

## SWARM Board Meeting Minutes

**Meeting date:** November 17, 2009; Catrina Fish's house, 7:30pm

**Board Members in Attendance:** Catrina Fish, Linda Jarvis, Brian Corzilius, Valerie Kanonchof, Gidon Relin, Maggie Graham [quorum] {absent: Craig Mountain}

**Visitors Present:** none

The purpose of the meeting was to elect new officers and to bring Board members up-to-date on individual gate road work, etc. Maggie, presiding as the 2008/2009 president, chaired the meeting.

**Officer Appointments.** A motion was put forth for Catrina Fish as President by Brian. Linda and Gidon seconded. None opposed. No other motions were put forth, leaving the Secretary and Treasurer positions as per the previous year. A warm thank you to Maggie for her service as President, leading the new members through the 2008/9 year.

**Minutes.** Brian read the minutes from the 2009 Annual Meeting. They were accepted without corrections.

**Financial Report.** Linda gave the account balances as follows: 1<sup>st</sup> Gate: \$1194, 2<sup>nd</sup> Gate: \$1832, 3<sup>rd</sup> Gate: \$10460. These amounts do not reflect work in progress (not yet billed), nor the reserve that must be maintained for general expenses (mailings, etc.). The latter is roughly \$375 for each of 1<sup>st</sup> and 2<sup>nd</sup> Gate, and \$750 for 3<sup>rd</sup> Gate.

Linda discussed having to file tax forms due to a change in California Department of Justice, Division of Charitable Trust policy. Specifically the filings now have to be made regardless of gross income. Due to the complexity, a local tax preparer was engaged and California filings for 2005-2008 as well as Federal filings for 2008 were completed. The California tax due totaled \$180, while \$0 was required of the Feds. The tax preparer billed \$1495.

Linda also presented a list of the Third Gate Bridge expenditures. Linda had been working on this for some time in response to requests by members in the community. It will be posted to the website along with the letters containing the original bridge cost estimates.

**Maintenance.** Maggie discussed Rose Melendez (Sherwood Gates/Willowbrook Fire Safe Council coordinator) undertaking brush clearing along 2<sup>nd</sup> Gate. She mentioned that Rose collected monies from the residents to cover the work, did the clearing, and brought in a chipping crew to handle the cleanup. The chipping costs were reimbursed by Mendocino Fire Safe Council.

Brian gave an update on 3<sup>rd</sup> Gate maintenance stating the primary emphasis was on drainage this fall (culverts, pulling ditches) with rock placed as needed based on road softness. This has turned out to be a lengthy process since it has not been done for a number of years. Late winter / early spring will bring rocking the road surfaces depending upon funds received.

No road work was noted on 1<sup>st</sup> Gate at the present time according to Valerie.

A brief discussion was had over the response received from the County Department of Transportation (posted on the website); specifically whether to request further clarification as to the original agreements on the community road construction standards.

**Bylaws.** Brian noted an error in the Bylaws that apparently occurred during the original transcription from the standard bylaw templates. Specifically section 10.03, first sentence, strike “, officer or member”. It was suggested that the Board member’s physical copies of the Bylaws be amended as suggested and that a document containing such changes be posted to the community’s website. Brian put forth the above as a motion with Catrina seconding it. None opposed.

**Member List.** Brian asked for any changes to the member list (property transfers, change of residency status, etc.) from the other Board members as per the emailed request. Changes were brought forward and the member list will be updated and passed to the accountant in preparation for the January billing.

**Newsletter / Billings.** The group decided they should get together in December to finalize the newsletter. In preparation for that, each director is asked to submit content or ideas for the same prior to that meeting. We will also get together in January to prepare the billings and newsletter mailings to the community. Linda will notify the accountant of the date so the billings and delinquency notices can be ready.

**Next Meeting.**

December 15<sup>th</sup>, 7pm (at Catrina’s) to finalize newsletter  
January 19<sup>th</sup>, 7pm (Maggie’s) to prepare the mailings.

The meeting was adjourned at approximately 10pm.

Minutes recorded by Brian Corzilius

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