

LAUDERDALE WEST COMMUNITY ASSOCIATION NO. 1, INC.
MINUTES OF BOARD OF DIRECTORS
WORKSHOP MEETING
APRIL 2, 2019

ADOPTED -- 4/10/19

MEETING opened by Jennie Lipari on April 2, 2019, at 10:09 AM with a salute to the flag.

Present: Jennie Lipari, Joanne Hill, Rosemarie Demmons, Barbara Bucci, Micki Gaughan, Pauline Gosselin, Audrey Hermelin, Johnny McLean, Marlene Newman, Kristi Woods and Hal Spector.

Old Business: None

New Business: Discussion regarding duties of directors

Joanne Hill stated her duties are as follows:

- Legal Matters
- Insurance which has been given to Pauline
- Claims
- Corporate Filing, LW and LW LLC
- Coordinates Election Matters with Linda Owen
- Vendor Contracts
- Issues with Residents
- Preparing Bulk Notices
- Parking Permits for Trailers, Campers, and Storage Pods
- Permits for Estate Sales
- Substitute for Payroll
- Maintenance Liaison
- Notary Public

Note: Election Volunteer – Linda Owen

Rosemarie Demmons stated her duties are as follows:

- Sales and Rentals
- Fobs
- Inspections
- Interviews
- Coordinates with Marlene on Meet and Greet
- Notary Public
- Completed Policy and Procedure for Department

Note: Volunteers - Dennis, Hilary and Ermina

Barbara Bucci stated her duties are as follows:

- Maintenance Employee Supervision – 8 leased employees
- Payroll – Done on Monday and must be moved on Thursday
- Employee Medical Insurance with Joanne – LW pays 75%, Employees 25%
- Employee Time Clocks – ½ hour lunch allowance
- GLIG Groundworks - Landscaping, Lawn Maintenance and Fertilization, treating Cinch Bugs

Meets with Ted every Tuesday and Thursday

- Gary Cox Irrigation – Sprinklers are working in all phases. Phase three has some issues that are being corrected.
- Satellite Bathrooms – John will complete the bathroom, working extra on Saturdays
- Roofs - Meet with Elisio of SCI every day. Annual Schedule of Roofs to be done. All remaining roofs will be completed in 5 to 7 years.
- Entertainment

Note: Roof, Landscaping Volunteer, Dona. Entertainment Volunteers Harriet, Estelle, Lydia and Linda

Hal Spector stated his duties are as follows:

- Accounts Payable and Receivable
- Coding
- Banking
- All Invoices which come by snail mail which is his preference
- Creating Meeting Agendas
- Finance and Budget
- Juda Eschew – Alma, CPA, L/W representative

Note: Volunteer - Bernadette

Micki Gaughan stated her duties are as follows:

- Calendar Coordinator
- Club Liaison
- Maintenance Liaison (Alternate)
- L/W Newspaper Liaison deadline for June-July Issue is April 19
- Phone Book – Ready to go to printers
- Pest Control – Dead Bug Edwards (discussion ensued regarding tenting houses)
- Room Rentals
- Ticket Office
- Bulletin Board

Note: Newspaper Volunteers – Lana, Connie. Ticket Office Volunteers – not given

Audrey Hermelin stated her duties are as follows:

- Accounts Payable
- Bus Schedule – Clubs, Shows and Club Coding
- Maintaining Master File for all contracts
- Flag Disposal
- Front Desk Volunteers (recently has a male volunteer)
- Library
- Roofing Reports
- Monitors Security Cameras for working order & Review Alternate (checks cameras twice a day)
- Coding

Note: Library Volunteers – Glen, Joan

FRONT DESK VOLUNTEER

Johnny McLean stated his duties are as follows:

- Air Conditioning – Weathershield

- Alarm System – Fire and Burglar
- Maintenance of Main Clubhouse and Satellite Club House
- Athletics – Gym
- Clubhouses
- Modifications, Inspections
- Parking Lot & Roadway Paving
- Security Cameras
- Wood Shop

Marlene Newman stated her duties as follows:

- Customer Service
- Front Office – Telephone Volunteers
- Maintenance Luncheon
- Volunteer Luncheon
- Meet and Greet
- Insurance – Plex Certificates
- Party Time Supplies/Organization/Food Tickets
- Pool and Pool Supplies
- Theatre Groups (In House)

Note: Volunteers not named

Kristi Woods stated her duties are as follows:

- Computer – Tech Support/Purchasing
- Copy Machines
- Home Owner Compliance
- Modifications
- Notary Public
- Phone
- Internet
- Community Channel
- Plaques
- Purchasing Office Supplies

Note: Modification Volunteer – Barbara - Landscaping Volunteer - Charlie

Jennie Lipari thanked all directors for their input.

Motion made by Joanne Hill to adjourn at 12:00 pm; seconded by Pauline Gosselin.

Respectfully submitted:

Pauline Gosselin
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Recording Secretary