**Ponderosa Hills Civic Association**

December Meeting Minutes

Time and Location: Dec 10th, 7-9 Conklin House, 7748 E Summit Rd

In attendance: Brue, Cathy, Carmen Absent: Francie, Sandy

1. Review and approve November meeting minutes -- Approved unanimously
2. Treasurer’s Report review and approve –
   * Expenditures reviewed and approved including $1000 for website conversion
   * Checking total $2987.85 approved
3. Discuss changes needed for Web site and availability for training
   * Website port has been approved and work to start immediately
   * Cathy to forward minutes and newletters to bring current
   * Don Lichty has volunteered to get training and to provide the ongoing update functions once the site is up on WordPress
   * Training sessions, as least two half hour sessions will be scheduled in January
   * Center Mass Media will be contacted to ensure expected Goggle changes coming in Jan will not adversely impact the website
4. Mailbox Decorating Contest – all board members need to participate. The contest judging dates were set and Carmen will secure her daughters as judges. Awards will be as last year.
   * Cathy will send out an eblast to alert residents to the start of judging.
5. Discuss any comments for feedback on the 4th Quarter Newsletter.
   * No comments received from residents
6. Workers Comp Quote and action needed.
   * Agent needs more information from us and will need to change the resident –type designation to single property
7. Secretary’s report on county status of building permits in PH.
   * No report – on hold
8. Carmen report on contact with Einar Jensen and dead tree removal.
   * No report – on hold
   * In the Q2 newsletter for 2015 w will include a list of tree removal businesses
   * In 2015 we will discuss the possibility of creating a fund to assist seniors or those with limited resources to remove dead trees
9. Review ground water report received from Douglas County.
   * Water levels in all of the aquifers are declining at varying rates
   * We will publish the Groundwater levels report from the Rural Water Authority in the Q1 or Q2 newsletters
10. Jan Dues newsletter
    * The Dues newsletter needs to be out by the end of Jan
    * Bruce will assist Cathy in getting this put together and mailed
    * Carmen will submit an electrical monitoring report for the newsletter
11. Other items
    * Orten law firm has requested information and offered their terms for services. PHCA has no current need for legal services, so will take no action at this time
    * Carmen and Bruce will work on a Welcome packet for new residents and realtors working in the area
12. Jan meeting – Francie Campbell’s Jan 14th 7-9pm