

LHE BOD MEETING
July 19 6.30/#13
Proposed Agenda: (by Allen)
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Accept Sonya's resignation, Vote in Faith (2 year term), Elect President

Finance updates from Julie, and some questions for Julie

- Signature cards on Bank account + safe deposit box (Treasurer + 2 BOD)
- How do we "check" the books? (used to be an audit)
- Do we have multiple bank accounts, or one account?
- What does Julie need from us to do her job?
- New FY begins July 1. Should we send info to accountants for taxes & review?

Old Business

- Sonya/propane/Allen & Mathewson update. What to tell unit owners?
- Welcoming - #19 Bergerons (Marilyn: Matt Fahrn unit books; Nancy: copy of lease agreement); Ann Thayer?
- Repairs ordering process (white/yellow/pink sheets)? Is this working?
- Walk around process & date (Doug, Matt Midge, Marcia, Faith?) - 2 week notice.
- Doug Has to-do's; we have folder of current. WHAT IS Check-up process?
- Matt/Painting : September...Allen update
- Safe deposit key detective assignment?

New Business

- Meters, water not-in pipes, right? ____ Confirm with Nancy C.
- #3: Doane's moved out; Marilyn keeping Allen informed, notice to realtor?
- #12: New window going in.
- **Volunteer List:**
 - o Audrey, Joan, Sharon, Annagretta, Ann Hampson, Marilyn
- Liason assignments (who will be their contact person?)
 - o Painter
 - o Maintenance/Doug Allen will update us now. **Is he on retainer?**
 - o JW
 - o A/M Propane
 - o Landscaper - **Where's JW's contract?**
 - o Attorney
 - o Insurance
 - o Accountant
 - o Driveways and road sealing.
 - o Waste Management
 - o Welcoming: Welcome letter, Books, Lease agreement, notice to realtors
 - o Prosecutor/Enforcer
- Check with JW: Imprelis Herbicide being used?

- Update unit data sheets (Julie has on her computer), both sides ++ remind them to note what improvements were done, so they get reimbursed by Association insurance. Add email address? Allen has folder
- Update BOD Responsibilities Calendar (if needed?)
- File Boxes keeper?
- Check need for **sealing driveways. Ask Doug? Ask A/M?**
- Kiosk Keys?
- Kiosk Note: "no more watering of lawns"
- More kiosk forms needed (**Allen left message for Midge**)
- Call all current contractors to get updated insurance certificates
 - o We have Bain
 - o We have Doug
 - o See 9/30/ Ann Lammers email on how to do it
- Doug Payne update (Allen)
- Tennis Courts: JW contacted by Allen (\$7,500?!)
- Files: Who will keep & update/Archives them)
- Annual meeting minutes on their way – Allen/Midge
- Midge put more maintenance forms in box (Allen left message)
- #12 New Window – Allen update
- **Projects**
 - o Trees?
 - o Tennis courts - \$7,500?
 - o Landscaping
 - Bushes next to buildings
 - LHE sign at bottom of hill
 - Identify specific units for upgrade?
 - Other?
 - o Roofs: Doug Payne is assessing
 - o Community Fun
 - Movie night
 - Garage sale
 - Picnic
 - o Golf Green
 - o Update Master Calendar list as needed