

ULLPOA Regular Monthly Meeting Minutes
Saturday, February 15, 2020

I. Call to order, Role Call & Pledge of Allegiance - Doug called the meeting to order at 9:00am

Board Members Present - Doug Jones-President; Wes Jaros-Vice President (call in); Cheryl Wash-Secretary; Toni Vella-Treasurer; Mike Huber; Kim Rogers; Mary Sullivan; Scott Johnson; Jon Arneson

Guest list attached

II. Member Comments: Kim Munson - Winter road comments; Jeff Munson - Winter road comments Garbage & delivery trucks cannot get up roads, asked about de-icing, Norm Eakley - Winter road comments, wanted to know what the contractor is responsible for. The roads chair stated that she did not have the contract so could not answer questions but will consider concerns and make sure that these are addressed with going into winter 2020-2021

III. Motion to Approve Agenda- Scott Johnson motioned to approve the January 18, 2020 agenda, seconded by Cheryl Wash. **Kim Rogers** requested to add 3 things to the agenda, **1)** question about member complaints **2)** October 19th annual meeting minutes have not been approved yet we need to add that **3)** Motion to approve October 11th, 2019 Executive session minutes, were read at the January 3rd at exec session and were never approved publicly. How do we get these minutes approved. **Mary Sullivan** wanted to add a motion to approve December 2019 & January 2020 treasurer's reports. The reports will be added to the March agenda. **Cheryl Wash** asked to consider having the board members make copies of the meeting packets for the monthly meetings. **Toni Vella** asked to add 2 items, 1) Coordinate with LLUD on how they handle past dues and work together. 2) Talk to tax accountant about the reducing the write off count that was approved in November. Mike Huber asked to consider moving the special committee reports under announcements. Motion to approve the agenda with the additions from Kim, Mary, Cheryl, Toni & Mike made by Scott Johnson seconded by Jon Arneson. Roll call vote taken **(8 yeas 1 nay)**

IV. Approval of Minutes -

A. November 2019 Minutes - Wes pointed out that there was a duplication of the motion "to accept change to the bylaws requiring the treasurer to no longer charge interest charges on delinquent accounts ..." in both the November and December 2019 minutes. Based on the vote tallies, he concluded the November motion was tabled until December. ***Motion to approve November minutes with the amended change. Motioned by Scott Johnson, seconded by Cheryl Wash (all in attendance at the November meeting voted to approve the November minutes, Toni Vella, Cheryl Wash, Wes Jaros, Jon Arneson, Kim Rogers & Scott Johnson)***

- B. December 2019 - Motion made by Cheryl Wash to approve the December 2019 minutes, seconded by Kim Rogers** Discussion, as there was no chair for the Bylaws, Rules & Regs and Covenants committee. With the passage of the December minutes, Wes recommended that Mike and his committee work to amend the Bylaws to reflect the change regarding interest charges on delinquent accounts. **Roll call vote (6 yeas 3 abstentions)**
December 2019 minutes approved
- C. January 18, 2020 - Motion was made by Cheryl to table the January 2020 minutes until we have the attachments for Presidents vision. seconded by Scott. (9 yeas 0 nays)**

V. Reports

A. Treasurer's Report

Toni reported that the finance committee met on the 28th of January. Preliminary January balance sheet and profit & loss statement but is not complete, this is therefore for informational purposes only. Toni needs approval to write-off \$13K bad debt. Wes pointed out that in November the board approved that the treasurer can write off "up to" \$27,887.27 and therefore no approval or new motion is needed. (treasurer's report attached)

B. Reports of Committees

- **Security** - Deer poaching incident still under investigation. LL officers shared any video and information that we have. It is still an open investigation with the conservation police. No speeding tickets
- **Covenants, By-laws, Rules & Regulations** - Process of putting together committee, Sue Hill suggested asking Roger Asplund Mike needs to contact him. Mike Huber stated that he will be able to announce his committee at the March meeting.
- **ACC/ECC- Committee members, Dave Shaw and Mike Swartz, Carol Brown & Angela Stefanich.** A shed permit that was granted in 2018 had 2 extensions it is still not fully completed the permit fee is now not refundable, a letter was sent giving June 15, 2020 as date it needs to be completed or there will be fines. A permit issued for garage did not have footing inspection done, \$250 of permit fee will be withheld. Reminder that downed trees on vacant lots need to be removed. (report attached)
- **Roads** - Mary will address the garbage trucks not being able to get up hills. Using Rockford weather report to call contractor. Looking for direction on pursuing and engineering study. Shared some insight from highway engineer, water is biggest threat to our roads, keep road surfaces sealed, ongoing process. Sealing and patching is needed. Mary gave a detailed report on the cost of installation of concrete roads but the cost is prohibitive for our community.
- **Properties, parks & maintenance - Committee Scott Johnson, Lynne Jaros, Bille Branscum & Cindy Carroll.** Bid solicitations for roadsides and parks which will

