

**UNITED LOST LAKE PROPERTY OWNERS ASSOCIATION**  
**Regular Monthly Board Meeting Minutes**  
**Saturday, November 17, 2018**

The regular monthly meeting of the Board of the United Lost Lake Property Owners Association was called to order by President Huber at 9:04 a.m. on Saturday, November 17, 2018 at 404 Lake Court, after which he welcomed everyone in attendance.

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

**Absent:** None.

**Guests:** see ATTACHMENT A.

**PLEDGE OF ALLEGIANCE**

**MOTION TO APPROVE NOVEMBER 17, 2018 AGENDA:** see ATTACHMENT B. Jim made a motion to approve the November 17, 2018 agenda, seconded by Charlie. A voice vote was taken, and all present were in favor, none opposed. (8 yeas, 0 nays).

**MOTION TO APPROVE SEPTEMBER 15, 2018 REGULAR MEETING MINUTES:** Dan made a motion to approve the September 15, 2018 regular meeting minutes, seconded by Ed. A voice vote was taken, and all present were in favor, none opposed. (8 yeas, 0 nays).

**MOTION TO APPROVE OCTOBER 30, 2018 SPECIAL MEETING MINUTES:** Ed made a motion to approve the October 30, 2018 special meeting minutes, seconded by Wes. Dan requested that NEW BUSINESS item "Introduction of Contractor for Snowplowing" be changed to "Introduction of Process for Snowplow Contract". A voice vote was taken, and those in favor were Jim, Kim, Ed, Dan, Charlie, Sue and Wes. President Huber abstained. (7 yeas, 1 abstention, 0 nays).

**MOTION TO APPROVE SEPTEMBER 2018 TREASURER'S REPORT:** see ATTACHMENT C. Ed explained September's financials and answered questions. Ed made the motion to approve the September 2018 Treasurer's Report, seconded by Dan. A roll call vote was taken, and all present were in favor, none opposed. (8 yeas, 0 nays).

**MOTION TO APPROVE OCTOBER 2018 TREASURER'S REPORT:** see ATTACHMENT D. Ed explained October's financials and answered questions. Dan made the motion to approve the October 2018 Treasurer's Report, seconded by Jim. A roll call vote was taken, and all present were in favor, none opposed. (8 yeas, 0 nays).

**UNFINISHED BUSINESS:**

NONE

**NEW BUSINESS:**

**DECAL VIOLATION:** Sue stated that the property owner obtained a vehicle decal but never put it on; however, after the property owner received a decal violation letter, they put the decal on their vehicle. Sue would like the Board to consider whether or not to assess a fine.

**MOTION:** Sue made a motion to not issue a \$25.00 decal violation fine, seconded by Ed. A roll call vote was taken, and those in favor were Jim, Kim, Ed and Sue. President Huber, Dan, Charlie and Wes voted no. (4 yeas, 0 abstentions, 4 nays). Motion defeated.

**SPEEDING VIOLATION:** Sue stated that back in March 2018 the property owner received a speeding violation letter that contained two (2) separate speeding incidents that took place within days of each other, so these were treated as one (1) violation. Then on September 15, 2018 the property owner was clocked going 34 MPH.

**MOTION:** Sue made a motion to assess a \$75.00 speeding violation fine, seconded by Kim. A roll call vote was taken, and all present were in favor, none opposed. **(8 yeas, 0 nays)**.

**OVERAGE ON 2018 CHIP & SEAL INVOICE FROM CIVIL CONSTRUCTORS, INC.:** see **ATTACHMENT E**. The actual invoice for the 2018 chip & seal project was \$4,101.73 higher than the amount the Board approved. There was much discussion about whether this should be paid.

**MOTION:** Charlie made a motion to pay the \$4,101.73 overage, seconded by Kim. A roll call vote was taken, and those in favor were President Huber, Charlie and Sue. Jim, Kim, Ed, Dan and Wes voted no. **(3 yeas, 0 abstentions, 5 nays)**. Motion defeated.

After Dan made a motion to pay ½ of the \$4,101.73, and Sue seconded it, he withdrew his motion. Sue made a motion to pay ½ of the \$4,101.73, and Kim seconded it. However, Dan made a motion to table this discussion until there is more discussion between ULLPOA and Civil.

