

# Sunset Lake Association

30505 East Lake Dr, Girard, IL 62640  
217-627-3339

## MEMORANDUM

TO: Board of Directors and Bill Hohimer, Superintendent

FROM: Kristy Barnes

SUBJECT: Monthly Board Meeting

DATE: **September 3, 2013 TUESDAY**

Please plan to attend the Directors' Meeting on Tuesday, September 3, 2013  
7:00 P.M. The meeting will be held at the Community Center, Hanauer Hall,  
30505 East Lake Drive.

Thank you!

SUNSET LAKE ASSOCIATION  
AGENDA  
September 3, 2013 7:00pm

CALL TO ORDER

ROLL CALL

VISITORS

SUPERINTENDANT'S REPORT

OFFICE MANAGER'S REPORT

APPROVAL OF THE MINUTES OF August 2013

APPROVAL OF BILLS PAID FOR August 2013

COMMITTEE REPORTS:

AQUATIC CONTROL & WATER SAFETY

-BILL URBAN

BUILDING & CONSTRUCTION COMMITTEE

- MIKE COLBROOK

ROADS/DAM /GROUNDS COMMITTEE

-JOHN KEMP

FINANCE COMMITTEE

- CHERYL STINE

LEGAL & INSURANCE COMMITTEE

- NORMAN BRAND

SANITATION COMMITTEE

-JIM SEGELKE

SHORELINE & BOAT DOCKS COMMITTEE

- KEN JONES

WATER QUALITY & CONSERVATION

- BILL WALKENBACH

OLD BUSINESS -

NEW BUSINESS – Homes for Sale Inspections

TRANSFERS -

#19 Lloyd & Donna James to Paul & Paula Hitako

#130 Steve & Laura Clevenger to Daniel & Nancy Bitner

ADJOURNMENT –

**SUNSET LAKE ASSOCIATION  
Balance Sheet**

ash Basis

Aug 31, 13

<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
0100 Cash on Hand	100.00
Checking, First Midwest	2,870.90
Money Market, General Fund	
Operating Cash	28,065.73
Fireworks Reserve	413.01
Escrow	80,773.96
Firehouse/ Special Assessment	1,505.91
Ground Sales	14,601.02
Money Market, General Fund - O...	68.75
<b>Total Money Market, General Fund</b>	<b>125,428.38</b>
1 Year CD	24,812.79
<b>Total Checking/Savings</b>	<b>153,212.07</b>
Accounts Receivable	
0160 - 0160 Accounts Receivable	-125.00
<b>Total Accounts Receivable</b>	<b>-125.00</b>
<b>Total Current Assets</b>	<b>153,087.07</b>
<b>Fixed Assets</b>	
<b>FIXED ASSETS</b>	
Community Center	41,298.00
Garage	22,824.00
Dam & Spillway	143,467.75
Roads & Driveways	36,347.63
Maintenance Equipment	13,813.71
Vehicles	7,773.00
Policing Equipment	4,635.60
Office Equipment & Furniture	8,347.75
Buildings & Other Depr Assets	85,865.83
<b>Total FIXED ASSETS</b>	<b>364,373.27</b>
<b>DEPRECIATION</b>	
Depreciation- Comm. Center	-12,602.00
Depreciation- Garage	-1,341.00
Depreciation- Dam/Spillway	-143,467.75
Depreciation-Road/Driveway	-36,347.63
Depreciate-Maint Equipment	-12,198.71
Deprec - Vehicles	-7,773.00
Depreciate-Police Equipmt	-10,843.71
Depreciate-Office Equipmt	-2,139.64
Deprec - Buildings & Other	-85,863.06
<b>Total DEPRECIATION</b>	<b>-312,576.50</b>
<b>LAND</b>	
Farm Land	16,000.00
Lake Site	39,773.18
Picnic Area	4,000.00
<b>Total LAND</b>	<b>59,773.18</b>
<b>Total Fixed Assets</b>	<b>111,569.95</b>
<b>TOTAL ASSETS</b>	<b>264,657.02</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
Current Liabilities	
Other Current Liabilities	

SUNSET LAKE ASSOCIATION  
**Balance Sheet**

ash Basis

	<u>Aug 31, 13</u>
Escrow for Septic, Rip Rap	77,950.00
Firehouse/Special Assessment	1,394.00
Fireworks	-1,742.74
Ground Sales	14,601.02
Payroll Liabilities	
FICA Expense	411.23
Employer Share FICA Payable	0.03
FUTA Liability	-294.46
Federal Income Tax Withheld	539.80
Illinois Income Tax Withheld	197.38
<b>Total Payroll Liabilities</b>	<u>853.98</u>
<b>Total Other Current Liabilities</b>	<u>93,056.26</u>
<b>Total Current Liabilities</b>	<u>93,056.26</u>
<b>Total Liabilities</b>	93,056.26
Equity	
Legacy Retained Earnings	-88,783.93
Retained Earnings	75,390.06
Previous Years Adjustment	149,989.81
Net Income	35,004.82
<b>Total Equity</b>	<u>171,600.76</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>264,657.02</u></u>

SUNSET LAKE ASSOCIATION  
**Profit & Loss Budget vs. Actual**  
 January through August 2013

