

Pawnee Hills Community Association
Board of Directors Meeting
January 8, 2009

Board Members Present: Tina O'Bryan, Pam Schultz, April Osborn, Greg Brendlinger and Gail Brouillard.

Meeting was called to order at 7:13 p.m. Motion was made and passed to approve the agenda.

MINUTES:

Facility Coordinator Report - Cynthia.

Tina: Cynthia couldn't make it tonight but she is still gathering the bids. She is having somebody check the roof to see if we need any type of roofing. The last person that she talked to said we didn't need the whole gutter replaced and some of the flashing was still okay and some of the gutter was okay. So it wasn't as bad as we thought it might be. But we are still chasing our tails on trying to get somebody to give us a solid bid and to get out here and do it.

Pam: In the meantime we are getting all this moisture and we are not protecting it.

Greg: Yeah.

Tina: So I don't know what to do. She keeps calling and calling and then they will say they will meet her here and then they don't show up and then—

Pam: Just take the first guy that meets her here.

Gail: Gosh, I wish I could think of the name of the guy that did the roof on my house. He did such a nice job.

Tina: So we keep going in circles with that one so hopefully.

Pam: At this point, trying to save \$1,000.00 might cost us several thousand dollars. We can't afford more mold damage.

Tina: Well, I'm just trying to figure out if we can get a straight answer. You've got one person that says, "Oh yeah, you've got to redo the whole thing" and you've got another person coming in at "No, this piece is fine."

Pam: How about the guy that says, "No, this piece is fine." Can't he do it?

Tina: Well, that's what we are trying to get us all a bid from in writing. We have to get it in writing.

Pam: Uh-huh.

Tina: And then we have to get the insurance and all that stuff. So until we can get the final stuff, we can't even—

Gail: Who have you been calling?

Tina: Oh, you name it. She's got a list like you wouldn't believe.

Gail: Because I was going to say, I could call the guy that built my house. He would probably know a roofing contractor.

Tina: Our problem is, we get the contractors and then they don't want to come out here.

Gail: He lives here. I mean, he lives in that housing division up, not Western Country, yeah, Stage Run. He lives right up there. So I don't think it would be an issue for them to come here.

Tina: This one here looks like \$5,229.00 and the other one was \$6,365.00. This guy is—this is the only bid that we have active at this time. "I have met with five contractors. We lost the first bid which was siding only. This took too long I guess. I will try him one more time but this has been the only responsive bid since the original bid." So, we have the removing of the siding and then we've got the fascia and we've got replace damaged j-channel. We've got 10 of them and then the metal cap around the deck and the deck to fix.

Pam: I'll tell you what I think. I would give it another 10 days and if she doesn't get a response, I would go with that guy.

Tina: What, this guy from Adams Siding and Construction?

Pam: Because we've got to get this done. We are exposing ourselves to the elements. We can't have this. We just paid a ton of money because of this kind of thing.

Greg: Yeah.

Tina: Oh, I agree. And I said, not only for lack of her trying because—

Pam: Does anybody disagree or do you think we need to—

Gail: No, I don't disagree but tomorrow is Friday. I will try to call and if I don't get a response then—but if I do get—because he is pretty reliable.

Pam: Okay.

Gail: If I can't get a hold of him and just have him just look.

Tina: Yeah.

Gail: But I agree with you. Don't let it go on forever.

Tina: Yeah, we've got to get this fixed and then she has. I mean, she has met with five of them and we have one bid. We are just not having a lot of cooperation for some reason. That's all I have as far as the facility itself.

Communications for the Community Members

Tina: I don't have any letters or anything like that that we have received for this month.

Treasurer's Report: (Tina)

Tina: Bank balances: Petty cash: \$250.00. Checking account: \$14,756.35. Savings account: \$711.10. Total operating is \$15,717.45. Reserve account: \$14,780.71. The total ending balance is \$30,498.16.

Pam: How did we get up there so quick?

Tina: We haven't had any big expenses go out and we keep adding money to the reserve account.

April: I'm really happy to see that reserve amount go up.

