

DRAFT

(Subject to approval at upcoming board meeting)

**Sylvan Shores Property Owners Association
Board Meeting Minutes
December 3, 2016**

Call to Order - Patrick Fiscus, President, called the board meeting to order at 2:04 p.m.

Roll call- Board members present: Patrick Fiscus-President, Joan Morphew-Vice President, Polly Brown-Treasurer, Melissa Hurd-Secretary, Carol Kollodge. Phil Miller, absent.

Review the Minutes meetings of July 16, 2016. Melissa Motioned to accept the minutes. Discussion: Joan made a motion to amend the motion by requesting to strike the Code of Ethics from the “policy of the board”, which was instituted at the July 16, 2016 board meeting. Ann Dibbs, previous board secretary, stated the July 16, 2016 minutes had already been approved at the September 2016 Annual Meeting. Patrick motioned to postpone the approval of the minutes until clarification of status is received. (Joan confirmed the Sept 2016 meeting approved the May 2016 minutes only.) Minutes will be reviewed at next board meeting.

Additions to/Approval of Agenda- Polly made a motion to add four (4) items to the agenda.

1. Payment of Crown Gas Bill - \$3356.12; seconded by Carol – motion carried
2. Payment of Directors and Officers Liability Coverage; seconded by Joan – motion carried
3. Adding payment of license fees for campground, pool and well; seconded by Carol- motion carried
4. Discuss purchase of CD’s (4 each of \$25,000); seconded by Carol – motion carried

Treasurer’s Report- Polly Brown shared the Treasurer Report. A motion was made to approve the Treasurer Report Seconded. Motion carried.

Revenues As Of 11/30/16

Assessments Collected	\$	170,618
Interest Income	\$	2,642
Springer Collections	\$	-
Camping income	\$	13,930
Total Income	\$	187,190

Capital Reserve Accounts:

5 year annuity, Athene 8/17 (as of 8/27)	\$	13,987
3 x State Farm CD 60 mo -10/19 (as of 10/31)	\$	78,410
State Farm CD 60 month 3/20 (as of 10/31)	\$	25,860
Total Capital Reserve Accounts	\$	118,257

Funds Available As of 11/30/16:

Petty Cash	\$	122
Checking	\$	17,798
<i>(Land savings \$1461.61. This amount in checkbook)</i>		
Operating Expense Savings Account	\$	212,092
Total Funds Available	\$	230,012

Reports:

Finance Committee- Polly shared the proposed 2017 budget. The committee is comprised of Polly Brown, Arlene Grover, Joann Folkert, Carol Kollodge, Judy Vjerolik and Dennis Wipperling. Joan motioned to accept the 2017 budget. Seconded. Motion carried. Proposed Total Income: \$192,395, Total Expense: \$176,294

Discussion: Melissa questioned if we had received bids on the repair of the women's restroom in the clubhouse. No bids received as of yet. Bathroom not to be repaired until early 2017 as holiday parties continue into the second week of January. Repairs to external area of building were not completed in 2016 and bid is 9 months old. To be repaired in Spring 2017 and new bids will be requested. GFI electrical upgrades (new box, circuit breaker and GFI) to approximately 8 sites in campground in 2017 to be completed as occurred in 2016. Will obtain input from Gene as to which sites to upgrade.
Motion Carried

Architectural Committee – Patrick shared that only one permit was applied for and approved. The member requested to move a stick built home onto their property. Architectural committee previewed the home and verified that it was in excellent shape, new steel roof, siding and windows. Upon review of the application for building permit, the member checked the “other” box under type of construction. The committee could not deny the permit as there was a category listing “other” than stick built on premise. Melissa advised the committee review the application and remove the “other” category.

Entertainment Committee – Joan advised that today our annual Christmas Party will be held at 4:00 pm and a potluck dinner will be held at 5:00 pm.

By-Laws/Covenants Committee – Melissa stated there was discussion at the October 15 meeting to amend the Covenants and change the number of votes needed to change the Covenants from 66 2/3 to a lesser percent. Melissa requested members to advise if they would like to be on the committee. A meeting of the committee will be held in January.

