

Big Trees Village Property Owners' Association
Board of Directors' Meeting Minutes
June 17, 2017

In Attendance:

Present: Linda Payton , Tom Wismar, Mary Ann Franscioni, Nancy Larson
Absent: Kayvan Ashourizadegan, Carlene Kemmerer, Kristin Randall
Manager: Susan Tarpley
Members: none

Meeting called to order by Mary Ann at 9:20am

Review and approval of May board meeting minutes:

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

Operations Report (see attached):

Some items from report:

1. Manager's Assistant Lorraine Dowling to start tomorrow (Sunday, June 18)

President's Report:

1. New pool covers have been installed
2. Recommend creating a policy & procedure manual to address things such as closing due to poor weather

Financial Report:

1. Income is ahead and expenses are on track for 2017 budget (net positive).

VIP Report (by Nancy Larson):

1. First notices to homeowners have been given to Calfire for mailing.

Old Business:

1. Memorial Day member meeting speakers are Michael Oliviera (County Supervisor) and Eric Larson (Firewise)

New Business:

1. Review calendar activities and volunteer needs
2. Manager 6-month review will be distributed to Board in the next few weeks
3. Begin development of Policy & Procedure manual
4. Begin recruitment for upcoming Board election

Correspondence:

None

Open Forum:

None

Meeting adjourned at 10:40am

Next Board meeting Saturday, July 8 at 9am

Minutes respectfully submitted by Tom Wismar

MANAGER'S REPORT JUNE 17, 2017

- PURCHASED NEW COVERS FOR LARGE POOL. ALL INSTALLED.
- PURCHASED THREE NEW MARKET UMBRELLAS AND HEAVY-DUTY STANDS, INSTALLED
- CONTINUED EMPLOYEE SCHEDULING
- FOUND ASSISTANT TO THE MANAGER, LORRAINE DOWLING, TO START SUNDAY
- FOUND EXTRA GATE PERSON, REBECCA VERKERK, START TUESDAY (BOB'S DAYS OFF)
- REBECCA WILL ALSO PLAN YOUTH ACTIVITIES AND CRAFTS AND DO STORY TIME (W)
- UNIFORMS HAVE BEEN DISTRIBUTED, CONTRACTS SIGNED, FIRST PAYROLL ISSUED
- CREATED MAILING LIST FOR VIP COORDINATOR FOR FIRST NOTICES
- ANSWERING CALLS AND EMAILS ABOUT INSPECTIONS
- RESPONDING TO REALTOR REQUESTS FOR INFORMATION FOR PROPERTY SALES
- RECORDING DEED TRANSFERS INTO MASTER
- INSTALLED IPAD IN POS AND WORKED OUT BUGS FOR SNACK SHACK CARD SALES
- SECURED US FOODS FOR SUPPLIER. WORKING GREAT!
- ATTENDED EPOC MEETING.
- HAZEL FISCHER POOL PARTY WAS WELL ATTENDED AND WENT OFF W/NO PROBLEMS
- SNACK SHACK IS COMPLETE AND READY FOR INSPECTION
- SECURED A LARGER ICE CREAM FREEZER TO BE DELIVERED
- UPDATED WEBSITE AND FACEBOOK. BIG TREES FITNESS (POOL) IS ALREADY AN ISSUE. PEOPLE ARE CALLING ABOUT MEMBERSHIP, HOURS, ETC...

MAINTENANCE REPORT:

- TORE DOWN STARTER HEATER ON LARGE POOL AND REPAIRED CRACKED MANIFOLD WITH SALVAGED PARTS FOUND IN GARAGE
- INSTALLED NEW 20A RECEPTACLES FOR MICROWAVES AND RELOCATED SWITCHING FOR INSIDE AND OUTSIDE LIGHTS
- REPLACED LAMPS AND INSTALLED LAMP COVERS REQ BY CODE
- PUT UP BTV SIGN ON ROAD
- REPLACED LAMPS IN OFFICE. RECOMMEND REPLACING FIXTURES AS BALLASTS AND TOMBSTONES ARE BROKEN
- WORKING ON SOUND SYSTEM
- RESIZED POOL COVER REELS
- INSTALLED POOL COVERS AND IN THE PROCESS OF INSTALLING VELCRO TABS TO SECURE COVERS TO REELS
- FIXING AC IN SNACK SHACK. NEED NEW PUMP
- INSTALLED SHELVING AND REROUTED WATER DRAIN FOR ICE MACHINE

WE NEED TO BUY A PUMP FOR AC UNIT IN SNACK SHACK (under \$20)

WE NEED TO BUY A REPLACEMENT MANIFOLD FOR THE HEATER SHOULD ANOTHER ONE BLOW OUT. (\$\$\$)

WE NEED NEW LIGHT FIXTURES IN THE OFFICE (\$\$\$)

SANDBOX IDEA IS ON HOLD. TENNIS COURTS AND HORSESHOE PITS NEED SAND

RESPECTFULLY SUBMITTED, SUSAN TARPLEY