

UNITED LOST LAKE PROPERTY OWNERS' ASSOCIATION  
REGULAR BOARD MEETING  
MINUTES  
March 21, 2009

Don Finn, President, called the meeting to order at 9:00 am and welcomed everyone to the March 21, 2009 Board Meeting. Don asked if there was anyone attending the meeting for the first time. Norm Heiden stood up and introduced himself and stated he owned a lot on Sangamon Lane.

**Agenda:**

Roll Call:

Mike Robinson, Board Secretary and By-Laws and Rules & Regulations Committees Chairperson  
Kay Chovanec, Dues & Assessments Review Committee Chairperson  
Rosslynn Shaw, Long-range Planning Committee Chairperson  
Donald Finn, Board President and Properties Committee Chairperson  
Sue Hill, Board Vice-President and Covenants and Security Committees Chairperson  
Crystal Pohlman, Board Treasurer and Office Administration Chairperson  
Lois Lytle, Social Committee Liaison  
Charles Moore, Parks and Roads Committees Chairperson

The following Board Member was absent:

Mick Kazmerski, Environmental Control Committee Chairperson

Motion to Accept Agenda:

Mike Robinson made a motion to accept the agenda as presented. Lois Lytle 2<sup>nd</sup> the motion. Don Finn then asked that all those in favor of this motion say "aye". Opposed – none. The ayes have it. Motion carried.

Motion to Accept February 19, 2009 Board Meeting Minutes:

Mike Robinson made a motion to accept the February 19, 2009 Regular Meeting Minutes. Crystal Pohlman 2<sup>nd</sup> the motion. Don Finn then asked that all those in favor of this motion say "aye". Opposed – none. Abstained – Kay Chovanec. The ayes have it. Motion carried.

Motion to Accept the March 9, 2009 Executive Session Minutes:

Mike Robinson made a motion to accept the March 9, 2009 Executive Session Minutes. Lois Lytle 2<sup>nd</sup> the motion. Don Finn then asked that all those in favor of this motion say "aye". Opposed – none. The ayes have it. Motion carried.

Motion to Accept the March 21, 2009 Revision to the By-Laws:

Mike Robinson made a motion to accept the March 21, 2009 Revision to the By-Laws. Crystal Pohlman 2<sup>nd</sup> the motion. Mike Robinson explained that the heading on the By-Laws had been changed. He stated that on the previous By-Laws it stated that it was Revision O. The new one is stating that the By-Laws were adopted on January 17, 2009 and the revision is on March 21, 2009. The heading was changed because the Committee for the By-Laws has met at least eight or nine times and each time we met and made a change we would change the revision number so we knew where we were at. The By-Laws that were accepted in 2008 was accepted by an appointed Board. The By-Laws that were approved on January 17, 2009 were approved by an

Elected Board. This Board, that has had an opportunity to go line-by-line and word-by-word, approved these By-Laws and they are now adopted for United Lost Lake POA. Mike explained that the reason the By-Laws now state "Revised March 21, 2009" is due to the addition of a few words and the words that are being added are on page 9. The new wording under President will state: The President shall be the Executive Officer and a Registered Agent of the Association. (Registered Agent being the two words added to this sentence). This motion was put to a roll call vote with the following results: Voting yea – Mike Robinson, Kay Chovanec, Rosslynn Shaw, Don Finn, Sue Hill, Crystal Pohlman, Lois Lytle, Charlie Moore. Voting nay – none. Motion unanimously approved.

Don Finn stated that we recently had two deaths in the community, Judy Osland from the New Landing Subdivision and Henry Cachel from the Lost Nation Subdivision and extended his sympathies to their families on behalf of the Board. Sue Hill also stated that Pete Birk recently had surgery and is doing well. Sue passed a card around to the Board and guests if they wished to sign it for Pete.

#### Treasurer's Report:

Crystal Pohlman explained that on the monthly report for the Board Members there are a couple of things she wanted to clarify. Item #525 – CC Bank Services Charges – because we have offered credit card services to property owners to pay their dues and since we are now a unified Board, we have many more people paying that way than in the past. As a result, we are over budget on that line item. It's not a huge amount but something to be considered for the future. The second item is #595 – Park Expense – there is a \$420.00 expenditure that is for a six-month rental of port-a-potty on the East Side. Charlie Moore thought this port-a-potty had been removed from North Beach. Crystal stated she would be checking into this. She stated that we are doing pretty well on the budget so far and if we can keep our costs down hopefully we will not be over budget as much as originally thought.

