

APPROVED MINUTES

ULLPOA Regular Meeting Minutes

Saturday, November 21, 2020

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

Board members present - Cheryl Wash, Toni Vella, Kim Rogers, Beth Caudill, Mary Sullivan, Jon Arneson, Scott Johnson, Mike Huber & Doug Jones.

- **Welcome to visitors** - **19 people have also logged onto the Zoom part of the meeting as listen only, there were no comments sent to the board.**

- II. **Approval of Agenda** - A motion to approve the agenda was made by Cheryl Wash, and was seconded by Scott Johnson. Cheryl asked to add 2 items for discussion.

New Business, item f. Discussion regarding posting to fill the open office position and item g. To open a discussion about updating the POA website. A voice vote was taken, all board members in attendance voted to approve the November 21, 2020, agenda with the indicated changes.

- III. **Member Comments** - There were no member comments.

IV. Approval of Minutes

- a. Cheryl Wash motioned to approve the September 19, 2020 regular meeting minutes. This was seconded by Toni Vella. **The board approved the September 19 regular minutes as submitted with a roll call vote. This motion was approved unanimously.**
- b. Cheryl Wash motioned to approve the September 30, 2020 executive session minutes, this was seconded by Scott Johnson. **A voice vote was taken all in attendance approved the minutes as submitted.**
- c. Cheryl Wash motioned to approve the October 17, 2020, Special Meeting minutes, this was seconded by Toni Vella. **A voice vote was taken all in attendance approved the minutes as submitted.**
- d. Cheryl Wash motioned to approve the October 17, 2020, Annual Meeting minutes, this was seconded by Jon Arneson. **A voice vote was taken all in attendance approved the minutes as submitted.**
- e. Cheryl Wash motioned to approve the November 2, 2020, Annual Meeting minutes, this was seconded by Toni Vella. A discussion followed, Kim stated that she would like to amend item IV to add that orientation of the siding does not matter. Cheryl changed her motion to table the approval of the November 2, 2020, minutes until the December meeting, so that the minutes could be amended to address this change. This was seconded by Kim Rogers. **A voice vote was taken, all in attendance agreed to table the minutes to be amended for the December meeting.**

V. Reports

- a. **Treasurer's Report** - Toni read her written notes to explain her recommendation to make a qualified approval of the financial reports. **(Attachment A)**

- 1) Cheryl Wash motioned to approve the July 2020, this was seconded by Scott Johnson. There was a discussion, Toni agreed that we can approve the P&L sheets conditionally. Mike asked if you could put this off until we have all of the information needed. Doug asked that the minutes reflect that Toni did a great job getting the

P&L together. The board agreed to wait until December to get this approved instead of doing a qualified approval. There are properties not on the balance sheet as well as other items like staining the gatehouse which should be removed from the balance sheet. **Toni Vella motioned to table approval of the July 2020, August 2020, September 2020 and October 2020 reports (Items 1. through 4.) until we get more clarification on the balance sheets. Toni will work to be sure that the P&L will be ready for approval in December, this was seconded by Cheryl Wash. A voice vote was taken. Ayes-Cheryl Wash, Kim Rogers, Toni Vella, Mary Sullivan, Scott Johnson, Jon Arneson, Mike Huber, Doug Jones. Abstentions - Beth Caudill**

b. Committee Reports

- **Security** - There were a few speed warnings, it has been a quiet month. Jon is working on updating the gatehouses to make security more efficient and effective. Scott Johnson asked how, as a community and a board, can we best control the speed of delivery trucks in the community to keep everyone safe on the roads. Jon suggested that we ask members to report via email to the ULLPOA. These emails will be consolidated and forwarded to Jon so that he can establish a pattern. Jon asked to include date, time, and if there is a truck number and or plate number, stating that it would be more effective with a list of incidents that can be send to the offending delivery company office.
- **Covenants, By-Laws, Rules & Regulations** - No report this month
- **ACC/ECC** - No report, there were a few tree permits
- **Roads** - Mary read the roads report. **(Attachment B)**. Mary stated that here was a report of someone burning leaves on one of the roads, this is something that should not be done, leaf burning needs to be done on the members private property, not on the roads. Mary gave a brief summary of the bridge report to the board stating that at some point we will need to do a repair on the bridge. Toni reminded Mary that we have reserve funds to help with the bridge and future road work. Doug requested that Mary send the bridge report to the board. **(Attachment C)**
- **Properties, Parks & Maintenance** - Scott reported that George Kirsten winterized the East side. On Monday Scott and Shawn will do the West side. Doug reported that he followed up with the company that is to repair the broken glass and hopes to get that done before the December meeting.

c. Special Committee Reports

- **Social Committee** - Chery stated that the social club has been at a pause with activities. We are holding a winter raffle with 5 raffle prizes to benefit "Shop with a Cop," the tickets will be sold until Dec 4th with the drawing on Dec 5th. Beth added that the community did a great job of making sure that trick or treating was done safely. We also had a costume contest that went over very well.
- **Financial Review Committee** - Nothing to report, the current committee members agreed stay on in 2021.

