

SWARM Board Meeting Minutes

Meeting date: March 3, 2009; Catrina Fish's house, 7:30pm

Board Members In Attendance: Maggie Graham, Catrina Fish, Craig Mountain, Linda Jarvis, Gidon Relin, Brian Corzilius [Quorum].

Visitors Present: none

Meeting called to order by the president (Maggie Graham) at approximately 7:45pm.

Minutes. The previous minutes [December 31st] were read by the secretary (Brian Corzilius) and approved. Maggie Graham presented minutes she recorded during the January 12th newsletter and billing envelope-stuffing get-together and they were accepted for the record. A point of order was raised by Maggie regarding the posting of draft minutes to the web before the next meeting and its subsequent approval. Motion made and majority ruled in favor of posting meeting minutes only after a subsequent meeting has approved them. {rescinded by email quorum}

Financial Report. The financial report was presented by the treasurer (Linda Jarvis). Balances noted: 1st Gate: \$1722.05, 2nd Gate: \$1032.33, 3rd Gate: \$7518.85.

Corporation filing status was discussed. The state corporation filing is every 2 years with a fee of \$20. There is no state tax filing. Federal tax filings were traditionally based on whether receipts exceeded \$25K; but this changed January 1, 2008. We are now required to file: 'epostcard' for receipts <\$25K and standard form for receipts exceeding such. We are current in our corporate filings.

Insurance status was discussed. There are two annual bills, one for \$1747 and one for \$1153. The first appears to not include directors' & officers' liability; but it is suspected that the second does. Linda is requesting current copies of both policies to review to ensure directors coverage, etc. A question came up about coverage for those who we contract to do the road work. At first reading, there seems to be an exclusion for such. She will research this further when the current year's policy copies arrive.

Road Maintenance. 1st and 2nd Gate road work is in progress and bills have been submitted and/or processed. 3rd Gate plans to start in the near future based on the new balances.

Billing Policy. *A policy is simply a concise statement of SWARM board decisions, codified such that it stands on its own without the need to review historical minutes to determine a legacy position. It is used in concert with (and does not supersede) the association's By-laws and Articles.* The draft Billing Policy being developed from the corporation documents was discussed. Specifically it attempts to summarize the steps the board undertakes in calculating and preparing billing as well as dealing with non-payment. Questions were raised as to whether the accountant can serve notice to delinquent accounts with regards to loss of voting privileges, and when sufficiently in arrears, the notification and filing of a lien against the property. The current draft will be updated based on the discussion and further review of the corporation

documents. Linda will check with the accountant to see what he would be willing to handle. The policy discussion will continue at the next meeting.

Road Signage. The Fire Safe Councils road signage and the vandalism of such signs on 3rd Gate was discussed. Comments from concerned members were discussed. General consensus is to “let the community take ownership”.

Member Stickers. The annual dues sticker idea was brought back up for further discussion. Maggie covered past discussions. The Board decided against any further action, dropping the idea.

Annual Meeting. The annual meeting was discussed with respect to timing. Of concern were 1) sufficient notice, 2) selection of a date not in conflict with holidays and 3) requesting candidates for the Board in order to get them on the ballot and the ballot printed & sent out. A tentative date of August 15th was decided for the annual meeting.

Website. The website (www.sherwoodgates.org) was briefly discussed and it was recommended that we add the announcement of the annual meeting and make a call for Board nominations in order to get them on the ballot in July.

The next meeting will be held July 8th at Catrina’s house, 7:30 pm.

The meeting was adjourned at approximately 9:45pm.
Minutes recorded by Brian Corzilius

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