ash Basis

	Jan - Aug 13	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Membership Assessment	110,616.00	110,346.00	270.00	100.2%
Boat Permits	6,240.00	4,500.00	1,740.00	138.7%
UTV & Golf Carts	220.00			
Building Permits	710.00	600.00	110.00	118.3%
Fines & Penalties	433.90	400.00	33.90	108.5%
Farm Income	2,700.00	3,200.00	-500.00	84.4%
Interest Income	953.61	500.00	453.61	190.7%
Transfer Fees	5,650.00	6,000.00	-350.00	94.2%
Cable Franchise Fee	747.15	1,200.00	-452.85	62.3%
Maint. Fees Superintendent	1,312.50	600.00	712.50	218.8%
Hall Rental	450.00			
Chlorine Tablets	620.00			
Tower Ground Rental - Royell	800.00			
Miscellaneous Income				
SLA Hat	15.00			
Sport/Chlorine Bottles	8.00			
Website SLA	675.00			
Miscellaneous Income - Other	225.00	3,000.00	-2,775.00	7.5%
<b>Total Miscellaneous Income</b>	<b>923.00</b>	<b>3,000.00</b>	<b>-2,077.00</b>	<b>30.8%</b>
<b>Total Income</b>	<b>132,376.16</b>	<b>130,346.00</b>	<b>2,030.16</b>	<b>101.6%</b>
<b>Expense</b>				
Capital Improvements	0.00	5,000.00	-5,000.00	0.0%
Repairs & Maint, Equipment				
Office	1,272.26	2,000.00	-727.74	63.6%
Community Center	425.45			
Dam	0.00	500.00	-500.00	0.0%
Lake	0.00	100.00	-100.00	0.0%
Stock Fish	0.00	1,500.00	-1,500.00	0.0%
Weed Control	0.00	5,000.00	-5,000.00	0.0%
Grounds				
Grounds	86.50			
Grounds - Other	1,865.75	500.00	1,365.75	373.2%
<b>Total Grounds</b>	<b>1,952.25</b>	<b>500.00</b>	<b>1,452.25</b>	<b>390.5%</b>
Grounds Supplies	584.36			
Misc. Maintenance	2,828.15			
Roads				
Rock	41.60			
Driveway	-2,086.99			
Roads - Other	17,573.11	12,500.00	5,073.11	140.6%
<b>Total Roads</b>	<b>15,527.72</b>	<b>12,500.00</b>	<b>3,027.72</b>	<b>124.2%</b>
Shop Supplies	413.80			
Equipment (Truck & Tractor)	1,514.48	2,500.00	-985.52	60.6%
<b>Total Repairs &amp; Maint, Equipment</b>	<b>24,518.47</b>	<b>24,600.00</b>	<b>-81.53</b>	<b>99.7%</b>
Conservation & Watershed	1,500.00	2,000.00	-500.00	75.0%
Vehicle Gas & Oil	2,936.81	5,000.00	-2,063.19	58.7%
Property Tax	957.46	4,400.00	-3,442.54	21.8%
Insurance				
Notary Bond	13.00			
Auto	1,126.00			
Property (Hall)	4,336.00			
Umbrella Liability	1,100.00			
Workers Compensation	2,305.00			
Insurance - Other	0.00	8,408.00	-8,408.00	0.0%
<b>Total Insurance</b>	<b>8,880.00</b>	<b>8,408.00</b>	<b>472.00</b>	<b>105.6%</b>
Professional Fees				
Accounting Fees	600.00			
Legal Fees	385.00			
Professional Fees - Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total Professional Fees</b>	<b>985.00</b>	<b>1,500.00</b>	<b>-515.00</b>	<b>65.7%</b>
Supplies (Hall & Office)				
Hall	368.30			
Copier	714.85			

SUNSET LAKE ASSOCIATION  
**Profit & Loss Budget vs. Actual**  
 January through August 2013

ash Basis

	Jan - Aug 13	Budget	\$ Over Budget	% of Budget
Printing	435.63			
Total Supplies (Hall & Office)	1,518.78			
Utilities				
Telephone	782.07			
Gas and Electric	5,304.86			
Water	160.00			
Utilities - Other	0.00	9,000.00	-9,000.00	0.0%
Total Utilities	6,246.93	9,000.00	-2,753.07	69.4%
Payroll Expenses				
Superintendent	28,220.00	42,330.00	-14,110.00	66.7%
Secretary Salary	14,781.44	22,172.00	-7,390.56	66.7%
State & Federal Unemployment	131.92			
Employer Share FICA Expense	3,277.64			
Total Payroll Expenses	46,411.00	64,502.00	-18,091.00	72.0%
Miscellaneous Expense				
Recording Fees	130.00			
Miscellaneous Expense - Other	3,286.89	1,936.00	1,350.89	169.8%
Total Miscellaneous Expense	3,416.89	1,936.00	1,480.89	176.5%
Total Expense	97,371.34	126,346.00	-28,974.66	77.1%
Net Income	35,004.82	4,000.00	31,004.82	875.1%

SUNSET LAKE ASSOCIATION  
**Transaction Detail By Account**  
 August 2013

Date	Num	Name	Memo	Split	Paid Amount
Aug 13					
8/9/2013	debit	Cherry's	feed workers for roads	Miscellaneous E...	-29.74
8/9/2013	debit	941 Deposit	EFT #270144652181587	-SPLIT-	-1,362.20
8/27/2013	debit	Fat Cow	3 year contract website	Office	-363.85
8/5/2013	5824	Bob Sons	fireworks	Fireworks	-2,300.00
8/7/2013	5825	Barnes, Tanner	grounds	Grounds	-199.75
8/8/2013	5826	Case, Eldon #99, 99A	Escrow septic refund	Escrow for Septi...	-6,500.00
8/8/2013	5827	Cherry's	feed workers for roads	Miscellaneous E...	-12.12
8/9/2013	5828	Illinois Department of Revenue	37-0763644	-SPLIT-	-359.90
8/12/2013	5829	Gold Nugget Publications, Inc.	Thank you	Miscellaneous E...	-80.00
8/12/2013	5830	M & M Service Company	gas #4722159	Vehicle Gas & Oil	-536.60
8/12/2013	5831	Quill Corporation	C2639930 ACCT	Office	-29.74
8/12/2013	5832	Cherry's	feed workers for roads	Miscellaneous E...	-9.78
8/16/2013	5833	Quill Corporation	C2639930 ACCT	Office	-242.81
8/16/2013	5834	Rural Electric Con. Cooperative ...	Acct. #275300	Gas and Electric	-468.31
8/16/2013	5835	Frontier	acct#12 1454 2712035089 04	Telephone	-45.16
8/16/2013	5836	AT & T Mobility	acct # 293183827 (217 622-3572)	Telephone	-41.45
8/16/2013	5837	Hohimer, William O.	Salary	-SPLIT-	-1,290.01
8/16/2013	5838	Barnes, Kristine S.	Salary	-SPLIT-	-742.13
8/16/2013	5839	Louis Marsch, Inc.	rock & oil roads	Roads	-17,573.11
8/16/2013	5840	Macoupin County Collector	1/2 property taxes	Property Tax	-957.46
8/27/2013	5841	VOID		Office	0.00
8/27/2013	5842	Hohimer, William O.	Salary	-SPLIT-	-1,290.01
8/27/2013	5843	Barnes, Kristine S.	Salary	-SPLIT-	-742.13
8/29/2013	5844	PowerNet Global Communications	customer # 10159190	Telephone	-11.68
8/29/2013	5845	Tom Day Business Machines, Inc.	Account 0000678	Copier	-263.97
					-35,451.91

