

Big Trees Village Property Owners' Association
Board of Directors' Meeting Minutes
March 11, 2017

In Attendance:

Present: Linda Payton, Tom Wismar, Carlene Kemmerer,
Kristin Randall, Mary Ann Franscioni, Nancy Larson
(by phone) Kayvan Ashourizadegan

Absent: Laurie Ahlberg

Manager: Susan Tarpley

Members: Carol Panasuk

Meeting called to order by Mary Ann at 3:04pm

Review and approval of February board meeting minutes:

- (motion by Linda, second by Mary Ann, approved unanimously)

Operations Report (see Manager's Report attached):

Some items from report:

1. Membership mailer ready to mail
2. Raffle prizes are finalized
3. CCWD will be replacing water pipe on Meko Dr.
4. Planning to start applying pest control spray ourselves instead of contracting out
5. BTVPOA website has been updated

President's Report:

1. Laurie Ahlberg has resigned from the board due to schedule conflict. Nancy Larson has volunteered to finish the current term for Laurie.
2. Long-term planning committee volunteers: Kristin R., Kayvan A., Sheila Tenney, Linda Payton, Carol Panasuk; potential volunteer Lorraine Dowling
3. Susan to create online calendar for board members to volunteer for summer activities

Financial Report:

Approx balances: \$7.5k checking, \$5k capital campaign, \$29k reserves, \$3.5k wish list

1. Still getting used to using Quickbooks Online.
2. Rapid lookup of current member payment status now available with Quickbooks Online

EPPOC Report (by Susan Tarpley):

1. Discussed fire prevention efforts. Pine needle debris expected to double this year. Contractor with curtain burner made presentation for bringing rig to local sites (e.g. BTVPOA) for owners/contractors to drop debris locally.

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VIP Report (by Nancy Larson):

1. Volunteer recruitment underway; plan to use Facebook page for recruiting
2. Calfire has appointed a representative to work with VIP
3. Volunteer paperwork organized and ready

Old Business:

1. Rec Center cleanup planned for Saturday, May 13 (after 9am Board meeting)
2. Board to move June meeting from the 10th to the 17th (when pool opens)

New Business:

1. Susan suggested asking the new, local Calfire chief to speak at the Memorial Day member meeting
2. Nancy suggested that Eric Larson speak about the Firewise program

Correspondence: (see page 3)

Lots of emails from members asking for tree removal contractors.

Open Forum:

none

Meeting adjourned at 4:16pm

Next Board meeting Saturday, April 8th at 3pm

Minutes respectfully submitted by Tom Wismar

Manager's Report (Susan Tarpley)

- Finalized documents for membership mailing, order printing
- Organized Raffle prizes and created a new flyer (have more to add/Kayvan)
- Created new mailing list for membership 2017, print directly on app
- Purchased safe for office at a 20% discount and free shipping
- Rearranged Office to suit meetings and events
- Updated VIP inspector list with Nancy, found Master problems/ correct(ed/ing)
- Attended EPPOC meeting. Learned about Curtain Burner for needles
- Attended CCWD meeting about Techite Pipe Replacement on Meko
- Got Annual Tax Return for signatures, ready to mail, paid accountant
- Purchased craft items for activities
- Purchased two electronic soft dart boards (discounted) and XO toss game
- Repaired old cash register for front gate
- Maintenance will take care of pest control
- Need to confirm or deny pine needle clean-up for Aaron Cameron this year
- Need to get Michael his gift and card
- Working on Lifeguard schedules
- Updated website (Board Page info, Membership PayPal, Raffle PayPal)

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Correspondence:

- Mailed one letter about dead trees for association member to contact neighbor
- Answered emails about tree removals
- Contacted property owners with contact info updates for mailing
- State Farm Grant for Fire Prevention got 209 votes online
- Updated Facebook Page daily (over 600 likes now)
- Lifeguards have submitted applications for work and availability calendars
- Corresponded with Rick Whybra, PurFire about Curtain Burner

Respectfully submitted, Susan Tarpley, Manager

APPROVED