

LVPOA Board of Directors

Monthly Meeting Minutes

Date: August 9, 2011, 6:30 p.m.

Members Present:

Jerry Roper, President
Bud Hopkins, Security

Patsy Hunt-Durkin, Vice President
Ron Penn, Technology

Melody Silverberg, Secretary

Guests: Richard Cramer, Finance Committee

Old Business:

Topic: Monthly Meeting Minutes

Discussion: July Meeting Minutes approved with changes.

Action: Post on web site and on bulletin board.

Topic: Annual Meeting Minutes

Discussion: Annual Meeting Minutes have not yet been approved. Still need any changes the Board wants to make. Send to Melody as soon as possible.

Action: Members should send changes to Melody.

Follow-up: September meeting.

Topic: Finance Committee Report

Discussion: Richard Cramer presented the recommendations of the Finance Committee for a Management Group to perform some of the accounting / bookkeeping activities now performed by the Treasurer. Sara and the Committee met with two vendors who had submitted satisfactory proposals. Committee unanimously voted to recommend Realty Resources. Some start-up costs will be required, billed on an hourly basis. After that, contracted services will be provided at a flat monthly rate which will be set in the contract. Ad hoc requests for special reports or services will be billed at an hourly rate. Committee recommends a one year contract, which will renew automatically with the concurrence of the Board and Realty Resources, or can be cancelled, with appropriate notice to the vendor. Services to be provided will be specified by the contract, including maintenance of all financial transactions, required reports, and tax preparation. A representative of the company will also attend the Annual Meeting to present the annual report and answer questions from the homeowners. The Committee

believes use of the outside company lends independence, credibility, and continuity to the financial activities of the Board. As members change roles or rotate off the Board, this will improve the transition and assure records are maintained appropriately.

Patsy made the motion that the Board enter into a contract with Realty Resources as the financial management company for the Board. It was seconded and unanimously approved.

Action: Jerry and Patsy will sign the contract with the company on behalf of the Board. Sara, Patsy, and Melody will work with the company to establish standard operating procedures for the parties to follow. Ron will also participate in discussions regarding the impact on technology initiatives of the Board.

Follow-up: Monthly updates will be presented to the Board by the Treasurer and Secretary.

Topic: Strategic Plan

Discussion: Jim presented topics in the Strategic Plan that are due for annual review. Items in the Operating Procedures were clarified. Some roles were re-assigned based on new Board Members, or a change in position. Some suggestions were also made regarding new committees or small volunteer groups which might be considered. The use of the Action Register was discussed (long-term vs. one time actions). Action register will track actions that will require multiple steps or last longer than 30 days. Decision log will continue. The priority list of future initiatives was discussed and updated.

Action: Jim will document updates for the Board.

Follow-up: September meeting.

Topic: Committee Reports

Discussion: Each Committee sponsor provided an update on the activities of their respective committees.

- Architectural Review: Have had no requests to date. Need to review the application form and make changes consistent with the By-Laws.
- Welcoming Committee has no report.
- Social Committee working to collect telephone numbers for homeowners. They are working on an October social event to be held at the Elkmont event center. Will also plan a spring event, date to be determined later. Clarification was requested for how the budget is allocated to the Annual Meeting and the Social Committee.
- Security Committee will meet and provide any recommendations for the October meeting. No reported break-ins this month. The changes to the back gate seem to be working.
- Bear Committee reports they have received updated bear information, will distribute to local rental agencies, and continue to provide on-going education to residents and renters. The bill for the printing has been received.
- Road Committee: Ken has received a report from the engineering firm. It appears that there are sections of Laurel Road and Cooper Hollow which will require extensive remediation to make the road beds viable. George can do the repairs, but the cost will be very high. The full report will be provided to the other Board members. There appears to be damage to a

diversion berm on Pioneer Trace that occurred during the road clearing last winter. Jerry will ask Ken to follow-up.

- Recycle Committee concerns include maintenance and repair of the road into the area. There is a need to remove the gravel from the road and fill in the deep erosion area. Also would like to have signs with notice that the use of the compactor and recycling area is for the use of LV residents and renters only. Signs are requested for either end of the fence to notify people before they drive into the area. The Committee is asked to develop wording for the signs that is self-explanatory. Bud can arrange for the signs to be printed. A suggestion was made that a small step stool in front of the compactor would be helpful. Jerry can build something and secure it to the pad.
- Technology Committee: Developed a very comprehensive proposal for technology management. Some of these proposals will be impacted by the hiring of the management company. Some of the topics are more controversial, such as advertising on the web-page. As a non-profit there may be restrictions on the Board charging a fee for advertising. The Committee will do further research and report back. Development of a more professional web page is a goal. There are many professional developers who could provide services or the Board could purchase more user friendly software that individuals could use to upgrade the web-page. An interactive web-page would allow individual homeowners to log in on a secure site to do business functions (sign up for the Annual Dinner, provide change of address information, etc.) Secure data storage options and authorized user protocols were discussed. Use of portable data storage devices (thumb drives) should be controlled by the protocols.

Action: Each Committee sponsor will provide a monthly report on the activities of their respective committees.

Follow-up: September meeting.

Topic: Stop Signs

Discussion: Bud reported he has picked up the stop signs.

Action: Bud will coordinate placement of the signs.

Follow-up: Completed

Topic: Salt Storage

Discussion: Jerry has had improvements done to the Salt Shacks. A little more work needs to be done.

Action: Jerry will follow up to assure completion.

Follow-up: Report at September meeting.

New Business:

Topic: Forms Revision

Discussion: Some forms on the web site are out of date and should be revised.

Action: Patsy, Melody and Ron will work on revisions of the forms and present them to the Board for approval.

Follow-up: Forms will be presented to the Board for approval after revision. Once approved, revised forms will be posted on the web site.

Topic: Re-vitalization of the Laurel Valley Echoes

Discussion: There has been a lapse in the publication of the Echoes. One member of the Board should seek assistance from volunteers to gather information to update the community regarding news, notices, and items of interest.

Action: Bud will coordinate the gathering of information, and will coordinate with others to publish the Echoes quarterly.

Follow-up: First edition will be October 2011.

Topic: Compactor Maintenance / Recycling Issues

Discussion: Maintenance is due in October. Road repairs are needed in and out of compactor/recycling area. Weeds are also growing up around the entrance.

Action: Patsy will coordinate compactor maintenance. Ron will talk to George about fixing the roads. Jerry is going to coordinate the staining of the fence.

Follow-up: Report at next meeting.

Topic: Inventory Management

Discussion: We currently have no systematic way of tracking property and equipment owned by the Association, including buildings, computers and servers, and taking appropriate depreciation.

Action: The Board will consult with the management company regarding this issue. (Ron, Patsy, and Melody)

Follow-up: Report at next meeting.

Topic: Laurel Road encroachment

Discussion: A property owner is having some dirt work done on his property, but is not planning to build for a year. There is an encroachment into the right of way, and the way the work is being done, there is

potential erosion. Architectural Committee will review any potential remedy available to them through the By-Laws to prevent this occurring in the future. Revision of the approval form might be a way to address this issue.

Action: Jerry talked to the property owner about the issues, and will monitor the situation. Architectural Review Committee will advise the Board of the results of their review.

Follow-up: Next meeting.

Patsy made a motion to adjourn which was seconded. Motion passed unanimously. The meeting was adjourned at 9:03 p.m.