



## 01/19/2018 Meeting Minutes

Trustees Present: Lenore Faulk, Fred Wells, Laurie Albrecht, ~~Todd Offner~~, Kelly McClimans, Gloria Brain, Mady Burgstahler, Jessica Olives and ~~Michael Farmer~~

Others Present: Anne- Marie Davidson, Jeff Brain and Melissa Gubbe

Guests Present:

Call to Order: President Anne-Marie Davidson called the meeting to order at 7:03 pm.

### Good of the Order:

### Old Business:

#### Pool:

Tasks:

#### Park:

Tasks:

#### Lake:

Tasks:

#### Vice President:

Tasks:

#### President:

Tasks:

- Letter to Proby. Motion: When Al and Beverly Proby are no longer the primary occupants of the home located at 18819 68<sup>th</sup> St E, they will no longer have access to their property by way of the lower park. AMD will send them as letter to this effect. **MSC** to approve. **ONGOING**
- Appraisals: FM/Assist. Treasurer/Secretary: **Completed**
- Club House/Loan: Will include in Sept. Newsletter to get membership feedback. **INFO.**

#### Secretary:

Tasks:

Treasurer:

Tasks:

Facilities Manager:

Tasks:

## New Business:

Facilities Manager: Report for Nov., Dec. 2017 and Jan. 2018:

- Oversaw the re-do of the lower park gate automation. Opened and closed the gate as necessary.
- Installed a debris screen on the lower rain garden in the lower park.
- Assisted the pool committee in preparing for remodeling project.
- Arranged for repair of the upper park gate controls.
- Manually opened and closed the upper park gate while awaiting parts.
- Re-winterized the pool house when remodeling was complete.
- Adjusted the downspout on the pool house hut.
- Arranged for delivery and spreading of new gravel in upper parking lot.
- Removed large debris from lake and lower park.
- Sought bids for sports courts resurfacing and boat launch gate project.
- Raked out “donuts” in the gravel of the lower park.

Secretary:

- Meeting minutes from 10-19-2017. **MSC** to approve.
- Architectural Committee has approved the building request of R. Harguess. **INFO**
- Newsletter Articles are due by next meeting (2/15). **INFO**
- Fishing Derby/BBQ will be on June 16<sup>th</sup>. **INFO**

Treasurer:

- Financial Reports for Oct., Nov. and Dec. 2017. **MSC** to approve.
- Safety Deposit Box at US Bank; Melissa will contact K. Arionus and see if he has any important documents. Tabled till Feb. meeting. **ONGOING**
- Audit Report. **MSC** to approve.
- New Sick Leave Law: Discussed in Executive Session, Motion as follows:
  - Cap for carry over hours from fiscal year to fiscal year is set at 40 or less.
  - Unused sick leave hours at time of separation (termination of employment) will NOT be paid out in cash.
  - Sick Leave Hours for the Assist. Treasure/Assist. Secretary will be based on previous years hours divided by salary. Recalculated every year.

For the time period 1/01/18 to 6/30/18, Assist. Treasurer/Assist. Secretary will have 9 sick leave hours to utilize. Melissa has updated the BPM. **MSC** to approve.

- Salaries for Assist. Treasurer/Assistant Secretary and Facility Manager, Discussed in Executive Session, Motion as follows: Salaries will be reviewed every February by the Board. Melissa has updated the BPM. **MSC** to approve. **ONGOING**
- Budgets for the 2019-2020 Fiscal year are due by the March board meeting. **INFO**

Vice President:

President:

- Drone rule: AMD will write it up and bring to next month's meeting. **ONGOING**
- Rules amendment - under park, rule #7: No overnight camping is permitted in the parks or on the islands of the lake, except as part of a community-sponsored event organized by Lake Jane Estates and approved by the Board. Melissa will update the Rules and Regs., and BPM. **MSC** to approve.
- Disbanding the Communication Board due to lack of use. **INFO**

Pool:

- Pool Opening Date: June 23<sup>rd</sup>. **INFO**
- First Teen Swim: June 22<sup>nd</sup>. **INFO**
- Swim Lessons start July 2<sup>nd</sup>. **INFO**
- Pool /Park Staff Training and BBQ: June 19<sup>th</sup>. **INFO**
- Pool remodel is almost complete and looks great! **INFO**
- Revised FM Responsibilities during Executive Session. Motion to delete # 25 through 29. Melissa has updated the BPM. **MSC** to approve.

Park:

- Dog Park: Tabled till next meeting. **ONGOING**
- Tennis Resurfacing: Jeff submitted 1 bid from Sound Sport Surfaces for \$9,440.00/plus tax. Money will come from Parks savings account. **MSC** to approve.
- Auto Gate at Boat launch: Discussed 2 bids and accepted the bid from GST for \$18,981.72. Jeff will work with the affected properties and get the project started. Money will come from LJE's savings account. **MSC** to approve.

Lake:

- No Report.

Meeting was adjourned at 8:47 and moved to Executive Session.

Executive Session: Salary Review, FM Responsibilities and Sick Leave Rule.

Meeting was adjourned by President Anne-Marie Davidson at 9:07 pm.

Respectfully submitted by Melissa Gubbe.