

MINUTES

Dreamland Villa Retirement Community Board of Directors Meeting

March 12, 2024, 9:30 AM, Read Hall

Welcome: Steve Malone, President

General Announcements: Steve mentioned the 3/16 Sock Hop/Classic Car Show is sold out, Card Bingo 3/13, potluck 3/21, another pancake breakfast 4/13, and Mexican Fiesta 4/20.

Pledge of Allegiance

Call to Order: Steve Malone, President

Roll Call: Joyce Canino, Secretary. Directors: Steve Malone, Ward Jennings, Kevin Brueback, Betty Mazza, Wendell (Sonny) Allison, Elizabeth (Beth) White and Joyce Canino. All Directors present.

Ratification of Minutes: Directors, except Beth White, ratified the February 13, 2024, Board of Director's meeting minutes. Directors, except Ward Jennings, ratified the February 26, 2024, Special Meeting minutes. All the Directors ratified the Board of Director's March 5, 2024, Study Session minutes.

Treasurer's Report: Ward stated DVRC is currently 79.84% compliance with 55+ and 1306 paid members including 60 being on the payment plan.

Office Manager and Standing Committee Reports: Reports are available in the office upon request. Zayre stated the need to hire 1 FT and 1 PT office employee to replace the PT person leaving at the end of month and to cover for vacations and/or sick days.

Kevin made a motion to start the process of hiring a FT 40 hr./week employee for the office. Sonny second and passed unanimously.

Steve mentioned that the \$5800+ check sent for the D & O insurance premium was cashed but not received by the insurance company and has been referred to our Bank's Fraud Assist Dept.

OLD BUSINESS:

Terminix contract: Steve made a motion to not renew the contract with Terminix. Kevin second and passed unanimously.

P & P Committee: Revisions on the following policies:

Purchasing Policy: Steve made a motion to change the capital expenditure to \$2,500 – to match the accounting policy and the amount set by the IRS. Ward second and passed unanimously.

Administrative Policy & Procedures: Steve made a motion for a blanket change to all Personnel Policies referencing Administrative Service Manager be changed to Office Manager. Joyce second and passed unanimously. (10/14/2020 Board Minutes states a motion was made and passed but not put into place.)

Kevin made a motion to change the Uniform Personal Policy #103 and #106 the standard work week shall begin Wednesday at 12:00 am and end Tuesday at 11:59 pm; #104 change lunch break to one-half hour. Beth second and passed unanimously.

Kevin made a motion to change the Uniform Personal Policy #106 to state bi-weekly payroll week will begin at 12:00 am on Wednesday and end 14 days later at 11:59 pm on Tuesday. Joyce second and passed unanimously.

By Laws: Steve made a motion to move forward to P&P Committee to research changes to By Laws requiring nominees to be 55 or older to serve on the Board and removing voting rights to anyone under 55. Kevin second and passed unanimously.

Sponsored Associate Membership: Steve made a motion to approve two sponsored associates application for membership. Linda Haapala sponsored Germaine Davis and Eunice Cohrs sponsored Vickie Peralta. Kevin second; 6 approved and 1 opposed, passed.

NEW BUSINESS: None

Adjourn: 10:36 AM

Submitted by: Joyce Canino, Secretary