

Fern Forrest Community Association

January 2, 2022

Special Board Meeting Minutes

Members Attending: Julie Tanner President, Mac Castillo Vice President and Road Supervisor, Noel Pinckney, Treasurer, Claudia Halbert, Secretary. Community Members. Carolyn Frazier, Todd Scheffer, Rhonda Lickfelt, Stanley Simpson, Lois Endo, Jodi DeLuze, Hanna Hedrick, Mr. Mrs Sharon Toney, Phil Henson, Pete Nilsen, Liz Nordine, Chris Hintergardt, Deb Castillo

TOPIC	DISCUSSION/RECOMMENDATIONS	CONCLUSION	RESPONSIBLE PARTY/TIME LINE
I. Call to Order	Julie Tanner called the meeting to order at 1:35		
II. Approval of minutes	Minutes from the December 12, 2021 meeting were deferred to the January 16, 2022 Board meeting	December minutes will be presented for approval at the January 16, 2022 meeting.	Agenda item for Jan 16 2022
II. Bylaws and Board position descriptions/duties	Resignation from Treasurer, Bob Arietta this seat open. Noel and the Board discussed having him take on the role of Treasurer for the interim. Bylaws will be reviewed as to how to move forward with adding another board member to take on that role. Bylaws were also consulted regarding the ability of J. Tanner to review account records at Data Processing Services (DPS) without past Treasurer present. Her request was initially denied by DPS however they reversed their decision.	Noel Pinckney has agree to assume the role of interim Treasurer. J. Tanner made a motion to appoint the duties of Treasurer to N. Pinckney. Second by M. Castillo J. Tanner will schedule an appointment with DPS to review bills and payment records within the next few weeks. Her findings will be presented at the February meeting	Motion Carried J. Tanner will report back at the Feb. meeting.
III. Contracted Services & job descriptions	The Board will be reviewing the current contracts with Ells, Felicia and one other person that has yet to be identified. Evaluate that each contract is current and clearly specifies job duties and requirements. There are some duties that are not outlined as to what person is responsible. One example would be the 108 gal. fuel tank on a trailer that is taken to town 2x week for tractor fuel. It is not clear if the person who had been doing this was bonded. There is no proof of	Determine current Contracts FFCA has and if they are current and signed. Halbert will create a list of all contracts and expiration dates. We also need to determine if some contracts do not have a renewal date if they provide services that are no longer necessary.	C. Halbert will prepaid list of current contracts and status of each. Agenda item Feb. meeting.

	<p>insurance on file and would be a risk of liability The board will also be identifying additional contracts that may or may not be in place for services such as hauling, rock vendors, Insurance etc. M. Castillo added additional information regarding the status of the tractor. He also spoke about the Backhoe that is on the FFCA lot. Little is known about where it came from. M. Castillo will investigate the VIN to determine who the owner might be and ask them to remove it. To the best of his knowledge there is no paperwork, no insurance and could create a risk liability if someone were injured playing on it.</p>	<p>Following discussions among the Board M. Castillo will determine the status of the Back hoe and consider selling it if it belongs to FFCA.</p>	<p>M. Castillo will provide a brief update as to status of the Backhoe. Agenda Feb. meeting</p>
IV. Finances of FFCA	<p>Due to resignation of past Treasurer there was no report available. Noel will take on this task.</p>		
V. Unnecessary spending	<p>One of the Boards goals for 2022 is to determine areas of unnecessary spending. The biggest expenditure for FFCA and in 2021 spent \$250,000 on road Maintained, including materials and labor. M. Castillo explained that the roads have lost the top crown that would drain water to the sides but now water just runs down the middle causing tracks Unfortunately we do not have the correct equipment because the tractor is not a road grater and not capable to create the crown that is necessary. The cost of hauling and for rock is the largest expense. M. Castillo is developing a plan to keep track of the amount of rock and where (which road) laid down. He is currently working on getting estimates for the 3 rock companies an see if he can negotiate for a better price. He is also planning to use larger trucks for bigger loads increasing the amount of material and reducing the number of loads. He is also going to evaluate using a type of liquid binder to spray on the roads keeping the rock in place. -Sprayer. Several years ago a large sprayer was purchased by the Board but never brought up to the</p>	<p>The Board has started to evaluate areas in the budget for cost saving opportunities with the main focus on the cost of road maintained that in 2021 cost \$250,000.</p>	<p>Regular updates will be presented at the monthly Boardmeetings.</p>

	FFCA lot. It remained at the company site, outside, uncovered and in the rain. The sprayer was never used. It is now out of warranty (7/21) and does not work. This is the type of unnecessary spending that the board wants to avoid.		
VIII. Adjourn meeting	There was a motion to Adjourn the meeting by J. Tanner and 2 nd by M. Castillo	Motion carried	Meeting adjourned at 2:10 pm Next meeting will be on January 16, 2022 at the lot.
Member discussion	<ul style="list-style-type: none"> -Will the Bylaws be followed to reopen the position for Treasurer -Ells needs help on road maintenance.M.Castillo has oversight on the work that Ells is doing. The blade on the tractor is wearing thin as it was not designed for the job of trying to reclaim the rock at the sides of the road. - Interest in re-starting the Neighborhood Watch Program - Would like to start a blackberry eradication committee 	Noel Pinckney is action as the interim treasurer, and Bylaws will be followed	