

## DCLI Board Meeting Minutes

**May 12, 2015 at 120 Hartman Creek Rd, Boulder Creek, CA 95006**

Current Board present: Ann Schwarzmann (secretary), Gary Fitch (director), Greg Haagenson (road manager)

Also present: John Miller

Meeting Brought to Order at 9:15am

1. Open Board positions to be filled by current board members (since there was no quorum at latest general meeting held May 2, 2015, the responsibility of filling board positions falls to the current board): President (outgoing: Victor Smith), Treasurer (outgoing: Joy Mundy), 2 Directors (Ed Abner and Tom Bird).
  - Ann made motion to accept John Miller as Treasurer, Greg seconded. Motion passed by all board members.
  - Other positions: John will contact Simon Field to see if he is interested in the position of president, and if so, to coordinate his attendance at the next board meeting. Greg will contact Marco Volpe and Trang Phan for the director positions and attendance at the next board meeting. If need be, we might consider a newer owner or a renter for a director position.
2. Treasurer/Financial
  - Meet with Joy 5/21, 5/22, or sometime the next week: Ann will email Joy for date/time and place of her choosing. John is point person, morning is best.
  - Liberty Bank - Joy to be removed, John to be added. Ann will ask Joy how she is going to remove her signature authority, in person or via mail. We also need to remove any old board members who may still have signature authority - Ann to check with bank.
  - John will research financial software (Quick Books most likely) that will best fit DCLI's needs (ex. generate invoices); getting more financial transactions conducted online (ex. PayPal); and issuing a debit card for expenses (ex. secretary expenditures).
  - We need to reinstate the two-person check signature requirement.
  - Insurance Renewal: Ann handed off to John who will research what our coverage is to help us determine whether or not it is a necessary expense.
  - Joy's hand-off of files, software, etc. to John should happen when they meet. Unpaid bills will get caught up once John has checkbook.
  - Upcoming Road Dues billing: John is responsible for producing the invoices. Ann is responsible for the mailing which will also contain the minutes from the Spring General Meeting as well as a note explaining why the dues are up this year.
  - Ann has financial paperwork for last six months (bills, copies of deposits made) - will hand off to John as needed.
3. P.O. Box key: Joy has P.O. Box key - Ann to email Joy to remember to turn over her key. Ann has 2 keys currently: one from Manuela Raquelle, one from Tom Bird. Ann will continue to pick up mail and will hand-off to John as need be; after John is done with the physical paperwork, it will be filed at 120 Hartman Creek Road, Boulder Creek until further notice.
4. Master Landowner Listing: The treasurer's list and the secretary's list need to be aligned before billing can be sent out. John and Ann to do after John meets with Joy.
5. IRS - July and September filing. Gary suggested we turn it over to a bookkeeper. John will look at the files that Ann handed off to him (Manuela's physical files) and investigate finding a bookkeeper. Ann knows of one form required by secretary of state which she can handle, but there are supposedly two required filings. Let the bookkeeper do it the first time at least; we can assume the work if we believe it can be done easily. John to figure out, with help from Arden Pierce (and Ann if needed).
6. Road rumors. All board members are either current on road dues or are on a payment plan.

7. Other:
  - Talberg Lien: brief discussion after Ann handed out copies of Joy's synopsis of situation. John will discuss liens with Joy; how amounts were determined and hopefully get a history for each lien, specifically Talberg. John to report back to board.
  - To be discussed: definition of resident/non-resident, and how to determine renters, especially with a change of ownership.
8. Next Meeting: date will be determined by the availability of Simon, Marco, and Trang. Meeting can be in Los Gatos or Boulder Creek.

Meeting adjourned at 10:22 am