

# MONTPELIER COMMUNITY ASSOCIATION, INC.

## Board of Trustees Meeting Minutes

Deerfield Community Center

December 13, 2011

**Trustees in Attendance:** Bob Derrick, Patricia Douville, Lillian Fazio, Jack Keating and Jean Sorrentino.

**Trustees Absent with Cause:** Paul Buehler, Dave Eisenberg and Tim Jacobs.

**Community Members Present:** Mary Derrick and Mary Hughes

President B. Derrick called the meeting to order at 7:13 PM. There was a quorum to conduct business. Trustee Derrick thanked Trustee Sorrentino volunteering for one of the vacant positions on the board. [By action taken by the Executive Committee outside of the regular Board of Trustees meeting, Ms. Sorrentino's nomination was accepted and she was appointed to fill a vacant position.]

### **Secretary's Report: Tricia Douville**

The minutes of the November 2011 board meeting were reviewed. Trustee Keating made a motion to accept the minutes. Trustee Fazio seconded the motion and it passed unanimously.

### **Treasurer's Report: Lillian Fazio**

- Trustee Fazio distributed the monthly statements.
- Trustee Fazio reported that she expects to put \$40,000 into the reserve account at the end of the year.
- Delinquent accounts and legal suits were reviewed. A spreadsheet of all delinquent accounts and their legal status was distributed to the board.
- The budget for 2012 was discussed. Maintenance funding has been moved into the contingency fund. Several projects will have to be considered in the future: cracked concrete around the pool; the path near the tennis courts from Briardale Lane; the pool parking lot; and white coating for the pool. Repairing the parking lot was estimated to cost \$60,000-\$80,000 and white coating another \$20,000. Trustee Keating made a motion to raise the assessment \$10, to \$275, for 2012. Trustee Fazio seconded the motion and it was approved by unanimous vote. Trustee Derrick made a motion to accept the budget, pending the adjustment to reflect the increase in assessment. Trustee Keating seconded the motion and it passed unanimously.

### **ACCC: Michael Boddie, Chairperson (absent)**

- Two of the vacant houses have been cleaned up after several calls to Property Standards and the maintenance companies contracted by the banks with an interest in the properties. Neighbors of both of these houses will be given the telephone numbers of those entities so that they can register complaints or request maintenance of the properties.
- A cease and desist should be prepared by the attorney regarding the neighbor who is feeding vultures.

### **Communications Committee: Tim Jacobs, Chairperson (absent)**

- Trustee Jacobs needs to put the audit/compilations on the website.
- The administrative assistant was asked to pick out the laptop and software needed for the MCA work. A new recorder which can transpose the minutes directly to a Word document was also discussed.
- Trustee Derrick reported that a member was automatically removed from the list serv after having his email "hacked." Communications Committee needs to explain the procedures for removing someone from the list serv.
- The ACCC Groupsite needs to be paid via the MCA account before it is shut down. The admin assistant was asked to take care of this and authorized to reduce the managers to two (M. Boddie and M. Hughes) and upgrade the storage space for a cost of \$9.00 per month.

### **Facilities Committee: Jack Keating, Chairperson**

- Trustee Keating reviewed the insurance and the upgrades are fine.
- Trustee Keating will meet with Brickman to discuss the maintenance contract. Brickman will deliver 11 yds of dirt for support to the tennis courts now that the ground is not so soft. Trustee Keating asked if volunteers will spread the dirt or if quotes are needed. Brickman will also be asked how much it would cost to cut the grass around the power line.
- Trustee Keating donated a cover to keep the tennis court cleaning equipment protected while it is stored at the courts.
- The tennis courts will be secured with a lock and key. Trustee Fazio will handle the distribution of the keys to tennis

players. She will keep track of the keys handed out and members will be asked to sign for a key and will pay a small fee if the keys are lost. This procedure will be phased in over the winter and notices will be put in the newsletter, on the website, on the info line and the list serv. A sign will also be posted at the tennis courts.

- All of the tree work has been done and Abbey Fritz submitted the contract for the fencing (\$1,068). The contract will be signed and the treasurer will send in a down payment.
- The revised Guidelines for Making Proposals to the Board for Expenditures was discussed. A written scope of work is required to be submitted to the board for all expenditures over \$1,000. This will help determine if the project has enough support to warrant additional effort to secure three bids and ensure that all bids are for the same scope of work. It will also provide the board with the information needed to make an informed decision. Trustee Keating made a motion to adopt the revised Guidelines for Making Proposals to the Board. Trustee Sorrentino seconded the motion and it passed unanimously.

**Pool Committee: Paul Buehler, Chairperson (absent)**

No report.

**Social Committee: Carla Bowen (not present), Chairperson**

No report.

**Security Committee: Richard Mason, Chairperson**

Trustee Derrick made a motion to approve Richard Mason as Security Committee Chairperson. Trustee Douville seconded the motion and it passed unanimously.

**Tennis Committee: Lillian Fazio, Chairperson**

Trustee Fazio reported on her meeting with Mark Farthing who installed the new surface. Mr. Harkins was also present. The hairline cracks are on the painted area, not where they repaired the surface, but he will talk to his operations person and get back to Trustee Fazio.

**OLD BUSINESS:**

The contract for the admin assistant was reviewed. Trustee Derrick made a motion to approve the contract, not to exceed \$20,000. The motion was seconded and passed unanimously.

**NEW BUSINESS**

Trustee Derrick asked that the admin assistant keep board members informed of decisions made in their absence from a board meeting. This will be a regular procedure to be taken by the assistant.

The Marlins Swim Team would like to continue the "sponsorship" of non-members to try to increase swim team participation. Use of the pool is limited to swim practice, meets and swim team events. Trustee Keating made a motion to approve the "adopt a Marlin" swim team sponsorship. Trustee Douville seconded the motion and it passed unanimously.

The next board meeting will be held on **Tuesday, January 10, 2012 at 7:00 PM** at Deerfield Recreation Center, preschool room. The motion was made and seconded to adjourn at 8:55 pm. The motion passed unanimously.