

PINECREST HOA meeting minutes of August 21, 2018

The PINECREST HOA meeting was convened to provide continuity to the office of the treasury. With the sudden loss of the treasurer Dan Johnson, the previous holder of the office Jody Tabor was asked to fill in until a permanent replacement could be found for the job. Jody has very graciously agreed to fulfill the duties of the office until the annual meeting held in January or February of 2019. She received answers to her questions that she had about the job of the treasurer as outlined by Dan Johnson.

- Maintain the Association's bank accounts
- Attend board and annual meetings
- Prepare yearly financial statements
 - Present financial up-dates at meetings
- Maintain accurate contact information of homeowners
 - Check "Recently Sold" listings for ownership changes
 - Work with closing attorneys
- Mail dues notices
 - Interact with homeowners with questions about dues payments
 - Maintain records of current and delinquent dues payments
 - Put liens and remove liens on delinquent dues accounts
- Prepare federal and state tax returns
- Renew Georgia non-profit corporation status annually
- Maintain mailbox key and check for mail regularly
- Forward financial information to the website administrator as required
- Miscellaneous

Due to Dan Johnson's meticulous work, the materials and support that Jody needs to perform the duties of the office are manageable. At the meeting it was said that the PINECREST HOMEOWNERS ASSOCIATION should look for a long term treasurer from now. Working with Jody would provide experience required for a smooth transition for the time when her interim appointment expires. Interested persons please contact the HOA President David Lowe.

Attendees: Jody Tabor, David Lowe, Sharon Bradley, Marilyn Walsh, Chrissy Spears, Dan Blaylock, Sam Horner, and Skipper