Crystal stated that we have done some investigation and have had a few meetings on collections. Crystal Pohlman made a motion that she would like the Board to give their approval for us to do a couple of foreclosures. She stated that there are some people that are two years behind in Dues and Assessment payments. She stated that we have tried to work with them and tried to contact them and we have three members she would like the Board to consider for possible foreclosure. She then stated the lot numbers if the Board decides to foreclose on the following properties: Louisville 9, Dubuque 47, Lacrosse 6 (NL Sub.) and Plat 6-043, 3-190, 3-192, 5-061, 7-022, and 8-131 (LN Sub). Mike Robinson 2<sup>nd</sup> the motion. Mike Robinson asked if we would notify property owners adjacent to these lots that these properties are for sale if we decide to foreclose on them in case they are interested in purchasing these lots. Crystal stated that if we get to the point of a Sheriff's sale, which is the end result of a foreclosure, then we would be letting the Community know that those properties are going up for sale. They would also be published in the newspaper. Crystal explained that if we obtain these properties from the Sheriff's sale then we contact people directly adjacent to these properties and ask them if they are interested. When we are the owner, we have to bring everything up to date such as the taxes and then we sell them based on the amount of money we have into them. She stated that we would do our best not to go the foreclosure process. Crystal re-stated the motion that she would like the Board to approve us to follow through with members that are currently in their second year of non-payment of dues and assessments including foreclosure. This motion was put to a roll call vote with the following result: Voting yea – Mike Robinson, Kay Chovanec, Rosslynn Shaw, Don Finn, Sue Hill, Crystal Pohlman, Lois Lytle, Charlie Moore. Voting nay – none. Motion unanimously approved.

Mike Robinson made a motion to accept the Treasurer's Report as presented. Lois Lytle 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following result: Voting yea – Mike Robinson, Kay Chovanec, Rossllynn Shaw, Don Finn, Sue Hill, Crystal Pohlman, Lois Lytle, Charlie Moore. Voting nay – none. Motion unanimously approved.

Don Finn explained that we were going to move out of order at the moment and pointed out the Lot Trade under New Business indicating that he wanted to handle this item next. He explained that he had a letter from Mr. Norm Heiden regarding the trading of a lot the POA owns for a lot that Mr. Heiden owns. Don the read the letter from Mr. Heiden indicating his desire to swap the lot he owns (Lot 162 – Hanover) for a lot the POA owns (Lot 26 – Hanover) and stated he would assume expenses in regards to legal fees, closing costs and title fees, etc. Don explained that Lot 26 that is owned by the POA is adjacent to the lot his parents live on. Don stated that there is nothing for us lose or gain as a POA that he could see. Mr. Heiden stated that it is not his intention to build on this lot and just wants to keep it as a green space. Don recommended to the Board that we do this exchange. Charlie Moore made a motion to accept this trade. Mike Robinson 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following result: Voting yea – Mike Robinson, Kay Chovanec, Rossllynn Shaw, Don Finn, Sue Hill, Crystal Pohlman, Lois Lytle, Charlie Moore. Voting nay – none. Motion unanimously approved.

### **Committee Reports:**

Roads – Charlie Moore: Charlie explained that the frost is finally breaking and we should be able to see what shape the roads are in. He also explained that he would be in the process of obtaining bids for mowing for the Parks and Charlie reminded everyone that Clean Up Day is April 25<sup>th</sup> and that we need people to help clean up our Community, roadsides and parks and indicated there was a sign-up sheet located in the back of the room. He has also received bids from Midwest Resources and stated that there are three different areas addressed. One is on Lakeside Park where there is some residue dirt that needs to be leveled out and re-deposited over the area. This bid came in at \$535.00 (Midwest Resources). There is another clean up on Slippery Rock due to very bad drainage – Lots 19 and 22 that would need excavating and culvert repairs. This bid came in at \$1,460.00 (Midwest Resources). There is another drainage issue on Monongahela – Lots 15 through 8 – that would restore and repair the flow of the drainage system in that area. This bid came in at \$1,615.00 (Midwest Resources).

Charlie Moore made a motion to accept the \$535.00 bid for Lakeside Park. Crystal Pohlman 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following result: Voting yea – Mike Robinson, Kay Chovanec, Rossllynn Shaw, Don Finn, Sue Hill, Crystal Pohlman, Lois Lytle, Charlie Moore. Voting nay – none. Motion unanimously approved.

Charlie Moore made a motion to accept the \$1,460.00 bid for Slippery Rock. Crystal Pohlman 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following result: Voting yea – Mike Robinson, Kay Chovanec, Rossllynn Shaw, Don Finn, Sue Hill, Crystal Pohlman, Lois Lytle, Charlie Moore. Voting nay – none. Motion unanimously approved.

