

Port Adventure Property Owners Association
BOARD MEMBERS MEETING MINUTES - Unofficial
1-3-2024

NOTICE: These are unofficial minutes posted for member information only. Will not be official until reviewed and approved at next board meeting.

Location: Gloria Kelley's
155 Pecan Bottom Rd.
Trinity, Tx

Date & Time: January 3, 2024, at 5:00 PM

Meeting called to order by: Gary Langham @ Time: 5:04pm

- Roll Call:
Examined sign-in sheet – 7 of 7 board members present; Quorum established.

- Previous meeting minutes:
Minutes from September 3, 2022, board meeting were read and motion for minutes to be approved made by Martin Castle, seconded by Bobby Wiestling, and approved.

- Current Financial status and standings:
Financial balances are still in the process of being confirmed by Gary Langham and Rachael King and will be presented as soon as possible.
 - Reimburse election expenses:
Reimbursement was approved at the November 2023 Members Meeting but Gary asked the board to discuss it also. Motion was opened by Bobby Wiestling for Gary Langham to be reimbursed for payment for cost incurred for the last election was seconded by Gloria Kelley and approved.
Motion was opened by Bobby Wiestling for Gary Langham to be reimbursed for locksmith cost incurred for opening of community center and storage buildings belonging to POA seconded by Gloria Kelley and approved.
Motion was opened by Gary Langham to reimburse Martin Castle for cost of \$15.14 incurred for ballot box for last election, and for cost of repairs made to mailboxes was seconded by Bobby Wiestling and approved.
Motion was opened by Gary Langham to reimburse Patty Castle for Quickbooks for Dummies manual cost of \$30 was seconded by Jeff Hart and approved.

- Hiring Forensic Accountant:
Motion was opened by Martin Castle to hire a forensic accountant then amended to find quotes on the cost of a Certified Public Accountant (CPA) or qualified accountant to be decided by review of board was seconded by Bobby Wiestling and approved.

Motion was opened by Gary Langham to hire a bookkeeper to keep books for POA, Bobby Wiestling amended that we get three (3) quotes for a bookkeeper for review by board was seconded by Jeff Hart and approved.

- P.O.A. Legal Authority
 - P.O.A attorney?
 - How to put questions to rest:

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Motion was opened by Martin Castle to schedule a conference with attorney for an attorney's opinion letter concerning how best to proceed and discuss potential release of attorney of record for POA was seconded by Bobby Wiestling and approved.

- Filing required documents with county and state:
Motion opened by Gary Langham for Martin Castle to take on documentation of POA filings with Trinity County Clerk and for Gary Langham to investigate updating POA documents with State of Texas and TREC, plus research status of state franchise fee was seconded by Bobby Wiestling and approved.
- Opening of POA buildings:
General discussion about getting a locksmith to open P.O.A. owned buildings and locks rekeyed or replaced. Rekeying was accomplished.
- Access to P.O.A. assets
 - Computer(s) – Two desktop computers and one laptop found in Community Building office.
 - Hardcopy records – many boxes and file cabinets of hardcopy records found at office.
 - Property sold (W/O proper authority?)
Board discussed this – need more time to inventory all P.O.A. equipment to determine what is there and the condition. Both buildings appear to be in good condition but have lots of dust and cobwebs. Some evidence of water damage in the Community Building kitchen area, probably due to a leak under the sink.
- Other actions Board can take in the short term:
Motion opened by Gloria Kelley for Gary Langham to get POA mailbox rekeyed was seconded by Bobby Wiestling and approved.
Motion was opened by Martin Castle for Gary Langham and Rachael King to have keys to the community center was seconded by Gloria Kelley and approved.
Motion was opened by Bobby Wiestling to post a call for volunteers to serve on the Architect Control Committee (ACC) seconded by Gloria Kelley and approved.
Motion was opened by Gloria Kelley to put up cameras & lights already approved for \$300 at a previous members meeting for dumpsters, community center and post office boxes if possible seconded by Rachael King and approved.
Motion was opened by Bobby Wiestling for POA to sponsor February chili cook off at community center seconded by Gloria Kelley and approved.
- Establish regular Board meeting schedule:
Motion was opened by Gary Langham that the first Wednesday of every month a board meeting is to be held at 5 pm at the POA community center seconded by Gloria Kelley and approved. Next meeting is February 7, 2024 @ 5pm.
- Open discussion – Board and members present interacted throughout the agenda so nothing further here.
- Executive session (if needed) – none.
- Report back from Executive session – N/A.
- Summarize Action Items from this Meeting: reviewed action items.

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Motion to adjourn meeting: Gary Langham Second: Jeff Hart Approved at 6:50pm.