Unfinished Business

1. Update on Office Position – Carol noted Julie has resigned from her position in the office. She has placed job postings in four (4) local publications. She has received three (3) resumes and will be interviewing. Arlene Grover, a full-time resident and previous board member, has offered to backfill the position until a replacement is hired.
2. Lock (Entrance) - Patrick stated the clubhouse is not being closed in a timely fashion. The board is looking into alternatives to ensure the timely opening and closing of the building.
3. Brush Pile - Joan advised the brush pile is very large and has expanded so that a portion is located under the electrical/telephone wires. As the brush pile has not been burned in over a year, it cannot be handled by our maintenance staff. The fire code states that someone must be present at the site until all flames and smoke has ended. Joan has contacted several local individuals who have in the past assisted with removal of trees, etc. At this time they feel their equipment cannot handle the size of the stumps or pile. Calls have also been made to the local fire departments and they are not willing to assist either. Another issue is that residents outside of SSPOA are also dumping stumps, mattresses, steel, etc. and we are not able to control who is dumping or what is being dumped. The brush pile/burn pile is closed until further notice.
4. Non-Compliant Issues – Joan noted there was a complaint from a member in regards to someone living in a red fish-house that does not have plumbing or running water. She has contacted Todd County and advised them of this on-going issue. They will visit the property.

New Business

1. Campground Open/Close Dates – Campground will be opened as of May 13, 2017. Partial sites will close on Monday, September 4, 2017. Full sites will close on Sunday, September 17, 2017. Campground agreements, newsletter, website to be updated.
2. Motion by Polly to pay Crown Gas Bill - \$3356.12; seconded by Carol – motion carried
3. Motion by Polly to pay Directors and Officers Liability Coverage which renewed 12/7/16 in the amount of \$3510.00; seconded by Patrick – motion carried
4. Motion by Carol to pay 2017 Todd County license fees for campground, pool and well in the amount of \$640.00; seconded by Patrick- motion carried
5. Motion by Polly to purchase four (4), 60 month, \$25,000 Certificates of Deposit from State Farm (same agent holds 4 other CD's) seconded by Carol – motion carried

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

Meeting Adjourned: Motion by Joan to adjourn meeting. Seconded by Carol. Motion carried. Adjourned at 4:01 pm

