

Line Runner Maintenance Corporation Annual Meeting 2021 Minutes  
6/5/2021 Common Area at Lake

Board members in attendance:

David Cronin, President

Garry Fields, Vice President

Nancy Loupe, Secretary-Treasurer

Bill Huffman, Board member

Membership in attendance: 37 (representing 31 eligible votes). Proxies in hand: 9. Eligible votes present: 40. Quorum is met.

The meeting was called to order at 10:13 AM by President David Cronin.

Ten (10) motions were made and passed during the meeting.

1. A MOTION WAS MADE AND SECONDED TO ACCEPT THE MINUTES FROM 2020. THE MOTION PASSED.
2. A MOTION WAS MADE AND SECONDED TO ACCEPT THE TREASURER'S REPORT. THE MOTION PASSED.
3. A MOTION WAS MADE AND SECONDED TO ACCEPT THE PROPOSED WORDING TO THE BADGE REQUIREMENT FOR THE BYLAWS. THE MOTION PASSED.
4. A MOTION WAS MADE AND SECONDED TO DISSOLVE THE BYLAWS COMMITTEE. THE MOTION PASSED.
5. A MOTION WAS MADE AND SECONDED TO CREATE A ROAD COMMITTEE. THE MOTION PASSED.
6. A MOTION WAS MADE AND SECONDED TO ELIMINATE THE ROAD IMPACT FEE. THE MOTION PASSED.
7. A MOTION WAS MADE AND SECONDED THAT THE TERM OF VICE-PRESIDENT GARRY FIELDS SHOULD BE EXTENDED ONE (1) YEAR TO MOVE THE ELECTION OF PRESIDENT AND VICE-PRESIDENT TO ALTERNATE YEARS. THE MOTION PASSED.
8. A MOTION WAS MADE AND SECONDED NOMINATING DAVID CRONIN FOR THE POSITION OF PRESIDENT OF LRMC. THE MOTION PASSED.
9. A MOTION WAS MADE AND SECONDED NOMINATING BILL HUFFMAN FOR A BOARD POSITION. THE MOTION PASSED.

10. A MOTION WAS MADE AND SECONDED THAT THE MEETING BE ADJOURNED. THE MOTION PASSED.

David Cronin welcomed everyone and thanked all for coming to the meeting.

A MOTION WAS MADE AND SECONDED TO ACCEPT THE MINUTES FROM 2020. THE MOTION PASSED.

**Treasurer's Report:**

Nancy Loupe gave the treasurer's report for 1/1/20-12/31/20. Nancy presented a spreadsheet of income and expenses for 2018-2020 and 2021 YTD. That spreadsheet is currently posted on the community website and is up to date through May 2021. On average, LRMC spends \$50K/year on road maintenance. That figure includes rock, grading, culverts, mowing along the roads and allotting \$5500/year to the dam fund. Nancy reported the balances in the road account and in the savings for the dam, both higher than in June of 2020.

The dollar value of delinquent dues decreased over the October 2020 total. The number of property owners in arrears has decreased each year since 2018 (see spreadsheet on the website for details). Only one property owner (on Joshua Summit) is in arrears and not on a payment plan. Four (4) owners are on payment plans. There are four (4) active liens, three (3) in Line Runner and one (1) in Joshua.

A MOTION WAS MADE AND SECONDED TO ACCEPT THE TREASURER'S REPORT. THE MOTION PASSED.

**Old Business:**

- a. NEW ACCOUNTING SOFTWARE: The conversion to Quickbooks-On-Line (QBOL) was completed in January 2021, transferring from Xero. The subscription to Xero was maintained for several months in 2021 until the accountant completed year-end reconciliation for 2020 and results from the two accounting software programs were verified. The Xero subscription is now cancelled. Sally Radovich, BJ Achord and Nancy Loupe input all the 2019 and 2020 transactions into QBOL for historical purposes. In response to the 2020 audit suggestions, bill paying has now gone (mostly) to electronic bill pay through Wells Fargo on-line. There is an approval process in place for all bills to be approved in QBOL by either the president or the vice-president before the bill is paid by the secretary. The secretary-treasurer is now doing most of the routine accounting. The hope is to save a significant amount of money on the 2021 accounting fees relative to 2018-2020.
- b. INTERNET UPGRADE FOR COMMUNITY: Sally Radovich reported that Comporium received a grant at the beginning of 2021 to convert local internet service to fiber optic at a considerable increase in upload/download speeds compared to present. Comporium has 16 projects that must be completed within 24 months and said our service upgrade should be complete by the

end of 2021. Service will cost each owner \$70-100 per month depending on level of service chosen. Comporium will run the fiber optic cable to each house currently receiving Comporium phone service.

