

# Edelweiss Board of Directors Meeting

## January 3, 2013

**Date:** January 3, 2012

**Present:**

Coventry Jankowski, Larry Halford, John Kirner, Leonard Yerkes (by phone), Don Fitzpatrick, Jr., Lisa Tabbut, Will Fohrell, Alan Fahnestock

**Absent:** Chris Skagen

**Staff Present:** Craig Hook and Dick Volckmann

**Guests:** Karen Reneau

**Chair:** John Kirner

**Minutes Recorder:** Don Fitzpatrick, Jr.

The meeting convened at 3:05 and closed at 5:30 PM

<b>1. Minutes of the Last Meeting</b>	
<p>Alan Fahnestock moved that the minutes of 10-15-12 be approved as written. Second by Coventry Jankowski. Passed unanimously.</p> <p>The notes of the 12-10-12 meeting were not read since the meeting did not have a quorum, but Dick Volckmann said they had been posted.</p>	<p><b>Minutes approved.</b></p>
<b>Treasurer's Report</b>	
<p>Coventry Jankowski presented the P&amp;L and Balance sheets, prepared as of December 31, 2012. She said she has had some trouble with our accounting office putting the items into the right categories. She will be meeting with Bradshaw to discuss a smoother operation and that all categories are correct as far as tax issues are concerned. She and Dick Volckmann expect to meet with him this week. Meanwhile, the financial reports she has prepared all have the proper items in the proper categories.</p> <p>The budget committee, consisting of Coventry Jankowski, Chris Skagen, Alan Fahnestock, and Dick Volckmann presented the proposed 2013 budget. Don Fitzpatrick moved for acceptance of the budget. Second by Larry Halford. Dick Volckmann reviewed the budget line by line and four changes were suggested, mostly for clarification. The motion was amended to include these changes and passed unanimously.</p> <p>The Budget Ratification meeting was set for February 9<sup>th</sup> at 9:00 AM at the Campground Building.</p> <p>Coventry Jankowski presented a written treasurer's report and reviewed it in detail. It is attached to these minutes.</p>	<p><b>2013 Budget approved</b></p>

<b>3. General Manager's Report</b>	
<p>Dick Volckmann presents written reports each month to the directors. There was no further discussion on these reports.</p>	
<b>4. Old Business</b>	
<p>Water System</p> <p>Will Fohrell presented the report from the Long Range Planning Committee on the four firms that were interviewed for our water planning work. He said that Mel Hartwig is retiring and has given us all of our maps and files. They also interviewed RH2 Engineering, Hammond, Collier, Pace , and Erlandsen and Associates, Inc. All these firms were interviewed by Dick Volckmann, Craig Hook, Will Fohrell, and John Kirner. Erlandsen is the firm they recommend.</p> <p>A motion was made by Will Fohrell to authorize Will Fohrell to put together a negotiating team to negotiate a contract with Erlandsen and Associates, Inc. with work to be completed prior to the annual meeting in May. Second by Don Fitzpatrick. Passed unanimously.</p>	
<b>5. New Business</b>	
<p>Coventry Jankowski asked us all to review the By-Laws and CC&amp;R s for the Association. Within the next two months she will host a committee meeting to discuss possible changes and or improvements to address some issues that are confusing to home owners and prospective buyers.</p> <p>Coventry Jankowski also indicated that she is very worried about the danger involved with sledding and auto traffic. The board discussed the possibility of a dedicated sledding hill, perhaps in the upper meadow. No action was taken at this time.</p>	

<b>6. Misc. Including Next Meeting Date</b>	
<p>Future meetings were scheduled as follows:</p> <p>Board meeting Tuesday, February 26<sup>th</sup> at 6:00 PM.  Board meeting Tuesday, April 23<sup>rd</sup> at 6:00 PM  General Membership meeting Saturday, May 25<sup>th</sup> at 1:00 PM  (Brief Board meeting immediately following)  Board meeting Tuesday, July 16<sup>th</sup>, at 6:00 PM  Board meeting Tuesday, October 15<sup>th</sup>, at 6:00PM</p>	
<b>7. Executive Session (if any)</b>	
An Executive Session was convened to discuss management salaries.	

## Treasurer's Report

### GENERAL INFORMATION

Current Account Balances:

Business Name - Edelweiss Maintenance Commission

#### ING Accounts

Account Type	Account #	Balance	Available
Business Savings - EMC	136590352	\$ 60,319.93	\$ 60,319.93
Business Savings - water fund	138933681	\$ 46,789.54	\$ 46,789.54
Business Savings - sewer fund	138933702	\$ 201,542.15	\$ 201,542.15
Business Savings - road fund	157656422	\$ 9,031.62	\$ 9,031.62
Total:		\$ 317,683.24	\$ 317,683.24

#### Farmer's Checking

Account Type	Account #	Balance	Available
Business Checking - EMC	49346	\$ 16,940.28	\$ 16,940.28

One thing to note is that the balance for Farmer's does not take into account checks that were written that have yet to be cashed. In actuality the balance is \$ 6,388.78, which is much lower than it was in January 2012. A transfer from our general savings account was made in the amount of \$10,000 to ensure that any outgoing expenses will be covered until the first payment from Edelweiss members is collected. This amount will be placed back into general savings once the Farmer's account has the available funds.

#### Balance Sheet:

We have a balance of \$323,623.35 (Assets / Liabilities and Equity) which is an increase of about 6% over last year's \$305,414.02. This signifies we are not spending more than we make.

Please note that our loan from OCEC is now \$44,191.88, down from \$52,500.28. In 2012 we paid \$ 8,308.31 in principal. Looking at the P & L and Budget, we have essentially paid a total of \$ 9,691.64 for

2012. (This includes a payment for January 2012 that was actually made in 2011) The breakdown of this amount is as follows:

\$ 8,308.31	Principal
\$ 833.33	Interest
\$ 550.00	Loan Fees

We are paying about \$ 1,384.33 in fees and interest every year.

Accounts receivable continues to be managed very well by Dick Volckmann. Again we have no members in arrears. Thank you Dick.

#### P & L Budget vs. Actual

Currently 60% water fees is over budget as the last transfer of \$ 1,626.00 has yet to be made to the 40 % water account. Once that has been done, we will actually be % 1.5 below budget; an amount of about \$ 432.00.

In the payroll expense column, note the salary timing adjustment. This was done to correct the change in employee payment date that would have made it appear as though we made extra payroll payments to Dick and Craig for 2012.

The water expenses for 2012 were \$ 1,114.50, (\$ 7,114.50 or 277.86% over budget) These 2012 expenses include \$4,096 in water tank cleaning and some Drainfield work which will be coming out of the Drainfield Account.

Our ING accounts have generated the following amounts of interest:

General Account:	\$ 299.54	
Drainfield Account:	\$ 892.10	Total Interest: \$ 1,220.21
Road Account:	\$ 28.57	
Water Account:	\$ 159.90	

There are a few things that will be addressed once the invoices have gone out and the Farmer's account has a larger balance:

\$3,000 will be transferred to the road account (New construction)

\$3,540 will be transferred to the water account (New construction)

\$1,616 will be transferred to the water account (remaining 40% 2012 water fees)

The remaining funds from 2012 will be transferred as well.

For 2013 we are planning on tracking fuel consumption through General Maintenance.

Lastly, we are going to be tracking the expenses for Drainfield construction and repair and Water System construction and repair. These expenses will be taken from the ING Drainfield and Water savings account.

Thank you,  
Coventry Jankowski