



Freedom Hill Cooperative, Inc (603) 545-1239

## BOARD OF DIRECTORS MEETING

January 8, 2015 8:04pm

**DRAFT**

### 1. **Executive Session**

President Donna Rollins requested an Executive Session to discuss necessary Board business. Discussions began at 6:33pm. No minutes

It was decided to proceed with the regular Board meeting to cover the proposed agenda.

### 2. **Call to order and attendance**

The meeting was called to order at 8:04pm

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

Members present: President Donna Rollins had cancelled the regular meeting, but due to miscommunication, a notice wasn't posted to this effect. Two Member households showed up at 6:15pm: McCarthy (24 Chestnut) and Butler (5 Chestnut). The Board appreciates their attempt to attend, and apologizes for the mishap.

### 3. **Secretary's Report (Liz Peacan)**

- i Acceptance of Dec 11 BOD meeting minutes. Kay Wallace made a motion to accept the December 11 Board Meeting minutes as presented. Motion seconded by Donna Rollins. Motion passed unanimously with 7 yes votes.
- i Correspondence: 3 letters mailed: 1 violation letter/request to update occupancy; 1 scheduled hearing notice; and 1 notice of decision

### 4. **Treasurer's Report (Angella Sears)**

- i Acceptance of the October 2014 Financial Statements: These were tabled at the December BOD meeting. Kay Wallace moved to accept the October financials; the motion was seconded by Donna Rollins, and passed.
- i Tabling of the November 2014 Financial Statements: The Finance Committee scheduled a meeting to review these financials. Donna Rollins motioned to table until next month, and Randy Pratt seconded the motion. Motion passed.
- i Budget line items: discussed some concerns sent to accountant regarding changes to budget and where they appear (which line items), but comfortable recommending accepting financials anyway. Specifically, Capital Improvement vs Grounds Maintenance.
- i Street lights: Ron Scovil inquired about placing 5 additional street lights that were budgeted. He can proceed with finding locations.

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

- i Park inspection will be done by Rules Committee, January 16. Asked if a notice should be posted for Membership to be made aware. Agreed by all this would be done.
- i Advised Liz to send a 3<sup>rd</sup> violation letter to a Member who has ignored previous ones. Donna added to include a strong warning about restitution charges & revocation of membership they are risking.

## DRAFT

(Vice-President's Report – Continued)

- i Maintenance: Pot holes were repaired by Ed & Randy. Thank you both. Home Depot account was re-opened. Awaiting cards.
  - i Petty Cash: Kay has petty cash now, and Angella does. Peter used to because he was doing maintenance, but he no longer keeps any.
  - i Office Day: Would like to schedule a day to get the office together and move file cabinets. Heard from Member Stephanie Shaw who would like to volunteer doing office work or organizing. Thank you Stephanie.
  - i Problem with Butler home (5 Chestnut): Mickey LaBonte investigated and will make up an estimate. Plans to put 4" pipe (footing drains) around the home's foundation, and will connect to another drain. He's confident this will either fix the problem or alleviate it. Work would be done in the spring.
  - i Keys: discussed who has keys, who needs keys, and updated chart Liz made up. Randy requested that there be some organizational procedures implemented, so that maintenance crew all does same thing when arrive, and not leave keys in trucks.
  - i Maintenance Director: Ron Scovil asked where we stand with filling this position. Actively seeking one. In the meantime, it's an emergency to get lights on the shed, motion- or light-sensitive, for safety. Kay said her neighbor David is a registered electrician, could work on that. Kay also scheduled branch removal (limbs downed in recent storm) for January 12 (per Randy) when the sander is off the truck, weather permitting. Regarding plowers: requested emergency contact phone numbers for safety, info board for easy reference (Randy's request). Approved purchase of shop-vac on Home Depot account.
- 6. President's Report (Donna Rollins)**
- i After repair of roads and potholes, would like to purchase a Rosebud and propane tank for park use.
  - i All is quiet with the water status now.
  - i Received call from 242 Redwood regarding frozen water, but all settled. Also received call about heat at 134 Redwood, but it was the home's issue, not the park's.
- 7. Adjournment**
- i Motion by Kay Wallace to adjourn, seconded by Randy Pratt. Meeting adjourned at 8:54pm