

-APPROVED-
ULLPOA Regular Meeting Minutes
Saturday, March 20, 2021

- I. **Call to order, roll call, Pledge of Allegiance** - President Scott Johnson called the meeting to order at 9:03 am.
Board members present - Doug Jones, Mike Huber, Mary Sullivan, Beth Caudill, Kim Rogers, Jon Arneson, Heather Shroyer, Cheryl Wash, Scott Johnson & Office Manager, Edith Caneles-Kobbeman
- II. **Welcome to visitors** - **2 members have also logged onto the Zoom meeting as listen only.** (Attachment A - member sign-in sheet)
- III. **Approval of Agenda** - **A motion to approve the agenda was made by Cheryl Wash and was seconded by Beth Caudill.** Cheryl requested to add a discussion about political sign removal under new business as item E. **A voice vote was taken, 9 board members in attendance voted to approve the March 20, 2021 agenda as amended.**
- IV. **Member Comments** - There were 2 member comments. (Attachment B - member comments)
- V. **Approval of Minutes**
 - a. Cheryl Wash motioned to approve the February 20, 2021 regular meeting minutes, this was seconded by Heather Shroyer. A roll call vote was taken there were **8 Ayes, 1 abstention.** **The minute were approved as presented.**
- VI. **Reports**
 - a. **Treasurer's Report- See attached treasurer's report and finance committee report.** (Attachment C - includes financial reports - Balance Sheet, P&L & Budget vs Actuals)
Jon Arneson motioned to approve the February 2021 Profit & loss statement, this was seconded by Mary Sullivan. Doug asked about a collections report. Beth will be working with Edith in creating a collections report and agreed that this report should be provided to the board monthly. **A voice vote was taken all in attendance voted to approve the February 2021 P&L 9 Ayes. The February 2021 P&L was approved as presented**
 - b. **Committee Reports Committee Reports**
 - **Security - Jon Arneson** There was no written report. The board suggested to limit parking for estate sales to one side of the road. Jon will look into getting temporary no parking signs for estate sales. Jon reminded members to obey the speed limits and stop signs as the weather warms up.

- **Covenants, By-Laws, Rules & Regulations** - There was no written report. Mike reported that with a June 25th deadline to have covenants approved by members the mailing for voting will need to go out in April. There were 5 members that sent suggestions in to update the covenants, the committee is still reviewing the submissions. If there are any updates Mike will provide the suggested updates to the board for approval at the April meeting and will work with Edith to get this in the mail by the end of April. There was a question about including the entire updated covenants document in a mailing or citing any updates to the document for the mailing. Cheryl suggested that a link for a pdf be included on the ballot so that members can view the entire document. For members without internet access a statement can be added to contact the office. Scott suggested that we mail covenants out 1st class mail. All 9 board members agreed to use 1st class mail instead of bulk for the covenants, due to the importance and time sensitivity of the mailing. Each member will get one ballot and indicate a yes or no vote. The OM will be able to identify the # of lots that each member owns and apply the count to each member vote. Each member is entitled to **(One vote per lot owned)**
- **ACC/ECC** - There was no written report. Kim reported that with spring tree permits are picking up & rooftop solar panels were installed on a home.
- **Roads - Mary Sullivan, Scott Johnson** There was no written report. Mary & Scott reported that they will begin marking the roads after today's meeting. Birch road is a priority and will be addressed asap.
- **Properties, Parks & Maintenance - Doug Jones** read his report. (Attachment D)

c. **Special Committee Reports**

- **Social Committee - Cheryl Wash** read her report. (Attachment C) Cheryl summarized the garage sale and announced coordinators for each side. Kim Rogers - East side; Carol Workman - West side. The Friday before the sale is a pre-sale day for members only. Cheryl asked Jon about security coverage for garage sale day and making Birch one-way that day.
- **Policies & Procedures** - There was no written report. Heather reported that there is preliminary information being put together. The committee will be meeting soon to address what is needed and invited members who may have interest to join the committee.

- d. **Office managers report** - There was no written report. Edith reported that things are running smoothly at the office and the learning is continuing. There is a lot of organization that needs to occur. The POA Facebook page is being

created and will be attached to the ULLPOA as the account Admin. The 4 officers will also be listed as admins.

VII. Unfinished Business

- a. **Cheryl Wash motioned to move into an ES, this motion was seconded by Jon Arneson.** In a discussion Scott stated that the issue that needed to be addressed at an ES had been resolved between the parties involved. **A voice vote was taken, all in attendance voted against moving to an ES. This motion was not approved. There will be no ES today.**

VIII. New Business

- a. **Comcast update** - Cheryl reported that Comcast would be able to run cable for the community. The total cost would be \$3 million dollars, Comcast is willing to kick in \$1.5 million. It was determined that at this time the community would not be willing to fund this project. Scott reported that DC computers in Dixon has installed a mechanism on the water tower for board band wireless, any member that has direct line of sight to the water tower can connect. Members can contact DC computers for information.
- b. **Newsletter - delivery via USPS or electronic delivery** - Beth suggested an item in the newsletter alert the members that the option to receive the newsletter via email. Members will be able to choose USPS or electronic delivery. Electronic delivery of the newsletter will save the community by \$2K per year. Advertisers need to be aware that the newsletter will not rely on USPS solely moving forward. Members will need to opt in by alerting the office of their choice.
- c. **Current Member complaint** - Jon addressed 2 member complaints
 - Regular speeding on St. Francis, officers have been directed to increase patrols on St. Francis - a warning was issued to a speeder.
 - A form letter is being drafted that will be sent out from the office to address derelict vehicles on a property to address section (4) paragraph (D) subsection (a) as outline in the R&R's.
- a. **Process of responding to member complaints/timeliness-** Cheryl asked what the protocol is for member complaints and a timeframe for response from the board to resolution by the member involved. The board agreed that all complaints need to be submitted in writing with and appropriate form, perhaps made available on the website. This item will be addressed with the policies and procedures committee.

- d. **Estate Sale - member guidelines** The guidelines should be included in each newsletter so that members are aware of the protocol for estate sales. The office does need to be notified so that security can be made aware and available.
- e. **Discussion to address political signs** - Mike will work on updating the by-laws concerning this with his committee and will present it to the board in April

IX. Announcements - No Announcements

X. Kim Rogers motioned to adjourn the meeting and was seconded by Cheryl Wash. The meeting was adjourned by Scott Johnson at 10:45 am

“Action Items from Board Meeting March 20, 2021”

- ➔ **Action Item - Beth will be working on creating an A/R report for the monthly meetings.**
- ➔ **Jon will look into options for parking restrictions during estate sales.**
- ➔ **Action Item - Mike asked if we will need to send all 18 pages of the covenants to each lot owner, or can we highlight the changes. Scott will check with our lawyers to see if we need to send the entire document.**
- ➔ **Action Item - Edith will need to take inventory of each lot owner and how many lots are owned to properly correlate the number of ballots for each member.**
- ➔ **Action Item - Cheryl to work with Edith on putting email blasts together, gearing up to remind all members to vote for the covenants.**
- ➔ **Action Item - Mike to address issue of R&R’s concerning derelict vehicles.**
- ➔ **Action Item - Mike will update by-law with regard to estate sales & political signs.**

Submitted by:

_____ Dated ____/____/_____
Cheryl A Wash, Board Secretary