

Meeting of HRRMC Board of Directors

November 8, 2010

Call to Order: President Galen

Reading of 10/16/10 Minutes: Bruce and Celine

Treasurer's Report: Wayne

Old Business

- Status Report on Audit Estimates (motion passed 9/21): Wayne
- Hiring Contract for Road Maintenance Specialist: Bruce - did we vote?
- Status of pot hole repair and trimming: Bruce
- Status of gate and gate keys: Judy and Bruce ✓
- Street sign replacement: Bruce, Don and Dirk ✓
- Raising of lot fees for businesses (motion passed 9/21): Galen ✓
- Recovery of 30% expenditure for the Pohue Plaza area (motion passed 9/21): Galen

New Business

- **Special Executive Motion: Galen**
- **Resumes for all current board members: Celine**
- **Other Items:**
- **Next Meeting: Galen**
- **Adjournment**

HRRMC. Board Meeting Minutes
Nov. 8, 2010

Meeting was **called to order** by the board president at **3:05 pm**.

Board Members present: Galen Lutz, Bruce Petrovic, Judy Moa, Don Nitsche, Wayne Greenwood, Yisrael Gorali and Celine Lowe.

Homeowner Guests: Brigitte Freeman, Lester Lowe, Carmela Brooks and Evelyn Becker.

Minutes of Oct. 16th meeting were read and approved.

Treasurer's Report: The treasurer's report was given by vice president Judy Moa. It consisted of a brief overview of profit and loss statement from the book keeper and the issue of the discrepancy between the format of the financial report and that of the budget. It is difficult to compare both because of the differing categories. The issue of the overpayment of the previous bookkeeper and the difficulty of collecting the money was discussed. Judy had discussed the board's concern with the C.P.A. and it was agreed that a letter would be sent to the bookkeeper requesting return of the overpayment in the following amounts:

Oct. (half month)	\$150
Nov. (full month)	\$300
	<u>Total \$450</u>

A **motion** was made and carried unanimously. Arrangements for payment will be made by Judy.

In view of the changes in personnel, the question of pass code access to our accounts was raised. Wayne said he would call on Nov 9th to ensure that the necessary changes are made to protect access.

Status of estimates for certified audits: Wayne reported that he was waiting to receive a phone call with contacts from our CPA. As of the time of the meeting, he had no new information on the audit question.

Road Maintenance Specialist: Bruce reported that revisions have been made to the contract some of them dealing with access to the **shop only, not the office**. Bruce volunteered to install a man door that would permit that access. The only cost to the HRRMC would be materials.

- Door: \$180+tax
- Frame: \$20+tax
- Lock set: \$30

A **motion** was made to authorize Bruce to purchase materials to the amount of \$300 and to install the man door. It was passed unanimously.

Another **motion** was made to accept the Road Maintenance Specialist contract with the modifications. It was passed unanimously.

Pot Hole Repair and Trimming: Bruce discussed the pot hole situation, the upper frontage road and the fact that weeds are growing through the previously completed work at PK Plaza. He suggested that we purchase **15 tons of cold mix** from Glover Manufacturers for the pot holes and Round Up and sprayer for the weeds.

A **motion** was made to authorize the purchase of cold mix and weed spray and was passed unanimously. The cold mix will be delivered to the lower lot. Before that can occur, the lot needs to be secured. Bruce suggested purchasing 2 heavy steel pipes, chain with lock and redi-mix to secure pipes. A **motion** was made to purchase and install this security measure before the delivery of the cold mix. It passed unanimously.

Street Signage: The cost of getting upgraded materials to do this project was discussed. In view of the fact that we have so many other projects on the table and the fact that Yisrael needs to discuss this with the HR Homeowners Association, it was agreed that this item be tabled for the next meeting.

Road Maintenance Personal Transport: The issue of the personal cost incurred by board members in travelling around the area for road maintenance business was discussed. It was agreed that per our by-laws reimbursement should be made for reasonable costs incurred per government standards. The board member would be responsible for tracking mileage and submitting an invoice every 30 days.

The **motion** read: *Any or all board members, doing reasonable travel for the board, will be reimbursed for mileage per gov't standards after report submission, every 30 days.*

The **motion** was passed unanimously.

Diesel Fuel: A **motion** was made and passed to purchase and have delivered diesel fuel for the HRRMC tractor.

Recovery of 30% expenditure and raising of fees for Pohue Plaza: A **motion** was moved and passed to send a letter to Mr. Peebles regarding the cost incurred by HRRMC for the re-paving of roads and aprons around the area. Galen Lutz signed the letter in the presence of the board and a copy was placed on file by the secretary.

Special Executive Motion: The president spoke of the necessity of both present and future board members and employees having background checks for the legal protection of the corporation. A **motion** was made and passed unanimously. All 6 members present agreed, and submitted the required documentation to conduct the checks. (The president had a background check that was current and it was accepted by the board.)

Not being present at this meeting, employee Gayle, board members Damien, Dirk and Rose are still in need of the background check at this time.

Secretary's Notes: The secretary stated and noted for the record that there are agenda and minutes that cannot be located at the office. She requested that any board members, having copies of such items please submit them to her by the next meeting. She will organize them in files and ensure they are kept on record. Additionally, in the future all items that are a matter of record will be maintained appropriately for audit purposes. She

also requested and was granted permission to purchase the voice activated tape recorder for meetings per the motion at the Oct. 12th meeting.
The new bookkeeper will be in the office on the 1st and 3rd Fridays of each month.

Next Meeting: It was agreed by all present, that our monthly meetings will be on *the 2nd Tuesdays of each month at 4:00pm.* Therefore, the **next meeting will be December 14th at 4:00pm.**

The meeting was adjourned at 4:20pm.

Items not completely covered at this meeting will be placed on the DEC.14TH AGENDA

- Security Camera Installation
- Gate Key Issuance and Gate Operation
- Street Signage

The regular agenda reports will be expected. However, if you have other items that you wish to place on the agenda, please let me know.

**Respectfully submitted:
Celine Lowe (Board Secretary)**