

**Mammoth Hollow Condominium Owners Association
Board Meeting Minutes December 11, 2019**

- I. Meeting Called to Order-** Jacqui Cotnoir
- II. Attendance** Linn Krikorian, Amy Vazifdar, Jacqui Cotnoir, Betsi Devries
- III. Treasurer's Report:** no Treasurers report today. Finances are stable
- IV. Meeting Minutes:** Amy will do the annual meeting minutes and the October meeting minutes and send out to the board.
- V. Old Business:**
 - A. Storage of Old Records:** Scanning and shredding started on November 20, 2019. There was discussion about how long certain records needed to be kept. Meeting minutes needed to be kept forever; original condo docs need to be kept forever; financials need to be kept for 7 years, document pertaining to individual units, need to be retained as long the owner is in residence. Change requests should be kept forever. Amy is organizing some of the scans and will make a list of all the electronic documents that have been scanned.
 - B. Landscaping at Number 5-** Utility box covers will be revisited in spring.
 - C. Accurate Tree Removal-** Betsi and Don walked around looking at the trees on the properties that need to be removed. We are awaiting a formal quote from Accurate, but their standard rates are \$2500 for a half-day, and \$4500 for a full day. It was determined that we need a full day. The board voted to approve \$4500 by majority vote.
 - D. Recycling Bins:** Amy, Linn, Jacqui, and Betsi each have a bin. Amy will request that 2 more homeowners take bins for the winter and will outline guidelines.
- VI. New Business**
 - A. Snow Removal-** There were several complaints after the first storm, but the initial problems seemed to be resolved after the company was contacted by the board. They have all new employees this year so it will be a work in progress. Other than some complaints, the overall opinion was positive; especially the walkways and the steps.
- VII. Next Meeting:** Tuesday January 14, 2020 at 7pm.
- VIII. Meeting Adjourned:** Jacqui Cotnoir

**Submitted By,
Amy T. Vazifdar
Board Secretary
December 11, 2019**