

# Sunset Lake Association Board of Directors Meeting Minutes

**December 9, 2025**

## Board Attendance November 2025-October 2026

Director	11/18/25	12/9/25	1/13/26	2/10/26	3/10/26	4/14/26	5/12/26	6/9/26	7/14/26	8/11/26	9/8/26	10/13/26
M Bearden	present	present										
J Buhl	absent	present										
A Clough	present	present										
A Dorman	present	present										
C Davis	present	present										
V Jagiela	absent	present										
R Schultz	present	present										
R Winterland	present	present										

The December meeting of the Sunset Lake Association Board of Directors was called to order on Tuesday, December 9, 2025 at 7:00 p.m. at Hanauer Hall Community Center, 30505 East Lake Drive, Girard, IL 62640.

The meeting was called to order by President Ron Schultz.

The Pledge of Allegiance was recited.

Roll call was taken by Board Secretary, Anne Clough. The following members were present: Michelle Bearden, Jenny Buhl, Anne Clough, Anne Dorman, Chris Davis (seated at 7:10 p.m.), Valerie Jagiela, Ron Schultz, Rodney Winterland.

The minutes from the November 11, 2025, meeting were approved unanimously upon Motion by Michelle Beard and second by Anne Dorman.

President Ron Schultz made the following opening comments for the meeting:

1. The Board will be posting the Agenda and information for the monthly meetings one week ahead of time.
2. Ron Schultz asked that anyone from the membership that wishes to talk during the membership comment portion of the meeting should move to the podium and state their name and lot number to make meetings run efficiently.

3. Ron handed out a map of the lot numbers to each Board Member and asked that Board Members please discuss situations as lot numbers and not by owner's name(s)'. The Board will focus on situations and circumstances and not mention names unless relevant to the specific issue.

## **Old Business**

**Tower Replacement:** Lakes and Rivers had scheduled for the work to be completed the week after Thanksgiving but the weather was not permitting. Now the water has to rise to 40 degrees before they can do it. The gates are currently working as they should and there is not an emergency to get the work completed prior to the water temperatures rising.

**Rules & Regulations Updates: Fishing page 9 & page 25:** these sections were discussed at the November meeting and it was discovered after the November meeting that the Department of Natural Resources does not consider Sunset Lake a private lake/landowner because we are organized as an Association. Therefore, the Rules and Regulations for the Lake have been corrected to reflect the Association's actual status on page 9 and page 25 of the Sunset Lake Rules and Regulations. **Lease Transfers page 21:** the Rules and Regulations concerning escrows for required repairs prior to a lease transfer being granted by the Association are adopted. Michelle Bearden made a Motion to Adopt the revised Sunset Lake Rules and Regulations effective January 1, 2026. Anne Dorman seconded the motion. The Motion passed unanimously. Michelle suggested a memorandum be sent with the Annual Assessments letter notifying members of the new rules and that the rules be posted on the Association website and an email be sent to all members so they are aware of the current/newly adopted changes to the rules and regulations. A thanks was given to Valerie Jagiela and Russ Baldwin and all involved in the revisions. It was a very involved and time consuming process.

## **Reports**

**President's Report:** Ron Schultz-

- a. Ron Schultz reported that Operation Snowball occurred at the end of November. He thanked Jeff Huffman for plowing and also thanked Russ Baldwin and Tom Sidener for organizing the plowing work. Plum Lane was missed over the weekend, but it was cleaned up on Monday morning.
- b. Ron Schultz will fill the vacant seat on the Board at a later date and is working on committee assignments.
- c. The computers for the Association Office have been ordered and Ron will arrange installation. Two HP All-in-One units were purchased for less than the \$1500.00 limit previously set by the Board. Michelle asked that the invoice be paid before the end of 2025 for accounting purposes.

d. Ron Schultz discussed that the Association office needs to be secured better. The Office will only be accessible to the two staff members, the executive committee, the payroll administrator and lease administrator outside of regular business hours. Door codes will be cleared and access restricted. This is a preventive measure and not in response to a known security breach.

**Legal & Insurance:** Anne Clough- Nothing to report

**Lake Patrol-Safety Enforcement:** Nothing to report

**Water Quality:** Nothing to report

**Building & Construction Permits:** Ron Schultz- The following building and construction permits were approved: Lot 108- removal of 2 sheds to be replaced with 1 shed. The list of all building and construction permits for 2025 shall be included with the minutes for the December 9, 2025 meeting.

**Common Grounds- Roads & Dam:** Nothing to report

**Leasehold Ground:** Nothing to report

**Treasurer's Report:** Michelle Bearden/Jenny Buhl- Michelle Bearden will give the Treasurer's Report for this month. The report is posted on the web-site. The C/D was not renewed because rates dropped and new signers from Executive Committee were not yet on the accounts. The proceeds of the prior C/D were deposited into the Money Market account and can be used to purchase a new C/D. The proceeds of the redemption were \$79,060.19. Michelle stated that the second half of the farm lease was received, in a pro-rated amount due to the sludge from the pond clean-out covering part of the ground. Also receipted were the interest payment from bank accounts and the quarterly franchise fee. The only out of the ordinary disbursement was \$525.00 for snow plowing. Ron Schultz stated the Association stuck to the budget pretty well.

**Sanitation:** It was mentioned that septic chlorine tablets must be used in septic systems and that pool chlorine tables should not be used. This notification will be sent out with the yearly assessments in January.

**Leases:** Amy Walkenbach- Administrator of Leases- It was reported that the transfers of Lot 109 was completed. There is one pending transfers which has not been completed.

**Long Term Planning Committee-** Ron Schultz reported there is a draft of the report which has been prepared with hopes of presenting it to the Board in January. There is a Long Term Planning Committee Meeting December 11<sup>th</sup> at the Hall. The crux of the report will demonstrate that the

Association is going to have to generate more revenue. The Association may need to employ a grant writer.

**Sunset Lake Booster Club Report: Andrea Bushnell-** It was reported The Christmas Walk was a good turnout and good time. The fireworks are scheduled for June 27, 2026 and the Booster Club is currently working on getting a contract with Falling Skies. Twyford's will also be present the evening of the fireworks with their food truck. The Booster Club is currently in the process of preparing the development plan for the pavilion. They meet the Third Thursday of the month at Hanauer Hall and welcome new members to join them. The Annual Pancake Breakfast will be January 17, 2026 and is being organized by Ryan and Karen Gorman. Ron asked for members to attend.

**New Business: None**

### **Guest Recognition**

**Russ Baldwin- Lot 159-** Russ thanked Jeff Huffman for really stepping up and helping with snow removal. Russ stated that unfortunately, people were discourteous to Jeff. Russ suggested that the Board reach out to the membership and admonish them that the membership cannot bother or treat the Association employees poorly. Instead, a member with a complaint should contact a board member, who can then address Association employees.

The regular meeting was suspended and the Board entered into Executive Session.

Following the Executive Session, Rodney Winterland made a motion to award a merit increase of 3.5% to the two Association employees, effective January 1, 2026. Valerie Jagiela seconded the motion. Motion passed without objection. Ron will notify the employees.

It was noted that the annual assessment packets will go out January 1, 2026 and we need to make sure the sanitation information is included in the packets. Michelle stated she will tell Ruth Anne not to mail the packets until after the January meeting to assure everything that should be in them is included. Ron will work on a leaseholder questionnaire to include.

The next regular meeting will be January 13, 2026 at 7:00 p.m. at Hanauer Hall.

Meeting Adjourned

Respectfully submitted,

Anne N. Clough  
Sunset Lake Association Secretary