**MOTION:** Dan made a motion to table further discussion on the 2018 chip & seal overage, seconded by Ed. A roll call vote was taken, and those in favor were Kim, President Huber, Ed, Dan, Charlie, Sue and Wes. Jim voted no. **(7 yeas, 0 abstentions, 1 nay)**.

### COMMITTEE REPORTS

**SECURITY:** see **ATTACHMENT F**.

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

**ACC/ECC:** No report given.

**ROADS:** see **ATTACHMENT G**.

**PROPERTIES, PARKS & MAINTENANCE:** No report given.

**LONG RANGE PLANNING:** No report given.

**COMMUNITY EVENT REPORT:** Dan gave a summary of upcoming community events.

**MEMBER COMMENTS:** None.

Dan made the motion to adjourn, seconded by Ed. A voice vote was taken, and all present were in favor, none opposed. **(8 yeas, 0 nays)**. Meeting adjourned at 10:12 a.m.

**SUMMARY OF MOTIONS MADE BY THE  
UNITED LOST LAKE POA BOARD OF DIRECTORS  
NOVEMBER 17, 2018**

**MOTION:** Sue made a motion to not issue a \$25.00 decal violation fine, seconded by Ed. A roll call vote was taken, and those in favor were Jim, Kim, Ed and Sue. President Huber, Dan, Charlie and Wes voted no. **(4 yeas, 0 abstentions, 4 nays)**. Motion defeated.

**MOTION:** Sue made a motion to assess a \$75.00 speeding violation fine, seconded by Kim. A roll call vote was taken, and all present were in favor, none opposed. **(8 yeas, 0 nays)**.

**MOTION:** Charlie made a motion to pay the \$4,101.73 overage, seconded by Kim. A roll call vote was taken, and those in favor were President Huber, Charlie and Sue. Jim, Kim, Ed, Dan and Wes voted no. **(3 yeas, 0 abstentions, 5 nays)**. Motion defeated.

**MOTION:** Dan made a motion to table further discussion on the 2018 chip & seal overage, seconded by Ed. A roll call vote was taken, and those in favor were Kim, President Huber, Ed, Dan, Charlie, Sue and Wes. Jim voted no. **(7 yeas, 0 abstentions, 1 nay)**.

ULLPOA - REGULAR MONTHLY MEETING

November 17, 2018

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

- ✓ 1. John Mulholland 24. \_\_\_\_\_
- ✓ 2. Gina Mulholland 25. \_\_\_\_\_
- ✓ 3. Carol Brown 26. \_\_\_\_\_
- ✓ 4. Gene Johnson/Civil 27. \_\_\_\_\_
- ✓ 5. Jayne Jarvis 28. \_\_\_\_\_
- ✓ 6. Ruth Nioboma 29. \_\_\_\_\_
- ✓ 7. Ken Reutay 30. \_\_\_\_\_
- ✓ 8. Laure Perry 31. \_\_\_\_\_
- ✓ 9. Toni Vella 32. \_\_\_\_\_
- ✓ 10. Gary Bohony 33. \_\_\_\_\_
- ✓ 11. Kerry Melm 34. \_\_\_\_\_
- ✓ 12. ~~\_\_\_\_\_~~ 35. \_\_\_\_\_
- ✓ 13. Mary Sullivan (de) 36. \_\_\_\_\_
- 14. \_\_\_\_\_ 37. \_\_\_\_\_
- 15. \_\_\_\_\_ 38. \_\_\_\_\_
- 16. \_\_\_\_\_ 39. \_\_\_\_\_
- 17. \_\_\_\_\_ 40. \_\_\_\_\_
- 18. \_\_\_\_\_ 41. \_\_\_\_\_
- 19. \_\_\_\_\_ 42. \_\_\_\_\_
- 20. \_\_\_\_\_ 43. \_\_\_\_\_
- 21. \_\_\_\_\_ 44. \_\_\_\_\_
- 22. \_\_\_\_\_ 45. \_\_\_\_\_
- 23. \_\_\_\_\_ 46. \_\_\_\_\_

