

VCARMC QUARTERLY BOARD MEETING MINUTES (DRAFT)

4/11/19 Joe Garza's House

Present: Mary Lee Knapstad, Mike McKenny, Joe Garza, Alan Holt, Julie Williams

**Motion to approve January minutes- Joe, 2<sup>nd</sup>-Mary Lee All in favor. Motion passed.**

**Treasurer's Report ( See " VCARMC Expenses and American Savings Bank Account")**

Mike- Balance \$8357.58. plus \$500 not yet deposited.

\$5,600 collected since January in past due amounts. Send out 3 batches of letters (10, just pd, 10 past due more than 1 year, last 10 3<sup>rd</sup> notice ). \$7,596 in expenses in 2019. \$16,725 collected for 2019 assessments- 84% of the amount due. Ron commented that the report is very clear and well done

**Motion to approve Treasurer's Quarterly Report – Ala, Ron 2<sup>nd</sup>. All approve. Motion passed.**

Mailer appealing for more board members is ready for mailing. (Copy in Secretary file)

Annual VCARMC meeting- Saturday, October 26, 2019.

Mailer deadline for response will be changed from "June 21<sup>st</sup> to "no later than September 1"

In Q&A page change to " no later than October 1st"

Mike will make copies. Mary Lee and Julie will stuff and mail

Mike will send form 1120H to IRS for 2019 (required annually)

Form G-6 GET exemption form will be sent in ASAP. Mike will file an exemption explanation along with the form.

**Road Maintenance – Mary Lee**

Ke Koa Nui done. Corner of Wright Road and Olomea – shoulders done . Possible future work- End of Olomea Rd where it meets Wright Rd.

Mike - Need to always have written contracts with KKK re: what he agrees to get done for what amount of money. Ideally, all board members see and approve an attached contract.

Suggestion by Alan- Approval by 2 board members for job completion.

**Motion – All future road work proposals must be a written contract, signed by contractor, approved by majority of board members by email or vote in meeting, then signed by board president.**

**Contract specifies work to be done and amount to be paid. 50% payment will be made to contractor upon signing of contract. Final 50% will be paid following inspection and approval by 2 board members.**

**Alan, 2<sup>nd</sup> Mike, all in favor. Motion passed.**

Board Dynamics- Mary Lee. Discussion of project timelines and Clarity of board member job descriptions.

Bookkeeping- No final word from Day-Lum as managers (collect assessments and keep track of property owner debts) - about \$11,000. Bookkeeper would be \$5,000 to monitor the books.

Mike would like to turn over books to someone who can work with excel spreadsheets.

Motion to adjourn Meeting at 9 pm Ron, 2<sup>nd</sup> Joe

Respectfully submitted.

Julie Williams

VCARMC board Secretary