

April 9, 2019 Meeting of Sunset Lake Association Board of Directors

I. Call to Order, President Wilken- 7:00pm

II. Pledge of Allegiance, VP Johnson

III. Roll Call (Sec. Walkenbach)

Pres. Wilken-P																			
VP Johnson-P																			
Treasurer Martin-P																			
Secretary Walkenbach-P																			
Mark Severns-P																			
Randy Smith-P																			
Sue Muschong-P																			
Joyce Munie-ABS																			
Dennis Denny-P																			

IV. President Wilken, call for changes or corrections to the agenda: Asked for ability to go into Executive Session if the Board desires to discuss legal information.

V. Membership and Guest Recognition

a) Richard Martin, Lot 112: Presented information and asked the BOD's to approve paying spot dredging that would occur around his boat dock in his cove that wasn't dredged last winter, approximately \$3,500 for this dredging that would occur in "the wet" this spring.

b) Invited Guest: Attorney August Appleton: Mr. Appleton gave an update on the legal issues he has been working on. 1) Multiple Lot Assessments, after review of documents presented to him he ascertains this is a historical issue and that it his recommendation that the Association should maintain status quo concerning how many assessments were made on the lots in question the previous several years. 2) Firehouse Lease, Mr. Appleton has the preliminary language drafted for a new lease. He is waiting to meet with Sikich to approve the language since it was their finding that initiated this new lease. 3) Audit finds and potential misappropriation of funds, Mr. Appleton recommends the BODs develop a letter of "evidence" that will represent questions the Board has concerning audit results. This letter would then be sent via Certified Mail to any potential responsible parties. Once responses are received the Board and Attorney will determine next steps. Discussion followed.

c) Janette Earley, Lot 141: What is the status of finding the receipts for the \$7,000 spent on the tractor in 2017 prior to trading it in? Treasure Martin, we haven't located all the receipts, we are going off what was in the written ledger. M Severns, we were able to get some information from the business that worked on it but it wasn't nearly \$7,000. President Wilken, we probably didn't get an accurate number from the Auditors as they did lump funds together when there wasn't enough information in the ledger to specifically account for funds going out.

VI. Reports

a) February 5, 2019 Board Meeting

- ACTION, approval of minutes- VP Johnson moves to approve as presented, second by Dennis Denney. Motion passes

b) March 5, 2019 Board Meeting

- ACTION, approval of minutes- VP Johnson moves to approve the minutes as presented, Sue Muschong seconds. Motion approved.

b) Treasurer's Report- Treasurer Martin reports, see attachment 1

ACKNOWLEDGMENT, President acknowledges report and files with Secretary

VII. Old Business

a) Assessments, delinquencies, foreclosures, property tax delinquencies - Treasurer Martin

March 2019 Delinquencies-

Over 91 days past due

- Lot 144, \$1,177.16 legal actions have started
- Lot 117, \$26.53

31-60 days past due

- Lot 117, fines

1-30 days past due

- Lot 67, \$713.90, fines and penalties
- Lot 117, assessment and penalties
- Lot 272, assessment and penalties

Foreclosures-

- Lot 53 did not sell at auction so it is being listed for sale this week
- Lot 215 is in the process of transferring to HUD for sale

b) Buoy Placement

- ACTION, determine appropriate buoy placement for "Big Bay" - VP Johnson moves to keep buoy in the "Big Bay" where it stands currently, option of as discussed, second by Treasurer Martin. Motion passes, seven ayes, one nay, one absent.

c) Spillway work and tower restoration, update President Wilken, Mark Severns

- ACTION, Approval of fee proposal from Greene & Bradford Engineers dated March 20, 2019 for engineering services for Intake Tower Repairs - Drawings, Specifications and updated Contract Documents for the lump sum amount of \$3,200. President Wilken motions the above action item as written, second by VP Johnson. Discussion follows. Motion passes.

d) Legal actions

- ACTION, move on recommendations made by Attorney, if appropriate. Motion made by Secretary Walkenbach to authorize Attorney Appleton to go forward with a certified letter to potential former staff and Board member(s) as outlined by his recommendation. VP Johnson seconds, in a roll call vote all Board members present voted aye.