Attachment A

ULLPOA AGENDA - REGULAR BOARD MEETING  
SATURDAY, NOVEMBER 17, 2018 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  
MOTION TO APPROVE SEPTEMBER 15, 2018 REGULAR MEETING MINUTES  
MOTION TO APPROVE OCTOBER 30, 2018 SPECIAL MEETING MINUTES  
MOTION TO APPROVE SEPTEMBER 2018 TREASURER'S REPORT  
MOTION TO APPROVE OCTOBER 2018 TREASURER'S REPORT

**UNFINISHED BUSINESS:**

NONE

**NEW BUSINESS:**

DECAL VIOLATION  
SPEEDING VIOLATION  
OVERAGE ON 2018 CHIP & SEAL INVOICE FROM CIVIL CONSTRUCTORS, INC.

**COMMITTEE REPORTS:**

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

COMMUNITY EVENT REPORT

MEMBER COMMENTS

**ADJOURNMENT**

**NEXT MEETING: SATURDAY, DECEMBER 15, 2018 @ 9:00 A.M. LAKE COURT CENTER**

*Attachment B*

## November 2018 ULLPOA Treasurers Report

### Activities:

With Budget approval and establishment of 2019 dues amount set, we are reviewing open accounts, following up on accounts not yet placed with collections and reviewing transactions on accounts where amounts are unnatural. We are also looking forward to activities leading up to year end, exploring efficiencies and reviewing expenses and our cash position to ensure we will have adequate funds to finish the year.

A review of the 215 account was recently initiated in preparation for a year end close. Deferred Income represents amounts collected but not yet actually recognized on the P&L statement pending the actual completion of work or providing of services. The 215-1 Prepayment sub-account represents amounts paid in advance for the next years dues. A Journal entry was identified in a prior year inadvertently zeroing the 215-1 Prepayment account resulting in a negative balance for several years. This amount will be reversed in November and other lesser errors will be corrected. At year end, all deferred income will be recognized as income and the balance in the main account will only reflect the amount paid in advance for 2019 dues (215-1).

### Income:

The amounts collected in penalties and finance charges are not budgeted and as such partially offset open accounts. While I expect certain adjustments to be made prior to the November close, the amounts collected for the year are in line with the budget.

A/R is at 20,668, roughly 4,200 is new this year and has been placed with collections. We received a small payment on about \$150 which netted us about \$114 to date. While the amount itself is not terribly exciting the fact we are collecting without expending additional member funds does show potential. We will continue to pursue amounts owed in the most fiscally responsible and efficient manner possible. We continue to carry about 16,000 of old and current debt on which we have secured judgments but not collected. These amounts were historically written off with minimal recoveries, these accounts are being turned over to collections with the hope of netting 50 cents on the dollar.

Excluding corrections mentioned above, income is negligible for the period as almost all income was recognized at the start of the year. We will treat this differently in 2019 to ensure the revenue is recognized in concert with expected expenditure to provide more informative financials. Expect Misc Income to increase as posting of negative expenses will be transferred to income and the posting items creating the issue will be corrected.

### Expenses:

Excluding seasonal (plowing & moving) and project specific (think roads) base expenditures continue to be in line with prior months. The amounts on the P&L are not indicative of increased or decreased spending but of timing differences related to expenses not posted when incurred, budgeted amounts inconsistent with history and budget columns increased on 1/12 basis versus a best estimate to when

Attachment e

we believe work or services will be completed. I will structure the allocation of the budget next year to yield more meaningful reports and strive to recognize both income and expenses pursuant to GAAP and the matching principle required by accrual accounting.

Taking all of this into consideration I would like to call out the following observations related to September and October statement and projections taking us to year end.

Roads: Work completed in September is not reflected in the September or October reporting. With the payment of the Civil invoice (road contractor) in November, we will be about 18,000 above the 85,000 approved budget. This was expected and planned for with the intent of using set aside of funds from 2017 for road work not completed. Funds were transferred from the 104 Road Improvements and Repair account to cover this shortfall.

