

PCA BoD Meeting Minutes  
March 18, 2021 9:00 AM  
Frank M. Smith & Associates (FMS), 4756 Buck Springs Rd

**Attendees Via Zoom Teleconference:** Gloria Mundy – President, Marjorie Sherman - Secretary/UD #5, John Kenyon – Treasurer, Don Sebring – UD #1/IRC, Ray Crawley – Vice President/UD #4, Lonna Bradley- Unit #3.

William Thomack was excused.

**Frank M. Smith & Associates:** Chad Masters

**Owners/Guests:** None

**Call to Order and Verification of Quorum:** The meeting was called to order by Gloria Mundy presiding President, at 9:06 AM. A Quorum was present.

**BoD Minutes:** John made a motion to approve the minutes from the January 21, 2021 BoD Meeting. The motion was seconded by Ray and passed unanimously.

**Treasurer's Report:** Chad presented the Treasurer's Report to the Board. As of March 17<sup>th</sup>, there is \$35,665.34 in the checking account. The money market account has \$135,333.18. The money market checking account has \$100.00. John made a motion to approve the Treasurer's Report. The motion was seconded by Don and passed unanimously. All categories are on-track to be either on or under budget.

**TOPS Approval:** Chad informed the Board that 27 of the 29 associations managed by Frank M. Smith have moved into TOPS, and PCA is one of the last two to switch over. The cost of switching was discussed, and TOPS is a little more expensive (about \$400 annually more). There is a one-time conversion fee of about \$400. TOPS will provide the Board and the other owners an easily navigated portal for communication and dues paying. TOPS is also accessible by any device with internet connection. Don made a motion to approve the transition to TOPS. The motion was seconded by Marj and passed unanimously.

**Current Delinquencies:** Chad informed the Board there are currently about 10% of owners who still owe dues, and owners are being contacted to get the outstanding dues collected.

**50<sup>th</sup> Anniversary Committee:** The Board granted the 50<sup>th</sup> Anniversary Committee one extra page (2 sided) in the April newsletter.

**New/Old Business:** John has received the New Owner Welcome Cards for the unit directors to give to new owners. Chad will check to see if there are any colored vests in the FMS storage area for Board members to wear while performing Board business within the association. There is a Firewise sign to still be placed in Unit 4. Mark Sweeney will be the FMS manager for PCA due to FMS reorganizing its associations. Gloria is hoping to have the Rules and Regulations revision ready for the April meeting. There was discussion regarding vehicles on the streets. Any vehicles on the streets are county responsibility. Lot cleanings will be enforced this year.

**Owners' Open Forum:** None

**Next Meeting:** April 15, 2021 at 9:00 am.

**Adjourn:** A motion was made by Don to adjourn and second by Ray. The meeting was adjourned at 10:23 am.

Approved:   
Marj Sherman,

Secretary