board agreed this was necessary to secure the assets of the pool. Chris to complete next week.](#)
- 13. Plans for filling 2nd VP Board Position - [wait to fill position on January 11th. One person expressed interest in which Mary will provide guidance to that person on what their role will be and expected task as a board member. If this person accepts, they will be put on the ballot for the 2024 Election of Officers.](#)
- Pool Discussions
 - Pool winterized. Water shut off. No action needed until March 2024.
- Park Discussions
 - No action needed in Park until Spring cleanup. Pea Gravel for playground and plants/flowers for entrance signs are priority for Spring clean up.
- Secretary Discussions
 - Advertisement for People Wanting to Run? ;[will place on Facebook](#)
- Meeting Dates (first Thursday of every month); [reviewed meeting dates for the year, see below.](#)
 - Thursday, February 1st @ 7pm (virtual by Zoom)
 - Thursday, March 7th @ 7pm(virtual by Zoom)
 - Thursday, April 4th @ 7pm 🗣️[Public Meeting]🗣️
 - Thursday, May 2nd @ 7pm(virtual by Zoom)
 - Thursday, June 6th @ 7pm(virtual by Zoom)
 - Thursday, July 11th @ 7pm 🗣️[Public Meeting]🗣️
 - Thursday, August 1st @ 7pm (virtual by Zoom)
 - Thursday, September 5th @ 7pm (virtual by Zoom)
 - Thursday, October 3rd @ 7pm 🗣️[Public Meeting]🗣️
 - Thursday, November 7th @ 7pm (virtual by Zoom)
 - Thursday, December 5th @ 7pm (virtual by Zoom)
 - Thursday, January 9th @ 7pm 🗣️[Public Meeting]🗣️

ACTION ITEMS:

[Meeting adjourned at 8:30pm](#)