



Copper Cove at Lake Tulloch Owners' Association

920 Black Creek Drive
Copperopolis, CA 95228
Website: www.ccltoa.org

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Board Meeting 15 December 2011

Present: Vice President Doug Rockey, 2nd Vice President LeRoy Lopez, Treasurer Rob Adamson & Secretary Lisa Boltzen

Absent: President Grant West

Also: Stacy Halstead-Office Staff & Richard Duncan-Maintenance

Members Present: 12

Meeting Called to Order at 6pm

Consent Agenda:

- 1) Minutes of Prior Meetings
 - a) Executive Session Minutes, November 15th 2011
 - b) Study Session Minutes, November 15th 2011
 - c) Board Meeting Minutes, November 17th 2011

Motion to Approve Minutes of Prior Meetings, *Approved, 4-0*

- 2) Treasurer's Report
 - Operating Funds- \$74,488.31
 - Reserve Funds- \$268,870.13
 - Accounts Receivable- \$48,300.57

Committee Report's:

- a) **ACB-** Approved 1 deck & there was a complaint submitted regarding trash on a few lots on Basket Lane.
- b) **Maintenance-** Rich, some major things Rich has tried to address was area around the BBQ pits across from the bridge. He built up dirt in front of the bridge, to eliminate a huge drop off after walking across the bridge. Rich took care of a problem with a natural spring that was causing an erosion problem here at Black Creek Park. Rich and John Howsden burned bush last week. Rich cut in another walking trail at Black Creek Park. Rich and John Howsden re-shaped the horse arena. Rich did climb on roof and cleaned debris from the rain gutters. Rich installed a fence at Kiva to gate off Kiva Beach in preparation for the 24 hour boat launch access that will be instated after the first of the year. Rob spoke to Rich about prior requests of up keep on the Tree Committee's trees that they currently have in the ground and let him know in the past John Howsden presented the Maintenance Department with a "How To" on up keep on the trees. Rob also let Rich know that none of the up keep was being done and Rob asked if John Howsden got with him regarding that issue. Rich did let Rob and the rest



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of the Board know, that he and John have a great working relationship and will see to working together on any issue that John may have.

- c) **Events-** Dianna Lopez-Chairperson. The committee held a meeting last week and spoke about what they would like to do with the left over monies. She would like to propose to the Board the purchase of 3 chafing dishes, 2 BBQ's and 1 chair caddy. Also, Board will purchase chairs. There was a low turnout at the Halloween Dance, maybe setting the Halloween Dance at a different time.

Motion to Approve Event purchase, 3 chafing dishes, 2 BBQ's and 1 chair caddy. *Approved, 4-0.*

- d) **Kiva-** Proposed some changes at Kiva, which will include 24 hour boat launch access. Grant & Doug finished lights at Kiva. The lights are up but are not wired to work as of yet. Big fish contest ended on October 31st 2011. Renee awarded the winners in both categories their trophies. Tyler & Shane came up to accept the award.
- e) **Tree- No member present.**

Old Business:

- a) **Big Fish Contest-** See Kiva Committee Report.
- b) **Annual Financial Review-** Lisa looked into this matter. It is only a requirement to do once a year.
- c) **Time Clock-** Motion to Approve the installation of a Time Clock, *Approved 4-0*
- d) **Volunteer Contingency Plan-** A volunteer contingency plan was prepared and submitted by Lorraine Contreras from the ACB Committee. Lisa would like to implement this document in the daily office forms.

New Business:

- a) **Volunteer of the Year Awards-** The Board chose 3 committee members to award the Volunteer of the Year award to and they are:
Julie Eggert
Dianna Lopez
Renee Irwin
\$50.00 gift certificates to Griff's BBQ & Grill next week.
- b) **Kiva Committee Proposal-Changes to Kiva Rules-** This agenda line item has been tabled.
- c) **Kiva Committee Proposal-Procedures for Enforcement of Kiva Boat Docking-** This agenda line item has been tabled.
- d) **Insurance Policy Renewal-** CCLTOA's Commercial Package Coverage & Umbrella Coverage Policy renewal with Philadelphia Insurance Companies has been received. Motion to approve, *4-0 Approved.*
- e) **Review of Annual Budget Disclosure-** A member asked why the Reserves and the 2012 Operating Budget did not match. Rob called the Associations Reserve Study Planner and she told Rob that it is based solely off of the assessments from CCLTOA's 2031 members.
- f) **Tree Committee 2012 Budget-** Motion to approve \$3,000.00 to the Tree Committees line item in the 2012 Operating Budget.



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- g) **Proposal for Annual Financial Review-** In September CCLTOA received a proposal from Kalfsbeek & Company to conduct the Association's annual financial review. The cost has gone up a little since the previous year, but they are familiar with us. Motion to approve, **4-0 Approved.**
- h) **CCLTOA Credit Card Storage & Purchase Policy-** CCLTOA has one debit card at this time, the Board suggests having the President hold onto it. The maximum spending limit daily is \$400.00 and only allowed to be used 3 times daily. Bank statements will come into the office and at that time all the Board Members will review the spending. Motion to approve, **4-0 Approved.**

Open Forum:

0756-Nolan- Copperopolis Fire Departments has requested to be placed on January's Agenda. Stacy has already added them to the January Agenda.

Adjourned at 7:45pm