

ULLPOA Regular Monthly Meeting Minutes
Saturday, January 18, 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 (call in); Cheryl Wash-Secretary; Toni Vella-Treasurer; Mike Huber; Kim Rogers; Mary Sullivan; Scott Johnson; Jon Arneson arrived at 9:08am

Guest list attached

- II. **Motion to Approve Agenda**- Doug made a motion to approve the agenda, second by Cheryl Wash. *Discussion - Cheryl asked to add an item as new business as item VIII - X. to the agenda to discuss the distribution of the updated community directory. Mike motioned to table item VIII - i. Under new business (motion to amend fines for speeding violations, citing he would like to review this with his Covenants, by-laws & R&R committee before the board can act on this, all agreed. Kim asked to table approval of the December 21, 2019 minutes as Leslie was tasked with doing those for Kim. Kim advised the board that she has not seen the December minutes prior to the meeting and Leslie is not present. Wes also pointed out that the minutes from the November meeting were never received by the board and were not approved at the December meeting so the approval of the November minutes was again tabled.*

Doug asked to approve agenda with the following additions. Table the December & November minutes, for the reasons stated above. VIII - i. Table the motion to amend fines for speeding violation and add the discussion of the member directory to new business VIII - x. Voice vote was taken to approve agenda with updates as motioned. All present voted yes to amend the agenda as motioned.

- III. **Presidents 2020 vision - goals and objectives for the year**

Doug presented the presidents goals and objectives for the year. He thanked the board and members for their support followed by a brief bio. He introduced the new board with a breakdown of responsibilities. Doug listed his 10 objectives and noted that this list would appear in the next newsletter (attachment A)

- IV. **Member Comments** - No member comments

- V. **Approval of Minutes - Tabled**

- i. Motion to approve December 21,2019 regular meeting minutes-Tabled as the minutes were not available nor were the minutes from the November meeting

- VI. **Reports**

- A. **Treasurer's Report**

Toni advised the board that there are no financial reports for this meeting due to a miscommunication with the office manager. The first meeting of financial review committee was on

January 9th. The Financial review committee members are: Charlie Carroll, Bob Branscum, Bruce Bain, Pat Benton & Doug Jones. See attached treasurer's report. A motion was made to approve Treasurer's report by Scott, Seconded by Cheryl, no discussion, roll call vote was unanimous to approve the treasurer's report (treasurer's report attached)

B. Reports of Committees

• Security

- Two speeding violations to be discussed by the board
 - 1st violation 12/13/19 speeding of 36 mph.
 - This violation was a guest of member. Auto \$75. **Jon made a motion to make this first violation a warning Second by Scott a discussion followed, a voice vote was taken all in favor (4 yeas, 5 nays) motion did not carry. The member will be fined \$75 for first violation.**
 - 2nd violation 1/4/2020
 - **Jon made a Motion to assess a fine to the homeowner of \$150 for second violation to the same homeowner that was fined for a guest speeding in the previous motion. Cheryl second Toni a discussion followed, The board approved the motion unanimously by roll call vote. Motion carries.**

- **Covenants, By-laws, Rules & Regulations** - NO report Mike is working on getting his committee together

- **ACC/ECC**- No Report

- **Roads** - removed 5 trees, many stumps and branch clean up. Roads are under control. Contact Jeremy Cecil to find out about an engineering study for our roads. It is important to keep roads maintained. At direction of board the process of this study will be explored

- **Properties, parks & maintenance** - Timeframe for getting bids out in local newspapers is late February to early March. The gate arms now operating properly. Batteries in arms were all replaced in all of the gate arms. Sean Parish has been instructed to raise the gate arms in times of icy conditions in Wes's absence, to alleviate damage to those arms (report attached)

- **Social** - Cheryl welcomed Beth Caudill as co-chair of social club. Social Club will be providing complimentary coffee and bakery at POA meetings moving forward. Announced upcoming events Comcast is in the process of gathering information to see if it would be feasible for them to bring service to LL. (community event report attached)

VII. Unfinished Business - No unfinished business on the agenda

VIII. New Business

i. **Jon** - Discuss member complaint about suspected Deer poaching on Lost Lake Community Property, this complaint appeared on Next Door but Jon was made aware of it by email. Next Door post from January 14th Jon indicated that the DNR was notified and the IL Conservation Police are handling the problem and they have the broadest range of enforcement. Jon will update the board as he finds things out. Doug asked that Wes to take a look at enhancing our gate system. Wes confirmed that this will be looked into in 2020

x. **Cheryl** - What is the status of updating the ULLPOA website to include the 2020 Board of Directors as well as updating the website to include how a member can contact the Security Officers. Jon will talk to Jack about updating the security portion of our website. Doug will address the website updating of board members with Leslie

Cheryl Wash -Discussion of LL Member directory Andy & Susan Warcaba have taken over the responsibility of updating the LL directory. 1) can hard copies be left at the office for those that do not have email access. 2) Can a copy be downloaded from the POA website, can we have a PDF version available there? 3) How often should we update this? 4) Can copies be available at board meetings?\

Kim suggested that the Social Club be in charge of this. Cheryl agreed that this would be a good fit.

