

## Bear Paw Service District Regular Meeting Minutes July 2, 2022

The Bear Paw Service District Regular Meeting was held on July 2, 2022 at the Bear Paw Pavilion.

Directors Present: Bob Cowdrick, David Elliott, Bart Hamburg, Linda Hughes, Terry Miller, Tiffany Williams, and Stan Wise

**Call to Order:** Linda Hughes called the meeting to order at 9:04am.

**Pledge of Allegiance:** The Pledge of Allegiance was then conducted.

**Approve Prior Minutes:** Bob Cowdrick made a motion to approve the minutes from the May 28, 2022 meeting as written. Terry Miller seconded the motion. All ayes 7-0, motion carried.

**Transition Update:** Linda Hughes gave an update on the transition. The 2021-2022 prior board has assisted in the transition. Linda thanked Lydia Kennedy for the help on financials and Jerry Pezzella for reviewing the history of the Service District. The Board is working to fill open management positions, which will be discussed in the closed session.

### Financials:

- Tiffany Williams discussed 2021-2022 financials and amendments to the budget. Tiffany Williams made a motion to approve the amendments. Terry Miller seconded the motion. All ayes 7-0, motion carried.
- Tiffany Williams reviewed the 2022-2023 Financial Report. The budget was accepted by the county and the milage was accepted by the county.
- Tiffany Williams presented the 2022-2023 Initial Budget Amendment, which stays in the line with the initial budgeted amount but with adjustments to roads, legal, and mowing expenses. Terry made motion to approve the amendments. David Elliott seconded the motion. All ayes 7-0, motion carried.
- Tiffany Williams made the motion to approve the Financial Officer and one of two officers, Chair and Vice-Chair, to sign checks for the BPSD checking account. Bart Hamburg seconded the motion. All ayes 7-0, motion carried.

### Property Reports:

- *Pool* - Bob Cowdrick reported that the Certified Pool Operator certification has been completed enabling to pool to remain open. Darin and other qualified individuals will be checking the chemicals on a daily basis along with vacuuming and cleaning.
- *Roads* - Bart Hamburg discussed using a willing volunteer to access the roads with a final road plan to be completed by October 2022.
- *Guards* - Terry Miller reported that the guards are all highly motivated and doing an outstanding job.
- *Zoning* - Stan Wise reported all new zoning application with be processed by Stan.
- *Property and Grounds* - Linda Hughes reported that Claude Hughes will continue to work on the grounds. The Bear Paw Ladies Auxiliary has been doing numerous beatifications of the grounds.
- *Office Administration* - Bart Hamburg reviewed the new summer office hours. They are posted on the bulletin board and are currently being filled by board members.
- *Financial Management/Bookkeeping* - Tiffany Williams held discussions with Emily Bryant for the purpose of the year-end close. The budget for 2021-22 is finalized.

**Old Business:** Linda Hughes informed the attendees on the following topics:

- *Website* – A current property owner has offered to build a new Bear Paw website for free and the site is being reviewed.
- *Strategic Plan* – This is still a work in process.
- *Document Retentions and Destructions* – This is still in process.

**New Business:** Linda Hughes requested discussion on new business.

- *Tennis Courts* - Brenda Jarvis asked for permission to use Mail Chimp to send out a survey to concerning utilization of the tennis courts for tennis and pickleball. David Elliott makes the motion to approve use of Mail Chimp. Terry Miller seconded the motion. All ayes 7-0, motion carried.

**Moved to Closed Session:** Linda Hughes requests to adjourn to a closed session regarding HR discussion. Meeting reconvened at 10:03am.

**Discussion/Announcements:**

- Steve Jones updated the board and attendees with the broadband project. The Cable Company, a locally owned company, has submitted a grant application for broadband internet capability. When the grant is approved, they will start work on infrastructure. By connecting off of fiber cable at the entrance, service could be possible within 1 year.
- Nate Lowery purchased lots on Nantahala Drive and requested to extend the Beach Road gravel for access to his lots. His projected build start date is April 2023. Linda Hughes requested he submit a survey to zoning.
- Brian Rice requested clarification on the broadband project and the potential limits on the number of allowed customers. Steve Jones remarked that The Cable Company does not want to limit the number of customers.
- Jim Connelly requested the cottage paint chart be posted. He will review that request at the cottage meeting on Saturday, July 9<sup>th</sup> 2022.
- Al Snaider inquired about the road budget for 2022-2023. Bart Hamburg reported the paving budget is \$55,000, which is a part of the total road budget of \$91,674. The total road budget includes paving, maintenance, grading, and culverts.
- Kathy Mansfield mentioned that Bear Paw Live tickets are available for Baby Gray on July 9<sup>th</sup> and t-shirt sales are ongoing.

**Adjournment:** Linda Hughes made the motion to adjourn the meeting. David Elliott seconded the motion. All ayes 7-0, motion carried. Meeting adjourned at 10:20am.

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Secretary Print Name

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Secretary Signature

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Date: