

Protocol and notes from the board meeting 2024-03-03

Date for the meeting:	Time:	Location:
2024-03-03	Sv 10.00 – 11.30	Teams uppkoppling
	Th 16.00 – 17.30	Teams uppkoppling

Present at the meeting:

Lena Åhman, (LÅ) ordförande	hus 125/07 +46705563155
Maria ”Mia” Lind, (ML) sekreterare	hus 123/23 +46762095152
Janet Bolinder, (JB) delvis till punkt 4	hus 125/13 +46707811401
Suzanne Lundström, (SL)	hus 124/00 +46702996505
Jörgen Hedlund, (JH)	hus 124/01 +46706590680
Ola Andreasson, (OA)	hus 124/23 +46702469303

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1. Establishment of Agenda

The agenda was approved.

2. Previous Notes

The previous notes at the last protocol were approved.

3. Reference Groups

In the role of chairman of the board, LÅ acts as convener for the two reference groups actively working on matters regarding statutes and area drainage. The board is regularly informed about the reference groups' work and seeks the board's views on the issues.

- Drainage Group Report:

The reference group consisting of Anders Bellström, Jan Karlsson, and LÅ is awaiting responses from Tessaban, which in turn is awaiting responses from the Land Office. We expect some form of response in March or April regarding continued work on proposed pipeline installation. LÅ is also in contact with Christian Widing as we will need to pass through another property.

The reference group has decided to await feedback from Tessaban and then call the group for another reference group meeting.

- Statutes and Service Agreement Reference Group Report:

The reference group consisting of Göran Rahm, Håkan Bellarp, Ingrid Sköld, and LÅ has reviewed the current statutes. The goal is to update the statutes and make relevant changes. The reference group had a meeting in February. After the meeting, the document was circulated among the participants, who made changes and additions. A first draft was sent out with the agenda for the board meeting. Feedback was gathered at the meeting and will be conveyed to the reference group at the next meeting.

The reference group discussed how to enable homeowners to receive information and ask questions before voting. Enabling communication via a chat function was discussed at the reference group meeting. TEAMS meetings are a new way to invite homeowner discussions. The current board has seen these meetings as an alternative. The motion process is currently the formal way to raise an issue or need before the annual vote.

The reference group also invited Peter Hultenius and Janet Bolinder to specifically review the formulations regarding the treasurer's role and responsibilities. Feedback is also awaited on the set monetary limits and the authorization process formulated in the statutes.

The reference group has also invited the current nominating committee, which, in addition to Ingrid Sköld, consists of Anders Bellström and Rickard Kristiansson, to review the revised draft of the statutes, with a focus on the composition and responsibilities of the board.

The reference group has begun the work of updating the statutes. Step two will be to review the service agreement that each homeowner signs when purchasing their home.

The reference group's next meeting is on March 23. The goal is for the reference group to complete its work by fall, well in advance of the annual vote in November.

4. Communication

In the role of the board's secretary, ML is responsible for communication and information to homeowners. ML is also responsible for all incoming emails from homeowners, which are forwarded to the board member responsible for the relevant issue.

In the role of chairman and responsible for maintenance on the board, LÅ is currently communicating with two homeowners who are seeking permission for construction and renovation. LÅ is reviewing the information prepared for building permits as it needs clarification.

- Board Responsibilities and Decision Making:

ML presents a desired work structure where the agenda will be sent out a week before the board meeting. Members are requested to submit requests for agenda items at least seven days before the meeting. Extensive documents requiring reading will be attached to the agenda. If necessary, a risk and vulnerability analysis will also be discussed in connection with decisions.

It emerged at the meeting that SL's workload as responsible for personnel, security issues, garden service, additional services, website, and surveys is high. This needs to be reviewed to relieve SL.

The board sees the importance of creating a learning organization to create a sustainable organization both in the short and long term. How all documentation is handled and saved is an area that will be reviewed to facilitate the handover from one board to the next.

- Homeowner Information:

The board sees a need to provide relevant information to new homeowners when purchasing a home in the area. Partly to give the new homeowner a positive welcome to the association. ML is responsible for preparing an information letter and workflow with the support of JH.

5. Finance

In the role of treasurer, responsibility includes budgeting and reporting. A detailed examination of financial routines is now being carried out by JB with the support of LÅ. An expanded assignment was given to the accounting firm Sooddeelow in 2023. Unfortunately, the results of their efforts have not met our expectations. We are reviewing the reasons for this in discussions with those responsible in the company. JB will also report regularly on outcomes and provide forecasts for the year as treasurer.

- Review of 2023 Outcomes:

A budget for 2024 was presented at the meeting. The budget was based on an accumulated outcome as of the end of October 2023. An average increase of 4%. Last year's board is responsible for the financial outcome for 2023. The financial statements will be finalized, and after the auditors have completed their review, there will be a vote regarding the previous board's discharge.

- Review of 2024 Budget Structure:

At the meeting, the budget structure underlying the current budget was presented by LÅ.

- Invoicing Procedures and Supplier Invoices:

JB develops financial procedures in close cooperation with LÅ. One issue discussed has been the invoicing and payment terms to be applied. It is appropriate that supplier invoices follow the same principle as our customer invoices when they are sent out quarterly. The aim is to follow general principles for both customer and supplier invoices as much as possible. The board supports the decision.

6. Additional Services

The document summarizing the additional services offered is being revised. Some services should be discontinued as there is a wide range available outside the area that can be used without the office needing to take responsibility. The outcome for additional services in 2023 was presented at the meeting. SL and JB are reviewing pricing. JB believes that an increase should occur when the additional services are updated as labor costs and inflation have affected the cost side. A service discussed at the meeting, for example, was rental and the role the office should play. The question requires more time and preparation before the board can take a position.

7. Personnel

In the role of personnel manager, SL has held discussions with Moo, who has stated that she will work until March 20. Moo has not remained in service at 100% despite promising to do so at the time of resignation. We ask homeowners who have placed orders to understand if it takes a little extra time during a transitional period.

As has been offered the position of Supervisor and SL has prepared an employment contract for the Supervisor role. As has already had meetings with the staff to develop various proposals for workload distribution. In the role of Supervisor, As will have responsibility for finance and personnel. As will also be involved in the work on the organizational review, which is a focus for 2024. The board unanimously agreed that the assignment should start immediately to create a sustainable and efficient organization that can meet homeowners' needs both in high and low seasons and ensure a good working environment for the staff.

At the notes taken:

Chairman:

Approver:

Mia Lind

Lena Åhman

Suzanne Lundström