

DRAFT

(Subject to approval at upcoming board meeting)

**Sylvan Shores Property Owners Association
Board Meeting Minutes
February 25, 2017**

Call to Order - Patrick Fiscus, President, called the board meeting to order at 10:00 a.m.

Roll call- Board members present: Patrick Fiscus-President, Joan Morphew-Vice President, Polly Brown (via phone) Treasurer, Melissa Hurd-Secretary, Carol Kollodge and Jarrid Roulet. Phil Miller, absent.

Introductions of New Board member – Patrick introduced new board member, Jarrid Roulet, addressed the members and presented a bio on himself. He has been a property owner in Sylvan Shores for 10 years and is honored to be on the board of directors. Jarrid looks forward to working with the members and getting to know everyone.

Review the Minutes meetings - July 16, 2016. Joan Motioned to accept the minutes. Carol Seconded. Discussion: None. All in favor. Motion Carried. December 3, 2016. Carol Motioned to accept the minutes. Patrick Seconded. Discussion: None. All in favor. Motion Carried.

Additions to/Approval of Agenda- Joan made a motion to add one (1) items to the agenda.

1. Discussion of Brush Pile to Unfinished Business; seconded by Carol. All in favor. Motion carried.

Treasurer's Report- Arlene Grover from the finance committee shared the Treasurer Report as Polly, Treasurer, was attending via phone. Joan motioned to approve the Treasurer Report. Seconded by Polly. Motion carried.

Arlene reviewed the Current Assets & Bank Accounts along with the Revenues as of February 24, 2017. (See Appendix) She advised that an error had been made on State Farm's behalf. When purchasing the three (3) CD's in the amount of \$25,000, per December's board approval, State Farm pulled the funds two times. This error was caught and has since been corrected.

Reports:

Management Report: Carol provided this report. She recognized Dale, maintenance, for all of his hard work at SSPOA. She addressed the amount of work he has completed over the winter with all of the tree branches that have fallen at the clubhouse and also his work in the women's bathroom with ruptured flooring. Announcement of the following employment needs: Pool tech, pool attendants and clubhouse caretaker (cleaner).

Finance Committee- Tax reports have been completed and will be filed once signed.

Architectural Committee – No update provided by Patrick Fiscus, committee chair.

Entertainment Committee – Joan, committee chair, advised the Christmas Party was attended by 40+ members and although Santa was absent, Mrs. Claus and her helper handed out gifts to the children. The event was a success. The committee would like to have a Pancake Breakfast on July 4 weekend; however, volunteers are required to make the event a success. There is also discussion of a Craft Fair in August. Roadside Cleanup will be April 22 @ 9:00 am.

By-Laws/Covenants Committee – Melissa, committee chair, advised the first by-laws committee meeting was held on February 18 and another will follow today's board meeting. Committee members are: Herself, Joan Morphew, Carol Kollodge, Jarrid Roulet, Arlene Grover and Judy Vrdoljak. The committee hopes to provide a proposal for amendments to the board prior to the next board meeting.

Unfinished Business

1. Update on Office Position – Carol introduced our new office assistant, Cassie Katterhagen. Please stop by the office and meet Cassie.
2. Brush Pile - Joan advised the cost to move the brush pile away from the electrical/telephone wires and separate into three piles for burning cost \$700.00. The brush pile had not been burned in over a year and as

we are not able to control what people are dumping or who is dumping (often times non-members) the brush pile must remain closed. Dale has begun burning the piles and we hope he can complete prior to the snow melting as if not, an attendant must be present during the burn until every ember is out. The Browerville dump will accept brush, stumps, etc. and residents can create a compost on their property for leaves.

