

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

In Attendance:

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

Absent: Laurie Ahlberg

Manager: Susan Tarpley

Members: Lorraine Dowling, Nancy Larson

Meeting called to order by Mary Ann 3:03pm

Review and approval of January board meeting minutes:

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

Operations Report (see Managers Report below):

Some items from report:

1. Lots of recent correspondence with members due to storms
2. New point of sale system
3. Need locking safe

Board directed Susan to purchase what she needs if under \$500

4. Purchased QuickBooks

President's Report:

none

Financial Report:

Approximate balances: \$15k checking, \$4.8k capital campaign, \$29k reserves, \$3.6k wish list

1. QuickBooks Online is a significant improvement and will save accounting fees
2. Tentative guard schedule has allowed to better project summer staffing
3. Budget to be amended to reflect more accurate staffing & accounting costs
+\$3000 salary, -\$3000 accounting/snow plow/portable toilet/maintenance
Board motion by Tom, second by Linda, approved unanimously

CORRESPONDENCE (Susan Tarpley):

1. Many downed trees, trees on houses, deck fell off one; phone calls and emails with questions about snow plowing. Immediate turn around response time via email.
2. As a result, we may have a few new members and we have confirmed a lot of contact information. I added my cell number to the phone message machine due to power outages. Got one call (sales).
3. Keeping Social Media up daily; much praise! (Facebook, Instagram, and Website)

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EPPOC Report (by Susan Tarpley):

1. Calaveras County considering total ban for cultivation and sales of marijuana
2. Discussed changes to waste transfer station (pine needle disposal remains an issue)

VIP Report (by Nancy Larson):

1. Volunteer recruitment underway (most volunteers from 2016 to return)
2. CalFire representative has retired and not yet been replaced. This may cause a delay in the 2017 enforcement.
3. Nancy asked to include a VIP flyer in the 2017 membership mailer

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, Lorraine obtained wine and gift certificates for Greenhorn Creek and Mercer Caverns, Mary Ann is donating time at her Monterey vacation rental property
2. Long Term Planning Committee - still seeking two non-board members
3. Activity calendar - Susan has created for review by Board
4. Membership letter - minor editing remains, plan to mail mid-March (Board to stuff envelopes after March meeting)

New Business:

Proposed Rec Center cleanup on Saturday, May 13 (after 9am Board meeting)
Board to move June meeting from the 10th to the 17th (when pool opens)

Correspondence:

none

Open Forum:

Lorraine shared that a local handyman Eddie Fournier was a big help to her during the recent snowstorm.

Meeting adjourned at 4:19pm

Next Board meeting Saturday, March 11th at 3pm

Minutes respectfully submitted by Tom Wismar

Manager's Report: February 11, 2017

- We've had 2 deep snow storms causing much damage to trees, homes and roadways. Maintenance maintained the water levels in both pools, preventing freezing damage.
- Purchased a POS system from Datio.com at half price. Asking for iPad donation, but if I must buy one, it will cost about \$250 for a refurbished one. POS system will allow us to do Inventory, Sales and Sales Tax tracking, Credit Card Payments, print customer receipts, send live info online to access in office instantly.
- Still need to purchase a locking safe
- Maintenance discovered we have only one operational pool pump. (electric) Has plans to reconfigure pump system, using existing system, to automate and eliminate the need for this exterior pumping system.
- Banking is set up. Cards are signed. Need to check to see if those coming off have been taken off.
- Purchased QuickBooks Online with Payroll. Got a 50% discount for 2 years
Ability to Direct Deposit; maybe fewer lost checks this year.
Can accept CC payments online for membership (may be able to eliminate PayPal, or give 2nd option) Employees can access their Payroll Info online.
Sends automatic reminders to pay employees and pay CA and Fed Taxes. Does budgeting and Inventory will integrate with new POS.
Will cut Annual Accounting fees in half
- Paid for our website for 5 years. New host is up and running. Web designer fixed all bugs. Forms are working.
- Our new computer needed Microsoft Office. Go Daddy bundled it with a pro-email account at a great price. Changed the way I access emails. Still may have to buy a VIP email account.
- I've got 4 Snack Shack applications, 7 Lifeguard applications, and 2 names for Activities Director. Bob will not be able to work Memorial Day Weekend front gate. Still need to advertise for new Lifeguards. I think we may have the Snack Shack covered, but will accept new applications.
- CCWD turned off our water due to a leak. Still have not investigated this. May need to rent a Porta-Potty in the meantime.
- Eric Larson applied for the State Farm fire prevention grant. Voting is going on online. Maintenance has already found the splitter at under \$2000 delivered, just waiting to win the grant.