Submitted by: Melissa Hurd, SSPOA Secretary

APPENDIX

SSPOA 2017 Approved Budget

SSPOA 2017	2016	2016	2016	2017	2017	2017			
	Proposed	total	Est	General	Campground	Proposed			
Acct. Code/Description	Total	as of	Total	Est	Est Budget	Total	Comments		
Income/Receipts	Budget	16-Nov		Budget		Budget			
1510 Assessment Income	\$170,000	\$167,031	\$170,031	\$170,000		\$170,000			
1520 Interest Income	\$2,500	\$2,554	\$2,874	\$2,750		\$2,750			
1550 Swimming fees	\$1,500	\$1,308	\$1,314	\$1,400		\$1,400			
1570 Social Income	\$1,300	\$157	\$157	\$300		\$300			
1580 Sale of Property	\$0		\$0			\$0			
1590 Other income	\$1,000	\$3,591	\$4,236	\$2,000		\$2,000	bld storage, bldg rent., permit, pfs book,Elect refund '16		
1595 Sale of Assets	\$0	\$1,800	\$1,800	\$0		\$0	2015 sold tractor		
2510 Assessment Income Cpgd	\$675	\$675	\$675		\$675	\$675			
2513 Seasonal Camping income	\$5,000	\$11,267	\$11,267		\$9,300	\$9,300			
2514 Day Camping	\$3,000	\$1,638	\$1,638		\$1,700	\$1,700			
2517 Seasonal Parking	\$1,000	\$1,025	\$1,550		\$1,000	\$1,000			
2590 Other Income	\$0	\$109	\$109	\$100		\$100			
Total Income	\$185,975	\$191,155	\$195,651	\$176,550	\$12,675	\$189,225			
						\$0			
Expenses/Disbursements						\$0			
1618 Salaries Bldg. O & C	\$2,000	\$2,465	\$2,600	\$2,600		\$2,600			
1619 Employee Benef & comp	\$0	\$0	\$0	\$0		\$0	No		
1620 Salaries-office	\$30,000	\$10,079	\$11,079	\$33,300		\$33,300			
1621 Salaries-pool attendants	\$4,800	\$4,850	\$4,850	\$4,600		\$4,600			
1622 Salaries Maintenance	\$4,000	\$2,640	\$2,760	\$2,000		\$2,000			
1623 Salaries grounds(Mowing)	\$3,500	\$3,436	\$3,436	\$3,000		\$3,000			
1624 Salaries cleaning	\$4,000	\$1,052	\$1,152	\$2,000		\$2,000			
1625 Salaries Pool Tech		\$3,570	\$3,720	\$3,000		\$3,000			
1626 Payroll taxes	\$4,000	\$2,971	\$3,309	\$4,216		\$4,216			
	2016		\$0						
	Total		\$0	General	Campground	Proposed			
Acct. Code/Description	Budget		\$0	Est. Budget	Est Budget	Total Budget	Comments		
1660 Professional fees	\$20,000	\$12,329	\$13,709						
.1 Audit Fees/		\$3,080	\$3,080	\$0		\$0			
.2 Webmaster		\$1,182	\$1,182	\$1,500		\$1,500			
.4 Legal Fees		\$5,259	\$5,259	\$10,000		\$10,000	upgrade covenants		
.5 Management Fees		\$3,000	\$3,000	\$0		\$0			
1660 Other Prof /P/r Processing		\$618	\$718	\$1,000		\$1,000	2016 6 months		
1660 Other - Accountant		\$705	\$880	\$500		\$500			
1745 Repairs & Maint. general	\$6,000	\$1,130	\$1,812	\$2,500		\$2,500			
1746 Repairs & Maint. buildings	\$200	\$1,709	\$2,787	\$1,000		\$1,000			
1747 Repairs & Maint. equip.	\$0	\$548	\$548	\$350		\$350	New tools		
1748 Repairs & Maint. grounds	\$1,000	\$4,468	\$4,468	\$3,000		\$3,000	snow plowing		
1750 Repairs & Maint pools	\$5,000	\$3,353	\$3,703	\$3,500		\$3,500			
1751 Repairs & Mainten-Spec	\$10,000	\$5,369	\$5,369	\$10,100		\$10,100	See below		
New computer system			\$0	\$2,000		2000	estimate		
1755 Lot Location	\$0	\$0	\$0	0		0			
1794 Property Taxes	\$12,200	\$12,891	\$12,891	\$16,000		\$16,000			
1795 Assessments	\$6,000	\$5,970	\$5,970	\$5,970		\$5,970			
1801 Insurance	\$12,000	\$7,848	\$10,884	\$11,000		\$11,000	add crime prevention; WC increases		
1810 Utilities	\$10,000	\$8,609	\$10,109	\$11,000		\$11,000	3000 Gal propane 6/2016		
1820 office expense	\$4,500	\$3,615	\$4,615	\$4,500		\$4,500			
1822 Credit Card Expense	\$1,500	\$790	\$790	\$100		\$100			
1824 operating supplies	\$4,000	\$2,640	\$3,046	\$3,500		\$3,500	water soft, garbage, tp & towels, etc		
1830 Telephone	\$3,800	\$3,390	\$3,910	\$3,900		\$3,900	incl internet		
1850 Board Mtg. expense	\$0	\$1,148	\$1,148	\$2,500		\$2,500	possible covenant changes vote		
1855 Annual Mtg.-Administ	\$1,600	\$2,796	\$2,796	\$1,600		\$1,600			
1860 Advertising & Newsletter	\$4,000	\$1,494	\$2,679	\$3,600		\$3,600	2017 maybe 3 issues 2016 2 issues		