Gatehouses 540: If no additional expenditures occur we should end the year at about 5,000 over budget. Primary drivers of this were the unbudgeted installation of Knox boxes and the replacement of a sliding door on the east side gatehouse including associated siding repair and staining. Repairs work on the west side gate also exceeded projected budget amounts.

Roadside Maintenance 645: With mowing behind us and if no additional Tree/Brush is required, expect this number to come in about 6,000 over budget. This budget amount was increased in the 2019 budget to reflect actual 3 year projected costs and to better manage and track this expense.

Security 650 and Payroll 600: both are running a bit higher than budgeted amounts but are manageable. I would ask each board member or committee to review these amounts and plan accordingly.

Bad Debt 511: We have written off 1,700 dollars earlier in the year with a decision to send other amounts historically written off to collection. We may write off some or all of these amounts pending review of IRS guidelines, our net year end position and our expiring loss carry forward credits if applicable. We are still in the process of transferring accounts with judgments from our collection attorney to RFGI in an attempt to collect something on accounts historically written off.

### Help wanted

The invoices will be sent out on January Second 2019. Additional statements, postage and administrative cost all take away from amounts that could be allocated elsewhere. Late fees and finance charges are still authorized and will be levied. This activity has a significant drain on administrative resource and takes away from the volunteer board's ability to focus on improving the community.

Please save yourself and the community some money and pay your dues on time.

Payment Activity Schedule:

Jan 2019 - Send invoices, terms net 30

Feb 2019 - Re invoice with \$50 late fee and Finance Charges (rate in 2017 was 18%)

Attachment C

Mar 2019 - Re invoice with additional \$50 Late Fee and Finance Charges

Apr 2019 - Re invoice with additional \$50 Late Fee and Finance Charges

May - Send Final Notice with 1 week to pay, account will be sent to collection after expiry unless other arrangements are made with the office.

Respectfully Submitted, Ed Workman, POA Treasurer, November 17, 2018

Attachment C



UNITED LOST LAKE PROPERTY OWNERS ASSN.

Balance Sheet

As of September 30, 2018

Accrual Basis

Sep 30, 18

<b>ASSETS</b>	
Current Assets	
Checking/Savings	
100 · Petty Cash	200.00
101 · CSB - Checking	4,652.21
102 · CSB - Money Market Plus	118,262.83
104 · 2018 Road Improvements & Repair	63,387.38
105 · ULLPOA Reserve Account	108,749.91
108 · Savings - Carryover funds	2,699.44
180 · Reserve CDs	34,592.99
Total Checking/Savings	332,544.76
Accounts Receivable	
130 · Accounts Receivable	20,667.52
Total Accounts Receivable	20,667.52
Total Current Assets	353,212.28
Fixed Assets	
150 · Buildings	75,468.19
158 · Signage	8,208.47
159 · Land Improvement	6,050.37
160 · Parks (Asset)	31,957.34
165 · Office Equipment	4,806.51
170 · Accumulated Depreciation	(65,122.53)
Total Fixed Assets	61,368.35
Other Assets	
175 · Pre-Paid Insurance	4,496.64
Total Other Assets	4,496.64
<b>TOTAL ASSETS</b>	<u>419,077.27</u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
210 · Payroll Liabilities	(949.81)
215 · Deferred Income	9,979.89
220 · New Home Bldg Deposit	1,655.00
Total Other Current Liabilities	10,685.08
Total Current Liabilities	10,685.08
Total Liabilities	10,685.08
Equity	408,392.19
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>419,077.27</u>

Attachment C

UNITED LOST LAKE PROPERTY OWNERS ASSN.

Profit & Loss-Sept'18

September 2018

Accrual Basis

	TOTAL
Ordinary Income/Expense	
Income	
410 · Advertising	40.00
425 · Interest	178.45
450 · Misc. Income	2.00
Total Income	220.45
Gross Profit	220.45
Expense	
515 · Community Affairs	413.52
525 · Credit Card/Bank Svc Charges	21.62
540 · Gatehouses	200.31
550 · Insurance	673.01
580 · Office Supplies	141.96
585 · Offsite Mtg & Mileage	39.24
595 · Parks	196.10
600 · Payroll	3,173.52
610 · Postage	50.00
625 · Repairs & Maintenance	490.71
640 · Road Improvements & Repair	8,545.00
645 · Roadside Maintenance	4,275.00
650 · Security	1,999.92
720 · Utilities	561.97
735 · Website	200.00
Total Expense	20,981.88
Net Ordinary Income	(20,761.43)
Other Income/Expense	
Other Expense	
530 · Depreciation	450.17
930 · ACC/ECC-Expense	(345.00)
Total Other Expense	105.17
Net Other Income	(105.17)
Net Income	<u>(20,866.60)</u>

