

# **Board Workshop Meeting Minutes from May 2021 – December 2021**

## **Workshop 5/21/2021**

Members present at clubhouse: B Bussman, E Thull, D Demuth, J Brown, M Noska.

Members present via call: B Berglund, H Peterson, K Benson.

President Berglund called the meeting to order at 6:23 PM.

Reports were received from Thull re: campground, pergola, entrance sign and office software.

Report from Demuth received re: compost site, Fawn Lake docks, association signs and county/township/SSPOA meeting.

Office report and financial report received from Benson.

Agenda items discussed:

1. Workers comp - after discussion it was decided that Bussman will meet with Benson at office on 5/24/21 to go over paper work.
2. Financial situation and tabled items - Financial committee would like to meet to go over 2021 budget. Rain gardens, tennis/basketball court resurfacing, walking trail, banquet tables projects were tabled until budget is reviewed.
3. wages and mileage reimbursement - Thull motioned to increase hourly wage plus mileage, starting next pay period. Bussman seconded the motion. Motion passed.
4. Campground - Thull discussed need for six more manhole covers at cost of \$700.00. Demuth motioned to purchase six manhole cover at cost of \$700.00 to complete the job correctly. Brown seconded the motion. Motion passed. Thull reported he and septic system inspector modified the ground around septic pipes to avoid water leaking in. Septic system passed inspection and certificate of compliance received. Thank you, Ed! Work continues on waterline. Ideal construction bid \$3,900.00 for 16' wide, 600' long, 4-5" deep packed class 5 driveway if surface is prepared. They will also haul away sod for \$30.00 to \$40.00 per load. Thull purchased grass seed and hose parts for campground. Brown motioned to reimburse Thull for items purchased which amounts to under \$100.00. Noska seconded the motion. Motion passed. A new volleyball net for campground was purchased.
5. Pine Island access sign - Demuth reported the sign would cost \$169.00. Thull motioned to purchase the sign for that price. Brown seconded the motion. Motion passed. Demuth will follow thru with this action.

6. Architectural - discussion re: limits on number of buildings per lot. Referral to covenants state two separate buildings. One must be a single family dwelling and the other may be a garage or shed if garage is attached to house. Todd county land use permits will allow only a certain amount of buildings per lot depending on footage. Fines can be used for non compliance.

7. Mail chimp - discussed using mail chimp to communicate with large numbers of property owners. Thull volunteered to set it up and will work with Benson as she will be the person to send emails to property owners who have given their email address. There will be a certain percentage who do not use this technology, we will continue to need to snail mail. During surveys owners have complained of poor communication. Thull will follow up with Benson about how she can be of help with this concept.

8. Community cleanup 5/22/21 - Demuth has organized trailers for loading unwanted items to include tires, scrap metal, paint, electronics, batteries, mattresses/box springs, appliances, trash, and furniture. Fee schedule for such items have been set. If property owner can't afford fees, we will ask for a good will offering. Enough volunteers are available to help. Will need to get scrap metal and appliances to Verndale by noon.

9. Tree removal on SS property was undertaken by a landowner who needed to get his home moved in and he felt the trees would block his access. He asked that his SSPOA dues be waived. Discussion resulted in consensus that the board cannot waive lot owners' dues as it is prohibited by the covenants.

10. Flower bed tending - Benson reported that the person who has tended the flower/garden area is no longer able to do so. Noska volunteered to attend to this project.

11. Benson reported that she has completed the pool certification course online. She will be training with Rob Brown. She is concerned about the time these duties will take. Noska indicated she was willing to take the certification course to be able to fill in when needed.

Due to time constraints other agenda items were unable to be addressed.

Next board workshop meeting is scheduled for June 18, 2021, at clubhouse.

Respectfully submitted, Mary Noska, Secretary

### **Workshop 5/25/2021**

SSPOA Board Members present: Dave Demuth, Kayla Benson, Mary Noska, Jane Brown, Brett Bussman, Ed Thull, and Betsy Berglund via speaker phone.

Todd County: Adam Ossefort, Director of Todd County Planning and Zoning, Chris Pelzer, Co-Coordinator for Todd County, Barb Becker, County Commissioner, District 1,  
Moran township: Dan Becker, Moran Township Supervisor, Carlos Rameriz, Moran Township board member.

