

# APPROVED MINUTES

## ULLPOA Regular Monthly Meeting Minutes Saturday, April 18, 2020

I. **Call to order, Role Call & Pledge of Allegiance** - Doug called the meeting to order at 9:00am

**Board Members Present** - Doug Jones-President; Wes Jaros-Vice President, Cheryl Wash-Secretary; Toni Vella-Treasurer; Mike Huber; Kim Rogers; Mary Sullivan; Scott Johnson; Jon Arneson late in coming to meeting

***Guest list not attached as this was virtual public meeting held through Go To Meeting***

II. **Motion to Approve Agenda- Cheryl Wash** motioned to approve the April 18, 2020 agenda, seconded by **Scott Johnson**. Doug asked if there are any changes to the agenda. **Mary Sullivan** asked to have the November date on the agenda as it was omitted. **Cheryl Wash**, asked board if we should strike item (e) under new business because Leslie is not in attendance due to office closure, **Mike Huber** suggested that we table the item when we get to it. **Mike Huber** suggested a change to **(item (a) under-New business** to change the wording to **(request to change meeting rules)** **The board approved the motion to accept the agenda as amended unanimously**

III. **Member Comments:** members with comments were directed to send them via email to the Social Club gmail account. One member, Dave Babics, sent a letter which was read by Cheryl regarding a roads question which will be addressed with the roads committee report. **(Attachment A)**

IV. **Approval of Minutes -**

- a. **October 19, 2019 annual meeting minutes as amended** - motion made by **Cheryl Wash**, a seconded by **Mike Huber** to table the October 19th, 2019 minutes until they can be updated. **The board approved the motion unanimously**
- b. **October 11, 2019 Executive session minutes** Cheryl read RR regarding board member voting on minutes if they were not present **(attachment B)** **Kim Rogers** motioned to approve the 10/11/2019 minutes, seconded by **Cheryl Wash**. **Scott Johnson** asked to have a roll call vote so that those that were not in attendance could elect to abstain. **roll call vote (Ayes- Wes, Toni, Cheryl, Jon, Kim (Abstentions- Mike, Scott, Mary, Doug) motion carried October 11, 2019 Executive session minutes approved.**
- c. **November 16, 2019 minutes as amended** It was pointed out by Wes that in the February 2020 minutes the November minutes were approved, Cheryl confirmed that the minutes were already approved at the February meeting therefore, there was not need to approve them again.
- d. **January 18, 2020** - motion made by **Scott Johnson** to approve the January 18, 2020 minutes, seconded by **Kim Rogers** - attachment with Presidents top 10 is included as asked by

Mike Huber at the February meeting. **The board approved the January 18, 2020 minutes unanimously**

- e. **February 15, 2020** - motion made by **Cheryl Wash** to approve the February 15, 2020 minutes, seconded by **Scott Johnson**, there was no discussion **The board approved the February 15, 2020 minutes unanimously**

## V. Reports

### 1) Treasurer's Report

Toni read her report (**attachment C**)

No financials to review at this time due to the office closure due to COVID-19, Toni advised that our corporate taxes have been paid. Wes questioned how we are filing tax returns as our by laws indicate that we are not for profit, the concern is that we are paying taxes improperly, have we ever registered as a not for profit. Toni will need to investigate further. We may be under a different category of not for profit. (**see action items below**)

### 2) Reports of Committees

- **Security** - Jon asked members to remember that during social distancing the POA parks are closed and to remember to stay off of the playground equipment.
- **Covenants, By-laws, Rules & Regulations** - no report
- **ACC/ECC** no report, announced that she would get something out to the community under social media outlets, Doug will forward any requests to Kim that may come in through the POA email. (**Action Item**)
- **Roads** - Mary read her report (**attachment D**) Toni pointed out that she sent over budget items for roads.
- **Properties, parks & maintenance** - Wes read his report (**attachment E**)

### 3) Special Committees

- **Social Club/Committee** - Cheryl read her report (**attachment F**)
- **Financial review committee** - Toni announced that there will be a meeting on April 29th @ 2pm

