

UNITED LOST LAKE PROPERTY OWNERS ASSOCIATION
Regular Monthly Board Meeting Minutes
Saturday, August 17, 2019

The regular monthly meeting of the Board of the United Lost Lake Property Owners Association was called to order by President Perry at 9:04 a.m. on Saturday, August 17, 2019 at 404 Lake Court, after which he welcomed everyone in attendance.

Attendance: Jon Arneson, Carol Brown (*Vice President*), Wes Jaros, Dan Perry (*President*), Toni Vella (*left at 9:45 a.m.*), Cheryl Wash and Ed Workman (*Treasurer*).

Absent: Kim Rogers (*Secretary*).

Guests: see ATTACHMENT A.

PLEDGE OF ALLEGIANCE

MOTION TO APPROVE AUGUST 17, 2019 AGENDA: see ATTACHMENT B. Ed made a motion to approve the August 17, 2019 agenda, seconded by Cheryl. A voice vote was taken, and all present were in favor, none opposed. (**7 yeas, 0 nays**).

MEMBER COMMENTS: Mike Huber, Sue Hill, Herb Hill and Tami Fane.

MOTION TO APPROVE JUNE 15, 2019 REGULAR MEETING MINUTES: Ed made the motion to approve the June 15, 2019 regular meeting minutes, seconded by Toni. A roll call vote was taken, and all present were in favor, none opposed. (**7 yeas, 0 nays**).

MOTION TO APPROVE JULY 20, 2019 REGULAR MEETING MINUTES: Ed made the motion to approve the July 20, 2019 regular meeting minutes, seconded by Cheryl. A roll call vote was taken, and those in favor were Wes, Cheryl, Carol, Ed, President Perry and Toni. Jon abstained. (**6 yeas, 1 abstention, 0 nays**).

TREASURER'S REPORT: see ATTACHMENT C.

MOTION TO APPROVE JULY 2019 TREASURER'S REPORT: see ATTACHMENT D. Cheryl made the motion to approve the July 2019 Treasurer's Report, seconded by Wes. A roll call vote was taken, and all present were in favor, none opposed. (**7 yeas, 0 nays**).

UNFINISHED BUSINESS:

GARAGE PERMIT REVISIONS: Due to Kim's absence, this topic was tabled.



MOTION: President Perry made a motion to table garage permit revisions, seconded by Toni. A voice vote was taken, and all present were in favor, none opposed. (**7 yeas, 0 nays**).

MOTION TO REVISE SECURITY SERVICES: Jon stated that the proposal submitted to the board to reinstate security, converting them from contractor status to employee status, covers the loopholes and shortcomings of the old system.

MOTION: Jon made a motion to reinstate the Security as employees, seconded by Carol. A roll call vote was taken, and all present were in favor, none opposed. (**7 yeas, 0 nays**).

It should be noted that Toni Vella left the meeting at 9:45 a.m.

NEW BUSINESS:

PRESIDENT'S APPOINTMENT OF ELECTION COMMITTEE/CHAIRPERSON: President Perry stated the committee members would be Carol Brown, Toni Vella, Cheryl Wash, Lynne Jaros and Kerry Malm, with Carol agreeing to be the Election Chairperson.

APPOINTMENT OF BUDGET/FINANCE COMMITTEE MEMBERS: President Perry thanked Pat Benton, Bruce Bain, Linda Repesh, Tom Clarey and Carol Brown.

2020 BUDGET APPROVAL: see ATTACHMENT E.

MOTION: President Perry made a motion to revise the agenda so that 2020 Budget Approval is revised to read 2020 Proposed Budget Approval, seconded by Wes. A voice vote was taken, and all present were in favor, none opposed. **(6 years, 0 nays)**.

MOTION: Ed made a motion to approve the 2020 proposed budget, seconded by Jon. A roll call vote was taken, and all present were in favor, none opposed. **(6 years, 0 nays)**.

SELECTION OF POTHOLE REPAIR CONTRACTOR: (no ATTACHMENT provided). President Perry stated that Board members received the pertinent bids from T&M Paving for \$8,200.00 and Porter Brothers for \$25,750.00. The committee recommends T&M Paving.

MOTION: President Perry made a motion to accept the proposal of T&M Paving for asphalt repair, seconded by Ed. A roll call vote was taken, and those in favor were Wes, Cheryl, Carol, Ed and Jon. President Perry abstained. **(5 years, 1 abstention, 0 nays)**.

