

**ULLPOA Regular Monthly Meeting Minutes**  
**Saturday, February 15, 2020**

- I. **Call to order, Role Call & Pledge of Allegiance** - Doug called the meeting to order at 9:00am

**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

*Guest list attached*

- II. **Member Comments:** Kim Munson - Winter road comments; Jeff Munson - Winter road comments Garbage & delivery trucks cannot get up roads, asked about de-icing, Norm Eakley - Winter road comments, wanted to know what the contractor is responsible for. The roads chair stated that she did not have the contract so could not answer questions but will consider concerns and make sure that these are addressed with going into winter 2020-2021
- III. **Motion to Approve Agenda-** Scott Johnson motioned to approve the January 18, 2020 agenda, seconded by Cheryl Wash. **Kim Rogers** requested to add 3 things to the agenda, 1) question about member complaints 2) October 19th annual meeting minutes have not been approved yet we need to add that 3) Motion to approve October 11th, 2019 Executive session minutes, were read at the January 3rd at exec session and were never approved publicly. How do we get these minutes approved. **Mary Sullivan** wanted to add a motion to approve December 2019 & January 2020 treasurer's reports. The reports will be added to the March agenda. **Cheryl Wash** asked to consider having the board members make copies of the meeting packets for the monthly meetings. **Toni Vella** asked to add 2 items, 1) Coordinate with LLUD on how they handle past dues and work together. 2) Talk to tax accountant about the reducing the write off count that was approved in November. Mike Huber asked to consider moving the special committee reports under announcements. Motion to approve the agenda with the additions from Kim, Mary, Cheryl, Toni & Mike made by Scott Johnson seconded by Jon Arneson. Roll call vote taken (8 yeas 1 nay)

IV. **Approval of Minutes -**

- A. **November 2019 Minutes** - Wes pointed out that there was a duplication of the motion "to accept change to the bylaws requiring the treasurer to no longer charge interest charges on delinquent accounts ..." in both the November and December 2019 minutes. Based on the vote tallies, he concluded the November motion was tabled until December. **Motion to approve November minutes with the amended change. Motioned by Scott Johnson, seconded by Cheryl Wash (all in attendance at the November meeting voted to approve the November minutes, Toni Vella, Cheryl Wash, Wes Jaros, Jon Arneson, Kim Rogers & Scott Johnson)**

- B. December 2019 - Motion made by Cheryl Wash to approve the December 2019 minutes, seconded by Kim Rogers** Discussion, as there was no chair for the Bylaws, Rules & Regs and Covenants committee. With the passage of the December minutes, Wes recommended that Mike and his committee work to amend the Bylaws to reflect the change regarding interest charges on delinquent accounts. **Roll call vote (6 yeas 3 abstentions)**  
**December 2019 minutes approved**
- C. January 18, 2020 - Motion was made by Cheryl to table the January 2020 minutes until we have the attachments for Presidents vision. seconded by Scott. (9 yeas 0 nays)**

## V. Reports

### A. Treasurer's Report

Toni reported that the finance committee met on the 28th of January. Preliminary January balance sheet and profit & loss statement but is not complete, this is therefore for informational purposes only. Toni needs approval to write-off \$13K bad debt. Wes pointed out that in November the board approved that the treasurer can write off "up to" \$27,887.27 and therefore no approval or new motion is needed. (treasurer's report attached)

