

Board of Directors Meeting Minutes
January 17, 2017

- I. **Welcome and Call to Order** – Meeting called to order at 7:00 p.m. by Director Margaret Warren.
- II. **Roll Call and Quorum Status** – Quorum established.
Members Present: Directors Warren, Donnelly, Lauranzon
Members Absent: Directors Gabriel Nause, John Mangini
Community Partners of VA (CPVA): Ken DeMarest (Community Manager)
- III. **Approval of Agenda** – Motion by Director Lauranzon seconded by Treasurer Donnelly, to accept as amended. Motion carried.
- IV. **Set Adjournment Time** – President Warren set the adjournment time at 8:00 p.m.
- V. **Approval of Minutes** – Motion by Treasurer Donnelly, seconded by Director Lauranzon to accept the 11/15/16 minutes as written. Motion carried.
- VI. **Member Voice** –
Question: Member Allison ? asked where members could view prior meeting minutes. Member Kim Sink mention that former Administrative Assistant would email minutes to members.
Response: Posted on ALHOA’s Website and Office will resume email to members.

Question: Member Allison ? -What liability risk is ALHOA exposed to when serving alcohol at ALHOA events. Specifically if an attendee has a vehicular accident after leaving the event.
Response: Matter will be researched by Ken Demarest.

Comment: Member Kim Sink complained that the Playground Equipment installed is not usable by young children. Also, did the board have a committee established to handle the purchase of the equipment.
Response: The Board handled all aspects of the upgrade to the Playground Equipment. They followed up on purchasing swings but at this time it was not feasible due to the site limitations. This will need to be a Capital Investment in a future year. The equipment installed is recommended for ages 5 through 8.
- VII. **Reports**
 - A. **President** – None.
 - B. **Secretary** – None.
 - C. **Treasurer** – Treasurer Donnelly presented her monthly report for November and December 2016.
 - D. **Office** – None. Running reduced office hours with temporary Administrator. Ken DeMarest is interviewing for a permanent replacement. At this time it cannot be determined when the Office will be open for normal business hours.
 - E. **Committees**
 - a. Finance committee met on January 11th. Report on refinancing the clubhouse was provided. The committee estimated \$46k in total savings from refinancing. Community Partners is not establishing a new Financial System this year.
 - F. **Property Manager** – Property Manager DeMarest presented his monthly report.

VII. Old Business

- A. Security/Maintenance System for Tennis/Pickle Ball Courts –**
Comment: Bruce Jacobs of Finance Committee recommended that in lieu of the expensive fabricated lockbox for the tennis courts that the Board consider purchasing a padlock, bolt, and chain instead to save money. Bruce Jacobs to forward to Ken Demarest the proposal made by Duck Locksmith.
- B. ARC Review of Guidelines –** Not all Directors attended the January Meeting. This item is tabled to next month to give those Directors time to submit their suggestions.
- C. Mortgage Refinance –** Treasurer Gay Donnelly presented an analysis of the product that Mutual of Omaha offered. Refinancing with Mutual of Omaha' product would result in a \$46k savings in interest cost if the loan closed in January.
- D. Cleaning of Clubhouse Curtains and Furniture –** Award of Contract will be discussed in Executive Session.

IX. New Business

- A. 2016 and 2017 Audit Proposal – Tabled to Executive Session.**
- B. Board Member Coverage – Tabled to February Meeting**

X. Executive Session: Motion by Treasurer Gay Donnelly, seconded by Director Jenn Lauranzon to go into Executive Session at 8:10 p.m. for the purpose of contract discussions. Motion carried.

XI. Return to Open Session: Motion by Treasurer Donnelly, seconded by Director Lauranzon, to return to Open Session at 8:20 p.m. Motion carried.

Motion by Director Lauranzon, seconded by Treasurer Donnelly, to have ServPro perform the cleaning of the furniture, rugs and drapes in the Clubhouse for \$2,500. Motion carried.

Motion by Treasurer Donnelly, seconded by Director Lauranzon, to have vendor Larry Ricks remove and stump grind a tree leaning over the picnic tables for \$800. Motion carried.

Motion by Director Lauranzon, seconded by Treasurer Donnelly, to have Grass Roots perform snow removal/plowing from the Clubhouse area when needed. Motion carried.

Motion by Director Lauranzon, seconded by Treasurer Donnelly, to approve Barrwick & Associates audit proposal for years ending 2016 and 2017 for \$12,400 (\$6,200 per year); includes tax preparations. Motion carried.

XII. Next Meeting Date: February 21, 2017 at 7 p.m.

XIII. Adjournment: President Warren adjourned the meeting at 8:30 p.m.

John Mangini, Secretary
Taken by: G. Donnelly for J. Mangini

Date