

Board of Directors Meeting minutes

January 10, 2019

Bartlett Shed

1. **Call to order, flag salute**
The meeting was called to order at 6:34pm
Board of directors present: Janet (President), Sue (Treasurer), Ruth (Assistant Treasurer) Jennifer (Secretary) Angella (Assistant Secretary) Doug and Bob (Directors at large)
Members and Guests present: 6 Member Households signed in
Formal welcome of new Assistant Treasurer Ruth, and Roc. NH guest Conor
2. **Secretary's Report:** by Assistant Secretary
Acceptance of December 13th 2018 Meeting Minutes: Brief review of minutes and corrections presented to the board. Motion made to accept December minutes with noted corrections, seconded, motion passed unopposed.
3. **Treasures Report:** by Treasurer
Addressed last months questions regarding \$8 fee. Processing rent on line with Hodges requires a fee to the home owner. The fee accidentally reverted to the park but was refunded. Mention of septic replacement and impact on budget. Member voiced concern about proper site testing and drainage. Assurance that Best Septic will provide the co-op with the plans before word is started. Treasurer recommended the acceptance of November 30, 2018 financials, motion seconded motion passed unopposed.
4. **Maintenance Report:** by President
Further update on septic replacement for 99 and 103 Redwood Rd. Septic issue at 106 Pine Ridge is also under inspection. Homeowner unknowingly placed a three season porch over the area that needs to be accessed. Best Septic suspects a clogged Baffle. Until a hole is cut in the floor we cannot proceed with rectifying the situation. Discussion ensued about proper permitting. It does appear that a previous board (2012) issued a permit as well as the town of Loudon. Further investigation to follow.
Concern about problem areas for increased salt and sand brought up by members. Doug said he would try to address the issues going forward. Membership also brought up a concerning tree bent low. Adam and Doug are aware and caring for the need.

6. **Presidents Report:** by President
154 Redwood Sold on December 19, 2018. President informed membership that the board would be changing over to debit cards instead of credit cards for more ease of use. Membership asked about a written process for such transactions? President explained that this debit card would be a separate account that would work like petty cash and not be replenished without proper documentation. Member asked for board to consider writing a process to receive receipts and document replacement. Connor (ROC NH) called to the boards attention that a petty cash policy exists that we could adopt. Membership asked about limits on withdrawals. President outlined who would have access to the cards. President, Vice President, and Maintenance, a log sheet was talked about to track activity.
7. **Open Forum:** Member brought up a concern regarding accountability with regards to sale of items that are park owned. Do we have proper documentation of the compactor sold? Do we have documentation that the funds reached the proper destination? Should we have given opportunity to the community in making first bids for items to be sold? Conner (ROC NH) drew attention to November financial statement. Compactor income was listed in other income positive \$200. Board acknowledged improper procedure and hopes to rectify future transactions. Membership asked about plowing. Concern that volunteers were not being fully utilized. Plowing discussion ensued regarding the hill, lack of sander in truck two, and a call for a maintenance committee.
8. 7:20 adjournment