Tina: Well, and like I said, if we look at this guy to get everything done which is what we want to do, \$6,365.00. And that is not, again, we just wanted to have the roof checked just to make sure we are not missing anything. No sense in us getting the gutters and the fascia and the posts and everything all taken care of to find out that we we've got a leaky roof and nobody looked at it. We would just like to make sure we get everything looked at.

Tina: Fosdick is \$1,105.04. He is done. I've got the audits back.

Pam: Hallelujah.

Tina: That's all done. A copy of the audit and a copy of the tax return is going to go to CMA as well as our new auditor, Weidner and Associates. I wouldn't be surprised if I got one more bill from him just because—

Pam: Just for good measure?

Tina: Yeah. He is good at that.

Tina: Tina O'Bryan for office supplies, mileage reimbursement, postage. I can't remember what else was on there. \$356.56. That got us all set up upstairs for the office with paper and ink and everything we needed for up there plus I had to get more ink because she went through the ink that I had purchased. She had just put the one in. A lot of times I don't realize how much ink we go through but our financials itself, the report is like 60 pages.

Gail: What kind of printer do you have?

Tina: I can't remember what it is. It takes a 901 cartridge.

Pam: It's a big difference right now to get the right one because the ink prices are—

Tina: Well, \$14.00 for a cartridge so it is not bad. Nevertheless, I don't think people realize how many pages we go through but our financials are like 60 pages. Our legal could be between 3 to 10 pages, depending on how much we have going on. And then that's not counting—because she prints out the— if you want to reserve the clubhouse, she prints that out, mails it to you. Also printing up labels for the newsletters and any of the meeting notifications. So \$14.00 a cartridge but we do go through them so expect that our office supplies are going to go up.

April: So Cynthia is who does the labels now?

Tina: Yes. Cynthia is doing the labels now. Basically what happens is, CMA sends us the file and we create the labels off of the file. I'm getting the list straight from CMA. They have the best record, the

most current record and they just send us the file and we just turn them into labels and out the door they go.

April: That's why we hired them.

Tina: Like I said, please stop me, anybody that wants to volunteer to do any of this work. Otherwise, it is just going to get done.

Motion was made and passed to approve bills as read.

Tina: Okay, like I told you guys, the audit and the tax returns are completely done. I may get one more bill, hard to say. Hopefully not and we will get those copies sent off to CMA and to our new auditor and we should be in good shape. There wasn't anything strange or weird. I've got it right here so if anybody wants to look at it they are more than welcome to go through it but nothing was found. Nothing out of the ordinary was found.

Architecture Control Committee (ACC) – Pete Smilanic. No report.

Activities Committee - Karlene Herbrand.

Tina: They did the decorating contest and that got into the newsletter which everybody will get tomorrow because I mailed it today.

Directory – Tina O'Bryan. No report.

Equestrian - No report.

Newsletter – Susan Laessig. No report.

Tina: Anybody have anything for the newsletter?

April: If we could put in the next issue a copy of the commercial activity policy. I've had two people call me now. With the way the economy has changed, they are hoping to do some work out of their homes.

Tina: We've got that on the website.

Tina: Okay? We will add that to the newsletter. Anything else, you guys, that you can think of?

April: About the newsletter?

Tina: Anything you want in the newsletter.

April: The only other thing I could think of and I wanted to try to look it up before I came, off the covenants was dumping in the waterways.

Tina: What?

April: Uh, people have been dumping their manure in the gullies. The natural waterways here. See, again, I was going to look it up before I came here.

Gail: Like horse droppings—

April: Right, right.

Gail: When it rains or something.

April: Right and I actually had someone tell me that someone had so much manure down in one of the gullies that it caught on fire. No I didn't realize it could do that. It spontaneously combusted.

Greg: Yeah. It'll do that.

Gail: It fermented.

April: So maybe if we wanted to—if Susan had room in the paper we could throw that little bit about—

Tina: Put it together. See what you find out and put it together and we will get it in there.

April: And I would say also that if you are having trouble removing your manure, look in the back of the directory because there are people listed who will do that.

Tina: Well, Jim has got his thing in the newsletter.