DeMuth started the meeting with introductions around for all present. He explained to County and township guests the desire of SSPOA board of directors to work with issues affecting all. Benson provided everyone with information on non-compliant SSPOA members and plat maps of Prairie River Heights, Little Pine Shores, Timber Ridge and Sylvan Shores Villa.

Rameriz discussed the difficulty Moran Township was having locating a road sign for Oriole Court and the need for the road to be cleared for access. The township has not budgeted for the work that needs to be done and is in a quandary as to how to accommodate a new property owner who wants to move in a house.

Individual lot owners' noncompliance issues were discussed as many of them are considered a public nuisance per Sylvan Shores Covenants and Todd County Planning and Zoning Ordinance. Criminal activity and child welfare were discussed.

Four goals were set to start with:

1. Moran township will contact Todd County GIS and Records office.
2. Planning and zoning will investigate public nuisance properties.
3. Todd County Child protection Services will be contacted by County Coordinator.
4. Drug activity concerns will be directed to Todd County Sheriff.

Plan is to contact SSPOA manager Benson with any further question or need of information. Another meeting in three to four months was recommended to follow up on goals.

Ossefert shared information about available low interest loans to help with updating septic systems.

Meeting adjourned.

Thank you notes were sent to each county and township representative.

Noska is to follow up with GIS re: broken road sign at intersection of County 7 and County 26.

Respectfully submitted, Mary Noska, Secretary

## **Workshop 6/18/2021**

Members present: Betsy Berglund, Ed Thull, Jane Brown, Dave Demuth, Harry Peterson, Mary Noska, Brett Bussman via speaker phone.

Berglund called the meeting to order at 6:30 PM.

Appointment of committees

Annual Election - Peterson will contact Larry Jones to help him on this committee.

Community relations/events - Demuth is chair and has several people working with him on the committee planning events.

Finance - Bussman, Brown, Berglund Will meet with Benson re: the account report and review budget items for 2021.

Campground - Thull and Brown will chair and co-chair.

Maintenance - Demuth and Noska will chair and co-chair.

Architectural - Bussman and Brown. Thull can no longer serve.

Covenants By-laws - Need to initiate process to raise membership dues and debt collection.  
Pending District Court judgement on Restrictive Covenants

Compliance - Benson continues to work on non-compliance report to send to Todd County Planning and Zoning. She will submit to board members for prior review. Benson received a call from a new property owner who stated he bought the lot with RV on it. He was unaware of covenants and is asking to continue to keep RV on lot until he can get a home moved in or built. It is recommended he move the RV to campgrounds and live there until a permanent structure is ready to move into on the lot.

#### Committee Reports:

Campground- Waiting for a bid from Sportsmen's to replace men's urinals. Thull has agreed to be campground concierge. Thull has talked with Ferguson Brothers about finding the water leak using underground drilling. Peterson stated he would like to talk with a pool company about using a pipe water leak detector to see if that would be an option to locate the leak. He will report to Thull what he finds out. Thull reports that sewer has passed compliance, expects electrical work to be finished up within next two weeks, attempting to meet with person who installed water lines, north side driveway is mostly prepped, and received a bid from Ideal construction for road.

Community events - Demuth submitted itemized report of community clean -up day. Total income \$352.00. Estimated expense \$375.00. May want to consider another clean-up day this fall. July 3<sup>rd</sup>, red, white, and blue breakfast planned at club house from 9:00-11:00.

Planning a picnic for August 21st. Will check with finance re: budget allowance. Gopher 1 and townships have marked and agreed to association signage placement. Plan is to erect posts next week.

Maintenance - Demuth reported dock for Fawn Lake has not arrived. He will purchase rope once dock arrives and is in. Pine Island access sign is up. Demuth is waiting for a bid from Sportsmen Plumbing on Pool shower system. Thull reported that pergola and privacy fence at pool are up. White caulking needs to be added to existing holes and bottom of posts need clean up.

Fence at brush pile is scheduled to be completed in July after tree removal from campground. Front entrance sign will be addressed after fencing.

Benson reports that pool vacuum, the board voted to purchase, is working very well reducing pool tech time considerably. The caddy to keep it on is on back order. A seal to address chlorine filter leak and chemicals will be ordered.

