

**Memorial Bend Civic Association, INC.  
November Meeting Minutes – Monthly Board Meeting  
(Held via Zoom Video/Call Meeting)  
November 14th, 2022**

**Board Attendees:** Erika Sorsby, Jennifer Richman, Michelle Miller, Erica Jordan

**General Members Attending:** Neil Gupta

Meeting was brought to order at: 7:49pm

Meeting Minutes:

Jennifer read the meeting minutes. Two corrections. Erika motioned to approve the minutes. Michelle seconded. All approved.

Presidents Report:

Management company transition status: Van and Erika will be meeting with LMS to hand over checkbooks now that they are signers on our account.

LMS has asked if we as a board would like to charge a late fee as per our by-laws for past due assessments. Erika motions to approve utilizing our fee schedule. Michelle seconded. All approved.

Erika will be cancelling our PO Box because all our mail will now be routed to LMS. She is also closing out the storage unit.

Annual Meeting is scheduled for Tuesday, February 21<sup>st</sup>. Registration begins at 6pm and meeting will begin at 6:30pm. The meeting will be held at Westley Hall in MDUMC.

Erika is waiting to hear back from the church regarding monthly meetings to be held there starting in January 2023.

Treasurers Report:

Van continues to work with LMS for the merger. Mailer for annual dues will go out on December 1<sup>st</sup>, 2022. Annual dues for 2023 will be \$431 as approved in the October meeting.

Communication Update: Jennifer will have the newsletter out the second week of December.

Security Update: Erica spoke to Mitch about changing our day shift constable to the night shift constable. He said that if we want to do that we need to make the decision before the Erika motions to give Mitch notice to change our shift to the night shift. Michelle seconded. All Approved

Erica will ask if the constable will attend our annual meeting.

ARC Report: Nothing to report. Erika has been updating the ARC guidelines and forms on the website.

Beautification: Nothing to report.

Other Items: None.

The General Session was concluded at: 8:31pm