

**Sylvan Shores Property Owners Association
Board Meeting Minutes
December 7, 2013**

Property Owners Present:

Joyce Casey, Joan Morphew, Roger Donovan, MaryAnn Donovan, Joe Marte, Judy Marte, Joanne Folkert, Bud Folkert, Neil Grover, Leah Culbertson, and Ana Miller

President Phil Miller called the meeting to order at 2:00 pm.

Board Members Present:

Phil Miller, Arlene Grover, Bruce Dibb, Frank Culbertson, Kathy Jefferson and Dennis Wipperling. Also in attendance was SSPOA Manager, Sharon Kadlec. Board member not present was Rich Nagel.

Review of Minutes:

Minutes of the October 26, 2013 Board meeting were reviewed. Arlene Grover commented that the minutes should reflect any Board members not present at the meeting. A motion was made by Frank Culbertson and seconded by Bruce Dibb to approve the minutes. The motion passed with all yes votes.

The Agenda for the meeting was reviewed. There were no additional agenda items. A motion was made by Arlene Grover and seconded by Kathy Jefferson to approve the agenda. The motion passed with all yes votes.

Treasurer's Report was read by Arlene Grover:

Assessments received	\$169,809.37
Springer collections	\$622.61
Camping income	\$8,198.00

Funds Available:

Petty cash	\$50.00
Checking	\$3,789.27
(Land savings \$1,461.61 this amount is still in the checkbook)	
Operating Expense Savings Account	\$168,714.53
Capital Reserve Account	
36 month CD, Unity Bank – 11/19/14	\$23,767.47
5 year annuity, Athena – 12/31/17	\$13,189.87

Total	\$209,511.14
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There were no questions or discussion. A motion was made by Dennis Wipperling and seconded by Frank Culbertson to accept the Treasurer's Report as read. The motion passed with all yes votes.

REPORTS:

Manager's Report:

The December 7, 2013 Manager's Report was submitted. Sharon commented that assessments are close to what they were last year. There was discussion about the lending library and the need for another book shelf. Sharon also reported that she recently purchased a foosball table that will be assembled soon.

Advisory Committee:

A report from the Advisory Committee was submitted that summarized information obtained from a meeting with the SSPOA's accountant on November 1, 2013. The accountant stated that SSPOA is a not-for-profit homeowners association. The report states what is required to maintain that status. The report also addressed employee status versus contractors; the difference between repair/maintenance and capital improvement; and the four categories of funds.

Architectural Committee:

There was no report.

Entertainment Committee:

Bruce Dibb commented that the annual Christmas party is today. Frank Culbertson thanked everyone who helped with the Christmas party.

Website Committee: Ana Miller commented that there is nothing new to report.

OLD BUSINESS:

Non-division of Property Agreement:

Sharon commented that there is nothing new to report at this time and that this agenda item will be carried over to the March 2014 meeting.

Community Center Repairs:

Sharon reported that Bruce Dibb's brother looked at the Community Center roof but he did not submit a bid because of the distance from where he lives. Two bids were reviewed and both contractors bid an option for steel. One contractor will take everything down to the roof and if the roof is not sheeted, he recommended that sheeting be added before the new roof material is installed. Bruce Dibb commented that an additional \$2,000 in cost should be expected if the contractor needs to add sheeting. There was discussion regarding one contractor's recommendation to leave the current roof material if steel is used. He recommends adding stripping boards and attaching the steel to the strip boards. There was discussion regarding whether building codes in Minnesota allow for steel to be installed over existing roofing material. Bud Folkert commented that roofers do that all the time and he recommends the bid where steel is added over the existing roof since the roof is not leaking. A motion was made by Frank Culbertson and seconded by Kathy Jefferson to accept the bid from ABC Construction of Central MN, LLC; the steel option; labor and material to strip roof with 1 X 4s, put new steel roof and new post trim on fascia for \$6,880. The motion passed with all yes votes.

Events Coordinator:

The committee appointed by the Board, submitted a job description for an Interim Events Coordinator for Sylvan Shores. Sharon commented that the duration of the position is two years because it may take a year to define the role and there should be more continuity than what can be accomplished in one year. Sharon stated that the position will be a salaried position and the details for compensation are to be determined. The budget for 2014 includes \$500 for this position. Joanne Folkert is interested in this role and will accept the position if selected. There was discussion whether the position should be opened for others to apply. The recommendation is that Joanne be appointed to this position for the two year interim period and then open the position for others to apply after the two year period. A motion was made by Frank Culbertson and seconded by Kathy Jefferson to approve the Interim Events

Coordinator position with the responsibilities and duties as defined in the October 30, 2013 position description presented at the meeting. There was no further discussion. The motion passed with all yes votes.

A motion was made by Kathy Jefferson and seconded by Bruce Dibb to appoint Joanne Folkert to the Interim Events Coordinator position for a two year period to begin following the 2014 Annual Meeting. The motion passed with all yes votes.

NEW BUSINESS:

2014 Budget:

The 2014 budget was presented by the Advisory Committee with total receipts of \$180,300 and total expenses of \$164,472. This is a combined budget including the general budget and the campground budget. Sharon commented that the \$10,000 repairs & maintenance – specific budget includes the anticipated expenses for the community center roof replacement. Arlene commented that insurance expense is an increase of 10% from previous year's expenses because of the anticipation that insurances are on the raise. Sharon also commented that repairs & maintenance expense – pool budget is somewhat less than what has been budgeted in the past because the new pool does not require the same level of repair and the new pool is using less chemicals so the maintenance costs are less. This will be monitored over the next year. A motion was made by Dennis Wipperling and seconded by Kathy Jefferson to approve the 2014 budget as presented by the Advisory Committee with total receipts of \$180,300 and total expenses of \$164,472. The motion passed with all yes votes.

1st Quarter Board Meeting:

There was discussion when the next meeting should be scheduled. Arlene Grover reminded everyone that the By-laws require a Board meeting at least every quarter, which means the next meeting needs to be scheduled before the end of March 2014. It was agreed that any Board members not able to attend can join the meeting by conference call and be counted towards a quorum. The next meeting will be scheduled for Saturday, March 22, 2014 at 10:00 am.

Other Discussion:

Arlene Grover commented that the SSPOA's accountant recommends that the association have a minimum of six months of operating funds available. Sharon stated that would be about \$50,000. There currently is about \$168,000 in money market savings to be used for operating expenses and Arlene recommends moving some of the money into longer term savings or investments to gain more interest income. It was acknowledged that interest rates are quite low at this time. This item will be added to the March Board meeting as an agenda item.

Adjourn:

President Phil Miller adjourned the meeting at 2:42 pm.

Respectfully submitted,
Dennis Wipperling