

UNITED LOST LAKE PROPERTY OWNERS ASSOCIATION
Special Meeting Minutes
Tuesday, October 30, 2018

The special meeting of the Board of the United Lost Lake Property Owners Association was called to order by Vice-President Perry at 6:00 p.m. on Tuesday, October 30, 2018 at 404 Lake Court, after which he welcomed everyone in attendance.

Attendance: Jim Haines, Sue Hill, Wes Jaros via teleconference, Charlie Moore, Dan Perry (*Vice-President*), Kim Rogers (*Secretary*), and Ed Workman via teleconference (*Treasurer*).

Absent: Mike Huber (*President*).

Guests: see **ATTACHMENT A**.

PLEDGE OF ALLEGIANCE

MOTION TO APPROVE OCTOBER 30, 2018 AGENDA: see **ATTACHMENT B**. Jim made a motion to approve the October 30, 2018 agenda, seconded by Charlie. Dan asked that **INTRODUCTION OF CONTRACTOR FOR SNOWPLOWING** be added to the agenda and the order of **NEW BUSINESS** agenda items be rearranged as follows: 1) *POA Sponsored Holiday Dinner* on December 1st; 2) *Introduction of Contractor for Snowplowing*; 3) *Member Comments*; and 4) *Select a Contractor for Snowplowing*. Jim and Charlie agreed to these agenda revisions, after which a voice vote was taken, and all present were in favor, none opposed. (**7 years, 0 nays**).

NEW BUSINESS:

POA SPONSORED HOLIDAY DINNER ON DECEMBER 1ST: The cost for the 2017 holiday dinner was \$602.00, and because Kim thinks there will be more people attending this year, she would like the Board to approve a not-to-exceed amount of \$750.00. Dan asked that a donation jar be set up with a recommended donation of \$5.00 per dinner (*same as was done in 2017*).

MOTION: Kim made a motion to approve a not-to-exceed amount of \$750.00 for the POA sponsored holiday dinner to be held on Saturday, December 1st, seconded by Ed. A roll call vote was taken, and all present were in favor, none opposed. (**7 years, 0 nays**).

INTRODUCTION OF PROCESS FOR SNOWPLOW CONTRACT: Dan explained the bid request process, and stated the Roads committee met yesterday to open the bids and develop a recommendation to the Board to vote on tonight.

MEMBER COMMENTS: Even though no one signed up, Dan gave another opportunity during this section of the meeting for Members to comment or offer their input, but none were given.

SELECT A CONTRACTOR FOR SNOWPLOWING: Charlie read out loud the requirements listed on the bid spec packet entitled "*Request for Snow Removal Bids - 2018-19*" that each contractor was given (see **ATTACHMENT C**). A total of three (3) bids were received which included one from Ken Oltmanns (see **ATTACHMENT D**), one from Mirror Landscapes, and one from Ramsey Construction (see **ATTACHMENT E**). Dan stated that the approach the committee agreed to was first to decide whether the seasonal rate or the per-event rate is preferred, and after that is decided, then a snowplow contractor would be recommended.

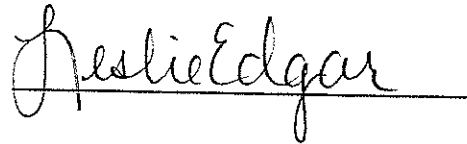
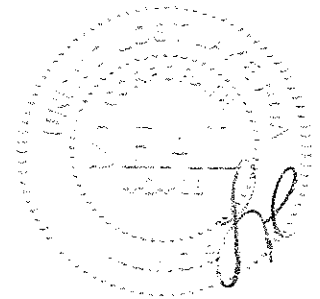
MOTION: Charlie made a motion to utilize the seasonal rate vs. per-event rate, seconded by Ed. A roll call vote was taken, and those in favor were Jim, Kim, Dan, Ed, Sue and Charlie. Wes voted no. (**6 years, 0 abstentions, 1 nay**).

MOTION: Dan made a motion to accept Ken Oltmanns' snowplow bid of \$31,900.00 for the 2018-19 season, seconded by Sue. A roll call vote was taken, and those in favor were Jim, Charlie and Sue. Wes, Ed, Kim and Dan voted no. (**3 yeas, 0 abstentions, 4 nays**). Motion defeated.

MOTION: Ed made a motion to accept Mirror Landscape's snowplow bid of \$28,000.00 for the 2018-19 season, seconded by Wes. A roll call vote was taken, and those in favor were Wes, Ed, Kim and Dan. Jim abstained. Charlie and Sue voted no. (**4 yeas, 1 abstention, 2 nays**).

