

# 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

**An open meeting of the Board of Directors of the ULLPOA will be held on  
Saturday, May 16, 2020 @ 9:00 am electronically via  
Board Meeting Agenda**

- I. **Call to order, roll call, Pledge of Allegiance**
  - **Welcome to Visitors**
- II. **Approval of Agenda**
- III. **Member Comments** (Anyone wishing to address the board may send an email with comments or questions to [LostLakeSocialClub@gmail.com](mailto:LostLakeSocialClub@gmail.com) Describe briefly what you wish to address to the board. The board will read your comments but may have to address your questions via email)
- IV. **Approval of Minutes**
  - a. **April 18, 2020**
- V. **Reports**
  - 1) **Treasurer's Report**
  - 2) **Reports of Committees**
    - **Security**
    - **Covenants, By-laws, Rules & Regulations**
    - **ACC/ECC**
    - **Roads**
    - **Properties, Parks & Maintenance**
  - 3) **Special Committee reports**
    - **Social Committee**
    - **Financial Review Committee**
- VI. **Unfinished Business**
  - a. **Motion to review a letter from a member requesting waiver of their late fee and finance charges.**
- VII. **New Business**
  - a. **Kim - Discuss noise from mini bikes.**
    - 1) **Motion to enhance/change Section 6 Item 6.04 in the Rules & Regs**
  - b. **Toni - Petty cash procedures**
  - c. **Wes - Motion to approve expenditure for removal of old POA park signs & printing and installation of new signs.**
  - d. **Wes - Motion to approve volunteer program for roadside clearing**
  - e. **Cheryl - Motion to remove second internet connection from Centurylink at the POA office to reduce the monthly bill by \$72 per month**
  - f. **Cheryl - Motion to make the Social Committee a standing board committee**
  - g. **Cheryl - Motion to request an executive session to discuss the future of the POA office**
  - h. **Cheryl - phone message at POA office missing, newsletter cutoff date May 21 - status of getting this done.**
  - i. **Doug - Discuss updating shed permit from 218 sq. ft. to 260 - 280 sq. ft.**
- VIII. **Announcements**
- IX. **Adjournment**

Next Regular Board Meeting  
Saturday, June 20th @ 9:00am location TBD

**An open meeting of the Board of Directors of the ULLPOA will be held on  
Saturday, June 20, 2020 @ 9:00 am electronically via Zoom  
Dial in number (312) 626-6799 Meeting ID 459 087 5824  
Board Meeting Agenda**

- I. **Call to order, roll call, Pledge of Allegiance**
  - **Welcome to Visitors**
- II. **Approval of Agenda**
- III. **Member Comments** (Anyone wishing to address the board may send an email with comments or questions to [LostLakeSocialClub@gmail.com](mailto:LostLakeSocialClub@gmail.com) Describe briefly what you wish to address to the board. The board will read your comments but may have to address your questions via email)
- IV. **Approval of Minutes**
  - a. **October 19, 2019 annual meeting minutes as amended (tabled in April until they are amended)**
  - b. **January 3rd Executive session minutes**
  - c. **May 16, 2020**
  - d. **May 21,2020 Executive session minutes**
- V. **Committee Reports**
  - 1) **Treasurer's Report**
  - 2) **Reports of Committees**
    - **Security**
    - **Covenants, By-laws, Rules & Regulations**
    - **ACC/ECC**
    - **Roads**
    - **Properties, Parks & Maintenance**
  - 3) **Special Committee reports**
    - **Social Committee**
    - **Financial Review Committee**
- VI. **Unfinished Business**
  - a. **Tabled items from November 16, 2020 by-laws updates Toni**
  - b. **Cheryl - with draw motion to make the Social club a standing committee.**
- VII. **New Business**
  - a. **Scott - Discuss changing the structure of terms for POA board members.**
  - b. **Toni - Motion to implement petty cash procedures.**
  - c. **Doug - Motion to approve Position Description**
  - d. **Doug - Motion to approve Personal Improvement Plan (PIP)**
  - e. **Doug - Discussion Community Needs Survey**
  - f. **Cheryl - rescheduling events, Garage Sale & Kids fishing derby**
  - g. **Kim - Motion to approve shed on adjacent lot 712 Kaskaskia Drive**
  - h. **Kim - Motion to approve pool deck on adjacent lot 503 Sangamon Lane**
  - i. **Kim - Motion to approve fence variance request 323 Birch Lane**
  - j. **Wes - Motion to approve contract to Chana Excavating for trenching work at Memorial Park for \$1445.55**
  - k. **Wes - Motion to approve payment of 2020-2021 insurance premiums for \$1568.00**
  - l. **Doug - Recommendation to approve the financial review committee for 2020**
- VIII. **Adjournment**

Next Regular Board Meeting  
Saturday, July 18th @ 9:00am location TBD

Attach B

**Treasurer's Report  
May 16, 2020**

First of all, I would like to reassure everyone that day-to-day financial operations have not come to a screeching halt. The Security Staff's paychecks have been cut, there is only one invoice to be paid and I have deposited all the checks that we have received. I have not posted the deposits as of yet because I want to make sure I do it correctly. I plan to research the proper way to do it this weekend and post the deposits next week.