### B. Reports of Committees

- **Security** - Deer poaching incident still under investigation. LL officers shared any video and information that we have. It is still an open investigation with the conservation police. No speeding tickets
- **Covenants, By-laws, Rules & Regulations** - Process of putting together committee, Sue Hill suggested asking Roger Asplund Mike needs to contact him. Mike Huber stated that he will be able to announce his committee at the March meeting.
- **ACC/ECC- Committee members, Dave Shaw and Mike Swartz, Carol Brown & Angela Stefanich.** A shed permit that was granted in 2018 had 2 extensions it is still not fully completed the permit fee is now not refundable, a letter was sent giving June 15, 2020 as date it needs to be completed or there will be fines. A permit issued for garage did not have footing inspection done, \$250 of permit fee will be withheld. Reminder that downed trees on vacant lots need to be removed. (report attached)
- **Roads** - Mary will address the garbage trucks not being able to get up hills. Using Rockford weather report to call contractor. Looking for direction on pursuing and engineering study. Shared some insight from highway engineer, water is biggest threat to our roads, keep road surfaces sealed, ongoing process. Sealing and patching is needed. Mary gave a detailed report on the cost of installation of concrete roads but the cost is prohibitive for our community.
- **Properties, parks & maintenance - Committee Scott Johnson, Lynne Jaros, Bille Branscum & Cindy Carroll.** Bid solicitations for roadsides and parks which will

be 2 separate contracts, these will go out in early March Wes intends to mail letters out to contractors to hopefully get more interest. Will be replacing signs to match the RCD. Will work together with RCD to organize annual workday on April 25th 8am-1pm. Installed new sheer pin on West side, housing needs to be welded. May soon need to start thinking about new gate system. Mary suggested that roadside mowing be part of the roads committee. Wes responded that his committee was assigned that task last year by President Perry and feels that it should remain with Properties and Parks unless a decision is made otherwise in the future.(see attached report)

### C. Special Committees -

- **Social Club** Easter egg dash April 11th 1pm - 3pm Cindy Carroll chair, Kids fishing derby June 13th 8am - 12pm Tim Spelde event chair. Jon requested a link be sent to him with the updated address listing for the database for the officers. (see attached report)

### VI. Unfinished Business

- a. **Discussion of RFP copy to contract with a consultant to review bookkeeping and accounting procedures.** Mike made a motion to table approval of the RFP until the March meeting, seconded by Kim. Voice vote all in favor to table this motion until next month
- b. **Status of POA website - we still need pictures for website**
- c. **Cheryl provided the board with a cost breakdown of what the cost sharing would be. *Toni motioned to cost share of new PA system at LCC at a cost of \$235.43, seconded by Scott.*** Discussion followed Bill Winebaugh explained system and offered to have an inservice to learn how to use the system. This system is not portable. Mike suggested investing in a portable system. ***Roll call vote was taken, The board approved the motion unanimously.***

### VII. New Business

- a. Wes - discuss dues owed by owners of lots at 933 & 935 Missouri Dr. Last email from Leslie on February 5th, 2020 stated that the owners paid and no other correspondence was received therefore, this matter is considered closed.
- b. Cheryl - Wes covered garage sale and clean up day in Properties, parks & maintenance report, Cheryl removed discussion
- c. Doug - Discuss gathering information for installation of keypad locks at POA office with a security camera. There will be a motion for next month.
- d. Mike made a motion to approve Raynor invoice for \$1525 seconded by Jon ***Roll call vote was taken, the board approved the motion unanimously.***

- e. Mike motioned to approve a request for the Girl Scouts to sell cookies at the gates, seconded by Scott *Voice vote was taken, the board approved the motion unanimously.*
- f. Cheryl - Discuss asked to consider having the board members make copies of the meeting packets for the monthly meetings but the board decided to keep the present system in place. Therefore, Leslie will print up packets for each board member as has been done in the past for the monthly meetings
- g. Toni - 1) Coordinate with LLUD on how they handle past dues and work together. 2) Talk to tax accountant about the reducing the write-off count that was approved in November.
- h. Kim - 1) Member complaints that were handed to Doug need to be returned to POA office. By-laws not clear and need to be addressed to cover this. 2) October 19th Meeting minutes need to be approved. Find out how to approve on this. 3) Financial review letter needs to be amended to reflect what was read at the meeting. 4) Approve October 11th 2019 executive session.

