



Cole Point Association Board Meeting
December 17th, 2025
Special Executive Meeting via Zoom

Meeting Called to Order at 6:31 PM

Attendance:

Board members: Nancy Kvinge, Mike Carver, Bill Petschl, and Kekoa Anderson

Board Meeting Agenda and Minutes

Bill made a Motion to approve the meeting minutes from December 7th, 2025. Mike seconded the Motion. Motion unanimously approved.

IRS

Nancy informed the board that while performing system audits, she discovered that the Cole Point Association non-profit status had been revoked on May 15, 2024. The revocation was the result of failing to file the required IRS 990 form for three years in a row. During the Covid era there was a change in board members, and the filing needs for years 2021, 2022, 2023, and 2024 were lost in transition. The 2025 filing is due May 15, 2026, which is 5 months after every year end.

Nancy found a recommendation for a 990-compliance accountant who specializes in bringing non-profit corporations back into compliance. [REDACTED] Jones, CPA [REDACTED], assured her that this type of administrative oversight was common in all volunteer boards and has a straightforward solution.

The board discussed retaining Mr. Jones, to bring us back into non-profit corporation status with the IRS. This would require filling out [IRS Form 2848](#) to authorize an individual, Mr. Jones, to represent us before the IRS. The individual authorized must be a person eligible to practice before the IRS and he is. This would require average per hour fee of \$180.00 per hour, which is the bottom of their fee schedule. Mr. Jones came highly recommended as a specialist in this area of accounting. You can find his professional bio here.

Koa made a Motion to retain [REDACTED] Jones, CPA to bring the Cole Point Association into compliance as a non-profit corporation. Mike seconded the Montion. Motion unanimously approved.

Banking Signatories

Also, as discussed previously, during system audits it was discovered that a former Board Member has continued to be a signatory on the Bank account for the last three years. This was during the same era as the 990 filings oversight.

On 11/18 25 the board discussed a resolution, made a motion, and unanimously voted to remove the former member from the bank account and to add our secretary as a second signatory. This action is completed.

The board discussed the need to inform members of both administrative oversights. We decided on a membership meeting, on January 31st, 2026. During that meeting, we would explain that these issues were discovered during system audits, both received immediate corrective actions. We will also give details of where we are in the corrective action process as well as our intended preventive measures.

Nancy suggested we highlight these two issues on the main page of our Google Drive Company information document. The board frequently refers to this document for information. We currently have our Federal TIN listed on that page; in the next box we could write “990 must be filed annually by the treasurer before May 15th.”

We can also list on the Company Information page the current bank signatories in the banking area.

Further, we will create a Board of Directors Handbook filled with information to create Board member continuity. One of the items in the Handbook will be a transition check list. Any time there is a change in board members the list would include on the checklist: Who is currently responsible for the 990-tax return? And does this change affect the bank signatories.

Bill made a Motion to approve release the Executive meeting minutes from November 18th concerning bank signatories and today, December 17th concerning banking signatories as well as today’s minutes to retain an accountant to bring us back to compliance after our Special Member Meeting, to update members on these items. Mike seconded the Motion. **Motion unanimously approved**

The board waited while the minutes were typed and sent to each board member via email to review these minutes. After reading the minutes on Zoom the board voted to approve the minutes.

Koa made a Motion to approve the meeting minutes from today December 17, 2025. Bill seconded the Montion. Motion unanimously approved.

The meeting was adjourned at 7:20