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

**February 16, 2019 BOD Meeting Minutes**

**Call to Order:** 10:05am

1. **Quorum Roll Call:**

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

**Absent:** William Maine

1. **Approval of Minutes of previous meetings**
2. Judith Weigand moved to approve the January 17th 2019 regular meeting minutes as written. Seconded by Oscar Woerlein. Motion carried 7-0-1.
3. Judith Wiegand moved to approve the January 17th 2019 closed session minutes as amended. Seconded by Toniann Rasulo. Motion carried 8-0-0
4. Oscar Woerlein moved to approve the January 17th 2019 2nd closed session minutes as amended. Seconded by Michael Tomaseck. Motion carried 8-0-0
5. Judith Wiegand moved to approve the January 26th 2019 Special Meeting (Legal Matters) Minutes as amended. Seconded by David Lewis. Motion carried 8-0-0
6. Judith Wiegand moved to approve the January 26th 2019 special meeting (community manager) minutes as amended. Seconded by Toniann Rasulo. Motion carried 8-0-0
7. **Reinstatement of members:**
8. **Attorney’s Report:**
9. **Treasurer’s Report:** Provided by Judith Wiegand, WLPOA Treasurer – see attached
10. **Manager’s Report:**
11. **Committee Reports:**
	1. Recreation Committee
		1. St. Patricks Day Pot Luck party- March 16, 2019 3pm
12. **Awarding Contracts**
	1. Judith Wiegand moved to approve the Sunrise Credit contract. Seconded by Michael Tomaseck. Motion carried 8-1-0
	2. Jeff Reichl moved to table the fire suppression contract until more research and quotes are obtained. Seconded by Judith Wiegand. Motion carried 8-0-0
13. **Hearing upon, adoption or amendment of proposed changes to the Rules & Regulations or policies on second reading**
	1. Jeff Reichl moved to approve amendments to the Rules and Regulations Packet to include Architectural and Pet policies. Seconded by Oscar Woerlein. Motion carried 8-0-0
14. **Other Unfinished Business**
15. **New Business**
16. **Proposed changes (additions, deletions and modifications) to the Administrative Code, Rules and Regulations and policies on first reading**
17. **Communication (a) written and (b) oral petitions, hearings and comments by members:**
18. **Secretary’s Report**

1. **Miscellaneous**

Board moved into closed session at 11:37am

1. **Adjournment:**

**Meeting adjourned:** 1:25pm

Respectfully Submitted,

Laura Massaro, WLPOA Secretary

**Approved:**

**Comments notes**

**TREASURER’S REPORT TO THE**

**WLPOA BOARD OF DIRECTORS**

**FEBRUARY 16, 2019**

1. Total Current Owner Members in Good Standing: 828 (64 increase)

 Total Delinquent Owner Members: 427

 Number of Owner Members in Collections: 130

 Number of Bankruptcies: 15

 Number of Owner Members to be contacted before going to Collections: 282

All owner members with properties in the County Repository are legally responsible for all past and present dues. The Repository may provide the owner member with release from local taxes but not HOA dues.

1. Collection Process: Met with WLPOA Solicitor and Sunrise Credit
	1. Contact all Delinquent Owner Members by Telephone to obtain full collection or place on a Payment Plan
	2. Individuals not responding to the Phone Calls will be given to either Sunrise Credit or to the Association’s Solicitor with balances above $12,000 and with assets in PA
	3. Following the meetings:
		1. Sunrise Credit will have 60 days to do an Asset Search of the 130 accounts and will provide a report every 30 days.
			1. Owner members without assets will be sent the District Judge (Lehman or Middle Smithfield Townships)
			2. Owner members with assets living outside of PA, Sunrise Credit will initiate the judgements and WLPOA will pay the court costs ($150 to $300). Each case will have to be reviewed to understand the cost benefit.
			3. WLPOA must sign off on a legal authorization before Sunrise Credit will take an owner member to court.
		2. Within 120 days Sunrise Credit will provide a Close & Recall report which will identify owner members with no assets or bank account and will recommend a write-off.
		3. Sunrise will provide a monthly Client Inventory Report will provide the outstanding collection amount, the collections for the month and the commissions amount to date. In 2017, Sunrise Credit signed the contract in February 2017 and by May 2017, when they were told to stop collections, they had collected $47,697 and received $13, 355 in commissions, WLPOA received $34,342.
		4. Following the filing of the judgement, the owner members credit rating is impacted. The judgement is filed either in the District Court or the Court of Common Pleas.
		5. Once the judgement has been placed on owner members who live in PA, then there may be a levy on personal property, and for homes within Winona, WLPOA should engage a Title Com to determine the equity in the home, at a cost of $50 to $100.
2. Balance Sheet as of 1/31/2019
	1. The Operating Account at Citizens Bank: $316796.20
	2. Wayne Bank Operating: 9282.39
	3. ESSA Capital Account 144452.09
	4. ESSA Builders Account: 12961.90
	5. Transferred $12,861 to Capital Account for a total of: 157313.09
	6. Remember the following items to be taken from the Capital Account:
		1. Mail Boxes $8634.06
		2. Rest Room Reno 6300.00
		3. Bridge Welding 2862.00
		4. Total 17796.06
		5. Balance in Capital Acct: $139517.03
3. Income Statement as 1/31/2019
	1. Received YTD for Past Dues: $59282.42
	2. Received YTD for Owner member dues: $496435.13
4. Fire Suppression System
	1. Waiting on quotes from Harrell Fire Sprinkler System and Hayden Electrical Contractors
	2. Spoke with the Marshall’s Creek Fire Department and he recommended Pete Dimmick
	3. Spoke with Pete Dimmick with for Quote
	4. Pure Water Systems has determined that the Chlorinator can be moved into the men’s dressing room. If the platform can be dropped 18 in., then the grey holding tank can be moved to the platform.
5. Creek Road Repair
	1. Received plan from Mountain Road Landscape to furnish and install 2A and/or 3A modified stone in 30 loads to repair Creek Road which is 9/10 of a mile. They will use all of their own equipment: a track skid machine, mini excavator and vibratory drum roller.
	2. Country Creek Road Repair/Upkeep
		1. There is only one home owner at the end of the Lane who has a road maintenance agreement, none of the other home owners have an agreement with WLPOA. For years they have been taking care of the road.
		2. Introduce Michael Sachs and Barbara Swartz