Jim made the motion to adjourn, seconded by Kim. A voice vote was taken, and all present were in favor, none opposed. (**7 yeas, 0 nays**). Meeting adjourned at 6:51 p.m.

Submitted by Leslie Edgar, Office Manager

A handwritten signature in cursive script that reads "Leslie Edgar". The signature is written in black ink and is positioned above a horizontal line.

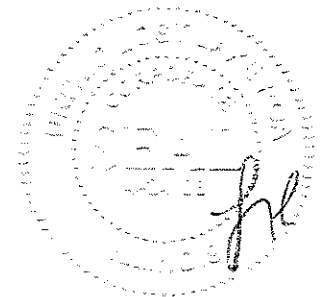
**SUMMARY OF MOTIONS MADE BY THE
UNITED LOST LAKE POA BOARD OF DIRECTORS
SPECIAL MEETING - OCTOBER 30, 2018**

MOTION: Kim made a motion to approve a not-to-exceed amount of \$750.00 for the POA sponsored holiday dinner to be held on Saturday, December 1st, seconded by Ed. A roll call vote was taken, and all present were in favor, none opposed. **(7 yeas, 0 nays)**.

MOTION: Charlie made a motion to utilize the seasonal rate vs. per-event rate, seconded by Ed. A roll call vote was taken, and those in favor were Jim, Kim, Dan, Ed, Sue and Charlie. Wes voted no. **(6 yeas, 0 abstentions, 1 nay)**.

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MOTION: Ed made a motion to accept Mirror Landscape's snowplow bid of \$28,000.00 for the 2018-19 season, seconded by Wes. A roll call vote was taken, and those in favor were Wes, Ed, Kim and Dan. Jim abstained. Charlie and Sue voted no. **(4 yeas, 1 abstention, 2 nays)**.



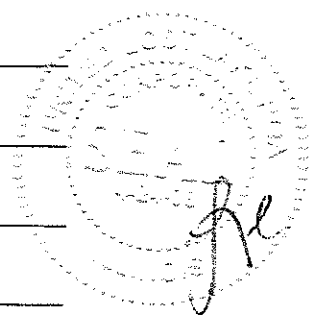
ULLPOA - SPECIAL MEETING

October 30, 2018

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

- 1. DWAYNE TRACY 24. _____
- 2. Gina Mulholland 25. _____
- 3. John Mulholland 26. _____
- 4. [Signature] Ken Olthmans 27. _____
- 5. JASON MENNER (Mirror) 28. _____
- 6. Aaron Abuckeb (Mirror) 29. _____
- 7. Mary Sullivan 30. _____
- 8. Laurie Perry 31. _____
- 9. _____ 32. _____
- 10. _____ 33. _____
- 11. _____ 34. _____
- 12. _____ 35. _____
- 13. _____ 36. _____
- 14. _____ 37. _____
- 15. _____ 38. _____
- 16. _____ 39. _____
- 17. _____ 40. _____
- 18. _____ 41. _____
- 19. _____ 42. _____
- 20. _____ 43. _____
- 21. _____ 44. _____
- 22. _____ 45. _____
- 23. _____ 46. _____

Attachment A



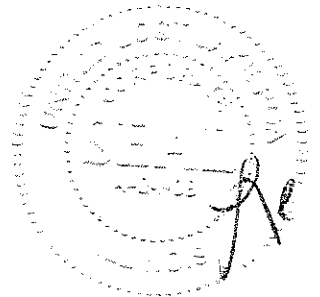
ULLPOA SPECIAL MEETING
TUESDAY, OCTOBER 30, 2018
6:00 PM @ 404 LAKE COURT (LCC)

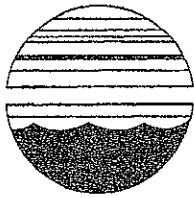
WELCOME TO VISITORS
ROLL CALL
PLEDGE OF ALLEGIANCE
MOTION TO ACCEPT AGENDA

NEW BUSINESS

- ③ SELECT A CONTRACTOR FOR SNOWPLOWING
 - ① POA SPONSORED HOLIDAY DINNER ON DECEMBER 1st
 - ② MEMBER COMMENTS
- ADJOURNMENT

Attachment B





United Lost Lake Property Owners Association

903 Missouri Drive

Dixon, IL 61021

(815) 652-4491 / FAX: (815) 652-8664

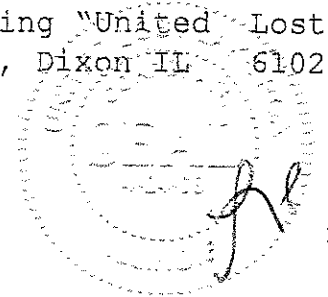
www.discoverlostlake.org

Request for Snow Removal Bids - 2018-2019

Requirements:

