

## CANDLELIGHT HILLS CIVIC ASSOCIATION

### Board of Directors Meeting

7:00 January 13, 2015-- Club House

#### GENERAL MEETING

- Called to order at 7:00 pm. Board members present were Brann Carson, Allen Shook, Carla Novak and Gary Buchta. Bert Williams attended on behalf of ACMI.
- Minutes for prior meeting were approved, as posted in the last newsletter.
  - Financial status was reviewed by Mr. Williams and board approved the report and established the Cash Reserves for YE 2014 at \$180,000. This reserve is after paying, or setting aside funds to pay for club house renovation.
- Mr. Carson reported that the only action in the last Executive session was election of board officers which are: Brann Carson (President); Allen Shook (VP); Tina Vasquez (Secretary) and Gary Buchta (Treasurer).

#### BOARD ACTIONS SINCE LAST MEETING:

- Board discussed steps taken to finalize changing room repairs and replacement of two AC units which cool areas other than the meeting room and kitchen.
- Repairs to kitchen area were initiated and board authorized replacement of kitchen appliances and related modifications to the cabinets required to allow installation plus purchase of a new hot water heater at a cost not to exceed \$3,500. Board members are working this contract and will ensure the contractor provides a W9 and insurance certificate to ACMI prior to beginning work.

#### OLD BUSINESS.

- Status of action to amend the deed restriction text related to assessments was discussed in detail and board decided to proceed with the program since results to date are encouraging with more than 200 members having approved the change. Board will prepare a new mailing for members who have not responded along with additional documents for use by those soliciting signatures to support that effort. Gary will continue to have the lead in this effort.

#### NEW BUSINESS

- Board approved renewal of the insurance program (excluding flood insurance which renews later in the year). The premium will be \$9,161, down \$841 from 2014.
- Park items:
  - There was extensive discussion by board and attendees related to security and vandalism issues at the club house/pool area. Reports include shots being fired, possible drug use, vandalism, loitering, possible sexual activity plus dumping of various items in the area. .
  - Board authorized the following:
    - ACMI will obtain proposal for replacement entry sign to include hours and an indication the facility is private and for use of members only
    - Proposal to install fencing and gate(s) near the entrance to eliminate vehicles from entering when the facility is not in use will be obtained. Board approved this addition as a needed security step.
    - ACMI will obtain a quote to remove the posts and cable from around the parking lot along with the large sofa and chair dumped in the area and other smaller debris.
    - The possible creation of a neighborhood committee to assist with the clean-up and/or maintenance of these areas was discussed as was the possible solicitation of help from a Boy Scout Troop, but no decision taken.
    - ACMI will have IMS add blowing of debris from the tennis courts and add a quarterly mowing of the wooded area to the landscape contract.
    - Expenditure authority of up to \$1,000 to ACMI and \$3,000 to the board President or VP to respond to emergencies, vandalism and/or other issues where action is required prior to the next scheduled board meeting.

- ACMI was asked to arrange replacement of the broken light fixtures at the club house entrance and forward the quote for replacement of lighting along the front of the building which was destroyed by vandals several months ago.
  - ACMI will authorize Southwest Pool to proceed with installation of the shower near the pool as required by regulations since showers were removed from the changing rooms.
  - Authorization for the sale of non-member pool entry was discussed along with some details related to pool operations. ACMI was asked to obtain an indication from the insurance underwriter as to any issues this might cause from a liability perspective and report back to the board.
  - Options to obtain recycling were presented to board for consideration.
- **Next board meeting will be April 14<sup>th</sup>.**

**DISCUSSION:** There was no separate discussion period as attendee comments were included in the agenda topics as considered by the board.

**EXECUTIVE SESSION (was not held since there were no items for discussion)**

**ADJOURN EXECUTIVE SESSION**

**CANDLELIGHT HILLS CIVIC ASSOCIATION-- PRELIMINARY**

<b>Cash Status</b>		<b>12/31/14</b>		
<b>Total Cash</b>		<b>295,221</b>		
	Prepaid Assessments	76,303		
	Reserves at prior YE	230,000		
	Outstanding Invoices	(35,000)		
	<b>Potential reserve addition</b>	<b>(46,082)</b>		
<b>Current Year Collection Status</b>		<b>12/31/14</b>		
	Prepaid for next year	76,303		
	<b>Total</b>	<b>76,303</b>		
<b>Income</b>		<b>12/31/14</b>	<b>2014 Fore</b>	<b>2015 Fore</b>
	Assessments/interest	168,229	164,850	164,750
	Other revenue	2,741	4,960	4,000
		<b>170,970</b>	<b>169,810</b>	<b>168,750</b>
<b>Expenditures</b>		<b>12/31/14</b>	<b>FORECAST</b>	<b>FORECAST</b>
	Administration	24,174	25,150	28,150
	Net collection cost	3,463	3,200	1,400
	Association Activities/web and newsletter	5,094	1,600	2,600
	Utilities (electricity and gas)	34,381	34,900	34,900
	Water	9,118	11,000	9,000
	Landscape maintenance	10,669	16,330	16,580
	Pool expenses	38,392	38,500	38,500
	Tennis court maintenance/repairs	25,006	0	0
	Club house maintenance and repairs	23,468	5,000	10,000
	Pest control	2,404	2,400	2,400
	Insurance, with flood policies	10,090	13,500	14,500
	Security	0	0	0
	Taxes/tax related	264	275	275
	2014 Club house repairs	0	0	35,000
	Contingency/reserve addition	0	17,955	10,445
	<b>Subtotal, Operations/Maintenance</b>	<b>186,521</b>	<b>169,810</b>	<b>203,750</b>