## VI. Unfinished Business

- a. **A motion to require the committee chairs of the Roads Committee and the Property, Parks & Maintenance Committee to develop contingency budgets and 5 year plans for the \$193,000 in reserve funds and CD's** - motion made by **Scott Johnson**, seconded by **Cheryl Wash**. Wes and Mary have discussed and will be putting together a 5 year plan. **Roll call vote The board approved the motion unanimously**

## VII. New Business

- a. **Cheryl Wash** motioned to change the meeting rules and update the POA website with regard to setting the deadline for submission of POA agenda items to 2pm the Monday prior to the scheduled monthly meeting, motion seconded by **Scott Johnson** Wes asked to designate that meeting rule #2 be amended. Change 4days to the Monday preceding the meeting by 2 pm. **Roll call vote, The board approved the motion unanimously**
- b. **Cheryl - Discuss board member responsibilities during temporary closure of POA office.** Doug has access to the POA email and continually looks at that and will forward on pertinent information to the appropriate board member. Cheryl will be picking up the mail to hand off to Toni. Wes asked about extra grace time for vehicle stickers, security is handling data entry, Jon asked that any sticker requests that need to be processed be put in the bin next to the security PC so that security can process them.
- c. **Cheryl Wash** discussion of omission of the newsletter article submitted on time by LLUD. - **Doug Jones** will address this with Leslie and come up with a plan to make sure that there is approval before it goes to print. Cheryl will forward to Jack to post on ULLPOA website, also Cheryl will post on Next Door and the FB social club and community pages as well as the social club website acknowledging that this was an unintentional omission.
- d. **Wes Jaros** motioned to approve mowing contracts Roadside mowing 2 bids, Oltman's and Langdon group. **Wes Jaros** motioned that the board **award the roadside mowing contract to Ken Oltman's for \$1750.00 per cut typically 4-5 cuts per year.** seconded by **Jon Arneson roll call vote The board approved the motion unanimously.** **Wes Jaros** motioned to approve the grounds and parks contract, based on the committees recommendation to **award the bid to Shawn Parish @ \$465 per cut approximately 30-32 cuts per year.** Seconded by **Cheryl Wash** Doug Jones wanted to validate that Shawn has all needed insurance documentation. **Roll call vote The board approved the motion unanimously**
- e. Motion to review a letter form member requesting a waiver of their late fee/finance charges. Motion made by **Cheryl Wash** seconded by **Toni Vella** to table this item until the May meeting. **The board approved the motion unanimously**

#### VIII. Announcements - None

IX. Motion to Adjourn - Cheryl Wash motion to adjourn the meeting seconded by Kim Rogers meeting adjourned at 10:11

## **“Motions/Action Items from Board Meeting” April 18, 2020**

- ➔ **Action Item - Toni needs to investigate further if the ULLPOA is indeed registered as a non profit as our by laws indicate. She will also have to research if we have been filing our taxes as a not for profit or for profit entity. Doug asked that Toni report her findings to him.**
- ➔ **Action Item - Mary and Wes to work out how excess monies will be distributed between and Roads & Parks and develop a 5 year plan**
- ➔ **Action Item - Mike will update the meeting rule #2 changing (4 days prior to the scheduled meeting to the Monday preceding the scheduled monthly meeting by 2 pm.)**
- ➔ **Action Item- Doug will forward any permit requests that may come in via the POA email.**
- ➔ **Action Item- Board member responsibilities while the POA office is closed during shelter in place. Doug will be checking the POA email & will forward on pertinent information to the appropriate board member. Cheryl will be picking up the mail to hand off to Toni. Jon asked that any sticker requests that need to be processed be put in the bin next to the security PC so that security can process them.**
- ➔ **Action Item - Cheryl will forward Jack our security officer the LLUD article that was omitted from the newsletter to post on ULLPOA website, also Cheryl will post on Next Door and the FB social club and community pages as well as the social club website acknowledging that this was an unintentional omission.**
- ➔ **Motion to approve October 19th meeting minutes until they are updated Keep on May agenda for approval - Cheryl**

Submitted by:

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Cheryl A. Wash, Board Secretary