

LVPOA Board of Directors

Monthly Meeting Minutes

Date: September 9, 2011

Members Present:

Jerry Roper, President
Bud Hopkins, Security
Ken Ferguson, Road

Patsy Hunt-Durkin, Vice President
Ron Penn, Technology
Jim Rose, Facilitator

Melody Silverberg, Secretary

Guests: None

Old Business:

Topic: Minutes from August Meeting

Discussion: Minutes were approved.

Action: Post on website and on bulletin board at the Gate House.

Follow-up: Melody

Topic: Minutes from Annual Meeting

Discussion: Minutes were approved.

Action: Post on website and on bulletin board at the Gate House.

Follow-up: Melody

Topic:

Discussion: Letter from Kizer and Black concerning a judgment filed against a property owner. The owner failed to file necessary paperwork with the attorney related to this matter. Additional fees will be added to the current debt.

Action: Jerry will maintain contact with the attorney regarding this matter.

Follow-up: As new information becomes available.

Topic: Back Gate

Discussion: There have been some minor problems with the back gate. Repairs are being completed when the problems are identified.

Action: Continue to monitor problems and obtain repairs.

Follow-up: As needed.

Topic: Laurel Valley Echoes

Discussion: Bud has a format for the Board to use to submit articles for the Echoes. Although we post the meeting minutes, it seems the property owners desire more information. For example, many questions come to the Board regarding basic information, such as how many lots, how many homes, how many rental cabins, etc. Even though this information is published on the website, in the Welcome Packet, listed on the annual financial statement, questions continue. We need to use every venue to disseminate information. Other topics that could be covered include a summary of the road survey, the hiring of the management company, issues with the compactor and recycling, technology initiatives, and other actions taken by the Board.

Action: Bud plans to publish on October 15, January 15, March 15, and June 15.

Follow-up: Articles due October 1.

Topic: On-going Compactor issues

Discussion: The compactor was full over the weekend, and the company notified to come empty it. In the meantime, several residents tried to leave garbage outside the compactor, and a few were very verbal in their displeasure. We need to continue to educate people on the proper operation of the compactor.

Action: Bud and Jerry go by there every day and will assist Patsy in monitoring the status. Patsy will also order the household dumpster for October. Televisions cannot be disposed of in the compactor, due to restrictions on lead and cadmium in the CRTs. Discussed options for managing items dumped between the times the household dumpster is available.

Follow-up: Board will continue to monitor.

New Business:

Topic: Resignation Letter

Discussion: Jerry read a letter from Sara Berry resigning from the Board. The Board voted to accept Sara's resignation.

Action: The Board will let the property owners know that a vacancy exists on the Board and ask for volunteers to fill in until the next annual meeting in July 2012.

Follow-up: Next meeting.

Topic: Updates to Website

Discussion: The technology committee is going to try to update existing website until new software can be purchased, or a website manager can be identified. The technology committee is working on a recommendation to the Board.

Action: The technology committee is scheduled to meet on Sept 29th to prepare recommendations for the Oct Board meeting

Follow-up: Ron Penn will present the committee findings at the Oct Board meeting.

Topic: Road Report

Discussion: The engineering company finished their report and did a close-out with Ken. The next step is to identify a contractor to do the repairs. Plan is to use a concrete reinforced culvert to address erosion issues. There is an option to widen that section of the road and reduce the passing hazard. There is also an option to put a plastic mat in which helps hold the road bed together. It is used in state road construction. In addition, some swales can be added to divert water run-off. At Cooper Hollow, the mud shale has disintegrated and turned to silt. If that gets super saturated, we could have motion in the road. Due to the steepness, there is a problem with the cut and bench approach. The alternative is to use cut rock, used to make a wall to hold back steep slopes. The wall is anchored into the road base. We will have to excavate the existing inadequate fill. The costs include the transfer of the bad fill to another site, and bringing the new fill in. Ken is seeking a competitive bid from two companies for the work. Cost estimates are going to take some time due to the complexity of the work, especially around Cooper Hollow. It could involve a few days to a few weeks of road closure. Some options for close disposal of the fill were discussed.

Action: Ken will work with the vendors to get final cost estimates and then propose dates for the work to be done. Ken will also start acquisition of salt and urea for the winter.

Follow-up: Next meeting.

Topic: Operating Procedures with the Management Company

Discussion: Technology Committee needs to develop a protocol for communications with the management company. The data base has been transferred to the management company. There were

some issues that had to be resolved related to setting up the data in their system. Patsy has been in communication with them to provide historical documents. A discussion occurred regarding how we get access to data base updates, and how we can generate our own reports from that file. Updates should be provided by the management company once a month. We will use that month's data to generate any reports we need immediately until the next update is provided. If any Board member receives information that needs to go into the data base (sale of property, for example), the Treasurer and the head of the Technology Committee will be notified to forward information to the company. There will be a primary and a back-up point of contact will be designated.

