

Big Trees Village Property Owners' Association
Board of Directors' Meeting Minutes
January 13, 2018

APPROVED

In Attendance:

Present: Tom Wisma, Nancy Larson, Kayvan Ashourizadegan, Kristin Randall,
John Kemmerer, Linda Payton
Absent: Mary Ann Franscioni
Manager: Mary Ellen Nikkola

Meeting called to order by Nancy Larson at 3:14 pm

Review and approval of November board meeting minutes:

- motion by Kristin, second by John, approved unanimously

President's Report

1. Interviews for RAM position are underway. Also considering an assistant position with limited hours for additional support.
2. Chris Roach has been hired for part-time facility maintenance. John Diegoli will continue to oversee pool maintenance.
3. Kayvan interviewed a candidate for maintenance manager.
4. We have signed an agreement with Ann Sorenson for accounting services.
5. We will begin contacting potential lifeguard employees.
6. We will begin drafting the membership letter for the upcoming season and plan to mail early March.

Operations Report by Mary Ellen (see attached):

- Office organization ongoing
- Recommend getting a roof and pest inspection for the facilities.
- John Diegoli has been providing maintenance throughout the facility.

Financial Report:

- 2017 financials ended with \$18,000 approx net revenue.
- Approx account balances:
 - Checking \$47k
 - Reserves \$29k
 - Capital Campaign \$8k
- Board voted unanimously to transfer \$5,000 from checking to reserves

Long Term Planning Committee:

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

Old Business:

- Operations manual created and given to Edie Diegoli for editing

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- Capital campaign ongoing

New Business:

- Linda attended the Arnold community crime meeting regarding recent increase in home burglaries. Nancy will post information to BTV Facebook page.

Correspondence:

None

Open Forum:

None

Meeting adjourned at 4:41pm

Next Board meeting February 10 (3pm)

Minutes respectfully submitted by Tom Wismar