Garry Fields has been talking with Comporium engineers who are actively mapping the LRR subdivision roads and houses. Comporium is checking right-of-way deeds to ensure that there is utility right of way. If not in the deeds, LRMC and individual property owners may have to grant right of way to Comporium to install the fiber optic cable. Garry is trying to get Comporium to commit to putting all the cable underground. If members live on a road not maintained by LRMC, the property owners will have to contact Comporium regarding service and right of way. Comporium contacts will be posted on the LRMC website and on the community Facebook page.

- c. **NEW KEY LOCK FOR LAKE GATE:** David Cronin reported at the last meeting that the key lock used on the lake gate broke or was broken. He is still in the process of getting a replacement lock that fits all the keys currently held by property owners. David said a combination lock will be put on the gate until the keyed lock can be replaced. He encouraged all property owners to verify that strangers at the lake are entitled to use the lake, said if folks at the common area are too noisy property owners should not hesitate to call the Sheriff.
- d. **LAKE BADGES:** Bruce Martin reported that we had trouble at the lake in 2019 and 2020. There were numerous trespassers, boats were pulled off racks, and there was lots of noise, dead fish, and trash at the common area. In response, the membership voted in 2020 to issue badges to wear to indicate membership in LRMC. A committee was formed to investigate, design, and ultimately purchase badges and lanyards. Bruce said the badges won't stop trespassers but will make it easier to see if folks belong at the lake. The Board decided to issue one (1) badge per dues assessment. There is not yet a policy/cost regarding replacement of lost badges. Badges were issued to members attending the meeting. Badges will not be mailed to LRMC members, must be picked up in person.
- e. **LAKE UPDATE AND DAM MOWING:** Bill Huffman gave a brief history of the lakes and dams within our community. Part of state requirements for the dam is that the dam be mowed routinely both to prevent damage from plant roots and to facilitate inspection by the state. Fines from the state can be as high as \$500/day if the dam isn't kept as the state requires. Bill emphasized that LRMC needs to not raid the dam fund if there are issues with the road since fines for the lake can pile up quickly.

Bill Huffman checks the lake weekly, monitors the water level and the condition of the spillway. He has adjusted the rocks on the spillway so that the lake level remains relatively constant without intervention. He asked that no one move the rocks on the spillway as that will affect the lake level. Bill strives to maintain four (4) feet of freeboard between maximum level of the lake and the top of the dam. One (1) inch of rain equals two (2) inches of rise in lake level. The state

requires that we mow the dam, and Bill sees that it's mowed April through October so that there is no growth on the dam. Bill stated that he is committed to taking care of the lake water level and the dam and will do that going forward.

In response to a question from a member, Dave Cronin explained that Bill pays no dues based on the huge amount of engineering work Bill did for the lake at no charge to LRMC.

- f. ENTRY GATE: Dan Ristau reported that the gate was put in service 4/25/18. Since then we've replaced one (1) motor and four (4) gear boxes. All are expensive. The gearbox is lost when the gate is pushed or hit and gearboxes cannot be repaired. We are averaging \$75/month in repair parts since installing the gate. It would be more but Dan doesn't charge for his time to repair the gate. That figure does not include the Haywood EMC bill to power the entry gate. Scott Piper put a rubber bumper on the end of the gate. It was found off the gate at one point this year, and Dan was able to replace it on the gate. Dan said our gate is very heavy; we can purchase a bigger motor to handle the weight and not wear out a motor, moving from 1/3 hp to 1/2 hp. The bigger motor is expensive, and all the support mechanisms will have to be replaced or modified to fit a bigger motor; Dan does not recommend moving to the bigger motor. He said he documents every action he takes on the gate (repairs, routine maintenance like greasing, setting limit switches) in case there is a problem with the gate or possible legal issue.

Dan discussed how the dust and rain affect the sensors, that the first thing to try if the gate won't open is to clean the sensors. He turns the gate off when bad weather is forecasted and puts an orange cone on the gate pad. If you approach the gate and it's open, and there is an orange cone, the gate is turned off and will not close. If you approach the gate and it's open but there is no cone, either enter the code again or push your gate remote button to reset the timer to a full 15 seconds.

Dan asked that people contact him if they see that the gate is not working properly.

