

DRAFT

(Subject to approval at upcoming board meeting)

**Sylvan Shores Property Owners Association
Board Meeting Minutes
May 6, 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-Treasurer, Melissa Hurd-Secretary, Carol Kollodge, Phil Miller, and Jarrid Roulet.

Review the Minutes meetings of February 25, 2017. Joan Motioned to accept the minutes as written. Carol Seconded. All in Favor, motion passed.

Additions to/Approval of Agenda- Carol made a motion to add an item to the agenda: Discuss improvement to Campground Roads. Joan made a motion to add an item to the agenda: Acknowledge volunteers. Seconded by Patrick. All in Favor. Motion passed.

Treasurer's Report- Polly Brown shared the Treasurer Report. Polly noted the annuity that expires in August 2017 will not be renewed as funds are required for new windows in the clubhouse. Also, SSPOA will be reengaging Springer Collections to assist with past due assessments. Patrick motioned to approve the Treasurer Report Seconded by Jarrid. All in Favor. Motion carried.

Revenues As Of 05/04/17		
Assessments Collected	\$	113,833.00
Interest Income	\$	148.00
Springer Collections	\$	-
Camping Income	\$	1,330.00
Interest Income on CD's	\$	930.80
Other Clubhouse Income (<i>Property for Sale Books, Permits, Soda Machine, etc.</i>)	\$	341.78
Total Income (As of 05/04/17)	\$	116,583.58
Capital Reserve Accounts As of 05/04/17		
5 year Annuity, Athene 8/17*	\$	13,987.27
3x State Farm CD 60 mo – 10/19*	\$	79,104.18
State Farm CD 60 mo 3/20*	\$	26,089.50
4x State Farm CD 60 mon 1/22*	\$	100,336.76
<i>*(Interest income of \$930.80 included)</i>		
Total Capital Reserve Accounts	\$	219,517.71
Funds Available As of 05/04/16		
Petty Cash	\$	129.38
Checking		
-Unity Bank Central	\$	23,679.81
-Unity Bank Money Market	\$	187,220.04
<i>(Land savings of 1461.61. This amount in checkbook)</i>		
Operating Expense Savings Account	\$	211,029.23
Total Funds	\$	430,546.94

Reports:

Management Report: Carol provided the management report:

1. New employees: Josie Horst will be cleaning the clubhouse
2. Three pool techs will be cleaning the pool this summer (Cassie, D.J. and Cheryl)
3. We need pool attendants for the summer as well. Carol is contacting the colleges in the area and is also asking members to get the word out for anyone they know or if they themselves are interested to contact the office.
4. Tile in women's bathroom has been pulled up and will be replaced due to loose tiles from water.
5. Windows in the shower-house at the campground are in horrible condition. New windows have been ordered and they will arrive and be installed by the end of May.
6. Property for Sale book is now on-line. Your options are now to download/view on the SSOPA website or purchase from the office for \$5.00 for a hard copy.
7. Dog issue. Received another complaint regarding dogs running within the association. The By-Laws state dogs must be leashed when off owner property. We will be diligent in handling these complaints by issuing two warnings. At the third warning, the property owner will receive a \$100.00 fine.
8. Continuing issue of children under the age of 14 being in the clubhouse without adult supervision. An adult, in this instance, is considered to be an immediate family member that is 14 or older. A behavior contract must be signed by the legal guardian granting supervision rights to another immediate family member of the age of 14 or older.

Betsy Berglund questioned where LaWanna was in regards to why she was not a Pool Tech. Carol responded that LaWanna was offered the position and she turned it down.

Finance Committee- Polly stated she had nothing further to add to her previous report noted above.

Architectural Committee – Patrick shared that two permits were requested. One has been approved and one is pending.

Entertainment Committee – Joan stated she has not received any volunteers for the pancake breakfast on the July 4th weekend; therefore, it has been cancelled. Still looking for volunteers for the craft sale in August. As of this date, no volunteers have been identified; therefore, this might be cancelled as well.

By-Laws/Covenants Committee – Melissa stated we have had two meetings to date and will be holding one additional meeting to complete our work. We will then send our amendments to our attorney to ensure the changes are deemed acceptable and in compliance legally. Also, have asked the attorney for a determination on the requirement regarding a separate By-laws meeting, which would cause an expense due to necessary notices being mailed, or if the discussion can take place during the July regular board meeting.

Monica Chacos asked why the By-laws were being updated again. Melissa responded that several of the amendments the board made were not in agreement with the members that attended the By-Law meeting in 2016. Also, there are many areas where sentence structure is confusing and the need was seen to ensure all members could understand the By-laws in layman's terms.

