

**Leisure Lake Association
Board Meeting Minutes Approved
July 8, 2023**

Charlie Pattee called the meeting to order at the Ann Hansen Community Center and roll call was taken at 9:00 A.M.

Board Members Present: *Craig Knox, Dave Knox, Rick Lee, Lynn McCarter, Tom Metzger, Charlie Pattee, Cinda Stifel, Randy Wellman*

Board Member Absent: *Vicki Baker, Tom Shockey, Kenny Thrap*

Guests: *Jamie Allen, Max Dickerson, Dan Durham, Mindy Durham, Adam Gallagher, Dale Hansen, Robert Johnson, Carolyne Kelso, Denise Lindquist, Gary Mariner, Connie Metzger, Michael Saindon, Grace Sivadge, Kevin Smith, Mark Sparks, Jack Stifel, Miles Tratchel, Ruth Wells, Lynn Wolfe, Tom Wolfe, Jack Wright, Julie Wright, Paul Young, Jamie Allen, Julie Warner, Denise Johnson*

Guest Discussion: *Max Dickerson asked if we could re-open the Leisure Lake Improvement Group to remove old homes, etc. Denise Lindquist asked if we could consider doing Zoom, Face Time or Conference Calls for board members who are not in attendance at the meetings. Jack Wright announced that he is proud of the community and that the volunteers are working hard, but more volunteers are always needed. There seems to be less name calling and more people are reuniting. Adam Gallagher said that the rate increase is too drastic; that people might sell lots and we could lose money. Not many people are happy about it. Connie Metzger said that Grace Sivadge is willing to serve on the board. We need to wait until after the August (annual) meeting as there are no openings now. Grace said she is willing to do this.*

Approval of June Minutes: *Minutes were previously sent to board with changes, need to strike information regarding assessments (take out the line about a vote for assessments going to the membership in August). Craig Knox made a motion to accept the minutes with the above modification. Cinda Stifel seconded the motion. Motion was approved with revision.*

Approval of May Financials: *Tom Metzger made a motion to approve the May Financials, Cinda Stifel seconded the motion. Motion was approved.*

Committee Reports:

Road Committee:

Jamie has finished his mowing.

Building Committee:

Chris Hood to sell building, tear down house, check septic system. Needs help. Wants to build a house and garage. Previous owners had septic scoped. It looks like a cistern. A new house can be built but it would need a new septic – 2x6 walls, footings, etc. Tom Metzger has the required regulations.

Lake & Property Maintenance/Spillway Committee:

Jack Wright reported

- 1) Little Leisure Lake
 - a. Stocking fish – according to DNR recommendations we stocked Blue Gills and Minnows. No Fishing or stocking. Do not put fish from large lake into Little Leisure.
 - b. Playground Equipment – this has been removed and put at beach. Needs to be put back and fixed up.
 - c. Mowing – Jamie Allen will mow with brush hog and Adam Gallagher will then mow it.
 - d. Gravel – Jamie Allen will maintain the turnaround and the road.
- 2) Beach, Park, & Docks
 - a. Removed trees by beach by volunteers – thank you.
 - b. Meeting with first contractor Friday July 13, 2023 for estimate. Funding is from the Lake Preservation Fund (boat stickers).
 - c. Donations - \$1,000.00 committed and \$100.00 received
Recommend we use \$2800.00 in fund for water quality projects for dredging.
 - d. Playground Equipment – Adam Gallagher to help with this.
- 3) Spillway – Summarize engineers report. Get bids from other excavating companies. Start phase 1.
- 4) Ann Hansen Community Center
 - a. Install playground equipment
 - b. Clear brush across the street, Remove large tree. Grundy /county Electric to do this.
- 5) Build Silt Dams.
 - a. Identify and prioritize areas of concern.
 - b. Get bids to determine cost.
 - c. Create Budget and timeline
- 6) Lily Pads
 - a. The lily pads have been prayed twice. Recommend we post before we spray.
- 7) Leisure Lake To Do List:

Clean up brush	Dredge at south end
Post on roof at Post office	Playground at Ann Hansen Center
Weed eat the dam	Paint posts and maintenance building
Roadway railing	Gravel/road repair
Dredge with rock shoreline	Pick up garbage and use tractor to dump

Spillway

Mulch – 28 ft by 28 ft X 3” = 120 cubic feet
28 ft by 28 ft X 6” = 240 cubic feet
28 ft by 28 ft X 9” = 360 cubic feet

Rubber pallet – 2,000 lbs. 77 cubic feet @.37/lbs.
4.67 pallets = 9350 lbs. = \$3,500.00

Walmart – Brown/red 2 cubic feet @\$2.47
180 bags @ \$2.47 = \$445.00
180bags @ \$3.47 = \$624.66

Budget Committee:

Jack Wright reported the 2023/2024 budget was approved at the June meeting. They implemented a four-year road improvement plan. WE will meet to discuss and prioritize budget needs for lake improvements. How to spend "Special Assessment" money. Look for ways to improve/lower costs within our current "General Fund".