Attachment C

**UNITED LOST LAKE PROPERTY OWNERS ASSN.**

**Year-to-Date Profit & Loss**

As of September 30, 2018

Accrual Basis

	Jan - Sep 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
400 · Dues & Assessments	251,220.00	188,512.47	62,707.53
410 · Advertising	0.00	1,500.03	(1,500.03)
425 · Interest	1,396.38	974.97	421.41
430 · Late Fee Revenue	6,500.00		
435 · Finance Charges Revenue	562.87		
450 · Misc. Income	762.15		
<b>Total Income</b>	<b>260,441.40</b>	<b>190,987.47</b>	<b>69,453.93</b>
Gross Profit	260,441.40	190,987.47	69,453.93
Expense			
505 · Acquired Properties	0.00	749.97	(749.97)
515 · Community Affairs	1,732.15	1,874.97	(142.82)
525 · Credit Card/Bank Svc Charges	1,135.49	1,050.03	85.46
535 · Dues & Subscriptions	442.82	675.00	(232.18)
540 · Gatehouses	6,888.43	1,500.03	5,388.40
550 · Insurance	3,429.08	5,249.97	(1,820.89)
570 · Newsletter	904.96	2,250.00	(1,345.04)
580 · Office Supplies	1,110.44	1,424.97	(314.53)
585 · Offsite Mtg & Mileage	387.79	562.50	(174.71)
595 · Parks	1,579.79	1,874.97	(295.18)
600 · Payroll	32,170.68	31,500.00	670.68
610 · Postage	1,316.78	1,050.03	266.75
615 · Professional Fees	905.00	2,025.00	(1,120.00)
620 · Real Estate Taxes	2,958.12	2,324.97	633.15
625 · Repairs & Maintenance	1,194.56	2,250.00	(1,055.44)
640 · Road Improvements & Repair	9,380.77	63,749.97	(54,369.20)
645 · Roadside Maintenance	20,538.31	12,750.03	7,788.28
650 · Security	20,136.30	20,250.00	(113.70)
705 · Snow & Ice Control	21,354.24	32,024.97	(10,670.73)
720 · Utilities	5,761.49	5,100.03	661.46
730 · Vehicle Decals	12.25	675.00	(662.75)
735 · Website	200.00	74.97	125.03
<b>Total Expense</b>	<b>133,539.45</b>	<b>190,987.38</b>	<b>(57,447.93)</b>
Net Ordinary Income	126,901.95	0.09	126,901.86
Other Income/Expense			
Other Expense			
511 · Bad Debt	1,719.69		
530 · Depreciation	4,051.53		
900 · Foreclosure Expenses	(91.00)		
930 · ACC/ECC-Expense	445.00		
<b>Total Other Expense</b>	<b>6,125.22</b>		
Net Other Income	(6,125.22)		
<b>Net Income</b>	<b>120,776.73</b>	<b>0.09</b>	<b>120,776.64</b>