I would like to get a head start on the budget. Wes' and Mary's committees are responsible for the largest percentage of annual spending. What I would like them to do is to provide the Budget Committee with written justification for their requests. I would also like them to provide the Budget Committee with a plan for the \$193,000 of reserve funds. In addition, I have asked Cheryl, in her capacity as Board Secretary, to review administrative costs.

Finally, I know everyone's eyes glaze over when I discuss internal controls. But I found where internal controls, or the lack of them, may have an impact on what we pay for insurance costs. I read the following questions when I was completing the application for the Directors' liability insurance:

- Are there written policies and procedures regarding the conduct of employees when interacting with third parties (customers, vendors, visitors, independent contractors and other third parties)?
- Does the Applicant perform regular audits. And, no, a financial review is not an audit.
- Are bank accounts reconciled by someone not authorized to withdraw and deposit?
- Is there a fraud policy and procedure in place?
- Are all employees who handle or maintain records of money or securities required to take annual leave of at least 5 consecutive days?
- And, finally, there was the requirement to include an Employee Handbook

Needless to say, I had to answer "no" to all those questions even though it means that we will most likely be paying higher rates. Last year's financial review discussed areas where internal controls need to be strengthened. We, as a Board, need to act on those findings.



Attach C

## PROPERTIES AND PARKS COMMITTEE REPORT – MAY 2020

This past month, our committee finished the cost evaluation to produce and install new signs at our 6 parks. That motion to approve will be detailed later in new business.

Our committee also met a couple of weeks ago to view overgrown vegetation along roadsides and at select intersections. We then discussed the options available to resolve these problems. Our motion to approve that recommended course of action will be detailed later in new business.

Our committee also met at Memorial Park (formerly Lakeside) to observe and discuss new landscaping plans which will take place after the new sign has been installed. The unsightly and weed overgrown berm will be removed and a beautiful flower bed arrangement will be planted. We also talked about the local problem of standing water alongside Lakeside Drive which prohibits our lawn maintenance contractor to effectively cut the grass there. Options were discussed and a plan was approved to hire a contractor to trench the problem area, bury drainage tile, cover with stone, and produce a slope that will carry the water from the park area to the lake. I am moving forward to obtain at least 2 quotes and hope to have those proposals ready by our June meeting.

On a brighter note, I want to give a big thanks to 2 members of my committee – Bille Branscum and Cindy Carroll. These 2 ladies were gracious enough to take on the responsibility of purchasing new landscape barrels for each entry and plant new flowers just in time for Mother's Day. Both entrances look much happier!

Finally, our committee in June plans to distribute 5 yards of mulch to the west side entrance area and also clean up the front yard of the POA office building.

Submitted by Wes Jaros  
Chair  
5/16/2020

AHach 0

## May 2020 Social Club Report

As we continue to shelter in place and abide by the Governors orders the social club has postponed all social events until further notice.

The social club has received a suggestion from Norm & Linda Eakley in putting a recognition event into place for Graduating Seniors. We are working on putting together a socially distant social event to honor all these kids that are missing out on so many year end memories this year.

The idea is to host a parade with golf carts/ATVs or any other vehicle passing by the homes of this years grads, with tons of hoopla. We are encouraging everyone that participates to decorate their vehicles in the graduation or congratulations theme. A date has not yet been set but we are looking at a weekend in Mid June.

As we want to make sure that we do not miss anyone we are asking all members to let us know if they have a graduate or live near one and to share the address.

This is a mission to bring a little joy to all of the many that will miss out on a very special time in their lives. All ideas on how we can make this event memorable are greatly appreciated and can be directed to the Social Club email.

**LOSTLAKESOCIALCLUB@GMAIL.COM**

We sincerely hope that as a community we can all be there to help these graduates celebrate and let them know how proud we all are.

I have also accepted the task of producing guest passes for our members as well as working with Jack in getting vehicle decals out to new members, delivering new member packets and designing and distributing decals for non licensed vehicles. I am happy that I can be of assistance in helping our community run somewhat smoothly in the face of changes that we are all encountering.

