

Big Trees Village Property Owners' Association  
Board of Directors' Meeting Minutes  
April 8, 2017

***In Attendance:***

Board members in attendance: Nancy Larson, Carlene Kemmerer, Kayvan Ashourizadegan, Mary Ann Francioni, Kristin Randall (dialed in)

Manager: Susan Tarpley

BTVPOA members in attendance: none

Meeting called to order by Mary Ann Francioni at 3 pm

**Review and approval of prior meetings' minutes**

Nancy made a motion to approve minutes, seconded by Kayvan.

**President's Report**

- Still looking for Assistant
- Speakers for Memorial Day
  - Michael Oliveira from District 3
  - Eric Larson on Firewise
- Board to be trained in Emergency Plan and use of AED
- Employees to be introduced to Board members as back-up for Susan

**Manager's Report** given by Susan Tarpley

- See Attached

**Treasurer's Report** given by Carlene Kemmerer

- March Profit and Loss statement in process as Susan is still inputting dues received. Currently, we have received the following:
- Association - \$31,250 vs. budget for year of \$76,500
- Couples Pool Pass - \$1,400 vs. total budget of \$4,600
- Family Pool Pass - \$17,700 vs. total budget of \$60,300
- Total Pool Pass - \$4,800 vs. total budget of \$3,900

**VIP and Firewise Programs**

- Nancy still short one inspector
- Lot cleaners attended a training given by Joan Lark last week

**EPPOC**

- Trees being removed along Hiway 4, so potential delay of up to 30 minutes through the summer;
- CCWD also doing repairs along Hiway 4 this summer;
- Public Works wants residents to report development of multiple potholes;
- Lot cleaning – clean around downed trees until they can be removed.

**Long Range Planning Committee – Kristin Randall**

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- Committee will meet for first time on Memorial Day weekend after member meeting;
- Sheila Tenney, Carol Panasuk and Lorraine Dowling will all be on committee in addition to Kristin, Kayvan and Linda Payton

**New Business**

- Working with Aaron Cameron on bid for lot clearing; Board is recommending pushing back on his original bid.
- POA has the option to hire a curtain burner to burn refuse for members. Originally, he simply requested just a place to locate burner. He now is asking that the POA accumulate 100 + yards of refuse, collect monies from homeowners and then pay him to burn it. POA would potentially be stuck with accumulated refuse or paying shortfall between what we collect and what is ultimately charged due to potential measurement errors. Board is recommending that we pass on this option this year.
- Member work day is next month. Need to have members RSVP to Susan so that we can provide a list to our worker's comp carrier and estimate food quantities for lunch.

**Open Forum**

None

**Correspondence**

- Two sets of property owners are arguing about dead trees but so far, have just notified Susan, not asked for POA to get involved.

Meeting adjourned at 4:05pm. Next meeting is May 13 at 9 am, to be followed by Member Work Day.

Minutes respectfully submitted by Carlene Kemmerer.

**Manager's Report, April 8, 2017**

- Processed membership letters and incoming applications
- Contacted QuickBooks about 2 system problems with their program.
- Contacted Rick Whybra about Curtain Burner locations.
- Lifeguard certification requests, calendar confirmations. Now scheduling shifts.
- Sent email, followed up with a phone call, re Chief Dowling to speak at Member Meeting in May (no word back). (Got BOS Dist. 3, Mike Oliveira)
- Set up PayPal to forward transaction directly to QuickBooks, and it works! Deposit and Expense
- Got remainder of Raffle donations from Kayvan
- Added Google Translate to most pages on website
- Added updated Google Sheets and .pdf calendar to Website
- Created Facebook Page and group for summer employees, Microsoft pages were not working
- Created Employee Availability Calendar from applications and contacts from employees
- Interviewed one new employee (Ben R) for Snack Shack
- Gave bathing suit order info to lifeguards.

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- Attended EPPOC meeting April 5<sup>th</sup>
- Contacted Matt @ Fire Dept. for AED in-service with staff, will set date soon
- Contacted GoDaddy and SiteLock with security issues

Maintenance:

Chlorine to be delivered Monday

Cleaned debris from both pools

Blew needles off roads, walkways and around pools

Troubleshoot Water Leak

Cleaned, organized and restocked Garage and shed and began on pump rooms

Burned needles and debris several days

Consulted with Aaron C about debris clean up.

Began re-organizing Snack Shack

Installation of Safe

APPROVED