

BEAR PAW SERVICE DISTRICT BOARD OF DIRECTORS

REGULAR MEETING MINUTES

MAY 27, 2017 – 9:00 A.M.

Directors Present: Andrea Folkertsma, Tricia Swiger, Mark Ackerman, Greg Brock, Patricia Roberts, Ron Taylor, Al Snaider via Facetime (Dennis Strand, Emily Bryant)

Directors Absent: None

Others Attending: See Attached List (Attachment #1)

Call to Order: Andrea Folkertsma called the meeting to order at 9:03 and led the Pledge of Allegiance after a short explanation on this special weekend celebrating Memorial Day.

Financial Report: Tricia Swiger reviewed the current budget giving us an update on exactly where we stand and then presented the new budget for 2017-2018 fiscal year. The new budget incorporated the known expenditures and future expenditures that are anticipated for the year. Ms. Swiger also informed us of the new taxes that have been included in the 2017-2018 budget, the NC Motor Vehicles tax.

There was some discussion on the \$5K for the audit saying that it now is \$500 less and that it could be used somewhere else in the budget. Ms. Swiger mentioned the perhaps using it towards the playground. It was mentioned that there would have to be more research as to the insurance coverage and also the restrictive codes that would apply if in fact the Service District were to buy the equipment versus the POA who do not have to adhere to these restrictions. This was tabled for discussion at a later date.

Tricia Swiger also mentioned the Firewise which has now received the Federal Grant. This was received after Ron Taylor put many hours into acquiring these funds. Since it is a grant that the money is given after the receipt for the expenditure is submitted, there were no funds put into the Revenue side of the budget but \$500 was allocated for the expenditure account. Any future expenditures could be taken out of Unanticipated expenses as needed. It was mentioned that Ron Taylor will be addressing the Firewise status at the POA meeting as he would like to be able to reach more people.

There was some money budgeted for the tennis courts from the current budget but due to administrative absences last year, the project has not been done. The remaining funds, if not spent, will be added to the carry over for next years budget.

Ron Taylor questioned why the budget for pools was so much higher in the 2017-2018 budget. Mark Ackerman explained how in the past Tina, our pool maintenance helper, had been paid in the Security account which was incorrect and that her payments would now be

more accurately reported in the pool payroll. This in turn decreased the Security account by the same amount \$8300.

Tricia Swiger stated that the new NC Motor Vehicles Tax will be placed in the Road Improvement/Paving in the future. The Contingency fund will also be used for Security Guards bonuses.

Our Unanticipated Revenue and Unanticipated Expenses are unknown for the upcoming budget. Tricia Swiger stated that as of April we had used approximately 80% of our funds and that she predicts that we will be at about 91% by the end of June. Ms. Swiger would like to have an Executive meeting to be held on June 24 at 9am in the clubhouse to finalize this budget with the amounts to be given for these two accounts at that time. The working budget was voted on with Andrea Folkertsma making the motion, seconded by Mark Ackerman and the motion passed.

Andrea Folkertsma also explained how a credit card for the Service District would be an asset to the office. Tricia Swiger also added that only the Manager, Dennis Strand, and the treasurer/president be responsible for signing the checks for this card. Patricia Roberts also felt that there should be a limit on each transaction of \$1K. Dennis Strand agreed that he felt this was an adequate amount. Patricia Roberts made a motion to secure this credit card with the \$1K limit with Al Snaider seconding the motion. The motion was unanimously passed. Andrea Folkertsma instructed Dennis Strand to search out the best card for our use with the best rates and benefits.

Managers Report: Dennis Strand presented the Managers Report (see Attachment #2)

New Business: Ron Taylor suggested looking into updating the fee system which would help organize and keep track of expenses especially when it comes to work done by Claude. Dennis Strand stated that he in fact is doing just that for us. This was unanimously agreed upon and asked Dennis Strand to proceed with this.

Dennis Strand also asked if there was a formula for the amounts given by The Cottages, Condos and HLPOA to the Service District. Ron Taylor stated that some groups pay their fair share while others send donations. He stated we may need to look at old documentation from years back to find the answer and that it is something that should be looked into.

A new parking lot by the burn pile was discussed. Dennis Strand explained that there were too many regulations to have it placed there as the government has many rules on parking lots. There was also added discussion given by others as to it being an eye sore which would not be something desirable for our Bear Paw community. The board decided this was not needed at this time.

Announcements: Andrea Folkertsma announced that there would be a BPPOA meeting at 1pm today at which time voting on new board members would be held. Eileen Humphlett also reminded everyone that Bear Paw Live was coming up with tickets available now.

Adjournment: Andrea Folkertsma made the motion to adjourn with a second by Ron Taylor. The motions were unanimously passed.

Date

Al Snaider, Secretary