<b>Expenses</b>	<b>35,451.91</b>
<b>Roads</b>	<b>-17,573.11</b>
<b>Escrow</b>	<b>-6,500.00</b>
<b>Fireworks</b>	<b>-2,300.00</b>
<b>1/2 Property taxes</b>	<b>-957.46</b>
<b>Total Expenses</b>	<b>8,121.34</b>

# Sunset Lake Association

30505 East Lake Dr, Girard, IL 62640  
217-627-3339

## MEMORANDUM

TO: Board of Directors and Bill Hohimer, Superintendent

FROM: Kristy Barnes

SUBJECT: Monthly Board Meeting

DATE: **October 1, 2013 TUESDAY**

Please plan to attend the Directors' Meeting on Tuesday, October 1, 2013  
7:00 P.M. The meeting will be held at the Community Center, Hanauer Hall,  
30505 East Lake Drive.

Thank you!



SUNSET LAKE ASSOCIATION

AGENDA

October 1, 2013 7:00pm

CALL TO ORDER

ROLL CALL

VISITORS

SUPERINTENDANT'S REPORT

OFFICE MANAGER'S REPORT

APPROVAL OF THE MINUTES OF September 2013

APPROVAL OF BILLS PAID FOR September 2013

COMMITTEE REPORTS:

AQUATIC CONTROL & WATER SAFETY

-BILL URBAN

BUILDING & CONSTRUCTION COMMITTEE

- MIKE COLBROOK

ROADS/DAM /GROUNDS COMMITTEE

-JOHN KEMP

FINANCE COMMITTEE

- CHERYL STINE

LEGAL & INSURANCE COMMITTEE

- NORMAN BRAND

SANITATION COMMITTEE

-JIM SEGGELE

SHORELINE & BOAT DOCKS COMMITTEE

- KEN JONES

WATER QUALITY & CONSERVATION

- BILL WALKENBACH

OLD BUSINESS -

NEW BUSINESS - By Laws

TRANSFERS -

#254A Brian & Debbie Thompson to Michelle Sakach

ADJOURNMENT -

## SUNSET LAKE ASSOCIATION

## Balance Sheet

ash Basis

Sep 30, 13

## ASSETS

## Current Assets

## Checking/Savings

0100 Cash on Hand	100.00
Checking, First Midwest	693.42
Money Market, General Fund	
Operating Cash	23,964.73
Fireworks Reserve	583.01
Escrow	85,153.96
Firehouse/ Special Assessment	1,505.91
Ground Sales	14,601.02
Money Market, General Fund - O...	68.75

Total Money Market, General Fund	125,877.38
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1 Year CD	24,812.79
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Total Checking/Savings	151,483.59
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## Accounts Receivable

0160 · 0160 Accounts Receivable	-150.00
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Total Accounts Receivable	-150.00
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Total Current Assets	151,333.59
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## Fixed Assets

## FIXED ASSETS

Community Center	41,298.00
Garage	22,824.00
Dam & Spillway	143,467.75
Roads & Driveways	36,347.63
Maintenance Equipment	13,813.71
Vehicles	7,773.00
Policing Equipment	4,635.60
Office Equipment & Furniture	8,347.75
Buildings & Other Depr Assets	85,865.83

Total FIXED ASSETS	364,373.27
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## DEPRECIATION

Depreciation- Comm. Center	-12,602.00
Depreciation- Garage	-1,341.00
Depreciation- Dam/Spillway	-143,467.75
Depreciation-Road/Driveway	-36,347.63
Depreciate-Maint Equipment	-12,198.71
Deprec - Vehicles	-7,773.00
Depreciate-Police Equipmt	-10,843.71
Depreciate-Office Equipmt	-2,139.64
Deprec - Buildings & Other	-85,863.06

Total DEPRECIATION	-312,576.50
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## LAND

Farm Land	16,000.00
Lake Site	39,773.18
Picnic Area	4,000.00

Total LAND	59,773.18
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Total Fixed Assets	111,569.95
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TOTAL ASSETS	262,903.54
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## LIABILITIES &amp; EQUITY

## Liabilities

## Current Liabilities

## Other Current Liabilities

## SUNSET LAKE ASSOCIATION

**Balance Sheet**

ash Basis

	<u>Sep 30, 13</u>
Escrow for Septic, Rip Rap	82,330.00
Firehouse/Special Assessment	1,394.00
Fireworks	-1,572.74
Ground Sales	14,601.02
Payroll Liabilities	
FICA Expense	411.23
Employer Share FICA Payable	0.03
FUTA Liability	-294.46
Federal Income Tax Withheld	539.80
Illinois Income Tax Withheld	197.38
<b>Total Payroll Liabilities</b>	<u>853.98</u>
<b>Total Other Current Liabilities</b>	<u>97,606.26</u>
<b>Total Current Liabilities</b>	<u>97,606.26</u>
<b>Total Liabilities</b>	97,606.26
<b>Equity</b>	
Legacy Retained Earnings	-88,783.93
Retained Earnings	75,390.06
Previous Years Adjustment	149,989.81
Net Income	28,701.34
<b>Total Equity</b>	<u>165,297.28</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>262,903.54</u></u>

SUNSET LAKE ASSOCIATION  
**Profit & Loss Budget vs. Actual**  
 January through September 2013