VI. Reports

a) President Report, President Gary Wilken- No other news to report except what has been reported in old business and what will be discussed under new business.

b) Water Safety, Thane Johnson- I have been out on the water recently, all the boats I've seen have had stickers. Reminder to all Board members, you are all deputized to help with water safety when you are out on the water. I can't be there 24/7.

c) Building & Construction, Sue Muschong- See attachment 2

d) Dam, Roads & Grounds, Mark Severns- The dam and spillway work has already been discussed. Mike Bigley has been working on roads patching with CA-6 in lots of areas, we will be ordering more. There was damage to a road on Circle Dr. we need to follow up on that. When yard maintenance vendors are working for members they need to take all materials off site when they are done. No burning of material at SLA burn piles.

e) Finance & Insurance Committee, Treasurer Deb Martin- See attachment 3

f) By-Laws, Rules & Regulations, Joyce Munie- Absent, no report

g) Sanitation, Randy Smith- Investigated a complaint of a sewer smell. Nothing seemed to be coming from the property identified, also talked with neighbors who haven't noticed a smell. The tiles in question were downspout tiles.

h) Lake Management, Secretary Amy Walkenbach- Discussion of the March 22nd committee meeting. We've established a sub-committee to work directly with the fisheries at Sunset Lake, Randy Smith and Thane Johnson will be heading up this group. Discussion of the island plan and moving forward on the Associations role including riprap at the island. Committee Member Hank Sutton presented a design to modify the SLA pontoon to carry riprap.

- Treasurer Martin moves to suspend rules for discussion, President Wilken seconds. Motion passes.

Member John Earley offered a third "toon" or "log" for the SLA boat for stabilization. Further discussion on the amount of riprap the boat could carry and that this need further thought.

- VP Johnson moves to unsuspend rules, Sue Muschong second. Motion passes.

Monitoring the lake will begin in April with plans for SLA to support water samples being collected and analyzed for suspended solids and phosphorus. Lastly, discussed the otter issue and that right now our only option is to hire an Illinois Nuisance Control Operator to trap otters.

i) Special Events, Dennis Denney- Work continues to get BINGO up and running with the first BINGO night scheduled for May 2nd. The next yoga session begins tomorrow, April 10th at 10:00am. Paint Nite this coming Sunday from 1-4:00pm, a second Paint Nite will be May 5th. May 11th is the annual garage sale. If you want to have a garage sale on that date notify the office so you can be added to a map. The Association will not be participating. The Poker Run is scheduled for May 25th, still looking for a few dock sponsors. Please contact me or Peggy Blenck if interested. Fishing Tournament is scheduled for June 15th, Fireworks for July 6th, the contract has been signed and all money required has been collected. And save the date for September 14th, a Bags (Cornhole) tournament will be held, details to follow.

- ACTION, approval of Committee Reports via Consent Agenda- Treasurer Martin moves to approve all committee reports via consent agenda. Sue Muschong seconds. Motion passes.

VIII. New Business

a) Sunset Lake Association Staff

- ACTION, Hire Raquel Breckel as a permanent part-time receptionist to replace the vacancy of Alicia Mayfield. Ms. Breckel will be hired at the rate of pay of \$9.00 per hour. President Wilken makes the above motion, VP Johnson seconds. Motion passes.
- ACTION, Hire Ruth Anne Love as a permanent part-time accounting assistant to replace Barb Grissom who will be returning to retirement. Ms. Love will be training at a rate of \$11.00 per hour and when she replaces Barb Grissom after training she will be paid \$12.00 per hour. This training period shall not exceed May 31, 2019. President Wilken makes the above motion, Sue Muschong seconds. Motion passes.
- ACTION, Approve the hiring of Mike Bigley to a permanent part time position of 35 hours per week and when additionally needed. President Wilken moves to approve the hiring of Mike Bigley to a permanent part time position not to exceed 35 hours per week and with addition hours when needed. VP Johnson seconds. Motion passes.
- ACTION, To send office staff through QuickBooks training. Both shall attend the at the same time allowing two employees to be trained for the price of one. This shall be paid from the "Miscellaneous Expense" line item on the budget. This cost shall not exceed \$600. President Wilken makes the above motion, Treasurer Martin seconds. Motion passes.

