

## Sylvan Shores Property Owners Association

### 2021 Annual Meeting

May 1, 2021

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**Call to Order:** The meeting was called to order at 10:00am by Dave Demuth.

**Roll Call:** Board Members present Dave Demuth, Arlene Grover, Ed Thull, Joanne Folkert Larry Jones, Betsy Berglund (by phone) and Office Admin. Kayla Benson

**Approval of 2019 Annual Meeting Minutes:** Joanne Folkert made the motion to approve, Larry Jones seconded the motion and all in favor.

#### Reports by the Officers:

**President's Report:** Read by Dave Demuth

**Board of Directors:** Following the May 2<sup>ND</sup> meeting that was cancelled, due to the Covid Pandemic we still carried through with election of new board members. Members that were voted in for Officers of the Association, President Ed Haberman Vice President Dave Demuth Treasurer Arlene Grover Secretary Joanne Folkert , Directors Larry Jones, Ed Thull & Scott Achterling. Scott Achterling resigned his position a month later due to conflict with his job. Betsy Berglund was then voted by and approved by the board to replace his position. January we unfortunately had Ed Haberman stepdown due to personal reasons. Dave Demuth filled in as interim President to finish the end of the Election year term.

**Office Staffing:** Kayla Benson has done a wonderful job as our Office Administrator, with her assuming the duties and representing Sylvan Shores in a professional manner. She has proven herself many times with day-to-day task, along with being a valuable asset to the board. She does a wonderful job managing the staff that makes Sylvan Shores operate daily. Kayla, I want to thank you for your service through a tough COVID year handling all the adversity that came through the office. Well done, you are a gem!

**Maintenance:** Dale Rocheleau is the Associations Grounds and General Maintenance for Sylvan Shores. Gene Platzer is the Campground Grounds and General Maintenance. Both gentlemen have proven their worth to Sylvan Shores keeping the grounds in tip top shape. They too prove themselves day to day as valuable assets to Sylvan Shores. I also want to thank them for your dedicated service to your jobs and to Sylvan Shores.

**Clubhouse Cleaner:** Kaitlyn Doss did the best to keep the clubhouse clean during the Covid shut down.

**Summer Staff:** Unfortunately, with the Covid shutting down the Pool we did not have need for summer staff.

**Projects:** Even though the Covid forced us to close all of Sylvan Shores Amenities we were able to complete a few things. Ed Haberman was diligently working on the non-compliance issues that we have at Sylvan Shores with good results. We also addressed some of the Clubhouse maintenance issues we put a new steel roof on, we resurfaced the parking lot and road to clubhouse. We upgraded the electrical in the campground for the existing full service to 50/30/20-amp service with meters. We also planned an additional 10 full Hookup sites to be ready 2021. We planted and replaced the dead trees along the

entrance and clubhouse. We also restrained and repaired both Rainbow play stations at Clubhouse and Campground. We put up a Pergola and got new deck furniture for the pool. With the pool closed we were able to address the maintenance issues and necessary repair to it so we can open it up in 2021.

Overall, I'm very happy with this this board in 2020. We faced a lot of challenges but with perseverance, dedication and unity we were able to accomplish a lot of things for the betterment of Sylvan Shores.

**Secretary Report:** Read by Joanne Folkert

Throughout the year of 2020, we the board have met 15 times. We met using conference calls and face to face workshops.

During these meetings we dealt with many different issues that present themselves to your SSPOA Board. The first issue was the closing of the office because of Covid 19. Then we spent time, knowing that owners wanted to camp and use the clubhouse and pool to make the best decision for our community. Ed T and Betsy studied and advised the board on the Covid regulations and rules.

Technology improvements were made. Property improvement and repairs in the Campground and at Clubhouse were decided upon. Non-compliant owners were and are being dealt with using our lawyer. Ed H and Kayla worked diligently in this area and presented issues to the board for decisions to be made.

The goal of this Board has been the following:

Sylvan Shores Board and Staff Commitment:  
Integrity Stewardship Community

We hope you can see in the actions; this board has taken that our goals were honored!

**Treasure's Report:** Read by Arlene Grover

When the year 2020 began, the board had no idea that it would turn out to be a year like never before!

In early Spring, the immediate concern was how would the pandemic affect us financially. Would property owners be able to pay their assessments? Needless to say, our total expected income was down by just a few thousand. We didn't anticipate that we would sell 3 lots the Association had owned for many years. That brought in \$6,200. These lots sold will now bring in yearly assessment income, instead of paying out for real estate taxes. So that is a "win win" for us.

Opening the Full service site and the Campground also helped to reduce the Campground loss. Having the Clubhouse and Pool closed due to Covid restrictions, gave us the financial opportunity to do a larger project that was on our "to do" list.

