

## **To Do's**

**Next Meeting: 11/5/12, 7.00 pm, #16**

### **Allen**

- Update contact lists (add contractors we recommend)
- Distribute Accountant's year end summary to Nancy & Faith
- Check dumpster for smell/cleaning need. (***I did and it smelled OK***)
- Draft letters to #8 and #12. Faith will edit. Check handbook for non-compliance process.
- Follow up with Sonya on Wood lot mgt.
- Call town: Clear out ditch on N side of bottom of LH road – so water drains during winter.
- Social event
  - o Call Audrey (& include Diana, Annagreta): Some event to meet and greet each other...especially our newer ones (#8, #18, #5, #19)
- Maintenance:
  - o Schedule Doug to clean gutters
  - o Inspect Painter's work
  - o Follow-up walk around
    - Doug/Matt maintenance & painting (+ tennis court)
    - Porch/Step staining
    - Power washing
- Newsletter
  - o Attach minutes
  - o Attach updated resident contact list
  - o Attach Service Provider List (wait for any adds from BOD's and Officers)
  - o "Thank you for using dumpster correctly"
  - o Reminders to home owners and residents
    - Care of unit when gone for a while
      - 55 degrees or warmer (crawl space is not heated and not airtight)
      - Leave key with someone and/or notify BOD
    - Clean dryer vents
    - Closer washer valve when not using
    - Don't scrape your roof
    - Clean out fireplace chimneys

### **Marilyn**

- Follow up on bookkeeping software and hardware replacement

### **Nancy & Faith**

- Review JW contract and plan for renewal
- Nancy, could you please remove the movie announcement from Kiosk?

### **Sharon**

- Post minutes

### **Next BOD Meeting:**

- Decision on meeting format/minutes taking
- Options for places to keep our cash (FDIC insures up to \$250,000 in a **bank account**)
- Approve minutes; Finance update; .....