

Sylvan Shores Association Inc.

Board Workshop Meeting Minutes for October 10, 2023, at 6:30 pm.

Jen Kloss called the meeting to order at 6:30 pm.

Present: Jen Kloss, Ed Thull, Adam Bergeron, Patricia King, and Jane Brown

J. Kloss took notes for this meeting.

P. King made a motion to approve the meeting minutes submitted by J. Brown from the September 12, 2023, board workshop meeting. J. Kloss Seconded the motion. (AIF) Motion carried.

J. Kloss stepped down as president for personal reasons and offered to become board secretary. (AIF) Motion carried.

- E. Thull nominated Pat King as the new board President. J. Kloss seconded the nomination.
- Pat King accepted the nomination.
- Board voted to appoint Pat King as the new President. (AIF) Motion carried.

Information for banking purposes/convenience: The board voted and approved the following people to be account signers for all checking and savings accounts held at Unity Bank in Staples, MN. These three account signers will replace all (current/previous) account signers. Also, Lucy Prather (Office Manager) and Adam Bergeron (Finance Committee Chairperson) should have read access to all accounts at Unity Bank but will not be able to withdraw funds and will not have the ability to transfer funds on any account. Lucy will have the ability to make deposits on all accounts.

<u>Title</u>	<u>Name of Person</u>
President	Patricia King
Secretary	Jennifer Kloss
Board Appointee	Mary Noska

Safety Deposit Box access given to Ed Thull (Vice-President) and Betsy Berglund (Board Appointee). These two individuals replace all (current/previous) individuals that have access to the Safety Deposit Box.

Jennifer Kloss (Board Secretary) is designated by the board as the approved signer for all future Quick Claim Deeds.

P. King took over the meeting from this point forward. J. Kloss continued to take notes.

Discussed some new board member options. P. King to reach out to these individuals.

Discussed that the meeting minutes have not been posted to the website for an extended period. J. Kloss will review past minutes and have them posted to the website. Discussed a timeline for reviewing, approving, and posting the minutes.

P. King updated the board on the latest from the Maintenance Committee.

- Discussed the Maintenance Position. The board plans to discuss this topic thoroughly at the next meeting and will work towards a final decision on this matter.
- Discussed Snow removal. J. Kloss will check with the office manager on what areas need to be addressed for shoveling and ice control.
- P. King talked about the need for an updated maintenance needs list.
- E. Thull talked about fall cleanup/winter prep. Winterization is completed at clubhouse/campground.
- The board voted on a bill that was submitted for work done on the Fawn Lake access dock. The board was originally under the impression that the work was done on a volunteer basis. This was a misunderstanding. E. Thull made a motion to pay the bill for putting rock in fawn lake access on an emergency basis. It was NEEDED. J. Kloss states that any future work needs to be clarified as volunteer or paid before the work is done. P. King seconded the motion. (AIF) motion carries. J. Kloss will have the office manager pay this individual immediately.
- E. Thull stated that he fixed the broken lock on the storage building at the campground.

The board discussed clubhouse matters

- Concerns about classes held at the clubhouse. Furniture has been rearranged and a freezer was unplugged and moved by members. Discussed concerns. J. Kloss will create and type up a "rules and waiver" form to present to the board for approval at the next meeting.
- There was some discussion about key fobs and other options. The board will continue to discuss this.
- Discussed a concern submitted by an employee pertaining to the cleaning products used at the clubhouse and potential health hazards/risks associated with them. Employee asked if they could purchase safer products. Unfortunately, we are required to adhere to regulations. The board agreed that the employee's request to purchase alternate products would be denied. However, the board agreed that the concerns are valid, and it is our responsibility to be sure our employees have the equipment needed to do their jobs safely. J. Kloss will have the office manager purchase a suitable mask and chemical gloves for the employee.
- Discussed programming the thermostat to save money on heating and cooling in the off hours.
- Discussed "winter hours." The board decided hours will NOT be shortened for the winter season.
- J. Kloss will update the "new employee handbook" with new state regulations. She will present the new handbook to the board for approval before the beginning of 2024.

The board discussed the latest from the Architecture Committee.

- Three new building permits for houses were approved.

A. Bergeron updated the board on the latest from the Finance Committee

- A. Bergeron did a quick review of our current budget condition.
- A. Bergeron is planning an initial budget meeting with the committee by the end of October.

E. Thull updated the board on the latest from the Campground Committee

- E. Thull reported campground electrical work has not yet begun. E. Thull to check the status on this.

J. Kloss updated the board on the latest from the Compliance Committee.

- Attorney is requesting more information before liens can be placed. J. Kloss will have the office manager provide the necessary information to the attorney.

E. Thull updated the board on the latest from the Events Committee.

- Trunk or treat will take place at the clubhouse on October 28th from 10:00 AM to Noon.
- E. Thull will follow up with more details about the Christmas Party in December.

Next meeting is scheduled for Tuesday, November 14th at 6:30 pm.

J. Brown made a motion to adjourn the meeting. A. Bergeron seconded the motion. (AIF). Meeting adjourned.

Respectfully Submitted, Jennifer Kloss, Secretary

*AIF = All in Favor