

DRAFT

(Subject to approval at upcoming board meeting)

**Sylvan Shores Property Owners Association
Board Meeting Minutes
September 2, 2017**

Call to Order- President Patrick Fiscus called the annual meeting of Sylvan Shores Property Owners Association to order at 10:00 am.

Roll Call- All board members in attendance: Patrick Fiscus – President, Joan Morpew - V. Pres, Polly Brown – Treasurer, Melissa Hurd – Secretary, Carol Kollodge, Phil Miller, Jarrid Roulet

Reading of the minutes of the previous meeting – Melissa stated that the meeting minutes from the 2016 Annual Meeting included financials that were not accurate; therefore, the members can not approve the minutes until corrected. Arlene addressed the members and explained the many errors in the financials provided at the 2016 Annual Meeting. The finance committee will work diligently with our CPA firm to ensure the financials reflect correctly the state of accounting at that time. The minutes will then be provided to the members at our annual meeting in May 2018 for approval. Joan motioned to table the minutes until the May 2018 annual meeting. Seconded by Carol. All in favor. Motion passed.

Reports of the Officers:

Treasurer Report: Polly Brown read the treasurer report. (see appendix)

Presidents Report: Carol Kollodge read the presidents report. (see appendix)

Reports of the Committees:

Architectural Committee: Patrick Fiscus stated no updates since July board meeting

Entertainment Committee: Joan Morpew read the entertainment committee report:

- Roadside clean-up in April with eight members participating
- Christmas party in December 2016 was well attended
- Today please come to the potluck after the annual meeting
- Sign-up sheets were provided for volunteers

Unfinished Business: - None

New Business: None

Open Forum:

- July F addressed the board regarding a statement made by Melissa during the July board meeting. At the meeting Melissa had stated that she had not received any documents from Judy regarding her work on the By-Laws and Covenants. Judy stated that she received a letter from SSPOA attorney after her resignation requesting all SSPOA documents be returned. She responded in

writing to the attorney with dates the committee met, however, did not return any documents to the attorney in draft format, but they can be found on-line in the board meeting minutes.

- Jeff Y thanked the board for all of their hard work. He also stated the leaf/burn pile is an important amenity that he would like to see reopened. He offered to assist in forming a committee to provide recommendations to the board on how to reopen.
- Dave D. addressed the board with his proposal to reopen the leaf/burn pile. He has volunteers (about 20) that are willing to assist. He has gathered extensive information on the best process to ensure tidiness and is willing to put a committee together to ensure this is opened for this Fall. He would like to show us his plan after the meeting.
- Nancy S. Agrees that we need to continue transparency. She asked the board to upgrade all of the electrical in the campground rather than replace windows in the clubhouse or do both. Nancy was concerned that the board would replace with a different type of window, which would change the look of the clubhouse.

Election of Directors: Dennis Wipperling, election committee chair, announced the results of the election. 1178 votes were cast. There were 30 ineligible ballots. Election committee included: Judy Marte, Julie Demuth, Roseann Nagel and Brett Wessman.

- Jarrid Roulet – 220
- Arlene Grover - 211
- Joanne Folkert – 207
- Larry Jones – 195
- John Hodges – 173
- Ed Haberman - 172

Adjournment of Meeting: Joan made a motion to adjourn the meeting, Carol seconded. All in favor. Motion passed. Meeting adjourned at 10:47 am.

Appendix – Treasurer’s Report

SYLVAN SHORES TREASURERS FINANCIAL REPORT FOR 2017. by Polly Brown.

I became the Sylvan Shores “Treasurer” after the annual meeting in Sept. 2016. I was not familiar with the duties of that position, and asked the Board to allow me to have a “helper”; which is allowable in our Bylaws. The Board appointed Arlene Grover to give me this assistance. Because I was going to be in Florida Jan – March, the Board also added Arlene to the list of signers on the checking account. This allowed Joan (Vice Pres) and Arlene to check out, get approval and pay the bills and payroll quickly without incurring late fees. I also became chair of the Finance Committee. This committee met & created a “2017 Budget” to be presented to the Board at the December 2016 meeting.

At the end of 2016, Sylvan Shores was in good financial condition. In 2014-2015, we had put \$100,000.00 in a 5 year program with State Farm which on 12/31/16 totaled \$104,642.66 and will mature in 2019 & 2020. We also had an Athena Annuity that totaled \$13,987.27 that matured recently in August 2017..

During 2016, we upgraded electrical on 10 sites at the Campground for a cost just under \$3,000.00. We also upgraded some electrical outlets in the Clubhouse.

A new lawnmower & trailer were purchased for the clubhouse area at a cost of about \$7,000. This cost was defrayed by the sale of the old lawnmower for \$1,800.00.

An Audit of the 2015 financial operations was conducted for a cost of \$3,698.00.

