

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;