b) Building and Grounds-

i. Burn piles and use of them by contractors. For discussion. Discussed the previous issue brought up by Mark Severns concerning the abundance of wet, mulched leaves being dumped by lawn companies that aren't burning or tending to the burn piles. President Wilken will work with Mark Severns to get a letter out to these companies informing them that are not to be using SLA burn piles. Additionally an email will go to members so they are aware of the policy.

c) Lake Management

i. Illinois Association of Lake Communities

- ACTION, Approve joining the Illinois Association of Lake Communities as a small association and at the reduced, first year membership of \$200. Secretary Walkenbach makes the above motion, second by VP Johnson. Motion passes.

ii. Watershed protection

- ACTION, Approve updating the set-aside contract for the same dollar amount as previous years. No action taken

d) Finance Committee

- **ACTION**, It is hereby recommended by the Finance Committee to move all Sunset Lake Association financial accounts to United Community Bank (UCB). This bank offers better interest rates on the Association's money as well as technology that would make the depositing of checks more efficient. It is recommended that all funds be transferred, and all accounts be closed out at CNB, formerly Jacksonville Saving Bank within 60 days. Treasurer Martin makes the above motion, Sue Muschong second. Motion passes with seven ayes, one nay, one absent.

e) Lot 112 Dredging Request, pay for wet dredging to be completed this spring in the amount of \$3,500

- President Wilken moves to not pay for spot dredging of a property as requested by Richard Martin, second by Randy Smith. Discussion follows. Motion passes, seven ayes, one abstain, one absent.

IX. Transfers- None

X. Membership and Guest Recognition

John Kemp, Lot 29- Would like an update on the number of chlorine bottles that have been spot checked? Randy Smith, this will start next month, waiting for the weather to break. I also want to make a "septic" presentation next month.

Linda Dufner, Lot 2A- Is lot 112 supposed to be dredged next fall? President Wilken, if we approve dredging for next fall that is one of the coves that would be considered high priority as it was supposed to be dredged last fall when we had to let the lake raise back to full pool.

Ellen Harlow, Lot 225- Why didn't HP get voted on at the last meeting? What is the barrier to a decision on floating docks? Sue Muschong, I am still gathering information and researching floating docks. We aren't aware that anyone is wanting one at this point. President Wilken, we will bring the HP issue up at the next meeting.

Mike Kaydus, Lot 234/235- There are several silt fences that need repair around the lake, the new seawall has riprap on the lake bottom now and there is a new dock that you can walk on forever, you can't fish there now. Sue Muschong, we will go out and inspect the silt fences and riprap issue, thank you.

XI. Board Comments

Dennis Denny, Larry Blankenship wins 50/50...again! and donates it back...again!

Treasurer Martin, there are three septic escrows left that will be paid out soon. QuickBooks training will be help in the office the next two days. Please be considerate of our staff during training.

Randy Smith, I would like to see accounts payable every month, this should be routine. President Wilken, between the bank foul ups and QuickBooks this has been a problem we are trying to rectify, we hope to have that available at our next meeting for the Board to see. I would like to make a motion that no funds can be expended over \$500 with the exception of maintenance without Board approval. Discussion followed and to be continued.

XII. Adjourn

- Move to adjourn Secretary Walkenbach, second Sue Mushong. Motion carries, meeting adjourned 9:26pm.