

# **GREEN CIRCLE SERVICE CORPORATION**

*... serving the Taormina community ...*

**1129 MARICOPA HIGHWAY – PMB # 107  
OJAI, CALIFORNIA 93023**

## MINUTES OF EMERGENCY BOARD MEETING - JANUARY 10, 2019

117 Taormina Lane, Ojai, CA 93023

Present: Leslie Schreiber, Kristen Storey, Steve Blain, Jon Lambert

Absent: Bill Painter, Stephanie O'Neill, Kim Bryson

- Meeting called to order at 6:40 pm
- Notice of the Emergency Meeting was posted in the Taormina Bulletin Board on 1/9/2019
- Approval of the previous meeting's minutes was deferred to next board meeting
- Leslie presented a review of the present problem, the incapacitation of Bill Painter (GCSC Treasurer) due to illness (Timeline of the presentation of the problem and activities taken, presented in Addendum A – Agenda, Presidents Report/Update)
- The current GCSC Bylaws need changing. A synopsis of the reasons why will be sent to all board members by Jon. The question will be on the agenda for the next board meeting.
- Kristen moved, Steve seconded: that Leslie will contact and contract with Marie Estes Pratt to act as the GCS Accountant/Bookkeeper. Passed unanimously. Leslie volunteered to act as GSCS Treasurer and work with Ms. Pratt in creating the new account.
- Jon moved, Kristen seconded: that the GCSC reimburse Leslie Schreiber the amount of \$3,764.01- the amount representing personal checks she wrote on behalf of the GCSC (for insurance and trash removal invoices) while the treasurer could not act). Passed unanimously.
- Leslie will attempt to schedule the next board meeting as soon as possible when all board members can be present.

Meeting adjourned at 7:30 pm.

Submitted by: Jon Lambert (acting Recording Secretary)  
1/11/2019

**GCSC Special Board Meeting  
January 10, 2019  
117 Taormina Lane  
Ojai, CA**

**Agenda**

**1. Welcome New Board of Directors for 2019**

Steve Blain  
Kim Bryson  
Jon Lambert  
Stephanie O'Neil  
William Painter  
Leslie Schreiber  
Kristin Storey

**2. Presidents Report/Update**

- Last GCSC meeting was April 9, 2018  
Copy of Draft Minutes
- June 4th. Meeting was cancelled  
Tried to reschedule in July and August, but not enough Directors around
- Elections were in November 2018  
Steve Blain new Director  
John Sherfey did not run for another term
- December 12, 2018 Notified about Bill Painter in the hospital  
Bill's sister Jean, has been in contact with Leslie  
Bill is experiencing Short term memory loss due to an aggressive brain tumor  
Leslie Notified that Harrison Bill for GCSC was due  
Leslie contacted Harrison and personally paid the bill
- December 14, 2018  
Leslie met Joan and her daughter at Bill's house  
Leslie received a file box on old GCSC files  
Bill kept current files on his computer and did all the banking and accounts online  
Bill is not able to remember his passwords  
Bill uses Quickbooks 2010, Joan will continue to find passwords
- December 19,  
Bill discharged from hospital but staying with his sister in Oxnard
- December 21st.  
Bill was at his house with his sister. I was sick so not able to go see him.

-December 24th

Received email from Bill's iPhone with billing info for E.J. Harrison.  
Able to contact Harrison and change to paper statements to be mailed to GCSC  
PMB #107 Box at 1129 Maricopa Hwy, Ojai, CA 93023. Starting with January 2019  
Statement. (December's Statement was received by email and paid with GCSC Check.)

-January 2, 2019

Got access to key for GCSC mail box.  
Linda Lambert picked up the mail which contained Insurance bills and 10 checks for  
last quarters road and refuse fees and mailbox past due rental fee.

Leslie received email forwarded from Bill's iPhone from Holmes & Holmes Insurance  
reminding GCSC that the following three Insurance Policies were Due January 5th.

GCSC Commercial Liability	\$1,382.00
Umbrella Policy	\$ 500.00
GCSC D & O Insurance	\$1,020.00

-January 3, 2019

John Holmes was contacted and the situation explained.  
Leslie paid all three insurance policies with her personal funds. Did not have access or  
even know where GCSC Bank account is located or if there was a second signer on the  
account..

-January 4, 2019

Discovered GCSC's Bank accounts were held at Chase Bank and Linda Lambert is a  
second signer on the account. Linda and Leslie went to Chase, deposited 10 checks,  
set up online access to the bank account for Linda so we can get access to  
Statements. We requested to receive paper statements, mailed to GCSC address. Had  
6 counter checks printed at a charge of \$4.00.

Linda wrote a GCSC check and paid GCSC's box rental fee, \$102.00

-January 8, 2019

GCSC check written to pay E.J. Harrison bill for December 2018. \$854.16

-January 10,2019

Leslie & Jon meeting Jean at Bill's house to locate GCSC files on Bill's computer  
Jean has Power of Attorney for Bill

### **3. Appoint Temporary Secretary**

### **4. Appoint Temporary Treasurer**

### **5. Resolution for additional signers on GCSC Bank Accounts**

### **6. Discuss hiring Accountant & Bookkeeping service**

Marie-Estes-Pratt one suggestion - \$80/hour  
Reviewing old records, GCSC paid \$225 per quarter  
other suggestions

**7. Approval to reimburse Leslie for GCSC expenses paid.**

E.J. Harrison November Statement	\$ 854.16
Holmes & Holmes Insurance	\$1,882.00
Anderson & Morrison D & O ins.	\$1,020.00
Postage and tracking	\$ 7.85

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\$3,764.01

**8. Review Draft Minutes from April 9, 2018**

**9. Set date for GCSC Board Meeting**

Agenda?

Approve April 9th minutes

Elect officers

Review & discuss old projects

Road & Garbage issues and complaints

Parking Problems

Other business

**10. Other topic(s)**

Meeting adjourned: