



## Avalon Village Owners Association Board of Director's Draft Meeting Minutes-January 23, 2020

Members present: Steve Johnson, Andy Stewart, Martin Perfit, Bill Gilfillan, Nadine Morse

Others present: Beth Frost, Sherry Molcan

Called to order by Martin Perfit at 2:05 P.M.

**Motion** was made **seconded and unanimously passed** to approve the minutes of the November 21, 2019 **Board** meeting.

### Cooperative Director's report

1. Maintenance Update
  - Beth reported that there are currently 13 outstanding work orders as of January 23, 2020.
2. Emergency Contacts
  - **Motion** was made **seconded and unanimously passed** to require all shareholders fill out an emergency contact form.
3. Work Orders for 2019
  - Discussion was held regarding the totals for Avalon Village Work Orders for 2019, the total was nine-hundred forty two (942), seven-hundred sixty three (763) In-House and One-hundred seventy nine (179) with Third Party Contractors.
4. Sales Report
  - Beth reported that 102 Heather is currently under contract with a closing date of April 15, 2020.
5. Finance Report
  - Steve and Bill reviewed the financial position of the Association as of December 31, 2019.
  - Current reserve balance is \$380,877.
  - Line item of Infrastructure Repair/Maintenance was explained as the fence installation on Thistle.
  - Accountant recommended that Avalon Village look into an accountant that specializes in filing Cooperative taxes.

### Old Business

- a. Smoking Policy
  - Discussion was had in regards to a possible non-Smoking Policy which is currently only in place for the employees of Avalon Village, but not the residents. Beth will look into policies set forth by other communities and present this information at another Board meeting.
- b. Transportation Ad-Hoc Committee Presentation
  - Discussion was had in regards to the findings by the Ad-Hoc Committee for Transportation for Avalon Village. More information will be looked into for comparisons for pricing for purchases verses a lease.

Discussion was held regarding information about the Vehicle Transportation log books and a recommendation was made by Martin that detailed information continue be kept for the future Transportation Vehicle.

**Motion** was made **seconded and unanimously passed** to approve the recommendation by the Board President that information regarding Transportation Vehicle Maintenance be placed in one log with two sections that include information on transportation and maintenance.

### New Business

#### a. New Committee Appointments

**Motion** was made **seconded and unanimously passed** to elect Glenn Castner as the new committee appointment for the Finance Committee that had one (1) opening.

**Motion** was made **seconded and unanimously passed** to elect Valerie Emerson as the new committee appointment for the Grounds Committee that had two (2) openings.

**Motion** was made **seconded and unanimously passed** to elect Dara Perfit and Sharon Kobritz as the new committee appointment for the Activities Committee that had two (2) openings.

#### b. Activities Committee Discussion

Discussion was held regarding residents of the Manor House being allowed to sit on the Activity Committee.

**Motion** was made **seconded and unanimously passed** to allow residents of the Manor House to sit on the Activities Committee.

#### c. Board Training

Discussion was held regarding Board training for members of the Board Committee to allow each member the education of proper procedures of sitting on a Board. Avalon Management will look into having someone come and train the current Board members.

Discussion was held regarding the memo submitted by Andy addressing Beth's role with respect to Avalon Committees.

**Motion** was made **seconded and unanimously passed** to ensure that the Cooperative Director is automatically considered a non-voting member of all standing and ad-hoc Board Committees.

Next Board meeting, March 26, 2020 at 2:00 p.m.

Meeting adjourned at 3:32 P.M.

Respectfully Submitted, Sherry Molcan.