

UNITED LOST LAKE PROPERTY OWNERS ASSOCIATION

Board Meeting

June 14, 2008

Call to Order

The meeting was called to order by Tom Wendling, President, at 9:03 a.m.

Attendance:

Sue Hill	Crystal Pohlman
Mike Robinson	Mick Kazmerski
Tom Wendling	Sandy Lewis
Don Finn	

Absent:

Lois Lytle  
Marilyn Mancini

Motion to Accept Agenda:

Crystal Pohlman requested that Office Administration be added under Committee Reports. Crystal Pohlman made a motion to accept the agenda with the correction. Mike Robinson 2<sup>nd</sup> the motion. The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Crystal Pohlman, Mike Robinson, Mick Kazmerski, Sandy Lewis, Don Finn. Voting nay – none. Motion unanimously approved.

Motion to Accept Minutes:

Sandy Lewis made a motion to accept the May 10, 2008 Lost Nation minutes. Mick Kazmerski 2<sup>nd</sup> the motion. The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Crystal Pohlman, Mike Robinson, Mick Kazmerski, Sandy Lewis, Don Finn. Voting nay – none. Motion unanimously approved.

Crystal Pohlman made a motion to accept the May 15, 2008 New Landing minutes. Don Finn 2<sup>nd</sup> the motion. The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Crystal Pohlman, Mike Robinson, Mick Kazmerski, Sandy Lewis, Don Finn. Voting nay – none. Motion unanimously approved.

Mike Robinson made a motion to accept the May 10, 2008 and June 14, 2008 Executive Session minutes with corrections. 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, Crystal Pohlman, Mike Robinson, Mick Kazmerski, Sandy Lewis, Don Finn. Voting nay – none. Motion unanimously approved.

Crystal Pohlman made a motion to accept the June 2, 2007 New Landing Annual Meeting minutes. Don Finn 2<sup>nd</sup> the motion. The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Crystal Pohlman, Mike Robinson, Mick Kazmerski, Sandy Lewis, Don Finn. Voting nay – none. Motion unanimously approved.

Sandy Lewis made a motion to accept the May 10, 2008 United Lost Lake Property Owners Association minutes. Mike Robinson 2<sup>nd</sup> the motion. The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Crystal Pohlman, Mike Robinson, Mick Kazmerski, Sandy Lewis, Don Finn. Voting nay – none. Motion unanimously approved.

### Treasurer's Report:

Crystal Pohlman explained that there is a copy of the Balance Sheet as of May 31<sup>st</sup> for the United Lost Lake Property Owners Association and it reflects the amount of money that we have in all of our accounts at the bank. She stated that the balance sheet was good and the CPA's have reviewed it. Crystal stated that we do have a plan in place for preparation of documents for the CPA to do the final tax return for New Landing and Lost Nation. Crystal stated that Lost Nation did not have a credit card service where they accepted credit cards for dues and assessments but New Landing did. She stated that this service has been transferred to the new money market account at Community Bank. She has been informed that this service is now in place. Crystal stated that she is working on the 7/12ths budget. She had a meeting on Friday with Julie from the CPA firm and there are some changes that need to be made and she was unable to accomplish that prior to the meeting. She hopes to have a good copy available at the next planning meeting. Mike Robinson asked whether there would be an additional fee for paying dues and assessments with a Visa or MasterCard. Crystal told him there would be no additional fees at this point. She stated that if they determine at some point that they need to do that they would. She stated that they reviewed that last year and determined that rather than charge them a little extra to do the credit card transaction; they would rather get their dues and assessments. She stated that they expect to receive more credit card payments this year than in the past simply because the economy is worse and people may use their credit card rather than sending the association a check.

She has been setting up on-line banking and just needs a few more signatures from Board Members to complete the process. She explained that Leslie has been working on the billing for the west side and just has a few more changes that need to be made. Sue Hill asked if all finances have been transferred. Crystal told her that there are a few things such as the checking accounts for both associations that are not yet closed since we are waiting for all transactions to clear before closing them. The CDs are still in each association's name and can remain that way until they mature so we don't take a hit on them. They can be transferred to the new POA without any problems after they mature.

