COOSAW FUTURES, CORP.

A South Carolina Nonprofit Corporation

Regular Management Team Meeting — Minutes

Tuesday, July 14, 2026 | 5:32 PM – Adjourned approximately 6:45 PM
River Club, Coosaw Point, 2nd Floor
Prepared by: Mark Hooper, Secretary
STATUS: DRAFT — Pending Management Team Approval

Attendance

Management Team members present: Kurt Wachholz (President), Marshall Pepper (Treasurer), Mark Hooper (Secretary), Larry Loucka (Manager), Brooks Tucker (Manager), Kathy Grigg (Manager)

Management Team members absent: None — all members present

Guests / Members present: None

Quorum: Confirmed — 6 of 6 Managers present

Call to Order

Kurt Wachholz called the meeting to order at approximately 5:32 PM.

Approval of Prior Minutes

The minutes of the July 7, 2026 meeting were presented for approval, with corrections previously submitted (date updates and clarifying comments) incorporated. Motion to approve: Marshall Pepper. Second: Brooks Tucker. The minutes were approved unanimously as corrected.

Key Outcomes

The Management Team approved and authorized signature of the venue contract for Knowledge Series 1, agreed to send a written request for clarification to the POA Board regarding clubhouse rental policy, prioritized a focused set of website features for near-term development, and continued progress on membership growth, Bylaws review, and Facebook governance.

Decisions Made

Knowledge Series 1 Venue Contract. The Management Team approved signing the venue rental contract with the Coosaw Point clubhouse management for the Knowledge Series 1 session, with insurance riders secured for all three planned sessions (July, August, September). Event time will be adjusted on the contract to 5:30–7:30 PM. Marshall Pepper will sign as an authorized officer; Marshall Pepper will also issue payment by organizational check.

Letter to the POA Board. The Management Team approved drafting a letter to the POA Board raising questions about the clarity and consistency of the clubhouse rental policy as applied to resident organizations. The letter will be framed as a request for clarification rather than a protest, will not name specific individuals, and will be circulated to the Management Team for input before being sent. Attorney consultation on this matter is deferred for now; the Management Team will handle it directly.

Facebook Rules & Moderator Guidelines. The Management Team authorized Larry Loucka, in coordination with Brooks Tucker, to finalize and publish updated Facebook rules and moderator guidelines, formatted to Facebook's rule-posting requirements (a short list of concise, positive statements). This was authorized by team consensus; no formal motion was required.

Website Feature Priorities. Following a review of a broader list of potential website features, the Management Team confirmed the following as near-term priorities: membership management, document library/archive, meeting minutes, blog (including news, announcements, and articles), comments/discussion, and FAQs. Other features discussed (events calendar, dedicated committee workspaces/pages, progress dashboards) were tabled for now.

ARB Inquiries. The Management Team confirmed that Coosaw Futures will not represent or speak on behalf of the Architectural Review Board. Property owners raising ARB-related construction compliance concerns will be directed to the appropriate ARB contacts.

Online Payment Approach. The Management Team confirmed that Coosaw Futures will not process payments directly on its website; the website will link out to existing payment platforms (PayPal, Venmo) for membership and event payments.

Discussion Items

Minutes & Action Item Tracking Process. The team discussed confusion between two active tracking tools — the weekly meeting-derived action items and the longer-running master Action Plan spreadsheet. The team agreed on a working distinction: short-cycle items that resolve within a week or two are tracked through the weekly minutes process, while longer-running or multi-meeting items graduate to the master Action Plan. Mark Hooper will propose a review-and-comment timeline for draft minutes to ensure adequate turnaround before each meeting.

Document Review & Comment Process. The team discussed how comments on shared documents should be handled and agreed that the document owner has authority to accept or resolve routine comments; for larger reviews (e.g., Bylaws), a broader team sign-off step applies before finalization.

Knowledge Series 1 Logistics. The venue contract and insurance rider are in place for all three planned Knowledge Series sessions. Marketing plans include direct outreach (email/mail merge) to prior Open House attendees, in addition to Facebook and website promotion, targeting roughly two weeks' advance notice.

