

MINUTES - REGULAR MEETING

Wednesday, November 9, 2016

7:00 p.m

1.0 MEETING AND ORGANIZATION

- 1.1 Establish Quorum & Roll Call
7:05 pm Meeting called to order by Hunt.
Present: Hunt, Cook, Leguillon and HRoppel
Staff: Tom Reed

2.0 PUBLIC FORUM

- 2.1 Public Comment-None
2.2 Committees-None.
2.3 Staff Report/Monthly Service Report.
Caretaker Report-Attached
Book Keeper Report-Attached

7:11 J Roppel Arrives.

3.0 REGULAR BUSINESS

- 3.1 Approve October 2016 Regular Meeting minutes.
MOTION: JRoppel moves to approve the October 2016 Regular Meeting Minutes with corrections, Cook seconds motion, 5-0-0.
- 3.2 General Ledger Fund Reports and Expense Report. **MOTION** Cook moves to approve the General Ledger Fund Balance for October in the amount of \$338,134.97, Leguillon seconds the motion. 5-0-0.
- 3.3 Revenue and Expense Report. **MOTION** Cook I moves to approve the Financial Summary with total Revenues in the amount of \$3,538.45 and Expenditures for in the amount of \$6,927.08. HRoppel seconds the motion. 5-0-0.
- 3.4 Additions to the Agenda-Caretaker email regarding health problems.
See item 5.4

4.0 CONTINUING BUSINESS

- 4.1 Bids for digitizing paper records-Bid received from Network solutions in the amount of \$2,500 and bid received from ABC Mobile Copy Service was in the amount of \$800.00. **MOTION** HRoppel moves to accept the bid from ABC Mobile Copy Service to scan and index the files, Cook seconds the motion. 5-0-0.
- 4.2 Clubhouse Restroom Improvements. HRoppel reports that the electrical and finishing schedule is ready and that the architect is submitting the drawings to the county. Board should have plans to and time line by January.
- 4.3 Triangle Park design update. Medallion Land Scape company hired to prepare plan. Expected plan delivery January of 2017.
- 4.4 Bachelor Park Border plans.-Continued.
- 4.5 Replacing Ash Cans. Jim Rhodes volunteered to select and purchase new cigarette receptacles.

LSBRD
314 Estrella Ave.
Clubhouse Boardroom

5.0 NEW BUSINESS

- 5.1 New director appointments. Rick Starr and Jim Rhodes have volunteered to join the board to fill vacancies by JRoppel and Leguillon. MOTION. Leguillon moves to nominate Rick Starr to the board. Cook seconds the motion 4-0-1
- 5.2 Board Member Training-Continued.
- 5.3 Evaluation of staff job descriptions. Hunt presents board with Caretaker Duties memo for review.
- 5.4 Caretaker Health Issue. Caretaker emails board that he has a heart condition that is pending diagnosis. He is having family members assist him with his landscape duties. HRoppel to research alternatives to landscaper companies to do work. MOTION. JRoppel moves to hire landscape contractor to perform landscaping tasks for the next 90 days. Cook seconds. 5-0-0.

6.0 DIRECTORS' REPORTS-None

7.0 RECAP ACTION ITEMS

- 7.1 Secretary Leguillon read notes as to what action items each board member had.

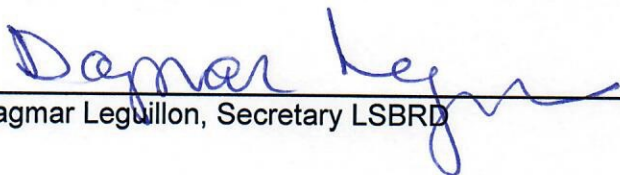
8.0 FUTURE MEETINGS

Next regular meeting is scheduled for December 14, 2016, at 7:00pm.

9.0 ADJOURN REGULAR MEETING

Adjourned 8:35 pm

Respectfully Submitted:



Dagmar Leguillon, Secretary LSBRD