Crystal stated that she had a quote from Sundberg Insurance for the new POA. The total bid, with the upgrades and coverage that was requested, was \$6,611.00 and stated that this needed to be paid right away. She had budgeted around \$6,000.00 for insurance. New Landing's coverage does not expire until November, however, Lost Nation's coverage expired in May and Sundberg has been floating Lost Nation's insurance coverage since then. She stated that they use take this insurance for the first year and then investigate further for next year if the Board agrees. Tom Wendling explained that we not only have to carry liability but we also have to carry worker's compensation since it was made a State law the first of this year. Any corporation that does work in the Association has to provide worker's comp themselves but we will have to have it for any type of miscellaneous labor. Tom stated that we increased the liability from one million to two million and there will be some other minor changes to bring us up to date. Crystal Pohlman made a motion to accept the bid from Sundberg Insurance. Mike Robinson 2<sup>nd</sup> the motion. Tom Wendling stated that he contacted three different insurance companies and no one was interested in quoting him on insurance. He stated that possibly three to four months before the current policy expires that they should check with the larger insurance companies in the western suburbs. He also stated that the increase was also due to Leslie being put on as a full-time employee and she has to be covered under workmen's comp. Sue Hill stated that no vote should

be taken since this item was not on the agenda. No vote was taken. This item will be placed on the July agenda.

### **Unfinished Business:**

#### Front Gate Signs:

Tom Wendling explained that John Mulholland and Frank Durkin have submitted drawings for proposed signs and both gates. Copies of the drawings were distributed to Board Members and copies were also passed around to the audience. Tom stated that they are somewhat similar to what is on the east side now except they are larger and more enhanced. No prices were submitted. The consensus from the Board was that Option #2 was the more desirable of the signs. Tom stated that the current sign at the west gate could be placed at the recreation center and could have Lake Court Center placed at the bottom of the sign. Tom stated that they should perhaps hold off on making a commitment on the sign for another month with the possibility that someone else may come along with an idea. He stated that if anyone had any other thoughts or ideas they should feel free to submit them. Tom stated that he would obtain quotes.

#### Lot Trade:

Tom stated that they had an interest in acquiring the lot on the west side of the New Landing Office to be used as a fill site for some of the road debris, etc. It is an un-build able lot and the owners have it just to have fishing rights. They have agreed to trade for a lot that's over on the east side that was picked up through a quitclaim deed very cheaply. The property owner requested that the lot not cost him anything and that he be given clear title. Crystal stated that we might have to spend a little money on a title search. She also stated that Leslie had contacted Dana to see if she could do the transaction legally, and she said that she could do that. The lot is located across from the tot lot on Cottonwood (Lot 12, Section 7). All dues and assessments will be waived this year for the lot owner. Crystal Pohlman made a motion to approve the lot swap between the west side POA office and Lot 12 on Cottonwood on the east side. Sandy Lewis 2<sup>nd</sup> the motion. The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Crystal Pohlman, Mike Robinson, Mick Kazmerski, Sandy Lewis, Don Finn. Voting nay – none. Motion unanimously approved.

#### Property Maintenance Violation Letter:

Tom Wendling stated that this letter would be used to bring properties into compliance with the covenants. The letter was revised somewhat from the last meeting. Sue Hill stated that there would have to be two different letters on file at the office to accommodate the different covenants from each subdivision. Sandy Lewis stated that this is not a fine letter just an FYI to make homeowners aware that they need to keep their properties in good repair. Some wording was changed in the letter to be less offensive. Mick Kazmerski stated that he felt this was an important issue and that the natural environment of our community is very important and it should be to all of us. He stated that he addressed this in the upcoming newsletter with his concerns being not only what some property owners are doing but in some cases what the board's have been doing in approving some of these variances. Tom Wendling asked the Board if we send out a violation letter, how long do they have to comply with these issues. Crystal Pohlman stated that we should have a sentence on this letter that states "please respond to ULLPOA Office within 30 days". She felt we needed this guideline so if they don't respond we can either contact them or take further action. A line will be added to the letter requesting a response from the property owner within 30 days.

### Herlehy Issue:

Sandy Lewis stated that this issue will need to be re-addressed again next month. Mr. Herlehy has until June 30<sup>th</sup> to pay the fine. There is another status hearing set for July that will be cancelled if he pays the fine by June 30<sup>th</sup>. If the fine is not paid by June 30<sup>th</sup>, a trial date will be set in July.

### Fire Code Construction Requirements for West Office:

Tom Wendling stated that the insurance company and the fire marshal require that a firewall be placed between the salt portion of the office and the actual office. This is due to vehicles running inside the building loading and unloading the salt. Tom stated that they put out eight letters requesting bids and have not received any bids to date. He will try sending letters out to a half dozen new people and will wait to see if someone will bid on it. A fire door and x-code drywall will be required to bring the building up to code.