Attachment

**UNITED LOST LAKE PROPERTY OWNERS ASSN.  
Balance Sheet - October 31, 2018**

Accrual Basis

	Oct 31, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
100 · Petty Cash	200.00
101 · CSB - Checking	5,189.52
102 · CSB - Money Market Plus	106,481.25
104 · 2018 Road Improvements & Repair	63,430.29
105 · ULLPOA Reserve Account	108,814.38
108 · Savings - Carryover funds	2,701.04
180 · Reserve CDs	34,683.20
Total Checking/Savings	321,499.68
Accounts Receivable	
130 · Accounts Receivable	20,667.52
Total Accounts Receivable	20,667.52
Other Current Assets	
145 · Undeposited Funds	4.00
Total Other Current Assets	4.00
Total Current Assets	342,171.20
Fixed Assets	
150 · Buildings	75,468.19
158 · Signage	8,208.47
159 · Land Improvement	6,050.37
160 · Parks (Asset)	31,957.34
165 · Office Equipment	4,806.51
170 · Accumulated Depreciation	(65,122.53)
Total Fixed Assets	61,368.35
Other Assets	
175 · Pre-Paid Insurance	3,934.55
Total Other Assets	3,934.55
<b>TOTAL ASSETS</b>	<b>407,474.10</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
210 · Payroll Liabilities	(949.81)
215 · Deferred Income	9,983.89
220 · New Home Bldg Deposit	1,655.00
Total Other Current Liabilities	10,689.08
Total Current Liabilities	10,689.08
Total Liabilities	10,689.08
Equity	
300 · Retained Earnings	(49,091.62)
350 · Contributed Capital	336,707.08
Net income	109,169.56
Total Equity	396,785.02
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>407,474.10</b>

Attachment D

**UNITED LOST LAKE PROPERTY OWNERS ASSN.**  
**Profit & Loss-Oct'18**  
 October 2018

Accrual Basis

	TOTAL
Ordinary Income/Expense	
Income	
425 · Interest	267.06
450 · Misc. Income	3.50
Total Income	270.56
Gross Profit	270.56
Expense	
515 · Community Affairs	570.64
525 · Credit Card/Bank Svc Charges	20.00
540 · Gatehouses	120.83
550 · Insurance	562.09
580 · Office Supplies	112.06
595 · Parks	196.10
600 · Payroll	3,540.60
610 · Postage	58.23
625 · Repairs & Maintenance	368.25
645 · Roadside Maintenance	2,250.00
650 · Security	3,511.24
720 · Utilities	567.69
Total Expense	11,877.73
Net Ordinary Income	(11,607.17)
Net Income	(11,607.17)

Attachment A

**UNITED LOST LAKE PROPERTY OWNERS ASSN.**  
**Year-to-Date Profit & Loss**  
As of October 31, 2018

Accrual Basis

	Jan - Oct 18	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
400 · Dues & Assessments	251,220.00	209,458.30	41,761.70
410 · Advertising	0.00	1,666.70	(1,666.70)
425 · Interest	1,663.44	1,083.30	580.14
430 · Late Fee Revenue	6,500.00		
435 · Finance Charges Revenue	562.87		
450 · Misc. Income	765.65		
<b>Total Income</b>	<u>260,711.96</u>	<u>212,208.30</u>	<u>48,503.66</u>
<b>Gross Profit</b>	260,711.96	212,208.30	48,503.66
<b>Expense</b>			
505 · Acquired Properties	0.00	833.30	(833.30)
515 · Community Affairs	2,302.79	2,083.30	219.49
525 · Credit Card/Bank Svc Charges	1,155.49	1,166.70	(11.21)
535 · Dues & Subscriptions	442.82	750.00	(307.18)
540 · Gatehouses	7,009.26	1,666.70	5,342.56
550 · Insurance	3,991.17	5,833.30	(1,842.13)
570 · Newsletter	904.96	2,500.00	(1,595.04)
580 · Office Supplies	1,222.50	1,583.30	(360.80)
585 · Offsite Mtg & Mileage	387.79	625.00	(237.21)
595 · Parks	1,775.89	2,083.30	(307.41)
600 · Payroll	35,711.28	35,000.00	711.28
610 · Postage	1,375.01	1,166.70	208.31
615 · Professional Fees	905.00	2,250.00	(1,345.00)
620 · Real Estate Taxes	2,958.12	2,583.30	374.82
625 · Repairs & Maintenance	1,562.81	2,500.00	(937.19)
640 · Road Improvements & Repair	9,380.77	70,833.30	(61,452.53)
645 · Roadside Maintenance	22,788.31	14,166.70	8,621.61
650 · Security	23,647.54	22,500.00	1,147.54
705 · Snow & Ice Control	21,354.24	35,583.30	(14,229.06)
720 · Utilities	6,329.18	5,666.70	662.48
730 · Vehicle Decals	12.25	750.00	(737.75)
735 · Website	200.00	83.30	116.70
<b>Total Expense</b>	<u>145,417.18</u>	<u>212,208.20</u>	<u>(66,791.02)</u>
<b>Net Ordinary Income</b>	115,294.78	0.10	115,294.68
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
511 · Bad Debt	1,719.69		
530 · Depreciation	4,051.53		
900 · Foreclosure Expenses	(91.00)		
930 · ACC/ECC-Expense	445.00		
<b>Total Other Expense</b>	<u>6,125.22</u>		
<b>Net Other Income</b>	(6,125.22)		
<b>Net Income</b>	<u>109,169.56</u>	<u>0.10</u>	<u>109,169.46</u>

