

Administration Committee Minutes

September 4, 2018

Present: Shawna Hill, John Raymond, Tom Steensma, Mollie Wilkins

Meeting called to order at 6:30 PM

Met with United Bank representatives about bank services that are available, the possible options and benefits of their implementation.

Listened to BHS insurance presentation, reviewed village data, and verified accuracy of that as well. We viewed premiums vs. claims ratios, and our outstanding record of having very few claims resulting in lower premiums.

Discussed the need of a workorder tracking system to assign and track the progress of needed repairs through to completion.

Discussed the purchase of a time-clock, and why a smart phone app wouldn't cover all the needs without increasing other potential costs.

Reviewed newly received complaints, how they are being resolved, and how we could prevent future occurrences.

Reviewed village budgets, and how to balance our accounts to cover the cost of roof repairs to the community center.

Meeting Adjourned at 8:00 PM