#### **VIII. Announcements - None**

**IX. Motion to Adjourn** - Doug asked for a motion to adjourn, Cheryl motioned to adjourn the meeting, Scott seconded The board approved the motion unanimously adjourn at 10:45am

#### **“Motions/Action Items from Board Meeting” February 15, 2020**

- ⇒ **Action Item - Doug will gather information for March board meeting for installation of keypad entry/security system at POA office.**
- ⇒ **Action Item - Roads committee & Properties, Parks & Maintenance committees should work with to discuss a 3-5 year plan for our roads on how to best utilize etc \$193K being held in reserve**
- ⇒ **Motion to approve December 2019 & January 2020 treasurer’s reports. The reports will be added to the March agenda.**
- ⇒ **Action Item - Covenants, by-laws, rules & regs committee needs to add item addressing how member complaints are handled and where they should be housed.**
- ⇒ **Action Item- Cheryl share information on where special committee reports sit on the agenda according to “Robert’s Rules”. ( see attachments)**

- ⇒ Action Item - Cheryl research how to vote on meeting minutes with board changes per “Robert’s Rules, share at March meeting so that we can approve October 19th meeting minutes and October 11th executive session minutes.
- ⇒ Motion to approve October 19th meeting minutes & October 11th 2019 executive session minutes.
- ⇒ Action Item - Toni to provide Financial review letter that was read at October meeting to be attached to the meeting minutes.

Submitted by:

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Cheryl A. Wash, Board Secretary

Attach A

ULLPOA REGULAR MEETING FEBRUARY 15, 2020

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

1.) Vicki Jany	24.)
2.) <del>Shirley</del>	25.)
3.) Joe Bajko	26.)
4.) Rose Henry	27.)
5.) Kevin Munson	28.)
6.) Jeff Munson	29.)
7.) Norm Eatley	30.)
8.) Bob Branscum	31.)
9.) Bill Branscum	32.)
10.) Sean Brown	33.)
11.) Cindy Carroll	34.)
12.) Charlie Carroll	35.)
13.) John Mulholland	36.)
14.) Gina Mulholland	37.)
15.) Paul Workman	38.)
16.) Beth Cardill	39.)
17.) Susan Parish	40.)
18.) Cheri Kemp	41.)
19.) <del>Beth Workman</del>	42.)
20.)	43.)
21.)	44.)
22.)	45.)
23.)	46.)

Attach B

MEMBER COMMENTS

If you would like to make a comment at today's meeting, please sign in & let us know what you would like to share.

Thank you

Name	Topic
1 Kim Munson	Roads
2 Jeff Munson	Roads
3 NORM EATLEY	ROADS
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**An open meeting of the Board of Directors of the ULLPOA will be held on  
Saturday, February 15, 2020 @ 9:00 am @ 404 Lake Court Center  
Board Meeting Agenda**

**I. Call to order, roll call, Pledge of Allegiance**

**Welcome to Visitors**

**II. Approval of Agenda**

**III. Member Comments** (Each attendee wishing to address the board must sign in on the "Member Comments" sheet on the back table. Please describe briefly what item you wish to address to the board. Speakers must observe rules of decorum and not engage in other disruptive behavior. If a speaker is in the middle of a sentence when time is called, he/she may finish their thought before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to others. All persons must follow the Meeting Rules listed at the bottom of this agenda.)

**IV. Approval of Minutes**

**a. November 2019**

**b. December 2019**

**c. January 2020**

**IV. Reports**

**1) Treasurer's Report**

**2) Reports of Committees**

- Security
- Covenants, By-laws, Rules & Regulations
- ACC/ECC
- Roads, Properties, Parks & Maintenance
- Social

**III. Unfinished Business**

**a. Toni - Discuss and provide RFP copy to contract with a consultant to review bookkeeping and accounting procedures.**

**b. What is the status of the POA website? *(take officer pictures today)***

**c. Cheryl - Motion to cost share new PA @ LCC with RCD and Utility district. *(see handouts with information provided by RCD)***

**IV. New Business**

**a. Wes - Discuss total dues owed by owners of lots at 933 & 935 Missouri Dr.**

**b. Cheryl - Garage sale/cleanup day start discussion on planning**

**c. Doug - Discuss installation of security camera and keypad locks at POA office.**

**d. Mike - Motion to approve Raynor invoice for \$1525**

**e. Mike - Girl Scout Cookie Sale request**

**f. Cheryl - Discussion to consider board members printing out material needed for meetings**



- g. Toni - 1) Coordinate with LLUD how they handle past dues & work together. 2) Talk to tax accountant about reducing write off that was approved in November.
- h. Kim - 1) Member complaints file to be returned to POA office. 2) October 19th regular meeting minutes need to be approved. Financial review letter needs to be amended to reflect what was read. 3) Approval of October 11th 2019 ES minutes.

