

**July 10, 2018 Meeting of Sunset Lake Association Board of Directors- APPROVED 8/7/2018**

I. Call to Order, meeting called to order by President Martin- 7:00pm

II. Pledge of Allegiance, led by VP Johnson

III. Roll Call (by Office Manager Barnes)

Dan Roseberry - absent

Sue Muschong - present

Mark Severns - present

Gary Wilken, Treasurer - present

Deb Martin, President - present

Thane Johnson, Vice President - present

Bill Urban - present

Amy Walkenbach, Secretary - present

Candy Culp - present

IV. Old Business

a) Introduction of new board member C. Culp. Pres. Martin introduced new Board Member Candi Culp and thanked her for jumping and organizing a very successful Boat Parade at the last minute. Welcome to the Board Candi.

b) Assessments, delinquencies, foreclosures - Pres. Martin, Lot 30A will be settling a \$30 delinquency this week, all other delinquencies are paid in full. The two foreclosures Lot 53 and 215 continue to move forward. Lot 215 moving forward at a slower pace than anticipated, likely will not be on the market by August as previously expected.

c) CPA Update - Treasurer Wilken, Met with Sikich, LLP as they are getting SLA BOD information on what they will need to complete the 2017 audit. Although the schedule has not been finalized hopeful the final findings will be available for the October Annual Meeting.

d) Spillway Update - M Severns/Treasurer Wilken, Continue to work on finding contractors willing to bid on the project. Some are too small, other too big. This is also the wrong time of year as contractors are working on projects. Hope to have something moving forward by the end of July so at least Phase I can be completed through the winter.

e) Lot 144 penalties, as of July 9th no changes have been made to Lot 144 with regard to the seven rules that are being broken per a letter sent to the Leaseholder. Per the June Board meeting and accompanying letter fines were to begin July 11th if changes to bring the property into compliance were not made.

VP Johnson moves to continue per the previously stated letter and issue fines for seven rule violations, M Severns seconds the motion. Motion passes.

f) June 5th Board Meeting, approval of minutes

B Urban motions to approve June 5th Board Minutes, G Wilken second. Motion passes.

## V. Reports

- a) Superintendent Jim Wilson - Approved trees to be cut for a cabin demolition and house build. Working to keep up on mowing and other grounds keeping tasks. Have been out on the boat a couple of times picking up debris.
- b) Office Manager Kristy Barnes - Made 3 deposits totaling \$13,938.77. Had two day class for QuickBooks desktop. Orientation Lot 219, working on four more transfers. Refunded septic escrow for Lots 243 & 244. Lot 67 paid total balance due \$2,537.77. Need approval for upcoming check Lot 223 Sonneborn (septic escrow).

- Treasure Wilken moves to approve report, M Severns second. Motion passes.

c) Aquatic Control & Water Safety, Bill Urban - Good boat parade, thanks to all who joined in the fun. Having trouble with tubers where no one is watching the tuber, need to make certain at least one person in the boat is watching towables. Still continue to have trouble with boaters ignoring the no wake zones. Also problems with tubers being turned around on the North Lake branch but the sign that states "No ski turn around past this point." BOD Urban and Walkenbach will work with Jim to get a new sign or signage out reminding boaters that ski includes tubing.

- S Muschong moves to accept report, second by VP Johnson. Motion passes.
- d) Building & Construction, Sue Muschong - Building permit, Lot 106 new construction, recommend approval
- G Wilken moves to approve the new construction permit based on the designs provided, second by M Severns. Motion passes

Building permit, Lot 279 new construction, includes an exception that allows for additional garage space as part of the residence. This will take away from total allowable shed/garage space that could be approved in the future if requested.

- B Urban moves to approve the new construction permit based on the designs provided including the variance for attached garage, seconded by G Wilken. Motion passes.

Occupancy Completion Certificate given to Lot 45. Repair/expand Boat Dock and Boat House Permit approved to Lot 243 (signed by VP Johnson, Sec. Walkenbach), fee paid. Dog Run permit approved, Lot 165, fee paid. Side walk maintenance permit issued Lot 165, no fee required. Deck/Porch Permit, Lot 11 reapproved and expired permit, fee paid. Addition to boat dock, Lot 28 reapproved an expired permit, fee paid. Lot 28 is looking at putting in an above ground pool and their insurance company will require a fence. Once the Leaseholders determine what they want to do they will bring drawings to the Committee and if the Committee makes the recommendation to the full BOD for approval. No timeline for this project. Three new permit applications were received the week before the BOD meeting, will be meeting with requestors.

