




Association Board Meeting

1. Call to Order – Chairman called meeting to order at 12:06 PM
2. Roll Call
 - a. Attendees: Michael Murphy, Kristina Hillman, Erin Simonson, John Rennie, Hans Breivik, Curtis Lovering, Adrian Gonzales
3. Approval of the Agenda: Erin made motion to approve the agenda, John seconded, the motion carried.
4. Approval of Prior Minutes
 - a. 12/16/20 Meeting: Hans made motion to approve, it was seconded and motion carried.
 - b. 12/18/20 Meeting: Hans made motion to approve, it was seconded and motion carried.
5. Staff Reports
 - a. Facilities: Adrian provided an update to facilities, Erin asked if decks were being cleared of snow. Adrian said they are being cleared as time allows. Snow removal has been the big issue this week. Berms will be removed by hand if they are an issue near stairs.
 - b. No Business Report – Curtis provided an update. Week day rentals are on the increase due to two- day requirement, Hannah is stepping back due to long term Covid issues, looking at running camp 2021 and PPP2.
 - c. Staff Excused
6. Financial Review
 - a. Actual vs Budget: Erin indicated the actuals vs. budget are not exactly accurate and would like to see a better read for 12/31/2020 financials.
 - b. John had question for 2019 tax return ending 6/30/2019. Erin indicated it was filed for 2018 tax return. Elise is the gate keeper for all financial documents and is archiving same. Kristina suggested a summary versus a bunch of numbers for the monthly report.
 - c. Follow up items from last meeting:
 - PPP forgiveness/KeyBank – On going with Curtis.
7. Old Business
 - a. Status of Diesel Generator – Generator is working fine with no issues. When running, it needs to be under load.
 - b. System Access/Roles – A brief discussion of who needs to have access to the various items and what level of security is necessary.
 - c. Kristina reviewed RACI and suggested it as a tool for the Board.



 **Location:** Zoom
 **Date:** 01/06/2021
 **Time:** 12:00 PM

Association Board Meeting

8. New Business

- a. Owner 48hr communication – Murph is working with staff and update screens on LiveRez.
- b. Staff mileage – Adrian should track mileage. This will be tabled for next budget cycle
- c. Ongoing agenda process – Kristina will send out agenda one week prior to meeting including any back up documents.
- d. Next meeting: 2/17/2021

9. Adjournment: Hans made motion, Kristina seconded, motion carried at 1:30PM