

BOARD OF DIRECTORS MEETING MINUTES

Aug 13, 2015 6:30pm

1. **Call to order. Salute to flag, Attendance, and Code of Conduct review**

The meeting was called to order at 6:28pm.

Board members present: Kay Wallace, Donna Rollins, Liz Peacan, Shirley Baker-Stewart, Angella Sears, Ron Scovil, & Peter Bartlett representing 7 of 8 filled Board positions.

Members & Guests present: 9 Member households signed the sign-in sheet

2. **Secretary's Report (Liz Peacan)**

i Acceptance of July 9 Meeting Minutes: Kay seconded Liz's motion to have the meeting minutes accepted as presented; the motion passed unanimously

i Correspondence: Mailed 9 violation letters, 4 application documents, 7 responses emailed to various received messages.

i Grievance Committee: Created a spreadsheet to log all activity. Since last BOD meeting, 5 different issues handled, with some communicating on 2 older grievances. To date, all are resolved except 3, and one of those is nearly resolved

i Mail flow: Devised a STAMP for any invoices or other mail received either through US Post or thru the FHC Office Box. It indicates which department it was forwarded to, and where copies can be found. The same way that Liz receives US Post mail, and Office Box mail, she is retrieving email from the askfhc webmail system. It has always been done that way, except now it will be the secretary who receives it and forwards it to the correct party, just like US mail

i Office Computer: Everything is set up and working in the office. Need to set up office hours, as currently only a voice answering system answers the phone. Need to come up with a schedule for a Board member or Donna or Liz to check the answering machine regularly. 3-part phone message forms are near both extensions

i Census proposed: Liz proposed that a census be taken every 2 or 3 years, to keep the Resident List and park occupancy current. Most Board members indicated it hadn't been successful in the past

3. **Treasurer's Report (Angella Sears)**

i Acceptance of June 2015 Financial Statements: Angella moved to accept the June financials. Ron indicated he hadn't seen them and didn't want to vote sight unseen. Kay asked if should be tabled, decided no. Donna seconded, motion passed with 6 aye votes, and 1 nay.

i Transfer of funds from Savings to Operations: Kay explained a transfer of \$52,000 from the FHC savings account to the operational account, as hadn't been done when the mortgage was refinanced and money was refunded to the Cooperative. The funds had been placed in the Savings account, and our auditor indicated that the operational account was light due to this oversight. Q: Randy Pratt asked who dropped the ball on this. A: Kay said it was the previous Board, and the current BOD hadn't been informed. Q: Angella asked if it has all transpired correctly now. A: Yes

4. **Maintenance Report (John French is on vacation this week)**

i No report

5. Vice-President's Report (Kay Wallace)

- i Acceptance of application for membership at 77 Chestnut
- i Annual membership meeting is September 23, and the materials are being assembled for delivery after September 1. Please read the packet, please save the packet, and please bring the packet to the meeting!

6. President's Report (Donna Rollins)

- i New budget: The budget for Oct 1, 2015 – Sept 30, 2016 is prepared and will be reviewed by the BOD during Executive Session before presenting to Membership with the annual meeting packet.
- i Gating off the fire road: The vote was tabled due to Ron Scovil's concern that the fire department and police department need to be informed first, and give their input
- i Large leaks: Two large leaks have been repaired, one at 93 Pine and one at 301 Redwood. A six-minute discussion ensued, regarding who reported that one of those leaks had been a natural spring, what our current usage is, how many times a month tests are performed. A: Tests used to be done once every 3 months, but after 1 bad report, it was changed to once monthly
- i Actions taken outside of regular Board meetings:
 - Email vote to accept resignation of Board member Randy Pratt
 - Email vote to accept applicant for 77 Chestnut
 - Email vote to accept applicant for 240 Redwood
- i Other new business: Kay discussed an encounter with a lively bear, and warned that it appears to be unafraid of going close to people's homes. Donna said people have been asking for a yard sale date. September 19 was established, with a rain date of Oct 3.

7. Open Forum (Membership)

- i Lorraine Butler brought a concern about Shaver's Trash Removal, as he is restricted from using the Loudon Dump and is paying to use another dump. Donna said we would look into other means of removing trash if Shaver either failed to fulfill his contract or raised his prices.
- i Doreen Scovil indicated she didn't understand the Slate of Officers form, and thought it looked more like a ballot. She indicated the form should be placed in the mailhouse in a more organized manner, showing updated revision dates, and older revisions should be removed. Q: Doreen asked if anyone has come forward to run for any positions. A: Mike Thibedau added himself to the slate for Director-at-Large, and Jeff Miller said he mailed his for the position of Vice President. There was applause.

8. Executive Session

- i Donna Rollins moved that the Executive Session be convened at 7:37pm. Seconded by Liz
- i No minutes

9. Reconvene

- i Donna moved to come out of Executive Session at 8:20pm, seconded by Kay
- i Kay moved to accept the New Budget to be presented to Membership, Peter seconded, motion passed

10. Adjournment

- i Shirley motioned to adjourn the meeting, Liz seconded. Meeting adjourned at 8:27pm