Attachment D



Civil Constructors Inc.  
PO Box 750  
Freeport, IL 61032

INVOICE

To: United Lost Lake POA  
903 Missouri Drive  
Dixon, IL 61021

Invoice #: 18053  
Date: 09/24/18  
Application #: 1

Invoice Due Date: 09/24/18  
Payment Terms: Due Upon Receipt

Contract: 6508. United Lost Lake POA Seal Coat

Contract Item	Quantity JTD	Unit Price	U/M	Total To Date
1 Base Repair	32.000	36.00000	SY	1,152.00
2 Aggregate Base 4"	196.000	14.00000	SY	2,744.00
3 Bituminous Prime Coat (PEP)	0.000	9.85000	GAL	0.00
4 Bituminous Material HFE-90	22,897.129	2.87000	GAL	65,714.76
5 Seal Coat Aggregate	679.000	35.50000	TON	24,104.50
6 Mobilization	0.000	0.00000	LSU	0.00
Total To Date : 93,715.26 Plus Sales Tax : 0.00 Less Retainage : 0.00 Less Previous Applications : 0.00 <b>Total Due This Invoice : 93,715.26</b>				

Check #: 4494 Amount Paid: \$89,613.53  
 Date Paid: 11-5-18 Check Out By: [Signature]  
 Officers: [Signature] Account: 641  
 Notes: \$4,101.73 unpaid -  
to be approved at  
11-17-18 meeting

Attachment E



**CIVIL CONSTRUCTORS INC**

A heavy civil and industrial contractor

06/11/2018

2283 Route 20 East  
PO Box 750  
Freeport, Illinois  
61032

To: United Lost Lake POA  
903 Missouri Drive  
Dixon, IL 61021

Tel 815 235 2200  
Fax 815 235 2219

*7-16-18 BOD awarded  
Contract to CIVIL*

From: Gene Johnson (815) 297-8558

Proposal: **Lost Lake 2018 Seal Coat**

Bid Date: 06/11/2018

Item	Description	Quantity	Unit	Unit Price	Total Price
1	Base Repair	30.000	SY	\$ 36.00	\$1,080.00
2	Aggregate Base 4"	272.000	SY	\$ 14.00	\$3,808.00
3	Bituminous Prime Coat (PEP)	109.000	GAL	\$ 9.85	\$1,073.65
4	Bituminous Material HFE-90	20,674.000	GAL	\$ 2.87	\$59,334.38
5	Seal Coat Aggregate	685.000	TON	\$ 35.50	\$24,317.50
<b>Bid Total</b>					<b>\$89,613.53</b>

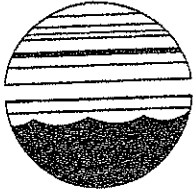
Seal Coat Chips will be CA-16 from Macklin Quarry Rochelle, IL

**Exclusions:**

- Taxes, Tests, Permits, Fees and Bonds
- More than 1 EA mobilizations for this work
- Repair to existing improvements as a result of construction equipment access
- Adjustment of Utilities
- Edge Treatments such as shoulder stone or black dirt

*Attachment E*





**United Lost Lake Property Owners Association**

903 Missouri Drive  
Dixon, IL 61021  
(815) 652-4491 / FAX: (815) 652-8664  
[www.discoverlostlake.org](http://www.discoverlostlake.org)

November 5, 2018

Civil Constructors, Inc.  
2283 Route 20 East  
P.O. Box 750  
Freeport, IL 61032

RE: INVOICE #18063  
AMOUNT: \$93,715.26  
JOB #6508

Attachment #1

To Whom It May Concern:

Enclosed is partial payment for the above referenced invoice. The ULLPOA Board of Directors only approved the expenditure of \$89,613.53, based on the written bid from your company dated June 11, 2018. This \$4,101.73 balance requires ULLPOA Board approval, which will be placed on their agenda for their next meeting on November 17, 2018. If the Board approves this expenditure at that time, your check will be cut and mailed the following Monday, November 19, 2018.