There was a question whether there is a sacrificial (shear) pin for the gearbox. Dan said there is, but due to the weight of the gate, the mechanism must be tightened so much that the pin does not function as a shear pin. If not tight, the pin is destroyed with the routine motion of the gate.

- g. LRMC AUDIT RESULTS: Don Briola reported on an audit that he and Dan Ristau conducted on the LRMC financial processes with the Secretary-Treasurer on 5/19/21, as called for in the Bylaws. Don read the report that he and Dan prepared. There were no negative findings in the audit. They reviewed vendor invoices and found improvement over the 2020 audit. Don publicly thanked Nancy Loupe, Sally Radovich, and BJ Achord for converting the accounting to Quickbooks-on-Line. Dan also made a comment that there were vast improvements to the whole accounting system, making it transparent for LRMC. Dave Cronin commented that prior

to Xero, all the Association bookkeeping was paper-based and done by hand. A copy of the audit report can be found on the LRMC website.

- h. FISH COMMITTEE/LAKE IMPROVEMENTS: Elmer Zebley reported that not much was done with the lake in 2020-2021. The lake is very healthy. Newts are breeding and tadpoles are numerous, both indicating a healthy lake. Ours is a warm water lake so will be green in summer. That means there is lots of food for the small organisms that feed the fish. Garry Fields reported that 250 feeder fish and 250K fry were added to the lake in spring of 2021 in order to try to get to a self-sustaining population of feeder fish. The first order of shiners and fry was mostly dead, so the vendor reshipped at no cost to LRMC. The fish were added all around the lake where property owners had given permission. The shiners are food for the bass and bream.

There is no proposed change to the fishing rules at the lake: catch and release for all bass; bream greater than 6 inches can be kept with a limit of 6; catfish unlimited but be reasonable – take 1 or 2. People are still feeding cat food and bread to the fish, but it isn't enough to be a problem at present. Pollen is high nutrient and coated the lake, but there have been no fish kills, and the lake itself looks healthy. Gwen Ristau thanked the fish/lake committee for the work they do all year to keep the lake in great shape.

- i. BYLAWS: At the 2020 meeting, the Bylaws committee was charged with proposing phrasing for the Bylaws change to lake badges instead of lake keys to indicate permission to use the lake. BJ Achord presented the proposed phrasing which is:

The badge must be plainly visible and worn around the neck of one individual in the group while on the lake, on the dam, or at the common area.

There was some discussion regarding whether LRMC has the right to specify that the badge must be worn around the neck, but the discussion was brief.

A MOTION WAS MADE AND SECONDED TO ACCEPT THE PROPOSED WORDING TO THE BADGE REQUIREMENT FOR THE BYLAWS. THE MOTION PASSED.

The Bylaws will be modified to add the badge requirement and to eliminate the mention of a lake key.

BJ said the Bylaws committee considered whether property owners are allowed to camp on their own property, and the committee unanimously agreed that there is nothing in the bylaws or restrictive covenants to prohibit camping on your own property. Permanent residence in a tent is already prohibited by the Restrictive Covenants. Dave Cronin asked whether there was currently any problem with camping in the subdivision, and it was agreed that there was no problem. Accordingly, that topic was closed.

BJ stated that the Bylaws committee had fulfilled its obligation to update the bylaws, as charged in the 2017 meeting. She recommended the dissolution of the committee.

A MOTION WAS MADE AND SECONDED TO DISSOLVE THE BYLAWS COMMITTEE. THE MOTION PASSED.

- j. ROADS: David Cronin reported on the roads. In the last year, money was spent to take down dead trees by the road. There are no plans to remove more trees this year. We need to cut the vegetation right along the road but are having trouble finding a vendor. LRMC plans to replace 2-3 culverts in 2021 and to dig several silt traps to protect the lake. David explained that there may need to be an increase in dues in order to properly care for the six (6) roads that LRMC must maintain. Don Briola asked if the formation of a road committee would assist the president, and David agreed.

A MOTION WAS MADE AND SECONDED TO CREATE A ROAD COMMITTEE. THE MOTION PASSED.

Bill Huffman offered to head the road committee and to select members for same. Dave asked that Garry Fields be on the committee due to his extensive knowledge of roads. Stanley Lance suggested that Austin McCall be on the committee as that is his line of work. It was suggested that the committee develop a 5- or 10-year plan to maintain and possibly improve the roads. Bill said the committee will certainly use the plan idea and investigate having a scheduled maintenance plan and that a number of different vendors will be investigated. There was a question whether property owners can be notified when culvert work is to be done so that those who work can make appropriate changes to their schedules. Nancy Loupe said notices will be placed on the Facebook page when culvert work is scheduled.

