

# **Board Workshop Meeting Minutes from January 2022 – April 2022**

## **Workshop 1/17/2022**

Members present: B Berglund, B Bussman, D Demuth, H Peterson, M Noska, K Benson,  
Via phone: E Thull, J Brown  
Guest presenter: P Baltes

President Berglund opened the meeting at 6:00 PM. Phone connection to Thull and Brown was made.

1. Pam provided printed survey results compiled from five meetings with property owners. She compiled information into ten general areas of interest including security, campground, property management, financial, covenant land use, covenants, board, specific requests, big ideas, and activities. She stated that the majority of attendees were new owners who exhibited enthusiasm and energy to get involved. She also stressed the need for the board to consider each idea/recommendation and respond back to membership re: long range plan.

Berglund requested each board member address each item of survey and report thoughts back to her.

2. Benson has arranged for Todd County deputies to meet with board at 1/20/22 meeting at clubhouse. This will be a give and take session to help determine how we can work together to address non-compliance, vandalism, and criminal activities in the SS area.

3. Approval of minutes- Brown motioned to approve secretaries' minutes for December 13, 2021 minutes. Berglund seconded the motion. Motion passed.

Office report- Account balance as of 1/12/22.

Checking - \$28,861.89

Savings - \$67,096.75

Total - \$95,958.64

4 CD's mature on 1/26/22 - \$27,122.50 per CD

Assessment income - \$954.96

PC Matic virus/security software has been installed.

There is a family that has indicated they are interested in buying 7 SS lots in Fawn Lake meadows, Pine Island Heights, and SS South.

Property owners have requested to be in on-board meetings. COVID has been an issue for meeting in large groups. The board discussed using Zoom for meetings in the future. Discussed posting monthly meeting minutes on website from 2021-2022 before annual meeting so owners have an idea of what the board has been working on.

Benson has developed a new spreadsheet of SSPO and is waiting to consult with Thull on transferring data to Access to prepare for new billing.

Benson is working on filing taxes, up-dating property book, welcome book, campground reservation form, and 2022 forms. She will then work on the filing in storage room.

#### Committee Reports:

Finance - no report

Architectural control - no new applications.

Election - Peterson has been making contacts with property owners.

Community events- Demuth passed out a tentative schedule of special events planned 2022. The committee would like to increase summer concessions to include frozen items, water, and juice. They are looking for a small freezer and glass door refrigerator. Other retail items can include hats, towels, hooded sweatshirts. Any suggestions/ recommendations are welcome.

A community garage sale is planned for 5/14/22. Discussed renting 10x10 spaces in parking lot for owners who do not want to set up items on their lots.

Wine/ tasting and/ or beer garden events also discussed as it would involve obtaining a license to serve costing from \$150.00 to \$235.00 for a year. Benson will check into SSPOA insurance as this would include members and guests. Demuth will check into applications for licensure.

Campground - Campground will open May 1, 2022. Ideal construction will need to level ground and spread gravel on driveway new full-service area. Their ability to do that will depend on lifting of road restrictions. It was recommended to send out information to prospective campers about lottery drawing for the 10 new full-service sites and draw names in March so that campers know if they will have one of the new sites.

Association properties - Discussed status of community center vandalism. At this time, Todd Co Sheriff's department has no new evidence. This building has been vandalized before. The broken windows are now boarded up until a decision is made about use of the building.

Covenants/by-laws - Berglund reported that there are eight sub-divisions within the over-all association. Covenants vary per sub-division and majority vote is required within each subdivision in order to consolidate all eight into one. She had a WebEx meeting with attorneys Krueger and Vancura to clarify some questions prior to starting the process of amending covenants. The original 8 covenants from the 70's are the ones that would be amended. There is also a three-year waiting period before any amendments made are valid. She has requested a copy of each of the subdivision covenants. In order to enforce covenants at this time we have to rely on CASE LAW rather than STATE STATUES (because SS Association Inc is not under the MCIOA of 1994). We can amend our covenants without being a part of MCIOA.

Noncompliance - The board is responsible to over see non-compliant properties. Touring the entirety of Sylvan Shores to identify any violations of the restrictive covenants, taking photos and notation of such violation should be done this spring. We need a board member to head up a

team of volunteers to accomplish this task. Once information has been gathered letters can be sent to owners of properties in violation of restrictive covenants, informing them of said violation and what they may do to rectify such violation.

Access App - Thull has taken Access training to be able to set it up for assessment billing. Benson has Excel spreadsheet completed of members of association and will send to Thull to be put on Excels Access spreadsheet. "Access for dummies" was recommended for Benson to have for referral going forward with billing tasks.

