

Big Trees Village Property Owners' Association  
Board of Directors' Meeting Minutes  
August 12, 2017 – Approved September 2,  
2017

***In Attendance:***

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

Meeting called to order by Mary Ann at 9:02am

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

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

**Operations Report (see attached):**

*Additional items discussed:*

1. Susan started work comp claim for herself and will give to Mary Ann to complete
2. Lorraine has quit as the office assistant
3. Memberships are ahead of last year

**President's Report:**

1. Employee evaluations for lifeguards have been completed by Mary Ann. Susan planning to do evaluations for snack shack employees.
2. Water activities end this week.
3. John Diegoli to work as lifeguard for last three weeks because young employees are returning to school.

**Financial Report:**

1. Income/expenses are on track for 2017 budget.
2. Costs have been reduced, partially due to understaffing of lifeguards
3. Income has been on track
4. Currently expecting to be able to move money to reserve fund
5. Mary Ann recommended that we change association membership "year" to calendar year to align with budgeting.

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

1. 298 first notices, 63 second notices, ~1600 properties in development
2. Nancy has decided to manage the VIP program again next year (2018)
3. CalFire is planning to make significant changes to the program that may increase workload on VIP program

**Long Term Planning Committee:**

1. Committee has prioritized repair of tennis courts and paved walkway
2. We have been unable to get interest from contractors for asphalt repair
3. Three bids for tennis court repair ranging from \$30k to +\$100k
4. Work continuing on new security system and expected to be completed this fall

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**Old Business:**

1. Need to develop board/facility policy & procedure manual and update bylaws on website

**New Business:**

1. Develop agenda items for Labor Day weekend general member meeting including new capital campaign for tennis court repairs

**Correspondence:**

None

**Open Forum:**

None

Meeting adjourned at 10:17am

***Next Board meeting Saturday, September 2 (approx 12 noon) after general member meeting***

Minutes respectfully submitted by Tom Wismar