MOTION: President Perry made a motion to authorize the Roads Committee to spend up to \$12,000.00 for asphalt repair and to arrange with our selected contractor the scope of work, seconded by Carol. After Carol stated that this could not be voted upon since it was not on the agenda, President Perry withdrew this motion.

MOTION: President Perry amended the motion to accept T&M Paving's proposal for the stated pothole repair work of \$8,200.00, seconded by Jon. A roll call vote was taken, and all present were in favor, none opposed. **(6 years, 0 nays)**.

COMMITTEE REPORTS

SECURITY: No report given.

COVENANTS, BY-LAWS/RULES & REGULATIONS: No report submitted.

ACC/ECC: No report given.

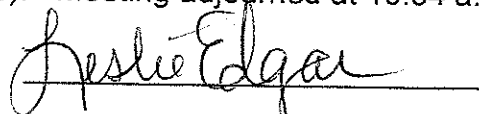
ROADS: No report given.

PROPERTIES, PARKS & MAINTENANCE: see ATTACHMENT F.

COMMUNITY EVENT REPORT: Cheryl gave a report on upcoming social activities.

Cheryl made the motion to adjourn, seconded by Jon. A voice vote was taken, and all present were in favor, none opposed. **(6 years, 0 nays)**. Meeting adjourned at 10:34 a.m.

Submitted by Leslie Edgar, Office Manager

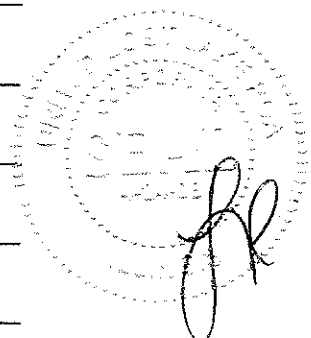



ULLPOA - REGULAR MONTHLY MEETING
AUGUST 17, 2019

NOTE: NO MEETING IS TO BE RECORDED IN ANY FASHION WITHOUT
ACKNOWLEDGEMENT BY THE BOARD

- | | |
|---|---|
| ✓ 1. <u>Ivan Valdivieso</u> | ✓ 24. <u>Dave Shaw</u> <i>de</i> |
| ✓ 2. <u>Carol Workman</u> | ✓ 25. <u>Sadie Leonard</u> <i>de</i> |
| ✓ 3. <u>Bee Wulken</u> | ✓ 26. <u>Jeff Van Quathem</u> <i>de</i> |
| ✓ 4. <u>John Malin</u> | ✓ 27. <u>Marilyn Pitzler</u> <i>de</i> |
| ✓ 5. <u>RAY FORD</u> | ✓ 28. <u>Melissa Beran</u> <i>de</i> |
| ✓ 6. <u>Kerry Malm</u> | 29. _____ |
| ✓ 7. <u>Gary Gosharing</u> | 30. _____ |
| ✓ 8. <u>Jayne Jones</u> | 31. _____ |
| ✓ 9. <u>MIKE WEBER</u> | 32. _____ |
| ✓ 10. <u>Louy Jones</u> | 33. _____ |
| ✓ 11. <u>Vicki Jones</u> | 34. _____ |
| ✓ 12. <u>Frank Rogers</u> | 35. _____ |
| ✓ 13. <u>John Haefner</u> | 36. _____ |
| ✓ 14. <u>Bob Haefner</u> | 37. _____ |
| ✓ 15. <u>Sue Hill</u> | 38. _____ |
| ✓ 16. <u>Jan Leggett</u> | 39. _____ |
| ✓ 17. <u>Ron O'Hara</u> | 40. _____ |
| ✓ 18. <u>Frank Hill</u> | 41. _____ |
| 19. _____ ? | 42. _____ |
| ✓ 20. <u>Larry Lane</u> | 43. _____ |
| ✓ 21. <u>_____</u> <i>Gina Beck</i> <i>de</i> | 44. _____ |
| ✓ 22. <u>Charise Carroll</u> <i>de</i> | 45. _____ |
| ✓ 23. <u>Shaun Parish</u> | 46. _____ |

