

Tunbridge Station Civic League
Community Meeting Minutes
January 17, 2023
TowneBank Meeting Room

Attendance: See attached sign in sheets

Board Members Present: Rob Mulvihill, Jeff Eaton, Amanda Ziegenfuss and Kelly Martinec

Board Members Absent: none

Meeting Called to Order: 7pm

I. Welcome

II. Minutes – October: approve, all voted in favor

III. President's Report

- Discuss and vote on amendments to bylaws
- Announcements to come
- Introduce Resource Officer: Jason Saburn

IV. Board Report

Resource Officer:

- Officer Saburn shared information about the Chesapeake Citizens Police Academy and provided applications to anyone who was interested in attending. He explained that this is a program that allows citizens to get a glimpse of what type of training a police officer goes through and what they may go through on a daily basis, what happens after a 911 call, what happens after a suspect is arrested, and much more. In the class you are also allowed to partake in some of the training that the officers go through and can shoot a some of the firearms that police officers use.
- **Crime stats and service calls:** Last year our neighborhood has 26 calls for service. Most of these calls were in regards to animals loose wild and domestic, there were 2 citizen assist calls, a few fraud calls, 2 deaths, and 1 noise ordinance call for after hrs party. 3 large neighborhoods surrounding had 244 calls to citizen assist, fraud, auto accidents, and 1 homicide on willow oak. Overall, nothing to out of the ordinary, but when in doubt Officer Saburn said please call and report anything out of the norm. If you see something strange call it in so that if something happens, they can take that call and tie it to the occurrence.
- **Questions from homeowners:**
 - What is the noise ordinance in Chesapeake? Quiet time is 10pm – 6:30am this includes any noise that crosses property line, even to children playing in a yard.
 - What should be done when people are seen walking and hanging out on railroad tracks and trestle? If on the tracks this is trespassing, please call and report it. Since extra activity is being seen at the trestle, they will try to send a few extra patrols in that direction.
 - More Golf carts are being seen on the roads and in the neighborhood what is the rules in regards to this? We are not a golf cart community. Therefore, they must follow are rules and if not street legal they should not be on the road.
 - What are the stats in regards to break ins are you seeing more of this activity as the area is growing? Yes, the Hillcrest area is getting hit more often from people coming from other cities. It is mostly unlocked cars, so please keep your cars and houses locked. Activity seems to be more in the summer months.

Vice President:

- Jeff went over the bylaws page by page with a quick summary of changes. See attached that was presented to each person attending the meeting. Strike through is what was proposed to be removed, Red font is what was proposed to be added. For the most part it was simplified and some semantics changed, to make it easier to read. No questions were brought up and motion to vote was asked for. John White made the motion, Amie Mulvihill seconded the motion, all voted in favor of the new bylaws. These bylaws will be posted on the website this week under the "Civic League Matters" Tab for members. This is password protected if you are a member and need the password, please email the board and the Gmail. These updated bylaws will be updated with the city as appropriate.

Treasurer:

Financial report – all bills are paid to date totals below as of December 31st 2022.

- General fund (checking) – \$974.09
- Emergency fund (savings) – \$679.76

New homeowner asked what do we spend this money on? Where is the power and water source? Do we own the big empty land to the right of the entrance? Most of the money is spent on power, post office box, lawn care if funds available, flowers once or twice a year if funds available, irrigation maintenance, website fees, neighborhood events if funds available. Water and power source are in the easement to the right of the front entrance where the pump house is located. The big empty space is owned by Brown Funeral Home and maintained by them as well.

Committee Reports – Currently established

- a) Events Committee – Open
- b) Garden Committee – Amanda and Kelly:
 - i. looking for new members and help
 - ii. YOTM will resume in April
- c) Social Media Committee Chair – Amiee Mulvihill
 - i. Website continues to be the main spot to find neighborhood happenings and information.
 - ii. We are excited to announce we have started an email list, so we can send out updates to the website have been made, community meeting reminders, and quarterly newsletters.

VI. Announcements – President

- We would like to vote that the civic league Facebook page will be going away as of February 18th, this is a 30-day notice of the change. The neighborhood page can remain but there is no need for 2 civic league platforms and we would like to be more informative and have a place where there is no place for hurtful comments. Amiee Mulvihill Motioned the vote, Jim Hintze seconded the vote, all voted in favor.
- Membership Drive will be March 25th and 26th from 10am-1pm.
 - Question asked where are membership drives held and what is the cost? Membership drives are normally held 2-3 times per year, at the front entrance of the neighborhood. Board members set up a tent and sit out with roster and take cash, check, or venmo. At this time you will also be provided the password to enter the members only area on the website. Other fundraisers may pop up through the year if the need arises and the board will inform the neighborhood as best they can if this occurs.