1. Remove snow from roadways whenever 2 inches of snow has accumulated, regardless of the time of night or day or day of the week. Additional snow removal during a 24-hour period may be required at no additional charge. United Lost Lake snow plowing will always be given first priority over any other contractor plowing obligation.
2. Snow removal will be done in a timely and professional manner with experienced personnel.
3. Spread salt and chips as needed to mitigate road icing and clear blowing and drifting when necessary and at the discretion of a ULLPOA Roads Chairman without charges.
4. Provide itemized list of all equipment used to plow approximately 18 miles of roads.
5. Provide loader to store salt and chips in the ULLPOA storage area when delivered and for loading salt and chips into your equipment.
6. Call backs for omission of any roads, cul de sacs or improperly plowed or salted area should be provided in a timely manner with no additional charges.
7. ULLPOA will assume no responsibility or liability for any damage to contractor equipment.
8. Provide a list of the size and scope of other plowing obligations for this season.
9. Provide length of company snow plowing experience and supply not less than two references for such work.
10. No subcontracts will be permitted.
11. No additional charges will be considered outside the statement of work herein described.
12. Contractor, if selected, prior to commencement of work will be required to:
 - a. Sign and submit a Statement of Alcohol & Drug Compliance (enclosed);
 - b. Provide a certificate of liability insurance, naming "United Lost Lake Property Owners Association, 903 Missouri Drive, Dixon IL 61021 as the certificate holder; and
 - c. Sign and submit a W9 form (enclosed).

Attachment C



Request for Snow Removal Bids - 2018-2019

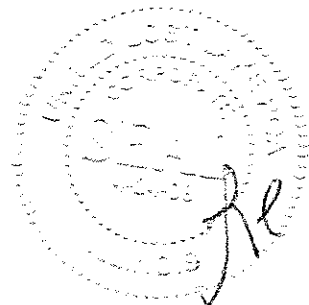
13. ULLPOA has revised past procedures in soliciting contracts to enable a clearer comparison among potential contractors and vendors. All price methods will be considered in this process. Candidates for this snow removal contract will submit their bids using the form at Enclosure A.
14. Term of Contract
The contract shall remain in force and effect until May 31, 2019.
15. Other Information
The contractor is responsible for all equipment, fuel, and labor required performing the work. Salt and chips are provided, stocked and stored by the ULLPOA. The contractor is encouraged to examine the scope of work and visit the site of work, to become familiar with the working conditions and the exact nature and extent of the work, taking into account any special or unusual features peculiar to the project. If you have questions contact Roads Co-Chairman Dan Perry at (573)842-7701.
16. Submission of Bids
 - a. If interested in submitting a bid, please fill out the bid submission form at Enclosure A and return sealed in the envelope provided to United Lost Lake Property Owners Association, 903 Missouri Drive, Dixon, IL 61021.
 - b. Any bid that does not utilize this form will be disqualified.
 - c. Bid must be received by 5PM on Monday, October 29, 2018.
 - d. Bids may be hand delivered or mailed through the United States Postal Service; fax or electronic submissions will not be accepted.
 - e. You may elect to sign and return the enclosed Statement of Alcohol and Drug Compliance with IRS W9 form with your bid, but you are not required to submit these documents with your bid. Returning them with your bid helps expedite the work commencement date, should your bid be awarded.

Attachment C

Enclosures:

- A. ULLPOA - 2018-19 Snow Removal Bid Form
- B. ULLPOA Statement of Alcohol and Drug Compliance
- C. IRS FORM W9

(envelope)



Enclosure A

United Lost Lake Property Owners Association
2018-19 Snow Removal Bid Form

Company Name: _____

Point of Contact/Cell#: _____

Company Mailing Address: _____

E-mail _____

Equipment listing

_____	_____
_____	_____
_____	_____
_____	_____

Attachment C

Bid option 1: Seasonal (Bid required)

Total cost for the season for work described herein, to be paid in five equal monthly installments beginning Dec 1, 2018.

\$ _____

Bid option 2: Per event (Bid required)

For the purpose of this contract, an event is understood to require up to three complete plowing passes through community roads with not more than one event charged per day. If only one pass is required, the full event charge will still apply. Calls for only salt & chip spreading to be billed at the rate below. Accrual of charges payable monthly beginning Dec 1, 2018.

Plowing (incl. spreading of salt & chips) \$ _____

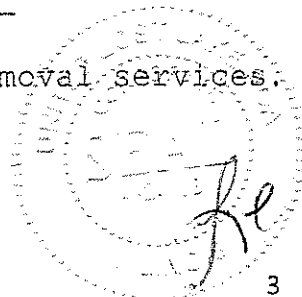
Salt & chip spreading only \$ _____

References:

I have read and understand the bid specifications for snow removal services.

