

June 5, 2018 Meeting of Sunset Lake Association Board of Directors-APPROVED JULY 10, 2018

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

II. Pledge of Allegiance, led by Thane Johnson

III. Roll Call (by Office Manager Barnes)

Dan Roseberry - present

Sue Muschon - present

Mark Severns - present

Gary Wilken, Treasurer - present

Deb Martin, President - present

Thane Johnson - present

Bill Urban - present

Amy Walkenbach - present

vacant director spot, to be filled, hopefully by the end of the week (per Pres. Martin)

IV. Election of Officers

a) Vice President, G Wilken nominates Thane Johnson, 2nd by A Walkenbach. Motion passes

b) Secretary, T Johnson nominates Amy Walkenbach, 2nd by B Urban. Motion passes

V. Old Business

a) Assessments. Pres. Martin discussed the few remaining assessments and the plans each leaseholder has to become current. Most all of the delinquent assessments have been made whole in the previous week.

b) Acknowledgement of Resignations

a. Mike Colbrook - May 10, 2018

b. Bob Sons - May 16, 2018

B Urban moves to accept these resignations into record, T Johnson 2nd. Motion passes.

VI. Reports

a) Superintendent Jim Wilson - Summer help started this past week, he will be working 3.5 - 4.5 hrs a week through the end of June to allow him to attend basketball camp. Starting in July he will be

working full time as needed. Tree removal approved at lot 107 (rotten at base), lot 264 (rotten at the top), lot 160 (falling into the lake). One tree removal request was denied, lack of justification. Continue mowing lots that are not being mowed by leaseholder (155, 53, 211, 129, 181A, 107, 67 and 215), leaseholders will be billed accordingly. Purchased a ladder for use on SLA property.

- Motion by Treasurer Wilken to approve report for record, 2nd B Urban. Motion passes.

b) Office Manager Kristy Barnes - Has an invoice from Chris Bruley that needs to be paid. G Wilken, we need additional information on the invoice, table until July for approval. K Barnes and Pres. Martin discussed the on-going work to get the books in order from the time K Barnes was not in the office. This work continues and it had been hoped to be completed by this meeting but there is still further work that needs to be completed.

- Motion by Treasurer Wilken to approve report for record, 2nd VP Johnson. Motion passes.

c) Aquatic Control & Water Safety, Bill Urban - Buoys have been checked by B Urban and J Wilson for location. Thank you to whomever moved the stray buoy by the island back to where it belonged. There continues to be a problem with stickers/numbers on boats. This year warnings will be issued, next year it will be strictly enforced. The lot number and sticker are to be placed together in the middle of the boat. B Urban recommends to the Board that disciplinary action be taken against four guests who were on the lake and broke several rules. The recommended action is that all four have no lake privileges for the remainder of 2017. Lake privileges can be reinstated January 1, 2018.

- Motion by VP Johnson to approve the report for record including the recommended disciplinary action, 2nd S Muschong. Motion passes

d) Building & Construction, Sue Muschong - S Muschong introduced herself to the Board and audience, she recently stepped into this position at the request of Pres. Martin. Her husband, a former contractor/builder will team up with her for this committee.

e) Roads/Dam, Mark Severns - Working on getting prices for chip and oil for the roads. Talking with Otter Lake Township to possible donate material. Will focus efforts on the west side this year. The tractor J Wilson uses needs updating to fix culverts, working with him to determine needs and look into purchasing a used tractor likely, a recommendation will be brought to the Board. Request For Proposals will be going out soon for the dam work based on the engineering report.

- Motion by VP Johnson to approve report for record, 2nd B Urban. Motion passes.

f) Finance Committee, Treasurer Gary Wilken - Continue to clean up the last two or three months of financials to close out 2017, plan to close out 2017 at the July meeting. SLA will still need to file 2017 taxes. It has not been confirmed yet that an extension was filed on behalf of SLA.