Founders Meetup. Larry Loucka is coordinating an informal, low-key gathering for founders; no formal announcement or social media promotion is planned for this gathering.

Membership Progress (Kathy Grigg). New applications and payments continue to come in from residents outside the Management Team; several founders have not yet submitted formal membership applications despite prior payment, and follow-up is ongoing. Kathy and Larry continue to work through Google Drive access and file-organization questions.

Financial Update (Marshall Pepper). Current bank balance is approximately $5,030, with approximately $1,500 in payables, leaving a working balance of approximately $3,500. The organization processed its first Venmo transaction; Zelle is being set up as an additional no-fee payment option. The 501(c)(3) determination remains pending.

Bylaws & Legal/Admin. Kurt Wachholz reported the Bylaws draft is nearing readiness for full Management Team review and will be moved to the team review folder this week, with a goal of approval discussion around the July 21 meeting. Larry Loucka raised a question about whether the Articles of Incorporation should be amended to reflect all six Management Team members as incorporators (the current filing reflects three, reflecting a form field limitation at the time of filing).

Website Feature Review. Larry Loucka walked the team through a comprehensive list of potential website features (document library, access controls, membership database integration, blogs, FAQs, forms, calendar, and more). The team discussed capacity constraints and agreed to prioritize a focused subset (see Decisions Made) rather than pursue all features simultaneously.

Facebook Moderation. The team discussed recent moderation questions, including handling of an inappropriate anonymous comment. The team affirmed anonymous posting will continue to be permitted, with a “kind and courteous” community standard enforced through direct engagement rather than removal as a first step.

Committee Reports

- Membership (Kathy Grigg): New applications received; founder application follow-up ongoing; membership tracking tools being refined with Larry Loucka's assistance.
- Communications (Brooks Tucker): Knowledge Series 1 marketing content and Facebook moderator guidelines in development.
- Financial / Treasurer (Marshall Pepper): See Financial Update above.
- Administration (Larry Loucka): Completed comprehensive website feature review with the team; Bylaws review nearing team circulation.

Votes Taken

Vote	Motion	Moved / Seconded	Result
1	Approve July 7, 2026 minutes as corrected	Moved: Marshall Pepper / Seconded: Brooks Tucker	Unanimous
2	Approve signing and payment of the Knowledge Series 1 venue contract	Moved: Marshall Pepper / Seconded: Brooks Tucker	Unanimous
3	Approve drafting a clarification letter to the POA Board regarding clubhouse rental policy	Moved: Marshall Pepper / Seconded: Brooks Tucker	Unanimous

Note: The Facebook Rules & Moderator Guidelines update was authorized by team consensus; no formal motion was made.

Action Items

Person	Action	Target Date
Mark Hooper	Determine and recommend a review rhythm for draft minutes to allow adequate time for edits and responses	July 15, 2026
Kurt Wachholz	Draft response letter to the POA Board regarding the Knowledge Series 1 venue contract	July 16, 2026
Kurt Wachholz / Brooks Tucker / Larry Loucka	Develop marketing plan for webpage, Facebook, and email outreach for Knowledge Series 1	July 16, 2026
Larry Loucka	Review FAQ document and recommend three items for publication	July 16, 2026
Kurt Wachholz / Larry Loucka	Post Bylaws draft for full Management Team review	July 21, 2026
Larry Loucka	Review Articles of Incorporation and propose possible changes to the Management Team	TBD
Mark Hooper	Provide the Management Team with a document outlining Google Workspace features	July 21, 2026
Larry Loucka	Share updated Facebook Moderator Rules with the Management Team	July 16, 2026

Open Questions

- Sequencing and resourcing of the prioritized website features against current membership-growth priorities.
- Whether a formal access-tier policy (public vs. member-restricted content) is needed once Google Workspace and website integration are complete.

Next Meeting

Tuesday, July 21, 2026, 5:30 PM, River Club, Coosaw Point, 2nd Floor.

Adjournment

Motion to adjourn: Larry Loucka. Second: Kathy Grigg. Passed unanimously at approximately 6:45 PM.

Certification

Respectfully submitted by Mark Hooper, Secretary, Coosaw Futures, Corp.

Approved: ____ Date: _______________

President, Coosaw Futures, Corp.