ash Basis

	Jan - Sep 13	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Membership Assessment	111,116.00	110,346.00	770.00	100.7%
Boat Permits	6,280.00	4,500.00	1,780.00	139.6%
UTV & Golf Carts	220.00			
Building Permits	860.00	600.00	260.00	143.3%
Fines & Penalties	483.90	400.00	83.90	121.0%
Farm Income	2,700.00	3,200.00	-500.00	84.4%
Interest Income	953.61	500.00	453.61	190.7%
Transfer Fees	6,050.00	6,000.00	50.00	100.8%
Cable Franchise Fee	747.15	1,200.00	-452.85	62.3%
Maint. Fees Superintendent	1,312.50	600.00	712.50	218.8%
Hall Rental	500.00			
Chlorine Tablets	690.00			
Tower Ground Rental - Royell	900.00			
Miscellaneous Income				
SLA Hat	15.00			
Sport/Chlorine Bottles	10.00			
Website SLA	675.00			
Miscellaneous Income - Other	377.00	3,000.00	-2,623.00	12.6%
<b>Total Miscellaneous Income</b>	<u>1,077.00</u>	<u>3,000.00</u>	<u>-1,923.00</u>	<u>35.9%</u>
<b>Total Income</b>	133,890.16	130,346.00	3,544.16	102.7%
<b>Expense</b>				
Capital Improvements	0.00	5,000.00	-5,000.00	0.0%
Repairs & Maint, Equipment				
Office	1,272.26	2,000.00	-727.74	63.6%
Community Center	425.45			
Dam	0.00	500.00	-500.00	0.0%
Lake	0.00	100.00	-100.00	0.0%
Stock Fish	0.00	1,500.00	-1,500.00	0.0%
Weed Control	641.00	5,000.00	-4,359.00	12.8%
Grounds				
Grounds	86.50			
Grounds - Other	1,865.75	500.00	1,365.75	373.2%
<b>Total Grounds</b>	<u>1,952.25</u>	<u>500.00</u>	<u>1,452.25</u>	<u>390.5%</u>
Grounds Supplies	584.36			
Misc. Maintenance	2,828.15			
Roads				
Rock	21.60			
Driveway	-2,806.99			
Roads - Other	17,573.11	12,500.00	5,073.11	140.6%
<b>Total Roads</b>	<u>14,787.72</u>	<u>12,500.00</u>	<u>2,287.72</u>	<u>118.3%</u>
Shop Supplies	413.80			
Equipment (Truck & Tractor)	1,514.48	2,500.00	-985.52	60.6%
<b>Total Repairs &amp; Maint, Equipment</b>	<u>24,419.47</u>	<u>24,600.00</u>	<u>-180.53</u>	<u>99.3%</u>
Conservation & Watershed	1,500.00	2,000.00	-500.00	75.0%
Vehicle Gas & Oil	3,466.53	5,000.00	-1,533.47	69.3%
Property Tax	1,914.92	4,400.00	-2,485.08	43.5%
<b>Insurance</b>				
Notary Bond	13.00			
Auto	1,126.00			
Property (Hall)	4,336.00			
Umbrella Liability	1,100.00			
Workers Compensation	2,305.00			
Insurance - Other	0.00	8,408.00	-8,408.00	0.0%
<b>Total Insurance</b>	<u>8,880.00</u>	<u>8,408.00</u>	<u>472.00</u>	<u>105.6%</u>
<b>Professional Fees</b>				
Accounting Fees	600.00			
Legal Fees	385.00			
Professional Fees - Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total Professional Fees</b>	<u>985.00</u>	<u>1,500.00</u>	<u>-515.00</u>	<u>65.7%</u>
<b>Supplies (Hall &amp; Office)</b>				
Hall	381.20			
Copier	714.85			

SUNSET LAKE ASSOCIATION  
**Profit & Loss Budget vs. Actual**  
 January through September 2013

ash Basis

	Jan - Sep 13	Budget	\$ Over Budget	% of Budget
Printing	435.63			
Total Supplies (Hall & Office)	1,531.68			
Utilities				
Telephone	885.47			
Gas and Electric	5,789.00			
Water	180.00			
Utilities - Other	0.00	9,000.00	-9,000.00	0.0%
Total Utilities	6,854.47	9,000.00	-2,145.53	76.2%
Payroll Expenses				
Superintendent	31,747.50	42,330.00	-10,582.50	75.0%
Secretary Salary	16,629.12	22,172.00	-5,542.88	75.0%
State & Federal Unemployment	131.92			
Employer Share FICA Expense	3,688.84			
Total Payroll Expenses	52,197.38	64,502.00	-12,304.62	80.9%
Miscellaneous Expense				
Recording Fees	130.00			
Miscellaneous Expense - Other	3,309.37	1,936.00	1,373.37	170.9%
Total Miscellaneous Expense	3,439.37	1,936.00	1,503.37	177.7%
Total Expense	105,188.82	126,346.00	-21,157.18	83.3%
Net Income	28,701.34	4,000.00	24,701.34	717.5%

SUNSET LAKE ASSOCIATION  
**Transaction Detail By Account**  
 September 2013

Date	Num	Name	Memo	Split	Paid Amount
<b>Sep 13</b>					
9/9/2013	Debit	941 Deposit	EFT #270144652181587	-SPLIT-	-1,362.20
9/11/2013	Debit	Menards	filters	Hall	-12.90
9/9/2013	5846	Cherry's	supplies	Miscellaneous E...	-22.48
9/9/2013	5847	Illinois Department of Revenue	37-0763644	-SPLIT-	-359.90
9/9/2013	5848	Marine Biochemist	Treatment pond 8-15-13	Weed Control	-641.00
9/12/2013	5849	Nilwood Water System	#400 water bill	Water	-20.00
9/12/2013	5850	Frontier	acct#12 1454 2712035089 04	Telephone	-45.51
9/12/2013	5851	AT & T Mobility	acct # 293183827 (217 622-3572)	Telephone	-41.45
9/12/2013	5852	Rural Electric Con. Cooperative ...	Acct. #275300	Gas and Electric	-484.14
9/12/2013	5853	Nail Land Surveying	survey Lot #11	Escrow for Septi...	-620.00
9/12/2013	5854	Hohimer, William O.	Salary	-SPLIT-	-1,290.01
9/12/2013	5855	Barnes, Kristine S.	Salary	-SPLIT-	-742.13
9/16/2013	5856	Macoupin County Collector	2nd 1/2 property taxes	Property Tax	-957.46
9/25/2013	5857	Hohimer, William O.	Salary	-SPLIT-	-1,290.01
9/25/2013	5858	Barnes, Kristine S.	Salary	-SPLIT-	-742.13
9/25/2013	5859	M & M Service Company	gas #4722159	Vehicle Gas & Oil	-529.72
9/25/2013	5860	PowerNet Global Communications	customer # 10159190	Telephone	-16.44
					<b>-9,177.48</b>

<b>Expenses</b>	<b>9,177.48</b>
<b>Pond treatment</b>	<b>-641.00</b>
<b>Escrow</b>	<b>-620.00</b>
<b>Total Expense</b>	<b>7,916.48</b>



# Sunset Lake Association

30505 East Lake Dr, Girard, IL 62640  
217-627-3339

## MEMORANDUM

TO: Board of Directors and Bill Hohimer & Jim Wilson, Superintendent

FROM: Kristy Barnes

SUBJECT: Monthly Board Meeting

DATE: **December 3, 2013 TUESDAY**

Please plan to attend the Directors' Meeting on Tuesday, December 3, 2013  
7:00 P.M. The meeting will be held at the Community Center, Hanauer Hall,  
30505 East Lake Drive.

