

**COUNTRY ROADS RV VILLAGE PROPERTY OWNERS ASSOCIATION, INC.**

Board of Directors Meeting

June 14, 2016

Ballroom

9:00 AM – 11:30 AM (Regular Session)

**Board Members in Attendance:**

Valeri Shoemaker – Secretary

**Present Via Phone:**

Art Fuller – President

Dave Wylie – Vice President

Peg Hadley – Treasurer

Leon Brown – Director

Stan Hayter – Director

Pat Tuckwell – Director

**Also in Attendance:**

Kovia Lown – Community Manager

Vanessa Harris – Assistant Manager

**Call to Order:**

Art Fuller called the meeting to order at 9:00 am.

**Establish a Quorum:**

Valeri Shoemaker established a quorum.

**Pledge of Allegiance:**

Valeri Shoemaker led the Pledge of Allegiance.

**Approval of Minutes:**

Art Fuller asked Board Members if they had any changes to the Tuesday, May 10th, 2016 Minutes and there was none. Motion passed unanimously.

**Presidents Report:**

Art Fuller provided his report.

**Manager's Report:**

Kovia Lown provided her report.

**Financial Report:**

Peg Hadley provided her report.

**Activities Report:**

Meredith Roach provided information on summer activities.

**Marketing Report:**

Gary Bartlett provided his report.

**Board Discussion:**

*Ballroom Update* – Stan Hayter provided his report.

*Laundry Contract* – Kovia Lown provided her report.

*Central Hot Water Heating Update* – Stan Hayter provided his report.

*Email Addresses in Directory* – Peg Hadley provided her report.

*Pool Pump Update* – Stan Hayter provided his report.

*Ballroom Condensate/RO Sewer Connect* – Stan Hayter provided his report.

*Indoor Pool Ventilation* – Stan Hayter provided his report.

**UNFINISHED BUSINESS:**

*Retention Basin 10* – Stan Hayter moved to proceed with refurbishing retention 10 in an effort to allow for proper drainage. Stan moved to accept the bid from Lone Rock Construction for a cost of \$8,700.00 for the excavation and slopping of the retention basin, funds are to come from the projects account. Motion passed unanimously. Stan Moved to accept a bid from Affordable Fencing for the amount of \$1,566.00 to install a fence that would completely enclose retention 10, funds are to come from the projects account. Motion passed unanimously. Stan moved to install a wash rack at the maintenance yard, this would include a drain and grease trap. Stan moved to accept a bid from Lone Rock Construction in the amount of \$11,316.00, funds are to come from the projects account. Motion passed unanimously.

*Retention Basin 27* – Stan Hayter provided his report.

*DPE Contract Negotiations* – Kovia Lown provided her report. Art Fuller moved to accept the contract from DPE for crack sealing and seal coating of all roadways within Country Roads with work to begin on July 5<sup>th</sup>, 2016. Motion passed unanimously. Art Fuller moved to allow Valeri Shoemaker, Secretary to sign contracts in his absence. Motion passed unanimously.

*SOP for the Building Fund* – Peg Hadley provided her report.

*Asset Disposal Policy* – Art Fuller provided his report. Art moved to accept the proposed asset policy and ratify the email vote. Motion passed unanimously.

*Litigation Attorney* – Peg Hadley asked for permission to contact Lynn Krupnik with regards to obtaining the services of a litigation attorney.

**NEW BUSINESS:**

***Insurance Coverage and Liability / Insurance for Volunteer Services*** – Stan Hayter provided his report.

***On-site Real Estate Office RFP*** – Valeri Shoemaker provided her report.

***Steen Team Rental Contract*** – Valeri Shoemaker provided her report. Valeri moved to approve Country Roads entering into a month to month office rental contract with Steen Team Realty. This is to include the original contract terms with the addition of an addendum outlining a flat rate monthly office rental fee of \$600.00. Rental and sales fees will still apply. A 30 day notice to vacate from either party will apply. Motion passed unanimously.

***Paychex Flex On-Line Time Tracking*** – Kovia Lown provided her report. Leon Brown moved to approve the use of Paychex Flex Online Time Tracking at a cost of \$4.00 per person, per month and a one-time startup fee of \$500.00, funds are to come from the operating account. Motion passed unanimously.

***Reserve Fund Guidelines*** – Peg Hadley provided her report. Peg moved to approve the proposed Reserve Fund Guidelines. Motion passed 5 -0.

***Lot 1047*** – Valeri Shoemaker provided her report. Valeri moved to approve the reimbursement of a plumbing bill that was the result of tree roots from a tree in a retention basin invading the sewer lines of lot 1047. The Total bill amount was \$670.13 funds were to come from repair and maintenance, grounds. Motion passed unanimously.

***Marketing Request*** – Valeri Shoemaker provided her report. Valeri moved to approve the Marketing Committee to arrange for the purchase of Country Roads promotional items such as shirts and ink pens for re-sale at a cost of \$1,200.00 to be used from marketing funds. Motion passed unanimously.

Respectfully submitted,

Valeri Shoemaker, Secretary