Rainbow PlayStation completed their work 6/17.

Noska reported a need for items to perform pool maintenance i.e.. wet/dry vac, hose caddy, step stool, MDSD sheets and labels for chemicals. She will meet with Benson to order supplies.

Thull reports billing software is still in progress.

Mail chimp - Thull demonstrated unique hits to ISP. Requested to post sign up sheets on website that property owners can fill out if they want to receive email. He would like to increase Sylvan Shores online presence for communication goal.

Board employees: Demuth motioned to require any board member who performs what would be considered normally a paid position/duty to be on the payroll. Brown seconded the motion. Motion passed.

Flow of information clarification - Communicate with staff during working hours only unless there is an emergency.

Fawn Lake landing - Peterson discussed some plans he has to regulate access to SSPOA members only. He spoke about Wake boats and will write an article for the newsletter to educate members about the effects they have on lakes and shoreline.

Next meeting scheduled for July 2nd at 6:30 PM at clubhouse.

Addendum.

Thull motioned for the Community events committee be allowed to volunteer to purchase, organize, and stock all concessions for the pool area. The proceeds from sales will go to the community events committee fund thereby giving the additional funds to reinvest and carry out community outreach approach.

Bussman seconded the motion. Motion passed

Thull motioned to change Club house hours from 10:00 AM opening to 9:00 AM opening. Bussman seconded the motion. Motion passed.

Demuth motioned to purchase water pipe for campground at \$100.00 per roll needing eight rolls for a total of \$800.00. Brown seconded the motion. Motion passed.

Benson asked about removal of pipe on east side of pool. It was formerly used to fill the pool with lake water and has not been used for many years. Noska mentions another pipe on the north side of pool that has a faucet. Both pipes were used to fill the pool and no longer work as the

pump isn't working. Berglund, Thull, and Demuth agreed to having pipe on east side removed and capped and identified for future maintenance and board knowledge.

Bussman proposed that \$50.00 be donated to Staples Chamber of Commerce to purchase a trophy. Thull, Demuth, Bussman agreed to make donation. Berglund, Noska, Brown and Peterson disagreed.

Club house sign has been updated for summer. Thank you to Julie Demuth.

SSPOA signs have been installed at locations of entry to Sylvan Shores. Thank you, Dave and Ed.,

Respectfully submitted: Mary Noska, Secretary

### **Workshop 7/2/2021**

Members present: Berglund, Brown, Thull, Demuth, Bussman, Noska.

Absent: Peterson

Committee reports:

Finance - Berglund, Bussman, and Brown will meet with Benson July 23rd to go over finances. Benson reports an increase of assessment income of \$6,822.54 from 6/18. Two lots have been sold for \$3,200.00. Rainbow Play Systems have finished their work and have been paid.

Architectural - no report

Election - No report

Community events - Demuth presented each member with a specially designed T-shirts to wear at the Red White and Blue breakfast. They were designed and made by his team. Thank you. T-shirts to sell were also presented. They would sell for \$20.00. The profits would be used by the committee to host future events. Julie will accept orders, get them made and they can be picked up at office. Thull motioned to go ahead with this fundraising project. Brown seconded the motion. Bussman reported that the proceeds will have to go thru general fund first. Motion passed. To begin, the T-shirts will be on display at the breakfast and orders will be taken at that time. Demuth also recommended getting Polo shirts for each board member with the Sylvan Shores logo. Demuth discussed ideas for the fall picnic event. He is also concerned about the annual Christmas party event and funds needed for that. He asks the board to think and share ideas re: these two upcoming events. The committee made \$32.00 in profit since taking on the concessions.

Campground - Thull discussed trenching for the new water line and backfilling at campgrounds. He received a bid from Jacklitch for \$1,200.00. Bussman moved to accept the bid. Brown seconded. Motion passed. Discussion about needing to get a bid from plumber to hook up water line verses cost of fittings and having the work done by maintenance. He will look into County

and State requirements for this part of the project. Benson has not received callback from Sportsman's re: cost of urinals. It was recommended she check with other vendors.