The Clubhouse parking lot and driveway needed attention and that cost came to \$9,122.00. The roof and rain gutters was a "Capital Expense" and will be depreciated over 40 years. The siding project that has been completed as of Friday May 30, 2021 will also be a "Capital Expense" and depreciated over future years.

The SSPOA Board is dedicated to protect, preserve and maintain the Association assets. The clubhouse is quite old and in the last few years has required great expense to preserve it. The biggest expense began with the window replacement in 2018. We had the roof replacement on the list to do in the next couple years. However, we were experiencing leaks, thus decided to do now before more damage was done. We

had the old stone chimney on the west side removed. This hadn't been in use for years and was also an area where the leaking had occurred.

The campground "loss" was wiped out by the taxable income of the sale of lots, interest income and etc. and thus we did not have to pay IRS or State of Minnesota any taxes for the year.

The Association ended the year of 2020 in good financial condition.

I got off the board this year, and I want to thank all the board members for their contributions of time and expertise over the past year. We worked united for the betterment of Sylvan Shores.

### **Reports by the Committees**

#### **Finance Committee Report:** Read by Arlene Grover

The finance committee did not officially meet this past year. With the changes in operations, per Covid restrictions, it was to be a difficult issue to create the next year's budget. Kayla and I worked up a potential 2021 budget and turned it over to the board. The full board spent many hours in thought and discussion to produce a budget they hoped would fit the actual operations for the year 2021.

I want to recognize here one long term finance committee member, Dennis Whippering. We are sad to learn of his passing last fall. He was a dedicated member and extremely helpful to this committee.

#### **Community Relations Report:** Read by Joanne Folkert

Due to Covid 19 this committee was not able to have any events. We had planned a SSPOA cleanup day, but we did not feel it would be wise thing to do because of Covid 19.

The goal for this event was to encourage and make it possible for owners to get rid of stuff they no longer have a use for.

We look forward to the 2021 season as a time to renew friendships, meet new neighbors and enjoy each other's company.

#### **Architectural Report:** Read by Ed Thull

##### 2020 Building Permits

10 Total

Homes: 3

Garages: 4

Deck: 1

Landscaping: 1

Fence: 2

Boathouse: 1

##### 2021 Building Permits to date

4 Total

4 Pending Permits

- 2 homes & 1 shed & 1 Fence

Homes: 1

Garages: 2

Fence/Gate: 2

Carport: 1

**By-Laws Report:** No updates.

#### **Unfinished Business:**

There is no unfinished business from 2020.

#### **New Business:**

### 1. Club House Roof and Siding

Dave & Ed informed the attendees of the process. Steel Roof/Siding, Spray foamed between where they walls meet the roof – no insulation was there and causing severe leaks – the old chimney was taken down due to no use and leaks. Project is completed.

### 2. Campground Electric upgrade and addition of 10 Full Hookup sites

Ed reported that 15 trees have been removed and trimmed. The electric has been updated and inspected; the 10 new sites construction is to be completed in the next 3 to 4 weeks. Each site will have its own 50amp service.

### 3. Reorganizing Compost site and fencing in

Dave reported the Yard waste area has been leveled out and organized to have designated areas for signs for Compost, Brush Pile and Grass/Leave Clippings and area will be fenced in.

### 4. Clubhouse Beach revitalization – Sand, Dock, Swim Area

Joanne reported that sand that has been added to the Fawn Lake beach area, there is a new dock with bench at the Fawn lake beach area to be installed in May, there will be a designated swimming area using a buoy and ropes, and boats will need to dock on the non-swim side of the dock. The Fawn lake boat landing area dock will be installed in May after receiving and installing an ordered part.

### 5. Pergola

Ed reported that the pergola will be rebuilt and cemented in since it is too wiggly at this moment.

### 6. Reside Entrance sign

Ed reported on the entrance sign with the Sylvan Shores name and logo and rock base will be replaced due to condition.

### 7. Security Cameras for Campground and Landings

Dave reported that after the board met with CTC & Digital Horizons, it was discovered there is a lot more involved financially and logistically with this project than anticipated. The project was tabled as a result.

### 8. Tractor repaired

Joanne reported the 1970's tractor is running again and repaired at minimum cost.

### 9. Implementing Software program for Property Owners Compliance and Dues

Ed reported that we are having our program updated to help ensure our billing and filling system is current.

### 10. Association Signs

Dave reported on the twelve signs that will go by all the SSPOA Entrances/Exits to inform owners or potential owners of the association's covenants and bylaws. The board has been working closely with the four townships to help one another resolve issues.

### 11. Working with Townships, County, Law Enforcement to address Noncompliance and Crime

Dave reported on the board's plans to meet with Todd County representative Barb Becker, all 4 Townships (Moran, Fawn, Turtle and Ward), Todd County Planning and Zoning and Todd County Sheriff department in June/July.