April: So no more dumping in the natural waterway.

Pam: That's a bad idea for a whole lot of reasons.

Gail: It just sounds nasty, doesn't it?

Pam: It goes back into your groundwater.

April: You bet it does

Tina: Okay, yeah, if you come up with something we will put it in.

April: It is right there in the covenants.

Tina: Okay.

April: Robin Pickering called me earlier today. She had a couple of questions. One was, she would like to have some monthly teas and invite people in the community. She wanted to put a note in the newsletter and she wasn't sure whether that needed to be run by the Board. I told her I didn't think so. It would be in her home and there would be no Pawnee Hills expenses involved as in cups and napkins and all of that. It would be all on her so she just wanted to make sure it was okay for her to write up a little note and get it in the newsletter without it being scrutinized by us.

Pam: Well, I do think it needs to be scrutinized by us from the standpoint that anything that goes in the newsletter does but I think it is a grand idea and I think we say of course that it is good. But, I mean, people could start setting off tons of things in there. Do you see what I'm saying?

April: Like advertisement for porn?

Tina: You know, everything has to be gone through the Board because it is paid for by the Association.

April: The paper.

Tina: Yes. The newsletter.

Pam: The mailing.

Tina: So if she wants to do that, that's fine but, you know, would we correct her grammar? Probably if we saw it. But would we have a problem with her putting that in there? Probably not.

Pam: That's a very nice gesture.

Tina: You know what I'm saying? Yeah. So, yes, it has to be approved by the Board. All the Board members have to review the newsletter. Susan puts it together. I write something. You may write something. RC may write something and then it all gets put together but the Board has to look it all over and approve it. You see what I'm saying? So there is nothing there that we go, "Oh, you can't say that. That's not right." Or we make sure that the sentence is complete or we didn't cut somebody's article off within a box.

Tina: But we don't have a problem with her putting something in.

April: Good. Okay.

Gail: It just has to be looked at like everything else.

Tina: April, just call Robin and tell her we try to get it done by the end of the month so if she could have it in by the 15th, not that that ever happens.

April: She would get it to Susan?

Tina: She would e-mail it to Susan.

April: And also, we can just tell that to anyone who calls with something to go in the newsletter?

Gail: They can e-mail it to Susan?

Pam: Yes, you could because we would still review it.

Tina: Yeah, we would review it.

Pam: So you could say that and then we could decide if we all looked at it if it was a problem. So yes, that will work.

April: Okay, and the other thing was, and this was Robin and Karlene talked about it a little bit. She knew I was coming here tonight. They are trying to get an idea of how many kids under the age of 12 there are in the community so that they can figure out what to do about Halloween and Easter. They have either way too much stuff or not enough, you know? So they would like to get an idea of how many kids there are here and I, you know, in the directory every now and then they will list, you know, several members of the family but a lot of people don't. So is there a way that we could, without invading anybody's privacy, find out—

Pam: All you can do is put it in the newsletter and ask them to call and report their kids if they have any under the age of such but they aren't going to do it.

April: No. So that was the problem.

Pam: I mean, you can ask for it but—

Tina: Well, part of the problem too when they have a function is, sometimes somebody else will invite other families to come, like their niece or nephew or cousins or whatever to come and throws off the number also. So as far as that goes, there is no way for us to be able, as a Board, to be able to even ask that question.

April: Well, I'll pass that on but maybe I will just suggest that when they get a chance they should a little blurb in the newsletter, you know.

Pam: I mean, the best thing they can do is look at their history and do some averaging. That is the best thing. Maybe they should take a look at their history.

April: She said that this Halloween was really a disappointment. They had very few kids show up and they had tons of stuff.

Pam: I should have come.

April: I would have if I had been in town.

Tina: I don't know how you can even estimate that from year to year.

Pam: You just have to average it.

Tina: That's all you can do and hope for the best. Easter was great. They had a lot of people Easter. Yeah, there is no way we—I would never even attempt to ask. They are going to have to figure out a way to do that. Even if you—yeah, they can put something in the newsletter. "Call us and let us know how many kids you have." But they are not going to get a huge response.