### New Business:

#### Election:

Tom stated that we have an election coming up and we need people to run for office. There are nine spots to be filled and we need nine hot candidates out there. Mike Robinson stated that there are some timelines in the rules and regs that states that board member candidate's resumes must be received by August 15<sup>th</sup> and ballots will be mailed out by September 1<sup>st</sup>. Tom stated that some notification should be made in the newsletter if possible. Notices will be placed at the gates stating that if someone wishes to run for the Board, they need to submit a statement of candidacy, 100 words or less, by August 15<sup>th</sup>. The annual meeting will be held on October 18<sup>th</sup>.

#### Covenants Committee Formation:

Tom Wendling stated that the lawyers have advised him to form a covenants committee because there are twenty-two sets of covenants they have found so far that are on file at Ogle County. He stated that there should be less than ten. There are four at New Landing and two at Lost Nation. There should be no more than six at the county level. New Landing can begin changing them as of January 1, 2009 and the Lost Nation covenants as of January 1, 2010. He stated that Phil Nye and Paul Chadwick will be involved in the first meeting that they will try and set up for the middle of July. Sue Hill will be chair of the covenants committee. Volunteers for this committee will be reviewed by the Board and approved by the Board. Sue Hill requested that anyone interested in volunteering for this committee to please let her know.

#### Employee Status:

Crystal Pohlman stated that we had Executive Session meetings on May 10<sup>th</sup> and on June 14<sup>th</sup> to agree on adding Leslie as an employee from a contract worker. Crystal Pohlman made a motion that we accept the terms that we had discussed in our Executive Session in regards to the employee status of Leslie and Pat. Sandy Lewis 2<sup>nd</sup> the motion. The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Crystal Pohlman, Mike Robinson, Mick Kazmerski, Sandy Lewis, Don Finn. Voting nay – none. Motion unanimously approved.

It was also brought up that security personnel had not had a raise in over a year. Don Finn made a motion that we increase the security personnel wage by 50 cents per hour. Mike Robinson 2<sup>nd</sup> the motion. The motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Crystal Pohlman, Mike Robinson, Mick Kazmerski, Sandy Lewis, Don Finn. Voting nay – none. Motion unanimously approved.

### Road Passes:

Tom Wendling explained that road passes are specifically for those people who live within the RCD jurisdiction but are not residents of our community. This was briefly discussed at the last planning meeting and the consensus was that the POA will grant passes to those people at no cost. They will need to present their tax bill to make sure they are paying taxes to the RCD. Tom Wendling made a motion to allow current non-resident taxpayers the ability to get a road pass, at no cost, issued by the ULLPOA. Mike Robinson 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following results: Voting yea – Sue Hill, Crystal Pohlman, Mike Robinson, Sandy Lewis, Don Finn. Voting nay – Mike Kazmerski. Motion approved.

### Past Due Policy:

Tom Wendling explained that this is more of a slight change in the Lost Nation subdivision and the past dues will be passed on to the lawyer for collection. Tom Wendling explained that on the West side, they never wait six or eight months on past dues to be paid, turn these over to the lawyer. The legal costs for this will be passed on to the property owner. This would also affect anyone owing fines. Since these property owners are not in good standing, they would also not be allowed to vote on elections.

### Tom & Joan Beissel Variance Request for a Fence:

Tom & Joan Beissel are requesting a six foot privacy fence to be placed on their property. Mick Kazmerski explained that this is not allowed in our covenants but the Board has approved this in the past for some people with swimming pools. This issue started out as an uncovered propane tank at the Beissel property. Mick stated that he would like to talk to the property owner and felt he should attend the meeting. Tom Wendling recommended that this issue be tabled until the next Board Meeting.

### Committee Reports:

Roads – Don Finn: Don explained that we have had the first go-around with the pothole filling. He asked if anyone knows of a pothole that was missed or thinks his or her road should be repaired, to let him know. Don went up to the map and explained that all the roads marked in green are scheduled for resurfacing next week. He stated that he would not be able to give any warning as to exactly when they would be coming. Tom Clarey stated that parts of Woodland Drive were deteriorating badly. Don explained that they had already determined what roads needed resurfacing and would make note of Tom's request.

Rules/Regs and By-Laws – Mike Robinson & Sue Hill: Mike stated that the Board had been given copies of the By-Laws changes that the committee had come up with. New wording is in bold and the old wording has a line drawn through it. As far as this, Mike is recommending that the by-laws be voted on at the next meeting. Crystal recommended that any questions the Board has regarding changes in the by-laws can be brought to the committee and they can discuss them and make any changes that need to be made. Mike recommended that a joint meeting of the Rules and Regs Committee and the Board be held to go over this document so we can agree on it and present it to the community.

