

## **October 23, 2014 BOD Meeting Minutes**

Meeting called to order by President, Karen Frame at 6:06pm. Directors in attendance: Pat Schoggins-Finance & Vice President, Jim Smith- Greenbelt, Karen Frame-President & Recreation. We are missing Dianne Martin-Architecture and Dianna Feuerhelm-CC&R's.

### **Previous Meeting Minutes Approval**

Pat Schoggins-Motion to approve September 25 GRF Board Meeting minutes, second, Jim Smith, all in favor, Smith-aye, Schoggins-aye, Frame –aye in place of Dianne Martin and Dianna Feuerhelm, motion passed.

Pat Schoggins-motion to approve October 17, 2014 Executive Board Meeting Minutes, second-Smith, all in favor: Schoggins-aye, Smith-aye, Frame-aye, motion passed.

### **Director Reports**

Pat Schoggins-see 2 reports from our CPA, one for Operating and One for Reserves for the third quarter dates July thru Sept. 30<sup>th</sup>.

#### **Reserves**

Reserve CD at El Dorado Savings Bank will roll over, no better interest rates now.

Operating fund 3rd quarter contribution- \$14,250.00

See all reserve expenses thru 9/30, total \$38,747.

Pat Schoggins-motion to approve the Roberts Third Quarter Reserves Report, second-Frame, all in favor: Smith-aye, Schoggins-aye, Frame-aye, motion passed.

Roberts Operating Third Quarter Report thru 9/30, revenues and expenses reviewed.

Pat Schoggins-motion to approve Roberts Operating Report for Third Quarter, second-Smith, all in favor: Schoggins-aye, Smith-aye, Frame-aye, motion passed.

### **Greenbelt**

Jim Smith -I went to the Fire Safe Council Meeting last week and got information on a grant offered by CAL Fire for clearing the greenbelt. I talked to Karen about it, next week we will work on it, we send out updates in December newsletter

### **CC&R**

Dianna F. – absent due to sick child

### **Recreation**

Karen Frame- we have a candidate to offer a job to for grounds keeper, planning to have him start in mid-November. Beginning in April or May the pools will be his responsibility for cleaning, chemicals, repairs, the pool staff will check chemicals, but the overall responsibility will be the groundskeeper. Pool staff for next summer will be advertized in our March newsletter, we will be looking for 3 pool attendants that can start at the beginning of the season and stay until the end of the season. We will have groundskeeper work M-Thur from 7:30am-to 12:00pm and will not have pool staff in the morning, Fri-Sat-Sun we will have 2 shifts covered by pool staff.

### **Gold Ridge Forest Debit Card**

Pat Schoggins-GRF has an American Express card not widely accepted. During the remodel I paid for many items on my Visa and I was reimbursed, which is not the best accounting practice.

We are looking for another manner to buy things that is tied directly to the checking accounts. (Read statement prepared by Derrell Roberts, GRF accountant) suggesting the association's procedure be modified to require dual approval of all expenditures documented in writing on all receipts to be implemented in lieu of dual signatures on all checks. This will require that all expenditures will have a second set of eyes reviewing the expenses rather than using a bank review that does not have any control over expenses. Company credit cards require a board member as a guarantor, each time a board member steps down the association has to go thru the credit card approval process again. I would suggest debit cards be used for both operating and reserve fund checking accounts. These cards will remain active although the name of the board member using the card changes. Discussion of procedures and pre-approval of expenditures.

Pat Schoggins-motion to go with debit card suggestion of our CPA, Derrell Roberts and get 2 debit cards on operating account for the office manager and finance director, and 1 debit card for the reserve account for the finance director; second-Smith, all in favor: Smith-aye, Schoggins-aye, Frame-aye, motion passed.

### **Instructor Fee Increase**

Pat Schoggins- As a committee we are in agreement that we will send letters to all instructors that give classes, Steinbrechers, tennis classes, and swim classes , that the facility use fee will increase from 10% to 15% effective January 1, 2015.

Table - advertisement in the newsletter until we have all board members present.

Pat Schoggins-per Dianna Feuerhelm, she works in real estate and brought up the transfer escrow fees we charge in escrow. It has been \$100 for many years; she says most companies charge much more. She suggested we increase it up to \$175.

Pat Schoggins-motion to increase transfer fee from current \$100 up to \$175, we will have Karen & Dianna confer on reasonable increase, second-Smith, all in favor: Schoggins-aye, Smith-aye, Frame-aye, motion passes.

Pat Schoggins- Per Carol's letter regarding website upgrades, we will get rid of Front Page and go with her recommended replacement and flat fee she will be charging, and will be done sometime around the holidays when she will be working on it and bill us in January to bill to 2015 budget. Adding this charge increases Admin costs and changes the bottom line for the 2015 budget without dues increase to - negative -\$4953.00, meaning more expenses than income, budget is not balancing. This leads me to voting on 5% dues increase.

Looking at history, in 2009 there was an increase, then no increase for 5 years until 2014, which was a 5% increase. The cost of living index from 2010 to 2013 was 8.4 % and thru August 2014 = 1.7%, which is a total of 10.1 from 2010 thru 2014. Our accountant suggests we go with the cost of living increase in the future to keep up with the cost of doing business.

We need to approve dues increase from annual total from \$336, or \$84 per quarter to \$352 annually, or \$88 per quarter. Discussion.

Pat Schoggins-motion to incorporate a 5% dues increase as stated above, second-Smith, all in favor: Schoggins-aye, Smith-aye, Frame-aye, motion passes.

### **Green Waste Dumpster**

Pat Schoggins. There are new requirements now for the green waste dumpster program, table until next meeting.

### **Next Meeting**

Due to the holidays, we want to cancel the November and December meetings and start back up again in January.

If any emergencies come up we can call a special meeting with 4 day notice.

### **Open Forum**

No member questions/concerns.

Meeting adjourned 7:05pm.