Attachment A



ULLPOA AGENDA - REGULAR BOARD MEETING
SATURDAY, AUGUST 17, 2019 @ 9:00 A.M.
404 LAKE COURT CENTER

**NOTE: NO MEETING IS TO BE RECORDED IN ANY FASHION WITHOUT
ACKNOWLEDGEMENT BY THE BOARD**

WELCOME TO VISITORS
ROLL CALL
PLEDGE OF ALLEGIANCE

MOTION TO APPROVE AGENDA

MEMBER COMMENTS

MOTION TO APPROVE JUNE 15, 2019 REGULAR MEETING MINUTES
MOTION TO APPROVE JULY 20, 2019 REGULAR MEETING MINUTES
TREASURER'S REPORT
MOTION TO APPROVE JULY 2019 TREASURER'S REPORT

UNFINISHED BUSINESS:

GARAGE PERMIT REVISIONS
MOTION TO REVISE SECURITY SERVICES

NEW BUSINESS:

PRESIDENT'S APPOINTMENT OF ELECTION COMMITTEE/CHAIRPERSON
APPOINTMENT OF BUDGET/FINANCE COMMITTEE MEMBERS
2020 BUDGET APPROVAL
SELECTION OF POT HOLE REPAIR CONTRACTOR

COMMITTEE REPORTS:

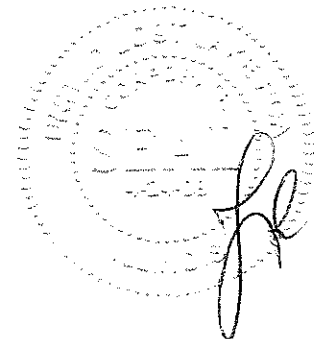
SECURITY
COVENANTS, BY-LAWS AND RULES & REGULATIONS
ACC/ECC
ROADS
PROPERTIES, PARKS & MAINTENANCE

COMMUNITY EVENT REPORT

ADJOURNMENT

NEXT MEETING: SATURDAY, SEPTEMBER 21, 2019 @ 9:00 A.M. LAKE COURT CENTER

B
Attachment



ULLPOA Treasurers Report August 17, 2019 (July Financials)

Financials

Today we have provided financials for July 31, 2019. There are no notable changes or adjustments to report in the period as I have not completed an A/R review and written off past and current year amounts believed to be uncollectable.

Revenue

In house accounts are being pursued in a consistent manner and all other open accounts have been referred to RFGI for collection. Internally we collected on several accounts including late fees and interest.

I will review the open accounts with RFGI re write offs but expect most of our uncollected amounts will be written off this year as part of our updated policy and collection approach. For those not present in last month meeting, we have approximately \$30 thousand in A/R which is recognized as doubtful and deemed uncollectable and for which we are justified in writing off based on historical predictors. I reported last month I would have this done but was unable to complete the effort in time for this meeting.

Expense

Expenses continue to be in line with normal amounts during the period with the exception of parks and maintenance, gatehouses and security. Security will be lower as they have provided no services in June and July to date. Parks and Maintenance is running high for the year as a result dealing with unrecognized maintenance items not dealt with in past years. Gatehouses continue to bring unanticipated expenses related to electrical and mechanical failures. I will work with the Parks and Maintenance chair to reduce the winter electric bill for what I believe to be excessive heating costs.

Last meeting I advise I had identified the 930 account as needed to be treated as a liability and would adjust for the July financials. I obtained a number from the office but did not have sufficient time to reconcile and make this adjustment. With the budget behind me I hope to handle both the A/R and this matter in the August financials.

Budget

I was approached by the following members of the community with interest in helping with the budget for 2020:

Pat Benton, Bruce Bain, Jeff VanQuathem, Linda Repesh, Thomas Clarey and Carol Brown. All but Jeff were able to contribute, ask questions and comment on amounts and areas we may need to focus. I'd like to personally thank each party for taking the time to review, question and recommend items that might otherwise have been missed

Methodology - Building off work we did last year, 2018 full year amounts were added to the average to providing a multiyear base line for reference. The first six months of 2019 were also listed to help inform if we should adjust this average amount up or down based on changes in how we are now managing, or additions amounts needed accomplish recommended goals. Input and feedback was gathered from all participating members, and consolidated into a recommended budget. This budget information was provided again to the group for a review and any adjustments prior to submission to the board. The committee was informed and recognizes that the final budget is the board's responsibility and the amounts may be changed in total and makeup.

Attachment C



JL

The board review took place in a planning session and amounts were discussed and revised to reflect new information and accept recommendations made by the committee.

The budget in front of you reflects several hours of work from multiple people and represents our best estimate of the amounts required to keep our community operating and improving in 2020. This represents an operating budget and no amounts were directly added to reserves.

