

Minutes of Meeting
VACNCA Board of Directors
10:00 A.M.; November 9, 2017

Present: Beverly Brownrigg, President, JoAnne Wyatt, Vice President, Earl Sheneman, Treasurer, Rhonda McMartin, Secretary, Rhea Ramsay, Director.

Excused Board members: Larry Green, Blds & Grounds, Cheryl Scheele, Director

1. Call to Order: 10:03 A.M.
2. Rhea moved and JoAnne seconded that Minutes from August and September be approved as written. The motion carried. It should be noted that there was not an October meeting.
3. Treasurer's Report:
 - 3.1 Bills are paid to date.
 - 3.2 Financial reports were discussed.
 - 3.3 Receipt of an Engagement Letter from our CPA, Joseph Vandal. Earl recommended and it was agreed to continue with Mr Vandal as our CPA.
4. Building and Grounds Report:
 - 4.1 Combined maintenance report for October and November: Windows replaced in Units 1209, 1227, 1231, 1246 and two in 1262. Unit 1231 door replaced, Unit 1200 has been repainted and 1256's garage door was painted. All 2017 painting projects have been completed. The street cracks have been sealed and all foundation vents have been closed for the winter. Unit 1226 has an incoming power problem that Puget Power will repair.
5. Old Business:
 - 5.1 New resident, Cherie Thomas, at 1207 is requesting Board approval for a deck to be installed and also for an entrance handrail to be installed by Jim Peeples. There was a discussion as to handrails on other units. JoAnne moved and Rhea seconded that bids be obtained for the cost of installing handrails on Units that are without handrails. The motion carried. Rhea moved and JoAnne seconded that the Board approves the installation of a handrail at 1207 as well as a deck to be installed by a licensed contractor and at the owner's expense. The motion carried.
 - 5.2 A Welcome Meeting with Barb Green and Rhonda will be set up for Cherie Thomas, Kathy Haggen and Bob and Charlotte Martin. Pete will supply a form to be used with new residents. Rhea & JoAnne will check the files for any missing ER forms.
6. New Business

- 6.1 Earl presented the 2018 Budget as proposed by Committee members, Pete Asprey, Sue Conger, Larry Green, Larry Pollett and Earl Sheneman. Line item 800 came in with \$500.00 extra. Earl suggested moving the \$500.00 to line item 807 which was unanimously approved. Earl noted that we still have \$5000.00 in the Contingency Fund that is not showing on the budget sheet forms. In discussing the Reserve Fund, it was noted that the crack sealing had been successful and there is a possibility of not having to spend \$12,000.00 for seal coating in 2018. Bev moved that we accept and approve the Budget given for 2018 as presented and JoAnne seconded. The motion carried.
 - 6.2 A Budget Ratification Meeting will be conducted on December 14, 2017, after the regular monthly Board meeting.
 - 6.3 Rhea and Bev will obtain printing of the Budget which will be distributed prior to the end of November.
 - 6.4 Residents who experienced broken windows from recent vandalism are to disregard claim forms from the Prosecuting Attorney. VACNCA paid for all 11 windows and has submitted the required claim form.
7. New Business- Committee Reports
 - 7.1 The proposed Rules & Regulations were discussed. The Committee has worked hard to integrate the Rules & Regs with our ByLaws and they are almost done with the process. Still to be determined are sections of the rental policy and VACNCA's new policies on rental succession and/or time limits. Of concern were classifying Offences as 'major' and "minor". JoAnne is clarifying the few remaining issues with the Attorney.
 - 7.2 Rules & Regulations need to be in agreement with the ByLaws and due to a restriction on charges for Resale Certificates, a change in the ByLaws is anticipated. The Rules and Regulations Committee will be advising the Board as soon as possible so that hopefully, changes can be implemented by the end of the year.
 8. Open Discussion
 - 8.1 Concerns were expressed regarding the landscaping and how long it has taken to obtain tree and bush trimming. Our Budget for 2018 has increased to cover paying for two Landscapers for an extra day of each month in order to address this issue in a more timely manner. It was requested that a repeat of 'Bark/Topsoil Offer' be done again in which Resident's can pay more on their own for these materials and/or services. It was also requested that trees be marked with a ribbon well in advance of removal.
 9. Next meeting date: December 14, 2017, at 10:00 A.M.
 10. Rhea moved and Bev seconded to adjourn the meeting at 11:32 A.M.

Respectfully submitted: Rhonda McMartin, Secretary _____

Approved: _____