Rate Increase – Need to create more revenue. There is a 9% reduction from year to year. Legal committee pursuing those that do not pay. There has been no increase in assessments since 2019. A majority of the board under quorum can approve. \$20,000.00 is needed. The audience is not understanding the reason for the increase. The increase was discussed at the last Board meeting. Our rock needs to be done every four years. This cost \$12,000.00 to \$14,000.00 for rock. Anyone concerned can direct their complaints to the Director of their unit.

Audit Committee:

Jack Wright reported

Purpose – Develop – Verify – Validate

Internal Audit – Purpose: Create written procedures for periodic and annual inspections. Reduce risk (now and future use)

Identify Customer – "members" How to improve the services we provide. Documentation to reduce liability and create efficiency.

Actions: Purchased updated software

Pros = Better checks and balances, income and expenses

Lower costs on mailings – newsletters, billing, electronic communication – e-mail, checks and balances for quarterly audits, improved reports for budget committees (cost and spending trend lines)

Cons – Annual subscriptions charges. Need to purchase/update our computer before 2025 per Microsoft requirements. Cost estimate is \$1500.00.

Next step – Evaluate current written procedures. Update/make recommendation to this board for approval.

Work with office committee to create/streamline our process to work with Abstract company and courthouse on title transfer and storage.

Team up with legal committee and office committee to create or streamline legal proceedings.

Work with board for approval of all written processes.

#1 – Demonstrate fiscal responsibility to our membership.

Plan the internal audits

1. Written Standard Operating Procedure. Transferring knowledge to successors.
2. Go out and talk to managements.
3. Start looking at ways to improve.

Environmental standard – How do we measure success? Talk to the committee chairs and MEMBERS. What are we promising our members? Focus on standards.

Internal audits examine not just financial but the operations of our company.

1. Review processes
2. Review effectiveness of the system
3. Look for non-conformance or opportunities

Environmental aspects – record keeping

Good audit – preparations with each

*Quality management – written standard Operating Procedures
Evaluate Risks*

Legal/Security Committee:

Craig Knox reported there is no money to take anyone to court until the new fiscal year for non-payment. We can do 12 small claims cases per year. It is too expensive to collect from all those who are delinquent. A photo printer is still needed. The printer which was previously donated will not work for printing photos. Cinda recommended Rick buy the correct type of printer. This needs to expedited.

Office Committee:

Denise Johnson reported that the insurance company was contacted regarding damage to our roofs. They recommended Ward Roofing for a free estimate. An inspection was completed and all roofs are fine. There is damaged siding on the ELB building. We need to see if it needs to be replaced.

Vision/Missions Committee:

Jack wright reported the mission is to make and preserve neighborliness for generations to come. \$120.00 was donated for trash removal. Rapid Removal will not allow our trailer to be dumped at this time. Jack will pay to dump the trailer and is donating the \$120.00 donation to Vision/Mission.

1. Repair and maintain dam on big lake
 - a. Re-establish budget
 - b. Acquire needed equipment and professionals to complete project in three phases
 - c. Finish project late 2023/early 2024
2. Office Remodel
 - a. Office committee establish budget and funding
 - b. Time-line to finish project-2023
 - c. Report plan and progress to board
3. Removal of uninhabitable buildings/abandoned properties
 - a. Continue to confirm number throughout lake properties
 - b. Acquire legal advice on pursuance
 - c. Estimate costs
 - d. Share progress and obstacles with board
4. Lake Roads and Gravel
 - a. Establish budget
 - b. Board supportive

5. *Parks/Improvements*
 - a. *Establish monthly scheduling of park maintenance beginning in April (weather permitting)*
 - b. *Signs to identify each park not already identified with a sign*
 - c. *Fundraising project for funding (arranged by Vision/Mission Committee)*
6. *Repair/Rebuild bridge on South End*
 - a. *Bring cost of project up to date*
 - b. *Clear/concise plan presented to board*
 - c. *KEEP BRIDGE PASSABLE UNTIL REBUILDING IS COMPLETE*
7. *Little Leisure Lake*
 - a. *Establish budget for repair/funding projects*
 - b. *Keep grounds maintained*
8. *Beach Improvements*
 - a. *Upgrade & Improve*
 - b. *Create drawing of what and how it will look*
 - c. *Re-establish budget*
 - d. *Establish a timeline*
 - e. *Share all information and progress with board*
9. *Trash and dumpsters*
 - a. *Address all problems and obstacles*
 - b. *Establish plan and funding to upgrade*
 - c. *Share progress with board*
10. *Collaborate with all committees to establish a safe enjoyable atmosphere to allow our community To prosper and grow,*

