**Winona Lakes Property Owners Association Board of Directors**

**November 17, 2018 BOD Meeting Minutes**

**Call to Order:** 10:03am

1. **Quorum Roll Call:**

**Present:**  Jeff Reichl (President), Judith Weigand (Treasurer), Oscar Woerlein (Director), Laura Massaro (Secretary), Toniann Rasulo (Director), David Lewis (Director), William Maine (Director)(Via Phone added at 10:20)

**Absent:** Michael Tomaseck(Vice President)

**Approval of Minutes of previous meetings**

1. Judith Weigand moved to approve the October 20th 2018 regular meeting minutes as written. Seconded by Toniann Rasulo. Motion carried 6-0-0.
2. Jeff Reichl moved to approve the October 20th 2018 Annual Membership election meeting minutes as ammended. Seconded by Judith Weigand. Motion carried 6-0-0
3. Jeff Reichl moved to approve the October 20th 2018 Reorganization meeting minutes as amended. Seconded by Judith Weigand. Motion carried 6-0-0
4. Jeff Reichl moved to approve the October 28th 2018 special meeting/executive session minutes as amended. Seconded by Judith Weigand. Motion carried 6-0-0
5. Judith Weigand moved to approve the October 28th 2018 Special meeting (re: Backhoe) minutes as written. Seconded by Toniann Rasulo. Motion carried 6-0-0
6. Judith Weigand moved to approve the October 28th Special meeting (re: community manger) minutes as written. Seconded by Toniann Rasulo. Motion carried 6-0-0
7. **Reinstatement of members:**
8. **Attorney’s Report:**
9. **Treasurer’s Report:** Provided by Judith Weigand, WLPOA Treasurer
10. **Manager’s Report:**
11. **Committee Reports:**
    1. Recreation Commitee
       1. Judith Weigand moved to approve up to $250 for food/drink for the Brunch with Santa Party. Seconded by Laura Massaro. Motion carried 7-0-0
       2. Judith Weigand moved to approve up to $4800 for the catering and DJ contracts for the New Years Eve Party. Seconded by David Lewis. Motion carried 7-0-0
       3. Judith Weigand moved to have the Community Administrator obtain a small gaming license for the Association. Seconded by Laura Massaro. Motion carried 7-0-0
    2. Finance Committee
       1. Judith Weigand moved to apply a 3% service charge for all credit and debit card payments made in the office. Seconded by Toniann Rasulo. Motion carried 7-0-0
12. **Awarding Contracts**
    1. Judith Weigand moved to send out RFPs to 3 accounting firms for future annual audits. Seconded by David Lewis. Motion carried 7-0-0
13. **Hearing upon, adoption or amendment of proposed changes to the Rules & Regulations or policies on second reading**
14. **Other Unfinished Business**
15. **New Business**
    1. Judith Weigand moved to approve the Community Manager job description. Seconded by Laura Massaro. Motion carried 7-0-0
    2. Judith Weigand moved to approve the Community Administrator job description. Seconded by Laura Massaro. Motion carries 7-0-0
16. **Proposed changes (additions, deletions and modifications) to the Administrative Code, Rules and Regulations and policies on first reading**
    1. Amend rules and regulations for long term and short term rentals (1st reading)
    2. Amend cash handling policy (1st reading)
    3. Amend fireworks policy (1st reading)
17. **Communication (a) written and (b) oral petitions, hearings and comments by members:**
18. **Secretary’s Report**

1. **Miscellaneous**
2. **Adjournment:**

**Meeting adjourned:** 12:48pm

Respectfully Submitted,

Laura Massaro, WLPOA Secretary

**Approved:**

**Comments notes**