

**DRAFT**

Sylvan Shores Property Owners Association

Board Meeting Minutes

March 16, 2019

Call to Order: Larry Jones, President called the Board Meeting to order at 2:00pm

Roll Call: Larry Jones, Joanne Folkert, Arlene Grover, Bret Bussman, Ed Haberman and Shirley Pierce was absent due to illness

Review the Minutes Meeting: December 1, 2018 – Joanne Folkert made the motion to except, Ed Haberman seconded the motion, and all were in favor

Additions to/Approval of Agenda: Arlene Grover made the motion to approve agenda, Bret Bussman seconded the approval, all were in favor

Treasurers' Report:

<b>Revenues As – as of 3/15/2019</b>		
Assessments Collected	\$	46,875.50
Interest Income	\$	740.05
Springer Collections	\$	1,200.00
Camping Income	\$	<u>0</u>
<b>Total Income</b>	<b>\$</b>	<b>48,815.55</b>
<b>Capital Reserve Accounts: as of 2/28/2019</b>		
3 State Farm CD's - 60 Mo Matures 10/19	\$	82,397.55
State Farm CD - 60 Mo - Matures 3/20	\$	27,180.45
4 State Farm CD's - 60 Mo - Matures 1/22	\$	<u>104,431.92</u>
<b>Total Capital Reserve Accounts</b>	<b>\$</b>	<b>214,009.92</b>
<b>Funds Available – as of 3/15/2019</b>		
Petty Cash	\$	100.00
Checking Account - Unity Bank (Land savings \$3,461.61 incl in checking)	\$	31,594.78
Operating Expense Savings Acct - Unity Bank	\$	<u>128,934.15</u>
<b>Total Funds Available</b>	<b>\$</b>	<b>160,628.93</b>

## Report- Larry Jones

The office is running very well, Kayla is doing a great job and is working 29 to 34 hours a week. We are discussing having another employee in the office to help with the busier days in the office, the work would be very part time and minimal. We also discussed maintenance staff changes, but we are going to keep the same with just minimal changes and Bret Bussman and Ed Haberman will be assisting with that process.

## Finance Report – Arlene Grover

The financial statements for year end 12/31/2018 were completed and delivered to our CPA office. The Federal and State income tax returns were signed and filled earlier this month. We had a Clubhouse profit of \$10,064.53 and a Campground loss of \$6,038.52. Our Assessment income and related expenses are not “Taxable” because of our being a HOA nontaxable entity. The campground loss was applied to our other Clubhouse “Taxable” income which included interest, building permit fees, concession income, swim fees, paddle boat rental, clubhouse rental, and boat storage fees. This brought our “Taxable” income down to \$312.00. Federal income tax came to \$94.00 and Minnesota state income tax was \$40.00. Because of the taxable profit in 2017, we had to make large estimated deposits to both Federal and State totaling \$3,200.00 in March 2018. We have estimates towards 2019 profit but will now get refunds totaling \$2,316.00.

The 2019 Assessments were sent out earlier than last year, and the office is receiving payments every day.

## Architectural Report – Ed Haberman

No activity at this time involving building, we did have a property owner buy a lot this morning and is looking forward to building as soon as snow melts. The Building Permit Application is being reviewed and is going to be up to date, but it is still in the process.

## Community Relations Report – Joanne Folkert

Joanne Folkert made the motion to change group name “Event Committee” to “Community Relations,” Bret Bussman seconded the motion, all were in favor

We have a new name for this committee formally known as the “Event Committee!” The reason for the name change is we want to expand the work of this committee into welcoming, volunteerism, events and building community in Sylvan Shores. Thank you to the 25 people who made the Christmas Party a huge success! Carols were sung, games were played, Santa and his helper arrived, the 17 children were delighted with their presents. A wonderful dinner was served and enjoyed by 70 people, but most importantly we enjoyed being together to celebrate the Christmas season. We are looking forward to the summer season when we can continue working together in many ways. All are welcome, we need your talents and interests to make Sylvan Shores all it can be.