Bussman motioned to adjourn until Thursday at 6:00 PM. Demuth seconded the motion. adjourned. Demuth will check into using Zoom for next meeting.

Next meeting scheduled for January 20, 2022, at 6:00 PM.

Respectfully submitted Mary Noska, Secretary

### **Workshop 1/20/2022**

Demuth set up Zoom meeting for all board members to be a part of. Demuth, Peterson, Benson, Brown, participated from club house. Thull, Berglund participated off site. Bussman absent. Guest presenter Sheriff Och.

Todd County Sheriff Steven Och was present at the meeting to answer questions and share information about his department. Discussion included what the sheriff's department can provide as to investigation and patrol, and how citizens/ property owners can best work with law enforcement regarding criminal activities. He stated that burglaries and drug use are often related, vandalism seems to be age related and if someone is trespassing, they must be given an opportunity to leave before action is taken. His office is able to provide assist with civil process. There is a fee for this service. Noncompliance of SS covenant's may best be handled by their civil process division. His office has just partnered with Crime Stoppers to provide citizens with a safe way to come forward with information about crimes and criminal activity and remain anonymous. There is more information about this partnership on the department website. Och recommended that people take a photo, write a license plate # and note any recognizable observations when reporting a suspicious or known crime event. The department is on duty 24/7 to take calls.

Opening/closing of clubhouse - in the past it has been handled improperly. Discussion resulted in a motion from Thull to pay an hourly wage for non-scheduled work hours 5 times during the week and 4 times on weekends. Benson will open in the morning as part of her work schedule. Berglund seconded the motion. Motion passed.

Employee Handbook - Bussman would like more time to review before board brings up for approval.

Yard waste sign for office with numbers to call - it has been confusing and difficult in the past for property owners to gain access to compost site. Demuth motioned to purchase a pay as you go phone as contact. Each board member takes a weekend on call with phone as contact person with keys for waste site. Brown seconded the motion. Motion passed.

Fawn Lake and Pine Island access sign - Peterson presented a final draft of SS landing regulations to be posted on 2x3' sign board. He will get an estimate of cost to present at next meeting. This will replace the existing signage.

Thull motion to adjourn meeting. Demuth seconded motion. Meeting adjourned. Next meeting date has not been determined. It is recommended that we look into a Zoom subscription for future board meetings.

Next meeting is February 24, 2022

Respectfully submitted Mary Noska, Secretary

## **Workshop 2/24/2022**

Members present: B Berglund, E Thull, J Brown, M Noska, D Demuth, H Peterson, B Bussman, K Benson

Bussman motion to approve January 17 and 20 minutes. Peterson seconded the motion. Motion passed.

Office Report:

Account balance as of 2/23/22.

Checking - \$18,129.60

Savings - \$178,074.15

Total - \$196,266.75

CD's were deposited into savings account

Assessment income prior to sending 2022 invoices \$2,860.57

Benson reported that the newsletter is near completion and asked for suggestions or additions. She would like to get it in the mail no later than the second week in March.

Assessment invoices will be ready to mail within the next week.

Discussed noncompliance of county regulations.

Evidence has been provided to Todd County Sheriff re: vandalism. Deputy Winkles is following up on this case.

Two job applications have been received, one for pool and one for campground janitor.

As of 2/23 there has been 28 people signed up for Easter event, 2 people for wine tasting event, and 3 people for garage sale.

## Committee Reports:

Finance - Berglund noted that the balance sheet is not correct and is waiting for accounting firm to explain how to make corrections. Brown had no report.

Architectural - Bussman reported 1 home permit is finished and 2 building permits are pending per county approval.

Community Relations - Demuth reported that at the Easter party April 9th a boy and a girl will each have a chance of winning a bike during the Easter egg hunt. Wine tasting event March 11th, 5:30-9:00, community garage sale May 14, and spring cleanup day May 21. He has printed up fliers for hiring pool attendants. They will be distributed to high school departments.

Peterson motioned to purchase a rebuilt pop machine for up to \$900.00. Brown seconded the motion. Motion passed. Discussion on what to do with old pop machine.

Demuth requested a credit card reader to have available for pool attendant snack sales as the choices will be expanding. Social hour scheduled for March 18th.

Campground - Thull reported the opening will be determined by snow melt. March 18th will be lottery draw for campsites in up dated area.

Association properties/maintenance - Discussed advertising for volunteer help with garden spots around clubhouse. Discussed community center and what to do with it. Perhaps property owners could vote on options.

Covenants/By-laws - Discussed how to start the process of change and what will be changed.

Strategic planning summary - Discussed how to move forward with member viewpoints in mind. Betsy asked for a volunteer to consolidate board members responses to survey topics.

Building permit appeal - attorney is checking into MN DHS and what they say about restrictive covenants regulating area of compost toilets.

