

DRAFT

(Subject to approval at upcoming board meeting)

**Sylvan Shores Property Owners Association
Board Meeting Minutes
December 2, 2017**

Call to Order – Larry Jones, President, called the board meeting to order at 1:00 p.m. - Larry explained changes within board appointments: Larry Jones is President, Joanne Folkert, Vice President

Roll call- Board members present: Larry Jones-President, Joanne Folkert-Vice President, Arlene Grover-Treasurer, Jarrid Roulet-Secretary, Melissa Hurd, John Hodge, and Patrick Fiscus.

Review the Minutes meetings of July 29, 2017. Arlene Motioned to accept the minutes as written. Joanne Seconded. All in Favor, motion passed.

Additions to/Approval of Agenda- Melissa made a motion to add an item to the agenda: New Business: Discuss new website and add Open Forum at end of meeting. Seconded by Patrick. All in Favor. Motion passed.

Treasurer’s Report- Arlene shared the Treasurer’s Report. Arlene noted the annuity that expired in August 2017 was not renewed, as funds are required for new windows in the clubhouse. .

Revenues as of 11/30/17	
Assessments collected as of 11/30/17	\$156,510
Interest Income as of 10/31/17	\$4,027
Camping income	\$18,316
Sale of one lot	\$2,000
TOTAL INCOME	\$180,853
Capital Reserve Accounts:	
5 year Annuity, Athene - Matured 8/27/2017	\$14,323
3 State Farm CD 60 Mo - Matures Oct 2019	\$80,098
1 State Farm CD 60 Mo - Matures March 2020	\$26,417
4 State Farm CD 60 Mo - Matures Jan 2022	\$101,238
Total Capital Reserve Accounts	\$222,076
Funds Available as of 11/30/2017	
Petty Cash	\$13
Prepaid Credit Card	\$329
Checking Account - Unity Bank (Land savings \$3,461.61 included in Checking Account balance-includes land sale listed above.)	\$23,698
Operating Expense Savings Account	\$147,471
TOTAL FUNDS AVAILABLE	\$171,511

-Judy Fricke asked what lots were for sale? Was advised to look in property for sale book.

-Betsy Berglund asked why our bills offset funds available. Was it an employee issue? Arlene responded it was an office duty that was not completed and July nor October billings did not go out.

Reports:

Management Report: Larry provided the management report:

1. Bud, Dale & Joanne got the “No Hunting” signs up in a timely manner. A guest asked us about hunting signs as a realtor was posting that it is ok to hunt. Melissa advised the board has tried to address this with the realtor in

question. We may need to get an attorney involved. Not sure what else we can do other than post signs. Arlene spoke to one of the realtors clients who shared this. Guest says Exit Realty and Century 21 does it as well. Arlene stated we can **BOW HUNT on our own property only**. The motion that passed in years prior was for **No Hunting on SSPOA owned properties and common areas**.

2. Annual meeting of the members will be changed to May 5, 2018.
3. Next regular board meeting will be March 24, 2018.
4. Mary Keppers will be joining us in the office at Sylvan Shores as our office administrator. Dennis Wipperling asked if Mary would be part-time. Larry advised yes.
5. Larry thanked Arlene for working for us part time, while we searched for a replacement. Also, Arlene will be helping to onboard Mary Keppers. Cassie resigned as of September 12, 2017.
6. Larry and Arlene met with maintenance crew Dale and Gene for an update. Betsy Berglund asked who is on the payroll. Larry advised current winter crew is: Mark and Brenda open/close the clubhouse. Dale is Maintenance. Josie cleans. Summer Crew: Dale and Gene Maintenance, Bud did special projects. Betsy is worried about Bud and work comp claims with his age and to keep this in mind with him and others.

Architectural Committee – Patrick shared that two permits were requested. One has been approved and one is pending.

Betsy asked – Why was there a house moved into her neighborhood? Terry Chacos stated the permit states new construction. Patrick stated that the form has been updated and the “other” on page two has been removed. Terry stated case-by-case basis modular could come into special separate sections. Judy V. stated we allowed for two to be moved in. One was damaged so that never did move in and the other in the one on Pinto Drive that Betsy is speaking of. Judy V. stated Phil, Patrick, Judy V. and Rob Brown are on the architectural committee. Patrick advised it takes three signatures from the committee to approve. Judy Fricke stated a lot of leeway has been given over the last seven years. A guest stated we should only be looking for nice homes, whether new or old. Joanne Folkert stated there is a differing of opinion on what is considered nice. Melissa asked, who are we to say what is nice? We need new parameters for how it is done. Judy V. stated the committee studies it and look to work with the member and their request. Terry Chacos advised we should amend the permit. Architectural committee confirmed they are working on updating the permit form to clarify the definition of “other”.

Finance Committee- Arlene advised the committee has met and created the budget for 2018. Dennis asked who is on the committee. Arlene advised Joan, Holly, Arlene and Joanne. Dennis would like to join the committee and advocate for quarterly reviews of these documents to stay in task.

