



## Copper Cove at Lake Tulloch Owners' Association

920 Black Creek Drive  
Copperopolis, CA 95228  
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### Study Session 13 December 2011

**Present:** President Grant West, Vice President Doug Rockey, 2<sup>nd</sup> Vice President LeRoy Lopez, Treasurer Rob Adamson & Secretary Lisa Boltzen

**Also Present:** Stacy Halstead-Office Staff

**Members Present: 4**

*Meeting Called to Order at 6:03pm*

**Volunteer of the Year Award-** Past years CCLTOA has selected Volunteers of the Year. Lisa would like to nominate Dianna Lopez, Grant would like to nominate Renee Irwin and Lisa would also like to nominate Julie Eggert.

**Big Fish Contest-**Renee Irwin, Kiva Committee Chairperson showed the Board and the members the trophies and medals that she purchased for the winners of the contest.

**Kiva Committee Proposal-Changes to Rules-** Rule Change to incorporate Sunday overnight docking. Board needs to discuss further. Action to be taken at Thursday night's meeting.

**Kiva Committee Proposal-**Discussion was made regarding this agenda item. Action to be taken at Thursday night's meeting.

**Annual Financial Review-** No requirement for audit. Kalfsbeek & Company sent a proposal in September 2011, which was \$300.00 higher. Lisa suggested staying with them as they are familiar with CCLTOA.

**Tree Committee 2012 Budget-** Tree Committee was not included in the finalizing of the budget, but was included when in budget planning stages as was the \$3,000.00 granted to the committee. Office staff will make the appropriate adjustments to fix the problem.

**Volunteer Contingency Plan-** Lorraine Contreras drafted up a template for a Volunteer Contingency Plan. Lorraine provided copies for each Board Member. Lisa would like to add this form to the office procedure manual and the daily office forms.



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**Time Clock-** Stacy provided some reference on a particular time clock that syncs with QuickBooks and can send alerts to Board Members. Doug doesn't see spending \$500.00 on a time clock. Lisa thinks it would be easier to account for employees' time better, by having a time clock for all the year round employees.

**CCLTOA Credit Card Storage & Purchase Policy-** The debit card shall NOT be kept in the office. The card holder can place an order with request from either department office or maintenance. At the end of the month, the Board will review the bank statements to verify all activity on the card. Department spending limit shall go from \$400.00 to \$500.00. Grant will be the person who shall hold onto CCLTOA's debit card.

**Lorraine Contreras-** Wanted to know if the Angel Tree Ladies need to provide insurance for the use of the Hall. Lisa stated "no", because it is a Board sponsored event.

**John Howsden-** John spoke with Kevin from Kevin's Tree and Yard Service. Kevin told John that the way the Tree Committee was taking care of the trees was not up to his standards. John wanted to clarify with the Board that he had in the past, gone over the proper care procedures for the trees that he had planted at Black Creek and obviously was over looked. John also let the Board know that he has established a great working relationship with Richard and John is confident that in the future; these care procedures will not be over looked.

**Dianna Lopez-** Asked a few questions regarding the 2012 Operating Budget. Dianna also asked if the Board would purchase the chairs needed for future events and if the Events Committee would purchase a chair rack for storage of the new chairs.

**ACB Committee-** Asked for more volunteers/members for the Committee.

***Meeting Adjourned at 7:40pm***