

Sylvan Shores Association Inc.

Board Workshop Meeting Minutes for December 14, 2023

E. Thull called the meeting to order at 6:33 pm.

Present in person: J. Kloss, J. Brown, A. Bergeron, E. Thull

Present via Zoom: P. King

Board Matters:

- The board plans to discuss plans for dues increase at the next meeting

Office Matters:

- Review and approve minutes from the November 14, 2023 meeting- J. Brown made a motion to approve. E. Thull seconded the motion (AIF) Motion carried.
- J. Kloss made a motion to close the clubhouse at 7:00 pm Sunday through Thursday and at 9:00 pm Friday and Saturday for the remainder of the winter season. J. Brown seconded the motion. (AIF) Motion carried. J. Kloss will notify open/close staff and inform them of the change.
- J. Brown motioned to implement a new policy for property purchases. Our office manager will now file all quick claim deeds with the county. The following filing fees and other fees will apply to all land transfers:
\$100 Flat processing fee + (1.65 VARIABLE X1000) + \$46 FILING FEE
P. King seconded the motion. (AIF) Motion carried. Pat will inform Lucy.
- Individual requested to purchase two lots for \$2500. J. Kloss motions to sell the two lots for \$2500. A. Bergeron seconded the motion. (AIF) Motion carried. P. King will let Lucy know.

Employee and HR Matters:

- The board agreed that we will forego hiring a maintenance employee for the off season.
- The board agreed to post to the website and Facebook page looking for snow removal (shoveling of sidewalks) and ice prevention (salting) asap. E. Thull will inform Tamera and ask her to post immediately.

Maintenance Committee.

- Nothing new.

The board discussed clubhouse matters

- The board agreed to have the clubhouse carpets cleaned. P. King will inform Lucy to schedule the cleaning.
- The insurance company is checking in on a claim made recently for hail damage. A check was issued, and the insurance company is wanting an update. P. King will check with Betsy (former President) for more details on this.
- J. Kloss informed the board that 911 was called on December 7, 2023, when a strong smell was noticed at the clubhouse. The fire department did not detect any traces of gas but suggested that the issue was more than likely sewer gas. They also suggested that we have our furnace looked at. A local plumber suggested dumping water in all drains prior to paying for a service call. Lucy did this and it seemed to eliminate most of the smell.
- Discussed excessive number of punitive signs posted in the clubhouse. The board agrees that these signs need to be removed to maintain a welcoming atmosphere for our members. P. King will ask Lucy to remove them and require that all signs be approved by the board before posting in the future.
- Tamera Thull provided the board with detailed information on her work as social media/Publicity Coordinator. She would like to resign from this position asap and is willing to train someone new. J. Kloss volunteered to take over immediately. A. Bergeron suggested that the position be advertised on the website. E. Thull made a motion to post to the website: seeking to hire someone for the social media/Publicity Coordinator position. J. Brown seconded the motion. Four members voted yes, and one member abstained. Motion carried. Ed will have Tamera post the ad to the website.

Architecture Committee

- Nothing New.

Bergeron updated the board on the latest from the Finance Committee

- Adam reported that an additional \$10,000 in land sales, no facilities staff on payroll, and no major repairs completed were helpful for the 2023 budget and contributed to us finishing out the year financially better than we had originally projected.
- E. Thull motioned to accept the 2024 budget as adjusted. P. King seconded the motion. (AIF) Motion carried.

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

- Electrical work needs to be prepaid before the end of the year. Ed will request the invoice and Pat will notify Lucy that the invoice needs to be paid before 2023 ends.
- Ed is waiting on additional campground meter readings before he can close out the accounts.

Compliance Committee

- Nothing new.

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

- E. Thull reported that the Christmas party was cancelled due to lack of participation (very few people signed up).
- E. Thull suggested that a scrolling sign would be helpful in getting information of events to members. He will research and obtain pricing info to share with the board at the next meeting.

Next meeting is scheduled for Tuesday, January 9, 6:30 pm

J. Brown made a motion to adjourn the meeting. A. Bergeron seconded the motion. (AIF). Meeting adjourned at 9:17 pm

Additional Items

1. Email Vote conducted on December 20, 2023

J. Brown made a motion to approve Pam Baltes as a check signer. E. Thull seconded the motion. (AIF) Motion carried. Pat will notify the bank.

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
Board Director	Pam Baltes

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.

2. Email Vote conducted on December 27, 2023

After observing underage drinking on the surveillance cameras on December 26, 2023, P. King informed the board via email. E. Thull made a motion to close the clubhouse at 6:00 pm from December 27- January 1 to prevent any further underage drinking issues for the remainder of the holiday break.

J. Brown seconded the motion.

YES votes: J. Brown, E. Thull, P. King, P. Baltes

NO Votes: J. Kloss, A. Bergeron

Motion carried.

P. King will have Lucy notify open/close staff of the temporary change in closing time.

The board will not hold a January 2024 meeting.

The following items were discussed and voted on via email in January:

1. Email Vote conducted on Tuesday, January 9, 2024

P. King made a motion to approve the December 14, 2023 meeting minutes.

J. Brown seconded the motion.

(AIF) Motion Carried.

2. Email Vote conducted on Tuesday, January 9, 2024

An individual has shoveled the clubhouse 3 times so far this winter.

P. King made a motion to compensate the individual \$150 (\$50/time) for their work.

J. Brown seconded the motion.

J. Kloss expressed concern because the board had decided previously that this would be a hired position posted on the website and no discussion or approval was gained from the board prior to this individual doing the work.

A. Bergeron also expressed concern that there was no board discussion or approval prior to the work being done. J. Brown expressed conflict of interest concerns.

YES votes: J. Brown, E. Thull, P. King, P. Baltes, A. Bergeron

NO Votes: J. Kloss

Motion carried.

Respectfully Submitted by Jennifer Kloss, Secretary

*AIF = All in Favor