

# Montpelier Community Association, Inc.

## Board of Trustees Meeting Minutes Deerfield Community/Recreation Center, Preschool Room April 11, 2006

**Trustees in Attendance:** Suzanne Haversack, Susan Mathis, Paul McCullagh, Maribeth Petit, Julia Coldren-Walker, and Kendra Wagner.

**Trustees absent with cause:** John Bertak, David Hartley and Lucy Young

**Community Members present:** Richard Dengler, Jeri Witt, Keith and Glenn Hogie

Trustee McCullagh called the meeting to order at 6:50 PM. Roll was called and a quorum was present for conducting business.

### **Secretary's Report, Kendra Wagner:**

The minutes for the March meeting under "Old Business" were clarified. The board has never recommended that the county stop any services that Montpelier currently receives. The motion to accept the minutes as amended was seconded and passed unanimously.

### **Treasurer's Report, Julia Coldren-Walker:**

- The Benevolent Fund - \$2,073 – which does not include donations for 2006; Gypsy Moth Fund - \$29,412 Money Markets - \$26,992 and \$47,737. The E Trade statements are quarterly and have not been received. The checking account balance - \$204,786. This is earning only .1% interest so a large portion will be transferred into a new interest bearing account. ACTION REQUIRED.
- All bills have been paid to date.
- 55 assessments remain outstanding.
- The treasurer sees no reason to continue using the Quickbooks Online. She will download the current information and use the 2003 software. If we have to buy a 2006 version it will cost less than \$150 which is less than half the cost of the online version. She will provide monthly backups to the board president.

Trustee McCullagh asked for a report on the audit requested by Ms. Witt. The following were recommended:

1. Receipts are required for reimbursement. Payment cannot be made from a credit card statement. Receipts are given when paying by credit card, in person or online, so there would be no reason to submit a credit card statement in lieu of an actual receipt.
2. Companies should bill MCA directly for monthly services rather than the MCA member who in turn submits a statement made on their computer.
3. A receipt from Dell is required for check #7235 in the amount of \$1300.80. If a receipt is not turned in the \$1300.80 must be repaid. Turning a computer over to the board is not documentation of exactly what was purchased with the community's \$1300.80.
4. There was a \$149.95 penalty for disconnecting the Earthlink DSL line at the pool - it might have been in our best interest to just leave it on at \$30.00 per month especially if we are going to use it again this year. It is my understanding we were not getting billed directly from Earthlink but again paying off a board member's credit card statement.
5. The Quickbooks Online subscription should not be renewed as our treasurer does not like the system and the treasurer will provide monthly backups.
6. The board purchased a QuickBooks program in 2003 but it was not turned over to the new treasurer. It must be located and kept with the treasurer's files in case there is need for it at some future point. Updates can be purchased if needed. Any programs purchased for MCA use should be in the hands of the treasurer.

It is also recommended that the board inventory all equipment purchased for the community. ACTION REQUIRED.

Trustee Coldren-Walker made a motion that the Online Quickbooks be discontinued and the accounts transferred to the 2003 Quickbooks which the MCA currently owns. The motion was seconded and passed

unanimously. Trustee McCullagh recommended that a finance committee be formed with the treasurer acting as chairperson. Ms. Witt was nominated to be on the committee. The board concurred that Trustee McCullagh draft a letter to the board member needing to comply with the audit recommendations. ACTION REQUIRED.

### **Committee Reports:**

**POOL COMMITTEE**, Suzanne Haversack, Chair

The whitecoating was completed, and new tiles, lights and slide installed. Concrete repairs will be done next week.

The guardhouse and bathhouse need to be repainted. Trustee McCullagh made a motion that authorized Trustee Haversack to seek three estimates for painting and power washing the building. The motion was seconded by Trustee Coldren-Walker and passed unanimously.

Pool guidelines will be finalized and printed in the May-June newsletter. Trustee Haversack asked if pool diapers could be sold at the gate. The board discussed whether a fine or temporary ban should be used for any pool users whose actions cause the pool to be closed. The board will table any action until next month. ACTION REQUIRED.

Trustee Wagner made a motion to offer Ms. Gerlach the manager position with the understanding that her children will also have pool privileges. Ms. Gerlach performed the job well last year and the board felt that this would not be a problem. The motion was seconded and passed unanimously.

The pool computer still needs to be turned over to Trustee Haversack. ACTION REQUIRED.

A picture day needs to be scheduled. Trustee Haversack will contact Ms. Hughes to arrange a date and submit it for the newsletter. ACTION NEEDED.

Trustee Haversack submitted information about defibrillators. The board discussed the need for a defibrillator at the pool. Trustee McCullagh suggested that Trustee Petit, who is a nurse, research the best unit for the MCA to purchase and present the information at the next board meeting. ACTION REQUIRED.