Thank you!



SUNSET LAKE ASSOCIATION  
AGENDA  
December 3, 2013 7:00pm

CALL TO ORDER

ROLL CALL

VISITORS

SUPERINTENDANT'S REPORT

OFFICE MANAGER'S REPORT

APPROVAL OF THE MINUTES OF November 2013

APPROVAL OF BILLS PAID FOR November 2013

COMMITTEE REPORTS:

AQUATIC CONTROL & WATER SAFETY

-BILL URBAN

BUILDING & CONSTRUCTION COMMITTEE

- MIKE COLBROOK

ROADS/DAM /GROUNDS COMMITTEE

-JOHN KEMP

FINANCE COMMITTEE

- CHERYL STINE

LEGAL & INSURANCE COMMITTEE

- NORMAN BRAND

SANITATION COMMITTEE

-JIM SEGGEKE

SHORELINE & BOAT DOCKS COMMITTEE

- KEN JONES

WATER QUALITY & CONSERVATION

- BILL WALKENBACH

OLD BUSINESS -

NEW BUSINESS -

TRANSFERS -

ADJOURNMENT -

SUNSET LAKE ASSOCIATION  
Balance Sheet

Nov 30, 13

<b>ASSETS</b>	
Current Assets	
Checking/Savings	
0100 Cash on Hand	100.00
Checking, First Midwest	1,239.59
Money Market, General Fund	
Operating Cash	9,508.15
Fireworks Reserve	-898.74
Escrow	58,753.96
Firehouse/ Special Assessment	1,505.91
Ground Sales	14,601.02
Money Market, General Fund - O...	68.75
Total Money Market, General Fund	83,539.05
1 Year CD	24,962.18
Total Checking/Savings	109,840.82
Accounts Receivable	
0160 · 0160 Accounts Receivable	-200.00
Total Accounts Receivable	-200.00
Total Current Assets	109,640.82
Fixed Assets	
FIXED ASSETS	
Community Center	41,298.00
Garage	22,824.00
Dam & Spillway	143,467.75
Roads & Driveways	36,347.63
Maintenance Equipment	13,813.71
Vehicles	7,773.00
Policing Equipment	4,635.60
Office Equipment & Furniture	8,347.75
Buildings & Other Depr Assets	85,865.83
Total FIXED ASSETS	364,373.27
DEPRECIATION	
Depreciation- Comm. Center	-12,602.00
Depreciation- Garage	-1,341.00
Depreciation- Dam/Spillway	-143,467.75
Depreciation-Road/Driveway	-36,347.63
Depreciate-Maint Equipment	-12,198.71
Deprec - Vehicles	-7,773.00
Depreciate-Police Equipmt	-10,843.71
Depreciate-Office Equipmt	-2,139.64
Deprec - Buildings & Other	-85,863.06
Total DEPRECIATION	-312,576.50
LAND	
Farm Land	16,000.00
Lake Site	39,773.18
Picnic Area	4,000.00
Total LAND	59,773.18
Total Fixed Assets	111,569.95
<b>TOTAL ASSETS</b>	<b>221,210.77</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	

## SUNSET LAKE ASSOCIATION

**Balance Sheet**

ash Basis

	<u>Nov 30, 13</u>
Escrow for Septic, Rip Rap	59,130.00
Firehouse/Special Assessment	1,394.00
Fireworks	-898.74
Ground Sales	14,601.02
Payroll Liabilities	
FICA Expense	608.85
Employer Share FICA Payable	0.03
FUTA Liability	-294.46
Federal Income Tax Withheld	753.80
Illinois Income Tax Withheld	326.54
<b>Total Payroll Liabilities</b>	<u>1,394.76</u>
<b>Total Other Current Liabilities</b>	<u>75,621.04</u>
<b>Total Current Liabilities</b>	<u>75,621.04</u>
<b>Total Liabilities</b>	75,621.04
Equity	
Legacy Retained Earnings	-88,783.93
Retained Earnings	75,720.24
Previous Years Adjustment	149,989.81
Net Income	8,663.61
<b>Total Equity</b>	<u>145,589.73</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>221,210.77</u></u>

ash Basis

SUNSET LAKE ASSOCIATION  
**Profit & Loss Budget vs. Actual**  
 January through November 2013