Maintenance- Noska reported the need for landscaping on the hill up from pool entrance. When it rains hard, water and dirt collect at the lowest point which is the area inside the gate. It forms a mud pond which then gets tracked into pool deck area and lower clubhouse. Demuth suggested getting bids to fix the area.

Noska has spoken with two possible painters about bidding the paint job for front doors, pool side doors and foundation of clubhouse with the possibility of the entry steps. So far only Hess painting is willing to bid the project.

Demuth reports that the Fawn Lake dock is finished and roped off for swimming. Thank you to all who made this happen. It looks great.

Discussion re: signage about "no lifeguard on duty", "no diving", and "depth of water". Bussman volunteered to finish this signage task.

Covenants/Bylaws- on hold pending legal decision.

A request has been made by a new owner to use the clubhouse 9/18/21 to host a small wedding. She is wondering about serving alcohol at this event. Discussion re: use of alcohol resulted in Demuth checking in to legal liability.

A request to use clubhouse 9/4/21 for a family gathering. There are no other scheduled events, however, it is Labor Day weekend. The clubhouse cannot be privately reserved but it is open to all property owners. Discussion of deposit and rental fees for use of facility.

Berglund reported on current expenses and items that would come under capital expenses.

Fawn Lake township supervisor has had a call about posting speed limit signs within Sylvan Shores roads due to concern about fast cars.

Berglund, Thull, Demuth, and Noska voted in favor of having pipe removed on east side of pool and cover it. It needs to be identified for future board and maintenance people.

Benson received a call asking for the Association sign be moved as it is on her property. Demuth will move the sign to SS property.

Berglund collected fees from a full service camper that had been over due.

Berglund sent a reply to a property owner re: trees being cut on their property and at campgrounds

Board members present are in favor of the social media presence through Facebook and Instagram. Tam Thull is the administrator for Facebook account and will monitor it. Kayla continues to be in charge of SS website.

The board members agreed to keep communication focused on subject line and to respond within 24 hours.

Demuth reported that the Pine Island boat access dock requested by a property owner, is not feasible.

Keycards for access to club house, pool and Fawn Lake landing will be tabled.

Benson will be checking into the cost to add an automated attendant option to phone system.

Benson continues to compile a list of non-compliant property owners to send to Todd County Planning and Zoning.

Benson will need minutes to prove that the board gives her permission to sign for Venmo. This goes to Unity bank and is on file as are the names of board members who sign checks.

Benson has been reviewing properties that have been sold. (22). While the properties do not have liens, dues are owed. She will be sending the new owners this information.

Respectfully submitted. Mary Noska, Secretary

### **Workshop 8/27/2021**

B Berglund, B Bussman, E Thull, D Demuth, J Brown, H Peterson were present. M Noska absent.

#### Committee reports:

Finance - Bussman and Brown recommend changing accounting services to B.Johnson and associates located in Brainerd. There is a question about a contract with Mayer, Porter and Nelsen. Demuth motioned to change accounting services when/if contract expires. Peterson seconded the motion. Motion passed.

Architectural - Bussman provided pictures of homes built using storage containers. Discussion included inquiry into restrictive covenants re: use of containers in home construction. It was decided that Bussman will check with Todd County Planning and Zoning re: guidelines for use of storage containers.

Election - Peterson will contact election committee.

Community events - Demuth reported on a successful community picnic. 103 plates were served. The Christmas party is scheduled for December 11th. Club house rental policy which was approved by the board needs closing time. Bussman motioned to set 11:00 PM to end music with 12:00 closure on Friday and Saturday and 10:00 PM to end music with closure at 11:00 PM on weeknights. Noska seconded the motion. Motion passed. Kayla will have form for potential renters that state expectations.

Campground - Thull reported the speed limit signs are ready to be put up at campgrounds. Demuth offered to assist him on this task. Urinals are installed after need to repair glass exterior board and 2x4's that have rotted. Water hook-up is scheduled for Friday September 3rd. Thull will also work on campground rental agreements for 2022. Campground closes September 18.

