

Big Trees Village Property Owners Association

Board of Directors Meeting

April 14, 2018

APPROVED MINUTES

**Call to Order** (Mary Ann Francioni, President): 3:02 p.m.

**Approval of Feb. and Mar. 2018 Board Meeting Minutes:** Motion to approve by John Kemmerer; seconded by Linda Payton. Approved.

**President's Report:**

--There will be no speaker at Memorial Day Weekend Members Welcome Meeting; speakers will be solicited for Neighborhood Watch meetings during the summer.

--Mary Ellen is ongoingly recruiting new summer staff and conducting interviews

--Mary Ellen and Kelley are coordinating with each other and with Mary Ann via long distance calls.

--Emma Diegoli will be head lifeguard this year and will assist Kelley with scheduling, ordering uniforms, etc.

--Applicants/returning employees must confirm their desire to work and their availability by May 1.

--Two Board members will term out this fall, Tom W. and Linda P. Kristin and Kayvan are up for reelection. Mary Ann requested Kristin and Kayvan let her know soon whether or not they plan to run again. Recruiting will start at Member meeting for replacement BOD candidates.

--The Mantei family have approached the Association for permission to use the picnic/bbq area for a birthday party on the Saturday of Fathers Day weekend. Up to 40 guests expected to attend, with the possibility of about 17 of them wishing to use the pool. It was determined that we would approve the request for the picnic area reservatiion but that a clearer written policy regarding large groups was needed. Mary Ann to send suggested policy use for both picnic area and pools for BOD review and okay. (Subsequently, a policy was submitted; a \$50 fee will be required for "exclusive" reservation of picnic area with an end time of Rec Ctr closing, along with other specific requirements; pool use for large groups will conform to the stated policies in Association Bylaws. Policy approved via response emails from Board members.)

--Treasurer John Kemmerer will be sending an email to Board members regarding options for salary structure for seasonal employees. Discussion and eventual vote to follow. (Subsequently, approval was given via email voting for a structure in which first year employees receive minimum wage and returning employees receive an additional 25 cents for each year of employment beyond year one.)

**Manager's Report** (Mary Ellen Nikkola): Refer to Mary Ellen's report of April 14, 2018

**Financial Report** (John Kemmerer, Treasurer):

--For the period Jan-March 2018 we are under budget for operating expenses; many maintenance and office expenses are spread out and will hit later.

--Membership is ahead of schedule and, therefore, we are currently ahead of budget for income.

**Long Term Planning** (Kristin Randall, Chair):

--Kristin will have a capital campaign kick-off presentation for Memorial Weekend.

--Signage will be developed. One sign will be a banner indicating that the tennis courts are closed for remodeling and why the capital campaign is needed; the other sign will be a general promotional sign that can be used for any and all BTVPOA events/campaigns.

--A solicitation letter will go out to local businesses in the next few weeks.

**EPPOC** (Steve Lauterbach):

--CCWD will be adjusting water rates shortly.

--While not EPPOC news, Steve volunteered to help the Association with building a "secure socket" into the BTV website. Working with Mary Ellen, it will be determined whether we should continue with GoDaddy support or switch to "Siteground."

--Steve will also assist Mary Ellen with sending a Vertical Response email regarding lot inspections and the work day on May 12.

**Fire Protection** (Nancy Larson, Coordinator):

--The Greater Arnold area will have a community-wide program regarding wildland fire protection programs and policies on Saturday, May 5, at Independence Hall. There will be a variety of speakers and resource tables to help residents be "firewise."

--On May 12, the BTVPOA will have their own "firewise" event as a workday to clean up the Rec Ctr. Lunch will be served to volunteer workers.

--Lot inspections will begin immediately after Memorial Day. Two more volunteer inspection teams are needed. (Subsequent to the BOD meeting, CAL FIRE agreed that HOAs should not need to submit an inspection form for each property; therefore, BTV will use their forms this year and submit to CAL FIRE. It has also been determined that CAL FIRE is most interested in receiving notices on repeat and extreme offenders because they want to pursue enforcement after this year's inspections.)

**Old Business:**

--Need additional staff applicants, although in generally good shape.

--A vertical response email will be sent to recruit work day volunteers.

**New Business:**

--Mary Ann will be sending a Google Docs Volunteers Scheduler.

--Board members should arrive for Members Welcome meeting at 8:30 a.m. on Saturday May 26, to help set up.

--Speakers at Member Welcome will be Eric L. regarding Firewise, lot inspections, and community programs to assist area property owners; and Kristin regarding Capital Campaign.

**Correspondence:** None

**Open Forum:** No discussion

**Adjournment:** 4:38 p.m.

**Next Meetings**

--May 12, 9 a.m., followed by Work Day

--May 26, 2018, 10 a.m. Members Welcome (Board to be present at 8:30 a.m.)

--June 16, 9 a.m., followed by Fathers Day BBQ in pool area.