Ladies of the Lake Committee:

Grace Sivadge reported as of July 7th we have \$1,849.02 in our bank account. For our 4th of July activities, we served ice cream with toppings and cookies, Sunday July 2nd starting at 4:00 P.M. at the beach. A SOS member, Significant Others and Spouses, Dan Durham grilled hot dogs. Thank you to everyone who contributed hard work and cash for the event. The total collected in free will donations was \$285.00. A special thank you goes out to Cinda and her granddaughters for running a lemonade stand and donating \$50.00 which was included in the \$285.00 total.

At our June 17th meeting we passed a couple of motions that will be of interest to the board. First a motion was passed to match the \$450.00 already raised for the playground with the amendment that we wait to give the money until there is a definite plan for the playground from the committee doing the work. Secondly, a motion was passed that we keep in reserve \$1,000.00 to donate an air conditioning system when the board approves a system.

We will be having a regular meeting here at 2:00 P.M. this afternoon. Everyone is welcome to attend. Our next event will be our Meet and Greet new Lake members and Board members in the evening following the Annual Meeting August 12th. Check Facebook and the board at the mailboxes for more details.

Fourth of July – Thank you to the Ladies of the Lake for the hot dog/ice cream social at the beach fireworks display at the docks, and volunteers who helped and donated towards these events. Fish Fry - \$550.00, fireworks - \$450.00. Cash donations were \$300.00. Donations for garbage removal \$1205.00.

Old Business:

- a. *Emergency Spending – carry over to next meeting*
- b. *By-Laws – there are major and minor expenditures. All Board members to vote on expenditures over \$500.00. No more than one expenditure during a term. If more than one time, consult the Board. Bylaw committee to review the time it takes to get a Bylaw changed.*
- c. *Alcohol on the Lake – No alcohol allowed on beach or boat dock. The operator of any boat cannot be drunk. If someone is disorderly, call the sheriff.*
- d. *Regarding getting a credit card machine in the office to process payments, this was voted down by the board and shelved.*
- e. *Water test results – E-Coli was determined to be in water sample from the beach. According to the water testing facility, this level is safe for the beach to remain open. An unacceptable level is one over 230. No posting is necessary at this time.*
- f. *Regarding the broken skylight in the restroom, who has the expertise to repair this? An estimate for repairs is needed.*
- g. *Regarding the gutter damage by Rapid Removal, someone was seen taking pictures. Follow-up is needed. No one claims to have seen them do the damage.*
- h. *Ann Hansen Community Center – There are new rental hours. Dale Hansen gave a new handout to everyone. The fees are now \$10.00 for half a day. No 24-hour rentals. Revise the old document. Randy Wellman made a motion to accept the Shelter House document as written minus the “No Alcohol” statement. Cinda seconded the motion. Motion approved. Going to post a No Smoking Sign.*
- i. *PROPOSED verses APPROVED Assessment rate increase. Carolyne Kelso wants other options instead of such a high amount for the increase. Questioning about whether it was approved by the board. She (and others) thought it was going to be addressed at the annual meeting. Upset that the rate increase had already been approved.*

New Business:

- a. *Procedure manual for the Lake – did not discuss or approve*
- b. *Time Limits – David Knox said time limits are badly needed. No one stays on task. How can meetings be shortened. Two-minute time limits to address the board. Talk to unit director first about issue before you go to board. Let’s revisit next meeting.*
- c. *Craig Knox said we got another bill from the attorney for \$330.00. Jack stated he paid \$275.00 out of pocket this was in addition to the \$330.00. This was for the letter to the board and phone call. Attorney questions should be limited,*
- d. *New financial headings - Denise Johnson gave the new financial sheet with the headings to the board members. She asked if any input or changes. Noone responded. Jack Wright suggested that any suggested changes or questions be directed to Denise Johnson the treasurer. There will be a report for each account.*
- e. *August Board meeting on August 12th to begin at 8:00 A.M. instead of 9:00 A.M. Annual meeting will begin at 1:00 P.M. on August 12th. Tom Metzgar made a motion to approve meeting time change, Randy Wellman seconded the motion. Motion was approved.*

Tom Metzgar made a motion to adjourn and go into closed session, Randy Wellman seconded the motion. Motion passed.

Closed Session: *To discuss employee evaluations and raises.*

Charlie Pattee called the Closed Session to order at 12:44 P.M.

Craig Knox made a motion to adjourn the closed session at 12:58 P.M. Lynn McCarter seconded the motion. Motion passed.