Meeting Adjourned: 7:58pm by Rob Mulvihill.

BYLAWS OF THE TUNBRIDGE STATION CIVIC LEAGUE

PART 1 – CONSTITUTION

ARTICLE I: NAME

The name of the organization shall be Tunbridge Station Civic League and referred to *hereafter* as the “Civic League”.

PREAMBLE *PURPOSE:*

The Civic League is a *501(c) (4)* non-profit organization whose purpose is to ~~create and foster the spirit of consideration and responsibility among the residents of the community; to promote the needs and interests of the community to the proper authorities when appropriate; to conduct regular meetings and at other times when necessary and/or desired; and to maintain with the assistance of the residents the front entrance and/or common areas.~~ *enhance the livability of the area by establishing and maintaining an open line of communication and liaison between the neighborhood, government agencies and other neighborhoods; and, to provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.*

Section 1. ~~The Objectives of the Civic League~~

- A. To unite the residents of the community in a bond of friendship and citizenship;
- B. To enhance the quality of life in the community;
- C. ~~Not to form any type of policing agency or homeowners’ association. The Civic League shall not be responsible for enforcing deed restrictions; and~~
- D. To meet at least ~~every other month~~ *three times yearly*.

ARTICLE II: MEMBERSHIP

Section 1: Eligibility

All homeowners and/or residents 18 years of age or older of Tunbridge Station shall be eligible for membership, *to also include homes on Back Road which lie west of the RR tracks up to Mt. Pleasant Road.*

Membership will be defined as having paid the current annual dues as determined by the Executive Board.

ARTICLE III: OFFICERS

Section 1. Titles

The Officers of the Civic League shall be:

- President
- ~~Vice President~~ *1st Vice President*
- ~~Vice President of Membership~~ *2nd Vice President*
- Secretary
- Treasurer

~~(Each office is held by one person only. Only one (1) member of a family may hold a position as Officer on the Executive Board. Officers on the Civic League shall be dues-paying members)~~

Each office is held by one person.

Only one (1) member of a family and/or household may hold a position as Officer on the Executive Board.

Officers shall be dues paying members.

Section 2. Term

~~The officers may serve for two (2) years.~~ *Members of the Executive Board shall be elected to serve for two (2) years or until successors are elected.*

Section 3. Elections

The officers will be elected and installed bi-annually at the last ~~general~~ *membership* meeting of the year for a term beginning ~~in January~~ *30 days after elections.*

Terms for the Executive Board positions of 1st Vice President and Treasurer will take place in odd years. Terms for the Executive Board positions of President, 2nd Vice President and Secretary will take place in even years.

Only one member, per household, may vote on business at any meeting. The individual voting must be a dues paying member.

Section 4. Vacancies

~~The Vice President shall fill a vacancy in the office of the President. Vacancies in offices other than the President shall be filled by appointments made by the President to complete the unexpired terms subject to approval by the Executive Committee. Vacancies will be announced in the newsletter.~~ *Vacancies on the Executive Board shall be filled by appointment by the President to complete the un-expired term of the office vacated.*

ARTICLE IV. EXECUTIVE BOARD AND EXECUTIVE COMMITTEES

- A. The Executive Board shall be composed of the officers of the Civic League. Its duties are to administer the affairs of the Civic League under general and/or specific directions of the representative body as given in ~~regular or special sessions~~ **membership meetings**; ~~to submit its planned programs to the representative body when in session and~~ to conduct the affairs of the Civic League when not in session; and, to authorize necessary expenditures. ~~The President may call Committee Chairpersons to meet with the Executive Board to obtain their input.~~ **At the discretion of the Executive Board**, the Past President may serve in a non-voting, advisory capacity to the Executive Board.
- B. ~~Standing~~ **The** Disciplinary Committee will consist of a minimum of three (3) with a maximum of five (5) dues paying residents of Tunbridge Station who are not members of the Executive Board or any subcommittee. Allegations of misconduct or dereliction of duties against any Board Member must be in writing by a resident **and submitted to either the Civic League email address (tscivicleague@gmail.com) or P.O. box address (Tunbridge Station Civic League, P.O. Box 15526, Chesapeake, VA 23322).** No anonymous allegations will be accepted.