**IX. Announcements**

**X. Adjournment**

**Next Regular Board Meeting Saturday,  
March 21st @ 9:00am**

Lake Court Center Meeting Rules: No audio or video recording allowed by attendees. However, the secretary may record the meeting to aid in the preparation of minutes. Members may address issues during the 'Member Comment' portion of the meeting. If attendees become disruptive, they may be expelled from the meeting and/or fined.

Attach C

Treasurer's Report for February 15, 2020

We held a meeting of the Finance Committee on January 28<sup>th</sup>. The four of us agreed to review four different areas of concern as follows:

- Apparent reserve and/or contingency funds of over \$193,000
- The preparation of a bid package to review a revised chart of accounts and better administrative and financial processing.
- Improved processing of past-due accounts.

The discussion of the \$193,000 of reserve funds and the possible review of LLUD procedures related to past-due accounts with possible coordination with the LLUD are New Business agenda items. I will also be requesting an inclusion of an additional agenda item for modification of A/Rs write-offs. Last November, the Board voted to allow the former treasurer to write off the entire amount of accounts receivables as of December 31<sup>st</sup>. However, our tax accountant has suggested I consider the viable of collecting some past-due accounts. Therefore, I will be requesting that the Board allow me to write off only the accounts that are more than one year old. This write-off would amount to \$13,926.74 instead of the \$28,119.57 originally approved for write-off. The financial reports will then be ready to be turned over to our tax accountant once this write-off is completed.

Charlie Carroll has written a comprehensive bid package which will be included in our executive session discussion. Members of the Board were emailed a copy of the bid package and will receive a hard copy at the session. My thanks to Charlie for his very-well written bid package.

We were unable to issue the January financial reports because of concerns that Leslie made known to me. Even though I do not agree with her, I will make the necessary adjustments prior to the next Board meeting. It should be noted that financial statements are considered preliminary and cannot be approved until the tax accountant accepts our computations. I have already made several adjustments to the December financial reports. The only amount that needs to be adjusted prior to submission to the tax accountant is the accounts receivable write-off. I will make that adjustment next week after Board approval and intend to get the balance sheet and profit and loss statement to the accountant soon after that.

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Attachment D

## ACC/ECC REPORT

I would like to announce the members of the ACC/ECC Committee for the 2020 year:

Dave Shaw  
Mike Swartz  
Carol Brown  
Angela Stephenitch  
And myself...

I appreciate their willingness to help on this committee.

One shed permit that was granted last year has yet to be completed. I gave two extensions and as to date shed is not fully completed. Their permit fee is now not refundable and I am sending a letter to give them until June 15th to complete.

A permit that was issued for a garage did not have the footing inspection done. The contractor must have footings inspected by Ogle County and our inspector. I contacted Ogle County and they were also not informed footings were done so they could inspect. This will result in \$250 withheld from permit fee..

Tree permits are coming in because eventually Spring will be here! I'd also like to remind vacant lot owners that downed trees must be removed.

Kim Rogers

Attach E

FEBRUARY 2020

PROPERTIES AND PARKS COMMITTEE REPORT—

While winter is still in full force, our committee will soon begin it's year by placing ads in local newspapers in early March for bid solicitations for both the roadside and parks mowing contracts. I plan on also starting a new practice; that is writing letters which will be mailed directly to local contractors in the hopes of receiving additional quotes and lower costs.