Durand & Assoc. Management Co were hired and that contract was cancelled on 5/31/16 but \$3,000.00 was paid out in 2016 to them, plus an additional \$1,000.00 paid out in 2015.

In December 2016, at the recommendation of the Finance committee, the Board voted to put an additional \$100,000.00 into another 5 year program with State Farm. The funds were moved in early 2017.

In 2016, we had a couple changes in office staff. Julie resigned in early Dec. Arlene volunteered to “help out” until we found a replacement. Then in late December, Melvin resigned from his part-time job doing the QuickBooks accounting & recording receipts. That resignation meant that we had to change our strategy on who to hire. Arlene was able to continue until we hired Cassie, who began in late Jan 2017.

We have worked to keep our community in great condition & the Association came out with a profit of \$49,270.00 for year 2016.

During 2017, We have done some more upgrades at the Campground, which included grading and adding rock/sand to the campground road. We also fixed the ladies bathroom floor at the clubhouse, which turned out to be less costly than anticipated.

We did some needed outdoor painting & removal of dead shrubs. Over the winter, winds brought down several large branches at clubhouse, and trees had to be trimmed & these branches removed.

We were forced to shut down the burn pile in 2017, as people were dumping large stumps & other items that we could not burn. We incurred rather large bills to spread out the burn pile & get it reduced to a manageable size. We realize that this is a needed amenity, and the new board will be addressing suggestions to reopen this for property owners only use, if at all possible.

We also have discovered that many of the Clubhouse windows need to be replaced. Sills have rotted & many are “breezy” in winter. We have gotten a couple bids and this will be further addressed by the new board. This board is suggesting that the Athena Annuity funds, that just matured, be used toward this project.

Our current financial status: We have collected Assessments as of 8/30/17 totaling: \$159,056.00.
On 7/31/2017, the eight (8) State Farm funds total: \$ 206,982.00.
On August 31, 2017, our two (2) Unity Bank accounts total: \$ 196,396.00.

Appendix – Presidents’s Report

Manager - Final report

When I was appointed, to the board last fall, I told the board to put me wherever I was needed the most. Without taking a breath they told me I would be in charge of staff. Seems that is a job no one stepped up for. Without a group of great people, this could have been challenging. It wasn't. Sylvan Shores people are the best I've ever worked with.

Last fall our office administrator resigned and we hired Cassie Katterhagen in January. Cassie has been a strong addition to the Sylvan Shores Family and I'm sure many of you have either talked to her on the phone or in person. She was hired without any training and had to muddle through very complex duties. Many thanks to Arlene for stepping in to help her get the financial end of our business straightened out and to Judy V. for helping get our Sylvan Shores maps up to date and our for sale books current. Our office procedures have been updated as well as our owner's database. Cassie is currently working on outstanding assessments by using collections and liens when necessary. Thank you Cassie, Arlene and Judy.

Dale Rocheleau stayed on as clubhouse maintenance and cleaned the clubhouse during the winter. Dale has kept our clubhouse groomed during the summer months and made sure that walkways were cleared during the winter months. He has been a dedicated and hard worker. Thank you, Dale.

During the spring opening, Bud Folkert offered to help Dale with spring chores and was hired over the summer months for special projects. He and Dale worked closely together to see that our clubhouse and grounds were kept groomed and up-to-date. Many thanks, Bud.

Gene Platzer stayed on as campground administrator and maintenance. He put in many hours seeing that campers were checked in, bathrooms were kept clean and the grounds mowed and groomed. He was an advocate for campers with problems and worked hard to make sure that their issues were solved. We had a very busy camping season this year which is great for Sylvan Shores but challenging for Gene. Thank you, Gene.

Joanne Folkert and Polly tended the gardens and made sure that those extra touches of flowers were kept alive and thriving. Thank you ladies.

Our past pool tech, Lawanna, resigned and we trained three new pool techs who shared duties over the summer. Pool techs are Cassie, DJ Wilson and Sheryl Chenoweth. Many thanks for keeping our pool clean and open. They signed a two-year contract to work for Sylvan Shores so we are probably good for next year.

We hired Josie in the spring to clean the clubhouse. She has been a gem and has done a great job of cleaning the clubhouse and the community center for special events. We may lose her shortly as she is expecting her first child in December. Many thanks to Josie.

Two pool attendants were hired for the summer season. Nick is a senior in high school in Staples this fall and Grace is attending her first year at Concordia College. Their jobs included taking in swimming fees, selling candy and cleaning up the lower level of the clubhouse after pool closing. Just a reminder that assessments will not be collected at the pool next year. They will only be taken in the office Monday through Friday 10:00am to 4:00 pm or through the US mail. It would be unfortunate if you come with a group of little ones and be turned away because of assessments owed.

We have a great crew taking care of Sylvan Shores. They have my sincere thanks for making my job easy and keeping all aspects of Sylvan Shores open and beautiful.