

Carefree Club Board Meeting Agenda  
January 9, 2017 7:00 PM

**Call to Order**

**Pass Attendance**

**Present:** Erich Bauer, Dan Black, Jess Carrasquillo, Sandra Carrasquillo (departed at 8:06pm), Bev Huldeen, Jamie Hawkins, Naomi Lantrip, Patrick McMahon, Ellen Morrow, Renee-Ann Pikulik, Linda Stemnock, Steve Stemnock, Jenaca Tilson, Josh Wisby, Steve Wisdom

**Guests:** 3 guests were present

**Absent:** N/A

**Review & Acceptance of Minutes from Last Meeting**

- **Minutes from November 2016 meeting:** Motion to approve as corrected, seconded, and passed unanimously.

**Secretary's Report**

- Sandra Carrasquillo is continuing to help Naomi Lantrip with the transition into the Corporate Secretary position.
- Preliminary annual dues letter is being put together to send out in March.

**Treasurer's Report**

- Renee-Ann Pikulik received a bill from Roto-Rooter; there was a water leak in the chemical room and the line had to be replaced. It's a water line that covers the whole grounds. It was agreed upon in the meeting to pay for the bill with funds equally divided between the pool and the clubhouse.
- Budget Sheet: the items listed in RED are the items that were discussed last month. The new line item: Audit Expense was added showing the \$3,000 budgeted for 2017.
- November Profit & Loss Detail: collected a few dues; clubhouse rental is noted and a clubhouse refund; interest income is listed; under Miscellaneous Income: the \$600.45 a refund was for a 1986 Capital Credit Distribution from Johnson County REMC; activities/purchases; grounds, pool expenses, kirk electric re-bill, trophy case, utilities.
- November Profit & Loss Budget vs Actual: January through November 2016.
- November Balance sheet as of 11/30.
- December Profit & Loss Detail: club rentals + rental sales tax refund; interest income, clubhouse expenses, P.O. Box rental was due to be renewed in December and there was a \$4 increase from last year; DeBaun paid, pool expenses/trash cans. Trash removal has been lowered/reduced for the season. Water/sewer.
- December Profit & Loss Budget vs Actual: the Miscellaneous Income of \$600.45 is from the refund for 1986 Capital Credit Distribution from Johnson County REMC; the

Contingency Fund was for the roof repair on the guard shack earlier in the year; legal expense is for the attorney; Swim Team Income = \$2,220.50. The Board asked Erich Bauer if he would like that money to go into the Swim Team Reserve and Erich Bauer stated he would like that money to go back to the Club. A motion was made to approve that request, seconded, and passed unanimously. The Net Income amount of \$45,683.08 is a sum from the Budget of \$20,015 Budget + the Over Budget \$25,668.08. A request was made to move the \$45,683.08 to the Reserves account in May. A Motion to approve moving the money to the Reserves account in May was made, seconded, and passed unanimously.

- December Balance Sheet: HH Gregg is paid off; In 2016 there were 2 capital expenditures: Baby Pool Tile/Paint and Pool Pump; the money for these 2 capital expenditures came from the Operating account and we should take the money from the Reserve account and put it back to the Operating account. Two transfers will be done to match both expenses: \$11,840 and \$3,997.40. Motion to move that money back into the general operating account was made, seconded, and passed unanimously.
- Motion to accept Nov treasurer report was made, seconded, and passed unanimously.
- Motion to accept Dec treasurer report was made, seconded, and passed unanimously.

## **Committee Reports**

### **Pool**

- Linda Stemnock advised that the large boxes on skids outside the chemical room contain the new trash cans that will align with the health department.
- Also, the lights in concession and guard/swim team room were replaced with LEDs. (The bill will come from Pritt)
- Sump pump was replaced. (A bill will be coming for that also)

### **Grounds**

- In December, Jess Carrasquillo had the dead ash tree was cut down and signs were put out to come get free wood; all the wood was taken. Jess would like to get pricing on having a couple stumps removal. The basketball, tennis, and volleyball nets were taken down for the winter and will be put back up in spring. Basketball/Tennis court items to discuss the proposal of redoing and he would like to put a committee together/asking President for 25 minutes next meeting to discuss. The cell phone tower on Fairview got moved to the west side of leisure closer to the RR tracks. Possible community meeting about the cell tower on sunshine/leisure.

