

Village of Green Trails Association, Inc.
Agenda February 16, 2026

The meeting was called to order to order at 7 pm.

Trustees Present: Caryn Carlie, Mark Cillo, Ken Kobolt, Micah Roufa, Mary Monachella

Trustees Absent: Karen Scaglione

Resident Attending: Lisa Berger

January Board Minutes – presented by Mary and approved as amended for posting 5-0

Officer / Committee Reports

Elections and Notices – Mary

- 1) Postcard asking for residents to run for the trustee position with a March 15 return deadline will be sent out.
- 2) Annual meeting date is Wednesday May 13. Mary will reserve a room at City Hall.

Treasurer Report – Caryn

- 1) January financial packet was approved 5-0 for posting.
- 2) Terrill invoice for leaf clean-up was approved and posted, \$1855.00
- 3) Vendors are being asked to provide a current Certificate of Liability Insurance.
- 4) Fees on CPM Contract Schedule B for additional services have been increased. Caryn will report our concern and see if fees can be adjusted.
- 5) Terrill revised invoice #78031 to identify the labor and equipment charges. This new version will be posted at CPM.

Grounds Review – Mark

- 1) Lake is in good shape but a little low. Spring rain will change the level.
- 2) Mary will check to see if 2026 contract with Lake Management Services is ready.
- 3) Schedule pre-emptive grounds walk-throughs (after trees bloom). Concerns are dead trees and branches on the lake island and any issues on those large open sections of common ground that are easily accessible.

Old Business

- 1) Discuss Owners Accounts Receivable Aging Report – Caryn moved to table to future meeting

New Business

Contract / Agreement Expiration Dates New Report – Caryn has distributed a list of due dates for many of our reports and contracts..

Operations Modernization - Ken

- 1) Ken suggested Workspace Starter with 2 licenses-- Especially using Google Drive for shared documents and different file folders for each type item like meeting agendas, meeting minutes, bids needing approval,....and also storing invoices and certain contracts It was a good discussion. More options to consider (after finishing #2 and #3).
- 2) Board discussed but did not rank our operational improvement goals. These ideas are listed in no particular order. We will continue this discussion at our next meeting.
 - a. Shared document retention
 - b. Invoice visibility
 - c. Collective project tracking
 - d. Clean transition when Board roles change
 - e. Oversight of Grounds Contracts
 - f. Cloud based service tracker
- 3) We will Compare Google Workspace and CPM Portal benefits, features and cost and other options at the next meeting.
- 4) Trustees should reflect on what Ken has suggested and log into the CPM website before next meeting if possible. Further discussion on this topic at that time.

Next Meeting

Meeting will be via Google Meets on Monday March 23.

Adjourned 8:35pm