Mike explained that there have been some issues regarding a postcard being mailed to the community with pertinent dates listed on it. Mike stated that one person commented on who would pay for the postcards and the postage. Mike asked if the Board is prepared to send out a mailing on postcards informing the community of the upcoming special informational meetings as well as a list of dates that are important. Would the Board be willing to go through the work and the cost of this mailing? Don Finn felt he wasn't concerned with the cost and stated that he

would support anything the committee is trying to do in that regard. Sandy Lewis felt that this was also a necessity and they should go forward with this.

Social Committee – Lois Lytle (Sue Hill spoke for Lois) Sue asked when the social committee would be receiving their funds from the POA. Crystal stated that they would be receiving \$1500.00 from Lost Nation subdivision and \$875.00 from New Landing subdivision. Sue also stated that the corn boil would take place August 2<sup>nd</sup>. Sue also stated that they are always looking for volunteers to water (especially men) at the Lake Court Center.

ECC – Mick Kazmerski - Mick explained that there has been an ongoing situation with a failed septic system on Lakeside Drive and will hopefully be resolved in the near future. The hold up has been the contractor and obtaining the permit from the county and should be resolved next week. The homeowner has an additional lot behind his home where the new septic system with a lift system will be placed. The ECC Committee met this past week and one of the issues brought up was that there was not a separate form to utilize to approve a septic system. The form was approved with a fee of \$150.00 with \$100.00 of that refundable. The ECC in Lost Nation and the ECC in New Landing are having issues trying to resolve the two different ways of looking at construction and the other issue is the Universal Energy Code. Mick stated that it is not required in any of the communities in this area. He also stated that after talking with our building inspector, none of the other surrounding areas require this. Mick stated that the ECC for the New Landing side has had a very hands on approach and were very much involved in the construction of new homes whereas in Lost Nation we hired a building inspector who is a professional and we left it up to him to make the inspections and the individual ECC members did not take it upon themselves unless there was a problem. He felt that the two different ways of looking at construction are coming together and will get worked out.

Security Report – Dave Strasemeier – Dave read the Security Report. Report is on file at the office.

Utility Report – Mike Robinson – Mike read the Utility Report. Report is on file at the office.

Parks – Sandy Lewis stated that the chips have arrived for the playground and are made of child friendly materials. It was also requested that East Side Park be done at the same time. The cost of the chips was split with the RCD. The RCD is having their chips spread out next week and Sandy wanted to know if we wanted to pay that same individual to do that or see if we can get some volunteers. Tom Wendling suggested that we pay to have them spread. Sandy stated that we have some free time coming from the contractor.

Tom Wendling stated that we will be starting on the budget in the next month or so and stated that the Board would like some input from the public as to some of the improvements needed at the different parks regarding landscaping, etc, for 2009. John Mulholland thought it would be a good idea to have a fall meeting of those people who have been involved in parks to discuss any issues.

Gatehouse – Tom Wendling stated that hopefully by the July meeting we will have an artist's conceptual drawing in color of the what the new gatehouse may look like. It should be comparable to what the one on the east side looks like.

Office Administration – Crystal Pohlman appealed to the Board Members that it would be nice to have some help in setting up before the meeting. Having a few people coming in early would

be helpful. A suggestion for a change in the office hours for the east office was made. Crystal Pohlman stated it was not a significant change. Friday's hours is currently Noon to 6:00 pm and Pat would like to change the hours from 11:00 am to 5:00 pm. The second Saturday of the month is currently 9:00 am to 3:00 pm and Pat requested they be changed to 9:00 am to the end of the Board Meeting. The reasoning was that there wasn't enough activity during the later times in the day. They were no problems with this request.

Crystal stated that there are complaint forms at both offices and will be placed on the website. She encouraged everyone who has a complaint to fill out a form. She also stated that there have been some situations where people have requested lots to be mowed that are owned by other people. She stated that we have to contact the property owner, to get someone to do the mowing for the property owner if they are unable to do it themselves and then to get the billing from the contractor and then invoice the property owners. It was suggested a service fee to the property owner for this. Crystal also suggested removing the fax machines and having all of our faxes come through the computer. This will be investigated. Guest passes should also be requested ahead of time in order to give the offices time to prepare them. Crystal will also place information in the newsletter regarding office procedures that will affect the membership.

Mick Kazmerski made a motion to adjourn the meeting at 11:10 a.m. Crystal Pohlman 2<sup>nd</sup> the motion. Motion approved.