

September 5, 2019 SJNA Board Meeting Minutes

Present: Mark Harris, Mary Humphreys, Bob Darling, Chris Riggins, Cynthia Prokop

Meeting called to order @6:02pm

Robert's Rules of Order presented.

Last month meeting minutes read and approved.

Treasurer's Report (included)

Motion made to approve increased spending for the landscaping expense of the beds at front of subdivision. Motion approved.

[Treasurer's Report approved by the board.](#)

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ACC Committee Report

Neighbor dispute settled.

Safety Committee Report

Speed sign feasibility study (follow up at next month meeting)

Motion made to allow for the flexibility of finding a way to utilize the signs previously purchased by the board. Also allowing for discretion in getting rid of the signs (selling). Motion approved.

Activities Committee Report

Motion made to budget \$1,000 for a neighborhood gathering in the month of October. Motion approved.

Beautification Committee Report

Beds complete. Everything working.

Communication Committee Report

Motion made to purchase signs for Neighborhood groups/website up to \$200. Motion approved.

Motion to approve spending up to \$40 for copies of covenants for new members. Motion approved.

New Business

Board Policies (attached)

Motion made to amend new board policies (individually voted)

1. Pass
2. Table to next meeting
3. Pass (Secretary and Treasurer will work out details to determine policy)
4. Pass
5. Pass
6. Pass
7. Pass

Notes reflect Madame Vice President is recording meeting in violation of new board policy #4

All policies adopted with exception of #2

Deleted: adapted

Review / Approval of Insurance Proposals

SJNA Quote Comparisons for Insurance Liability (included)

Motion to approve Ott Insurance coverage purchase. Motion approved.

Solicitation (Conway Ordinance 4.24.12)

Motion to purchase NO Solicitation signage for the neighborhood. Motion approved.

Chris will research and board will approve costs.

SJNA rules for owners

City of Conway ordinance enforcement/compliance letters
Discussion tabled.

New Business

Motion to invite Cory Sanders, CPA to talk with board. Motion approved.

Motion to close the meeting. Motion approved.

ST John's Neighborhood Association Board
Meeting Agenda

September 5, 2019
6:00 pm

- I. Call to order
- II. Robert's Rules of Order (Bylaws Article III.4)
- III. Reading and approval of last month's minutes
- IV. Treasurer's / Financial Committee's Report
- V. Committee Reports
 - a) Architectural Control Committee
 - b) Safety & Security Committee – Fall gathering / tailgate / Neighborhood get together?
 - c) Beautification Committee – Maintenance landscaping?
 - d) Communication Committee – signs for FB? Quarterly Comms? Welcome wagons?
- VI. New Business (need a motion on each to proceed with decision process)
 - a) Adoption / reiteration of board policies (refer to list)- President
 - b) Review / Approval of Insurance proposals
 - c) Solicitation (Conway Ordinance 4.24.12) Permit, Badge, restricted from 7pm – 8am. Can post signs and Solicitors have to comply.
 - d) SJNA rules for owners. – President – Could include in SJNA (Maintenance) Rules incorporated by reference to bylaws or just refer to the City under Ordinance 5.09.17A which covers “uncut weeds and grasses.” Would probably send a letter to owner from the board and then refer to the city for non-compliance”
 - e) Other motions
- VII. Adjournment

SJNA Board Policies

1. Conflicts of Interests (COI) Policy

It is the policy of the SJNA Board that contracts will not be made, and services will not be rendered from individuals or companies that have business or familial ties to board members without prior authorization from the board. The board shall not give authorization unless at least 2 other quotes are obtained for equivalent work which is more expensive than the exception being requested.

2. Debate

During debate of a motion time for debate is limited to 2 minutes per speaker unless otherwise approved by the board. The person making the motion shall be the first to argue for the motion and debate shall alternate between those for and those against. Each member may speak once on the proposed motion.

3. Financial Payments

Payments to vendors or services providers shall be made on an invoice date plus 30 days unless other arrangements are made with the SJNA Treasurer.

4. Video & Audio Recording

Video and audio recording may not be performed of board meetings or of individual board members without the expressed permission of the board or the individual board members. Recording, if approved, may only be performed by the secretary for generation of meeting minutes.

5. Code of Conduct

Board members will conduct themselves with honesty, equity, integrity, respect, and transparency in all of their actions with the board and with members of the SJNA.

6. Confidentiality

Discussions at board meetings, board meeting minutes and discussions between board members are considered confidential and shall not be disclosed outside of the board by board members without the specific approval of the board.

SJNA Board Meeting minutes should only detail the decisions reached at board meetings. Details of discussions by members in reaching the decisions are not to be included. (see RONR p. 468, 11.16-18).

7. Acceptance of gifts

Board members shall not accept cash gifts or non-cash gifts with a monetary value greater than \$5.00 that is received based on their position on the board.

SJNA Quote Comparisons				
	Ott Insurance (Conway)	Cost	Sims & Renner (Fayetteville)	Cost
Underwriter	Auto-Owners Insurance		Auto-Owners Insurance	
Coverage				
Directors (Board) Errors & Omissions		\$815.00		\$783.00
Aggregate	1M		1M	
Occurrence	1M		1M	
Commercial General Liability		\$274.00		\$200.00
General Aggregate (OPCO)	2M		2M	
PCO Aggregate	2M	\$4.00	2M	\$4.00
Each Occurrence	1M		1M	
Personal and Advertising Injury	1M		1M	
Damage to Premises rented	300K, any one premise		300K, any one premise	
Medical Payments	10K, any one person		10K, any one person	
Balance to Min PCO		\$55.00		\$129.00
Hired Auto & Non-Owned Auto Liability	1M each occurrence	\$0.00	1M each occurrence	\$0.00
Terrorism - Certified Acts (see notes)	Excluded	\$0.00	Included	\$10.00
Totals		\$1,148.00		\$1,126.00
Premium if Paid in Full		\$1,057.00		\$1,038.00
Discount Rate (if paid in full)		7.93%		7.82%

September

St. John's Neighborhood Association
Treasurer Report
8/31/2019

Beginning Balance		<u>\$ 69,841.94</u>
<u>Deposits</u>		
Deposit 8/19	600.00	
Interest	5.91	
		<u>\$ 605.91</u>
		<u>\$ 70,447.85</u>
<u>Payments</u>		
Utilities - Rounbabouts	26.07	
Utilities - Rounbabouts	26.28	
Utilities - Tyler	44.66	
Utilities - Tyler2	53.52	
Sprinkler Repair	415.22	
Statement Expense	161.14	
		<u>\$ 726.89</u>
Ending Balance		<u><u>\$ 69,720.96</u></u>