- VP Johnson moves to accept the report, B Urban seconds. Motion passes.
- e) Roads/Dam, Mark Severns - Several road names for the previously unnamed road have been brought to the Committee for consideration.
- Sec. Walkenbach makes a motion to name the previously unnamed road, off North Lake Road, Burr Oak Lane, VP Johnson second. Motion passes.

The Committee will work with 911 to update this information in their database. Additionally will work with 911 to locate everyone's driveway, this will also include working with Google. North Otter Township and city of Girard to get a better cost. Cost for SLA, oil and chipping of West Lake Dr. and associated roads would be \$6,146 (budget for this work is \$12,800).

- Treasurer Wilken motions to have this work completed, VP Johnson second. Motion passes.

Note by Pres. Martin, Mark deserves a big pat on the back for the savings he has gotten us for this work. Our 1989 (?) Massey Ferguson is badly needing replaced. Have gotten three estimates for a replacement tractor that will also be able to do ditch work what SLA has had to contract out. The Committee recommends to the BOD that we pursue trading in our current tractor and purchase a 4-wheel drive, Kabota tractor with a front end loader and rear blade. This is the best deal of the three estimates received.

- VP Johnson moves to approve the recommendation made, with a purchase price not to exceed \$15,000 and that the funds come out of SLA Reserve Funds, C Culp second. Motion passes.

f) Finance Committee, Treasurer Gary Wilken - Have been busy with the audit starting up. Bought a license for QuickBooks cloud based version. Closer to getting caught up with statements for this year. Expenses continue to be below budgets at this point and are in good shape for operating expenses. Will be setting up three dedicated "escrows" as well as continuing the Septic escrow. The three new escrows will be for "Tower Repair," "Lake Restoration/Dredging," and "Dam/Spillway." The Committee recommends hiring a part time office assistant for \$10 or \$12 an hour on an as needed basis, not to exceed \$2,000. This recommendation is made to help get through the busy audit time.

- VP Johnson motions that BOD accept the Finance Committee recommendation to hire part time help, not to exceed \$2,000, M Severns second. Motion passes.

g) Risk Management, Dan Roseberry - Prior to the meeting on July 10th Dan Roseberry submitted is his letter of resignation (see attachment 1). The report that had previously been prepared will be placed in the Risk Management file for future use.

h) Special Events, Candi Culp - June 30, 2018 SLA Boat Parade. Participants met at Goose Island for a 3:00pm start time, led by B Urban, Lake Patrol and closed by Hank Sutton in his work barge. Seventeen boats participated. Additionally Jim Wilson, Lake Superintendent and his wife Tammy showed off the new acquired lake barge providing EMT assistance if needed and carrying extra life jackets, fire extinguisher, floatation devices and a jump kit, thanks Tammy and Jim for your support. Judges A Walkenbach and Charlie Edwards judged the boats and recorded information on each contestant, compared notes and decided on award winners. Prizes were award by Margaret and Michael Bridgett and Candi and Brad Culp. **First Place Patriotic:** Lot 55 Greg and Joann Waughop/Red, White and Blue decorations; **First Place TV Land:** Lot 153 Carol Paisley/Beverly Hillbillies; **Second Place: Judges Favorite:** Lot 176 Brad and Mecca White/Pirate, shark and flag pole; **Third Place Most Creative:** Lot 100 Arlen and Susan Sieg/Patriotic Santa, Christmas sled; and **Fourth Place: Cute Kids & Pets:** Lot 84 Jason and Lisa Plum/Hogwarts with Magician children. Honorable Mention to Zoey Martin, Lot 112, the patriotic waving dog. Prizes included, two 2019 SLA Motorized Boat Stickers, Girard County Market gift cards and Girard Shell Food Mart gift cards (includes Boente Propane Company). Handwritten thank you cards were sent out to donors and the Committee encourages our SLA community to support these generous donors. We are looking for volunteers to help build this event next year and already have some ideas to improve next year's parade. Not including the organizing committee, there were 10 volunteers that helped make this event a success.

**Yoga Classes:** an instructor has been found, Amy Denney with over 225 hours of Registered Yoga Training and 60 hours of Trauma Sensitive Training Certification. Please sign up if interested. The cost will be \$50 for a six class session. Classes will take place on Wednesday morning at 10:00am or Wednesday nights at 6:00pm. If there is enough interest two consecutive classes will be set up. There is an option of "chair yoga" for seniors. Please check Sunset Lake Girard FaceBook page for updates as well as the SLA website. This event will require two volunteers for each of the 6 classes.

