



Yosemite West Property & Homeowners, Inc.

YWPHI Board of Directors' Meeting

October 25, 2016

President Ted Williams called the meeting to order at 7:07 pm.

Directors Present: Vonnie Coombs, Robert Kroon, Steve Pedersen, Scott Renfro, Kelly Rich, Mike Stepien, Ted Williams

Directors Absent: N/A

I. Minutes

Review of the September 6, 2015 minutes. Significant progress on most of these items since that meeting. A few open issues, including the garbage letter and previous year's annual meeting minutes. Ted moves to approve. Steve seconded. The motion carried.

TODO: delete - Current plan. Kelly will continue to be treasurer. Scott will continue to be Secretary. Get Kelly get some help.

II. New Business

Treasurer assistance

Motion to use the services of Brian Bond to assist the Treasurer and other details of his exact responsibilities to be worked out by the Treasurer going forward. Ted shared information about Brian's background and experience in the area as well as references from residents. The board discussed various aspects of the motion. Ted moved. Kelly seconded. The motion carried with one abstention.

Tentatively, Brian might have the following responsibilities:

1. Sending dues invoices
2. Depositing dues, both from paper and electronic payments
3. Maintaining the records (cash flow and balance sheet) in Quicken
4. Preparing for annual audits
5. Maintaining the membership database
6. Filing federal and state tax returns

and other tasks would remain the responsibility of the full Treasurer, including:

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www.YosemiteWest.org

1. Writing checks and paying bills
2. Preparing annual budget, and presenting to the BoD
3. Approving and presenting records (cash flow and balance sheet) at annual members' meetings

Quicken License

We need to ensure we have an appropriate license for both Kelly and Brian using Quicken to work together managing the books. Our existing license allows us to use this on three computers. If necessary, we authorize \$375 for an additional Quicken 3-year license or upgrade to allow the treasurer and their assistant to both use Quicken. Ted moved. Scott seconded. The motion carried.

Community Map

The community map with rental properties installed at the shed is out of date and leaning up against the payphone. The idea is to put up a new map of the neighborhood to assist visitors to our neighborhood. Mike working on an estimate for fixing the existing sign. Ted, Mike, and Bert will discuss more before the next meeting.

Adjourn at 8:07 p.m.

Respectfully submitted by
Scott Renfro