Charlie Moore made a motion to accept the \$1,615.00 bid for Monongahela. Lois Lytle 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following result: Voting yea – Mike Robinson, Kay Chovanec, Rossllynn Shaw, Don Finn, Sue Hill, Crystal Pohlman, Lois Lytle, Charlie Moore. Voting nay – none. Motion unanimously approved. All of these bids came from Midwest Resources.

Don Finn stated that this obviously is not the first of these issues we will have to address. There are a number of them around the neighborhood and we only took this one because it came close to flooding anybody's home.

Rules & Regulations and By-Laws – Mike Robinson: Mike Robinson stated that three of the Board Members retired from the Board in December and they were given gift certificates from LaVigna and we did receive Thank You cards from two of the former Board Members.

Mike stated that he would eventually like the Rules and Regs to be similar to the By-Laws stating that they were adopted on the 19<sup>th</sup> of February 2009. He asked if the Board would like the heading that goes on the website to reflect that they were adopted on February 19, 2009 by this United Lost Lake POA Board or if they wanted to wait until sometime in the future. It would just be a change for the website and for future copies that are given to people that ask for them so they would have the proper heading. Don Finn stated that since Mike is in charge of the Committee to go ahead and have it done – no vote was needed on this issue. The heading on the Rules and Regulations will be changed and will be reposted to the website.

Social Committee Liaison – Lois Lytle: Lois stated the Pancake Breakfast had about 60 people in attendance including workers and had a profit of about \$61.00. Senior Focus this month has a presentation from the Wal-Mart Eye Clinic and also an auctioneer. Judy Leonard will be your contact for the Clean Up Day Luncheon. Lois stated she had no further updates on the defibrillator, Volunteer Appreciation Luncheon or the Historical Society. Sue Hill stated that on May 12<sup>th</sup> and 13<sup>th</sup>, Senior Focus is offering the AARP Safe Driving Course and she is taking names if you wish to sign up for this driving course.

ECC – Mick Kazmerski: (Absent) In Mick's absence, Ralph Peterson stated that there is one new home going up on St. Francis. Ground has not been broken on this new home due to road postings.

Security – Sue Hill: Sue stated that Security is checking for decals as people are coming through the gate. It will be a warning the first time but a fine will be issued if you are stopped a second time. Sue stated she has gone to the Fishing Club and asked for volunteers to man the gates during Memorial Day weekend. She is hoping that manning the gates on both sides will keep unwanted guests out of our Community. She currently has twelve volunteers and they are going to try and cover the hours between 6:00 am and 10:00 am and 4:00 pm and 8:00 pm and she asked if anyone is interested in helping out to let her know. She has purchased some vests that will identify anyone working at the gates as Security. The cones will be up to stop vehicles as they are coming in. If the vehicle has a decal they will be waved through. If no decal is present, they will be asked to sign something stating where they are going and why they are here. Sue stated that our Security Guards will be on duty with one manning the gates and they can be called if there are any problems. Both of the Security Officers had requested that the Association has an open meeting some evening regarding Shining Star which is an advocacy group that serves Ogle and Lee Counties for children that are sexually and emotionally abused. They will be having a walk on May 16<sup>th</sup> to raise money for this organization. They wanted to talk to the Community here to see if they can get any walkers or donations. The Board had no objections to this and Sue stated she would work with them on this issue.

Parks – Charlie Moore: Charlie stated that we are in the process of obtaining bids for mowing.

Covenants – Sue Hill: Sue stated that the New Landing Covenants have been typed and the Committee will be meeting on Monday, March 23<sup>rd</sup> and they will be working the Lost Nation

Covenants into this document and it will then be retyped. She stated that a lot has been taken out and placed in the building packet and the Committee has tried to take out anything that we can't live with for ten years. Once this document is completed it will come to the Board and Sue also stated that there would be some open meetings so property owners can give their input before it goes to the Board for approval. The document will then be sent out to Property Owners for their approval.

Office Administration – Don Finn: Don thanked Leslie and Pat for their diligent work in combining the East and West Offices together and stated we are still on schedule to close the East Office on April 1, 2009. Don explained that any of the lots that are being sold are selling for whatever costs we have incurred including taxes and legal, so that we are not in the hole to our property owners.

Property Maintenance – Don Finn: Don stated that the POA has three properties for sale with one being Hanover 151 that will be closing on or before March 31<sup>st</sup>.

Long Range Planning – Rosslynn Shaw: Nothing at this time.

