

LVPOA Board of Directors

Monthly Meeting Minutes

Date: October 11, 2011 6:30 p.m.

Members Present:

Jerry Roper, President Ken Ferguson, Vice President /Roads
Patsy Hunt-Durkin, Treasurer Bud Hopkins, Security Ron Penn, Technology
Jim Rose, Facilitator

Guests: None

Old Business:

Topic: Meeting Minutes

Discussion: September meeting minutes were approved with corrections.

Action: Approved minutes will be posted.

Follow-up: Melody will finalize the corrections and forward the minutes for posting.

Topic: Curbing project / other road issues

Discussion: The paving company will be out next week to take care of it. It has to be done prior to November due to the weather. They are going to be paving someone's driveway, and we can have one truck to provide the product.

Action: Ken will be sure the project is completed.

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

Topic: Black Bear cabins

Discussion: There is a run-off issue off of Country Club road into a driveway. The cabins are managed by Bearly Rustic. The culvert is draining down into their driveway. Drainage comes off road to Richmond Inn and into that culvert.

Action: Ken will talk with the management company regarding the specifics of the problem.

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

Topic: Encroachment into right of way on Laurel Road

Discussion: The owners of the property have created a hazard to the integrity of Laurel Road. The slope is a 1 to 1, and the minimum is 1 to 2. The owners realize they are probably going to have to install a retaining wall. Also, because of the drop off so close to the road, there will probably need to be a guard rail. A letter has been drafted by the attorney and will be sent to the owners notifying them of the Board's concerns.

Action: Letter will be sent to the owners.

Follow-up: Jerry will follow-up with the attorney.

Topic: Reports from Accounting Company / Financial Status Report

Discussion: Patsy shared the reports the Board will be getting from Realty Resources each month. We will retain the reports in PDF format on the Board computer. This will allow us to stay current on the status of our accounts. We will not have to enter information into QuickBooks, as Realty Resources performs the required backups. The Board reviewed the documents. The draft financial statement for last year was reviewed. Patsy has found some more documents which she will provide to the company which may impact the final report. Once the final report is ready, it will be sent to the property owners. A summary of the delinquent dues was reviewed. The status of liens was reviewed.

Action: Ron will maintain the list of property owner's names and contact information. Patsy will continue to work with the management company to get final reports.

Follow-up: Reports will be provided monthly.

Topic: Echoes

Discussion: The only thing missing is an update on the roads. Bud will finalize. Melody will work with Bud on the format.

Action: Will be sent out when it is completed.

Follow-up: Bud hopes to have it out very shortly.

Topic: Technology Committee

Discussion: Two new members joined the Committee. Susan Pasquini and Charlotte Appleton have expressed an interest in working to update the webpage. They are researching new products which will make it more user friendly. Tim Stringfellow has given Ron a list of items for upgrading the computer systems and back-ups. The costs are down at this time, and it would be a good idea to have some of these items on hand for emergencies. The Technology Committee needs a budget to work within. Ron will submit a proposal for funding. The need for remote access to the Board computer was discussed. Microsoft Office has a module which may replace the current remote access software. We need a new monitor for the guard's area.

Action: The Board will make a decision on the remote access software (subscription) prior to the expiration of the subscription. Ron will request a budget for the next fiscal year. In the meantime, funds needed for technology purchases will be taken out of general funds. Ron is authorized to purchase items needed to meet the technology needs.

Follow-up: Ron and the Committee will continue to review technology issues. Ron will report monthly.

Topic: Garbage in the construction / house hold dumpster

Discussion: People are using the construction dumpster to dispose of trash. Renters especially do not seem to understand that garbage has to go in the compactor, but some of our residents are also not complying with the restriction.

Action: We need to talk to the rental companies and request they include information on proper garbage handling procedures in their rental packets. All board members will check the recycle bins and the area around the compactor for items which are not being disposed of properly.

Follow-up: Board members will report monthly.

New Business:

Topic: Sign at Christy Lane and Laurel Road

Discussion: The Christy Lane sign is missing.

Action: Ken will investigate and arrange for a new sign as needed.

Follow-up: Ken will report next month.

Topic: Salt for winter

Discussion: Vendor wants us to set up an account with them. Patsy would prefer they just bill us.

Action: Ken will arrange for the salt order and discuss billing procedures with the vendor.

Follow-up: Ken will report next month.

Topic: Social Committee / Welcoming Committee

Discussion: October social has been publicized through the bulletin board blast emails, and flyers.

Action: Patsy will continue to solicit for volunteers for both committees.

Follow-up: Patsy will report next month on the social and other activities.

Topic: Financial Committee

Discussion: Patsy will meet with the Financial Committee to update them on progress with the management company.

Action: Patsy plans to schedule a meeting with the Financial Committee before the next Board meeting.

Follow-up: Patsy will report next month.

Topic: Signs

Discussion: Stop signs have been installed. Also, a sign has been installed at Laurel Road and Country Club instructing drivers to yield to the left.

Action: None required at this time.

Follow-up: As necessary.

Topic: Strategic Plans

Discussion: There was a discussion of what portions of the strategic plan should be posted on the website. This includes the vision, the strategies, and the initiatives.

Action: Jim will provide the documents to Ron who will facilitate posting on the web page. When the new web page is developed, it should be easier to post it.

Follow-up:

Topic: Liability Insurance

Discussion: We are better protected as a non-profit organization than as an LLC. The insurance liability coverage is more than sufficient for an organization of our size. We may discuss specific items with the insurance company related to common areas and roads.

Action: The Board will review the policy with a representative of the insurance company.

Follow-up: Jerry will invite the insurance company representative to meet with members of the Board to discuss the provisions of the policy.

Topic: Proxies and Balance Sheets

Discussion: Before the next annual meeting, we need to review the packet we send to the members with proxy and balance sheets. The review should include any recommendations for how to make the instructions more clear to the members, as there seems to be a great deal of confusion at the annual meeting.

Action: This will be put on the agenda for a future meeting.

Follow-up: Patsy will discuss at a future meeting.

With no further business, a motion was made and seconded to adjourn the meeting.