VI. Unfinished Business

- a. **Doug - Update on suggestion box at gates** - After researching how other lake communities address this, Doug reported that other communities utilize an area of

their website to address this. He will be working this into a member comment section on the website.

VII. New Business

- a. Cheryl motioned to approve an estate sale at 307 Knollwood Drive on December 4th & 5th, this was seconded by Scott Johnson. **A voice vote was taken, this was approved unanimously**
- b. Cheryl announced that the POA became a member of the Dixon Chamber to improve the visibility of the community in the area. The Chamber can benefit the community in many ways, possibly this could help our mission to bring Comcast services to the community. This will also promote our community as a place to live and give us more visibility in the area.
- c. **Toni & Cheryl proposed changes to the officers section of the by laws pertaining to the role of the treasurer, Article VII section 5.** Both Toni and Cheryl provided Mike with suggested by laws changes with respect to the role of the treasurer. There was discussion whether this section should be a bit more specific. This needs to be done prior to the new board stepping in. It was decided that Doug, Mike and Toni would have a conversation about how this section should be updated within the next two weeks.
- d. **Doug made a motion to upgrade the treasurer's computer so that it can work efficiently when using Quickbooks and other things, amount not to exceed \$1000, this motion was seconded by Scott Johnson.** A discussion followed, this computer was purchased in 2014 and desperately needs to be replaced due to the software updates made this year. This needs to be done before the end of the year, Doug has a larger monitor that he will donate to the POA. **A roll call vote was taken, Ayes - Cheryl Wash, Toni Vella, Kim Rogers, Beth Caudill, Mary Sullivan, Jon Arneson, Scott Johnson, Mike Huber, Doug Jones. This motion was approved.** Scott asked if the old computer can be used for security.
- e. Doug made a motion to upgrade Quickbooks to the most recent version to be able to use the cloud and increase from 2 to 5 users, this was seconded by Scott Johnson. This cost will be \$377 annually and \$35/month to give a 5 user license with cloud storage for remote access for those board members authorized to do so by the board. It will also give us a better back up option then we are currently doing. The cloud back up option is much more reliable as it will update automatically daily or as scheduled by the user. **A roll call vote was taken Mike Huber, Scott, Jon, Mary, Beth, Kim, Toni, Cheryl, Doug, this motion carries.**
- f. It is important to post the POA job opening as soon as possible. This can be posted to the chamber site as well as the Indeed website. Concerns were raised to whether this position should or should not be filled by a person living in this community. If a confidentiality agreement is signed by the employee it should not matter if this person lives within the community. The RCD and LLUD both have persons that live in the community. The new office manager should be the person that is the most qualified regardless of where they live, there are advantages to both.
- g. A discussion was opened about updating our website to include links and to help promote our community. It was stated that the website needs a new face so that it is easily accessible by authorized board members to update it remotely. It also would be easier to keep current and would provide a fresh look as potential members research

the community. Doug, Cheryl and Beth will investigate this further so that we might have proposals for the December meeting.

VIII. Announcements - Scott asked for an updated roster for the board, he also asked that we add the years that each board members term ends. Beth asked for any last minute newsletter information from the board before it goes to print.

IX. Cheryl Wash motioned to adjourn the meeting and was seconded by Scott Johnson. The meeting was adjourned by Doug Jones at 10:32am

“Motions/Action Items from Board Meeting November 21, 2020”

- ➔ **Action Item - Toni to work on the financial reports and accounts to make sure that the balance sheet is correct.**
- ➔ **Action Item - Cheryl will create a message to members to be posted on the Website etc, to encourage them to send an email to the POA if they encounter delivery trucks speeding in the community.**
- ➔ **Action Item - Mary to forward the bridge report to the board for review.**
- ➔ **Action Item - Doug to follow up with glass company to repair East gatehouse window.**
- ➔ **Action Item - Cheryl will contact the Wronka’s to let them know that the estate sale has been approved for December 4th & 5th.**
- ➔ **Action Item-Doug, Mike, Toni & Cheryl will have a conversation regarding the updating of the bylaws Article VII section 5 within the next two weeks.**
- ➔ **Action Item-Doug will address replacement of the treasurer’s computer and monitor**
- ➔ **Action Item-Doug,Cheryl & Beth will work together to gather information and costs associated with updating the website. The goal is to work toward getting a proposal by the December meeting with a proposed January kick off date for the new website.**
- ➔ **Action Item-Cheryl will work on getting the board member contact list updated and out to the board.**

Submitted by:

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