Summary

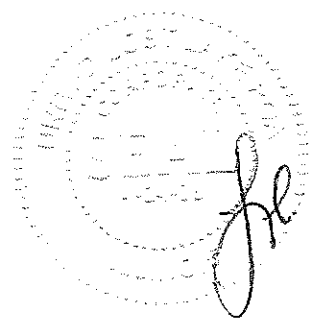
- Budget increased to \$280,512 or about 7% above last years. (2019 was 0%, increase driven by change in membership # and structure)
- The budget was based on projected needs and not managed to particular number
- If adopted the increase will result in approximately \$20 - \$25 increase per member.
- Some of the increase is the result of consolidation / loss of membership
- Recognition of Late Fee Revenue, Bad Debt and Depreciation that is part of expense but not previously budgeted. This is included as we need to also keep an eye on our balance sheet at some time and cover amounts we will bill members but not collect.
- Movement of parks mowing out of Roadside bucket (7500 increase to Parks) for clarity and an 5000 increase to Roadside to start dealing with signage and overgrowth issues
- Reduction of credit card service expense with intent of extending this charge to all (currently only late pays)
- Increase to Security pending today's vote, reduction in office payroll based on first 6 months 2019 intent to outsourcing payroll to QuickBooks and moving our software to the cloud

Respectfully submitted

Ed Workman

ULLPOA Treasurer

Attachment C



UNITED LOST LAKE PROPERTY OWNERS ASSN.

08/17/19

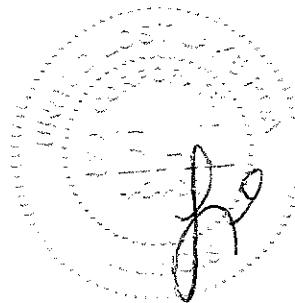
Balance Sheet

Accrual Basis

As of July 31, 2019

| | <u>Jul 31, 19</u> |
|---------------------------------------|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 100 · Petty Cash | 200.00 |
| 101 · CSB - Checking | 15,067.90 |
| 102 · CSB - Money Market Plus | 140,298.72 |
| 104 · 2018 Road Improvements & Repair | 45,003.27 |
| 105 · ULLPOA Reserve Account | 109,585.86 |
| 108 · Savings - Carryover funds | 2,715.18 |
| 180 · Reserve CDs | 35,023.10 |
| Total Checking/Savings | 347,894.03 |
| Accounts Receivable | |
| 130 · Accounts Receivable | 29,522.98 |
| Total Accounts Receivable | 29,522.98 |
| Other Current Assets | |
| 145 · Undeposited Funds | 351.00 |
| Total Other Current Assets | 351.00 |
| Total Current Assets | 377,768.01 |
| Fixed Assets | |
| 150 · Buildings | 75,468.19 |
| 158 · Signage | 8,208.47 |
| 159 · Land Improvement | 6,050.37 |
| 160 · Parks (Asset) | 31,967.34 |
| 165 · Office Equipment | 5,983.77 |
| 170 · Accumulated Depreciation | (69,328.70) |
| Total Fixed Assets | 58,339.44 |
| Other Assets | |
| 175 · Pre-Paid Insurance | 5,671.74 |
| Total Other Assets | 5,671.74 |
| TOTAL ASSETS | <u>441,779.19</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 210 · Payroll Liabilities | (145.05) |
| 215 · Deferred Income | 112,886.90 |
| 220 · New Home Bldg Deposit | 355.00 |
| Total Other Current Liabilities | 113,096.85 |
| Total Current Liabilities | 113,096.85 |
| Total Liabilities | 113,096.85 |
| Equity | |
| 300 · Retained Earnings | (59,235.76) |
| 350 · Contributed Capital | 336,707.08 |
| Net Income | 51,211.02 |
| Total Equity | 328,682.34 |
| TOTAL LIABILITIES & EQUITY | <u>441,779.19</u> |

Attachment D



7:58 AM

08/17/19

Accrual Basis

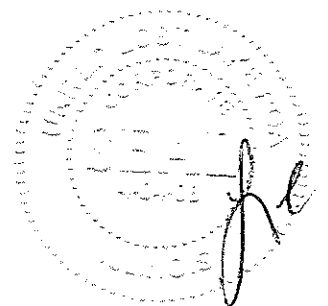
UNITED LOST LAKE PROPERTY OWNERS ASSN.