New Business

1. Property Transfer Fee – Last year the board approved charging a fee of \$10.00 to transfer property names at the Sylvan Shores office. Joan Motioned to remove the fee. Patrick Seconded. Discussion: Cassie and Arlene Grover have spent many hours in the office ensuring tax records match SSPOA records. Many records were not updated with Sylvan Shores by members. The thought is that charging \$10.00 to amend was deterring members from contacting the office. All in Favor. Motion Carried.
2. Joan brought to the board's attention the Assessment Fee of secondary lots. She confirmed that on July 5, 1993 a motion was made that all lots, whether or not in a different subdivision are to be charged an assessment fee of \$45.00, not \$120.00 if located in a different subdivision. (See attached addendum)
3. Joan motioned to remove the current *Code of Ethics for the SSPOA Board of Directors*, initiated in September 2015, from the policy of the board. Carol seconded. Discussion: Current Code of Ethics requires revision in the area of accountability and consequence if not upheld. Melissa Motioned to Suspend and Revise. Jarrid Seconded. All in Favor. Patrick Opposed. Motion Carried.
4. Carol motioned to increase the daily and weekly camping fees as of February 25, 2017 as follows:
 - a. Partial Daily from \$20.00 / daily to \$25.00 / daily plus tax
 - b. Partial Weekly from \$125.00 / weekly to \$150.00 / weekly plus tax
 - c. Full Hook Up Daily from \$25.00 / daily to \$30.00 daily plus tax
 - d. Full Hook Up Weekly: from \$150.00 / weekly to \$175.00 week plus taxPatrick Seconded. Discussion: Year over year we lose money in operating the campground. The electrical requires GFI upgrades which are costly. An idea is to install meters at the full service and partial service sites and charge electrical based on usage. Meters are too costly. Need to compare fees of other local campgrounds. Must keep in mind our campground is only for members and they are also paying their assessment on any lots they own. Patrick offered to review further the fees for monthly and seasonal and report to board on findings. For now motion remains to only increase daily and weekly rates per above. All in Favor. Motion carried.
5. Jarrid motioned to strike the December 1, 2007 motion to not charge credit card fees to members. Patrick seconded. Discussion: On December 1, 2007, a motion was made to not charge members for credit card fees. Last year the board did charge credit card fees without making a motion to change. Members can pay via check. All in Favor. Opposed Joan. Motion carried. Carol made a motion to charge the credit card fees for all assessments and all other payments made by any member, back to the member as of February 25, 2017. Patrick seconded. All in Favor. Joan Opposed.

Open Forum – Topics were discussion only; no motions or decisions made.

Meeting Adjourned: Patrick motioned to adjourn meeting at 11:33 am. Carol seconded. All in favor.

Submitted by: Melissa Hurd, SSPOA Secretary

APPENDIX

Current Assets, Bank Accounts and Revenues

4:15 M
02/20/17
Cash Basis

**Sylvan Shores Property Owners Association
Current Assets & Bank Accounts
As of February 24, 2017**

	Feb 24, 17
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash Boxes (Money for starting Cash at pool and campground)	50.00
1015 · Office Petty Cash	77.28
1000 · Unity Bank Central	4,733.56
1020 · Operating Fund - Unity MM	37,177.02
Total Checking/Savings	42,037.86
Total Current Assets	42,037.86
Other Assets	
1070 · Annuity (Annuity)	13,987.27
1040 · State Farm CD's	
1048 · SF CD #08968 Mat. 1/26/2022	25,000.00
1047 · SF CD # 09993 Mat 1/25/2022	25,000.00
1046 · SF CD #85748 Mat 1/26/2022	25,000.00
1045 · SF CD #49292 Mat. 1/26/2022	25,000.00
1044 · SF CD #72774 Mat. 10/1/2019	26,277.43
1043 · SF CD #64930 Mat. 10/1/2019	26,277.43
1042 · SF CD #93120 Mat. 3/9/2020	25,999.83
1041 · SF CD #80581 Mat. 10/1/2019 (Maturity Date 10/1/19)	26,277.43
1040 · State Farm CD's - Other	75,000.00
Total 1040 · State Farm CD's	279,832.12
Total Other Assets	293,819.39
TOTAL ASSETS	335,857.25
LIABILITIES & EQUITY	0.00

**Sylvan Shores Property Owners Association
Revenues as of
February 24, 2017**

	Jan 1 - Feb 24, 17
Ordinary Income	
Income	
2500 · Campground Income (Income generated from campground income.)	
2510 · Seasonal Parking (Income generated from off season camper storage.)	30.00
Total Campground Income (Income generated from campground income.)	30.00
1100 · Clubhouse Income (Income generated from Clubhouse operations & Community C...)	
1525 · Clubhouse Rental (Income generated from use of clubhouse and community ce...)	25.00
1510 · Assessment Income (Income from Annual property Assessments)	2,194.50
1565 · Vending Machine Income (Vending machine income)	26.25
1520 · Investment Income (Income generated from CDs and bank accounts.)	189.46
1500 · Clubhouse Income (Income generated from Clubhouse operations & Community...)	3.00
Total Clubhouse Income (Income generated from Clubhouse operations & Commu...)	2,438.21
Total Income	2,468.21
Gross Profit	2,468.21
Net Ordinary Income	2,468.21
Net Income	2,468.21