Noncompliance - board member is needed to tour with Kayla and decide what is non-compliant and what to do about it.

Using Access for billing - Thull and Berglund has been working on putting information from Todd County tax file into Access data base. Kayla has been checking old data base against new input for accuracy. Plan is to complete assessment billing and have it mailed by first week in March.

Employee handbook - Bussman will go thru what has been written and add any items as needed.

Yard waste site - phone needs to be purchased.

Fawn Lake access sign - Peterson presented a copy of the sign and written estimate of cost for two. Bussman motioned to purchase two signs with edited wording. After discussion Peterson

seconded the motion. Motion passed with Thull, Bussman, Peterson and Noska in favor, Brown and Berglund abstaining, and Demuth opposed.

Record retention - Berglund reported that per attorney, records older than six years do not need to be kept on file. Discussion of what if anything needed to be kept if it is older than six years.

Club house hours - Discussion about keeping limited hours until vandalism charges have been filed. Board will have to discuss/decide whether to ban those involved in vandalism from all Sylvan Shores amenities.

Annual meeting - Agenda, officer reports, minutes for approval, financial statements for approval will need to be gathered.

Key card access - Demuth provided board with one bid for security keycards. Peterson will get another.

Campground - Peterson presented concerns of cost of maintaining campground facilities. Discussion followed.

Next meeting March 28, 2022, 6:00PM

Respectfully submitted Mary Noska Secretary.

### **Workshop Meeting March 30, 2022**

Board members present: B Berglund, D Demuth, E Thull, H Peterson, M Noska, J Brown via Zoom, Office administrator K Benson.

Approval of secretary's minutes for 2/24/22: Demuth motioned to approve minutes with amendment for next meeting from 3/28/22 to 3/30/22. Brown seconded the motion. Motion passed.

Office report:

Account balance as of 3/30/22

Checking: \$78,671.14

Savings: \$175,824.95

Total: \$ 254,496.09

CD's were deposited in savings

Assessment income received since sending invoices: \$70,770.34

Members continue to provide updated contact information. Meeting minutes from June thru December 2021-and January to February 2022 have been posted on website. Benson will purchase a pay as you go phone to be used for the yard waste site and make a map of the of the yard waste for members to see on website. Pool supplies ordered. Pool prepping will start first part of May. Two job applications for pool attendants have been received. A member of

community relations committee is asked to be involved in hiring interview. One SS owned lot has been sold and another will be sold next week. Voting information is being worked on. Benson will check into another source for folding machine due to inability to secure one thru Amazon.

Benson will work with Thull on Access app for billing and voting identification.

#### Committee Reports:

Finance - waiting to hear back from CPA firm regarding audit.

Architectural Control - three building projects are due to be completed in May.

Community Events - Pop machine has been ordered and will be delivered. Cost will come out of general fund. Freezer for concessions will be paid for out of activity funds from concessions. Everything is in place for Easter egg hunt breakfast. Chalk will be used on parking lot to mark space for garage sale. Cost of disposal has been raised according to cost of service for community clean up. Wine tasting event was a success. Discussed ways to make future fundraisers even more successful. Demuth is building a table on wheels for concession items which can be portable. Plan is to expand concession items to be sold i.e., towels, frozen foods, and treats, etc.

Campground - Ten applicants for new full-service campsites were picked. They will be notified by Benson. Some of the ten older full-service sites are open for campers to upgrade.

Campground will open April 30, 2022

Maintenance - The Fawn Lake landing fence has been damaged. An 8' post with heavy metal bracket is needed to repair it. Regular club house hours will resume April 30th.

Covenants/by-laws - Todd Co. Deputy meet with board during workshop. Discussed options re: going forward with charges per vandalism of clubhouse. Brown motioned to have defendants go through court with possible restraining order. Thull seconded. Motion passed with 5 in favor 1 abstained. Discussed and agreed that defendants are not allowed on club house premises. Discussed annual meeting agenda and who is responsible for each portion of the agenda information. Discussed how to present the board response to the strategic survey summary at the annual meeting. Discussed building permit appeal for compost toilet.

Non-compliance - Noska and Berglund volunteered to ride thru association with Benson to identify non-compliant properties. There is a need to determine WHAT noncompliance is and how to handle once found.

Benson discussed Todd County update of public nuisance investigation. There is also a lot owner who is camping on his lot in violation of covenants.

Benson has posted all of 2021 board meeting minutes and the first two months of 2022 on Sylvan Shores website.

Most board members were in favor of offering virtual access to Annual meeting. Choice of Zoom or Facebook?

Thull will continue to offer support to Benson with the use of Access app for billing and owner identification for voting.