### 12. Spring Cleanup May 22 - **Volunteers needed – call the office to sign up**

Dave reported on the Spring Clean up day for the entire SSPOA community to dispose of unwanted items. There will be a map to help explain how to dispose items at the clubhouse parking lot.

### **Open Forum:**

Neighborhood Hood Watch Committee – Nextdoor application – this app allows you to verify your address and speak to your neighbors such as help with projects, yard work, garage sales and keep those informed who may not be here as often. Owners are invited to sign up.

### **Introduction of Newly Elected Board Members** Read by Larry Jones

Larry Jones expressed great gratitude for the work done by Dennis Wipperling by serving as the Election Chairman for several years before his passing in 2020. Larry announced we had six open positions for the board and a total of 6 candidates. We received 316 ballots with 1,019 total votes cast. There were 27 spoiled ballots.

197 votes for Betsy Berglund

69 votes for Jane Brown

188 votes for Bret Bussman

201 votes for Dave Demuth

222 votes for Mary Noska

142 votes for Harry Peterson

Larry Jones thanked everyone and for all the help from Monica Chacos, Carol Kollodge, Elizabeth Jones and Judy Vrdoljak.

**Annual Photo Contest:** Thank you to the those who submitted your photos – photos are displayed at the Clubhouse.

**Adjourn:** Meeting was adjourned at 11:30am.

## 2020 SSPOA Profit and Loss – Cash Basis

As of December 31, 2020

	<u>Jan - Dec 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
1596 · SSPOA Lots Sold	5,950.00
1500 · Clubhouse Income	
1511 · Assessment Interest ( 6% per anum)	1,488.67
1510 · Assessment Income	169,966.70
1512 · Assessment Late Fee	454.00
1515 · Building Permit Fees	767.01
1520 · Interest Income	3,175.22
1525 · CH Rental & Winter Storage	-125.00
1530 · Property for Sale Books	9.30
1535 · Credit Card Fees	269.22
1565 · Pop Machine Income	99.98
<b>Total 1500 · Clubhouse Income</b>	<u>176,105.10</u>
2500 · Campground Income	
2513 · Seasonal Camping Income	10,012.83
2514 · Day Camping Income (subject to sales tax)	5.58
2517 · Seasonal Storage Parking	305.00
<b>Total 2500 · Campground Income</b>	<u>10,323.41</u>
2592 · Equipment Sold	275.00
<b>Total Income</b>	<u>192,653.51</u>
<b>Gross Profit</b>	192,653.51
<b>Expense</b>	
1823 · Office Supplies	1,570.80
2880 · Depreciation - CG	1,262.00
1880 · Depreciation	18,128.00
1864 · Legal Fees	13,826.05
1863 · Accounting Fees	1,455.00
1870 · Non-Compliant Expenses	3,660.00
2899 · CG Office Expense	700.00
2823 · CG Office Supplies	5.00
1822 · General Supplies	2,595.35
1815 · Printer Ink	881.71
2820 · CG Supplies	646.32
2815 · CG Electric	1,887.76
1813 · Electric	4,230.75
2812 · CG Garbage	899.65
1817 · Garbage	251.27

2814 · CG Telephone	543.72
1811 · Telephone	2,663.22
2803 · SSPOA CG Lot Assessments	795.00
1803 · SSPOA Lot Assessments	8,000.00
2755 · CG Gasoline (CG 25%)	110.17
2725 · Rep & Maint. - Grounds	1,347.20
2720 · Repairs & Maint - Buildings	2,549.84
2715 · Repairs & Maint. - Equipment	559.89
2802 · CG RE Taxes	2,156.00
1802 · RE Taxes	16,648.00
2801 · CG Insurance	1,338.56
1801 · CH Insurance Expense	11,638.23
1599 · Wages & Payroll Taxes	
1600 · Clubhouse Payroll Expenses	
1620.5 · Bonus (Bonus)	1,136.96
1618 · Salaries - Bldg. O & C	3,889.00
1620 · Salaries - Office	21,444.00
1621 · Salaries - Equip Maint.	445.00
1622 · Salaries - Building Maint.	1,384.50
1623 · Salaries - Grounds	6,663.00
1624 · Salaries - Cleaning	1,291.64
1625 · Salaries - Pool Tech	0.00
1626 · CH Payroll Tax Expense	3,267.84
1627 · Salaries - Pool Attendants	0.00
1628 · Salaries - Website	<u>2,012.50</u>
Total 1600 · Clubhouse Payroll Expenses	41,534.44
2600 · Campground Payroll Expenses	
2620 · CG Salaries -CG Host/Supervisor	0.00
2621 · CG Salaries - Equip Maint	140.00
2622 · CG Salaries - Maintenance	510.50
2623 · CG Salaries - Mowing	3,581.50
2624 · CG Salaries - Cleaning	246.00
2625 · CG Salaries - Office	1,789.51
2626 · CG Payroll Taxes	<u>428.04</u>
Total 2600 · Campground Payroll Expenses	<u>6,695.55</u>
Total 1599 · Wages & Payroll Taxes	48,229.99
1700 · Clubhouse Repairs & Maintenance	
1747 · Repairs & Maint - Equipment	803.71
1746 · Repairs & Maint. - Buildings	634.48
1748 · Repairs & Maint. - Grounds	3,505.97
1750 · Repairs & Maint - Pool	1,087.57
1751 · Repairs & Maint. - Specific (S)	

