

Lakewood Meeting Minutes

2/16/16

Called to order at 6:30 pm. Adjourned at 7:23 pm.

Phone Conference

Present:

Norm, Judy, Maureen, Kelly, Dale, Eric

Absent:

None

Agenda:

1. Stipend payments - monthly, quarterly or annual payment
2. Website directory listings - proposed sales letter mailing
3. Annual Budget - preliminary figures
4. Treasurer - Money allocation, Gate Fund change, Arkdale PO Box 7?
5. Dues and Updated Master Mailing List
6. Minutes on the Website
7. Weekly PO Box runs through April 1
8. Next homeowner mailing - content and date
9. Board Candidates and Eligibility

Issue or Topic:	Stipend payments
Brought to attention by:	Kelly
Points of Discussion:	<ol style="list-style-type: none"><li>1. Stipends are paid annually in December currently.</li><li>2. Val quitting after payment pointed to problem with one payment midyear.</li><li>3. Kelly proposes quarterly or payment in April. Norm proposes quarterly.</li><li>4. Quarterly stipend payments approved with none opposed.</li></ol>
Action Required:	N/A

Issue or Topic:	Website Directory Listings Sales Flyer
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Brought to attention by:	Maureen
Points of Discussion:	<ol style="list-style-type: none"> <li>1. Maureen has created an 8.5 x 14 sales flyer and proposes to mail to prospective businesses to advertise on Lakewood's website business services page. She has obtained quotes for printing, postage and envelopes for 150 pieces (\$130.35) and 100 pieces (\$92).</li> <li>2. Maureen has researched businesses using the chamber of commerce website and will investigate additional sources to come up with 100-150 viable prospects.</li> <li>3. Eric makes motion to approve 100 flyers. All approve. None opposed.</li> </ol>
Action Required:	<ol style="list-style-type: none"> <li>1. Maureen will order printing, buy envelopes and postage and mail to prospects.</li> <li>2. Maureen (and any who would like to help) will follow up with phone calls to prospects as needed to encourage sales.</li> </ol>

Issue or Topic:	Annual Budget - preliminary figures
Brought to attention by:	Kelly
Points of Discussion:	<ol style="list-style-type: none"> <li>1. Kelly has put together a preliminary annual budget.</li> <li>2. Requests Board members study budget by line before next meeting and note any suggestions for revisions.</li> </ol>
Action Required:	<ol style="list-style-type: none"> <li>1. Board members will look over budget and bring questions, additions, revisions, etc to next meeting.</li> </ol>

Issue or Topic:	Treasurer - Money allocation, Gate Fund change, Arkdale PO Box 7?
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Brought to attention by:	Kelly
Points of Discussion:	<p>1. Val's repayment of a portion of her stipend (\$360) due to her premature departure from the Board in December and the advertising revenue from Northern Bay (\$600) are currently in Lakewood's main checking account. Kelly proposes to move those monies into the gate fund. Motion by Maureen to approve. Eric second. All approve, none oppose.</p> <p>2. Kelly recommends that we replace the Gate checking account with an interest-bearing savings account. Eric suggests that a CD might be more profitable for the Gate Fund than a Savings Acct.</p> <p>3. Lien letter that goes to homeowners who haven't paid their dues, has PO Box 7, Arkdale as the return address. We haven't had this PO Box for 2 years. Are some liens getting paid and going to the wrong place?</p>
Action Required:	<p>1. Kelly will investigate short term CDs and report back to the Board.</p> <p>2. Norm will investigate if any mail is being received at Arkdale PO.</p> <p>3. Maureen will re-type Lien letter and fix typos and PO Box.</p>

Issue or Topic:	Updated Mailing List
Brought to attention by:	Maureen and Kelly
Points of Discussion:	<p>1. Maureen and Kelly have spent about 50 hours so far updating Lakewood's mailing list. Cross-referencing with Adams Co. Land records and requesting additional information from homeowners like phone numbers and email addresses. Platt map of Lakewood updated with lot numbers for easy reference. The process is not yet completed as some correct information hasn't been moved over from the old master list and would also like to put tax parcel #s on as well.</p> <p>2. Maureen sent out an uneditable version to Board members via Google sheets. Requests that any changes be emailed to her or Kelly so they can be added to the master list.</p>

Action Required:	N/A

Issue or Topic:	Minutes added to Website
Brought to attention by:	Maureen
Points of Discussion:	<ol style="list-style-type: none"> <li>1. Bylaws mandate the taking of minutes and transparency Board/Association affairs. Any member may ask to see meeting minutes.</li> <li>2. Maureen proposes to add Board meeting minutes to the website for the sake of transparency. (Minutes have only been taken in the last 2 years. This wasn't done by past Boards). Lake Arrowhead association puts their minutes on their website.</li> </ol>
Action Required:	<ol style="list-style-type: none"> <li>1. Maureen will start the process of putting the minutes under the Member Information tab on the website.</li> </ol>

Issue or Topic:	Weekly Post Office Runs
Brought to attention by:	Maureen and Kelly
Points of Discussion:	<ol style="list-style-type: none"> <li>1. With resumes being submitted for election and dues checks being mailed to Lakewood's PO Box, request that Norm or Judy make a weekly PO run if possible.</li> <li>2. Request that checks received in the mail be put in an envelope right there at the PO and mailed to Kelly unopened to prevent loss and speed process of beach passes being mailed out.</li> <li>3. Expense of postage and envelopes to be reimbursed with expense report to Norm or Judy monthly.</li> </ol>
Action Required:	<ol style="list-style-type: none"> <li>1. Norm will pick up the mail weekly through at least April and</li> </ol>

	forward to Kelly.
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Issue or Topic:	Next Homeowner letter
Brought to attention by:	Maureen
Points of Discussion:	<ol style="list-style-type: none"> <li>1. To contain resumes and proxy.</li> <li>2. Discussion of competitive printing options since we will not need mail merge, just printing and addressing envelopes.</li> <li>3. Eric recommends 3 bids including Minuteman, which we have been using for our mailings.</li> </ol>
Action Required:	Maureen will get 3 bids and report back to Board.

Issue or Topic:	Eligibility of Board Candidates.
Brought to attention by:	Maureen
Points of Discussion:	<ol style="list-style-type: none"> <li>1. To qualify to be on the Board or run for the Board, a person must be an Association member and therefore a property owner.</li> <li>2. While going through Adams Co tax records for list updates, it was discovered that current Board member Dale Oberbeck is not listed on the property with property owner, Val Exner.</li> </ol>
Action Required:	1. Dale will submit proof of ownership, and therefore membership, of Lakewood property to confirm eligibility to both serve on the Board now and run for reelection in May.