**Ponderosa Hills Civic Association**

November Meeting Minutes

Time and Location: Nov 12th, 7-9 Lichty House, 12721 N Timber Lane

Call to order – 7:14

Attendees: Francie Campbell,Carmen Wilkes,Cathy Lichty

1. September annual meeting minutes reviewed and approved
2. Election of Board officers-Carmen Wilkes elected to 2nd VP position, al other positions retained as is
3. Treasurer’s Report – Francie Campbell
   * Review of 2013-2014 Annual Budget, projected vs actual expenditures

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| **Proposed Expenses 2014** |  |  | Proposed | |  | | Actual & Projected | |
| Pancake Breakfast |  | Recurring Expense | | 1000 | |  | | 804.27 | |
| Dumpster Day |  | Recurring Expense | | 1825 | |  | | 1845.31 | |
| Communications |  | Recurring Expense | | 500 | |  | | 693.56 | |
| Miscellaneous fees |  | Recurring Expense | | 100 | |  | | 274.77 | |
| Bi-annual meetings |  | Recurring Expense | | 300 | |  | | 493.42 | |
| Liability and Officer Insurance |  | Recurring Expense | | 900 | |  | | 844 | |
| **Total Expenses** |  |  | | 4815 | |  | | 4955.33 | |
| **Dues (238)** |  | 5493.56 | |  | |  | |  | |

Overages in Communications, Miscellaneous, and Meetings expenditures due to Adjudication and Fire Prevention activities. Atual expenditures were deemed to be within acceptable range

1. Establish priorities for coming year and review list of suggestions from Chuck Riggs. A list of eleven suggestions from Chuck Riggs were reviewed and aligned with priority areas identified for the 2015 year. The following areas were assigned in priority order to be addressed with the resourcs and energies of the Board in the 2014 -2015 year.
   1. Communication - Web Site
   2. Fire Safety
   3. Welcome package and social events Carmen agreed to champion this effort to collect materials including: newsletters, e-blasts, covenants, dues information, open space map, fire safety brochures, welcome coupons. All Board members will be encouraged to contact local businesses for participation in the welcome coupons.
   4. Speeding
   5. Noxious Weed control
   6. Open Space
   7. Membership
2. Set 2014-15 Proposed Budget- 2014-15 Proposed Budget figures were determined and agreed upon.

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| **Proposed Expenses 2015** |  |  | **Proposed** |
| Pancake Breakfast |  | Recurring Expense | 1000 |
| Dumpster Day |  | Recurring Expense | 1850 |
| Communications |  | Recurring Expense | 600 |
| Miscellaneous fees |  | Recurring Expense | 150 |
| Bi-annual meetings |  | Recurring Expense | 300 |
| Liability and Officer Insurance |  | Recurring Expense | 900 |
| **Total Expenses** |  |  | 4800 |
| **Expected Dues (238)** |  | 5500.00 |  |

1. Review Web-site proposal from Center Mass Media. Proposals for a revamp and update to the web site were reviewed. The Center Mass Media proposal was approved for converting to Word Press, uploading current documents adding a calendar and provided some training for $1000 onetime fee. Additional training will be available at an additional expense as needed. Scheduling this work will proceed as soon as possible.
2. Determine assignments for Mailbox Decorating Contest. The contest judging dates were set and Carmen will secure her daughters as judges. Awards will be as last year. All Board members are strongly encouraged to participate even though they are ineligible to be winners.
3. Review ideas for 4th Quarter Newsletter. The proposed Newsletter articles were reviewed and approved with minor changes The newsletter will be released by Nov 13th. Carmen will request a report on the Xcel emissions monitoring that she did with Xcel. This will be released in an E-blast when available.
4. Other business.
   * The annual periodic report was filed and the $10 fee paid.
   * Board members need to actively solicit new board members who could begin a two year term
   * Carmen and Francie will work on getting quote for Workers Comp insurance
   * For the 2015 Dumpster Day we will consider adding another dumpster if budget and timing allow
   * Having received multiple complaints of unfinished building projects on some PH properties, the Board Secretary will inquire with the county about the status of building permits on PH properties.
   * Carmen will contact Einar Jensen to see if he can help us to encourage homeowners with dead trees to remove them from their property as a fire safety measure. The 2015 annual dues newsletter will include a piece on encouraging fire mitigation of trees and brush on PH properties.
   * A renewed effort will be made to post meeting minutes on the web within two weeks of a meeting and the monthly meeting agenda will be posted in an eblast at least one week prior to each meeting to allow time for any interested parties t request an invitation to a meeting.
5. Dec meeting at Bruce Conklin ‘s house Dec 10th, January meeting at Francies 2nd Wed of the month DO NOT POST THIS ITEM ON THE WEBSITE.

Adjourned at 9:25