Association properties - Noska reported that Jeff Hess would not be giving a bid to paint doors as he has secured a large indoor job. Discussed the idea of replacing front doors and remodeling front entrance. Plan is to research cost of new doors and bring it forth to the budget planning committee for next year's budget. Discussed possible upstairs bathroom facility to meet ADA regulations. Discussed time and effort put into preparing paperwork for sale of Sylvan Shores owned lots. Thull motioned to charge a \$50.00 fee for preparation. Bussman seconded the motion. Motion passed. A check list needs to be developed for use before and after clubhouse rentals. Noska will work on that. Need for fire extinguishers, exit signs and an AED also be examined. Noska asked about window washing. Previously a company was hired to clean the outside windows of the clubhouse. Berglund will check with Benson about this. Discussed the outside retainer walls near pool room on north side of club house. They are in need of repair. There are two walls, one that serves as wall for shower head and another about four feet over that serves as a retaining wall and inside wall of pool storage room. Between the two there is a cement floor. Demuth suggested the space be utilized to store outdoor pool items. It will need repair of walls, a roof, and front door access. Noska volunteered to check with Ben Busker about repairs. This would also need to be budgeted. On the south side of clubhouse landscaping is needed to prevent mud and rain building up at pool gate entrance. Benson reported the foosball tables are in need of repair, but the company no longer makes the parts. Thoughts of looking for a used foosball table were expressed. Benson reported that the electric bill for clubhouse has almost doubled since last year. Discussion resulted in getting a meter to check on usage by appliances and machines.

Covenants and by/laws: No report

1. SWOT Pam is getting this process going again for the fall to help the board implement a strategic plan going into the future for SSPOA.
2. Office software Thull reports there is no update.
3. Compost site Demuth reported that Kayla has his key.
4. Walking trail. On hold
5. Pontoon donation. No report
6. Safe deposit box - Berglund motioned to have the SSPOA board president (B. Berglund) and Vice President (E. Thull) have access to the safety deposit box at Unity Bank in Staples and that this would be the policy for future boards. Bussman seconded the motion. Motion passed. Signatures for this form were given. Two new signatures for checks were obtained ( Berglund and Bussman). There are now four board members who are able to be contacted to sign checks: Noska, Peterson, Berglund, and Bussman. Demuth recommended renting a larger safety deposit box as the present box is very full. Berglund will check into it.
7. Pool cheat sheet. Bussman has asked for this. Over the summer pool testing for Cyanuric acid has been consistently high while other measures have been mostly normal. The only

solution for high levels of cyanuric acid is draining water from the pool and adding new water. Bensen has been doing this by backwashing several times a week and then adding fresh water.

8. County meeting - Berglund will discuss with Benson and call the county next week.

9. Square - Thull motioned to purchase Square for the office and put it on the website with a limit of \$150.00 maximum fees or doing so. Cost per transaction will be paid by customer. Demuth seconded the motion. Motion passed. Thull will follow thru with this project.

Date for next meeting to be determined.

Respectfully submitted. Mary Noska, Secretary.

### **Workshop 10/1/2021**

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

Committee Reports:

Finance- Errors were found in the profits and loss statements. \$80,000 more dollars in capital expenses than is shown. Approximately \$27,000.00 is in profit. Plan is to contract with B Johnson and Associates of Brainerd in 2022. An audit will be done and from there finance committee will assess status.

Berglund motioned to have the board draft a letter, prior to December 31, 2021, stating:

1. Covenants of SSPOA will be enforced.
2. If property owner has more than one lot and said lots are in different subdivisions, dues of \$120.00 will be assessed for the first lot per subdivision.

Bussman seconded the motion. Motion passed. This notice will be sent to all property owners.

Architectural - no report

Election - Peterson reported he spoke with a neighbor about volunteering for election committee. Demuth stated that there were six people on the committee and contacting Larry Jones re: need for more volunteers and information about committee would be helpful.

Community Events- Demuth reports that on October 30<sup>th</sup>, Halloween treats will be given out at driveway entrance to club house from 4:00 - 5:00 PM.

Plans for Christmas party include a children's party at clubhouse starting from 3:00 to 4:30. Santa will be on site from 4:30 -5:00. Starting at 5:00 PM there will be a social hour with refreshments. 5:30 to 6:30 PM Christmas music provided by Staples Area Women's Chorus. Dinner will be served at 6:30. RSVP before November 24th is required. Estimated number of participants from previous years is between 75 and 100 people. The activities committee is asking for additional funds to purchase decorations. Finance will check into any available sources.

