

Sylvan Shores Board Workshop meeting minutes for February 13, 2024

Sylvan Shores Association INC board workshop meeting minutes from Tue, Feb 13, 2024, at 6:30 pm.

- 1.) Ed Thull called the meeting to order at 6:30 pm.
- 2.) Roll call taken. Jane Brown, Ed Thull, Adam Bergeron and Pam Baltes are present via Zoom. Pat King and Jennifer Kloss did not attend the meeting.
- 3.) Lance Quam is no longer a board member.
- 4.) The January meeting was cancelled. Meeting minutes from the December meeting was approved via email.
- 5.) J. Brown volunteered to take notes for this meeting.
- 6.) No one received the office report.
- 7.) Assessment billing - Ed is 50% completed the past billing. Lucy will help complete the billing by checking on county records for current owners, bankruptcies, and foreclosures.
- 8.) Non-compliance letter. A property owner was supposed to work with the previous Maintenance Manager. Only one payment was made. We discussed the next steps. P Baltes made a motion to send a letter for a 30-day notice of non-compliance. E Thull seconded the motion. (AIF.) Motion passed.
- 9.) Insurance Claim - We need more information on who gave us the estimate on the roof and a list of the repairs that need to be completed. P Baltes volunteered to find out more information about the insurance claim.
- 10.) P Baltes led a discussion on the need to get more people interested in joining the SSAI board.
- 11.) 2023 Budget - The 2023 ending balance sheet had a net profit of about \$22,000 instead of an anticipated loss of \$8,200. The profit was a result of many unanticipated land sales (about \$32,000), collecting more assessment dues than anticipated (about \$8,000) and the salary saved by not having a Maintenance Manager this fall and winter. Quick Books is now working thanks to Besty Berglund. Adam Bergeron worked hard on the bookkeeping and getting everything reconciled. Everything was sent to the CPA firm in preparation for tax season.
- 12.) Guest Speaker - We had a guest (Barry Johnson) join us at 7:00 pm. He is not a member yet but is willing to volunteer to be a consultant for the board. Lucy has all of Barry's contact information.
- 13.) HR Update - P Baltes informed the board there were four applications received and interviews have started for the Social Media position. P Baltes informed the board that there are three applicants for the Maintenance Manager position and the next step is to interview. A Bergeron stated he was not part of the interview process with the Social Media position and wished to be part of the upcoming interviews.
- 14.) New Employee Handbook - No new information.
- 15.) P Baltes discussed the need for the board to have a transition plan for the new board which is starting in May. P Baltes has volunteered together with help from Lucy to establish a transition plan. There are 4 anticipated openings.

- 16.) E Thull discussed his idea of raising the primary lot association due.
- 17.) Events and Activities Committee - Spring Clean-up this year will be delayed to be a fall clean-up instead.
- 18.) Architectural Committee - A Bergeron. There was one application for a permit, and it was approved.
- 19.) Camping Committee - E Thull is working with the contractor to make sure all electrical repairs are completed before the camping season starts. E Thull said that rates for non-full hook up site for guests will go up \$5.00 per night for the nightly rate. Review all rates to be sure guests are paying more than a member for all camping. Full-Service guests already pay \$10.00 more per night for the nightly rate.
- 20.) E Thull volunteered to research the deadline for mailing association dues.
- 21.) Election Committee - P Baltes volunteer to reach out to several volunteers to get someone established as an Election Committee chairperson.
- 22.) The next meeting is set for Tuesday, March 11, 2024, at 6:30 pm via Zoom.
- 23.) J. Brown made a motion to adjourn the meeting at 8:20 pm. P Baltes seconded the motion. (AIF). Motion carried.

*AIF = All in Favor