**Poker Run:** a Poker Run has been tentatively scheduled for August 11th. We need dock hosts and hostess, preferably on the main body of the lake. Registration will be at the SLA boat launch from 12-2 with all Poker Hands turned in by 4:00pm. More information as this event develops can be found on the SLA FaceBook page and webpage. We will require seven docks (two so far), two judges (already have volunteers for this), one money handler and Lake Patrol.

**Fishing Tournament:** Saturday, September 1st. There will not be a catfish tournament, but looking to have one in the future. We need volunteers! Watch for this event on FaceBook and SLA webpage.

- Motion by S Muschong to approve report, second by B Urban. Motion passes.

i) **Grounds & Sanitation**, VP Thane Johnson - Chlorine and septic all good reports. There was an issue of someone "dumping" RoundUp on a shoreline, this was discussed with the Leaseholder, please everyone take care when working near or on your shorelines. If you are in need of some brief help with something on your lot please ask Jim if he is available. SLA will no longer allow Leaseholders to borrow equipment. Mowing lots has become an issue, previously lots that needed mowed may have only been charged a nominal fee, this BOD will be following the SLA Rules with regards to mowing and other lot issues that Jim must take care of. Minimum charge will be \$100 for time spent (minimum one hour) and the appropriate fine, the progressive fines start at \$25 through suspension of privileges. The Committee understands the concerns about the island and how it looks after so many volunteers worked to clean it last year. A couple of things are going on here, first nothing can be done until the geese are off their eggs, they are quite aggressive; next there is a need to make erosion control on the island a priority if the membership wants to make it into a more park-like atmosphere; likewise to maintain the island the membership needs to work with BOD to make this a priority for the Lake Superintendent; therefore in the mean time Jim will get out and knock the weeds back, but not remove the weeds as they are holding the soil in place until a plan can be brought to the BOD.

j) **Water Quality, Aquatics Conservation, Shorelines**, Secretary Amy Walkenbach - On June 30<sup>th</sup> the Committee met for the first time in 2018. We currently have four active members and if anyone wants to join us for future meetings you are welcome to come, listen in and participate at whatever level you feel comfortable. Since the last Board meeting we now have a volunteer lake monitor, Charlie Edwards. I'd like to thank him for taking time out of his retirement to monitor our lake water quality. At our committee meeting we also discussed the current leasing agreement of the farm ground that we own inside Circle Dr. we will be working with the current farmer to get an updated contract in place this fall. We discussed the land we currently rent along East Lake Dr., about 10 acres that the landowners have allowed to act as a buffer to the lake. There are also two problem areas we are discussing and will be coming to the Board with recommendations in the future. One is north of the lake by the East Lake branch and the other is on West Lake Dr., both areas provide a significant amount of sediment to the lake during heavy rains. We would also like to make a recommendation to the Board on lake drawdown that had previously been scheduled for this fall. Regardless of what happens with dredging this fall and winter I would probably recommend drawing the lake down to give people a chance to work on docks and shorelines as well as allow sediments to compact down, making them less buoyant. Anyone with thoughts on this please let me know.

Lastly, I've talked with several people about their weeds and algae, as you are probably aware we haven't sprayed yet and we are trying to hold off as long as possible. It is costly and the more we spray the more we will need to spray in the

future. Everyone I have talked to has been supportive of this approach and is working to clean out their shorelines as best as possible. I appreciate the work everyone is doing.

- B Urban moves to accept this report, Treasurer Wilken seconds. Motion passes.

k) President's Report, President Deb Martin - A special thank you to all the SLA BOD members who have been so helpful and supportive, I am hearing from so many members that they like and are encouraged by seeing us out working for SLA.

## VI. New Business

a) Approval of Committee & Committee Chairs- B Urban moves that the BOD accepts all Committees and Committee Chairs as presented with the exception of Risk Management Committee, M Severns second. Motion passes.

b) Sunset Lake Association Webpage- Pres. Martin gave an overview of the webpage discussion that was held at the last workshop meeting on June 26, 2018 where the BOD and other SLA members had a chance to look at two different websites (MySunset Lake and Sunset Lake Girard) for SLA and ask questions about the similarities and differences to the WebPages. Noting that there are many similarities and few differences between the two pages with the exception of the cost, one being \$14.99/year to host and one \$300/year for hosting services.

- VP Johnson makes a motion to use the \$14.99/year service, B Urban second. Motion passes.

Treasurer Wilken followed the vote up with a comment that the BOD would like to thank Brian and Adrienne Murphy, Lot 221 for stepping up and developing a webpage when requested by members of the previous Board.