At the present time, the management company is taking the historical data to establish the 2010-2011 final financial report.

Auto-payment has been set up for several of the recurring bills. This has streamlined the payment procedures. The management company is expecting to start paying all the bills early in 2012.

Action: The management company will e-mail the monthly financial statements and reports we have contracted them to produce to each member of the Board prior to the monthly Board meeting for review. The Technology Committee will review security procedures.

Follow-up:

Topic: Technology Committee

Discussion: We currently own a copy of QuickBooks software. It is probably advisable to maintain this licensed copy for the future. Other software that might be on the horizon is the website development software, and a possible remote access software package. Most Board members do not want to keep files related to Board business on their home computer, but some also have concerns about remote access security issue.

The security issue extends to any other documents that are stored electronically. Protocols are needed to determine who has full access, and who has "read only" access. Data storage options, external hard drive versus on-line storage were discussed.

The Technology Committee will compare the costs of purchasing website development software and hiring a development company to maintain the site. Once this analysis has been done, a recommendation will be made to the Board. The possible issues with allowing vendors to advertise on our website to generate minimal revenue to cover the operating costs were discussed.

Action: The Technology Committee will develop recommendations for the Board. At this time the Board will not approve selling advertising on our website. It will be removed from the Technology Committee Strategic Plan.

Follow-up: Next meeting.

Topic: Delinquent Annual Dues

Discussion: The follow-up reminders have generated some payments. The point in time to file a lien against a property is established in the By-Laws, and this produces a few more payments. The protocol for filing a judgment was discussed. If the judgment cannot be collected, there may be tax implications. The cost of filing for a judgment is \$700. This is added to the sum of the delinquent dues, the late fees, the fees for filing a lien, and any other associated costs, so the debt can increase very quickly. Liens and judgments also affect an individual's credit rating.

Action: The Board will consult with the management company about the tax implications of uncollectable judgments.

Follow-up: Next month.

Topic: Board Duties and Responsibilities

Discussion: With the resignation of Sara, the Board needs to realign the duties of the Board members to support all the activities required of the Board. Discussion of realignment of specific duties ensued. A motion was made to make Ken the Vice-President, which passed. A motion was made to make Patsy the Treasurer, which passed.

Action: Board will review and make realignment next month. The Board will advertise the vacancy and try to identify a volunteer. We need to educate others on how well the Board is working together for the good of the whole community. It is an opportunity for others who want to contribute to the greater good to join in a positive working environment.

Follow-up: Next meeting.

Topic: Laurel Valley Phone List

Discussion: The information has been gathered and will be printed up for folks to pick up at the Gate House.

Action: Will put information about the list in the Echoes.

Follow-up: Next meeting.

Topic: October Social

Discussion: Social Committee will use all the options for promoting the Social at Elkmont on October 23 from 1p.m. to 7 p.m., with a pot luck dinner to be served at 5 p.m. A note will go in the Echoes. In addition, a notice will go out on the Laurel Valley electronic bulletin board. The Committee has worked very hard to come up with a great agenda, including many personal memories of summers spent at Elkmont. Also, games, short hikes and other activities will be available. Future events for the Spring are also being planned.

Action: Committee will work to publicize the event.

Follow-up: Next meeting.

Topic: Welcoming Committee

Discussion: Has asked that any Board member receiving information on new owners please let them know so they can send the Welcoming packet. It has been hard to track down folks who do not live here full time.

Action: All information will be given to Lois Ann Wodarski.

Follow-up:

Topic: Storage of Historical Files

Discussion: There may be no need to maintain files older than seven years. If something older than seven years needs to be maintained, consideration should be made for scanning the documents. "One of a kind" documents which must be maintained should be scanned and originals stored in a fire proof safe.

Action: Bud will price fire proof safes.

Follow-up:

Topic: Violation of Right of Way

Discussion: A property owner had excavating done for a driveway and a home site which has violated the right of way. It poses a hazard to the integrity of the road at that location. There is also evidence of a water source in the excavated area, which poses an erosion problem. A retaining wall may be the only solution to the problem. The state environmental agency may have issues with the erosion and siltation.

Action: Ken will talk to the engineer regarding the issues.

Follow-up: Next meeting.

Topic: Strategic Plan

Discussion: The plan to develop a committee to look at By-Laws is going to be placed on hold pending finding another board member. Additions to the plan include the water project affecting Kelly Ridge and Bear Den roads, and the pending road repairs.

Action: Jim will modify the strategic plan.

Follow-up: Next meeting.

Topic: Thanks to Laurel Valley Community

Discussion: Ken expressed the gratitude of himself and his family for the love and support extended to them after the death of their daughter. He talked about the many gestures and actions by the community that helped them cope with their loss the last two weeks. He also expressed respect for the law enforcement and emergency services personnel for their sensitivity and compassion when they were called to the home that night.

Action: None

Follow-up: None

A motion was made to adjourn the meeting, and the motion was passed.