

# APPROVED MINUTES

## ULLPOA Regular Monthly Meeting Minutes Saturday May 16, 2020

I. **Call to order, Role Call & Pledge of Allegiance** - Doug called the meeting to order at 9:01am

**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

***Guest list not attached as this was virtual public meeting held through Zoom***

II. **Motion to Approve Agenda - Wes Jaros** motioned to approve the May 16, 2020 agenda, seconded by **Cheryl Wash**. Doug asked if there are any changes to the agenda, there were no changes. **The board approved the motion to accept the agenda unanimously**

III. **Member Comments:** There was one member comment that was emailed regarding road marking. Cheryl forwarder it to Mary so she would be prepared to respond. Mary indicated that this is on the agenda to be addressed.

IV. **Approval of April 18, 2020 Minutes** - Cheryl Wash made the motion to approve the minutes with 3 corrections, this was seconded by Kim Rogers. Discussion, Mary Sullivan indicated that number II & III were flipped. Also item, IV b, was dated incorrectly, the correct date should be 10/11/2019 not 10/10 and under Social Club it should say Social Club/Committee. **The board approved the motion to accept the agenda as amended unanimously**

### V. **Reports**

#### 1) **Treasurer's Report**

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

During the shut down all bills had been opened and the employees have been paid, deposits have been made and postings will be done this coming week. The application for Directors liability insurance is complete. Toni suggested all board members begin thinking about 2021 budget. Cheryl was asked to look at the administration budget to assist in finding ways to cut costs. (**Action Item**) Toni is working on a procedure book for treasurer and has suggested that we develop an employee manual to comply with items to be in place per our insurance company. (**Action Item**) Toni is spending approximately 2 hours filling in with the office closed. No P&L and balance sheet available Toni & Doug will work together getting this accomplished this month to get out to the members. (**Action Item**)

#### 2) **Reports of Committees**

- **Security** - Jon reported several traffic warning issues and stop sign issues. 2 citations are postponed to next month due to timing of meeting. Several oversized gathering were reported but nothing major.
- **Covenants, By-laws, Rules & Regulations** - Mike reported that his committee members, Sue Hill, Jerry Sellers, Barb Weiss, John Mulholland & Mike Robinson. The committee is reviewing covenants but will not be put forth to the board until we return to business as usual. The committee is aware that this needs to be out to the members well before June 2021. There are also some by-law changes but Mike feels that this is not essential until we get back to regular board meetings and business as usual. He indicated that he is working on some things via email and phone calls. Doug will confer with Wes & Mike about how to proceed with any needed by-laws changes. **(Action Item)** There were changes suggested at the November 16, 2019 meeting that were tabled by Ed Workman and need to be added to the agenda as old business. **(Action Item)**
- **ACC/ECC** - Kim indicated that if a member is redoing a deck or adding size to a driveway a permit is not needed. Kim has been telling members that the board cannot approve permits until we reconvene to a public setting. Therefore, these things are on hold. Doug suggested that Kim and her committee try to move forward with permit approvals as things cannot come to a stop. **(Action Item)**
- **Roads** - The roads committee consists of Charlie Moore. Mary indicated that the process for chip & seal was done this week. Mary also indicated bids may not go out in June due to COVID restrictions and not having POA letterhead. Health issues are also keeping her from meeting with vendors. Doug indicated that he has letterhead that he can make available to get bid packets put together and Scott is available to help with the roads committee to get things done in a timely fashion as the roads cannot wait. Doug asked Mary to keep Scott in the loop and she indicated that she would love to have someone learn this. Doug will work with Mary and Scott to assist in getting bids together. **(Action Items)** Mary left the meeting.
- **Properties, parks & maintenance** - Wes read his report **(attachment C)**

### 3) Special Committees

- **Social Club/Committee** - Cheryl read her report **(attachment D)** Cheryl received a quote to get non-licensed vehicle decals sequentially numbered, in the amount of \$210 for 200 stickers. Cheryl can order these with input from Jack of Security
- **Financial review committee** - Toni reported the her Zoom meeting was conducted with her committee. They are working on creating consistent policies and procedures for petty cash procedures and will be meeting again after Memorial Day to put things in writing.

## VI. Unfinished Business

- a. **Doug Jones made a motion** to table review of a letter from a member requesting a waiver of their late fee and finance charges due to the office being closed and information not being available to the board. **Seconded by Scott Johnson. Roll call vote, all in attendance approved.**

