

**FERN FOREST COMMUNITY ASSOCIATION
BOARD MEMBERS MEETING MINUTES
January 15th, 2023
Minutes provided by Azima Walters**

President calls meeting to order at 2:02pm.

ATTENDING BOARD:

Melissa Fletcher, Mac Castillo, Donald Krigsvold, Leslie Leber
Community Members Attended (in person, none Zoom)

APPROVAL OF MINUTES:

From December 4th Board Meeting - brief meeting. Postponed true meet until 12/11 when Leslie could be present.

Leslie made motion to accept minutes, Mac seconded. No discussion, all in favor, motion carries.

From December 11th Board Meeting

Mac made motion to approve minutes, Don seconded. No discussion, all in favor, motion carries.

From December 4th Annual Members Meeting

Leslie made motion to accept minutes, Don seconded. No discussion, all in favor, motion carries.

INTRODUCTION OF BOARD:

Melissa Fletcher, President
Mac Castillo, Senior Roads Supervisor, Vice President
Donald Krigsvold, Treasurer
Leslie Leber, Secretary

REPORTS:

Treasurer's Report

- Don read the December 2022 and Year 2022 Financials
- P&L's
 - Total January - December: \$390,746
 - Expenditures same duration: \$322,302
 - Net gain: \$71,773

Roads Supervisor Report

- Aimed to complete third round of reclaiming / laying gravel, filling potholes by year end. Delayed with rains but expect last two roads (Jungle King end) to be completed prior to next meeting.
- Upcoming review of equipment. Assess what works / doesn't work for our purposes & sell / buy what we need.
- Mulcher test went well at S-turn & Laila, but contractor has not returned call regarding a quote. Reaching out to try and move forward.
- CNS Services has offered to reground (shape) the road to create better drainage - FFCA just pays for fuel. Further discussion required regarding costs and specific what / how CNS would accomplish this.
- Road (Community) Lot discussion – The wording “Community” Lot causes confusion within membership as the lot in question is (and has been since FFCA was given back the lot by the HUI) for Road Committee Use Only. Current bylaws don't authorize FFCA to run community functions or spend member money to open the lot for community. Consider updating all signs to reflect 'Road's Lot' or 'FFCA Lot'

OLD BUSINESS:

- **New Road Name Signs that needed replacement** – Picked up, installation expected by next meeting.
- **Replacement Blade for tractor** – Picked up and installed. A spare has been ordered to have on hand.
- **Audit work** – Treasurer and President have a meeting coming up with Carboneros.
- **We are NOT 501 c 3 or 4** – This will be discussed during Carboneros meeting and will report back.
- **Repairs to Quonset Hut** – Melissa went and reviewed in person with Volunteer Fire Chief, Rick Rego. Board discussed options for repairs. Currently identifying who we want to get quotes from.
 - Looking for 3 quotes each for Electric & Plumbing to encompass scope of work needed.
 - In the process of lining up a list of who to get quotes from.
 - Discussion of possible renegotiation of contract with Volunteer FD.
- **Budget for 2023** – Will be reviewed at February board meeting.
- **Election Results** – Certification by League of Women Voters was completed.
- **New signers for accounts and DCCA filings** – Complete.

NEW BUSINESS

- **DPS in uncertain state. FFCA should find a new Accounting Firm** - Will review existing contract and start looking - Board has been given some recommendations.
- **Website Revamp (See Landa Graphics Quote)** - Melissa made motion to launch work on the website as reviewed, Don seconded. No discussion, all in favor, motion carries.
 - Revamp is to reorganize & make more professional and accessible. Same web developer created and manages Orchidland Subdivision Website.

- Up to \$3K for website revamp, then \$250/year for hosting.
- **Board Subcommittees Needed for 2023 & Board member(s) heading subcommittees:**
 - Melissa asks that all board members join at least 2 subcommittees and be a part of the needed work.
 - **Legal Subcommittee - Melissa:**
 - To identify, launch and follow up on any legal opinions needed, i.e., for changing any bylaws, changing any use of the FFCA lot or scope of management by FFCA board. To keep the board updated on these matters.
 - **Capital Improvements - Melissa, Mac, Leslie:**
 - **Quonset Building Repairs:** To collect quotes, make recommendations on which quotes to launch, line up dates, check work, ensure access, update the board.
 - **Sign and bulletin board at the road/rock wall:** To research what would be needed for permits, allowed dimensions, oversee design, get sign fabrication quotes, update the board.
 - **Website Revamp - Melissa, Don:**
 - To work with web-master in updating and revamping FFCA website. Check work, make design decisions, update the board.
 - **Equipment - Mac, Don:**
 - To evaluate road equipment for maintenance / upkeep, and its continued usefulness vs cost. Discuss findings, suggested changes at board meetings
 - **Identifying Major Problems (mainly garbage & vehicles) - Mac, Leslie:**
 - Will assess & generate internal procedures for addressing the issues, to include following up. Will also look into implementing something through the website to allow the community to notify of a major problem they see.

OPEN DISCUSSION PERIOD:

- Discussion that everyone would like 5 people on the board to help with workload, voting ties and unforeseen situations of dropping out. Per Bylaws, an open 5th position can be filled.
 - Discussion within the board wanting someone who can help and be a productive contributor. - to help on committees, handle emails and communications.
- Melissa made motion to make public announcement for the position, Leslie seconded. No discussion, all in favor, motion carries.
 - Request applications for open seat - ensuring the needs and skills required are understood.
 - Will allow 30 days (2/12) for application period.
 - By 60 days (3/12) expect to go to board for decision and vote.
- Discuss & decide whether or not to turn power off at Quonset hut till safe. Decision to get professional opinion.

ADJOURNMENT:

- Melissa makes motion to adjourn the board meeting. Leslie seconds. No discussion, all in favor, motion carries. Meeting is adjourned at 3:52pm.

MOTION RECAPS:

- Minutes for 12/4/22 Board Meeting approved - Leslie made motion to approve the minutes, Mac seconded. No discussion, all in favor, motion carries.
- Minutes for 12/11/22 Board Meeting approved - Mac made motion to approve the minutes, Don seconded. No discussion, all in favor, motion carries.
- Minutes for 12/4/22 Annual Members Meeting approved - Leslie made motion to approve the minutes, Don seconded. No discussion, all in favor, motion carries.
- Website revamp initiative - Melissa made motion to accept the bid provided by Landa Graphics and launch the work, Don seconded. No discussion, all in favor, motion carries.
- Initiate application process for open seat on board meeting - Melissa made motion to make a public announcement on social media and bulletin at office that FFCA is taking applications for an open seat on the board. Board will make a decision on applicants in March. Leslie seconded. No discussion, all in favor, motion carries.
- Meeting adjourned at 3:52pm - Melissa made motion, Leslie seconded. No discussion, all in favor, motion carries.