

Riverbend Property Owner's Association
Board Meeting Minutes
September 12, 2020

Held at Ken Jordan's Office

Current Board President Ken Jordan presented the call to order at 2:40 PM.

A quorum was declared with Kim Gissendanner, Liz Fister, Guy Conlan, and Bennett Porche present. Paul Baily was present by phone.

Board Business

New board members elected by the Riverbend members in good standing with the required 30% quorum were Kim Gissendanner, Liz Fister, Guy Conlan, Bennett Porche and Paul Baily.

Officers elected with unanimous board approval were as follows:

Guy Conlan – President

Paul Baily – Vice President

Liz Fister – Treasurer

Kim Gissendanner – Director

Bennett Porche – Secretary

Bennett Porche made a motion to approve Town & Country as the new management company and it was unanimously approved by the new board.

Gate staffing was discussed with Patricia resigning from her position. Phyllis Wilson, a full-time resident, was mentioned as a potential replacement. Bennett agreed to contact Phyllis to determine her interest in the position.

Board unanimously agreed to hold board meetings on the 4th Tuesday of the month.

Kim discussed the need to receive more adequate support for the roadwork James Robbins is doing. He will continue to solicit bids from other road contractors. Board also agreed to allow Kim to begin soliciting bids for the Buzzard gate replacement. Board also agreed to allow Kim to begin the process of determine the feasibility of hiring a maintenance person to perform all non-road repair required maintenance.

Paul Baily mentioned the necessity of creating Standards Operating Procedures (SOPs) for Riverbend to create a structured operating system for Riverbend with an operations manual being the ultimate goal.

The need for employee job descriptions was also discussed.

Board unanimously agreed to begin the process of determining where speed bumps are needed throughout Riverbend, prioritize those, and then vote to approve those installations at POA expense as the budget allows.

Ken Jordan adjourned the meeting at 4:05 PM.

X Bennett Porche Sr

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Bennett Porche Sr.

Secretary, Riverbend Property Owner's Association

Guy Conlan, President Riverbend Property Owner's Association

Paul Baily, Vice President Riverbend Property Owner's Association

Liz Fister, Treasurer Riverbend Property Owner's Association

Kim Gissendanner, Director, Riverbend Property Owner's Association