IX. Announcements - Non

X. Motion to Adjourn: Doug asked for a motion to adjourn, Mike motioned, Cheryl seconded meeting adjourned at 10:26am

“Motions/Action Items from Board Meeting” January 18, 2020

- ⇒ **Motion made by Toni to digitally transmit financial reports, seconded by Scott.** *Discussion followed to specify which financial reports to be digitally transmitted, clarification. Motion was amended to digitally transmit the Balance sheet, P&L statement & check register to the board, seconded by Scott. Roll call vote taken, the board approved the motion and it carried unanimously by roll-call vote*
- ⇒ **Motion made by Toni to have the Office Manager do a Quickbooks backup and email copies to the President and Treasurer to include what was entered into Quickbooks on a weekly basis. Seconded by Scott** *Discussion Mike uncomfortable with email documents, it was suggested having a passcode protected access to the board to have level of security attached to this. We need Leslie to provide what version of quickbooks we have.*

Toni withdrew the motion and agreed to table it until we can fully investigate our options.

- ➔ Motion made by Toni to have the office manager email the Balance Sheet, P&L Statement and check register to all board members "1 week" prior to the monthly meeting. Seconded by Scott; *roll call vote (8 yeas 1 nays) motion carries*
- ➔ Motion made by Toni to get approval to have a consultant review our bookkeeping and accounting procedures. Seconded by Jon *Discussion - Toni would like to get someone with a level of expertise to give guidance on how to be more efficient. Scott asked when we had an audit, non done. Toni amended her motion to get board approval to send out bids for a consultant to review our financial processes. Seconded by Jon* The board approved the motion unanimously by roll call vote.
- ➔ Cheryl made a motion for the office manager to discuss her responsibilities and office procedures with the board officers. Seconded by Toni. *The amended motion: To have the office manager discuss office procedures and responsibilities with all of the POA board members within 30 days. Seconded by Toni* The board approved the motion unanimously by roll call vote.
- ➔ Cheryl motioned for the POA to assist in the cost sharing of a nw PA system at LCC with the RCD & Utility. Seconded by Scott *Discussion we do not have written estimate, RCD will supply one. Cheryl withdrew the motion and agreed to table it until next month, when we have a written estimate from the RCD. Seconded by Toni* The board agree to table the motion unanimously by roll call vote.

Submitted by:

Cheryl A. Wash, Board Secretary

**An open meeting of the Board of Directors of the ULLPOA will be held on
Saturday, January 18, 2020 @ 9:00 am @ 404 Lake Court Center
Board Meeting Agenda**

- I. Call to order
 - 1) Roll Call
 - 2) Pledge of Allegiance
- II. Motion to Approve Agenda
- III. Presidents 2020 vision - goals and objectives for the year
- IV. Member Comments
- II. Approval of Minutes
 - 1) Motion to approve December 21,2019 regular meeting minutes
- III. Reports
 - A. Treasurer's Report
 - 1) Motion to approve December 2019 Treasurer's report
 - B. Reports of Committees
 - Security
 - Covenants, By-laws, Rules & Regulations-
 - ACC/ECC
 - Roads
 - Properties, Parks & Maintenance
 - Social
- VI. Unfinished Business
- V. New Business
 - 1) Jon - Motion to amend fines for speeding violations
 - 2) Toni - Motion for Treasurer to obtain board approval for digital transmission of financial records
 - 3) Toni - Motion to have Office Manager do a Quickbooks backup and email copies to the President & Treasurer, this is to include what was entered in the Quickbooks on a weekly basis.
 - 4) Toni - Motion to have Office Manager email copies of "ALL" monthly financial reports to board members, at least "1 Week" prior to the next scheduled board meeting.
 - 5) Toni- Motion to approve a consultation to review financial records of our book-keeping/accounting procedures
 - 6) Cheryl - Motion for Office Manager to discuss office procedures & responsibilities with the board members.

