

Big Trees Village Property Owners' Association
Board of Directors' Meeting Minutes
October 8, 2016 (approved)

In Attendance:

Present: Laurie Ahlberg, Linda Payton, Mary Ann Franscioni,
Kristin Randall, Kayvan Ashourizadegan
Absent: Carlene Kemmerer, Tom Wismar

Manager: Edie Diegoli
Asst Manager: Susan Tarpley

General Members: none

Meeting called to order by Mary Ann at 8:00 am.

Review and approval of September board meeting minutes:

- (motion by Laurie, second by Kristin, approved unanimously)

Operations Report:

(see Manager's Report below)

1. Rec center has been closed down for the season. Edie and Susan are working on fixing the sprinkler system. Tennis courts nets and signs will be taken down soon.
2. November 12 workday will start at 10:00 a.m. and run 5-6 hours. Focus will be on painting tables and taking care of trees.
3. Security system follow up will be done with Mark Moriarty to move forward with installing a system.
4. \$5,000 transferred to reserves.

President's Report:

none

Financial Report:

1. Preliminary Budget Review:

- We may need to find another maintenance worker as Michael wants to give up some of his work at the Rec Center. We would need to find another person who is or will become a certified pool technician. Susan's husband Pat is interested in a maintenance contract rather than being an employee. Mary Ann will follow up with Erik Larson about employment versus contract issues.
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2. Budget for fall/winter staff:

- We have funding for Susan to work twice a week, five hours each day.
- Edie and Susan are working on transition.
- Edie found a Department of Labor regulation that may exempt the Rec Center from the new overtime regulations.

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EPPOC Report (by Steve Lauterbach):

none

VIP Report (by Nancy Larson):

none

Old Business:

Long Term Planning Committee

- Review Articles of Incorporation
- Mission Statement
- Committee members = Kayvan Ashourizadegan, Linda Payton, and Kristin Randall. Mary Ann will try to find two community members to fill the rest of the committee.

New Business:

Marketing for upcoming 2017 year

- Video for BTV Facebook page and website – Edie and Susan are working on updating video to promote on Facebook page and website.
- Member letter & membership contract will go out at the end of February 2017.

BTVHOA will make a \$275 donation for tree lighting at the Dorrington Hotel.

Correspondence:

none

Open Forum:

none

Meeting adjourned at 9:20 a.m.

***Next Board meeting Saturday, November 12th at 9 am
(followed by work weekend)***

Minutes respectfully submitted by Kristin Randall

Manager's Report

October 8, 2016

1. We have just about completed storing everything for winter. Still need to take down the nets and a few signs as the weather changes.
2. I completed the final deposits and have also transferred \$5000 to our reserve fund. The checking account is looking very good compared to last year, but that will be eaten up by having Susan work some this fall.
3. The back-up motor for the large pool was purchased.
4. I looked at the budget and felt comfortable budgeting around \$2500 for Susan to work this fall. Right now, she's coming in 2 days a week for 5 hours each day. She is starting on the activity schedule for next summer as well as the youth activity projects. She organized the craft stuff in the cabinets, so she knows what supplies we have.
We've also been working together on the sprinkler system in the lawn and I've started showing her where all the pipes and valves are located.
I let her create the last vertical response email that was sent out highlighting fall activities and news.
We are going through the file cabinets and organizing them a little better and at some point, we hope to go through more of the boxes in the garage.
We are starting to look at the Reserve Study and have downloaded a free Excel spreadsheet that's set up to create the study. Not sure if it will work or not, but it's free!
5. I ordered road base for the driveway and will spread that out next week.
6. I aerated and fertilized the upper lawn. Still need to do the lower lawn and put out grass seed.
7. The sprinkler system has a leak in the lower lawn and we need to add one sprinkler head. I opened up the areas where the work will need to be done and am trying to get someone to do the work.
8. We received 4 more trees from Janice Chow which will be put outside the fence— two in the low area near the bridge and two outside the front gate in the area that used to be lawn.
9. I met with Michael this week and he expressed an interest in handing over his job to someone else. He is open to the possibility of staying on for pool maintenance and having someone else take over everything else.

Account Balances

Checking: \$50,768.85

Capital Campaign: \$4,793.67

Reserves: \$28,861.89

Wish List: \$3,667.34