

Fawn Lake Maintenance Commission
Regular Board Meeting Minutes
Bryant Hall
2022-10-17 7:00pm

Roll Call for Quorum - Bill Kysor

- Trustees Present - Bill Kysor, Larry "Mat" Matincheck, Dale Radcliff, Heather Tremblay, Justine Akehurst, Terry Wright, Jessica Pense, Bill Knight, Mike Ricchio
- Trustees Absent - Steve Jacobson
- Bill Kysor motioned to excuse Steve Jacobson, Jessica Pense seconded. All in favor, motion passed.

Approval of Minutes - Justine Akehurst

- A copy of the minutes from the 2022-09-19 regular board meeting and the 2022-10-01 general board meeting (taken by Jessica Pense) were distributed amongst the Trustees. All agreed with dispensing with reading of the minutes.
- Justine Akehurst motioned to adopt the minutes from the 2022-09-19 board meeting as written. Mike Ricchio seconded. All in favor, motion passed.
- Mike Ricchio motioned to adopt the minutes from the 2022-10-01 board meeting as written. Dale Radcliff seconded. All in favor, motion passed.

Treasurer Report - Bill Kysor (Steve Jacobson absent)

- Financial report update - Copies of financial summary distributed to the board. We are through the third quarter of our financial expenditures. Pacing just below budget. Still have one more quarter to wrap up on outstanding billings, including invoices for the gate. Heather Tremblay noted that she is waiting on an invoice from the gate folks. There will be a budget meeting held with the board members on 2022-10-20.
- Steve says "The reserve study was completed for this year. The cost was \$2100 vs \$2700 that was paid last year. The gate spikes were added for replacement in 2023 at \$6000, but if they need to be replaced immediately that will put them into the reserve study cycle."
- Bill Kysor made some comments about the state of the gate spikes, and thanks to Don for repairing them. The gate spikes are past their useful life.
- Meeting our asset replacement costs would be approximately \$470 per lot, per year. This is based on the reserve study with over \$5 million in assets figured to be at the end of their useful life over the next 30 years. Our reserve funds, which had around \$200,000 five years ago, will close out this year at around \$750,000. We would need this amount of money to replace AC pipe, water towers over the next 30 years (we can expect one or both of them needing replaced), continued road maintenance, and other big-ticket items. These are on the agenda to be evaluated at the budget meeting on Thursday 2022-10-20, 5:30pm
- We've paid \$241,000 in bills through the third quarter, with a budget of \$285,000. Steve predicts we would have \$52,000 in expenses through the rest of the year, which would be over the operation budget by \$12,000.
- We've set aside \$70,000 for reserve funds from total member dues.
- We're in a positive situation with regards to fees paid to our attorney for liens and other actions that were then reimbursed due to the course of business.

Trustee-at-Large - Mike Ricchio

- Looking at the water system expenses, based on what other homeowner's associations have done with their water systems. Looking into whether a water district makes sense, what it would entail, the cost, what it would take to run it. First step is looking at their by-laws and corporate paperwork. Second step is to talk to folks such as a person over at Lake Limerick. Possibly bring a report back to the board for next steps. It could entail talking to Steve Whitehouse to see what it would take to set up a water district, what it would mean for cost, staffing, and compliance.
- Able to assist with nominations and By-laws such as looking at the assessment limit.

Communications - Bill Kysor

- We have eight proposed By-laws changes by members of the community. Bill read a summary of each one, and a status of where they are right now. Bill took these proposed changes to Steve Whitehouse one week ago for legal review and possible language updates. Bill will redistribute the proposed changes to the board. At the next regular board meeting on 11/21 we can review Steve Whitehouse's recommendations, and go through a motion process on each proposed change.
- We do need to update our By-laws. Debra Deir went through our By-laws and made formatting, grammatical changes, and language updates. The set of By-law updates already approved, plus any additional By-law updates as voted on at the 11/21 meeting, plus the edits made to the By-laws themselves would be assembled together and finalized, made available to the community, and also made available to the county.
- Dale Radcliff made a note that there should be a proposed By-law change for having remote meetings, which makes Number 9. Steve Whitehouse has already reviewed the proposal.
- What's in the bank currently? At our credit union we have a CD for \$98,348.81. It's coming due the first of the year. We have to decide to either extend the CD or close it out and move the funds to Key Bank. At Key Bank we have two savings accounts. \$501,680.28 and \$99,772.35 and one checking account with \$322,788.00.

Out of that we pay fourth quarter expenses and \$70,000 is earmarked for reserves. For anything left, \$50,000 would be held in checking going into next year. All other funds would be voted on by the board to enter into the reserve fund. We have \$699,808.46 total in the CD and two savings accounts. Bill proposes a motion to make official with our bookkeeper that those funds would officially be labeled in Quickbooks as "in the reserve fund" which would mean that the monies are not subject to taxation.

- There was a question on whether the board had already voted on and approved labeling the savings accounts in Quickbooks Chart of Accounts as 'reserves.' Justine read from the approved minutes of the September meeting where the board had voted and approved the labeling of the savings accounts in Quickbooks Chart of Accounts as 'reserves'. The CD was not accounted for as part of that earlier motion.
- Mike Ricchio made the point that money in these accounts that we currently own are now labeled as reserve as opposed to miscellaneous savings, number to follow. FLMC's bookkeeper would need to relabel the CD, and the two savings accounts as reserves in our chart of accounts. Apparently, not labeling these accounts specifically as reserve accounts has led to some confusion regarding the nature of the accounts. This labeling correction in the chart of accounts will ensure that future tax filings properly reflect that these accounts are used as FLMC's reserve accounts and are not available for operational expenses.