Entertainment Committee – Joanne stated the committee is looking for a way to welcome new and old members. Julie Dermuth is on the committee as well. They are trying to get a boarder base of volunteers. 2018 ideas are 4th of July-free breakfast, Christmas Party, Sundays on Saturdays and a few other ideas. Need to obtain board approval.

Unfinished Business –

1. Windows Clubhouse - Arlene advised we received four bids to replace the windows varying in price from \$56,000 to \$65,000. Bids to replace just two came in this week. The windows will be vinyl with a choice of colors to match the aesthetics. The board will review the bids, get references and follow up. Some contractors we are not familiar with, we need references and will look at their previous jobs. Bids are slow to come in, but this work can be completed in the winter.

Betsy asked what specifications we gave the companies who bid the job. John stated we want windows in the middle of the road. The cost could raise by 25% by Spring. Arlene advised we did not budget for the windows, as we do not know the final cost. John advised we are having serious issues with rot on the windows. Julie asked if we budgeted for the repairs. John advised once we chose the vendor, we can budget for the repairs. Dennis W. stated our budget is an operating budget not a capital budget. Windows are not considered a part of the operating budget. Arlene stated we approve the operating budget, this is capital. This is a capital expense not to be included in the operating day-to-day budget. John stated we have not had a chance to discuss paying for the windows. Arlene reminded everyone that we cashed in an annuity to assist in paying for the windows. Dennis W. asked if members could share in the selection process. Judy asked if we would have minutes on discussion of the windows and the budget. Larry advised updates would be provided in meetings and the newsletter.

2. Burn Pile – John advised the burn pile is open and operating. Around 18-20 members participated in the design. Dave talked to John we tried in November. Not ready for the world. Pull together in December and January for spring. Must burn in the winter with 3 inches of snow. Dave is confident we will be ready by spring.

New Business:

1. Red Barn Sale - Arlene advised we received an offer from a member to purchase the red barn on Pinto. The board had not discussed selling the barn; therefore, the member was sent a letter denying the offer to purchase. The board will discuss next steps in obtaining valuation and bring recommendations to the members. Keith asked what it is currently used for. Arlene advised it is not used for anything. Not even storage. There is no water like at the community center. Judy F. asked how many garden spots are used. Melissa advised two. Judy asked if values will be brought before the members. Arlene advised we would ask members for their input. Dennis W. suggested discussing at the annual meeting.
2. Campground Rates – Arlene advised the board is looking into increasing the rates to break even. She advised the campground is different from the clubhouse as we give the IRS 40% of the proceeds due to taxes. We did not raise the rates that much. Joanne made a motion to accept campground rates noted below. Patrick seconded. All in favor. Motion passed. (Seasonal full service increased by \$90 and Partial by \$25.) Partial does not receive soft water, therefore,
Nightly – Partial \$20.00 / Full \$25.00 Weekly – Partial \$125.00 / Full \$150.00
Monthly – Partial \$300.00 / Full \$350.00 Seasonal – Partial \$675.00 / Full \$890.00
Additional \$150 is required for seasonal and \$120 for partial electricity.
3. Campground Water Softener – The board is looking into the costs associated with adding an additional water softener at the campground as too much iron is in the water. Ecowater is to install a new water line and install a new water softener which will bring water to Full Service sites as well. This will be installed prior to the campground opening in May. Cost is estimated at \$320.00 for softener rental and \$110.00 for salt. Plumber is extra (\$1,000 placed in budget).
4. Approval of 2018 Budget. Opened to members for questions.
 - a. Member questioned need for pool attendants, stating we are not bringing in enough in swim fees to cover payroll. Arlene stated, only those that are guests of members pay fees, therefore, it would never cover payroll. Insurance requires us to have a pool attendant and it alleviates problems such as drinking or non-members accessing. Judy Fricke offered to look into this matter and if there is truly a requirement to have a pool attendant. She will advise John Hodge of her findings.
 - b. Member questioned property clean up in budget. Arlene explained that the board will work with the county to try to this is to cover the moving
 - c. Credit card fees – We are billing for fees.
 - d. Concessions – Chips, bars and pop. Difference is due to having overage that has not yet been sold.
 - e. Office Salary – Budgeted in 2016 for \$33,000. Budget for 2017 and 2018 is less as the number of hours is not required. (20 hours winter/30 hours summer)

Approval of 2018 Budget was deferred due to need for further board discussion.

5. New Website - \$750 for new website; \$50 for updates billed in 15 minute increments. Board to discuss contractor and approve after full review of contract.

Open Forum – Topics were discussion only; no motions or decisions made.

Joanne Folkert motioned to adjourn meeting. Arlene seconded. All in favor.

Meeting Adjourned: 2:36 pm

Submitted by: Melissa Hurd, SSPOA Secretary