

UNITED LOST LAKE PROPERTY OWNERS ASSOCIATION  
BOARD MEETING MINUTES  
April 12, 2008

Call to Order

Tom Wendling, President, called the meeting to order at 10:15 a.m.

Attendance:

Don Finn	Crystal Pohlman
Sue Hill	Sandy Lewis
Tom Wendling	Marilyn Mancini
Lois Lytle	Mick Kazmerski
Mike Robinson	

Absent:

None

Motion to Accept Agenda:

Sandy Lewis made a motion to accept the agenda. Mike Robinson stated that we need to add Rules and Regulations Questions under New Business. Don Finn 2<sup>nd</sup> motion to accept the agenda with the change. The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Mike Robinson, Mick Kazmerski, Sandy Lewis, Lois Lytle, Marilyn Mancini, Crystal Pohlman, Don Finn and Tom Wendling. Voting nay – none. Motion unanimously approved.

Motion to Accept Minutes:

Tom Wendling asked for a motion to accept the March 8, 2008 minutes. Mike Robinson made a motion to accept the March 8, 2008 minutes as presented. Crystal Pohlman 2<sup>nd</sup> the motion. The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Mike Robinson, Mick Kazmerski, Sandy Lewis, Lois Lytle, Marilyn Mancini, Crystal Pohlman, Don Finn and Tom Wendling. Voting nay – none. Motion unanimously approved.

**Old Business:**

Vote to accept the ECC Package: Mick Kazmerski stated that there were two changes to the ECC Package. Page 6 should state Homeowner or Contractor. Page 7 an apostrophe was moved. Crystal Pohlman made a motion to accept the ECC Package as updated on 4/12/08. Mike Robinson 2<sup>nd</sup> the motion. A question was raised as to when the property owners would be notified of the new ECC package. Tom Wendling stated that the community did not have to be notified. Sandy stated that this information could be placed in the newsletter. Mick stated that this package is just a consolidation of the two subdivisions and there are really no changes. The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Mike Robinson, Mick Kazmerski, Sandy Lewis, Lois Lytle, Marilyn Mancini, Crystal Pohlman, Don Finn and Tom Wendling. Voting nay – none. Motion unanimously approved.

Website Developers: Tom Wendling stated that at the last meeting we had talked about a new name for our website. The domain name has been set and he stated that he had requested the Board Members to look at websites and particularly the Oregon Park District website which he felt was an outstanding website. He did receive a quote from the Oregon Park District website developer for \$2,500.00 plus a \$24.95 per month hosting fee. The issue was tabled until May. Tom suggested the Board look at other websites and bring suggestions to the May Board Meeting.

Meeting Standards: Sandy Lewis made a motion to accept the Board Meeting Standards that were read at the March 8<sup>th</sup> meeting. Crystal Pohlman 2<sup>nd</sup> the motion. . The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Mike Robinson, Mick Kazmerski, Sandy Lewis, Lois Lytle, Marilyn Mancini, Crystal Pohlman, Don Finn and Tom Wendling. Voting nay – none. Motion unanimously approved.

### **New Business:**

Vote for Bids on East Gate Sign: Tom Wendling stated he is looking for a vote to obtain bids on having a sign made for the East Gate to match the West Gate sign. Mike Robinson asked what the minimum amount of money had to be spent in order for the Board to vote on it. Tom explained that according to Robert's Rules, if monies are budgeted for say parks or roads, it would not have to be voted on. Mike Robinson raised the issue and it was agreed to discuss setting a dollar limit at a future meeting for board approval on any budgeted dollars. Don Finn explained that voting on obtaining bids is not authorizing the spending of any money at this point. It is just a matter of getting information. Sandy Lewis made a motion that we obtain bids for a secondary sign at the East entrance to match as closely as possible in color and size to the West entrance. Don Finn added that we should have a minimum of two bids. Crystal Pohlman 2<sup>nd</sup> the motion. Tom Wendling stated that when we remove the old sign, he would like to see it stored in one of the POA offices. The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Mike Robinson, Mick Kazmerski, Sandy Lewis, Lois Lytle, Marilyn Mancini, Crystal Pohlman, Don Finn and Tom Wendling. Voting nay – none. Motion unanimously approved.

Vote for Bids on West Gate House: Tom Wendling stated that he would like bids on replacing the West Gate House to match the East Gate House. The West Gate house has a flat roof that holds water due to sinking in the middle. The second reason is that there is a camera problem with the way the cameras are mounted and they have a hard time reading license numbers because of the height they are located. There is top technology inside that does not need to be replaced. There have also been problems with mice chewing on the wiring. Crystal stated that a light was rewired on the outside and still does not work. Don Finn stated that before we do any construction that this issue should go out to the community and let them have an opportunity to comment on this. Tom stated that instead of replacing the entire structure it could be cut down in size, gutted on the inside and a new roof and siding placed on the building to resemble the one at the East Gate. He also stated that his daughter is an artist and would do a drawing to show what the building would look like with the log siding on it. Crystal Pohlman made a motion to go out for bids on the West Gate House. Marilyn Mancini 2<sup>nd</sup> the motion. The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Mike Robinson, Mick Kazmerski, Sandy Lewis, Lois Lytle, Marilyn Mancini, Crystal Pohlman, Don Finn and Tom Wendling. Voting nay – none. Motion unanimously approved.