- VP Johnson moves to reimburse the Murphy's for expenses related to that request, \$300 for one year hosting services, B Urban seconds. Motion passes.

c) Naming of Association Road- see discussion above, V. e.

d) 2018 Annual Meeting - Saturday, October 20th- 10:00am

i. Directed Proxy voting- President Martin explained the approach being considered by the BOD for the 2018 Annual Meeting voting process. Thinking of using a Directed Proxy system where all items to be voted on, including BOD positions will be mailed to all leaseholders prior to the Annual Meeting. Using this method a leaseholder may vote by one of three methods 1) mail the ballot to the office; 2) drop the ballot off at the office; 3) bring the ballot to be counted to the Annual Meeting. Pres. Martin also discussed the current BOD and filling a new BOD at the 2018 Annual Meeting. Since the turnover of BOD members was numerous and frequent this past year there is no way to determine who on the current Board replace whom on the previous BOD. Therefore it seems the only fair way to determine the next Board would be to say the top three vote "getters" will have a three year term (there will be three of these positions), the next two top vote "getters" will get a two year term (Bill Urban is the remaining Board Member and has two years left on his term), and the next three vote "getters" will get a one year term, thus we would be voting for eight Board Members at the Annual Meeting. Anyone interested in running for the Board must let a Board Member know so we can get your nomination ready for the ballot. Please discuss with your lake friends so we can get as many nominations as possible. Note, under this type of balloting there will be no nominations accepted from the floor.

- VP Johnson moves to use the Directed Proxy Balloting process and that the new Board be filled with the top three votes get a three year term, the next two votes get a two year term and the next three votes get a one year term, B Urban second. Motion passes.

- Treasurer Wilken moves to allow discussion by the membership, B Urban second. Motion passes.

Discussion follows.

## VII. Transfers

Lot 26 Mark and Susan Maxheimer to Robert and Kelly Spence & Nancy White

Lot 30 Alan and Sarah Lekosky to Gary and Kandra Kennedy

Lot 107 Brian and Tricia Giacomini to Nicholas, Halle and Luke Engel

Lot 165 Greg and Beth Stucky to John and Carol Schmidt

## VIII. Board Comments

A special thank you to Jim Wilson from President Martin for working so hard with the Fire Marshal to get Permits signed for the fireworks, the day before the firework show... you saved the day Jimmy! thank you.

## IX. Membership and Guest Recognition

Lot 95, 96, 96A- Eileen Jones: Speaking on behalf of the membership, the BOD is doing a wonderful job in a short amount of time with a lot of issues to deal with, thank you. On another note, the Road Naming and Tree Names, on North Lake Road the names are alphabetical if the BOD cares (noting from BOD that the naming although attempts to be alphabetical it doesn't always hold true). And lastly asking for clarification on the part time office help, is this temporary until caught up? (BOD- yes).

Lot 78- Marty Crews: 10:30pm every Saturday night someone is speeding through the lake. For the Poker Run, please be sure to account for all the donated money from the dock stops where money is donated. A 700sqft shed is too big.

Lot 41, 41A- Jerald Wake: Everyone needs to be reminded of speed limits in no wake zones.

Lot 60- Eddie Luddeke: Wonders what problem the BOD has with Junitta (Lot 144), either the BOD or whoever is complaining must be nosey. There is a guy on North Lake that lives in his shed and another on the other side of the lake with curtains in a shed.

Lot 270A- Larry Blankenship: Why should the BOD even consider a fence when they are not allowed by the Rules? (the Rules allow for variances to be given by the BOD. Additionally the BOD is not considering a fence at this time, no variance or design plans have been asked for or submitted).

Lot 121A- William Blenck: A better job at orientation needs to be done to keep and SLA needs to patrol the lake more often to keep boaters from speeding during slow time.

Lot 221- Adrienne Murphy: Why wasn't the fishing tournament my brother held allowed to be posted on SLA FaceBook Page? (VP Johnson, I talked with your brother about the activity and thought I had posted it, apparently I did something wrong, it wasn't deliberate, apologies. Hopefully this person can help C Culp with future fishing tournaments.)

Lot 225 Ellen Harlow: Who sends out the bills and why are the bills not according to the Rules? Per the previous discussion (Office Manager Barnes, and she only follows what she is told by her current boss).

## X. Adjourn

- Treasure Wilken, motion to adjourn, B Urban second. Motion passes, 9:00pm

Respectfully Submitted,

Amy Walkenbach