

## **January 25, 2017 BOD Meeting Minutes**

Meeting called to order by President, Brandon Miller at 5:59pm. Directors present: Brandon Miller, Judi Brady, Leslie Melendez, Pat Schoggins. Jeff Hill, absent.

### **Previous Meeting Minutes Approval**

Pat Schoggins- motion to approve November 29, 2016 meeting minutes, second-Brady, all in favor: Melendez-aye, Brady-aye, Schoggins-aye, motion approved.

### **President's Report**

Brandon Miller-Neighborhood Watch- I was hoping to get someone to take this over, there is interest out there, I just do not have time to handle it right now. Discussion of members to contact. Discussion of offering a CPR class to GR members in the near future.

### **Greenbelt**

Brandon Miller-We have a couple trees down, one went down and hit a deck, what is the protocol? Typically, a tree falling and causing damage is considered "an act of god or nature", the homeowners can file a claim with their homeowner's insurance co. for damages.

PG&E/ACRT will be cutting some more trees, close to Sly Park Road.

### **Architecture**

Leslie Melendez- We have approved a roof, an awning and a deck.

### **CC&R**

Judi Brady-nothing new due to snow. Previous parking complaint was investigated, vehicles moved. Reminders again went out regarding parking on the street during snow plow season.

### **Finance**

Pat Schoggins-see budget vs actual, not many expenses at this point in the new year.

### **Recreation**

Pat Schoggins- Kass has built a bench from a downed tree and has been working on the bike pump track when weather permits.

Member-Zach Kimbrough voiced concerns regarding GRF's liability and signage for the bike pump track. The board agreed to do further research contacting the insurance agent.

Pool/Grounds Employee update-we have re-hired Tom Hilton, he was the pool manager several years ago, he will be returning, and also have another person, they will work together.

New plumbing for solar piping is scheduled.

Discussion of employee rates and hours.

### **Lodge Rental Increase**

Pat Schoggins-We have compared the rental fees for 2015 and 2016, and costs of increased utilities for the same periods, comparisons of other local rental space which supports the recommendation made by the finance committee to raise the rental fee from \$100 per day to \$150 for the full day rental, and \$90 for half day rate of 4 hours. The deposit of \$100 will stay the same.

Pat Schoggins-motion to approve increase as stated, second, Brady-all in favor: Melendez-aye, Brady-aye, Schoggins-aye, motion passed. Will give notice to members in March newsletter mailed on March 15, then 30 days from then, effective April 15, 2017.

### **Pool Job Openings**

Will put it out in March newsletter, must be 18 years old.

### **Pool Services**

Dan Christopherson did some research, contacted 6 companies with no success. In the meantime, we have found employees, no longer need them.

Landscape Maintenance-we received one referral from Steinbrecher' - \$30/hour per man.

Discussion of sample pool employee's hours, pay rates and recreation budget.

### **Cash Disbursement Policy**

See draft, with changes marked, we started with Carol's draft and I have cut it down, the short of it is: under \$25 petty cash can be used, I bumped up the dollar amount from \$50 to \$75 for purchases made without 3 estimates. My thought on that is, you will have 3 signatures with the approval forms, anything over \$75 I have a minimum of 2, not 3 quotes needed. This is not for the costs you can google online, this is for the contractors; we keep getting estimates from 3 different people and we are not going to use them.

The only money I spend is on the greenbelt work, so I am looking for feedback from others. The goal is to build up inventory to make pre-approved purchases monthly. The exception to the goal, now is instead of 2 signatures on a check, we have the forms with the person requesting approval, and 2 others to approve, total 3 approvals, which is a quorum.

Purchase approval can be done via phone and written as such, or email, text screen shot included in email, or scan form and email, and in person signatures all document in writing.

Discussion of communication options, should be done via email rather than text.

GR bank card use-per Robert's advice, no board member should have a bank card in their name.

All cards will be controlled and secured by the office manager.

Pat Schoggins-question on bank statement reconciliation, who reviews the statements and receipts?  
The finance director.

Pat Schoggins-Travel mileage- issue- I make pickups and save money for GR on delivery/shipping costs, I prefer mileage reimbursement rather than tax deductions. Mileage reimbursement exceeding \$50 per round trip must be pre-approved.

Pat Schoggins-reimbursement limit \$25? Discussion, dropped limit due to the pre-approval process.

Pat Schoggins- I would like to request the Dogwood Garden Club, on February 1<sup>st</sup>, from 10-30 to 1:00 to use the lodge at no charge, as they are a local non-profit fundraising group in Pollock Pines.

Brandon Miller- I would like to offer the same option to all our local community groups, that are non-profit and give back to the community.

Member question- Helena Christopherson-I would like to do the same with my group.

Brandon Miller-submit to the board for approval.

Meeting adjourned at 7:30pm