

**Copperfield Neighborhood Association
Board Meeting
October 16, 2006
7:00P.M.**

In attendance: Jennifer Marshall, Gene Ferguson, Jim Blyth, Greer Michael, Bob Bravard, Charlie Gancio and Dwayne Stephens

Meeting called to order by Jennifer Marshall

Additions to the Agenda – Discussion of a neighborhood newsletter. Greer suggested that Carla Bryan is willing to help produce the newsletter.

Discussion Items

1. Clubhouse Items
 - a. Board discussed the clubhouse rental policies and reviewed the rental rates and questions recently brought to Janet. Board recommended Dwayne take the clubhouse discussion items to facilities committee. Suggested items included
 - i. Revisit the established rental rates.
 - ii. Post rental rules on the web as well as on the rental agreement.
 - iii. Revisit clubhouse rental policy for neighborhood parties selling items such as Pampered Chef, jewelry, baskets, candles, ect.
 - b. Janet to assume responsibility of purchasing cleaning and office supplies for the clubhouse.
 - c. Clubhouse clean-up day to be determined. Clean out, inventory and organize storage areas in the clubhouse.
 - d. It was confirmed that Facilities schedules carpet cleaning for the clubhouse on a routine basis.
 - e. The Board asked Facilities to discuss keys to the clubhouse including what members of the Board and Facilities have keys to the Clubhouse. The Board agreed that no more keys than necessary should exist.
2. Neighbor Complaints
 - a. Street sign is hidden by tree at corner of Copper Run and Copper Springs Drive. Board will send letter to neighbor to trim tree.
 - b. Portable basketball goals on the street curb is a city ordinance.
3. Directory Update

- A tear-out section will be included in the upcoming neighborhood newsletter for neighbors to fill in their information and place in the clubhouse drop-box. Suggestions for how to distribute the directory once completed include either via email or neighbors could pick up a printed copy at the clubhouse.
4. Stationary- Ron Gilbert is working on Copperfield Stationary. Bob Bravard volunteered to follow-up with Ron. Once a sample is completed he will submit to the Board for approval.
 5. The Board discussed and approved the option of presenting the Bylaws revisions to the neighborhood for another special meeting and vote. Options on how and when to hold the next special meeting were presented. Board decide to hold a separate meeting in the next 2-3 weeks specifically to discuss strategy for the special neighborhood meeting.
 6. Dues- 2007 dues notice will be mailed out Jan 2. Late fees introduced in 2006 are to be enforced in 2007 and will be outlined in the notice.
 7. Central Files – Board asked the President to gain access to any files that are in the possession of previous presidents Jim Pauley and James Wagers.
 8. Financial Report
 - a. Jim Blyth reported that the number of neighbors with outstanding dues for 2006 is at 24 homes.
 - b. Jim advised the board to open a money market account to move the reserve funds with the recent increase in interest rates. The reserve funds include money the Board set aside to save towards future major clubhouse repairs including roof, windows, heating, A/C, etc. Jim is calculating how much we can set aside while continuing to pay principal on loan and maintain cash flow.
 - c. Jim questioned the tax status of the neighborhood association and board is looking into who files for the association. Jim will forward questions to tax advisors/accountants and request advisement on audit/compilation.
 - d. Board discussed locations to maintain financials and the issue of computer security. Board is researching the cost vs benefit of adding internet access to the clubhouse. Board is considering purchasing a laptop for the treasurer to maintain the financial files. This can be in place of facilities cutting another key for the treasurer to access the clubhouse computer. Pending the facilities decision on extra keys the board recommends the laptop.

- e. Facilities is responsible for paying pool utilities. Water is on a separate meter however, electric is currently paid by formula. Board made request to facilities to research adding separate meter in conjunction with upcoming electric repairs in the pump house.
 - f. Jim provided the board with review of the 2006 YTD spending vs budget. Current financials are attached to the hard copy minutes available at the clubhouse.
9. Facilities Committee Report
- a. Dwayne is sitting in on the board meeting in Mark's absence.
 - b. Dwayne reported that the sidewalk repairs are completed.
 - c. Facilities has scheduled winterizing maintenance for Wednesday October 18.
 - d. Dwayne made a motion to purchase a water heater for the clubhouse. The motion was seconded by Bob and the vote in favor was unanimous.
10. Social Events
- a. Neighborhood Wine and Cheese party is scheduled for Saturday November 11. Gene will add the date and time to the marquee.
 - b. Greer is finalizing Holiday plans for the Neighborhood Open House and Santa visiting for pictures with the kids.
11. Motion to adjourn by Dwayne, second by Bob and all in favor.