

January 19, 2010

Unfinished Business

1. Maintenance
  - a. Pool Safety compliance issues
  - b. Brae Burn Sign (on 24<sup>th</sup>)
  - c. Bridge on 6th
  - d. Path Railing on 5th
  - e. Tee box on 1<sup>st</sup> (coordinate between Greens Committee and Garden Club)
  - f. Applications Schedule
  - g. Maintenance Shed
    - i. Appearance on 180<sup>th</sup>
    - ii. Roof Moss
  - h. Secure file cupboards in clubhouse; obtain locking file cabinet to expand storage (work with Kathy Heinemann to create employment files)
  - i. Hazard Tree Removal (letter received from Wild Tree Neighbors)
  
2. Relationship with Tam O'Shanter
  - a. Joint meeting
  - b. Social Events
    - i. Golf
    - ii. Garden Club
  
3. Financial Issues
  - a. Financial Controls
  - b. Ad Hoc Budget Committee (to provide feedback during budget prep)
  - c. Fee waiver policies
  - d. Long Term Financial Plan and Reserve Policy
  - e. Electronic Bill Pay and bill pay reminders
  
4. Policy and Procedures Manual
  - a. Fill in pieces of adopted outline
  - b. High Priority pieces
    - i. Finalize Employment Policies (Season Help and Cleaner)
    - ii. Finalize Officers/Trustees Duties
    - iii. Finalize Committee Charges/Charter (Greens and Clubhouse Coordinator drafts ready)
    - iv. Records Retention schedule and protocol (web vs hard copy)
    - v. Clubhouse rental events checklist

- vi. Enforcement procedures
  - 1. Standard CC&Rs Enforcement Letter Template
  - 2. Regulating vehicles on streets
- vii. Key and Tag Surrender Policy
  - 1. Deposit for associated with refund upon surrender
  - 2. Transfer key and tags at closing for owners
- viii. Finders Fees for new associate members

- 5. Bylaws
  - a. Record Bylaws adopted November 19, 2009
  - b. Review how working/solicit feedback at 2010 annual meeting