

Big Trees Village Property Owners' Association
Board of Directors' Meeting Minutes
November 11, 2017 APPROVED JANUARY 13, 2018

In Attendance:

Present: Tom Wismar, Mary Ann Franscioni, Nancy Larson,
Kayvan Ashourizadegan, Kristin Randall, John Kemmerer, Linda Payton
Absent: none
Manager: Edie Diegoli
Members: Joyce Schornick, Tim & Kim Mattis

Meeting called to order by Mary Ann at 9:00 am

Review and approval of October board meeting minutes:

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

President's Report

1. Mary Ann met with Mary Ellen Nikkola to review employment contract for her new position as Office Manager
2. Mary Ellen suggested several people who may be interested in the maintenance position

Operations Report by Edie Diegoli (see attached):

- Water leak has been repaired including sprinkling system
- Pool chemicals have been stored; new signage, containment, and other safety improvements have been implemented
- Pool pumping to remove water for winterizing is underway and will be completed soon

President's Report:

- We are currently seeking new office administrator and have received interest from several qualified people.
- We also need to hire someone to close & winterize recreation center after Labor Day.
- November 11 work day discussed; plan to advertise via email, Facebook and posted signs on Labor Day weekend. Also plan to provide children's activities for young families.

Financial Report:

- 2018 budget presented by John and discussed by board:
motion by Tom to approve, second by Nancy, approved unanimously
- Currently expecting to be able to move money to reserve fund

Long Term Planning Committee:

- Capital campaign for tennis court and ground improvements kicked off at General Meeting.

Old Business:

- none

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New Business:

- Advertisement for Recreation Activities Manager position discussed; will be advertised locally now and expanded later if needed
- Board discussed using a bookkeeper beginning in 2018. John interviewed Ann Sorenson and recommended we use her. The cost is approx \$650/mo and has been included in the 2018 budget. Board asked John to proceed with contracting with Ann.

Correspondence:

None

Open Forum:

None

Meeting adjourned at 10:00am

Next Board meeting January 13 (3pm)

Minutes respectfully submitted by Tom Wismar