



## 10/18/2018 Meeting Minutes

Trustees Present: Lenore Faulk, Fred Wells, Laurie Albrecht, Kelly McClimans, Gloria Brain, ~~Mady Burgstahler~~, Jeff Gubbe, ~~Wendy Miller~~ and ~~Michael Farmer~~

Others Present: ~~Anne Marie Davidson~~, Jessica Olives, Jeff Brain and Melissa Gubbe

Guests Present:

Call to Order: Vice-President Jessica Olives called the meeting to order at 7:00 pm.

### Good of the Order:

### Old Business:

#### Pool:

Tasks:

#### Park:

Tasks:

#### Lake:

Tasks:

#### Vice President:

Tasks:

#### President:

Tasks:

#### Secretary:

Tasks:

#### Treasurer:

Tasks: Foreclosure House status: Demand letter sent 8/30/18. Sent both first class and certified. First Class has not been returned, which means it was successfully delivered. received certified notification that Mr. Knapp picked up his certified mail. Melissa called Mr. Knapp and he was to send in a payment and a letter outlining his intent to repay LJE back.

Update: No letter was received from Mr. Knapp. Motion to go forward with the foreclosure process due to non-compliance. Vote was 5 (yes) to 1 (No). **MSC** to approve. Melissa will contact Dianne Conway.

## Facilities Manager:

Tasks:

## New Business:

Facilities Manager: Report for August and September 2018:

The site for the lower park play area has been leveled, slopes hydroseeded, and the plastic border installed. The contractor is scheduled to install the equipment the week of Nov. 12.

At the same time the play area site was leveled, the excavator removed some tree roots near Al Proby's fence on the swimming beach and I was able to repair the 8" storm drain pipe into the lake.

The security gate for the boat launch is up and running.

A new sign was installed in front of the pool house.

The control panel for the lower park gate was vandalized. We think that someone who was locked in (and couldn't call one of the posted numbers), barehandedly bent the heavy steel cover to gain access and open the gate. That was one strong vandal. I am aware of the suspected vehicle associated with this vandalism. A dark gray 4 door pickup, with darkened side and rear windows. This truck had parked in the lot all day.

I marked the corners for the proposed off leash area with stakes and paint.

A bicycle was abandoned in the park. No replies to a community email. It will go to the police soon.

## Secretary:

- Meeting minutes from 8-16-2018. **MSC** to approve.
- Annual Affirmation Statement: Need Michael's. **ONGOING**
- Prater's deck has been approved by the Architectural Committee. **INFO**
- Farmer's garage has been approved by the Architectural Committee. **INFO**
- Performance Appraisals for FM, Assist Secretary / Treasurer are due in October. **ONGOING**
- November Meeting has been canceled. **INFO**
- Progressive Dinner is set for Dec 2., (5-8 pm) at Mady Burgstahler's home. Melissa will send out invites. **INFO**

## Treasurer:

- Financial Report for August and September 2018. **MSC** to approve.
- Audit Review. **MSC** to approve.
- Reserve Account: Increase amount? Current language in BPM:
  - **5.2.1 Budgeting.** The budget during any fiscal period shall not (a) deviate materially from the board's goals and priorities listed in Part 2, (b) risk fiscal jeopardy, or (c) fail to show a generally acceptable level of foresight. Accordingly, the board may not cause or allow budgeting that:
  - 5.2.1.1 Contains too little detail to (a) enable accurate projection of revenues and expenses, (b) separate capital items (expenses of \$500.00 or more that go to Repair & Maintenance (R&M) or long term improvements) from operational items, (c) monitor cash flow and subsequent audit trails, and (d) disclose planning assumptions.
  - 5.2.1.2 Anticipates the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.

- 5.2.1.3 Reduces the current assets at any time to less than twice current liabilities or allows cash to drop below a safety reserve of \$15,000.00 at any time. This \$15,000 reserve account is to be used for emergencies, not usually covered under R&M or otherwise usually budgeted. This reserve account will be brought back up to the \$15,000 level as soon as possible after any of the funds have been used.

Moved to Jan. 2019 meeting. **ONGOING**

Vice President:

No report.

President:

Absent.

Pool:

- New sign is up. **INFO**

Park:

- Lauren Moroz from The Sumner School District contacted us and wanted to see if we could work with her group of challenged students in building life skills while working in our parks. Jeff and Lenore will explore this possibility more. **INFO**
- Off- leash area: Jeff Brain proposed the cost will be \$14,000.00 to build the off- leash area. Motion to accept the plan and go forward with its construction. Money is to come from Associations Savings Acct. **MSC** to approve.

Lake:

- Lake level is really low. **INFO**

Meeting adjourned at 7:54 pm, by Vice-President Jessica Olives.

Respectfully submitted by Melissa Gubbe.