

Lakewood Meeting Minutes

5/17/16

Called to order at 6:30 pm. Adjourned at 7:46 pm.

Phone Conference

Present:

Eric Koppa, Maureen Bain, Kelly Bain, Steve Hensen, Jim Walsh

Absent:

None

Agenda:

1. Nomination of Officers
2. Stipends
3. Determining division of duties moving forward
 - a) Beautification campaign
 - b) Lakefront
 - c) Picking up Mail
 - d) Updating paperwork including realtor and title company info
 - e) Advertising
3. Liens
 - a) Board resolution on lien terms
 - b) Filing liens

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| Issue or Topic: | Nomination of Officers |
| Brought to attention by: | Maureen |
| Points of Discussion: | <ol style="list-style-type: none">1. Eric - In the past, things were done by past board members that were not authorized or approved.2. Kelly - We will need noodles for the swim area. A whole case will be needed.3. Maureen - We created forms in the past year such as expense and mileage reimbursement forms that we will share via Google with all of the Board members. Already shared Master Mailing list via Google with all board members.4. Steve will help with duties. They are up almost every weekend. Friends of theirs would be willing to help at the lakefront as well. |

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| | <ol style="list-style-type: none"> 5. Kelly - it has been difficult to get involvement in the past. 6. Maureen nominated Eric to be President. Kelly seconded. All in favor. Approved. 7. Maureen nominated Steve to be Vice President. Eric seconded. All in favor. Approved. |
| Action Required: | Eric will take over some of the duties at the lake. After June, should have more time. Eric and Steve will coordinate on getting mail. |

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| Issue or Topic: | Officer and Director Stipends |
| Brought to attention by: | Maureen |
| Points of Discussion: | <ol style="list-style-type: none"> 1. \$5400 budgeted for Board member stipends. Involvement and participation of board members is worth stipend. If they are active, they should get paid. There has not been a good policy to address stipends for specific positions or functions of directors and officers. 2. Eric - Should be weighted more heavily to Secretary and Treasurer who have the most work to do. 3. Maureen - Involvement and participation of board members is worth stipend. If they are active, they should get paid. There has not been a good policy to address stipends for specific positions or functions of directors and officers. 4. Jim - Stipend is incentive for involvement. Propose 2-tiered stipends - more work=more money. 5. Maureen and Kelly have spent hours updating and cross-referencing records as well as website creation and maintenance. 6. Treasurer and Secretary earn more. 7. Eric - Proposed/motioned to pay \$1500 per year to each Secretary and Treasurer. The remainder to the other officers/directors (\$480 each). Paid at end of year (April). Jim seconded. All in favor. Approved.. |
| Action Required: | 1. N/A |

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| Brought to attention by: | Maureen |
| Points of Discussion: | <ol style="list-style-type: none"> 1. Duties of officers and directors not clearly defined. 2. Eric will take over some of lakefront duties including buoy removal and some of the other things Norm (past president) used to do. 3. Steve is willing to share some of the lakefront duties as well. Help each other out as we define what needs to be done in the future. 4. Maureen- We will have to hire some of the lakefront work out such as cutting trees. Kelly - Money was budgeted for lakefront needs based on past. Had we known Norm was quitting, we would have budgeted more for lakefront needs. We will have to make due with money that was budgeted. 5. Eric - Mulch on side of hill at lakefront needs to be replenished. He will help with this project 6. Eric - In the past, things were done by past board members that were not authorized or approved. 7. Kelly - We will need noodles for the swim area. A whole case will be needed. 8. Maureen - We created forms in the past year such as expense and mileage reimbursement forms that we will share via Google with all of the Board members. Already shared Master Mailing list via Google with all board members. 9. Steve will help with duties. They are up almost every weekend. Friends of theirs would be willing to help at the lakefront as well. 10. Eric - We need to put together a spreadsheet of priorities. 11. Maureen - Weekly/daily stuff as opposed to special projects like Beautification. Bylaws and Covenants and Restrictions need to be enforced. There are blatant offenders and it's getting a little out of hand with temporary structures going up, etc. We have to start somewhere to enforce. Take this up at our next meeting. |

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| Action Required: | 1. Kelly will coordinate with Steve and Eric to make a plan to pick up mail at the Post Office box. |

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| Issue or Topic: | Liens |
| Brought to attention by: | Kelly |
| Points of Discussion: | <ol style="list-style-type: none"> 1. Maureen - Lien payment table that has been used in the past is very complicated. Based on annual % plus other fees. When a homeowner pays before one year, there has been a refund made to them. This creates too much work and is an expense that we don't need. \$5 to put on \$5 to take off, plus \$50 plus 18%. Need flat fee. 2. Eric - Resolution - Standardized flat fee. Move back due date to March 1. After April 1, then lien. 3. Jim - Grace period and warning letter, then fine. Make it simple. 4. Maureen - same 30 people don't pay. We are supposed to give written notice of dues so we went with invoices since there is no newsletter. Sent out in January. Homeowners have had 5 months to pay and dues have trickled in. Fiscal year is April-March. Many homeowners are accustomed to paying at May meeting. 5. Eric - May Meeting will be last day to pay. 6. Kelly - Itemize dates on invoice. 7. Maureen - According to bylaws, Board can decide how much dues are and when they are due. It is also authorized to place a lien after 30 days delinquent. 8. Jim - Dues payable March 1. Grace period extends to 1st Saturday in May (annual meeting). Lien after that. 9. Kelly - Notice of payment policy on website and facebook. 10. Eric proposed a resolution make lien equal to dues plus \$150 fine per lot plus dues plus \$10 for lien fees. Due March 1. Liens placed after 1st Saturday of May. Maureen seconded. All approved. 11. Publish non-payers on lakewoodpoa.org with lot number, name and amount. 12. Maureen sent out master list of homeowners including who still owes dues. 13. Eric - Letters or phone calls should be made to |

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| | <p>14. Kelly - 2 authorized signers on bank accounts at BMO Harris. Judy Hampson was the 2nd signer and is off the account now. Eric nominated Steve to be the 2nd signer. Approved. Steve will go to his local BMO Harris and Kelly will coordinate with BMO Harris here and in Adams.</p> <p>15. Eric - Notify delinquent homeowners in writing that their dues need to be paid. Certified with tracking mechanism for record-keeping. Cost will be \$2 apiece. Kelly - that is not budgeted. Jim/Steve - worth the money. Let's do it.</p> <p>Eric - Extend the grace period to sometime in June, middle or end. "By this date, lien will be filed..."</p> <p>Motion- Notify all delinquent owners of their lien condition and update June 30. Maureen seconded. All in favor. Approved.</p> |
| Action Required: | <p>1. Eric will look at master list and make some phone calls for fact-finding.</p> <p>2. Maureen will write letter for delinquent dues letter to homeowners.</p> |

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| Issue or Topic: | Next Board Meeting |
| Brought to attention by: | |
| Points of Discussion: | |
| Action Required: | Tuesday, May 31 6:30 pm phone conference |