

Sylvan Shores Property Owners Association  
Board of Directors Meeting  
October 17, 2015 10:00 a.m.

**Open Forum**

Joel Linker, President, called the board meeting to order at 11:09 a.m.

**Roll call-** All board members present: Joel Linker-President, Polly Brown - V. Pres , Betsy Berglund,-Treasurer, Ann Dibb-Secretary, Terry Chacos, Judy Fricke, Joan Morphew

**Review the Minutes meetings** of August 1, August 2, August 3, September 5. Motion made to accept. Seconded. Discussion: A Board member raised concern that the resignation letter is not in the minutes. Motion was made to postpone the approval of the meetings minutes to Dec 5<sup>th</sup>. Seconded. Vote: All approved. Motion passed.

**Additions to/Approval of Agenda-** There was a request to add 'Ping pong table' and 'Recommendations from the parliamentarian' to the agenda. Motion was made to accept the agenda as amended. Seconded. Vote: All approved. Agenda accepted.

**Treasurer's Report-** A motion was made to approved the treasurer report. Showing year to date numbers. Seconded. Vote: All approved. Motion passed.

Assessments rec'd	\$ 162,005.28
Camping income	10,533.20
Capital Reserve Accounts:	
5 year annuity, Athene 08/27/17	13,659.05
3 x State Farm CD 60 mo -10/19	76,614.60
State Farm CD 60 month 3/20	25,269.88
Total Capital Reserve Accounts	115,543.53
Funds Available:	
Petty Cash	139.16
Checking	8,253.07
(Land savings \$1461.61. This amount still in checkbook.)	
Operating Expense Savings Account	181,508.11
Total Funds Available	\$ 189,900.34

**Reports**

Management Report- was read by Ann Dibb, secretary. Pool/Campground: The pool, campground and grounds have been winterized. Show plowing secured for the season. Property: Follow up is underway on permit and property violations. Office/Financial: Job posting have been posted for Maintenance, Housekeeping and another Office attendant. The Office attendant position has recently been filled. The housekeeping and maintenance remain open.

Committee Reports

Advisory committee- Judy reported the advisory committee has no report as the committee is meeting next Saturday.

Architectural- Terry reported that a permit request was denied and a \$500 fine assessed for building without an advance approved permit and exceeding allowed dimensions.

Entertainment committee- Polly reported that the garage sale in May had profit of \$430. Pancake breakfast in July served 118 people and profited \$220. Potluck in September had 40-50 people in attendance. Next event is Christmas party is scheduled on December 5<sup>th</sup>.

By-Laws/Covenants review committee- Judy reported that the committee comprised of Dennis Wipperling, Mary Linker, Phil Miller, Arlene Grover, Judy Vrdoljak, Barbara Washington, Shawn Treague and herself are in process of reviewing the By-laws, Suggestions are being noted for possible changes. Need clarification of some articles, and

others need attorney's interpretation for clarification. Committee will write resolutions for amendments for discussion and notification to members via newsletter to solicit suggestions or comments to changes of By-Laws and/or Covenants.

### Unfinished Business

- A. Amend the SSPOA Covenants- Article VII Building and Use Limitations- The board had conference with the attorney to review and approve a document that contains the building limitations language along with attorney interpretation, for sharing with the architecture committee and members as to where garages are allowed. The document will be posted in the clubhouse (also see appendix). This will be used as foundation for determining modifications required to support member desired changes.
- B. Property Tour - Rules and Regulations. Concern that the rules are not documented. No update, keep on the agenda.