Berglund recommended community get - together be hosted at clubhouse during the evening hours.

Campground - Thull reported that new waterlines have been installed and marked with posts. Ideal Construction plans to finish driveway before winter. A camper window was broken by a stray rock from mower. Discussion to extend campground season to the last full weekend of September. Thull motioned to increase seasonal rental of; full service from \$1,100.00 to \$1,300.00; partial service from \$900.00 to \$1,000.00. The extra cost will go toward on-going campground improvements. Brown seconded the motion. Motion passed.

Brown motioned to offer volunteers at campground first options on new full service sites, then old full service sites, and finally partial service sites due to their help with work toward improvements at campground in the past year. A lottery for any sites not filled by this allocation will be done. A letter to all campers, explaining the process of site allocation will be sent. Bussman seconded the motion. Motion passed with Thull abstaining. Thull volunteered to draft the letter.

Association properties - Demuth provided estimates for clubhouse entrance overhaul and storeroom overhaul. Discussion of what to prioritize resulted in a motion by Demuth to spend \$850.00 to clean out, paint, install two 6x6 steel shelves and purchase 6 storage containers that are clear for ease in identifying contents for storeroom. In the process plan is to identify rodent entry of storage room as activity committee stores items in it. Thull seconded the motion. Motion passed. Volunteers will be needed to help with this project. Long Prairie sanitation will allow us to use large garbage bin at campground to put items no longer needed from storeroom.

Discussion of entryway remodeling included removing carpet and storage bins and replacing with a ball cart storage bin, either painting or installing vinyl floor planking, installing a wall mounted coat rack, and purchasing a folding chair cart.

Demuth talked with two contractors about retaining wall on northeast side of clubhouse. It appears that this will be a complex project requiring excavation in order to assess condition. Noska has also requested a local cement contractor to look at the retaining wall.

Board members discussed need for an accessible bathroom. The least expense option would be to install one upstairs next to the office.

Berglund provided a budget item list and asked each member to prioritize items to bring to next meeting.

Dissatisfaction with quality of cleaning company was expressed. Plan is to seek bids from other sources.

Next meeting scheduled for October 28, 2021 at 5:45 PM.  
Respectfully submitted, Mary Noska, secretary.

## **Workshop 10/28/2021**

Members present: Betsy Berglund, Dave Demuth, Ed Thull, Jane Brown, Kayla Benson, Harry Peterson, Mary Noska, Brett Bussman via phone.

Committee reports:

Financial - Board members were provided with copies of the contract with B. Johnson & Assoc., Ltd. Thull motioned to accept conditions of contract starting 1/1/22. Demuth seconded the motion. Motion passed.

Financial committee is scheduled to meet on 11/10/21.

Discussion regarding four CDs that mature 1/26/22. Thull moved to cash in all CDs and put into savings. Peterson seconded the motion. Motion passed.

Discussion re: wish list for future projects.

Architectural - Permit to build a boat house on lake lot was denied per restrictive covenants. Bussman reports that Todd County is allowing use of shipping containers and geodesic designs for abodes.

Election - Peterson and Jones will be heading election committee.

Community events - Demuth reported the committee is planning a trick or treat at club house entrance 10/30/21, movie night at club house 11/27/21, Christmas party for approx. 100 on 12/11/21. Finance committee will review budget to see what can be given for decorations. This committee will also be responsible for community get together at clubhouse.

Campground - Thull reported Ideal Construction will put 16' of class five gravel 5" in depth on driveway at a cost of \$3900.00. Checks were signed for electric refund to those campers that used under the amount they paid for. A total of \$316.00. Thull requested that the electrical box be checked.

CG newsletter with new rates, approved by the board Oct 1st meeting, have been sent.

Association properties - Demuth reported that the storeroom has been cleared out and walls and floor painted- holes repaired. Berglund and Benson will go thru file cabinets and boxes of association information. When done the file cabinets will be moved and the rest of the wall and floor will be painted. Shelving has been ordered and is on back order. Clear storage bins have been purchased to make identification of items with - in easier. Several items no longer in use have been sold. A volunteer offered to repair cement blocks in storeroom. Noska reported that she contacted Busker Concrete to look at retaining wall on northeast side of CH.