Monthly Profit & Loss

as of July 31, 2019

| | <u>TOTAL</u> |
|--------------------------------------|------------------------|
| Ordinary Income/Expense | |
| Income | |
| 400 · Dues & Assessments | 20,992.50 |
| 425 · Interest | 418.82 |
| 430 · Late Fee Revenue | 1,150.00 |
| 435 · Finance Charges Revenue | 138.17 |
| 450 · Misc. Income | 1.00 |
| Total Income | <u>22,700.49</u> |
| Gross Profit | <u>22,700.49</u> |
| Expense | |
| 516 · RCD (Lake Court Center) Rental | 100.00 |
| 525 · Credit Card/Bank Svc Charges | 20.00 |
| 540 · Gatehouses | 1,009.43 |
| 550 · Insurance | 562.09 |
| 570 · Newsletter | 590.68 |
| 580 · Office Supplies | 89.01 |
| 595 · Parks | 778.19 |
| 600 · Payroll | 3,706.38 |
| 610 · Postage | 10.43 |
| 625 · Repairs & Maintenance | 613.16 |
| 645 · Roadside Easement Maintenance | 3,201.00 |
| 650 · Security | 77.51 |
| 705 · Snow & Ice Control | 3,575.11 |
| 720 · Utilities | 889.18 |
| 735 · Website | 10.49 |
| Total Expense | <u>15,232.66</u> |
| Net Ordinary Income | <u>7,467.83</u> |
| Other Income/Expense | |
| Other Expense | |
| 530 · Depreciation | 408.00 |
| 900 · Foreclosure Expenses | (60.00) |
| 930 · ACC/ECC-Expense | 130.00 |
| Total Other Expense | <u>478.00</u> |
| Net Other Income | <u>(478.00)</u> |
| Net Income | <u><u>6,989.83</u></u> |

Attachment D



7:58 AM

08/17/19

Accrual Basis

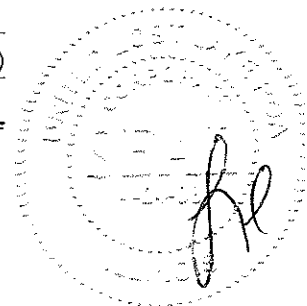
UNITED LOST LAKE PROPERTY OWNERS ASSN.

YTD Profit & Loss

January through July 31, 2019

| | <u>TOTAL</u> |
|--------------------------------------|------------------------|
| Ordinary Income/Expense | |
| Income | |
| 400 · Dues & Assessments | 146,859.99 |
| 410 · Advertising | 2,155.00 |
| 425 · Interest | 2,105.27 |
| 430 · Late Fee Revenue | 5,300.00 |
| 435 · Finance Charges Revenue | 578.24 |
| 450 · Misc. Income | 788.05 |
| | <hr/> |
| Total Income | 157,786.55 |
| Gross Profit | 157,786.55 |
| Expense | |
| 515 · Community Affairs | 773.75 |
| 516 · RCD (Lake Court Center) Rental | 300.00 |
| 525 · Credit Card/Bank Svc Charges | 1,251.73 |
| 535 · Dues & Subscriptions | 119.00 |
| 540 · Gatehouses | 4,355.89 |
| 550 · Insurance | 3,934.63 |
| 570 · Newsletter | 2,716.24 |
| 580 · Office Supplies | 684.82 |
| 585 · Offsite Mtg & Mileage | 91.28 |
| 595 · Parks | 3,956.06 |
| 600 · Payroll | 22,253.08 |
| 610 · Postage | 561.07 |
| 615 · Professional Fees | 800.00 |
| 620 · Real Estate Taxes | 3,033.62 |
| 625 · Repairs & Maintenance | 1,019.16 |
| 645 · Roadside Easement Maintenance | 10,397.40 |
| 650 · Security | 9,150.05 |
| 705 · Snow & Ice Control | 32,055.10 |
| 720 · Utilities | 4,786.36 |
| 730 · Vehicle Decals | 771.38 |
| 735 · Website | 10.49 |
| | <hr/> |
| Total Expense | 103,021.11 |
| Net Ordinary Income | 54,765.44 |
| Other Income/Expense | |
| Other Expense | |
| 530 · Depreciation | 2,856.00 |
| 900 · Foreclosure Expenses | 343.71 |
| 930 · ACC/ECC-Expense | 354.71 |
| | <hr/> |
| Total Other Expense | 3,554.42 |
| Net Other Income | (3,554.42) |
| Net Income | <hr/> <u>51,211.02</u> |

