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

**January 19, 2019 BOD Meeting Minutes**

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

1. **Quorum Roll Call:**

**Present:**  Jeff Reichl (President), Michael Tomaseck(Vice President), Judith Wiegand (Treasurer), Laura Massaro (Secretary), Toniann Rasulo (Director), William Maine (Director), Oscar Woerlein (Director), Steven Gordon (Director), David Lewis (Director)

1. **Approval of Minutes of previous meetings**
2. Judith Weigand moved to approve the December 15th 2018 regular meeting minutes as written. Seconded by Michael Tomaseck. Motion carried 8-0-1.
3. Michael Tomaseck moved to approve the December 15th 2018 closed session minutes as written. Seconded by Toniann Rasulo. Motion carried 7-0-2
4. **Reinstatement of members:**
5. **Attorney’s Report:**
6. **Treasurer’s Report:** Provided by Judith Wiegand, WLPOA Treasurer – see attached
	1. Judith Wiegand moved to keep only the minimum balance requirement in the ESSA Builders Escrow Account and move the current extra monies to the ESSA Capital Account. Seconded by Michael Tomaseck. Motion carried 9-0-0

1. **Manager’s Report:**
	1. Jeff Reichl moved to approve the contract for repairs of the clubhouse bathrooms for $6250. Seconded by Judith Wiegand. Motion carried 9-0-0
2. **Committee Reports:**
	1. Recreation Committee
		1. Superbowl party- February 3, 2019 6pm
	2. Executive Committee
		1. Jeff Reichl moved to appoint Jeff Reichl, Judith Wiegand and Laura Massaro to the Exectutive Committee. Seconded by Michael Tomaseck. Motion carried 9-0-0
	3. Jeff Reichl moved to appoint Ed Gable to the ByLaws Committee and the Election Committee. Seconded by Judith Wiegand. Motion carried 9-0-0
3. **Awarding Contracts**
	1. Jeff Reichl moved to approve he temporary bridge repairs. Seconded by Judith Wiegand. Motion carried 8-1-0
	2. Judith Wiegand moved to approve the RFP from Owens Accounting Service for fiscal year October 1, 2018 – December 31, 2019. Seconded by Michael Tomaseck. Motion carried 9-0-0

**Jeff Reichl moved to go to closed session at 11:28am to discuss a legal matter.**

**Board returned to open session at 12:05pm**

1. **Hearing upon, adoption or amendment of proposed changes to the Rules & Regulations or policies on second reading**
	1. Judith Wiegand moved to approve amendments to the payment plan policy. Seconded by Jeff Reichl. Motion carried 9-0-0
	2. Judith Wiegand moved to approve amendments to the collections policy. Seconded by Toniann Rasulo. Motion carried 6-0-0
2. **Other Unfinished Business**
3. **New Business**
	1. Jeff Reichl moved to approve the purchase of a Knox Box for $334. Seconded by Laura Massaro. Motion carried 9-0-0
	2. Judith Wiegand moved to enroll the board in the CAI membership. Seconded by Oscar Woerlein. Motion carried 9-0-0
4. **Proposed changes (additions, deletions and modifications) to the Administrative Code, Rules and Regulations and policies on first reading**
	1. Rule and Regulations packet amendments (1st reading)
5. **Communication (a) written and (b) oral petitions, hearings and comments by members:**
6. **Secretary’s Report**

1. **Miscellaneous**

Board moved into closed session at 12:43pm

1. **Adjournment:**

**Meeting adjourned:** 1:33pm

Respectfully Submitted,

Laura Massaro, WLPOA Secretary

**Approved:**

**Comments notes**

**TREASURER’S REPORT TO THE WLPOA BOARD**

**JANUARY 19, 2019**

**OWNER MEMBER STATUS:**

TOTAL PAID MEMBERS: 764

TOTAL DELINQUENT MEMBERS: 491 (130 are in Collections and 15 owner members have declared bankruptcy).

The 3rd and final collection letter was mailed on January 18th and the letter is dated January 20th and each owner member has 10 days to reply.

The invoices for the 2nd half dues were mailed during the 2nd week of this month.

**BALANCE SHEET AS OF 12/31/2018**

CORRECTIONS: Wayne Bank Operating Account: $6716.47

 ESSA Capital Account: $143676.30

 ESSA Builder’s Escrow Account: $12981.90

**Board Motion: To keep the minimum balance as required by ESSA in the Builder’s Escrow and move the remaining balance into the Capital Account.**

**INCOME STATEMENT AS OF 12/31/2019**

Dues collected YTD: $434268.11

 Prior Year dues collected YTD: $38863.16

 Events/Special Projects: YTD expenses $7873.28

 YTD income - 2380.00

 Budget Amount - 5000.00

 Over Budget - - 493.23

 Insurance including Workmen’s compensation annual cost: $69406

 Budget amount for Workmen’s comp and Insurance: - 70300

 Under Budget + 894

**MOUNTAIN ROAD LANDSCAPING UPDATE:**

Credit for not razing the house and filling in septic system: $20845

 Owe ½ of invoice 4805, 4/4/18, after negotiations - 4322

 Amount Credit 16523

 Proposal to do road work for the credit must be explored further by the Treasurer and Maintenance.

**AUDIT RFP RESPONSE:**

Received one response to the RFP. William Owens & Company send a proposal for accounting services for one year. The auditing cost will range from $7000 to $8500. Individual services will range from $75 to $85 per hour for staff accountants and $100 to $135 per hour for Certified Public Accountants.

 Board approved the proposal from William Owens & Company.