- k. CHANGING THE IMPACT FEE: Nancy Loupe explained that the current impact or construction fee was implemented some years ago. The fee was an initial \$1000 assessment when building began with \$500 returned when construction was complete if it was determined that no damage was done to the roads. Nancy said there is no mechanism to know when someone is building or doing other projects that might damage the roads. There is also no mechanism to determine whether the roads were damaged. There was some discussion regarding what vehicles are actually damaging the roads. The general conclusion was that most damage to the roads is from Fedex and UPS trucks and from small 2-wheel drive vehicles driven too fast on the roads. There was also a brief discussion regarding not allowing heavy trucks on gravel roads in spring as is done in other parts of the country. It was decided that there was no way to enforce this even if the Association adopted that policy.

A MOTION WAS MADE AND SECONDED TO ELIMINATE THE ROAD IMPACT FEE. THE MOTION PASSED.

**New Business:**

- a. VACANT BOARD POSITIONS: Terms were up for President, Vice-President, and Bill Huffman's Board position. Before the nominations and voting, BJ Achord brought up that the terms of the President and Vice-president should not be concurrent, i.e., beginning and ending in the same year. There was a very brief discussion of staggering the terms of the two positions.

A MOTION WAS MADE AND SECONDED THAT THE TERM OF VICE-PRESIDENT GARRY FIELDS SHOULD BE EXTENDED ONE (1) YEAR TO MOVE THE ELECTION OF PRESIDENT AND VICE-PRESIDENT TO ALTERNATE YEARS. THE MOTION PASSED.

- b. Nominations were taken for the position of president.

A MOTION WAS MADE AND SECONDED NOMINATING DAVID CRONIN FOR THE POSITION OF PRESIDENT OF LRMC. THE MOTION PASSED.

David was re-elected without opposition.

A MOTION WAS MADE AND SECONDED NOMINATING BILL HUFFMAN FOR A BOARD POSITION. THE MOTION PASSED.

Bill was re-elected without opposition.

- c. COMPUTER EQUIPMENT FOR THE SECRETARY-TREASURER: Dan Ristau stated that during the audit of the LRMC books, he and Don became aware that the secretary-treasurer was using her own computer, back-up drive, printer, and scanner for LRMC business. He proposed that there should be Association-purchased equipment for the use of the secretary-treasurer. There followed a discussion regarding that. Jonathan Galpin suggested that LRMC records should be stored on the cloud, not resident on only one computer. He said Google drive is free, up to some storage limit, and that additional space costs only a couple of dollars each month. If the data were on the cloud, it would always be available to the Board and to auditors. The conclusion of the discussion was that the Association would purchase a back-up drive, and that the secretary-treasurer will begin storing all LRMC data on the cloud and on a back-up drive and not on the secretary-treasurer's personal computer. If no data is stored on a personal computer, the Association need not buy a computer for the secretary-treasurer. There was a brief discussion of electronic deposits to the bank. Galen Walter volunteered to get with Nancy and set up methods to facilitate cloud storage, deposits, and eliminate the need for a scanner. Sally suggested that the entire finance committee meet with Galen regarding setting up processes for these items.
- d. INVESTMENT OF THE ASSOCIATION FUNDS: Dan Ristau brought up that LRMC funds (such as for the dam) are currently held in checking or bank savings accounts, making little or no interest.

He suggested that such funds be invested in a money market account or other vehicle to earn interest. Sally Radovich said the finance committee will investigate possible investment options for the Board to consider.

- e. BOAT RACKS AT THE LAKE: BJ Achord brought up that there may not be enough spaces on the boat racks for those desiring a space there. A discussion followed of possible ways to provide enough spaces for LRR residents. Ideas included building more racks, making residents register their boats each year, and charging a fee for rack space. There was no resolution to the issue. Elmer Zebley, Sally Radovich, and Garry Fields offered to take pictures of all the boats on the racks, posting those pictures on the community Facebook page and trying to get all boats identified. Boats not claimed by current residents would be removed from the racks.

There being no further business, the president called for a motion to adjourn.

A MOTION WAS MADE AND SECONDED THAT THE MEETING BE ADJOURNED. THE MOTION PASSED.

The meeting was adjourned at 12:24 PM.