

Big Trees Village Property Owners' Association  
Board of Directors' Meeting Minutes  
January 14, 2017

***In Attendance:***

Present: Linda Payton, Kayvan Ashourizadegan, Tom Wismar;  
(by phone) Carlene Kemmerer, Kristin Randall, Laurie Ahlberg

Absent: Mary Ann Franscioni

Manager: Susan Tarpley

Members: none

Meeting called to order by Linda at 3:02pm

**Review and approval of November board meeting minutes:**

- (motion by Kayvan, second by Carlene, approved unanimously)

**Operations Report (see Manager's Report below):**

1. Susan & Edie attended the EPPOC meeting
2. John & Edie have taken down 12 dead trees; Pat Tarpley to do future work
3. Michael Kuffler asked to rent our pool vacuum to use at other locations; board to consider requiring down payment in case of damage
4. CalFire confirmed that their work crew can paint our vandalized buildings in the spring
5. Dorrington Christmas tree lighting was well attended and a lot of fun.
6. We purchased new computer for office
7. Website domain & backup have been renewed for 5 years at a lower cost, saving approx \$1000 during that time period.
8. Susan to research security cameras for rec center
9. Susan doing some work at home due to road closures

**President's Report (see attached):**

1. Susan Tarpley officially started as BTVPOA Manager on January 1, 2017
2. Tarpley Electric has been contracted to be our Maintenance Manager for 2017
3. After 2016 taxes are completed, Susan will begin using QuickBooks for payroll. Board will internally review finances quarterly, and outside accountant will be used for annual review.
4. Due to large expenses at the start of the year, we have not yet transferred the planned \$5000 from checking to the reserve fund.
5. Michael Kuffler will no longer be working for BTVPOA.

**Financial Report:**

Membership fees remain the same for 2017.

Approx balances: \$17k checking, \$4.8k capital campaign, \$29k reserves, \$3.6k wish list  
Board members are encouraged to pay their 2017 membership as soon as possible to help with early year expenses.

Big Trees Village Property Owners' Association  
Board of Directors' Meeting Minutes  
January 14, 2017

**EPPOC Report (by Steve Lauterbach):**

none

**VIP Report (by Nancy Larson):**

none

**Old Business:**

1. Raffle prizes - Kayvan obtained promises of gift certs from SNAC, Bear Valley, Sports Basement; Linda to pursue gift certs from local restaurants; Tom to pursue Sequoia Woods for golf or dinner gift cert
2. Long Term Planning Committee - still seeking two non-board members
3. Activity calendar - Susan to begin updating for 2017

**New Business:**

1. Susan to update membership letter for 2017 prior to next board meeting; expected mailing in March.
2. Board decided to give Michael Kuffler a gift card (Amazon or other) to thank him for his many years of excellent service.

**Correspondence:**

none

**Open Forum:**

none

Meeting adjourned at 3:56pm

***Next Board meeting Saturday, February 11th at 3pm***

Minutes respectfully submitted by Tom Wismar

**Manager's Report**

January 14, 2016

1. Edie and I attended the EPPOC meeting in December. I reported the status of our organization and answered questions about VIP vandalism
2. We have received one more membership via Pay Pal. We might apply it to membership for this next year.
3. I took over more of the office work and Edie took off the second to the last week of December.
4. Mike has been coming in to pump the pools in December. Pat will take over in January. Michael will meet with him to go over the systems.
5. Road base was put in for the area that's washing away next to the employee lot, then we pumped the pool and washed it away again right after Christmas.

Big Trees Village Property Owners' Association  
Board of Directors' Meeting Minutes  
January 14, 2017

6. Still need to aerate the lower lawn or the ball field yet and may not get to it until the weather allows.
7. Michael is still working for Country Houses to take care of their pool and he wanted to know if he could rent our hammerhead vacuum. How much should we ask? Edie told him \$20.
8. John and Edie have taken down about 12 dead trees, most that were near the road and will start on the trees near the parking lot. Edie wanted to know if we want her and John to continue cutting trees (and at what cost?) I believe this is now Pat's responsibility.
9. Still brainstorming a set of rules for the Association. Will the long-term planning committee be working on these? We printed out the corporate code for Non-profit Mutual Benefit Corps to see if we needed to modify anything we're doing now.
10. Rob Pulkownik is supposed order cameras....
11. Chief Roy Evans of CalFire has confirmed his work crew can paint our buildings. I told him we'd buy the paint and materials. He said to contact him when the weather improves.
12. The Christmas tree lighting this year was a lot of fun. We popped corn ahead of time and bagged it, then popped some while there for the aroma. We gave away 4 snack bar cards with a Christmas Trivia Raffle. Got some names and contact info of new people in BTV.
13. Edie and I picked up an inexpensive, but good, computer at Costco. I'm in the process of switching over programs, affordably.
14. Our Website was set to expire, so I upgraded and downgraded accordingly.
15. I'm considering doing payroll with either QuickBooks or doing it myself. I also plan to reconcile the bank accounts. We are paying EPA \$65 per hour for simple bookkeeping services. I think we can have EPA do a quarterly financial, to keep tabs on me, and have them do our taxes, but I'm more than capable of bookkeeping, payroll and paying payroll and sales taxes.

Respectfully submitted,  
Susan Tarpley