## By – Laws & Covenants Report – Bret Bussman

No activity to report, but a meeting for By – Laws will be soon

## Unfinished Business:

### Security System – Ed Haberman

Ed spoke of the proposal through Digital Horizons out of Brainerd, they will start with the updating cameras at the Clubhouse and we will get a second proposal for Fawn Lake and Pine Island landings and the Campground. We will be getting Todd/Wadena involved to put poles out hoping to have this done by the Annual Meeting. Cameras at the clubhouse are fine but power lines need to be fixed, 2 new dome cameras will be added, and the cameras will be 5 mega-pixels. Outside cameras will be heated and we are adding another camera at the clubhouse pool area. New hard drive is needed for these cameras, so they can retain longer footage, we will need some new ports for power supply and a new 43inch monitor screen.

Ed Haberman makes a motion to have Security System costing up to \$5,000, Bret Bussman seconded the motion, all in favor

### CTC Fibers – Ed Haberman

The Clubhouse will be having CTC to better supply the office with internet and updated phone system.

## Campground Repairs Report– Joanne Folkert

Mark Faust will be repairing the Campground Bathhouse, starting with some repair to the roof, new flashings, replace sinks and faucets, a toilet in men's bathroom, counters and wall coverings and rescreen and refinish the Fish house. Mark is going to subcontract respraying and refine the showers. Gail and Tom Honek will be repainting the bathhouse.

## Non – Compliance Issues Report – Ed Haberman and Bret Bussman

Recovering money that has not been paid, working with 2 lawyers at this time. We are starting with the biggest issues and we will be working on cleanup of abandoned trailers.

## New Business:

### Flag Pole – Joanne Folkert

The old flag pole was broken, we got a bid for new flag pole. We will need a volunteer for digging an 3-foot hole, the cost will be around \$2,900.00 for the pole. We would like a rock carved thanking our community responders that would sit with the lit flag pole. We have 2 different word phases that we want the community to vote on possibly at the next annual meeting.

Joanne Folkert made the motion for the flag pole, Ed Haberman seconded the motion and all were in favor

### Grant for Lake Weed Control - Bret Bussman

We applied for a grant through Todd County for Aquacide cost in our other 3 lakes, we will know by the end of march if this is approved. Bret thanked Ed for helping with the paperwork getting to Todd County before the deadline. We have more sand going to the Fawn Lake beach this spring. We are also looking into fixing the weed area around Pine Island landing.

### Walking Trails – Bret Bussman

We will also need some volunteers to help connect the trails. We want to eventually have trails from the campground to all the lakes and connect to the clubhouse. These trails would be specifically only for walkers.

### Introduction of Candidates for 5/4/2019 Election – Ed Haberman

There are 4 positions open for the Board this election.

David Demuth, Joanne Folkert, Arlene Grover and Larry Jones are the candidates. All introduced themselves and briefly explained their goals and each equally want the best interest in Sylvan Shores.

Open Forum:

Mary Noska –

Does the insurance for the clubhouse get a break or deduction for the new security system?

Answer: We have them now and do not get a deduction, but we can look into seeing if having updated system will change that.

We are adding sand to Fawn Lake beach?

Answer: Yes

I thank the Board for doing all they do but I think we need to reach out more to our community and suggested having a Block party in the sub-divisions to get everyone on same page and getting everyone involved.

Judy V

Will the shoreline be mowed on Pine Island for those who use it to kayak?

Answer: Yes, we can look into that area as soon as the snow melts and try to get the weeds down and maybe discuss with the county on repairing that shoreline.

David Demuth spoke on how he would like to go door to door in Sylvan Shores and ask what people would like or want within Sylvan Shores. We need people engaged and working together! The idea of possibly making a small marina on Fawn Lake for owners, first come first serve and do a lottery every year with a small fee.

Larry Jones motioned adjourn meeting, Joanne Folkert seconded the motion

Meeting adjourned next meeting regular Board of Directors Meeting June 22, 2019