Covenants/By-laws - Committee has been collecting documents from past.

SWOT - Pam will prepare report from sessions for the board by next meeting.

Office report - Refer to hand out.

A property owner has retained attorney to refuse late fees and interest. Berglund responded after reviewing with SSPOA attorney.

Yard waste site - Demuth reported he spoke with Paul Drake re: burning brush pile and removing ashes to landfill for a charge of \$300.00. Thull motioned to hire Paul Drake to burn brush pile and remove waste for \$300.00. Peterson seconded the motion. Motion passed.

Thull reported that Independent Woodworkers will be finishing erection of fence around waste site this weekend. On 11/4/21, Berglund moved to spend an extra \$500.00 to purchase another 100' of posts and fencing to finish front of burn pile fencing to comply with required 200'.

Demuth seconded the motion. Berglund, Demuth, Brown and Noska voted yes, Thull abstained

Discussion of combining assessment change letter with update of contact information. On 10/29/21 Thull provided a draft requesting members to update email address and contact information to be included in assessment change letter.

Club house winter hours- discussion re: changing closing of clubhouse earlier during winter months. Thull moved to maintain existing hours. Noska seconded the motion. Motion passed with 6 ayes 1 nay.

Berglund made a motion that the treasurer duties include reconciling of the monthly bank statements starting in November. Thull seconded the motion. Motion passed.

Board received a letter from Todd County Sheriff Dept. requesting a donation to continue their annual safety program to the community. The board authorized \$30.00 for this request.

Brown motioned to approve secretary minutes from 5/21/21 - 10/1/21. Peterson seconded the motion.

Next meeting November 18, 2021. Phone conference at 5:30 PM  
Respectfully submitted, Mary Noska, Secretary

## **Workshop 11/18/2021**

Phone conference members present: BBerglund, BBussman, DDemuth, EThull, JBrown  
MNoska. Absent HPeterson, KBenson

Finance report - Bussman had not had a chance to review Berglund's report. Berglund stated that there is approximately \$7200.00 in profits for the 2022 budget. Future budget discussion  
Inflation for coming budget year 2022 was estimated to run near 10%.

Campground revenue projection at \$ 13,00.00. Discussed incentive and job evaluation tools.

Thull moved to increase campground maintenance contract by 10% when mowing starts due to increased area to mow. Demuth seconded the motion. Motion passed with 1 opposed.

Attorney fees: recommended to budget \$15,000.00 for 2022.

Projects with remaining funds: Due to low level of profit remaining for this year no new projects will be funded.

Cashed in CD's: Oct. 28th board meeting a motion was passed to put cashed CD's into savings.

Committee reports:

Architectural - Bussman reported he has developed a spread sheet to keep track of permits for SSPOA members.

Election - No report.

Community events - Demuth reported that there has been a poor response for Christmas party.

Discussion re: moving date to January. Plan is to wait until after Thanksgiving to decide.

Social night - third Friday of the month has been cancelled until January due to surge in COVID surge. Movie night has also been canceled.

Campground - Thull reported that the investment for updating electrical will be paid off in three years. Ideal construction will not be able to gravel road until spring when road restrictions are lifted. Old sod will be used to fill in holes and ruts in non full service camping area.

Campground will open May 1, 2022.

Association properties - Noska reported she has not heard back from

Busker Concrete re: estimate for repair of retaining wall.

Discussed adding items upstairs to rental checklist. Plan is to work with Benson on this.

Covenants/By-laws - Berglund reported that different entities will be assessed as separate.

According to Covenants and By- laws the board is responsible for non-compliance. A board member is needed to head up the board committee.

Decisions need to be made re: what non- compliance is, how to best relay list of non-compliance items to property owner, imposition of fines, etc. Please consider this need and come prepared to discuss at next meeting. Refer to Berglund email of attorney responses to questions about covenants and by-laws.

SWOT Pam will present at next meeting.

Benson arranged to meet with Todd county deputies for this meeting but need to cancel. Plan is to contact them and schedule a new date.

Budget wish list. Bring your list to next meeting or send to Berglund before next meeting. So far she has had no response.

Property owner complaint: Attorney accepted our billing as long as we didn't bill trust as different from individual. Going forward our attorney advised considering a trust as a different entity and bill accordingly. We can start doing this in 2022.

