

Sylvan Shores Board Workshop meeting minutes for July 19, 2023

Sylvan Shores Association INC board workshop meeting minutes from Wednesday July 19, 2023, at 6 pm.

- 1.) Jen Kloss called the meeting to order at 6 pm.
- 2.) Roll call taken. Jen Kloss, Jane Brown, Ed Thull, and Adam Bergeron were present at the clubhouse. Pat King joined the meeting via Zoom. Cecilia Rivera-Enge was not present and did not attend.
- 3.) J. Brown volunteered to take notes for this meeting.
- 4.) P. King made a motion to approve the meeting minutes via email submitted by Walt Mastey from the June 27, 2023 board workshop meeting. J. Kloss seconded the motion via email. Motioned carried via email.
- 5.) The board discussed a board member's lack of involvement. E. Thull passed along a conversation he had with the board member indicating her desire to remain a board member and to give it a second try. This is now her second no call/no show board meeting in a row, and she has not responded to any emails sent from the board since our last meeting.
- 6.) J. Brown made a motion to extend an offer to M. Potter to be appointed to the board to fill a vacant board position. J. Kloss seconded the motion. (AIF). Motioned carried. E. Thull to inform M. Potter of our intent and to ask her to attend our next meeting to accept our offer and to be officially appointed at our next meeting.
- 7.) E. Thull made a motion to have A. Bergeron take over as Jeff Kloss's new supervisor. P. King seconded the motion. (AIF). Motioned carried. A. Bergeron will reach out to Jeff Kloss to inform him of the change in supervisor.
- 8.) J. Kloss made a motion to purchase a pool solar cover to save on heating costs and help keep the pool warmer overnight. A. Bergeron seconded the motion. (AIF). Motioned carried. J. Kloss to have Lucy order the cover and J. Kloss to make sure the employees remove the cover as soon as the clubhouse is open and to install the cover at night after the pool is closed for the day.
- 9.) J. Kloss reviewed the office report from Lucy Prather.
 - a. L. Prather has PTO scheduled for the end of July.
 - b. An update was given on a water temperature complaint concerning the pool.
 - c. The new dumpster had a microwave in it at the clubhouse. The dumpster was moved to be in view of the camera and signage has been added.
- 10.) E. Thull to put into the newsletter that anyone that lives on Paradise Drive who wants their driveway paved to please contact Jeff at Ideal Construction for the cost to the homeowner for doing the driveway when the road is tarred in August.
- 11.) Office Items:
 - a. Color laser printer. Jen to follow up with Lucy to remind Lucy that we need two bids for a printer solution.
 - b. Jen to check with Lucy to determine how Lucy is utilizing the laptop before board approval is given to spend the money on the laptop.
- 12.) J. Kloss made a recommendation to create an HR committee. Would be an opportunity for employees to reach out to someone with any employment concerns they have. This would be made up of two board members and a non-board member. E. Thull made a motion to create a Human Resources (HR) committee recommended Pam Baltes to serve on the committee. J. Brown seconded the motion. (AIF). Motioned carried. HR committee will be Pam Baltes, Pat King, and Jen Kloss.
- 13.) A. Bergeron discussed the latest from the Architecture Committee.
 - a. A. Bergeron indicated his desire to be replaced on this committee due to his time commitment as Jeff's supervisor.
 - b. Adam indicated he was going to get a status from association members that have outdated permits from previous years from the architecture status spreadsheet that do not have current statuses recorded for them. This item will be reassigned to a new board member when they come on board.
- 14.) P. King discussed the Maintenance Committee.
 - a. E. Thull made a motion to purchase a rebuilt rear end for up to \$750.00 + tax. A. Bergeron seconded the motion. AIF. Motion carried. A. Bergeron to contact Jeff.

- 15.)A. Bergeron reviewed what was taking place in the Finance Committee since the last meeting.
 - a. A. Bergeron did a quick review of our current budget condition.
 - b. A. Bergeron confirmed the \$4,500.00 Dooley's Petroleum payment was made since our last meeting.
- 16.) E. Thull discussed the Campground Committee.
 - a. We continue to have electrical problems at the campground. Ed contacted an electrical contractor concerning these issues to come up with a plan on how to address them.
 - b. W. Mastey installed the campground sign with volunteer help from an association member before the 4th of July weekend. The sign looks fantastic. Walt's company donated the materials and labor to create the sign.
 - c. Mosquito Squad - Spraying the campground for mosquitos and ticks. Ed received a \$4,295.00 bid (including sales tax) to spray the entire campground. No additional action will be taken on this matter due to the cost.
 - d. Ed to follow up with the camper to determine the camper damage and discuss resolution. Camper said he would have the cubby door replaced and present a written invoice/bill from the company providing the cost of the supplies.
 - e. Dept of Health visited the clubhouse and campground due to a complaint. Dept of Health to provide a formal written report of any issues or concerns, but an initial list was forwarded to Jeff to take immediate action to address those immediate concerns.
 - f. E. Thull to create a fall camping contract.
 - g. Maps to camp site will need to be updated and contact information for each campsite needs to be reviewed. E. Thull to follow up with campers.
- 17.)J. Kloss forwarded some emails to the board received from the attorney.
- 18.)J. Kloss gave an update that the extended office summer hours on Fridays from 12 noon to 6 PM through Labor Day weekend. This is going very well with many people stopping in and calling during this timeframe.
- 19.)Dead tree removal at the clubhouse and the safety concerns over dead trees. J. Kloss made a motion to hire Paul Drake to remove specific dead trees and trim specific trees according to a written bid of \$2,147.50. E. Thull seconded the motion. (AIF). Motioned carried. Jen to be sure P. Drake is contacted (probably via Lucy) to do the work as soon as possible.
- 20.)Next meeting is set for Tuesday, August 15, 2023, at 6 pm.
- 21.)J. Brown made a motion to adjourn the meeting at 8:05 pm. J. Kloss seconded the motion. (AIF). Motion carried.

*AIF = All in Favor