

ACP-Z BOARD ORGANIZATION MEETING MINUTES

MARCH 11, 2024

ANNOUNCEMENT OF ELECTION:

Peter Grant opened the meeting at 2:11 P.M.

ELECTION OF OFFICERS

Peter Grant **Nominated:** Judy Hehn for President, Second By: Patti Bush
Vote: Aye – 5

Patti Bush **Nominated:** Peter Grant for Vice-President, Second By: Judy Hehn
Vote: AYE - 5

Patti Bush **Nominated:** Brian Hutchinson for Treasurer, Second By: Judy Hehn
Vote: AYE - 5

Judy Hehn **Nominated:** Patti Bush for Secretary, Second By: Peter Grant
Vote: AYE - 5

Judy Hehn **Nominated:** Bob Swope for Asst. Secretary, Second By: Brian Hutchinson
Vote: AYE - 5

1. RESOLUTION #01-24-25 ROLL CALL OF OFFICERS

PRESIDENT: Judy Hehn (Present)
VICE PRESIDENT: Peter Grant (Present)
TREASURER: Brian Hutchinson (Present)
SECRETARY: Patti Bush (Present)
ASST. SECRETARY: Bob Swope (Present)

2. RESOLUTION # 02-24-25 DEPOSITORIES

RESOLVED, that OZK Bank is hereby designated to be depositories and any Two (2) Directors be authorized to sign checks for bank purposes and One (1) director shall sign for internal control.

MOTIONED BY: Peter Grant
VOTE: AYE – 5

SECONDED BY: Brian Hutchinson

3. RESOLUTION # 03-24-25 LEGAL COUNSEL

RESOLVED, that the law firm of Anne M. Malley, P.A. Attorney at Law continue on retainer.

MOTIONED BY: Patti Bush
VOTE: AYE – 5

SECOND BY: Peter Grant

4. RESOLUTION # 04-24-25 PETTY CASH FUNDS

RESOLVED; That the treasurer/bookkeeper is hereby authorized and directed to maintain the PETTY CASH FUND in the amount of \$150.00 for incidental purchases and making change.

MOTIONED BY: Peter Grant
VOTE: AYE – 5

SECOND BY: Brian Hutchinson

5. RESOLUTION # 05-24-25 AGENDA ITEMS

WHEREAS it is the desire of this board to conduct business in an orderly manner, now therefore be it RESOLVED; That it shall be the policy of this board that a member must file any items of business one may desire to bring up at a board meeting 72 hours in advance of the board meeting with the Secretary, from these items the Secretary with the help of the President shall prepare an agenda for the said meeting, and be further RESOLVED; that above shall apply to all members of the association.

MOTIONED BY: Brian Hutchinson
VOTE: AYE – 5

SECOND BY: Patti Bush

6. RESOLUTION # 06-24-25 MEETING DATES:

RESOLVED; that this board meet in the recreational hall at 9 A.M. on the second Monday of each month except during the months of MAY, JUNE, JULY, & AUGUST.
Last Board Meeting Monday, April 8, 2024, and will resume the Monday, September 9, 2024.

MOTIONED BY: Patti Bush
VOTE: AYE – 5

SECOND BY: Brian Hutchinson

7. RESOLUTION # 07-24-25 BOARD MEMBERS SHARING WORKLOAD

RESOLVED; that to enable the workload of administration of the park be shared the following areas of responsibilities be assigned to the Officers of this association as follows:

MOTIONED BY: Brian Hutchinson
VOTE: Aye – 5

SECOND BY: Bob Swope

COMMITTEE

YEAR 2024-2025

- A. BUILDING & GROUNDS
- B. BUDGET
- C. CONTRACTS/INSURANCE/DOCUMENT REVIEW
- D. VIOLATIONS/GRIEVANCE
- E. J RULE COMMITTEE
- F. SOCIAL BOARD LIAZONS
- G. ELECTIONS

- Bob Swope & Peter Grant
- Brian Hutchinson & Judy Hehn
- Patti Bush & Judy Hehn
- ACP-Z BOARD
- Patti Bush & Judy Hehn
- Judy Hehn & Peter Grant
- Patti Bush & Brian Hutchinson

8. RESOLUTION: # 08-24-25 PARK AUDITORS

RESOLVED, that, Bodine Perry serve our Park as Auditors for 2024/2025

MOTIONED BY: Peter Grant
VOTE: AYE – 5

SECONDED BY: Brian Hutchinson

9. RESOLUTION: # 09-24-25 RESIDENT AGENT

RESOLVED, that, Judy Hehn 35143 Danny Dr. Zephyrhills FL 33541 be listed as the Resident Agent for ACP-Z for the year 2024-2025.

MOTIONED BY: Peter Grant
VOTED: AYE – 5

SECONDED BY: Brian Hutchinson

10. RESOLUTION # 10-24-25 CODE OF ETHICS

RESOLVED, that, the Board of Directors will accept and abide by the ACP-Z Code of Ethics for Board Members. (see attached)

MOTIONED BY: Brian Hutchinson
VOTED: AYE – 5

SECONDED BY: Patti Bush

11. RESOLUTION: # 11-24-25 STANDARD OPERATING PROCEDURES

RESOLVED, that, all the current Standard Operating Procedures UNDER Roberts Rules will remain in effect for the current year 2024-2025.

MOTIONED BY: Peter Grant
VOTED: AYE – 5

SECONDED BY: Brian Hutchinson

12. RESOLUTION: # 12-24-25 SALARY SCHEDULE FOR 2024-2025

RESOLVED, that, the attached salary schedule for the ACP-Z employees be approved for the Fiscal Year 2024/2025. (see attached)

MOTIONED BY: Peter Grant
VOTED: AYE – 5


SECONDED BY: Brian Hutchinson

MEETING ADJOURNED AT: 2:30 PM

MOTIONED BY: Peter Grant
VOTE: 5

SECONDED BY: Brian Hutchinson

FOR THE BOARD OF DIRECTORS


Secretary

DATED: March 11, 2024

SALARY SCHEDULE

2024-2025

Bookkeeper Salary

\$25,050.00

Secretary Salary

\$10,880.00

Activity Coordinator

\$2,500.00