be 2 separate contracts, these will go out in early March Wes intends to mail letters out to contractors to hopefully get more interest. Will be replacing signs to match the RCD. Will work together with RCD to organize annual workday on April 25th 8am-1pm. Installed new sheer pin on West side, housing needs to be welded. May soon need to start thinking about new gate system. Mary suggested that roadside mowing be part of the roads committee. Wes responded that his committee was assigned that task last year by President Perry and feels that it should remain with Properties and Parks unless a decision is made otherwise in the future.(see attached report)

C. Special Committees -

- **Social Club** Easter egg dash April 11th 1pm - 3pm Cindy Carroll chair, Kids fishing derby June 13th 8am - 12pm Tim Spelde event chair. Jon requested a link be sent to him with the updated address listing for the database for the officers. (see attached report)

VI. Unfinished Business

- a. **Discussion of RFP copy to contract with a consultant to review bookkeeping and accounting procedures.** Mike made a motion to table approval of the RFP until the March meeting, seconded by Kim. Voice vote all in favor to table this motion until next month
- b. **Status of POA website - we still need pictures for website**
- c. **Cheryl provided the board with a cost breakdown of what the cost sharing would be. *Toni motioned to cost share of new PA system at LCC at a cost of \$235.43, seconded by Scott.*** Discussion followed Bill Winebaugh explained system and offered to have an inservice to learn how to use the system. This system is not portable. Mike suggested investing in a portable system. ***Roll call vote was taken, The board approved the motion unanimously.***

VII. New Business

- a. Wes - discuss dues owed by owners of lots at 933 & 935 Missouri Dr. Last email from Leslie on February 5th, 2020 stated that the owners paid and no other correspondence was received therefore, this matter is considered closed.
- b. Cheryl - Wes covered garage sale and clean up day in Properties, parks & maintenance report, Cheryl removed discussion
- c. Doug - Discuss gathering information for installation of keypad locks at POA office with a security camera. There will be a motion for next month.
- d. Mike made a motion to approve Raynor invoice for \$1525 seconded by Jon ***Roll call vote was taken, the board approved the motion unanimously.***

- e. Mike motioned to approve a request for the Girl Scouts to sell cookies at the gates, seconded by Scott ***Voice vote was taken, the board approved the motion unanimously.***
- f. Cheryl - Discuss asked to consider having the board members make copies of the meeting packets for the monthly meetings but the board decided to keep the present system in place. Therefore, Leslie will print up packets for each board member as has been done in the past for the monthly meetings
- g. Toni - 1) Coordinate with LLUD on how they handle past dues and work together. 2) Talk to tax accountant about the reducing the write-off count that was approved in November.
- h. Kim - 1) Member complaints that were handed to Doug need to be returned to POA office. By-laws not clear and need to be addressed to cover this. 2) October 19th Meeting minutes need to be approved. Find out how to approve on this. 3) Financial review letter needs to be amended to reflect what was read at the meeting. 4) Approve October 11th 2019 executive session.

VIII. Announcements - None

IX. Motion to Adjourn - Doug asked for a motion to adjourn, Cheryl motioned to adjourn the meeting, Scott seconded The board approved the motion unanimously adjourn at 10:45am

“Motions/Action Items from Board Meeting” February 15, 2020

- ➔ **Action Item - Doug will gather information for March board meeting for installation of keypad entry/security system at POA office.**
- ➔ **Action Item - Roads committee & Properties, Parks & Maintenance committees should work with to discuss a 3-5 year plan for our roads on how to best utilize etc \$193K being held in reserve**
- ➔ **Motion to approve December 2019 & January 2020 treasurer’s reports. The reports will be added to the March agenda.**
- ➔ **Action Item - Covenants, by-laws, rules & regs committee needs to add item addressing how member complaints are handled and where they should be housed.**
- ➔ **Action Item- Cheryl share information on where special committee reports sit on the agenda according to “Robert’s Rules”. (see attachments)**

- ➔ **Action Item - Cheryl research how to vote on meeting minutes with board changes per “Robert’s Rules, share at March meeting so that we can approve October 19th meeting minutes and October 11th executive session minutes.**
- ➔ **Motion to approve October 19th meeting minutes & October 11th 2019 executive session minutes.**
- ➔ **Action Item - Toni to provide Financial review letter that was read at October meeting to be attached to the meeting minutes.**

Submitted by:

Cheryl A. Wash, Board Secretary