Thank you for your understanding of this matter. If you have any questions, please do not hesitate to contact me.

Sincerely,

Dan Perry, Vice-President/Roads Co-Chair  
United Lost Lake Property Owners Assn.

DP/lee

Encl.: Check #4494 \$89,613.53



# Price Breakdown: Chip Seal Roads A-1, A-2 & Restruc Roads

~~Please find the following breakdown of all services we have provided in this proposal. This proposal originated on June 06, 2018.~~

Item	Description	Cost
1	Chip Seal	\$67,115.00
2	Chip Seal A-2	\$7,380.00
3	Tear Out & Repair Damaged Areas	\$5,675.00
<b>Total:</b>		<b>\$80,170.00</b>

## Authorization to Proceed & Contract

**CURRENT MARKET DISCLAIMER:** All pricing is based on the current material prices at the date of this proposal. Should the market price of material increase prior to the start of the work, an additional material surcharge may be incurred and added to the final invoice. We will discuss the current market pricing of material at the time work is started.

Please see all attachments for special conditions that may pertain to aspects of this project.

THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS OF DATE.  
ACCEPTANCE OF THIS CONTRACT: The above material, scope of work, and payment terms is satisfactory and hereby accepted. We therefore authorize PORTER BROTHERS ASPHALT & SEALING INC to proceed under the conditions of this contract. We agree that any unpaid balance will be subject to a 2.5% finance charge per 30 day period. We will pay and discharge all reasonable costs, attorney's fees and expense that shall be made and incurred by Porter Brothers Asphalt & Sealing Inc in enforcing the provisions and covenants of this agreement.

Attachment E

## November 2018 Security Report by Sue Hill

- Halloween here at Lost Lake was safe and successful. We had two officers on duty during the trick or treat hours and afterwards with no incidents reported.
- Reports of speeding on Woodland and our officers have been running radar in that area
- Remember to contact security to be put on the house check list if you are going to be gone over the winter months
- Also, if you are going to be gone for an extended period of time remember to contact someone to keep your driveway plowed so it looks as though the house is occupied. Otherwise, an unplowed driveway is a signal to an unoccupied house.
- 4 speeding violation letters were sent (all 1<sup>st</sup> offenses)

Attachment F

**ROADS COMMITTEE – 17 NOV 2018**

Road repair and sustainment work is complete for the year. The asphalt repair work for potholes done by T&M Paving of Dixon, as well as the chip and seal surface work done by Civil Constructors, Inc. of Freeport were of very high quality and we thank them for their efforts and strongly recommend their services to anyone looking for such work in the future. The ULLPOA has paid both these companies at their contracted rate and we welcome their interest in working with us on future projects.

As we head into the winter season, the ULLPOA board approved the proposal of Mirror Landscapes to take over the snow plowing responsibilities for our community for the season. I'll acknowledge that there is some risk to changing from the services of Ken Oltmanns (& Company), who has served this community very well for many years, but the fiscal concerns of our community are of increasing importance. We expect some degree of turbulence as the new contractor learns the nuances of the task, but we're confident that our residents will be satisfied with their service in the end. As with the paving, we welcome Ken Oltmanns' interest in working with us in the future, and particularly thank him and his crew for the service they have provided.

On a practical note, I'll ask that all members of our community do their part to protect our investment. Please take time to ensure that mowed grass or fallen leaves don't accumulate on our paved surfaces. These things serve as sponges, slowly allowing water to seep into and deteriorate the pavement that we all purchase. In addition, these things create a traction hazard for vehicles in any season.

Submitted by Dan Perry

Attachment 6