Contractor Signature: _____

Date: _____



Enclosure A

United Lost Lake Property Owners Association
2018-19 Snow Removal Bid Form

COPY

Company Name: Ken Oltmanas
Point of Contact/Cell#: 815-440-2306
Company Mailing Address: 1233 Lost Nation Rd Dixon IL 61021
E-mail _____

Equipment listing

Ilt truck with 11' plow and 5yd. V box Spreader

Ford F350 with 9' plow and 3yd V box Spreader

Ford F250 with 9' plow

Chevy 2500 truck with 9' plow

John Deere 4x4 loader
to be stored at ULLPOA skit shed

Bid option 1: Seasonal (Bid required)

Total cost for the season for work described herein, to be paid in five equal monthly installments beginning Dec 1, 2018.

\$ 31900 700 *

Bid option 2: Per event (Bid required)

For the purpose of this contract, an event is understood to require up to three complete plowing passes through community roads with not more than one event charged per day. If only one pass is required, the full event charge will still apply. Calls for only salt & chip spreading to be billed at the rate below. Accrual of charges payable monthly beginning Dec 1, 2018.

Plowing (incl. spreading of salt & chips) \$ 1900 700 * *
Salt & chip spreading only \$ 575 00 * *

References:

Steve Clark Former New Landing POA President 815-994-0911
Ron Mangini Former Lost Nation POA President 815-652-2365

I have read and understand the bid specifications for snow removal services.

Contractor Signature: K Oltmanas

Date: 10-29-18



Attachment A

Enclosure A

United Lost Lake Property Owners Association
2018-19 Snow Removal Bid Form

COPY

Company Name: Mirror Landscapes, Inc.
Point of Contact/Cell#: Jason Hemmer - 815-440-9462
Company Mailing Address: 1431 Chicago Ave. Dixon, IL 61021
E-mail: jason@mirrorlandscapes.com

Equipment listing

<u>F-650 dump truck</u>	<u>10' plow & V-Box spreader</u>	<u>Bobcat</u>
<u>F-450 dump truck</u>	<u>8' V-box spreader</u>	<u>skid loader</u>
<u>F-250 pick-up</u>	<u>11' plow</u>	<u>case skid loader</u>
<u>F-250 pick-up</u>	<u>8.5' plow</u>	

Bid option 1: Seasonal (Bid required)

Total cost for the season for work described herein, to be paid in five equal monthly installments beginning Dec 1, 2018.

\$25,000.00

Bid option 2: Per event (Bid required)

For the purpose of this contract, an event is understood to require up to three complete plowing passes through community roads with not more than one event charged per day. If only one pass is required, the full event charge will still apply. Calls for only salt & chip spreading to be billed at the rate below. Accrual of charges payable monthly beginning Dec 1, 2018.

Plowing (incl. spreading of salt & chips) \$1,800.00
Salt & chip spreading only \$450.00

References:

KSB Hospital - Chuck Foley (973-5069) or Bill Weronko (285-5569)
Dixon Health Care - Tom Kane (815-289-6444)

I have read and understand the bid specifications for snow removal services.

Contractor Signature:

[Signature]

Date:

10/17/18



Attachment E

Enclosure A

United Lost Lake Property Owners Association
2018-19 Snow Removal Bid Form

COPY

Company Name: Rampy Construction
Point of Contact/Cell#: Mike #1815-901-3119
Company Mailing Address: 11478 Flagg Center, 61068
E-mail: Rampy

Equipment listing

3 single plow dump snow plow pickup
2 tandem dump
3 loader tractors 2 motor graders
3 hitch / dump salt blacktop machines, 2 backho exc...

Attachment F

Bid option 1: Seasonal (Bid required)

Total cost for the season for work described herein, to be paid in five equal monthly installments beginning Dec 1, 2018.

~~\$87,800~~ \$33,200 ³⁰ 1st payment contract is approval All payment

Bid option 2: Per event (Bid required)

For the purpose of this contract, an event is understood to require up to three complete plowing passes through community roads with not more than one event charged per day. If only one pass is required, the full event charge will still apply. Calls for only salt & chip spreading to be billed at the rate below. Accrual of charges payable monthly beginning Dec 1, 2018.

Plowing (incl. spreading of salt & chips) \$1,780.00
Salt & chip spreading only \$1,520.00

References:

United Lost Lake Property Owners / winter
News Leader 15 years Rochelle
Steward Road and Street a few, and exc... 1982*

I have read and understand the bid specifications for snow removal services.

Contractor Signature: Michael Rampy

Date: 10/24/2018