	Jan - Nov 13	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
Membership Assessment	111,810.00	110,346.00	1,464.00	101.3%
Boat Permits	6,312.50	4,500.00	1,812.50	140.3%
UTV & Golf Carts	220.00			
Building Permits	950.00	600.00	350.00	158.3%
Fines & Penalties	583.90	400.00	183.90	146.0%
Farm Income	5,400.00	3,200.00	2,200.00	168.8%
Interest Income				
3061 - Interest Income on CDs	55.58			
Interest Income - Other	1,117.54	500.00	617.54	223.5%
<b>Total Interest Income</b>	1,173.12	500.00	617.54	223.5%
Transfer Fees	7,650.00	6,000.00	1,650.00	127.5%
Cable Franchise Fee	1,131.02	1,200.00	-68.98	94.3%
Maint. Fees Superintendent	1,392.50	600.00	792.50	232.1%
Hall Rental	550.00			
Chlorine Tablets	815.00			
Tower Ground Rental - Royell	1,100.00			
Miscellaneous Income				
SLA Hat	15.00			
Sport/Chlorine Bottles	12.00			
Website SLA	825.00			
Miscellaneous Income - Other	377.00	3,000.00	-2,623.00	12.6%
<b>Total Miscellaneous Income</b>	1,229.00	3,000.00	-1,771.00	41.0%
<b>Total Income</b>	140,317.04	130,346.00	9,971.04	107.6%
<b>Expense</b>				
Capital Improvements	0.00	5,000.00	-5,000.00	0.0%
Repairs & Maint, Equipment				
Office				
Office	6.90			
Office - Other	1,907.98	2,000.00	-92.02	95.4%
<b>Total Office</b>	1,914.88	2,000.00	-85.12	95.7%
Community Center	552.92			
Dam	0.00	500.00	-500.00	0.0%
Lake	0.00	100.00	-100.00	0.0%
Stock Fish	1,500.36	1,500.00	0.36	100.0%
Weed Control	641.00	5,000.00	-4,359.00	12.8%
Grounds				
Grounds	86.50			
Grounds - Other	1,865.75	500.00	1,365.75	373.2%
<b>Total Grounds</b>	1,952.25	500.00	1,452.25	390.5%
Grounds Supplies	854.04			
Misc. Maintenance	6,028.15			
Roads				
Rock	262.54			
Driveway	-2,806.99			
Roads - Other	17,573.11	12,500.00	5,073.11	140.6%
<b>Total Roads</b>	15,028.66	12,500.00	2,528.66	120.2%
Shop Supplies	770.42			
Equipment (Truck & Tractor)	1,571.74	2,500.00	-928.26	62.9%
<b>Total Repairs &amp; Maint, Equipment</b>	30,814.42	24,600.00	6,214.42	125.3%
Conservation & Watershed	1,500.00	2,000.00	-500.00	75.0%
Vehicle Gas & Oil	4,083.63	5,000.00	-916.37	81.7%
Property Tax	1,914.92	4,400.00	-2,485.08	43.5%
Insurance				
Notary Bond	13.00			
Auto	1,126.00			
Property (Hall)	4,336.00			
Umbrella Liability	1,100.00			
Workers Compensation	2,305.00			
Insurance - Other	0.00	8,408.00	-8,408.00	0.0%
<b>Total Insurance</b>	8,880.00	8,408.00	472.00	105.6%
Professional Fees				

SUNSET LAKE ASSOCIATION  
**Profit & Loss Budget vs. Actual**  
 January through November 2013

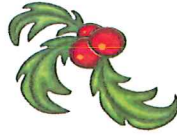
ash Basis

	Jan - Nov 13	Budget	\$ Over Budget	% of Budget
Accounting Fees	600.00			
Legal Fees	385.00			
Professional Fees - Other	0.00	1,500.00	-1,500.00	0.0%
<b>Total Professional Fees</b>	<b>985.00</b>	<b>1,500.00</b>	<b>-515.00</b>	<b>65.7%</b>
<b>Supplies (Hall &amp; Office)</b>				
Hall	454.65			
Office	56.50			
Copier	800.19			
Printing	871.26			
<b>Total Supplies (Hall &amp; Office)</b>	<b>2,182.60</b>			
<b>Utilities</b>				
Telephone	1,219.31			
Gas and Electric	6,846.32			
Water	240.00			
Utilities - Other	0.00	9,000.00	-9,000.00	0.0%
<b>Total Utilities</b>	<b>8,305.63</b>	<b>9,000.00</b>	<b>-694.37</b>	<b>92.3%</b>
<b>Payroll Expenses</b>				
Superintendent	38,802.50	42,330.00	-3,527.50	91.7%
Superintendent 2	5,166.68			
Secretary Salary	20,324.48	22,172.00	-1,847.52	91.7%
State & Federal Unemployment	141.90			
Employer Share FICA Expense	4,708.86			
<b>Total Payroll Expenses</b>	<b>69,144.42</b>	<b>64,502.00</b>	<b>4,642.42</b>	<b>107.2%</b>
<b>Miscellaneous Expense</b>				
Recording Fees	130.00			
Miscellaneous Expense - Other	3,712.81	1,936.00	1,776.81	191.8%
<b>Total Miscellaneous Expense</b>	<b>3,842.81</b>	<b>1,936.00</b>	<b>1,906.81</b>	<b>198.5%</b>
<b>Total Expense</b>	<b>131,653.43</b>	<b>126,346.00</b>	<b>5,307.43</b>	<b>104.2%</b>
<b>Net Income</b>	<b>8,663.61</b>	<b>4,000.00</b>	<b>4,663.61</b>	<b>216.6%</b>

SUNSET LAKE ASSOCIATION  
**Transaction Detail By Account**  
November 2013

Date	Num	Name	Memo	Split	Paid Amount
<b>Nov 13</b>					
11/6/2013	debit	Rural King	shop supplies -( jack)	Shop Supplies	-175.79
11/21/2013	debit	Auto Zone	trailer ball coupler	Grounds Supplies	-25.81
11/6/2013	Debit	AT & T - Clearchoice	phone - Jim Wilson	Telephone	-148.72
11/8/2013	Debit	941 Deposit	EFT #270144652181587	-SPLIT-	-1,971.44
11/4/2013	5880	Badsky, Ed #208	refund escrow	Escrow for Septi...	-6,500.00
11/5/2013	5881	Royell Communications, Inc.	flash drive repair on computer	Office	-19.00
11/5/2013	5882	Leonard, John S. - #248	Escrow refund	Escrow for Septi...	-3,250.00
11/5/2013	5883	Leonard, Pam A. - #248	Escrow refund	Escrow for Septi...	-3,250.00
11/5/2013	5884	Braden, Jeff #116A	Escrow refund - septic	Escrow for Septi...	-5,000.00
11/6/2013	5885	Walmart	phone, cassettes & paper goods	-SPLIT-	-129.95
11/8/2013	5886	Illinois Department of Revenue	37-0763644	-SPLIT-	-489.06
11/12/2013	5887	Bob Sons	impact drill & misc supplies	-SPLIT-	-253.54
11/4/2013	5888	M & M Service Company	gas #4722159	Vehicle Gas & Oil	-617.10
11/4/2013	5889	Tom Day Business Machines, Inc.	Account 0000678	Copier	-85.34
11/4/2013	5890	Kruse Enterprise	lube, oil & filter service	Equipment (Truc...	-57.26
11/13/2013	5891	PowerNet Global Communications	customer # 10159190	Telephone	-10.07
11/13/2013	5892	Sonneborn Brothers Trucking	road pac CA6	Rock	-300.94
11/13/2013	5893	CRA Payment Center	Acct. 5043931148702735	Grounds Supplies	-198.36
11/13/2013	5894	Rural Electric Con. Cooperative ...	Acct. #275300	Gas and Electric	-445.58
11/13/2013	5895	Frontier	acct#12 1454 2712035089 04	Telephone	-44.82
11/13/2013	5896	AT & T Mobility	acct # 293183827 (217 622-3572)	Telephone	-41.50
11/13/2013	5897	Croxton, Dean & Nancy #44	escrow refund	Escrow for Septi...	-6,900.00
11/13/2013	5898	Maguire Backhoe Company	Lot # 26 Deal escrow septic	Misc. Maintenance	-3,200.00
11/14/2013	5899	Nail Land Surveying	invoice 99143 survey Kolsto	Escrow for Septi...	-470.00
11/15/2013	5900	Hohimer, William O.	Salary	-SPLIT-	-1,290.01
11/15/2013	5901	Wilson, James E.	salary	-SPLIT-	-1,021.28
11/15/2013	5902	Barnes, Kristine S.	Salary	-SPLIT-	-742.13
11/15/2013	5903	Owen, Jason & Angela #45	septic escrow	Escrow for Septi...	-6,500.00
11/21/2013	5904	Hyatt, James W. & Yvonne M. #...	Refund escrow - septic	Escrow for Septi...	-6,500.00
11/21/2013	5905	Nilwood Water System	#400 water bill	Water	-20.00
11/26/2013	5906	Hohimer, William O.	Salary	-SPLIT-	-1,290.01
11/26/2013	5907	Wilson, James E.	salary	-SPLIT-	-1,021.28
11/26/2013	5908	Barnes, Kristine S.	Salary	-SPLIT-	-742.13
11/21/2013	5909	Quill Corporation	C2639930 ACCT	Office	-220.72
11/26/2013	5910	Peachtree Business Products	3 flags acct. 0101345056	Community Center	-127.47
11/26/2013	5911	DTTLR of Girard	boat stickers invoice 2520	Printing	-435.63
11/26/2013	5912	Wheeler and Ross Hardware	gas office & shop	Gas and Electric	-176.93
11/26/2013	5913	CRA Payment Center	Acct. 5043931148702735	Grounds Supplies	-27.55
11/26/2013	5914	VOID		Telephone	0.00
<b>Nov 13</b>					<b>-53,699.42</b>

