



22 March 2018-Minutes  
Avalon Village Owners Association  
Board of Directors Meeting

Minutes\*

Present: Jan Trefethen, Andy Stewart, Beverly Stone, Dwight Rideout, Steve Johnson / Others present: Tish Munson

The meeting was called to order at 2:01 PM

Consent Agenda

- **A motion to approve the January 2018 minutes was made, seconded, and unanimously approved.**

Cooperative Director's Report (Andy)

Activities

- Andy has started visiting residents and gathering activity ideas.
- Tish will be leaving on April 27<sup>th</sup>. There will be a reception on the 25<sup>th</sup> to say goodbye.

Maintenance

- Fireplace inspections
  - Inspections will be done when the furnaces are cleaned, and residents will be filled.
- Refrigerator maintenance
  - Refrigerator coils should be cleaned every two years. Management is looking into having maintenance staff do it to reduce cost and the potential of scratching the floor.
- Snow removal
  - The new system has lowered the average cost per storm significantly.
- Bird feeders
  - There has been an increase in pest control costs due to bird feeders and rodents they attract.

Sales Report (Tish)

- There are three cottages available: 107 Heather Way, 120 Heather Way, and 119 Thistle Lane. Currently there are 5 priority waiting list deposits for cottages.

Finance Report (Steve)

- Finance Committee report
  - The reserve is 5-6 months behind for 2017 plus three months of this year. This is due to increased maintenance and snow removal costs.
  - The committee suggested a few options: a special assessment or fee increase.
  - Another meeting is scheduled for early April to go into further detail and determine a final number.
  - The assumptions behind reserve funding will also be looked at.

Old Business

- Clarifying language

- Smoke and carbon monoxide detectors batteries will be replaced through the maintenance line in the budget.
- Tabled motion regarding emergency notification
  - **A motion was made, seconded, and passed** to include in the Handbook the following process:
    - In the event of an emergency and a resident has to vacate their property, they will inform Avalon Management of a contact number at which they can be reached and Management will call when it is safe to return.

#### New Business

- Process for approving minutes
  - **A motion was made, seconded, and passed** that Board minutes be drafted within three (3) business days of a meeting and forwarded to Board members for approval. Any corrections or changes should be returned to Cooperative Director within three (3) business days so the Cooperative Director can reconcile any discrepancies with all Board members. Finalized and reconciled minutes then should be made available via the website within four (4) business days.
  - Drafted minutes will carry the line “these minutes have been reviewed by the Board and will be approved at the next Board meeting”.

The meeting adjourned at 2:43 PM

Respectfully submitted,  
Tish Munson

Next Board meeting: 17<sup>th</sup> May at 2:00 PM