

HICKORY RIDGE COMMUNITY ASSOCIATION  
VILLAGE BOARD MEETING  
October 3, 2011

Chairperson Miles Coffman called the meeting to order at 7:30pm at The Hawthorn Center. Those present included John Bailey, Linda Hitzelberger, Tom Louden and Michelle Wood. Also present were retiring Village Manager Jane Parrish and new Village Manager Jessamine Duvall.

APPROVAL OF AGENDA: The agenda was approved.

APPROVAL OF SEPTEMBER 19<sup>TH</sup> MINUTES: The minutes were approved as submitted. Ms Hitzelberger abstained.

RESIDENT SPEAKOUT: Gerry Lioi said he reported two utility boxes with graffiti to the police, but the graffiti had not yet been removed. Ms Parrish said she would call the appropriate utility companies.

PACK 618 CHARTER: Pack Leader G. Baglione said that it was time to re-sign the charter agreement. The Village association presently serves as the Charter Organization and appoints a Charter Organization Representative. He gave the board members copies of the Charter Agreement. Mr. Coffman said he would prefer that the board have a chance to review the agreement and asked Mr. Baglione if he would return for the October 17<sup>th</sup> meeting. Mr. Baglione said he would attend the Oct. 17<sup>th</sup> meeting.

MANAGER'S REPORT: In response to the letter from the Village Board to sponsors of the Virgin Mobile FreeFest, the Merriweather manager responded with the phone number of onsite manager who would be there during concerts. This person would be able to contact the sound technicians and check the decibel levels. Ms Parrish will include this information in an upcoming newsletter.

Ms Parrish explained that her last work day would be October 14<sup>th</sup>. She said Ms Duvall could contact her at home afterwards. If she needed to come into the office, she would charge her present hourly rate. The board agreed that would be appropriate.

INTERNAL FINANCIAL CONTROLS: Ms Parrish said that Mr. Coffman and she had discussed internal financial controls suggested by the auditor. The board agreed that a person in the village office without check signing ability would download the e-statements from the bank and initial each page. Then the manager may reconcile the accounts. Each month, a board member without check signing ability will review the statements and check register. Ms Parrish will forward notice of these changes to CA.

BOARD COMMENTS: Ms Wood said that the CA Gym has stopped providing pitchers of ice water. She said the given reason was the attempt to be "green" and for better sanitation.

ACTION ITEMS: Ms Parrish will contact the utility companies who own the boxes with graffiti. She will also send CA the changes in our internal control policies.

ADJOURNMENT: The meeting was adjourned at 8:35pm

Respectfully submitted,

Jane Parrish  
Village Manager