Betsy Berglund inquired if the covenants were being looked at. Melissa stated that since our discussion at the Open Forum in October, no-one has stepped forward to assist in reviewing the covenants and contacting members to ensure they vote once the ballots for amendments are provided in writing. Monica C. stated when she was on the committee; they had begun to work on the Covenants and asked why we were not working from them. Melissa stated that Judy Fricke, previous board member and previous By-Law Committee Chair, had not provided any documents regarding the work on the Covenants which means the new committee must commence from square one. Monica then asked if we had inquired these documents from Judy. Melissa stated "yes", when she resigned we asked her to provide any and all documents that were in her possession in relation to her position. Melissa stated we received no documents from Judy Fricke regarding the Covenants.

Unfinished Business

1. Code of Ethics: Melissa stated the Code of Ethics is being revised, specifically #4 and #9. Also, add specific wording to ensure the outgoing board members assist the incoming board members by passing off all documents, minutes, work in progress, etc. This will ensure a smooth transition and benefit the association by allowing the board to move forward without having to spend time looking back. This will also be viewed by the attorney and approved at the July 2017 board meeting.
2. Campground updates: per 2017 budget, \$3000 was set aside for electrical upgrades at the campground sites. An inspection of the campground was completed and it was deemed unsafe as there were rusty outlets (that still had

electricity running to them), broken electrical posts and the campground was not within 2014 Code. The electrical inspectors for Todd County and the State were contacted and they inspected the campground. They advised Wayne's Electrical should have pulled a permit for their previous work and it needed to be completed promptly. Wayne then pulled the permit and the inspection was completed and passed. To keep the campground open, we needed to update all sites that did not have the GFCI upgrades or remove the receptacles. We requested proposals from three contractors and received two bids: Wayne's \$4100 and Central Electric \$797. The board approved the bid from Central Electric and the work was completed this by May 3. We are not exploring any further upgrades to any additional sites at this time as it is too costly and not budgeted.

New Business:

1. Behavioral Contract: Joan reviewed the contract due to the recent incidents. It suggests that those between the ages of 14-17 require adult supervision, not those under the age of 14. It needs to be amended to read anyone under 14 requires adult supervision and a contract must be signed by the legal guardian. After discussion, Patrick motioned to amend the contract by adding the following wording: *Anyone 13 and under must have adult supervision. An adult is considered a family member 17 years of age or older.* Seconded by Jarrid. All in favor, except Joan. Joan requested further discussion.

Patrick made a motion to amend the motion to amend contract as follows: *Anyone under 13 must have approved supervision of an adult 18 years or above. Parent or legal guardian, may delegate and approve a supervisor if between the ages of 14 – 17.* Also, add a line for parent/guardian phone number and lines for parent and delegate to sign. All in favor. Motion passed.

2. Board of Directors Candidate Filing – Melissa stated the deadline for candidate filing is July 14, 2017. In following the By-laws, the President, Patrick, will appoint an Election Chair and Committee consisting of four members. The committee will determine the number of board positions available for seating and will oversee the process. Dennis Wipperling was the Chair in 2016 and he provided a process which worked very well. This will be given to the new committee for referral and guidance. If anyone is interested in being on the committee, please contact the office or Patrick.
3. The board thanked the following volunteers who assisted the board in the previous six months. Their willingness to spend many hours of their time needs to be acknowledged. The following were thanked:
 - Joe Marty for fixing the dock that was broken last year and for placing the docks into service this year.
 - Bud Folkert for training Dale to better understand his position and the tasks required to ensure SSPOA is maintained.
 - Rob Brown and Bud Folkert for putting up the new basketball backboard which took over two hours.
 - Joanne Folkert for cleaning out the flower beds and training Josie on the tasks of cleaning the clubhouse.
 - Arlene Grover has been a tremendous help since Julie, our previous office assistant, resigned in November. She filled in temporarily in the office, trained Cassie on the duties in the office and she has put in endless hours verifying property owners to county records alongside Cassie. This ensured our files were accurate so assessments were mailed to correct owners. She also volunteers on the financial and By-laws committees.
 - Judy V for putting in many hours working with Cassie to update the Property For Sale Book. She completed a new set of SSPOA maps which includes notation of all green space; SSOPA owned properties and foreclosed properties.
4. Maintenance in Campground – Carol advised the roads in the campground are in very poor shape and need to be filled in/leveled off with grade 5. We requested bids from Statema for \$4,608 and Ideal Construction \$6,798. Motion from Carol to approve the bid from Statema for 2200 linear feet (144 cubic yd) 10 feet wide road with 2 inch base \$2448.00. All in favor, motion carried.
5. Pool will be filled on May 8th and Rob Brown has been contracted to open it. It is expected to be open the first weekend in June.

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

Meeting Adjourned: 10:51 am

Submitted by: Melissa Hurd, SSPOA Secretary