**Legal and Bylaws April 9, 2020 Meeting Minutes**

Attendance: Bill Nyquist, Mike Freedman, Stu Joseph, Kristen Neu (OIC), Pat Degnan, Joanne Machalba, and Rob Torcivia (Chair)

Commenced 8:00pm 4/9/2020

**WML Late Fee Grace Period:**

Discussed dues and rules regarding late fees. Communications with counsel on this matter was shared with the committee. The following documents were sited in the committee’s research and discussion:

* Constitution Section 15: “Member shall be … not in good standing if he has not paid the current year’s dues, in full …prior to May 1st of that year…”
* Constitution Section 16: “The Board of Directors shall make Rules and Regulations enforcing the payment of all financial obligations due … “
* Administrative Guidelines Section T: “Dues for the current year and any special assessments received after May first (1st) will incur a late fee of $25 ($5 per month) which is immediately due and payable…”

Committee voted unanimously that a motion will be presented to the board proposing late fees be imposed after July 1, as opposed to May 1 as indicated in the Administrative Guidelines Section T.

*\*Post- meeting note: Committee sought feedback on motion from counsel. Committee agreed via email to use counsel’s proposed wording on motion.*

**Motion reads as follows:**

*“The Late Fee Policy, as outlined in the Administrative Guidelines as Section T 1, indicates ‘Dues for the current year and any special assessments received after May first (1st) will incur a late fee …’*

*Late fees will not be imposed for 2020 dues unpaid up until July 1, 2020 but shall be imposed thereafter.*

*Any future proposals for the change of this date as established by the Administrative Guidelines, shall be by board motion, either at a board meeting, or by a phone vote.”*

**PPP (CARES Act):**

There is currently ambiguity as to whether we qualify for loan forgiveness as part of the CARES Act, with the high likelihood that WML is not eligible for it. The benefit would be a loan to cover operations during COVID-19 difficulties. A loan on behalf of the POA would have to be approved via mail ballots.

*\*Post-meeting note: Upon further research, WMLPOA and CC do not qualify for this program. Further research will be done to see if there are any additional programs which can be beneficial to WMLPOA or CC.*

**Meeting Overlaps:**

There have been occasions where committee meetings have overlapped each other, forcing members to choose attendance of one meeting over another. There are also instances where meetings are not held at the posted times. Committee discussed ways to resolve this so as to support community involvement. Proposed solutions included: edits to the Guidelines regarding overlapping meetings, having the chair of the committee post/email out an agenda prior to the meeting times, etc. This can allow for higher community participation.

Meeting adjourned 10:11 PM

Minutes submitted by: Rob Torcivia-Chair

Minutes approved by: Kristen Neu-OIC