Next, we will start to formulate an estimated budget for new items our committee will be managing this year including the clearing of vegetation from our roadsides and road signs, concentrating on current dangerous corners. We will also be soliciting quotes for new park signs which will replace the out of date Lost Nation ones with the same style and color format as those used by the RCD.

Finally, I have volunteered to take the lead and head up the organization of the annual work day. I contacted RCD President Bill Winebaugh recently and the date of Saturday, April 25<sup>th</sup> was agreed upon for this cooperative effort to help beautify our community. A blast email and posters at both entrances will be used to help publicize the event which is planned to run from 8am-1pm. Coffee and donuts will be served before the day starts, and pizza and pop at the end of the half day. Hopefully those treats and good old-fashioned community pride will entice a record number of residents to participate. I will also be working with Jon Arneson and Mary Sullivan to eliminate some of the traffic congestion that occurred on certain roads last year with some temporary street signs. While I'm hoping that we can accomplish our goals in one morning - in light of the fact that last year's event was cancelled due to inclement weather - there may be the need for a second work day sometime in the fall.

Wes Jaros  
Chair  
2/13/20

Attach F

The social club met on Saturday January 25 to plan for the first portion of 2020. Events that are planned or proposed are

- \* Easter egg Dash - Cindy Carroll is the coordinator the date is set for
- \* Saturday April 11th 1 pm -3 pm
- \* Poker Run
- \* Welcome picnic - June
- \* Kids fishing derby - June
- \* 4th of July boat parade

Our first event of 2020 was cancelled due to weather.

The Friendship cafe was held last week Saturday. We had a lot of tasty bakery treats that were donated by some pretty talented bakers. There was a nice turn out of members that came to enjoy a cup of coffee and either bring home some treats or share them with some great conversation, that was in no short supply. Thank you all for baking and coming out to make our first monthly bake sale a great success. We sold \$166 in baked items. We plan to continue hosting the "Friendship Cafe" on the first Saturday of each month, from 8am - 11pm, so put Saturday March 7th on your calendars.

This evening is the Valentine's Day themed Wine/Craft beer tasting which will be held here at LCC from 6:30 pm to 10 pm. We will have a wine basket raffle which is valued at \$60. We will also be raffling a beautiful wooden serving tray donated by the Branscum's. If you have not responded and would still like to participate we definitely will have enough to go around. We ask all attending to bring an appetizer or dessert to share.

***All attending must be 21***

**Copies of the LL Directory are available at the back of the room & there will be several copies for members at the POA office.**

#### **Comcast Update**

Unfortunately for all of us Comcast has determined that it will not be efficient or cost effective for them to bring service out to our community at this time. We will stay in contact with them and hope that things may change in our favor at a future date. This all will be dependent on where and if Comcast feels it would be cost effective for them.

Gears are turning for the Community Garage sale scheduled for **Saturday May 2nd**. As there are many things to do to get our community ready all volunteers are greatly appreciated. We will certainly be able to find a task for all that volunteer their time.

Motion Toni  
Second Scott

Cost share  
w/ LCC+UT

Motion carries

Attach G

Lake Court Center PA system Update January 2020

Replace existing mixer with Denon DN-312X 6-channel mixer		\$179.00
Replace microphones with six (6) Shure PGA-48 microphones	@ 34.00 ea.	\$204.00
Replace 15 ft. 6 channel snake with 25 ft. Hosa 8-channel snake		\$ 74.95
Replace six (6) 15 ft. mic cables with six (6) 10 ft. mic cables	@14.49 ea.	\$ 86.94
Replace 1/4" wall speaker plug with Neutrik Speakon NL2FX		\$ 3.99
Replace three (3) 1/4" wall jacks with Neutrik Speakon NL2MP	@3.89	\$ 11.67
Replace XLR to RCA patch cable		\$ 7.95
Replace 1/4" to RCA patch cable		\$ 4.95
	Tax	\$ 39.97
4 hr. Labor	@25.00	\$100.00
Subtotal:		<hr/> \$713.42

\$ 235.43