April: I just think that as long as there are people who are interested in being involved in like the Activities Committee and all of that—

Tina: I don't know what to suggest to them.

Pam: I don't either.

Tina: Unless they actually keep track of it at each event and then just try to figure out what they are going to do but every single one is so different and the timing is different.

Pam: And the weather.

Tina: Yeah.

Pam: Plays a big role in it.

April: Okay, thanks.

Tina: Yeah, thanks but no thanks. I don't know what to do on that one.

Nominating and Welcoming – Pam Schultz.

Pam: I guess there are two people here tonight that need to talk to me about that. Gail?

Gail: Yeah?

Pam: Are you wishing to run for the Board?

Gail: Oh, I don't think so. Thursdays are not really good nights for me because when I travel I usually travel at the end of the week.

Pam: Uh-huh.

Gail: So I wouldn't be here very often.

Greg: I'm going on to another board at the Therapeutic Riding Center board so.

Tina: Good for you.

Greg: So I may not have the time.

Tina: Well, I've got Mary Hill interested.

Pam: I haven't gotten any calls. And I'm listed in the newsletter.

Website – Sandy Perry. No report.

Tina: I don't have a treasurer, I don't have a secretary, and I am barely keeping the Board together,

Pam. So right now, I am slightly desperate.

Pam: And there are people that aren't happy that you are the treasurer.

Tina: Well.

April: Where are they?

Tina: You know they can do it. I don't have a problem with someone stepping forward and taking over as treasurer. They can do it. Anybody step in, please.

Greg: Yeah.

Tina: But legally we have to have a secretary and a treasurer because the secretary holds the corporate seal.

Pam: And I appreciate you doing that.

Tina: And we have to have a treasurer. And we have to have a Board.

Pam: I very much appreciate it.

Tina: I mean really, anybody that wants—first complaint that comes through the door, they get the job. I'm not really holding on to it tight, you guys. It can go right out the door.

April: Has it been a real eye-opener for you?

Tina: There is a lot of work to it. There is a lot of review. There is a lot of work to it. There are a lot of e-mails back and forth between CMA and you. There are a lot of—you know, if you have a disgruntled homeowner, they send you the e-mails saying that this person said this and that and that and this is what we told them and, just as an FYI because you never know if they are going to come to the meeting and yell and scream and you are not going to be prepared. So they always send you their ledger just in case that person does come up to you and say they are wrong, I'm right. You have the ledger.

Pam: So you've got your ledger in advance because they might come to the meeting and you want to be prepared.

Tina: And you want to be prepared.

April: Since you have done it for a little while and have a little bit of an idea of what all is involved, is there any way you could make up kind of a basic job description so that people would know what all is involved?

Tina: Well, if there is someone that walks in the door that wants to do it, then I will go through it with them and say this is all your responsibility. But for me to sit there and say, "Guess what you get to do every day?" It would take me probably four hours to come up with everything that you are going to have to do as a treasurer. It would probably take me 10 hours to put together everything you need to know when you are the president of the Association.

Gail: There aren't any job descriptions, is there?

Pam: No.

Tina: And it changes. Yes, you are right. If you have a job, I can give you the basics but boy on a daily basis, it changes.

Gail: Is it in the bylaws. Even a basic but I don't remember ever reading about it.

Pam: Just says that we have to have—

Gail: That you have to have them, yeah.

Greg: Yeah.

Tina: And it does give a description of the secretary and treasurer, you know, what you did in 1970—something which isn't anything close to what you are doing today. So that's the hard part. I mean, if I really wrote down everything that you do as a secretary or everything you do as a treasurer, I wouldn't even get anybody even thinking they would like to do it because I had one person that was thinking about it and then after they said what do you do, and I only gave them a part of it, they never called me back. See what I'm saying?

Open Forum:

Tina: Does anybody have anything for Open Forum?

Okay, January 31st, you guys, is the annual meeting. We start at 9:00. Check in is from 9 to 9:55 a.m.

Motion made to adjourn the meeting. Motion passed.

Meeting adjourned at 8:00 p.m.

Respectfully submitted.

Tina O'Bryan