Demuth reported that the shelves for the storeroom are expected to arrive before the end of the year.

Thull reported that the assessment change letter has been sent and that there was a good response of request for up-dated email addresses. Approximately 30 up - dates.

Refer to Berglund email re: attorney responses to rentals and voting to amend covenants.

Yard waste site fence is completed. On 11/2/21 via email, Independent Woodworkers, the contractor awarded the bid to fence in yard waste site, informed Thull that that 100' of fencing is still needed to complete the fence at a cost of \$500.00. Berglund made a motion to allow an additional \$500.00 to get the project completely done. Demuth seconded the motion. Motion passed with 4 ayes, 1 abstention, 2 absent. Benson arranged for brush pile burning by Drake as approved by board.

Bussman moved to accept secretary report for Oct.28, 2021. Demuth seconded the motion. Motion passed.

Next meeting December,13,2021 6:00 PM at club house

Respectfully submitted Mary Noska, Secretary

## **Workshop 12/13/2021**

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

Secretary's minutes - motion made and passed to approve minutes from November 18, 2021.

Office report and financial information review-

Account balance as of 12/10/2021:

Checking \$32,647.59

Savings. \$67,085.35

4 CD's. \$27,122.50 each

Assessments\$168,438.04

Discussion resulted in Peterson and Bussman checking into PCmatic for anti-virus.

One drive is full will renew at \$12.00 for one year of 100 GB.

Microsoft 365 is renewed thru 11/30/22 at \$106.31.

Thull will check on Microsoft Access for billing software.

It was agreed to have Meyer, Porter, and Nelson CPA finish payroll and taxes thru end of this year.

A letter of termination to Meyer, Porter, & Nelson was approved and will be sent.

Benson revised the campground map and Thull reviewed it. They will meet to go over all sites at campground and their amenities such as full or partial service.

E forms have been filed online for sales over \$3000.00.

Benson will continue to do this for lots sold by the association.

Campground license paid for (\$702.00) including well licensing.

Benson is working on updating Property for Sale books.

Berglund and Benson have been going thru paperwork in storage room. Plan is to have papers with any personal data shredded. Benson reported that the legal title for Sylvan Shores is 'Sylvan Shores Association Inc.' Benson reported that she spoke with realty company who owns property that has been non compliant.

They are working with Todd County Sheriff department to have individual evicted.

Benson is checking into plowing services for clubhouse driveway and parking lot and Fawn Lake access.

Benson plans to work most days from 8:30 - 3:30 or 4:00 PM.

#### Committee reports:

Finance - Berglund and Brown and Bussman, submitted a draft of 2022 budget for approval. After discussion and changes made in a few areas, Brown motioned to approve the balanced budget. Demuth seconded the motion. Motion passed. Berglund will send a copy of the revised budget to each board member. Because the front entrance sign repair was tabled Demuth volunteered to make a new "S" to replace the duct tape "S" that is now up. Peterson volunteered to get the remaining "S" off for Demuth to use as a template.

Architectural control - Bussman submitted a spreadsheet documenting permit approvals. He will be resigning from the board as of May 1, 2022. This will leave four board positions open.

Community Events - movie night and Christmas party were cancelled due to a resurgence of Covid 19 in the community. Committee is looking at an Easter activity in 2022. Demuth will submit expenses for clubhouse Christmas decorating before the end of the year.

Campgrounds - Thull reported that due to ground freeze Ideal Construction did not get gravel on drive way. They will have to wait until road restrictions are off in the spring. Campground opens May 1st. A new property owner who volunteered at least 30 hours at campground this year would like to be on the list for first option on new campsites. A motion was passed in October that offers volunteers first option on new campsites was passed. Board agreed that this property owner meet the requirements of the policy.

Peterson submitted a draft of the verbiage he would like to see on signage for Fawn Lake landing. He will follow up by consulting with DNR conservation officer.

Board agreed to increase wage for cleaning club house starting 1/1/2022.

A meeting with Pam to discuss and work on SWOT survey is scheduled for Jan17, 2022 at 6:00 PM at clubhouse.

Next board meeting scheduled January 20, 2022 6:00 PM at club house

Respectfully submitted Mary Noska, Secretary.