## VII. New Business

- a. **Kim - Discuss noise from mini bikes** - There was a report of loud dirt bikes, some members complained, security was contacted. The rules may need to be changed in Rules & Regulations Section 6 Item 6.04. Mike was asked to look into this and work with security & Kim in changing this rule. **(Action Item) Motion made by Kim Rogers to table this until the June meeting, seconded by Scott Johnson. The board approved the motion unanimously**
- b. **Toni - Petty cash procedures see (attachment E) Toni would like to have this put into the by laws, Mike will look at the by laws to see if there is a section that this would apply to. (Action Item)**
- c. **Wes** amended his motion of approving the expenditure of \$1400 to \$1500 for the removal of old POA park signs & printing and installation of new signs. **Seconded by Scott Johnson** Discussion was made by board members to support the need for replacing signs. The reason is to have uniformity throughout the community. The motion is - The ULLPOA board hereby approves based on the recommendations of the Properties, Parks and Maintenance committee the expenditure not to exceed the amount of \$1500 for the purchase of 6 printed signs the lumber required for the framing and posts, the labor for the construction and installation of the signs at the 6 park locations. JULIE will be contacted for any locations that currently do not have a sign erected. **Roll call vote, Cheryl -Yes, Kim-No, Mary not in attendance, Jon-NO, Wes-Yes, Mike-No. Scott-Yes, Toni-Yes, DougYes 3 - No votes, 5 - Yes votes Motion carries**
- d. **Wes Jaros motion reads ULLPOA board hereby approve volunteer labor in clearing roadsides and intersections of overgrown vegetation with the stipulation that all volunteers will sign a waiver holding the POA harmless of any injuries that may be sustained in the course of this work. Seconded by Cheryl Wash (Attachment F) Roll call vote taken, The board approved the motion unanimously**
- e. **Cheryl Wash motioned to remove the second internet connection from Centurylink at the POA office to reduce the monthly bill by \$72 per month. This was seconded by Scott Johnson.** The additional line was installed in 2017. Mike was not aware of this additional line, Doug did research and was not able to find more than 1 box internet. Could Centurylink have overcharged the POA since Dec of 2017. Doug will check with Leslie. **Roll Call vote, The board approved the motion unanimously**

- f. **Cheryl motioned to make the Social Committee a standing board committee. Seconded by Toni, discussion** - Mike suggested that there is no difference between an ad-hoc committee and a standing committee. Cheryl will work with Toni to see if this would be detrimental in anyway. Perhaps we need a better definition of the policy and procedure for this committee. **Cheryl motioned to table this until the June meeting, seconded by Mike** The board approved unanimously to carry this item to the June meeting.
- g. **Cheryl motioned to request the executive session to discuss the future of the POA office to include discussion of office manager and POA procedures. Seconded by Toni Vella** discussion - Mike was concerned about having this in person in a place that we can all social distance. Wes was asked to check with Bill of the RCD to see if the 9 board members could meet at LCC. Doug will come up with a date in the next week to set a date. **Roll call vote, The board approved the motion unanimously**
- h. **Cheryl discussed the phone message at the POA office is missing, the newsletter cutoff date of May 21 is approaching and how we will address this.** The board decided to produce a timely summer newsletter. Doug and Mike will talk about the office mgr. Cheryl will take the lead with helping put the newsletter together in house this round. We also need to include those advertising, Doug will work with Cheryl after he tries to connect with Leslie on the advertising.
- i. **Doug discussed updated of shed permit 218 sq ft. to 260-280 sq. ft.** Kim was contacted to discuss this matter. The ACC/ECC Committee does not recommend making the shed larger. Kim also indicated that we cannot do a variance because we do not have a form. Kim suggested that member should fill out a small garage permit with Ogle County. The Ogle County permit and POA permit must match. Doug will talk to member to discuss options.

**VIII. Announcements - When exec session is called all those board members able to attend need to waive the 10 day rule if the meeting is called with less than 10 days notice.**

**IX. Motion to Adjourn - motioned to adjourn Scott Johnson the meeting seconded by Kim Rogers meeting adjourned at 10:55am**

### **“Motions/Action Items from Board Meeting” May 16, 2020**

- ➔ **Action Item - Cheryl will post meeting this call in number to be used for the rest of the meetings moving forward.**
- ➔ **Action Item - We can post recording of this meeting to the members. Cheryl/Doug**

- ➔ **Action Item** Doug will work with Mary and Scott to assist in getting vendors together for bids, as well as making POA letterhead available.
- ➔ **Action Item**-Mike was asked to look into this and work with security & Kim in changing Section 6 Item 6.04 in the Rules and Regulations for next meeting.
- ➔ **Action Item**-Mike and Toni to discuss petty cash procedures within the by laws section
- ➔ **Action Item** - Wes will begin process to update signs
- ➔ **Action Item** - Cheryl will work with Toni on procedures for this committee to the clarify the handling of committee money. This will then be called the Social Committee. Cheryl will look back in the minutes to see why the Social Committee was dropped as a standing committee.
- ➔ **Action Item** - Doug will send a date to the board for an Executive Session and forward items that Mike requested to him prior to the meeting.
- ➔ **Action Item** - Cheryl will take the lead with help doing the newsletter in-house for the summer edition. We also need to include those advertising. Doug will work with Cheryl after he tries to connect with Leslie on the advertising.
- ➔ **Action Item** - Doug to talk with member about shed permit.
- ➔ **Motion to approve October 19th meeting minutes until they are updated need to be on June agenda for approval - Cheryl**

Submitted by:

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**Cheryl A. Wash, Board Secretary**