Dues and Assessments – Kay Chovanec: Kay stated that she has three people that have committed to being on the Dues and Assessments Committee. They are Pat Bendery, Paul Killian and Cyndi Cantrell. She stated that she does not want the Committee to be Board heavy but have people who have a variety of property ownership. One member owns a large lot, one owns lake front property and one owns multiple lots. Mike stated that he knows many people interested in being on this Committee and this is such an important issue that will affect every property owner in this Community. Kay stated she has received phone calls and several emails regarding assessment concerns and other expenses that we will have no control over. She is keeping a record of this information and will review all peoples opinions that have been expressed when the Committee meets and try and come up with the fairest way to assess properties. She stated she would not accept anyone on the Committee that is in it for his or her own personal goals. Mike Robinson asked if the logical order for the Dues and Assessments Committee was that once they came up with their plan then a “Community Meeting” would be held and the Committee would then go back and make any changes (if needed) before presenting their plan to the entire Board. Don stated he was in agreement with this thinking and thought there should be some open meetings for property owners. Don Finn stated that he thought the Board would want to open this up to the Community to look at before even as a Board we make final approval on it.

### **Unfinished Business:**

#### Computer Review:

Marty Portner has reviewed the office computers and will bring a report to the Board as to what is needed. We will not have to buy any new computer equipment – just some new software and that should be it.

#### Rip Rap Cost:

Don Finn wanted to remind the Board that we have set aside and approved \$20,000.00 from last year's budget to pay for the rip rap for approximately 500 feet along the shoreline by the park area and would like the Board to approve the bid that we have. The low bid is from Fischer Excavating in the amount of \$17,010.00, which is under the \$20,000.00 that was approved although there could be some extra costs attached to that. There was also a bid from Lewis Pools for \$21,900.00, which did not include all of the work that needs to be done. It did not include the

underlayment with it whereas Fischers Excavating did include this cost. He stated that if the Board approves this bid today we would not sign this contract from Fischers Excavating until the RCD also selects them as their choice. Once the RCD selects them as their choice we would then sign our contract and send it in to them so that the RCD work and the POA work could be done at the same time. If for some reason the RCD does not select Fischer Excavating as their low bidder, we will not sign this contract and send it forward. We will go back to that vendor that the RCD has selected and ask for another bid before we spend any money. The bid from Fischer is based on getting both jobs and includes everything except for any extras that might come up in a job like this that you cannot foresee. Crystal Pohlman made a motion to accept the Fischers Excavating bid for \$17,010.00 for lakeshore improvement not to exceed \$20,000.00 with the provision that the RCD approves Fischer Excavating as well because is based on that. Mike Robinson 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following results: Voting yea – Mike Robinson, Kay Chovanec, Rosslynn Shaw, Don Finn, Sue Hill, Crystal Pohlman, Charlie Moore. Voting nay – none. Motion unanimously approved.

#### Gatehouse Repair:

Frank Durkin did his second presentation on the gatehouse repairs and upgrades. He passed out a bid sheet to the Board for the East and West entrance and some exploded views of the directories and welcome message he is proposing. He explained that as you come up to the gate, there would be two directories. The first would be the Community Directory and the second would be the Administrative Directory. The top of the second directory would be for the POA and the bottom would for the RCD and LLUD. Each entity will have its own color illustration paper. The unit that presently stands across from our gatehouse is a free standing structure that will be covered with cedar to match the gatehouse. This unit will have a 3 x 3 directory that will include a welcoming message on top and a colored map below it. He stated that the map has been upgraded and includes everything that is permanent in the Community. Charlie Moore stated that each gatehouse needs to be as uniform as possible. An audience member stated that having a welcome message at the gates would give the feeling of driving into a public area or campground. Frank stated that he is trying to get an overall consensus of the Community and then discuss the final direction with the Board so he has a clean and concise idea as to what we're to do. Crystal Pohlman stated that some of changes might have to be done next year due to what is currently set aside in the budget for this project. Don Finn stated the Board would review all the materials presented to them and thanked Frank for his presentation.

#### New Business:

##### East Office Rental:

Don Finn stated that Mick will be putting together a proposal and present it at the April Meeting.

##### West Side Water Repair:

Don Finn stated that the service line going to the West Gatehouse is broken and currently turned off and is in need of repair. Due to the load limit currently in place, the repairs will be done as soon as the road postings are removed. There was also discussion regarding the leads for the gate arms so that larger vehicles such as fire trucks could pass through the gates without problems.

Mike Robinson made a motion to adjourn the meeting at 10:44 am. Crystal Pohlman 2<sup>nd</sup> the motion. Motion approved.

