

**Los Trancos Woods Community Association**  
**Meeting Minutes**  
**July 15, 2015, 5-7 PM**  
**PV Library**

**Attendees:**

Public: Linda Drey-Nightingale

Board: Kim Acker, Howard Post, David Smernoff, Tom Thayer, and Tom Uridel, Sonia Martinez (5:50)

Absent: Cameron Smith

**Agenda Items:**

- 1. Comments from community - None**
- 2. Expenses due**
- 3. LTWCA's Articles of Association - Possible need and process for revision(s)**
  - a. Present historical use of funds and historical collection of community dues**
  - b. Present current treasurer's report**
  - c. Discuss future needs for community picnic, directory, and emergency preparedness**
  - d. Discuss other needs**
  - e. Discuss process for gathering community input**
  - f. Discuss future collection of dues**
- 4. Next meeting date/place**

**Meeting Notes:**

#2 - Expenses: Emergency preparedness expenses repayment request from the VVCA (\$318.38). Can't pay until Cameron gets on the account (returns end of July). Approve expense (Tom U., Kim). 5-0.

General discussion - In general prefer to see/approve expenses prior to invoicing.

#3 Discussion on Articles of Incorporation.

- a. General agreement to revisit/revise Articles. Discussion concerning revisions to election process. Do away with District representatives and have all at large Directors, improve participation and simpler process (Tom U.). Tom Thayer offers to work together to draft first revision. There are some geographic differences that may benefit from District representatives. General discussion about Districts, pros/cons. Linda suggested that historically there was more of a need for representation from each of the four districts as there were fewer ways to communicate directly with the whole group (telephone or talk to your neighbor). She suggested that with Yahoo groups, each member in the community has direct access to the community at large and this has created more cohesion now than there has been historically. Districts remain important for Emergency Preparedness.
- b. Dues/Budget/Treasurer report:

- i. Historic use of funds: Traditionally split b/w regular dues and Emergency Preparedness funds. About 2010 revised the process to \$60 every two years and did away with split budget. Citizens Emergency Response Preparedness Program (CERPP) representative comes to Board with financial requests which need to be approved by full Board. Tried to estimate expenses and make practical process for collection, spending. For more information on CERPP, see <http://cerpp.org/>
- ii. Dues collection – Dues collection has been historically challenging. Outreach includes, at picnic, District reps door to door, newsletter, Directory envelope. \$10 per year to \$30 every two years no issues. Current \$60/2 years – somewhat lower percentage community wide but still about 80% participation. (PayPal account worked well, access now uncertain, may need to create new account). What constitutes a member? Residency, dues payment, absentee property owners?
- iii. Budgeting discussion – (Rough estimates)
  - i. Expenses – Directory (\$1,100), Picnic (ca. \$1,500), Other (\$500?, printing Storm Drainage Master Plan developed by the Water District, Emergency Prep (need historical data, projections, Bob Neuer request \$500 supplies/phone test; 1K Kenwood Radios, \$1K cost share walkie talkies), Reserve (ca. \$2 – 5 K).
  - ii. Revenues – About \$3,700 starting balance.
  - iii. Dues request will be derived based on new revenue required x # households (148) x 80% payment? Timing?
  - iv. General agreement that \$45-\$100/2years is the right range. Discuss that building a reserve sooner is better. Consistency in amount/timing could be important. Collection is the hardest part so if we skip a year (3 year cycle) with enough \$ is fine. What are other health and safety needs that might be appropriate to consider?
- c. Other: Establish a set of goals/objectives for next 18 months. Include a survey of community interests sooner rather than later. Merge with dues collection?

**Action Items:**

1. Tom Uridel and Tom Thayer will work on first draft of revisions to Articles.
2. Cameron – Finish process of becoming account signatory. Make VVCA payment.
3. Develop budget - Develop a spreadsheet based on discussion and share with group (David, done).
4. Wed. Aug. 26<sup>th</sup> Tentative date, Blue Oaks? (Tom/Kim)
5. Inform VVCA of decision to pay and timing issue. (David, done).
6. Submit ideas for goals/objectives and activities the Association might consider undertaking (All).