Cheryl Wash - Social Club Chair

Attach E

## Petty Cash Procedure Guide

### Statement

This policy establishes the proper use and administration of petty cash funds. These funds should be used only when cash is the most cost-efficient method of payment. Petty cash funds provide cash to various departments/committees within United Lost Lake Property Owner's Association (ULLPOA). Petty cash funds provide cash to departments/committees to cover minor expenses, such as reimbursement of individuals, staff or board members for small expenses such as last-minute unplanned purchases for events, committee functions, board functions, or volunteer activities. These single reimbursements should not exceed fifty dollars (\$50) without the Board President's or Treasurer's approval. The ULLPOA requires each petty cash fund to have an approved Custodian, who documents expenditures, keeps receipts, and safeguard the funds. The Treasurer is the supervisor of the Custodian. Treasurer will review and approve the creation, maintenance, and reconciliations of the petty cash funds.

### Procedures

1. Understand appropriate uses of petty cash. Petty cash funds should not be used as an operating fund, i.e., to pay invoices for good services, to pay salaries or wages or make advances or loans.
2. Designate a Petty Cash Fund Custodian.
  - a. Each fund must have a Custodian approved in writing by the ULLPOA Treasurer or designee. The Petty Cash Fund Custodian is responsible for the petty cash fund and the requirements thereof.
  - b. Custodians must be appointed by the ULLPOA treasurer.
3. Establish the petty cash account.
  - a. Departments/committees are responsible for the submitting the initial request to open a petty cash account. Requests for petty cash funds are made through a check request with the description of "petty cash fund creation." The check request is signed by the custodian by the ULLPOA Treasurer and a designated board member.
  - b. The department/committee should evaluate their business needs and limit the petty cash fund to the amount that will meet those needs. The amount of the ULLPOA Petty Cash fund will be \$200.
  - c. ULLPOA Treasurer will monitor the petty cash fund, make changes as needed.

- d. Once the petty cash account is approved and established, ULLPOA Treasurer will issue a check to the custodian and the check will be picked up by the custodian, who will sign the agreement.

#### **Safeguarding the cash.**

1. Keep petty cash funds in a secure are such as a locked file cabinet or small safe.
2. Petty cash funds should not be comingled with other funds. Miscellaneous funds received for goods and services will be not be comingled with Petty Cash funds. However, procedures such as numbered receipts will be used to safeguard these funds.
3. In the event of theft, the Custodian should notify the Treasurer or the designee as well as the police.
4. Petty cash funds should be active. Inactive funds should be terminated by departments/committees. Any designated petty cash funds considered inactive if they have no activity during a six-month period.
5. Unannounced cash counts and reconciliation of petty cash funds will be performed by a Board officer on a periodic basis, at least semi-monthly.

#### **Document Expenditures.**

1. The Custodian is responsible for maintaining:
  - a. Petty Cash Log
  - b. Receipts for transaction.
2. Reimbursements for expenditures related to travel, such as mileage, and parking, should be handled through the submission of an official travel expense claim.

#### **Replenishment of the funds.**

1. The petty cash custodian is responsible for replenishment when a petty cash fund runs low.
2. When petty cash funds are replenished, the total of the receipt report cannot exceed the total dollar value of the fund.
3. Reconcile the log to the amount in the cash box monthly.
4. Evaluate need for petty cash account annually. At least once per year the petty cash fund will be reviewed by the custodian, the Treasurer and/their designee, to determine whether the petty cash fund is still required to meet the ULLPOA's business needs, or if an alternative disbursement method could be adopted.
5. The petty cash fund should be closed when the custodian leaves their duties with ULLPOA. Transfer of funds to a successor is not authorized. If a successor is to be furnished a petty cash fund, a new request to the treasurer is required.
6. Responsibilities and Contacts Petty Cash Custodians are responsible for disbursing cash from a petty cash account, documenting expenditures and keeping receipts, replenishing the account when it runs low, and generally safeguarding the cash.
7. The ULLPOA Treasurer is responsible for reviewing the requests for reimbursements, the monthly reconciliations, and the annual petty cash review. Disbursements will be approved by the applicable Board officer or chairperson prior to disbursement.
8. ULLPOA is responsible for the tracking Petty Cash Funds, reviewing reimbursements for the policy and procedural compliance, adding a Custodian to the vendor file, making changes to

the Designated Custodians, setting up new petty cash accounts and making changes to and closing existing accounts. ULLPOA may conduct reviews in of the petty cash funds at their discretion.

**United Lost Lake Property Owner's Association (ULLPOA)**

**Petty Cash Facility Custodian Acceptance Statement**

I hereby accept the receipt of the Petty Cash Funds totaling \$200 and agree that the expense belongs to ULLPOA.