<b>Expenses</b>	<b>53,699.42</b>
<b>Escrow</b>	<b>-41,100.00</b>
<b>Total expenses</b>	<b>12,599.42</b>



**RETIREMENT PARTY FOR**  
**"BILL HOHIMER"**  
**&**  
**WELCOME HOME**  
**"ANDREW HOHIMER"**

**December 21st**  
**2:00pm - 5:00pm**

**Please stop by Hanauer Hall**  
**And help celebrate**  
***BILL'S RETIREMENT***  
***AND WELCOME ANDREW HOME!!***





# Sunset Lake Christmas Party

***TO: Board Members, Employees & Husbands/Wives***

The Annual Christmas Party will be  
**Saturday, December 14<sup>th</sup>** at **6:00 pm**  
**@ Hanauer Hall Community Center**

We ask that everyone bring a dish to share

Please contact Kristy **by December 10<sup>th</sup>** to let her know what dish you plan to bring; this will keep us from having several of the same dishes. Tea will be provided but if you'd like something different we ask that you bring your own.

Hope to see you there!





**SUNSET LAKE ASSOCIATION  
MINUTES OF THE MONTHLY MEETING  
December 3, 2013**

**CALL TO ORDER:** President Bob Sons called the meeting to order at 7:00 p.m. Also present for the meeting were Norm Brand, Mike Colbrook, Bill Urban, John Kemp & Ken Jones, Cheryl Stine, Jim Seggelke & Bill Walkenbach.

**VISITORS:**, Ray Reardon #256A, 257, John Ludek #159, Bob Earley #27, Liz Seggelke 39B  
Bob Earley addressed board about leaves and he was told leaf letters were out.

**SUPERINTENDENT'S REPORT:** Bill Hohimer absent  
Jim Wilson stated he is working on leaves. Plow is ready to go - hook up and check controls. Talked to Merle Shull about gas. Jim started a log on inventory on what we have.

**OFFICE MANAGER'S REPORT** Kristy Barnes stated she finished up working on transfer for Lot 16A. Had one orientation. Hall rented a couple times. Paid State & Federal monthly deposits.

**APPROVAL OF MINUTES OF November 2013**

A motion to approve the minutes was made by Jim Seggelke, seconded by Bill Urban. Motion passed unanimously.

**APPROVAL OF BILLS PAID FOR November 2013**

The bills were 53,699.42 Escrow 41,100.00 so Total Expenses 12,599.42  
Higher due to Gas, boat stickers, impact drill, road pack  
Upon a motion by John Kemp and seconded by Bill Urban, the Board voted unanimously to approve the bills paid for November 2013

**COMMITTEE REPORTS:**

**AQUATIC CONTROL AND WATER SAFETY:** Bill Urban stated he picked up boat stickers. Yellow motorized and blue non - motorized

**BUILDING AND CONSTRUCTION COMMITTEE:** Mike Colbrook stated he had 2 building permits- Jones Lot#11-shed & Musgrove Lot #79- garage, Lot 254A just gave us house plans.

**ROADS /DAM /GROUNDS COMMITTEE:** John Kemp stated he and Ken Jones checked leaves and shoreline. Letters will go out and give them a few days and if not done we will do and then charge.

**FINANCE COMMITTEE:** Cheryl Stine stated. Expenses equal income so looking good. income 107.6% expenses 104.2%

**LEGAL & INSURANCE COMMITTEE:** Norman Brand stated nothing at this time. Committee will be having a meeting about dredging in January.

**SANITATION COMMITTEE:** Jim Seggelke stated nothing at this time

**SHORELINE & BOAT DOCKS COMMITTEE:** Ken Jones stated he talked to Mr. Shaffer about tree. Board discussed and will check with Maguire and Sunset Lake will have tree taken care of. Ken looked at N. Circle Drive about trying to build it up

**WATER QUALITY & CONSERVATION:** Bill Walkenbach stated nothing at this time.

**OLD BUSINESS:**

Board discussed burn piles and that leaves are everywhere. They talked about putting up signs on what to do with leaves.

Lot 102 getting bobcat to get it finished up.

**NEW BUSINESS:**

Culvert by Lot 36 will look at and get price from Maguire.

Lot # 137 cars to close to road – will look at and talk to them.

