



# Calaveras Timber Trails Association

P O Box 362, Avery, CA 95224

209 795-2130

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## Open Monthly Meeting

Meeting: Member Open Monthly Meeting Minutes

Date: September 14, 2019

Location: Calaveras Timber Trails Commissary

Chairperson: Bill Stevens, President

Secretary: Carol Keen

### In Attendance:

President – Bill Stevens

Secretary – Carol Keen

Treasurer – Rick Wood

Director of Maintenance – Steve Soderlund

Director of Rules & Design – John Vanzwaluwenburg

### Absent:

Vice President/Fire & Safety/Bylaw – Marc Grimm

### Call to Order:

Bill Stevens called the meeting to order at 11:02 AM

### Pledge of Allegiance:

All members present stood for the Pledge of Allegiance.

### Approval of previous minutes:

A motion was made and seconded to approve the minutes from the July 6, 2019 Annual Meeting. Motion carried and the minutes approved.

A motion was made and seconded to approved the minutes from the August 10, 2019 Open Monthly Meeting. Motion carried and the minutes approved.

### Review of Agenda – Bill Stevens

#### ➤ Maintenance Director & Supervisor Summary

1. Frank reporting repairs and maintenance being done on the sewer system & pavement. Frank also reporting now that the summer workers are leaving, his crew will assume the cleaning of the comfort stations. Member comment: Mary, site B-20, said that bathroom cleaning has always an issue. During winter months most of the comfort stations (to

include hot water shut off) are closed. A member, however, can go to the office and request a comfort station open & hot water turned on.

➤ President and Closed Meeting Summary

1. Bill reporting the Board has agreed to re-instate charging Credit Card fees to members who pay via Credit Card. The reason for this is to offset CTTA's cost of Credit Card fees. The Board will report back to the members during the October meeting with a Credit Card Fee Policy.
2. The Collection Policy was explained by Bill & Bonnie.  
Action: A motion was made and seconded to adopt the Collection Policy. Motion carried and the Collection Policy adopted.
3. Rob Koch tendered his resignation as a CTTA Board Member. Marc Grimm will assume the position as Fire & Safety Director until further notice.
4. Bill said, as members of the association, we all have responsibilities and must follow the rules & regulations & keep ourselves informed by attending meetings, reading the mailings, the newsletters, the office bulletin board and accessing CTTA's website. As Board members we have a responsibility to the members to enforce the governing documents such as the rules & regulations and if any CTTA member has a complaint and/or issue, please do not address this with the office staff but address this in a letter to the Board or request to meet with the Board.

➤ Vice President

1. Bill reporting Marc and his Committee is reviewing and working on the Bylaws. Be patient as this may take the committee at least a year to complete this.

➤ Office Manager Summary

1. Bonnie reporting that thanks to our summer worker, Amy, our Website has been upgraded. Check it out. It is great.
2. Accounts Receivables presented and explained.
3. Bonnie reporting letters with fines to members for sites not cleaned mailed out. The office getting lots of complaints regarding the fine letters as members are getting fined not only for site cleanup but for no RV DMV registration and no golf cart insurance.
4. Now that we have a Collection Policy, we can proceed with foreclosures. The first letter has already gone out and now that the Collection Policy has been adopted we can mail out the pre-lien letter.
5. The office will bill members monthly. There are many ways a member can pay their monthly dues. Members should contact the office to find out best way for them to pay their dues. Reminder that if pay annual dues in full by October 31<sup>st</sup>, will get a discount of 5%.

➤ Secretary Report

1. New members were introduced

➤ Fire & Safety Progress Report

1. Bill reported that the Fire/Safety Committee will meet next Spring before they start the site inspections. Bill reminding members that they are responsible to make sure:
  - Each RV on site has proper/current DMV Registration
  - Each golf cart on site has proper insurance
  - Site Inspection Form filled out and submitted to office.
  - Their site has been inspected.

- Rules & Design Progress Report  
Nothing to report
- Treasurer Report
  1. Rick presented and explained the YTD financial report. Explained how important it is to write off bad debt, such as the foreclosures. Despite this, CTTA will still have a solid budget.
- Committee Report
  - Financial Advisory – No report
  - Recreation – Labor Day weekend was a good weekend for CTTA. Profited over \$500.  
Tom & Cathy, Site P-9, wanted to thank all that donated baked goods.  
The cake walk was a huge success.  
Mary, Site B-20, heard that raffle tickets sold that weekend were not for CTTA.  
Action: The Board to address.  
Sharon, site B-27, reported the scavenger hunt was a huge success. The kids seemed to have had a great time.
  - Boatyard – No report
  - By-Laws – No report
- Open Forum
  - 1, Cathy, site P-9, reporting kids still being seen unsafe on golf carts. Her recommendation is to put a blurb in the Newsletter. Other recommendations are Action Forms not only for bad behavior but for good behavior as well. Maybe could reward good behavior with free ice cream.
- Next Meeting:

The next monthly open board meeting is scheduled for October 12, 2019 at 11:00 AM in the Commissary.
- Possible Future Agenda Item(s)
  - Policy Manual Committee
  - Recycling
  - Monitoring gate and buildings
  - Facilities Maintenance (long & short term)
  - Emergency Procedures
  - Baseball field

Adjournment:

Motion made & seconded to adjourn the meeting at 12:05 PM. Motion carried and meeting adjourned.

Respectfully Submitted,



Carol Keen, Secretary