- 7) Cheryl - Motion for the POA to assist in sharing the cost of a new PA system in LCC with the RCD & LLUD.
- 8) Discuss member complaint about suspected deer poaching on Lost Lake Community Property.
- 9) What is the status of updating the ULLPOA website to include the 2020 Board of Directors as well as updating the website to include how a member can contact the Security Officers.
- 10) Discuss update of the LL Directory

VI. Announcements

VII. Adjournment

Next Regular Board Meeting
Saturday, February 15, 2020 @ 9:00am
Lake Court Center

Attachment A

Presidents Top 10 Goals & Objectives for the POA in 2020

1. Establish a better relationship with the other organizations – utility district and the RCD
2. Establish a 5-year plan for the roads and road maintenance.
3. Create a better relationship with one of the great assets of our community – Lost Nation Golf Club
4. Working with the finance committee – establish an employee handbook, job descriptions, and more efficient ways to streamline the day to day operations of the ULLPOA.
5. Be more transparent with the finances of the association. (need to wordsmith)
6. Evaluate the assets and liabilities of the association to ensure we are managing them appropriately.
7. Evaluate current by-Laws and covenants to ensure we comply with state law and current technology. Current Rules expire on June 25, 2021.
8. Working with local real estate companies – create a marketing program to promote our community.
9. A community survey to get a “Pulse” of the issues and opportunity from the member perspective.
10. Foster a close relationship with our members

Bonus Nugget:

Look at revamping our website to take advantage of new social media technologies.

Attach B

Treasurer's report for January 18, 2020

We held our first meeting of the Finance Committee on January 9th and held a follow-up meeting on January 11th. The members of this committee are Charlie Carroll, Bob Branscum, Bruce Bain, Pat Benton, our President, Doug Jones and myself.

During our meetings, we discussed areas where we could be more cost-efficient. Most of these areas under review are still in the preliminary stage and can be addressed when we fully formulate a plan to review these areas. I can say that we did discuss an economical way to handle past-due accounts. We also discussed what was the purpose of the Association and what we, as a Board and as residents, can do to accomplish that purpose. It was our opinion that this might be considered something the entire Board will need to address but it definitely has financial implications which could be addressed by our committee. Please don't hesitate to discuss with anyone on the committee any ideas you may have to improve the financial condition of our Association.

I have included an agenda item to request funds for a consultant to review our financial statements and chart of accounts. I have seen several accounts, such as deferred income and the numbering system of our expenses which need to be clarified.

During our executive meeting, I asked our president if he, Leslie and I could have a meeting to define each of our responsibilities as they relate to the Treasurer's responsibilities. I hope that we can have that meeting in the very immediate future.

Toni Vella
Treasurer

Attach C

The social Club is off and running in 2020

- I would like to begin by welcoming one of our newest members, Beth Caudill, Beth has agreed to co-chair the social club with me and brings tons of energy to the mix. Beth is our helper in the back of the room with the coffee and bakery which is compliments of the social club.
- Our First event of 2020 is the **"Souper Bowl Potluck"** it is scheduled this **Sunday, January 19th from 1-4pm @ LCC** We are hoping that many attending will bring a deck of cards or a group game to share. This is a family friendly event, please bring a soup or stew to share for lunch, those wishing to bring something else to share are asked to visit the **Potluck Planner** link and list what you are bringing in addition or instead of your soup/stew. The link can be found on Next Door, the community FB pages, Lost Lake Fishing Club, Lost Lake Community and the new Lost Lake Social Club page as well as the Social Club website at **LostLakeSocialClub.com**
- **Friendship Cafe**
 - On Saturday February 8th @ Lake Court Center from 8am - 11am the social club will be hosting a bake sale/coffee corner. We are looking for members to share their best bakery for the sale. All are welcome to stop in to pick up a baked item or to sit and sip a nice hot coffee in friendship with others as we ride out our winter months. (All proceeds from the sale will go to the social club so that we can continue to offer events and activities.)
- On Saturday, **February 15th** the social club will once again bring the **"ValentineThemed" Wine/craft beer tasting @ Lake Court Center** from 6 to 10pm
- On **Saturday, January 25th @ 6:30pm** We will be planning the months of **March, April, May and June** as well as discussing how the Social Club will be assisting the POA with the Annual Community Garage sale in May. All planning on attending are asked to **RSVP** to me via text, phone, email **@lostlakesocialclub@gmail.com** or message me on Next Door or FB. An event post were you will be able to RSVP can be found on both Next Door and FB to make it easier for those using these platforms. The planning meeting will be held at 108 Crabapple Ct.

- **Lost Lake Directory Update**

- Thank you to Andy & Susan Warcaba for stepping up to take over the directory. Andy & Susan have been busy at work updating details and have a directory ready. More information will be shared on Next Door, and the Social Club website and FB page as well as a posting at the kiosks as to how you can update your information, add neighbors, and download or obtain a printed copy.

- **Comcast Update**

- Our contact from Comcast has advised me that as this is a potentially large project for them gathering needed information does take time. I am expecting to get an update on the progress later this month.

Attad, D

ULLPOA REGULAR MEETING JANUARY 18, 2020

NO MEETING IS TO BE RECORDED IN ANY FASHION WITHOUT ACKNOWLEDGEMENT BY THE BOARD

- 1.) Vicki Jones
- 2.) John Mulholland
- 3.) Gina Mulholland
- 4.) Deane Brown
- 5.) Rose Henry
- 6.) Cindy Carroll
- 7.) Beth Candill
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