

**Lake Almanor Pines I & II Property Owners Association
Special Meeting of the Board of Directors
Meeting Minutes – July 23, 2016**

The meeting was held at Steve and Michele Brothers' patio at 10:00 a.m.

Meeting Attendees:

Brothers, Steven
Deiner, Kathy
Larsen, John
Miller, Terry and Tina
Souza, Bob
Schulman, Caryn

Meeting called to order

Steve Brothers called the meeting to order at 10 a.m.

Steve announced that Board member, Terry Kisle could not be present because she is out of town.

Steve Brothers – Job Description of Officers of the Lake Almanor Pines Property Owner's Association (LAPPOA)

Steve passed out a hand out detailing the Job Descriptions of the officers of the LAPPOA.

Steve Brothers – Vote in Officers

Our main goal of this meeting is to discuss the roles and job descriptions of the officers of the LAPPOA and vote on and approve the board members who will fill the following 6 Officer Roles

1. **President** – The president shall be the chief executive officer of the LAPPOA and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the business and officers. He shall preside at all meetings and shall be ex officio a member of all standing committees. He shall sign all documents and co-sign all checks (or give authorization to another Board member) drawn by the LAPPOA.
2. **Vice President** - In the absence or disability of the president, the vice presidents, in order of their rank as fixed by the Board of Directors, shall perform all the duties of the president, and when so acting shall have all the powers of and be subject to all the restrictions upon the president.
3. **Secretary** – The secretary shall keep or cause to be kept, a book of minutes at the principal office or such other place as the Board of Directors may order, of all meeting of Directors and members, and shall take all minutes of meetings of the Board of

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Directors. The secretary shall co-sign all official documents of the corporation with the president. The secretary shall give notice of all the meetings of the Board and members required by the By-Laws or by Law.

4. **Treasurer** – The Treasurer shall keep and maintain adequate and correct accounts of the business transactions of the LAPPOA, including accounts of all its assets, liabilities, receipts and disbursements. All funds of the LAPPOA shall be deposited in the name and to the credit of the LAPPOA with such depositories as may be designated by the Board. The treasurer shall co-sign all checks drawn by the corporation along with the president or any other member of the Board, and shall have such other powers as may be prescribed by the Board or the By-Laws.
5. **Corresponding Secretary – New Position** – The Corresponding Secretary maintains communications with those outside the Board of Directors. The main duties are to help the Secretary with the required mailing and notifications to members choosing not to receive notices electronically. Duties also include communications with all outside entities such as Fire Department, Newspapers and Realty Offices.
6. **Welcoming Committee Chair** – New Position – The welcoming committee will keep and maintain a master list and map of all the property owners in the Lake Almanor Pines Subdivision, maintain a list of all properties for sale and make contact with the listing agent, provide information about the community, association, website and all governing documents, Greet new property owners with a welcoming basket and explain our mission statement and related documents and personally invite the new owners to the next BBQ and Annual Meeting.

The above officers were voted in by the Board:

1. **President** – Steve Brothers
2. **Vice President** – Bob Sousa
3. **Secretary** – Caryn Schulman
4. **Treasurers** - Kathy Deiner (main) and Tina Miller (will help out during winter or when needed)
5. **Corresponding Secretary** – Teri Kisle
6. **Welcoming Committee Chair** – Tina and Terry Miller

Caryn Schulman made a Motion for agreement of the Officers voted in by the Board - Steve Seconded the Motion – all in favor – everyone said Aye! Opposed? No one is opposed.

John Larsen – Hand over of all Treasurer paperwork and checks

The past Treasurer, John Larsen stated his resignation of duties as Treasurer of the LAPPOA. John brought all the banking paperwork, ledgers and checks to hand over to the new Treasurer, Kathy Deiner.

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Steve Brothers thanked John Larsen for his years of duty serving as Treasurer of the LAPPOA. All Board members applauded and thanked John for his service. John Larsen asked to be excused from the meeting at 10:40 a.m.

Banking

Steve Brothers and Kathy Deiner discussed how all checks will be signed by two Board member. All accounting will be done on-line using Quick-Books and authorized Board members will need to go to the Plumas Bank in Chester, CA. to fill out paperwork to be authorized to co-sign checks. Board Members authorized to sign checks are:

Steve Brothers
Bob Souza
Caryn Schulman
Kathy Deiner
Tina Miller

Steve continued to discuss that we will be setting up on-line banking for the LAPPOA. There will be three Board members authorized to have Login ability, Steve Brothers Tina Miller and Kathy Deiner will have online banking authority.

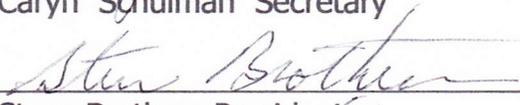
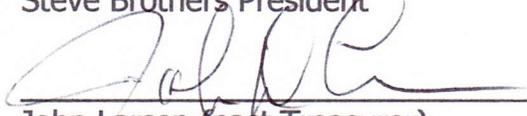
All those in favor of the Online Banking Officers – say Aye – everyone said Aye – Opposed – No-one said no.

Facebook page creation

Steve announced that Carol Jones had been working on creating a Facebook page for the LAPPOA. The name of the page will be Lake Almanor Pines. The Facebook page will be a private group page and is still in the works. Will be announced on the Almanor Pines website when complete.

Meeting Adjourned at 11:00 a.m.

Bob Sousa proposed a motion to adjourn the meeting – Steve seconded the motion.

 Caryn Schulman Secretary	<u>8-8-16</u> Date
 Steve Brothers President	<u>8-5-16</u> Date
 John Larsen (past Treasurer)	<u>8/8/16</u> Date