

APPROVED MINUTES

ULLPOA Regular Monthly Meeting Minutes Saturday, June 20, 2020

I. **Call to order, Role Call & Pledge of Allegiance** - Doug called the meeting to order at 9:03am

Board Members Present - Cheryl Wash-Secretary, Toni Vella-Treasurer, Wes Jaros-Vice President, Jon Arneson, Scott Johnson, Mary Sullivan, Doug Jones-President, Kim Rogers, Mike Huber.

Guest list not attached as this was virtual public meeting held through Zoom, we had 7-8 members on the chat

II. **Motion to approve agenda made by Cheryl Wash.** The motion was seconded by **Wes Jaros**. Doug asked if there are any changes to the agenda. There were no changes. **The board approved to accept the agenda unanimously with no changes.**

III. **Member Comments:** One member commented regarding updates on the roads. Cheryl sent an email to Mary with the comments, Mary indicated that this will be addressed in her report. **(attachment A)**

IV. Approval of Minutes

- a. **October 19, 2019, annual meeting minutes were tabled until the July meeting, after further discussion regarding content.**
- b. **Cheryl Wash motioned to approve the January 3, 2020, Executive Session meeting minutes.** The motioned was seconded by **Toni Vella**. There was no discussion **The board unanimously approved the January 3, 2020, ES minutes.**
- c. **Cheryl Wash motioned to approve the May 16, 2020, regular meeting minutes.** The motion was seconded by **Scott Johnson**. There was no discussion. **The board unanimously approved the May 16, 2020, minutes.**
- d. **Cheryl Wash motioned to approve the May 21, 2020, ES minutes.** The motion to approve was seconded by **Wes Jaros**. There was no discussion. **The board unanimously approved the May 21, 2020, ES minutes.**

V. Reports

1) Treasurer's Report

Toni indicated that there was nothing to report other than getting the financials together for the board to review before the July meeting. **(Action Item)** Toni will work on getting the financials together for the board by end of month. Toni asked Mary and Wes to provide information from their respective committees for the 5 year plan

(Action Item)

2) Reports of Committees

- **Security** - Jon reported that a few warnings were issued. He is tracking two postponed speeding violations and waiting for a meeting at LCC to discuss this with the offenders.
- **Covenants, By-laws, Rules & Regulations** - Mike had nothing to report, he indicated that his committee did have a phone discussion.
- **ACC/ECC** - Kim read her report. **(attachment B)**
- **Roads** - Mary read her report. **(attachment C)** Doug asked that the Roads committee submit to the board a complete scope of work pertaining to the road work that has been requested to be performed, so that the board can compare the bids accurately. **(Action Item)** Doug also asked Mary & Scott to start working on putting bids together for snowplowing.
- **Properties, parks & maintenance** - Wes read his report. **(attachment D)**

3) Special Committees

- **Social Club/Committee** - Cheryl read her report. **(attachment E)** The graduation recognition parade is today at 12:30. Scott announced that Jeff White will be taking time out of his day to lead the parade with the Dixon Dukes vehicle.
- **Financial Review Committee** - Toni read her report. **(attachment F)**

VI. Unfinished Business

- Toni Vella motioned to suspend the motion from November 16, 2019, by-laws updates.** The motion was seconded by **Cheryl Wash**. **Roll call vote was taken, all in attendance approved.**
- Cheryl Wash withdrew the motion to make the Social Club a standing committee,** this motion was seconded by **Kim Rogers**. **The board unanimously approved withdrawing the motion.**

VII. New Business

- Scott Johnson discussed changing the structure of terms for POA board members.** Scott outlined a plan to rework the terms of the board member to 3 years. This will be discussed in more detail at the July meeting. Mike indicated that if this was accepted by the board, because the terms do not take effect until January 1, we will be well past the 30 day waiting period for a bylaw to take effect.
- Toni Vella motioned to implement petty cash procedures. (attachment G)** This motion was seconded by **Cheryl Wash**. Discussion - Mike indicated that this should be more of a policy and procedure, not a bylaw change. The board felt that it is im-

portant to agree on this with a vote to make this the first entry into a new policy and procedure manual for the ULLPOA which has never been done. **A roll call vote was taken, Ayes - Cheryl, Kim, Toni, Wes, Jon, Scott, Mike, Doug No-Mary The board approved the motion to implement petty cash procedures by a vote of 8 Yes, 1 No**