Vote for Bids on Road Repairs: Tom explained that Birch Lane and cutting of the shoulders are the next issue. The shoulders are two to four inches higher than the road which causes water to pool on the roads. Willett-Hoffman recommended two years ago and also last year and the

people that did our chip and seal and blacktop that the shoulders of the roads are cut down. Don Finn reported that he contacted Franklin Maintenance who did the road repairs last year. He stated that he has a date of May 1<sup>st</sup> or soon after to begin the repair work. He stated that he and Jerry Skyles will be doing a survey of the roads to look at areas that will need pothole repairs and also parts of the roads that will need major dig up and re-asphalting and also chip and seal. All of this will be done for both sides of the lake and bids will be combined into one bid. Tom Wendling explained that there is about 60 feet on Birch Lane that needs to be cut out and a new rock base laid before it is repaved. He stated that Wes gave him a bid of about \$237.50 per hour for the shoulder repairs. Tom stated that we will continue to solicit bids on the Birch Lane road repair. It was decided that no vote was required for these repairs.

Vote on Mowing Contract: Sandy Lewis and Sue Hill will meet with an individual to show him what exactly needs to be mowed. Sandy did contact George Kersten and he declined to do any mowing this year. She is hoping to get a bid in the next few days for the parks, offices and entrances. A separate bid should be obtained for roadway mowing. The Tot Lot and trail should be mowed about four times per year and the roadways about five times per year. Mike Robinson made a motion to allow the committee of Tom Wendling, Sandy Lewis, Sue Hill and Don Finn to make the decision as to what mowing bids are accepted. Crystal Pohlman 2<sup>nd</sup> the motion. The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Mike Robinson, Mick Kazmerski, Sandy Lewis, Lois Lytle, Marilyn Mancini, Crystal Pohlman, Don Finn and Tom Wendling. Voting nay – none. Motion unanimously approved.

Vote on Which Lawyer to Use for Transfer of Assets: Tom Wendling stated that the Board needed to vote on which lawyer to use for the transfer of assets. He stated that Paul Chadwick would be checking with the county regarding the transfer of assets. Tom recommended that the Board use Fearer, Nye and Chadwick at \$150 per hour to do the transfer. The number of hours it will take to do this is unknown at this time. Sandy Lewis made a motion to give the property transfer of assets to the firm of Fearer, Nye and Chadwick. Lois Lytle 2<sup>nd</sup> the motion. The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Mike Robinson, Mick Kazmerski, Sandy Lewis, Lois Lytle, Marilyn Mancini, Crystal Pohlman, Don Finn and Tom Wendling. Voting nay – none. Motion unanimously approved.

Vote on CPA Firm to Use in Asset Consolidation and Merger of Accounting: Crystal Pohlman supplied the Board with information on Clifton-Gunderson regarding their help with QuickBooks and their expertise with this program. Since Crystal, Leslie and Pat have all worked with Julie from the Clifton-Gunderson firm she felt this would be the best firm to use. Crystal Pohlman made a motion that we accept Clifton-Gunderson as our CPA firm to help us in the asset consolidation and the merging of our accounting. Sandy Lewis 2<sup>nd</sup> the motion. The motion was put to a roll call vote with the following results: Voting yea –Mike Robinson, Mick Kazmerski, Sandy Lewis, Lois Lytle, Marilyn Mancini, Crystal Pohlman, Don Finn and Tom Wendling. Voting nay – none. Motion unanimously approved.

By-Laws and Rules & Regulations Questions: Marilyn Mancini stated that it was her understanding that the community would not have a right to vote on these items. She stated that to back off and not allow the membership to vote on this would be deceptive. Sandy Lewis asked if voting the annual meeting would be enough. Marilyn said that she would like to see it voted on by the membership at the annual meeting. Tom Wendling stated that it is mandatory that membership votes on covenants but the Board votes on By-Laws and Rules and Regs. Mike Robinson stated that according to the special meeting they had on unification it said the adoption of by-laws and governing rules and regulations would take place at a subsequent meeting of the membership. He stated that in the newsletter that was signed by both presidents, it said, “if

approved by both POA Boards, it will be sent to all property owners along with the new by-laws, rules and regs for a vote". So the rules, regs and by-laws committee will still be working on the proposed changes but the question that is coming up right now is whether or not the membership is going to actually vote on the rules and regs and by-laws. Don Finn asked if when the committee was finished with the rules, regs and by-laws, present to this Board a proposal on how to go about doing the final implementation process so that we can look at what the committee has in mind. Sandy Lewis asked if this could be done with the changes as in insert into the newsletter. Marilyn stated that her wish is to bring to the Board the proposed changes and then mail by-laws/rules & regulations with the annual meeting notification that we send this out to the community at which point all members could have the opportunity to vote on at the annual meeting just as they would the candidates for the Board of Directors.

There were concerns raised by Crystal regarding the Board's ability to change the by-laws and rules and regs without having to have the membership vote on each change. Marilyn felt any changes to the by-laws should come to the membership for a vote at the annual meeting for the benefit of the community for now and in the future. Rules & regulations, like ECC, should be at the Board's discretion to change as long as they give proper notification to the membership. Tom Wendling stated that he would like her to present to the Board the completed documents so they have a chance to review them and also that the general population should to have an opportunity to look at it before it is finally done. He felt that the committee needs to consider going about accomplishing what they would like to do. Mike asked the Board as to whether the membership was actually going to be able to vote on these documents. Sandy suggested that once the Board reviews these documents it could be sent out in a bulk mailing like the newsletter to the membership.

Lois Lytle made a motion to adjourn at 12:15 pm. Mike Robinson 2<sup>nd</sup> the motion.