I agree that ULLPOA's petty cash is for authorized business use only as set out in the Petty Cash Policy and I Accept that I am responsible for all purchases made through the petty cash fund.

In accordance with the policy, a monthly schedule of transactions will be prepared, and submitted for approval and posting on the general ledger.

I understand that the misuse of the Petty Cash Fund, or failure to account monthly for the transactions, will lead to the petty cash funds being rescinded.

I, \_\_\_\_\_, confirm that I have read the above terms and conditions and the ULLPOA petty cash policy and agree to abide by them.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The unauthorized use of Petty Cash Fund, or failure to follow the rules set out on the ULLPOA Petty Cash Policy, may lead to disciplinary action which could result in dismissal.

United Lost Lake Property Owner's Association (ULLPOA)

Petty Cash Fund Application Form

The ULLPOA Treasurer.

Applicant's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Outline business case for the Petty Cash Fund.

Reasons why existing accounting systems and procedures cannot be used for this.

Signatures

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approver: \_\_\_\_\_ Date: \_\_\_\_\_



**Example of a Petty Cash Monthly Return**

Date	Account Code	Payee	Staff ID	Description of Expenditure	Amount
2/22/20	1000	Toni Vella	Treasurer	30 Map @ .50	\$15.00
Total					15.00
Float					500.00
Remaining balance					485.00
Reimbursement Check					\$15.00

## Petty Cash

- The Petty Cash Fund will be assigned a Custodian who will be responsible for the Fund. The Custodian is responsible for maintaining the Petty Cash Log and receipts for transactions.
- The Custodian will be responsible for disbursing cash from the petty cash account, documenting expenses and keeping receipts, replenishing the account when it runs low and generally safeguarding the fund.
- Petty cash is normally provided to individuals other than the Custodian. However, there may be times when the Custodian may need to pay expenses from the Fund. In that case, any disbursements from the Fund will be approved prior to the disbursement by the applicable Board officer or chairperson.
- The Petty Cash Fund will be kept in a secure place such as a lock box in a locked file.
- There will be no co-mingling of miscellaneous funds and petty cash funds. The Petty Cash Fund will be used only to pay for expenses. Miscellaneous funds will be kept in a separate location in a locked file.
- Normally, disbursements will not exceed \$50. Any requests for disbursement over that amount will be approved by either the Board President or Treasurer.
- Expenses paid with petty cash will be posted on a monthly basis.
- Unannounced cash counts and reconciliation of petty cash funds will be performed by a ULLPOA officer on a regular basis—at least every other month. The ULLPOA officers should devise a schedule of these unannounced cash counts.

Attach F

## UNITED LOST LAKE PROPERTY OWNERS ASSOCIATION WAIVER AND RELEASE OF LIABILITY

*1) By signing this Waiver and Release of Liability (Agreement), I hereby agree waive and release the United Lost Lake Property Owners Association (ULLPOA), its volunteers, employees, and insurers from any and all claims, demands, causes of action, damages or suits at law and equity of any kind, including but not limited to claims for personal injury, property damage, medical expenses, or loss of services, on account of or in any way related to or growing out of my presence or involvement in any work I perform voluntarily in the community on behalf of the ULLPOA.*

*This waiver and release is intended to and does release from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, the negligence of third parties and any negligence on the part of the ULLPOA. This is not intended to release from any liability resulting from their intentional conduct.*

*I agree not to institute any claims or legal action against the ULLPOA for any claim released by this Agreement. I further agree that should any claim be made against the ULLPOA in violation of this Agreement, including but not limited to derivative (third party) claims, I will protect, defend and completely reimburse for any such claim and expenses including attorney's fees and costs incurred by the ULLPA in defending themselves.*

*2) I understand that the ULLPOA is not responsible for any lost, stolen, or damaged valuables or property.*

*2) I acknowledge that I have received and read a copy of the current rules and regulations governing the ULLPOA and agree that I will fully comply with all the rules and regulations.*

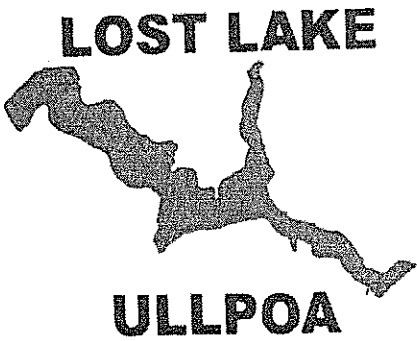
*I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue the ULLPOA for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its terms and conditions, as determined by the ULLPOA will void and terminate this Agreement.*

*I am signing this Agreement freely, voluntarily and competently and am at least eighteen (18) years of age.*

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**UNITY  
PARK**



**LAKESIDE  
PARK**



**EASTSIDE  
PARK**