Allegations of misconduct or dereliction of duties by Officers will be submitted to the ~~Standing~~ Disciplinary Committee for review and to introduce **and/or submit** all necessary resolutions and/or recommendations to the Executive Board **for their review and consideration.**

The Disciplinary Committee shall be formed via a request on the Civic League website (tscivicleague.com). Members interested in volunteering to serve on the Disciplinary Committee will submit an email to the Civic League email address (tscivicleague@gmail.com).

ARTICLE V. OPERATING FUNDS

The Executive Board ~~has the power to~~ **will** set and collect dues from residents and conduct fundraisers to support the Civic League and the community of Tunbridge Station.

The Executive Board, ~~has the power~~ by majority vote, ~~to~~ **may** transact Civic League business between ~~regular meetings and to~~ **may** authorize **single** expenditure(s) up to ~~Two Hundred Dollars~~ **Two-hundred Fifty Dollars** and ~~00/100, \$200.00~~ **(\$250.00)**. Any expenditure(s) over ~~Two Hundred Dollars~~ **Two-hundred Fifty Dollars** and ~~00/100, \$200.00~~ **(\$250.00)**, **will** require a vote at a ~~regular and/or special membership~~ meeting.

ARTICLE VI. COMMITTEES

Committee meetings will be held at the discretion of the Committee Chairpersons. Committee Chairpersons will report at each Civic League Meeting **on an as needed basis**. Committee Chairpersons will be approved by the Executive Board.

~~Current~~ Committees are:

- A. Social Media
- ~~B. Safety~~
- C. Welcoming
- ~~D. Hospitality~~

- E. Garden Club
- F. *Disciplinary (as required)*
- G. Ad hoc Committees, as needed by the President and approved by the Executive Board.

ARTICLE VII. AMENDMENTS

Amendments to the ~~Bylaws/constitution~~ may be made by a ~~2/3~~ *majority* vote of the members present at any general *membership* meeting. ~~of the Civic League provided that the amendment has been read at the previous general meeting and was published in the newsletter prior to vote. The proposed amendments must be posted on the website at least two weeks (14 days) prior to the next membership meeting.~~

ARTICLE VIII. REVIEW

~~The Tunbridge Station Civic League Bylaws shall be reviewed by the Executive Board an ad-hoc committee every five (5) years as necessary or as directed by the President.~~

PART II – POLICIES AND PROCEDURES

ARTICLE I. COMPENSATION

The Civic League, ~~shall be a~~ being a *501(C) (4)* non-profit organization, ~~operated~~ *shall operate* exclusively for the purposes beneficial to the interests of the residents of Tunbridge Station. All Executive Officers and committee members shall serve without compensation from the organization. No part of the income or net earnings from the organization shall serve to benefit any private individual.

The Executive Board shall have the ~~power~~ *responsibility* to accept bids and proposals from licensed and insured contractors/businesses for services or maintenance required by Tunbridge Station.

- A. A minimum of three (3) bids shall be considered for any services required by Tunbridge Station that is ~~Three Hundred Fifty Dollars and 00/100, Two-hundred Fifty Dollars (\$250.00) or more \$350.00 or more.~~ *Every effort should be made to obtain three (3) bids, but if unsuccessful, the Executive Board, by a majority vote, may accept less than three (3) bids.*
- B. ~~One sealed bid per contractor will be accepted.~~
- C. For services less than ~~Three Hundred Fifty Dollars and 00/100~~ *Two-hundred Fifty Dollars (\$250.00)*, ~~\$350.00~~, the Executive Board may approve the expenditure(s) without bid.
- D. ~~In the event of an emergency, the Executive Board may approve emergency services needed by the Civic league for any reasonable expenditures without the need for a bid process and may exceed the Two Hundred Dollars and 00/100, \$200.00 limit.~~
- E. The Executive Board may allow qualified volunteers to provide some services with Board approval.
- F. ~~The~~ *A member of the* Executive Board will contact contractors to obtain appropriate bids or appoint the appropriate Chairman *Chairperson* to do so.

ARTICLE II. ~~ORDER OF BUSINESS~~ **QUORUM**

A quorum for *Executive Board meetings* shall consist of a minimum of three (3) ~~Executive Board~~ members.

A quorum for any general membership meeting of the Civic League shall be the number of members in attendance. Unless otherwise specified in these bylaws, decisions by the Civic League shall be made by a majority vote of those members present at any meeting.