### **Newsletter**

- Jenaca Tilson asked if the budget should be put in the newsletter.
- Articles due by Sunday, January 15<sup>th</sup> for the next newsletter.
- If a replacement to write the newsletter is not found by the time Jenaca is done with school in August, she said she will pick back up writing the newsletters.

### **Activities**

- Bev Huldeen said at the cookie exchange; 5 adults and some children showed up; Bev says she is still interested in a spa event and is looking at the month of February to schedule this activity.

## **Web**

- Erich Bauer Last couple of months/no changes to looks; Dues will be updated; budget will be put out there. In March he will upload the March dues letter.

## **Clubhouse**

- Steve Wisdom reported: 2 reports/December: clubhouse income was \$588. HH Gregg balance of \$644.26 was paid off; still paying on the Home Depot bill; he purchased a new steam mop, new supplies to help Linda Stemnock who is taking over the clubhouse rentals for Steve Wisdom while he is gone for a month (1/11/2017 through 2/10/2017). Purchased new plow stakes; they keep getting stolen.

## **Old Business:**

### 1. Audit; Engagement letter

- Difference between engagement letter and audit review. Audit procedures 'we will also request written representation from our attorney' – do we have an attorney? The engagement letter is not a contract it's just stating what they offer. Audit is a broader scope and engagement is a review.
- Do we have a plan if cost exceeds \$3,000 budget are we prepared to pull money from elsewhere? Erich Bauer mentioned the extra money from the swim team. Nothing was resolved at the current meeting and no determination was made. Jess mentioned we should trust the treasurer to give us guidance on where the money should come out or possibly Naomi could give guidance. Is Erich willing to for-go the money? Motion to have it signed and set off and if it does run over we use the money from swimteam, seconded. All YES.

### 2. Update on bank statements

- Keeping complete transparency. Past minutes don't state to remove previous and put Jess. Chris Cummins was removed and Renee-Ann will provide dates for the bank. A motion was made to get the proper documentation to get Chris Cummins removed from the bank account and to show Jess Carrasquillo added effective 2/19/15, and then to show Ellen Morrow added effective 1/1/2017. 1<sup>st</sup> Motion to get Chris Cummins removed and Jess Carrasquillo added was made, seconded, and passed unanimously. 2<sup>nd</sup> motion was made to get Jess Carrasquillo removed and Ellen Morrow added, seconded, and passed unanimously.
- Read only access for the back statements: Who wants view access: Naomi Lantrip, Linda Stemnock, Jess Carrasquillo, Steve Stemnock (Bloom Bank and PNC)

### 3. Recruitment of members for committees (Josh)

- Josh will get with committee heads and see what they need for their 5-7 committee members under each head... can be non-board members.

### 4. Update on surety bond for Treasurer

- Naomi, fidelity bond from our insurance carrier. (It's in the 9/12 meeting notes)

## **New Business:**

1. Extra money that was collected
  - South Carefree signs; some people designated the money to go to reserves instead of the South Carefree signs. The South Carefree signs are not club property so, the annual dues letter needs to state that. (Ellen Morrow to add to 'old business' for next month)
2. Dues Letter; Online pay
  - Allows quick payment; efficient. Erich Bauer said that a shopping cart has to be built/ and the estimate is \$300-\$500. If it costs 2% or 3% per transaction/do we pass along that cost to our members or does the Carefree Board want to cover that cost. Erich Bauer will get the information together for the next meeting.
3. Expectation of ethical and respectful behavior of the board members in conducting business and communications
  - We need to be supportive of each other; we can have discussions at the meetings; Josh mentioned the reserve study; we still need to think about a plan for second half of the dues increase. Keep the cost of living raise in there each year too!

**Questions/ Comments from the membership:**

One of the guests mentioned taking over the newsletter

Online dues pay; suggested if the member pays on time or by a certain date then the 2-3% extra fee per transaction would be waived.

**Next Meeting: We will meet February 13, 2017 at 7:00 p.m.**

Motion to adjourn made at 8:41pm., seconded and passed unanimously.

Submitted by Jamie Hawkins, January 12<sup>th</sup>, 2017