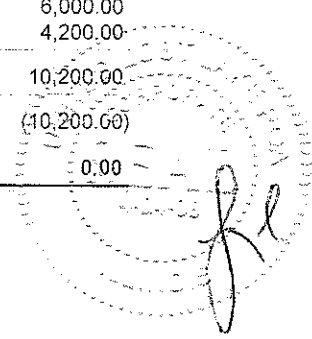
Attachment D



UNITED LOST LAKE PROPERTY OWNERS ASSN.
Board Proposed 2020 Budget
 January through December 2020

| | Jan - Dec 20 |
|--------------------------------------|--------------|
| Ordinary Income/Expense | |
| Income | |
| 400 · Dues & Assessments | 273,462.00 |
| 410 · Advertising | 2,000.00 |
| 425 · Interest | 1,300.00 |
| 430 · Late Fee Revenue | 3,000.00 |
| 435 · Finance Charges Revenue | 0.00 |
| 450 · Misc. Income | 750.00 |
| Total Income | 280,512.00 |
| Gross Profit | 280,512.00 |
| Expense | |
| 500 · Annual Meeting | 550.00 |
| 515 · Community Affairs | 3,300.00 |
| 516 · RCD (Lake Court Center) Rental | 500.00 |
| 525 · Credit Card/Bank Svc Charges | 240.00 |
| 535 · Dues & Subscriptions | 1,200.00 |
| 540 · Gatehouses | 5,600.00 |
| 550 · Insurance | 7,500.00 |
| 570 · Newsletter | 2,800.00 |
| 580 · Office Supplies | 1,900.00 |
| 585 · Offsite Mtg & Mileage | 600.00 |
| 586 · Computers/Software (Office) | 2,700.00 |
| 595 · Parks | 13,500.00 |
| 600 · Payroll | 39,022.00 |
| 610 · Postage | 1,300.00 |
| 615 · Professional Fees | 5,500.00 |
| 620 · Real Estate Taxes | 3,200.00 |
| 625 · Repairs & Maintenance | 2,000.00 |
| 640 · Road Improvements & Repair | 85,000.00 |
| 645 · Roadside Easement Maintenance | 18,600.00 |
| 650 · Security | 28,300.00 |
| 705 · Snow & Ice Control | 39,000.00 |
| 720 · Utilities | 7,200.00 |
| 730 · Vehicle Decals | 800.00 |
| Total Expense | 270,312.00 |
| Net Ordinary Income | 10,200.00 |
| Other Income/Expense | |
| Other Expense | |
| 511 · Bad Debt | 6,000.00 |
| 530 · Depreciation | 4,200.00 |
| Total Other Expense | 10,200.00 |
| Net Other Income | (10,200.00) |
| Net Income | 0.00 |

Attachment E



PROPERTIES AND PARKS COMMITTEE REPORT – AUGUST 2019

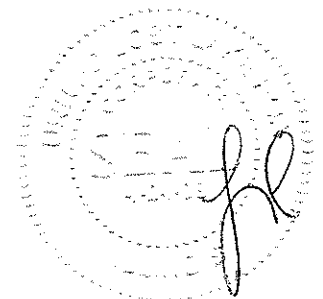
This past month our committee and the newly created Garden/Landscaping Club completed the grounds work at the POA building. It included the removal of many dead plants and the planting of approximately a dozen new ones. In fact, everything looked so good that the deer seemed not able to control themselves and unfortunately helped themselves to some of the new plantings. Due to these pests, a garden fence will be installed next spring to prevent further vandalism. The front lawn was seeded and then overseeded this week. Once the grass and plants mature, the results will show a much more handsome landscape, something we can all be proud of. I encourage everyone to stop by and take a quick look.

Work also started on the East Side gatehouse. Unfortunately, due to neglect of maintenance, the water damage to the structure was much more extensive than first thought so the work will cost more than originally expected. Our home town contractors – Mark & Drew Piper – will do all they can to keep costs down and hope to finish the project next week. To try and make up for the additional cost we are going to incur, our volunteer committee will finish the staining of the new wood thereafter.

Our final project of the year will be an overhaul of the East Side entrance. Many of the plants in that area are either dead, dying, or overgrown so our committee will make an assessment of what needs to go and what to plant. Any suggestions from our members are always welcome.

Next month, I will begin to report on plans for next year. Stay tuned.

Wes Jaros, committee chair



Attachment F