

MINUTES

NHIA Board of Directors Meeting

June 30, 2015

The meeting was called to order at 7:01pm

In Attendance

Alison Windram, Ann Williams, Cliff Carroll, Del Williams, Diane Doub, Gail Boyarsky, Jim Worrell, Mike Doub, Mike Tapp, Sue Wilkins, Walter Fowler
Absent: Lindsay Carroll, Meg McCann,

Approval of Minutes

The final version of May 26, 2015 meeting minutes was reviewed and available for posting to website on May 30th.

Finance Update: 2015 NHIA Finance Sheet can be found [here](#).

DECISION: Expand budget viewing permissions to include entire NHIA membership.

- **ACTION: ALL Committees** to email Jim your committee budget requests. 3/24 ON-GOING Comms sent, Rules has no budget request. 5/28 Missing Ice cream Social (**Sue**), Breakfast (**Gail & Sue**) and Turkey Run (**Walter**); Building & Rental budgets are pending building transfer discussions; Membership will have people donate snacks and not submit a budget. **6/30 ON-GOING**
- **ACTION: Jim** to create a DRAFT budget for the board to approve **expenses**. 3/24 ON-GOING 5/28 still waiting on groups to send in their budgets. 6/30 continue waiting on budget submissions
- **ACTION: Mike D & building committee** to look at options to reduce cost for Termite and Pest Control **3/24 ON-HOLD** until Building discussions are complete

Committee Reports

- **Events & Fundraisers: Plan Ice Cream Social** – Volunteers are Gail and Sue for groceries and serving plus Alison, Walter and Mike D to help with set-up and/or clean-up. Budget is \$100 for possible musician (Vic Lewis) and no more than \$100 for ice cream, toppings and serving supplies. Decided to offer Corn Hole from the fire station instead of horse shoes for safety reasons.
 - **ACTION: Allison** to follow up with Abrams on a date for the **Funny Girl Farm Tour**. **CLOSED:** Date is set for Saturday, August 8th at 11am.
 - **Building: Transfer Committee – DISCUSSION** - Review second revision of legal docs from Jay Freeman
 - **Building transfer document**, unrelated to the lease, was thought missing. – **6/30** Lawyer said it is the transfer of the **General Warranty Deed**, (which also contains the reversion clause back to the NHIA if the land is no longer, used a fire station, rescue squad or emergency services station). Board still thinks there needs to be a doc that states something like “NHIA will deed the property over to the NHFS for \$1 . . . “
 - **ACTION Gail** to continue to follow up with the lawyer on a property/deed transfer document
 - **Exhibit A-2** will include at least the following events. **A-2** needs to be completed by December 1st every year with specific dates and submitted to the Fire Department.
 - Board & Membership Meetings Fourth Tuesday of each month
 - Country Breakfast First Saturday in April
 - Ice Cream Social First Saturday in June
 - Country Breakfast First Saturday in October
 - Turkey Run First Saturday in November
 - Candidate Forums TBD around Elections, Primaries per the NC Board of Elections
 - A **“Section 3 DEFAULT”** example would be to fix any damage that occurred during a NHIA event within 30 days
 - Lease would likely go into effect January 1, 2016
- NEW** June desired changes to the second revision of the Lease Agreement
- Add a couple of sentences/paragraph to the first paragraph of the lease agreement referencing the perchance or transfer agreement.
 - 6(B) – Remove second line (The Use Policy shall be reviewed and approved by Lessee prior to its adoption and implementation by Lessor).
 - 6(B) – Add reference to “USE POLICY” addendum that the fire station will create prior to the association signing over the property.

- **ACTION - Fire station** to write a "USE POLICY" addendum to attach to the Lease agreement prior to the association signing over the property. This should include the NHIA ability to have or use a sign on the premises to advertise events. Also see RENTAL action to revisit allowing alcohol/beer/wine
- Section 8 – Add wireless internet access to UTILITIES
- **Exhibit A-1**
 - **ACTION - Alison** to create a floorplan as part of to go along with the following list:

<ul style="list-style-type: none"> ▪ Kitchen/ kitchen appliances, ▪ pots and pans, serving dishes ▪ Office (front room) ▪ Meeting room ▪ 2 bathrooms 	<ul style="list-style-type: none"> ▪ Kitchen hall closet ▪ Front yard ▪ East End Parking lot ▪ Front porch ▪ Handicapped ramp
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- **ACTION: Gail** to schedule next members' meeting after legal documents are finalized by board
- **ACTION: Building committee** to look into upgrading the lighting (request from Elections) **6/30 Sue** getting quote from an electrician to present to board.
- **ACTION: TBD** to secure NHIA's insurance for a) fire, b) liability and c) liability coverage for officers and board of directors.
- **ACTION: Mike D** to create a PowerPoint presentation to explain in English (vs. Legalese) why the property is being transferred and to cross reference NHIA intents with legal document. To send to Cliff and Mike T for initial review.

CLOSED – May Changes to the Lease Agreement

- Intent to stay a community center to provide local services like a polling station. This was added to 6(B).
- Section 6(A) – remove the word "non-profit". **Decided to leave the word in.**
 - **ACTION: Gail** to ask the lawyer about advisably on getting non-profit status for NHIA. **CLOSED:** Alison provided link to show that the NHIA is a registered non-profit with the NC Department of the Secretary of State at <https://www.secretary.state.nc.us/Search/profcorp/5061476>
- Section 6(B) – Change first work "Lessee" to "Lessor" **DONE**
- Section 6(B) – In second sentence change "Lessor" to "Lessee" and change "Lessee" to "Lessor". **DONE**
- Section 6(B) – add wording enable NHIA members to be able to rent the building per the Lessor's policy. **NOT Added; this is up to NHVFD.**
- Section 10 – add septic system to the list of items that the Lessor should keep in good repair. **DONE**
- Section 15 – change to reflect the insurance needs per Cliff's action. **DONE - Leave as is**
 - **ACTION: Cliff** to check with the Fire Station's insurance company to see how the new lease agreement may affect their current coverage of NHIA's coverage for a) fire, b) liability and c) coverage for officers and board of directors. **5/29 CLOSED** Jay Howell of Code3 Insurance responded that "The Board of the Improvement Assoc will need to get their own insurance if these changes occur."
- Provision of intent to continue community service group use (if groups want to use room as is): Wording should use as examples Polling Station and Duke Forestry Annual Meeting. **DONE**
- **ACTION: Gail** to schedule early board meeting if updated documents are returned from lawyer before June 23rd. **CLOSED** Meeting with lawyer was after June 23
- **Rentals:** (no update)
 - **ACTION: Rental Committee** to present a new pricing proposal that covers the cost of the building operations and cleaning supplies based on past usage (a minimum of \$110 was proposed and a keep it simple approach was recommended). **3/24 ON-HOLD** until Transfer discussions have been completed
 - **ACTION: Mike T** - When the Fire Station takes over building rental, they will revisit whether alcohol/beer/wine will be allowed (from April Members' Meeting). **ON-HOLD**
- **Communications:** (no update)
- **Membership:** (no update)
- **Rules:** (no update)

New Business

- **Set Agenda for next board meeting:**

Next Board Meeting

Tuesday, July 28th at 7pm at the NHIA Community Center

Meeting adjourned at 8:35pm