

**Los Trancos Woods Community Association**  
**Meeting Minutes**  
**January 6, 2016, 6-8 PM**  
**Alpine Hills Club**

**Attendees:**

Public: None

Board: Kim Acker, Howard Post, David Smernoff, Cameron Smith, and Sonia Martinez

Absent: Tom Thayer, Tom Uridel

**Agenda Items:**

- 1. Comments from community**
- 2. Treasurer's Report**
- 3. Resource Guide update**
- 4. Dues collection: Amount & communication to community**
- 5. Process, responsibilities and deadlines for dues collection**
- 6. Next meeting date/place**

**Meeting Notes:**

1. **Public comments** – None.
2. **Treasurer's Report:** Picnic paid. Outstanding radio purchase (group leader radios), when details become available will make a decision via email if necessary.
3. **Resource Guide:** Getting close to completion. Should be completed by the end of January and taken to printer by Cameron. Distribution will be by the committee.
4. **Dues collection discussion:** Agreed to keep dues at \$60 per two years. If additional funds are available can delay the next collection cycle to match expenses.
5. **Dues collection process:**
  - a. Cameron will set up a new PayPal account for the LTWCA.
  - b. Last process worked well. Email all households with PayPal account information, address for mailing checks, dropoff locations. After 3-4 weeks will do follow up email to outstanding households, phone calls or make personal contact as necessary.
  - c. Action items:
    - i. Set up PayPal account (Cameron)
    - ii. Cameron will have digital copy of directory and will distill a LTW email list.
    - iii. Draft email notice – Will include date of last donation and description of expenses covered such as; Resource Guide printing, Community Picnic, Emergency Preparedness Supplies (medical, food, water, etc.).
    - iv. Deadlines: Get first email blast sent prior to the resource guide being sent out. When guides go out, attach email note to those who have not paid.

**6. Other Items:**

- a. Status of new County Maintenance District? David will check with Charlie Krenz and Jerry Hearn to see about informing the community about the status.
- b. Order copies of the Storm Drain Master Plan and make available to community. Approved on 5-0 vote. David will order. Cameron will receive bill. Send separate notice to community after dues collection.
- c. Legal opinion regarding master plan. Explore scope and costs. Case precedence, legal status, general considerations. Integrated solutions aspect. David will follow up with Camas Steinmetz.

Meeting was adjourned at 7:30 PM.

Next meeting: March 9<sup>th</sup>, 6-8 PM. Tentatively Alpine Hills Club, Tennis Lounge