Peterson purchased two new lake access information signs which will be mounted.

Discussed the cost of using North American Bancard for credit cards. Brown moved to discontinue using their service. Peterson seconded the motion. Motion passed.

Discussed use of Square and Venmo for accepting credit payments. Fees are paid by the user.

Discussed use of local advertising sales to help offset newsletter costs.

Discussed need to review method for keeping credit card information secure.

Need update on long range planning.

Three board position openings - Think of people to ask to consider serving on board.

Meeting adjourned at 6:00 PM

Next meeting April 11, 2022

Respectfully Mary Noska Secretary

### **Workshop Meeting April 12, 2022**

Board members present: B Berglund, E Thull, M Noska, D Demuth, H Peterson, J Brown.  
Office administrator K Benson.

Approval of minutes - Peterson moved to approve secretary minutes for 3/30/22. Brown seconded the motion. Motion passed.

Office report:

Account balance as of 4/11/22.

Checking: \$99,521.76

Savings: \$175,826.77

Total: \$275,384.53

CD's were deposited into savings account

Assessment income received since sending 2022 invoices: \$95,407.07

More yard waste/compost site keys have been made and floating phone purchased. Plan is to consult with Paul Drake as to when waste site will be dry enough to level. Demuth would like to be present when leveling is done. Discussed enforcement of compliant use of waste site. Demuth moved to impose a fine of \$250.00 for improper use of waste site. One day grace period will be given to remove non-compliant items. Berglund seconded the motion. Motion passed.

After discussion it is recommended to have Thull research picnic tables for campground in order to find the highest quality for the least cost. \$4,000.00 has been budgeted for this project.

Letters have been sent to campground members in order to get an idea of how many will be returning. Benson will contact plumber about opening water lines. Benson will meet with campground janitor to go over duties and supplies.

Benson would like to set a date to interview pool tech and attendant applicants with a community relations committee member present.

Discussed need to repair shower stalls in club house bathrooms. Benson has called several but is not getting calls returned. Thull will check with contractors also.

Committee reports:

Finance - Brown provided profit/loss statements for 2021

Architectural - one new permit for addition to bldg.

Election - there are three open positions. Benson and Thull are working on ballots.

Community events - Demuth reported on participation in Easter egg hunt and breakfast. Discussed up- coming community garage sale and clean-up events. Concession table is set up. Committee is stepping up its offerings to include frozen treats, pizza, pronto pups, water, juice, and Sylvan Shores gear. After discussing Fawn Lake beach area, Demuth asked the boards permission to use picnic tables from commons area to be used down by the beach where there will be a clearing for seated use. The board agreed to this request. He would like to keep paddle boats separate from swimming area. Plan is to research landscaping plan to prevent sand erosion of beach area if may need to add sand.

Campground - Thull reports that everyone on the list for the new upgraded sites have one. Thull will be meet with Ideal Construction when weather permits for leveling and laying gravel.

Association properties - Demuth reported that he has purchased the 4x4 post and is waiting on the hardware to replace the one that was damaged at Fawn Lake landing. Beside the need to replace shower area there are several projects that have been approved but at this time there is no money in the budget to start them. They include entry sign on Co Rd 26, landscaping, repair of retaining wall, staining of the decks and club house entry steps, basketball, and tennis court resurfacing, replace or repaint CH entrance doors and floor in entry, keycard system, handicap bathroom in clubhouse, campground bath house siding, campground partial service electrical up grade.

Covenants/by-laws - No report

Noncompliance - need to set a date. Perhaps first part of May

Virtual annual meeting - Benson has purchased the Zoom meeting App. Discussed how to best implements its use for the upcoming annual meeting. The Zoom ID and password will be printed on the annual meeting agenda sheet that will be mailed with the election ballots to all members. Benson will monitor question and comments on Zoom so they can be addressed.

Employee handbook - Berglund will reach out to Bussman.

Yard waste schedule - Demuth and Noska. Volunteered to be on call weekends.

PCI Compliance - Ed to review method for keeping credit card information secure.

Long range plan - a sheet with near and long-range projects were distributed to each board member.

Three board positions open. Since there were to applications to run for the board, there will be three open seats. Please think of people to ask to be part of the board.

Clubhouse vandalism- Benson will send a letter to the guardians of the vandals stating that they are denied use of the club house.

Campground WiFi - CTC barges \$50.00 a month for having their fiber optics up to the light pole at CG. We are unable to use the WiFi at this time. Benson will contact CTC about removing their equipment.

Respectfully submitted: Mary Noska, Secretary

Addendum: Berglund moved to purchase 10 picnic tables at a cost of \$4200.00 from Independent Woodworkers. Demuth seconded the motion. Motion passed with five ayes and one abstention.