**TRAFFIC**, John Bertak, Chair

No report..

**ACCC**, Brian Dennis, Vice-Chair

No report.

**FACILITIES**, Paul Petit, Chair

- The Medina contract was distributed. GreenThumb has been paid half of their final bill. They have not mulched the trees by the road, but did mulch everything else. Mr. Petit asked if this was part of their contract and after discussion, it was decided that they had fulfilled the contract and should be paid the rest of the bill. Greenthumb has pool keys which should be given to Medina. ACTION REQUIRED.
- A broken branch needs to be removed. The overgrown shrubbery in the box should be removed and replaced. Mr. Petit will look into costs involved. ACTION REQUIRED.
- The benches have been fixed and a bill for the materials was submitted to the treasurer. Mr. Gorthy is working on the playground and has removed the broken equipment. Mr. Petit would like to purchase paint for the gate. There has been a petty cash fund of \$200 for the facilities chairperson and the board felt that Mr. Petit should have one also. He will submit receipts as the money is used. ACTION REQUIRED
- The combination for the tennis courts was given to Mr. Petit.
- Basketball rims and netting is needed. The backboards will be repaired by Mr. Petit. The rims and nets are \$500 (materials only) and Mr. Petit will do the installation. Mr. Dengler reported that the nets have been replaced in the past and disappeared immediately. The new nets are manufactured to be more difficult to remove. A motion was made to authorize Mr. Petit to purchase the needed equipment. The motion was seconded and passed unanimously. ACTION REQUIRED
- Mr. Petit asked if the playground area should be included in the insurance policy. A copy of the policy will be made available for him to review and make recommendations.

Trustee McCullagh reported that the Facilities Chair and Security Chair investigated the illegal dumping in the pool dumpster. The guilty party was caught and removed the illegally dumped materials.

**SOCIAL**, Susan Mathis, Chair

Trustee Mathis reported that the Easter Egg Hunt went very well with about thirty children participating. Seven older children came and helped and she thanked Kendra Wagner for being the Easter Bunny, Kirk Wagner for

parading the bunny in a convertible decked out with streamers, and Darlene Finke for taking pictures. There was a wonderful picnic potluck after the hunt. She also thanked Chic Fil A for donating free kid's meal coupons. Three community pool parties (Memorial Day, Fourth of July and Labor Day) and two teen parties are planned. A weekly community dinner-get-together-at-the-pool will be announced. ACTION REQUIRED. Ms. Witt thanked Trustee Mathis for the great job she is doing as social chairperson.

**SECURITY**, Richard Dengler, Chair

Mr. Dengler researched crime statistics for the past three months. Montpelier continues to be relatively free of crime as compared with the surrounding areas. The board will continue to offer police officer Delabrer pool privileges.

**WEB COMMITTEE**, David Hartley, Chair

No report.

**Old Business:**

No new information on the Fernwood Turn house.

The second assessment and affidavit letter was mailed to late assessments. In May any remaining unpaid will be turned over to the attorney for collection.

**New Business:**

Trustee McCullagh presented the information from the county on streetlights. If more than 50% of the community agrees to pay the assessed amount which is approximately \$1,300 per household they will install the lights. The entire community will be assessed for the cost of installation. If the community wants to do this a committee should be formed by the interested parties. The county pays for all electric costs and maintenance after the initial cost. Trustee McCullagh will submit the information for the newsletter. ACTION REQUIRED.

The ACCC has not been able to find a chairperson and asked the board to appoint one. The ACCC chair position does not have to be a board member, but they should attend the board meeting to keep the board informed of their actions. Trustee Coldren-Walker offered to take the position, but the board felt that the treasurer's position was too time-consuming. Trustee McCullagh will try to find a willing candidate. ACTION REQUIRED.

The newsletter deadline is April 17.

**Comments from Members:**

Mr. Hogie reported on his eagle scout project. The DPW would not authorize him to do the curb painting, so he asked the board if he should continue with the project. The board felt this would benefit the community and asked him to continue. Mr. Hogie was warned that brushing/scraping away the old paint may release lead into the air and power washing may be better. The board felt that damage could be done with power washers and suggested simply painting over any visible old numbers. Mr. Hogie asked for a list of addresses for the community so that they have accurate information. ACTION REQUIRED. As an incentive to get helpers for the project, Mr. Hogie asked that pool passes be offered to those who work for him. The board explained that pool passes cannot be given out to non-members, but suggested that they be invited to the two teen pool parties.

The next meeting will be held on the second **Tuesday** of May, **May 9, 2006 at 6:45** at Deerfield Recreation Center, preschool room. The motion was made and seconded to adjourn at 8:35 P.M. The motion passed unanimously.