Voting procedures shall be at the discretion of the President.

~~A. Member comments will be accepted for any items before the Board after being recognized by the Board.~~

~~B. Voting procedures shall be at the discretion of the President.~~

All officers must attend all ~~regular and special~~ **membership** meetings. Any officer who cannot attend a ~~regular or special~~ meeting must contact the President and/or Vice President prior to the meeting. ~~Excused absences may not exceed two (2) meetings per calendar year. The excused absence of an officer will be announced at the time of attendance.~~

ARTICLE III – ORDER OF BUSINESS

The following shall be the order of business *at a membership* meeting:

1. Call to order
2. Roll call
3. Approval of minutes
4. Approval of Treasurer's Report
5. Committee reports
- ~~6. Member comments will be accepted for any issue before the Board after being recognized by the President.~~
7. Unfinished business
8. **New business**
9. Announcements
10. Adjournment

Notice of membership meetings shall be by any of these means or a combination of: email, phone, leaflet, signage or community website (tscivicleague.com) and must be given at least 14 days prior to the scheduled meeting.

The Civic League shall follow Roberts Rules of Order in all areas not covered by the bylaws.

ARTICLE ~~III~~ IV: DUTIES OF THE OFFICERS

~~Candidates~~ **Tunbridge Station residents** seeking a position on the Executive Board must comply with the following:

- A. **Must be a** dues paying resident of Tunbridge Station.

- B. *Send an email to the Civic League email address (tscivicleague@gmail.com) expressing what position they would like to be considered for on the ballot. and qualifications prior to deadline to be posted in the newsletter.*
- C. Must have attended a minimum of one (1) *membership* meeting *within the current calendar year* prior to seeking office for that ~~current~~ year.

Section I. President

~~The President shall be the Chief Executive Officer (CEO) of the Civic League. The President shall preside at all meetings of the general body of the Executive Committee~~ *Executive Board and membership unless an unforeseen conflict arises. At this time the 1st Vice President must be notified as soon as possible and must stand in his/her place.* The President shall be ~~empowered to~~ appoint the Chairpersons of Committees and to fill vacancies in the Executive ~~Committee~~ *Board*. Also, he/she shall appoint any committees/subcommittees as may be deemed necessary.

Section II - Vice-President 1st Vice President

~~The Vice-President 1st Vice President shall perform such duties as are assigned by the President. In the absence of the President, the Vice-President 1st Vice President shall perform the duties of the President.~~

Section III - 2nd Vice President

~~The Vice President of Membership shall be responsible for issuing notices to the Social Media Chairperson to update the newsletter. The Vice President of Membership shall be responsible for connecting with the residents of Tunbridge Station in relations to membership and fundraisers.~~ *The 2nd Vice President shall perform such duties as are assigned by the President. In the absence of the President and the 1st Vice President, the 2nd Vice President shall perform the duties of the President. Additionally, the 2nd Vice President will assist and coordinate with the Social Media Chairperson to keep current and maintain the Tunbridge Station website.*

Section IV - Secretary

The Secretary shall be responsible for managing the official correspondence as needed for the Civic League, as directed by the President. The Secretary shall record attendance *and take minutes* at all meetings, *to include Executive Board and membership meetings.* ~~The Secretary shall take minutes and keep record of transactions of all meetings of the Civic League and the Executive Committee.~~

Section V. Vice President of Membership

The Vice President of Membership shall be responsible for issuing notices to the Social Media Chairperson to update the newsletter. The Vice President of Membership shall be responsible for connecting with residents on Tunbridge Station in relation to membership and fundraisers.

Move
paragraph
under
Article II:
Quorum

All officers must attend all regular and special meetings. Any officer who cannot attend a regular or special meeting must contact the President and Vice President prior to the meeting. Excused absences may not exceed two (2) meetings per calendar year. The excused absence of an officer will be announced at the time of attendance.

Candidates seeking a position on the Executive Board must comply with the following:

- Dues paying resident of Tunbridge Station
- Email what position they would like to be considered on the ballot and qualifications prior to deadline to be posted in the newsletter.
- Must have attended a minimum of one (1) meeting prior to seeking office of that current year.

Section IV V - Treasurer

The Treasurer shall be responsible for collection of *funds*/receipts and disbursement of Civic League funds, upon proper authorization *given by the President and/or majority vote of the Executive Board*. The Treasurer shall render such financial reports as may be required by the President. The Treasurer shall submit all records for an annual audit by the Executive Board.