### New Business

- A. Annuity and State farm CDs- A motion was made to write letters of instruction to State Farm to remove all current signers on CDs and replace with the current President and Treasurer as signers. Second. Vote: all agreed. Motion passed. A motion was made to remove Sharon Kadlec as annuitant and beneficiary of the Athene annuity and replace with 'Officer of SSPOA', current names of President and Treasurer of SSPOA, or to set up a SSPOA trust for this purpose. Seconded. Vote: all agreed. Motion passed.
- B. Annual meeting – In the spirit of following governance, the annual meeting will be planned to occur in September as currently stated in the bylaw, until proper amendments and decisions are made. Motion was made to extend the board of directors meeting to 12:45. Seconded. Vote: all agreed.
- C. Correspondence: An email correspondence from a member with concern and recommendations regarding the campground was reviewed. A motion was made that the board review the correspondence and assign the individual items to the proper committee(s) to provide recommendation to our board. Seconded. Motion to amend: to respond to the member as to our course of action. Seconded. Vote: All agreed. Vote was cast on motion as amended. Vote: All agreed. Motion passed.
- D. Brush pile: The bush pile has been relocated to near the community center due to county concern of access to a water source when burnt.
- E. Neighborhood watch –May need signs posted and program reenergized. Next meeting for December 5<sup>th</sup>. Anyone interested in being neighborhood watch and post this on the web site.
- F. Architectural process and documentation will be reviewed for accuracy and necessary changes. The committee will meet and provide more information at the December 5<sup>th</sup> meeting. Members of the Architecture committee are: Terry, Phil Miller, Bruce Dibb, Judy V. Rob Brown. Suggestion that permits and documents use 600 Sq. ft, language as per covenants until proper amendments are made.
- G. Boat landings- tables/garbage – Would like garbage cans and picnic tables be made available at board landings. Judy will work with the DNR as it relates to Turtle Lake.
- H. Board of directors training. Research is being done on best approach to board of director training. Nothing is formalized at this point.
- I. Board of Directors Code of Conduct- Code of Ethics have been shared with the board and will be posted to the web site. (see appendix)
- J. Long term management- The board brainstormed long term solutions in August. We are seeking proposals from a management company on various support options including: consulting only, consulting and financials, financial, operations and administration, and full management. Regardless of options there would be a presence in the office. Proposals are pending
- K. Removal of a board member: On the agenda as it was a recommendation from the special meeting. At this time there is no discussion or action being taken to remove anyone on the board.
- L. Other
  - i. Ping pong table – Damage was done to the ping pong table top. Research to locate a replacement top was not fruitful. The parent of the person who damaged the property has offered support. Will need to address to replace the table at approx. \$700.
  - ii. Parliamentarian recommendations: Will seek feedback or recommendations from the parliamentarian from the September meeting.

**Adjourn-** Move to adjourn. Seconded. Vote: All in agreement. Meeting adjourned at 12:50 p.m.

Submitted by  
Ann Dibb, Secretary

**Appendix:**

**CODE OF ETHICS**

**CODE OF ETHICS  
for the SYLVAN SHORES  
PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS**

Professional values are an important way of living out an ethical commitment. The following are core professional values we want to promote in our Association:

**BOARD MEMBERS SHOULD:**

1. Strive at all times to serve the best interests of the Association as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the Association, taking into consideration all available information, circumstances and resources.
3. Act within the boundaries of their authority as defined by law and the governing documents of the Association.
4. Provide opportunities for residents to comment on decisions facing the Association.
5. Perform their duties without bias for or against any individual or group of owners or non-owner residents.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the Association.
7. Conduct open, fair, and well-publicized elections.
8. Always speak with one voice, supporting all duly-adopted board decisions—even if the board member was in the minority regarding actions that may not have obtained unanimous consent.
9. Remove themselves from the Board if they can no longer abide by the Code.

**BOARD MEMBERS SHOULD NOT:**

1. Reveal confidential information provided by contractors or share information with those bidding for Association contracts unless specifically authorized by the board.
2. Make unauthorized promises to a contractor or bidder.
3. Advocate or support any action or activity that violates a law or regulatory requirement.
4. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
5. Spend unauthorized Association funds for their own personal use or benefit.
6. Accept any gifts—directly or indirectly—from owners, residents, contractors or suppliers.
7. Misrepresent known facts in any issue involving Association business.
8. Divulge personal information about any Association owner, resident, or employee that was obtained in the performance of board duties.
9. Make personal attacks on board members, staff, or residents.
10. Harass, threaten, or attempt through any means to control or instill fear in any board member, owner, resident, employee, or contractor.
11. Reveal to any owner, resident or other third party the discussions, decisions, and comments made during any conference call or at any meeting of the board properly closed or held in executive session.

I acknowledge receipt of the Sylvan Shores Property Owners Association Code of Ethics (“Code”). I further acknowledge that I have read and agree to comply with terms of this Code.

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Date)

(Note: Refusal to sign this Code of Ethics means that you do not acknowledge receiving them. It does not release you from complying with them as a standard of conduct we want to promote.)

SSPOA Code of Ethics/9.10.15/JLL