**ADJOURNMENT:** Upon motion by Mike Colbrook, seconded by Bill Urban, the Board agreed again by consensus to adjourn. The meeting adjourned at 7:50 p.m

**SUNSET LAKE ASSOCIATION  
MINUTES OF THE MONTHLY MEETING  
December 3, 2013**

**CALL TO ORDER:** President Bob Sons called the meeting to order at 7:00 p.m. Also present for the meeting were Norm Brand, Mike Colbrook, Bill Urban, John Kemp & Ken Jones, Cheryl Stine, Jim Seggelke & Bill Walkenbach. *Bill Hohimer*

**VISITORS:** Ed Snell #286, Ray Reardon #256A, 257,  
*Lot #23 - leaves -*

**SUPERINTENDENT'S REPORT:** Bill Hohimer absent

Jim Wilson stated

*working leaves - plow ready - hook up a/c control  
put side + plow - talked w/ Marie Shuck - about gas + fuel  
up/almost empty - started log - spread sheet w/ inventory  
on what have + timber on west lake*

**OFFICE MANAGER'S REPORT** Kristy Barnes stated she finished up working on transfer for Lot 16A. Had one orientation. Hall rented a couple times. Paid State & Federal monthly deposits.

**APPROVAL OF MINUTES OF November 2013**

A motion to approve the minutes was made by Jim seconded by Bill Motion passed unanimously.

**APPROVAL OF BILLS PAID FOR November 2013**

The bills were normal & usual.

Gas, boat stickers, impact drill, road pack  
Total Expenses 12,599.42

Upon a motion by John and seconded by Bill, the Board voted unanimously to approve the bills paid for **November 2013**

**COMMITTEE REPORTS:**

**AQUATIC CONTROL AND WATER SAFETY:** Bill Urban stated *- picked up  
sticker for boat -*

**BUILDING AND CONSTRUCTION COMMITTEE:** Mike Colbrook stated he had 2 building permits- Jones Lot#11-shed & Musgrove Lot #79- ~~shed~~ garage -  
Lot 254A - gave house plan

**ROADS /DAM /GROUNDS COMMITTEE:** John Kemp stated Ken +heim ✓ leaves  
+ shoreline - ~~22 1113 25~~ went over leaf letter  
+ what to do

**FINANCE COMMITTEE:** Cheryl Stine stated. *expenses equal income*  
income 107.6% expenses 104.2%

**LEGAL & INSURANCE COMMITTEE:** Norman Brand stated nothing at this time.  
ask about dredging a comm will meet in (Jan. 7th)

**SANITATION COMMITTEE:** Jim Seggelke stated " " Nothing

**SHORELINE & BOAT DOCKS COMMITTEE:** Ken Jones stated talk to Mr. Shaffer  
Maguire - will have do - ~~at well~~ take will do -  
N. Circle Drive looked @ may try to build up -  
will v with someone - talked about what needs to be  
done - N. lake - / Lot 1/7  
Lot 11a - blew on rock.

**WATER QUALITY & CONSERVATION:** Bill Walkenbach stated - Nothing else

**OLD BUSINESS:**

Jonesland - bobcat dismissed what needs done -  
& what he is going to do

Burn piles - leaves everywhere & responsible to burn  
own leaves - sign - talked about signs & what  
to do

**NEW BUSINESS:**

Culvert - by Bill Wilson - Need to look at  
& get price from Maguire -  
Tait cars close to road & unlicensed.

Transfers

**Transfers:** The following transfers were approved upon a motion by \_\_\_\_\_ and  
seconded by \_\_\_\_\_. The Board agreed unanimously

**ADJOURNMENT:** Upon motion by Mike Colbrook, seconded by Bill,  
the Board agreed again by consensus to adjourn. The meeting adjourned at 7:50 p.m

**ROADS /DAM /GROUNDS COMMITTEE:** John Kemp stated he approved tree for Lot #11 and Lot 31 approved one and denied one tree. Lot #139 looked at trees she wants cut. John told her that he needs to see building permit first for new home before he will approve. Lot # 102A will be getting Bobcat and cleaning up. Also mentioned about few other lots they are looking at about clean up.

**FINANCE COMMITTEE:** Cheryl Stine stated we are doing very well. Income 104.2%, Building, boat permits & maintenance are up and expenses, 93%.

**LEGAL & INSURANCE COMMITTEE:** Norman Brand stated nothing at this time.

**SANITATION COMMITTEE:** Jim Seggelke stated nothing at this time.

**SHORELINE & BOAT DOCKS COMMITTEE:** Ken Jones stated he talked to Lot 2A about guard rail. She was concerned about steep drop off. Ken and John will take a look. October 22 talked to Lot #49 about yard and the mess. Lot #161, the shoreline and house are in bad shape. Tried to call but no answer. His wife just passed away so the board will try to call again. Ken also talked about aeration system that Catto's have. Kathy Catto said it was helping.

**WATER QUALITY & CONSERVATION:** Bill Walkenbach stated nothing at this time.

**OLD BUSINESS:**

Craft Show was a success they made \$364.00. Big thanks to Bill & Maxine Hohimer, Mike & Dottie Colbrook, Ken & Eileen Jones, Bill & Amy Walkenbach, Boots & Christa Struple, Jim & Liz Seggelke, Bob Sons & Sandy Richey for the food donation and helping. The money will be donated to fireworks.

Lot 110 will send another letter on dog fence. ~~And~~ Add about shoreline, weeds, tree and leaves. *be sent*

The board discussed about if hall is big enough and also about ballots and voting.

**NEW BUSINESS:**

Committee was formed for extra assessment money to be used for lake. The board named the fund as Lake Reclamation and the committee consists of Bob Sons, John Kemp, Norm Brand, Jim Segglke, Ken Jones & Gary Wilken.

Christmas Party set for December 14<sup>th</sup> at 6:00

Fireworks for 2014 date will be July 4, 2014, Friday

Garage Sale June 7<sup>th</sup>, 2014

No meeting in January 2014

Transfers

#28 B.W. & Christia Struple to Shawn & Jessica Perron

#16A Donald & Margaret Szymkito Frank Mineo

**Transfers:** The following transfers were approved upon a motion by Cheryl Stine and seconded by John Kemp. The Board agreed unanimously.

**ADJOURNMENT:** Upon motion by Mike Colbrook, seconded by Cheryl Stine, the Board agreed again by consensus to adjourn. The meeting adjourned at 8:15 p.m.