- Bill Kysor made a motion that FLMC's bookkeeper label the FLMC's bank accounts at key bank and the CD at Peninsula Credit Union in our chart of accounts as reserve accounts to accord with FLMC's long standing treatment of these accounts as reserve accounts. Jessica Pense seconded. Some discussion about CD vs Savings interest accrual and term lengths. All in favor, motion passed.

Parks, Grounds, and Roads - Bill Kysor

- Once the Halloween event is over, the cabana restrooms will be closed down and winterized.
- Jerry was doing yellow striping and waiting on paint to finish up.

Building Committee - Bill Kysor

- Another manufactured home brought in on 1691 Crescent
- In total we've had 13 new homes in one year

By-Laws - Mat Matincheck

- Members of the community will refuse to put their name on the form for By-law infractions. Some are afraid, some do not want "bad blood" with their neighbor.
- Bill Kysor suggested that if Mat came across something, he could take it to the board for review, supported by pictures and documentation, and the board should take a motion and vote to take action towards that community member for that infraction. That way no one person takes the heat, it comes from the board of trustees.
- Infraction notices would be delivered by certified mail, and signed by the board of trustees, FLMC.
- Discussion about how folks in the community are approached about By-law infractions

Water Systems - Bill Knight

- Good news and bad news on the meter heads. Bad news: they will not be available until later this year. Good news: the price will not go up from the estimated cost from June.
- The new water technicians, Neil Adams and Troy Henderson, are doing well. Scheduled for a three-day course at the end of October and then proceed with certification. Some trouble getting their certification number that needs some attention. They had agreed to a non-compete clause.
- Having a horrible time trying to find a lab that can perform an assessment on AC pipe samples. There may be one company that is able to perform an assessment with a sample the size of a 50-cent coin. Would like to recommend to the board to take at least three samples: one from each side of the lake and one up on Alpine, due to differing soil conditions.
- Taking quotes on the junction box and well head that are rusted on Well #3. Will have more for the board when he gets the quotes.

Septic Systems - Dale Radcliff

- Will be gone for three weeks, Don Hoge will be the main point of contact.
- Steve Becker has volunteered to clean the filters every six weeks.

Office Administration; Community Liaison and Gate - Heather Tremblay

- Working with Angel in the office and seems to be going well
- It will be mentioned in the newsletter and on the reader board if the office will be closed on holidays
- Angel will submit a time off request for any days that she needs to take, so that the office can be staffed by a replacement or a volunteer. Time off may not be granted if nobody suitable is available
- If Angel is gone on an errand, there will be a sign with a time expected to return posted

- 15-minute breaks will be fragmented into three 5-minute breaks, and those breaks end early if someone needs her help
- Justine had a concern that it's possible that Angel could have all of her breaks interrupted and not get a proper break that day. Heather thought it would be improbable that the scenario would occur
- Looking at how to create appropriate distancing standards for those in the office with access to the personnel files and payroll system
- Implementing regular reviews with positive and constructive feedback
- Working on proofreading all published communications from the office
- Looking at Google Suite to set up addresses for each trustee role
- Heather motioned that we implement the Google Suite. Bill Kysor seconded. All in favor, motion passed
- Jen Givet cleaned and conditioned all of the woodwork, refurbished and repainted the front doors and trim. We thanked her for an excellent job on it
- Reminder for November 15th 6pm at the office on how to make our homes safer and having a neighborhood watch
- New signs for the gate are done, and ready to install
- Bill Kysor gave an update on rebuilding and replacing the gate box out front, and repainting the bollards
- Residents have asked how to engage at the board meetings, materials will be communicated to them
- Regarding the exit spikes, getting estimates on their replacement. We are repairing them as much as we can at the moment

Lake, Fish, and Dam - Terry Wright

- Algae was tested, came back as non-toxic
- Lake is going down by 1.5 inches in 24 hours. A motion was made to close the valve on 10/18. Terry seconded. All in favor, motioned passed
- Later in the fall in November we have a budget to put another 1000 fish in.

Nominations and Elections - Jessica Pense

- Looking to start moving to an online voting format to save on costs. Please make sure that your email is correct and is signed up with Angel in the office so that we can have as many people as possible able to participate in online voting. There will still be paper options for voting.
- Discussion on using a kiosk-type computer in the office to do online voting for folks.
- Jessica notes that she needs to make a By-laws change proposal to match how we would like to move forward with online voting.
- Bill Kysor notes that we could add an 11th trustee back to the board

New Business - Bill Kysor

- Discussion about having or not having an invocation at the beginning of the regular and general board meetings. Leave it to the board to decide at the November meeting if we want to have an invocation in whatever manner as the start of the agenda. If we do that it would become an agenda item. Mat Matincheck brought up that community members were angry that there was not an invocation at the beginning of the meetings. Board members discussed their views on the subject.

Adjournment - Bill Kysor

- A motion was made by Terry Wright to adjourn the board meeting. Seconded by Mat Matincheck. All in favor. Motion passed. Meeting adjourned 2022-10-17 8:24 pm