- c. **Doug Jones motioned to approve a Position Description (PD) for the ULLPOA office manager.** This motion was seconded by **Cheryl Wash. (attachment H)** There was no discussion on this. **Roll call vote was taken, Ayes - Cheryl, Kim, Toni, Wes, Jon, Scott, Mary, Mike, Doug. The motion was approved unanimously**
- d. **Doug Jones motioned to approve a Personal Improvement Plan (PIP) (attachment I)** This motion was seconded by **Cheryl Wash.** Discussion, there needs to be a few revisions that will need to be made early next week. **A roll call vote was taken, Ayes - Cheryl, Kim, Toni, Wes, Jon, Scott, Mary, Mike, Doug. The motion was approved unanimously**
- e. **Doug Jones discussed the Community Needs Survey (action item)** It was noted that this survey is all inclusive with all boards. POA,RCD & ULLUD. The survey will be edited with plans to include it with the next mailing of the newsletter.
- f. **Cheryl Wash suggested rescheduling the Garage Sale & Kids Fishing Derby (action item)** This is pending until the State of Illinois enters Phase 4 of the economic recovery. We would like to make a determination whether the garage sale should be scheduled in late August or early September. Cheryl will put together a survey and get it to the community. We would also like to reschedule the Kids Fishing Derby, Cheryl will be looking for someone to chair this event. It was agreed to let the community weigh in on the decision to hold these events in 2020.
- g. **Kim Rogers motioned to approve a shed on an adjacent lot at 712 Kaskaskia Drive (attachment J)** The motion was seconded by **Cheryl Wash.** The ACC/ECC committee recommended approval of this motion. **A roll call vote was taken and the board approved unanimously.**
- h. **Kim Rogers motioned to approve a pool deck on an adjacent lot at 503 Sangamon Lane (attachment K & K1)** This motions was seconded by **Scott Johnson.** The ACC/ECC committee recommended that the board vote on this due to the fact that the deck sits on the adjacent lot owned by the homeowner. **A roll call vote was taken and the board approved unanimously.**
- i. **Kim Rogers motioned to approve a fence variance request at 323 Birch Lane. (attachment L & L1)** This motion was seconded by **Jon Arneson.** The board dis-

cussed the variance, which would sit over the house lot and the additional lot owned by the owner. The way the house sits on the lot there would have to be a fence variance. **A roll call vote was taken and the board approved the motion unanimously.**

- j. Wes Jaros motioned to approve a contract to Chana Excavating for trenching work at Memorial Park for \$1445.55. (attachment M & N) This motion was seconded by Scott Johnson. Mike asked if the area will be reseeded after the work is done. Wes indicated that he would do the reseeding and the other area will have plantings. There was a question about under ground springs, the contractor is aware of this. A roll call vote was taken and the board approved unanimously.**
- k. Wes Jaros motioned to approve payment of 2020-2021 insurance premiums for \$1568.00. This motion was seconded by Scott Johnson. There was no discussion. The board approved the motion to approve payment of the 2020-2021 insurance premiums in the amount of \$1568.00 unanimously.**
- l. Doug Jones made a recommendation to approve the Financial Review Committee for 2020. These individuals are Bruce Baine, Pat Bender, Bob Branscum & Charlie Carroll, with room for one more person on this committee.**

VIII. A motion to adjourn the meeting was made by Cheryl Wash. This motion was seconded by Scott Johnson. The meeting adjourned at 10:23am

“Motions/Action Items from Board Meeting” June 20, 2020

- ➔ Action Item - Kim is verifying the actual financial report that was read at the October annual meeting and will have an answer by the July meeting.**
- ➔ Action Item - Doug and Toni will schedule a time to confirm that financials are available to be sent to board.**
- ➔ Action Item - The roads committee was asked to submit the complete scope of work to be done on the road repairs for the board to review before the board reviews received bids.**
- ➔ Action Item - Mary & Scott were asked by Doug to work on bids for snowplowing, so that the bids can go out in September.**
- ➔ Action Item - Mary, Scott and Wes were asked to provide Toni with budget numbers for a 5 year plan for both committees.**
- ➔ Action Item - Doug will get any PIP wording revisions to the board next week.**

➔Action Item - Doug will get a copy of the Community Needs Survey that Wes had put together and will make edits to combine both versions and submit it to the board sometime next week.

➔Action Item - Cheryl will put word out to the community to see if there is interest in a September garage sale and try to find a chair for the Kids Fishing Derby. Cheryl offered to co-chair this event. Cheryl will also propose dates for these events.

Submitted by:

_____ Dated ____/____/____

Cheryl A. Wash, Board Secretary

Rev1 8/7/2020caw

Desktop/Meeting minutes pages/June 20, 2020 meeting minutes