- Motion by B Urban to approve report for record, 2nd VP Johnson. Motion passes

g) Risk Management, Dan Roseberry - Received permit from Macoupin County for fireworks show, all the funds are in place so the fireworks will go on as scheduled June 30th. The By-laws committee will begin meeting every other week starting on June 14th. May or may not want to consider having a special By-laws meeting to discuss proposed changes prior to the Annual Meeting.

- Motion by Treasurer Wilken to approve report for record, 2nd by M Severens. Motion passes.

h) Special Events (no report, open position)

i) Grounds & Sanitation, VP Thane Johnson - Working on getting yards mowed. Have had complaints of an ATV driven on SLA roads, not stickered and not allowed according to rules. Father's Day Fishing Tournament is coming up, still need volunteers and a scale.

- Motion by B Urban to approve report for record, 2nd by S Muschong. Motion passes.

j) Water Quality, Aquatics Conservation, Shorelines, Secretary Amy Walkenbach - see attachment #1

- Motion by B Urban to approve report for record, 2nd by VP Johnson. Motion passes.

#### New Business

a) Approve Minutes

i. Special Called March Meeting

ii. March

iii. April

iv. May

- VP Johnson moves to approve all four minutes as provided in single action, 2nd B Urban. Motion passes.

b) Financial Report - see attachment #2, this is the current financial report, it is not yet complete.

c) CPA Bids - Bids were received by two Springfield firms 1) Sikich, LLP and 2) Eck, Schafer & Punke, LLP. Each provided costs for 1) a full 2017 audit (~\$6K) with 2018-2020 costs included 2) filing taxes for 2017 (~\$800) 3) costs for additional years of full audits (2013-2016) (~\$6K/yr) and 3) an hourly consultation rate (\$100 - \$195). Both firms were relatively close in bid prices. Pres. Martin asked the Board to allow discussion outside a standing motion, Board agreed. Discussion on strategy for a multi/past year audit. The recommendation is to move forward with the full 2017 audit, if that audit shows any discrepancies in any of the accounts the Board can determine whether or not to move forward with additional audits, either one or more years.

This strategy is based on knowing if there is a problem with any of the accounts it will show up in the 2017 audit. Concurrence of this was made by other Board and audience members.

- VP Johnson moved to take Treasurer Wilken's recommendation to retain Sikich, LLP to complete the 2017 full audit, complete and file 2017 taxes and provide consultation services to SLA, 2nd, Secretary Walkenbach. Motion passes.
- Treasurer Wilken moved to approve Quickbooks on-line training for Office Manager Barnes, 2nd B Urban. Motion passes.

d) Approval of Request for Information Form. President Martin provided a new form by which leaseholders can request information from Officer Manager Barnes. It allows a 10 day response time and charges \$.03 per page. No confidential information can be provided to anyone other than personal information for the requestor. See attachment #3.

- Motion by M Severns to approve the use of the Request for Information Form, 2nd B Urban. Motion passes.

e) Approval to put forward an RFP for Spillway Repairs. VP Johnson and Treasurer Wilken recommend to the Board that an RFP be released for the following work based on the recent engineering report on the condition of the spillway.

- i. Minor Crack/Joint Repair - 100 LF
- ii. Epoxy Inject Cracks - Remove & Replace - 565 LF
- iii. Remove and Replace 6" Concrete Slab - 725 LF
- iv. Partial Depth Concrete Repair - 460 LF
- v. Removal & Replacement Expansion Joint - 108 LF
- vi. Additional Bid Request - Stage II
  1. Retaining Wall Segment to be adjusted
  2. Removal & Replacement Expansion Joint - 832 LF
  3. French Drain Installation - 200 LF

- D Roseberry moved to accept recommendation, 2nd VP Johnson. Motion passes.

Secretary Walkenbach will contact Illinois Department of Natural Resources to make certain there are no grant programs available for this type of work.

