

LVPOA Board of Directors

July 2011 Monthly Meeting Minutes

Date: July 12, 2011 6:30 p.m.

Members Present:

Jerry Roper, President
Sara Berry, Treasurer
Ken Ferguson, Roads

Patsy Hunt-Durkin, Vice President
Bud Hopkins, Security

Melody Silverberg, Secretary
Ron Penn, Technology/Data

Guests: Richard Cramer and Linda Bennie representing the Finance Committee

Old Business:

Topic: Financial Report

Discussion: Sara Berry presented the financial reports through June 30, 2011. She explained the discrepancies between the actual reports and the reports presented at the Annual Meeting. Each bank account held by the Board and its purpose was explained. Dues collected for the upcoming fiscal year were reported. The discrepancies were explained in full, and the Board is satisfied that the Association is fiscally sound. Corrective actions are being taken to correct discrepancies, and a final, corrected financial will be produced. The basis of the 2011-2012 budget was discussed, including the use of reserve funds.

Action: The Board agreed that a definition of the items to be included in each cost center on the annual budget should be developed, e.g., various road expenses, maintenance expenses, paving or repair expenses, emergencies. Sara will provide the Board with correct reports and those reports will be provided to those who requested them at the Annual Meeting.

Follow-up: Next meeting.

Topic: Report of the Finance Committee

Discussion: Richard and Linda led the discussion regarding the proposals submitted to Financial Committee in response to the solicitation for accounting services. The Board outlined the specific services they would be requesting from a vendor. Although there is a broad range of services offered, the Board defined the services which will be required of the vendor, with the Treasurer providing oversight of the process, authorizing payments, and managing the bank transactions (deposits, funds transfers, etc.). The idea of a petty cash account was discussed for immediate expenses. The option of a credit card was also discussed for a petty cash purposes. Some vendors would offer remote access to

the accounting system, allowing the Board immediate access to the information as needed. The Treasurer would not be able to modify the records (read only access). The data files from the Association's copy of QuickBooks would be provided to the vendor selected. The data would still belong to the Board, and upon completion of the contract, all files would be provided to us. The potential changes to the duties and responsibilities of the Treasurer were discussed. The motion was proffered and seconded to have the Finance Committee meet and make a recommendation to the Board on a vendor for this project. Motion passed.

Action: The Finance Committee will meet and make a recommendation to the Board on a vendor based on the services defined by the Board. The Board will meet with the recommended vendor and clarify any remaining issues.

Follow-up: Final decision pending interview of vendor.

Topic: Approval of June monthly meeting minutes.

Discussion: Motion to approve was made, seconded, and passed.

Action: Minutes will be posted on website and on Gate House bulletin board.

Topic: Approve Annual Meeting Minutes

Discussion: The Board can approve the Annual Meeting Minutes. Some changes were discussed to streamline the minutes and eliminate extraneous comments.

Action: Melody will present a draft of a portion of the minutes to reflect the changes discussed. Each Board member will also draft a streamlined version of their comments. Melody will compile the revisions, email it to the Board members, and present the minutes to the Board for approval at the next meeting.

Follow-up: Next meeting.

New Business:

Topic: Blocked Ditches/Mowing Issues

Discussion: A concern was raised at the Annual Meeting regarding flooding which occurred secondary to blocked ditches and culverts. Various suggestions were discussed to ameliorate the problem. Some approaches would exacerbate erosion problems. It was suggested that George could notify Ken of his observations as he mows each month. Additionally, the mowing at the front entrance and at intersections was discussed.

Action: Ken will work with George to identify ditches which require repair or maintenance. Ken will discuss various options for the maintenance of ditches, the mowing of the front entrance, and periodic mowing of the intersections, and the associated costs.

Follow-up: Ken will report at the next meeting.

Topic: Reservations for the 2012 Annual Meeting at the Heritage Center / Dinner at the Event Barn

Discussion: The Heritage Center and Event Barn will be contacted to reserve dates. The Event Barn will charge us \$15-\$20 per person for the dinner, depending on the menu.

Action: Melody will contact the Heritage Center and Event Barn to reserve the dates, the second Saturday in July.

Follow-up: Melody will report status at next meeting.

Topic: Status of Dues for 2011-2012

Discussion: Patsy reported on the status of dues collection. 319 members have paid. 79 members are still due. Of the 79, 9 are chronically delinquent. QuickBooks needs to be updated with address changes. The accounting vendor should be able to provide guidance on how to document the dues paid.

Action: August 1, the Board will send another letter with a 30 day notice. Following that, the Board will file a lien against the property, to include the dues plus any applicable fees.

Follow-up: Patsy will report at the August meeting.

Topic: Data Transfer/Secure Storage of Data

Discussion: Sara will assist with the transition to the professional company. The data on Sara's home computer needs to be moved to the central server/computer. A recommendation will be developed for how many copies of the data need to be maintained.

Action: Ron will coordinate the consolidation of the data to a central location, and coordinate with the new accounting vendor to assure safe storage of the data.

Follow-up: Pending selection of new accounting firm.

Topic: Stop Signs

Discussion: Have been ordered and delivery is pending

Action: Bud will coordinate.

Follow-up: Bud will report at August Meeting.

Topic: Strategic Planning

Discussion: Jim Rose led the discussion of the Strategic Plan.

Action: Jim will document the decisions regarding the Strategic Plan.

Topic: Permanent Facilitator

Discussion: The Board expressed appreciation to Jim Rose for his role in improving the effectiveness and functioning of the Board. A motion was made and seconded to make Jim the permanent facilitator for the Board. Motion passed.

Action: Jim Rose will continue as the permanent facilitator of the LVPOA Board of Directors.

Follow-up: None

A motion was made and seconded to adjourn the meeting. Motion carried. Meeting was adjourned at 9:00 p.m.