1751.01 · CH Resurface Parking Lot	9,122.00
1751.02 · Entrance & CH - Landscape	1,901.21
1751.04 · CH Pool Pergola	3,114.30
1751.09 · CH Backpack Leaf Blower	655.69
1751.11 · CH Pool Furniture	2,622.31
1751.14 · CH FLake Dock - Replace Boards	481.64
1751.15 · CH Trails - Create/Improve	1,800.00
<b>Total 1751 · Repairs &amp; Maint. - Specific (S)</b>	<b>19,697.15</b>
1755 · Equipment Gasoline Expense	440.67
<b>Total 1700 · Clubhouse Repairs &amp; Maintenance</b>	<b>26,169.55</b>
<b>1800 · Clubhouse Operating Expenses</b>	
1804 · Bank Charges	20.00
1810 · Utilities	
2813 · CG Water Softner Salt	8.49
1812 · Propane	4,629.65
1814 · Internet	946.14
<b>Total 1810 · Utilities</b>	<b>5,584.28</b>
1825 · Credit Card Expense	1,723.87
1835 · Water Softener Rental	473.04
1850 · Advertising & Newsletter	3,546.89
1865 · Annual Meeting	2,840.40
1885 · Travel	958.01
1890 · Miscellaneous	-472.03
<b>Total 1800 · Clubhouse Operating Expenses</b>	<b>14,674.46</b>
2752 · CG License & Well Fees	667.00
<b>Total Expense</b>	<b>190,090.49</b>
<b>Net Ordinary Income</b>	<b>2,563.02</b>
<b>Net Income</b>	<b>2,563.02</b>



## 2020 SSPOA Balance Sheet – Cash Basis

As of December 31, 2020

	<b>Dec 31, 20</b>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · Unity Bank Central	24,052.21
1010 · Cash Boxes (pool and CG)	129.78
1015 · Office Petty Cash	100.00
1020 · Operating Fund - Unity MM	171,817.47
Total Checking/Savings	196,099.46
Other Current Assets	
1032 · Dues receivable	178,227.00
1215 · Fed Income Tax Estimate 2018	594.00
1216 · Minn State Income Tax Est 2018	290.00
Total Other Current Assets	179,111.00
Total Current Assets	375,210.46
Fixed Assets	
1400 · Property-Plant-Equip-Operating	444,931.97
1405 · PPE - Campground	42,401.00
1410 · Land - All	45,170.00
	-
1420 · Accumulated Depreciation	240,882.08
1425 · Accum Depr - Campground	-38,255.00
Total Fixed Assets	253,365.89
Other Assets	
Capital Credits/Patronage Accts	
Great River Energy Capital	3,396.63
TWEC Capital	5,847.38
Total Capital Credits/Patronage Accts	9,244.01
1040 · SSPOA CD's	
1052 · USBank CD #36678	27,122.50
1051 · USBank CD #31117	27,122.50
1050 · USBank CD #52297	27,122.50
1049 · USBank CD #06459	27,122.50
Total 1040 · SSPOA CD's	108,490.00
Total Other Assets	117,734.01
<b>TOTAL ASSETS</b>	<b>746,310.36</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1320 · Accrued FICA & Fed W/H	647.58
1321 · Accrued State W/H	92.00
1322 · Accrued U/C Taxes	146.05
25500 · *Sales Tax Payable	66.70
Total Other Current Liabilities	952.33
Total Current Liabilities	952.33
Total Liabilities	952.33
Equity	
3000 · Opening Bal Equity	11,494.00
3100 · Reserve Fund Balance	122,766.15
3300 · Fund Balance Campground	9,637.05
3360 · Transfer from Operating	6,066.51
3400 · Retained Earnings	272,955.91
3502 · Fund Balance Operating	325,941.90
3515 · Transfer to Campground	-6,066.51
Net Income	2,563.02
Total Equity	745,358.03
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>746,310.36</b>