

Approved  
3/9/24  
Kelle Rahm

**CBAPOA  
BOARD MEETING MINUTES**

Date: Saturday, February 10, 2024  
Time: 10:00a.m.  
Place: Carlisle Baptist Church

**AGENDA**

**1. Call to Order:**

- Meeting was called to order by Kelle Rahm, Chairman at 10:00 am

**2. Roll Call: Kelle Rahm, Chairman took roll; the following board members were present:**

- Bertha Corley
- Travis Elliott
- Joe Chambers
- Kelle Rahm
- Kelly Harrell-via phone

**3. Approval of meeting minutes:**

- Board Meeting minutes from 1/13/24 were sent to board members in advance. Joe Chambers made a motion to accept the meeting minutes. Bertha Corley seconded the motion all board members were in favor none were opposed.

**4. Reports:**

▪ **Financial:**

Kelly Harrell read the financial report for the month of January. Joe Chambers motioned to accept the financial report. Bertha Corley seconded the motion. All board members were in favor there were none opposed.

▪ **Roads**

Clean up was done on Pinewood by Kelle Rahm and Travis Elliott. There was \$600.00 spent on cutting the limbs which allowed the road material company to actually drop spread the material. Once it dries up will continue to work on areas that need repair. The crack across the road that Bertha Corley brought up at the last meeting was looked at and it was determined that it had actually filled up some and that there is no repair needed at this time.

▪ **Community Communication:**

Kelly Harrell sent out the letter that Travis Elliott drafted to all Polly Ryan

property owners requesting a donation for road maintenance. Kelly Harrell also sent a letter to the owner of the property where the tree limbs were cut requesting that they assist with the \$600.00 cost for the tree limb cutting.

▪ **Fundraising:**

Bertha Corley stated the committee is going to have a bake sale at the annual meeting and will start getting information out for the live auction at the general meeting.

A post will be put up on the website and at the front entrance requesting donations.

5. **Old Business:**

▪ **Bank card/Electronic payments.**

We did get the bank card it is strictly for receipt of money only. There is one issue in order to finish setting it up we need to have a phone number. Kelle Rahm presented a google phone option that will be \$6.00 a month. It was suggested that Windstream has landlines and that could be another option. Will check with Windstream to see what options they have and will make a final decision at the next board meeting in March.

▪ **Cleanup days**

Will be the 3rd Saturday of the month. Travis Elliott will reach out to Tim O'Brien to organize something.

David Simon installed a street sign at Camp Branch and Lakeside Circle. Property owners that want to pay for a sign for their street will be \$90.00 for a single and 150.00 for a double.

▪ **Discuss Polly Ryan Road Fund donations.**

Letters were mailed to all Polly Ryan property owners. So far we have received \$100.00. Tavis has spoken with a couple of property owners who stated they did get the letter, but we have no firm commitment to any donations at this time.

▪ **Fee Schedule**

Discussion regarding fee schedule and what things we could charge for transfer fees, etc.

Bertha Corley made a motion to not have a fee schedule. Joe Chambers seconded it. All board members were in favor there were none opposed.

6. **New Business:**

▪ **Discuss front entrance.**

Front entrance sign with notification board in the drawing. Cody Hahn to present information to the board. Kelly Harrell will contact him.

Old sign can come down.

Tommy Parks the commissioner stated we can use the small triangle as this is county property. On the other side is private property and there are too many easements and underground cables.

Street sign installed by the county it was crooked and it has been straightened.

▪ **Discuss and act on current Expenses.**

Kelly Harrell asked for approval to write a check for 597.16 to Texas Material for rock that was purchased. Travis Elliott made a motion to approve the expense.

Bertha Corley seconded the motion. All board members were in favor there were none opposed.

▪ Discuss election candidates.

Discussion on candidates for the next election.

Suggestion for all candidates to submit a brief bio to go out with the newsletter.  
Suggestion to have name and phone number and property owners can call the candidate directly rather than a bio.

Next newsletter will ask for candidates if you want to serve send your contact info. Bertha Corley made a motion to solicit candidates in the next newsletter.  
Travis Elliott seconded. All board members were in favor none were opposed.

▪ Discuss and act on bylaws changes for vote.

An additional paragraph was added that was in an amendment and it conflicts with the current paragraph as it relates to late fees and should be corrected.

State laws states the secretary must be a board member and that conflicts with the current CBAPOA bylaws.

Will need to discuss further at the next meeting as to suggestions for language to correct.

Travis Elliott made a motion to table to discussion until the next board meeting.  
Berth Corley seconded the motion. All board members were in favor none were opposed.

▪ Discuss community safety plan.

Discussion on whether a safety plan was something the community wanted.

There is currently a phone tree in place and property owners are asked if they see something to say something.

7. **Next Meeting Date:**

- 10:00 am March 9<sup>th</sup>

8. **Open Discussion (3 min. per person):**

- Jerry Sullivan: Culverts and Concrete barriers need repairs. There is a hole in one and another one is beginning to wash out. Jerry stated there will need to be a new piling installed. Jerry has the piling and can supply the large backhoe. He will need rock and volunteers to help with these repairs.

9. **Adjourn:**

- Meeting was adjourned at 11:08
- Travis Elliot made a motion to adjourn the meeting Bertha Corley seconded. All board members were in favor there were none opposed.

10. **Executive Session**

- 11:15 Executive session started.
- Summary of Executive Session:
  - Discussed past due balances and what will be written off to bad debt.
  - Will send letters to anyone that is past due.
  - Will begin the process of placing lien on those properties where the property owner has a large balance.
- 11:34 Executive session adjourned.