

HLA Board Meeting
December 16, 2013
Minutes

Call to Order : 7:05 pm

Roll Call

	<u>Present</u>	<u>Absent</u>
President Coan	Secretary Shake	Director Bukowski
Vice Pres. Stickrod	Treasurer McGrath	Director Weir
	Director Magarity	

Approval of Previous Minutes

Motion By: Treasurer McGrath Seconded By: Director Magarity Vote tally 4-0

Approval of Expenditures

Motion By: Treasurer McGrath Seconded By: Secretary Shake Vote tally: 4-0

Treasurer's Report

Please see page 7

Questions:

- Kurt Lempke: I can read the treasurers report!! Thanks!!!
- Dave Riggert : Did you get a legal opinion that says you can't file suit for the remaining funds unreimbursed by insurance?
 - Treasurer McGrath: we did not, but sitting in this seat, I will not put us through that for 7%
 - Dave: How much is the 7%
 - Treasurer McGrath: \$21,000. If we file suit, in all likely hood, we won't get anything. If someone else would like to do that, I do have the details, most of it is items that we tried to negotiate (staples charges, gas etc.), but the ins company didn't believe we met the burdon of proof.
 - Janet Bremner: You fought the fight
 - Treasurer McGrath: I fought all I'm going to fight

President's Report

Have a safe christmas and holiday

Committee Reports

Member Chaired

- **Conservation – Dave Riggert**
 - Discussed the budget and how we will fund expenses early in the year. Prioritizing what has to come first. 1 easy thing will be signs for boat area. \$150 for 2 signs we want.
 - Thinking about seeing if we can get more volunteer work for cleaning the dam and then determining if we need to hire someone to pull stumps. We will analyze in coming months.
 - We will have to spend money on Scour hole, and other things that were recommended we fix by the engineering firm.
 - First on the list for the spring are the 2 sediment basins that need to be cleaned out. We suggest we don't go through the bid process unless you tell us we have to. We're going to use Paul Miller unless you tell us we have to get bids. Will cost about \$6k per basin.
 - President Coan: Is part of that work you talked about the outlet, the stone down there.
 - Dave: It could be, do all the work at once since we will have the equipment down there.
 - President Coan: Have the ERC approve the costs.
 - Dave: We will.

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- **Environmental Control**
No Report
- **Road Committee**
No Report
- **Rules & Regulations**
 - Dave Riggert: 2 of us have been working on the bylaws. We have completed a revision to the bylaws. The biggest reason for doing it is to incorporate the CICA that went into effect 2 years ago. While we were in it, we continued to update other outdated items. What we're ready to do is sent to the board members
 - A red line version - marked up striking old and adding new language
 - At the end of each paragraph is a citation for reference of information
 - Green comments that need additional comments/opinions/discussion
 - Absolutely clean copy, be able to read. It is approximately the same number of pages as the original.
 - Spreadsheet showing all issues discussed and worked on and all the documents we referenced
 - Please review independently and early next year we will get groups together to talk through the changes. We want to have it ready to be approved by the annual meeting. There's now one article that has to be approved by the membership (article X) and that's it. It will come to the board early next week and we'll start at the beginning of the year
 - Marvin Theobald: the changes are also going to force changes to the Articles of Incorporation and CCE&R. We should probably do all of that all at once so all the documents stay in harmony with each other.
 - Treasurer McGrath: We owe Marvin and Dave a huge thank you
- **Executive Finance Committee**
No additional report (see treasurer's report)
- **Office Planning**
 - Secretary Shake: Where are we with moving within the bank?
 - Vice President Stickrod: We don't have to until 2016. Tim Weir is waiting on which space and for how much.
 - President Coan: They (the bank board) were supposed to meet and get back to us and we haven't heard anything yet.
 - Vice President Stickrod: I'm sure they're not in any hurry now that they've backtracked a bit and aren't kicking us out.
 - Secretary Shake: So until we hear anything more on that, it can come off the agenda.

Board Chaired

- **Road Repair/Maintenance**
 - Director Magarity: Just keeping up on the snow plowing We've already been through a semi load of sand.
 - Secretary Shake: Is there something we can do for people who live down in cul-de-sacs and have to get out for work at times when most people don't? Have them contact the board?
 - Director Magarity: The problem is that if we do that for one, EVERYONE will be calling saying "I HAVE to get out" whether they actually do or not. The thing I look at is if we're that bad, there's no way the county roads are drivable.

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- **Office Org.**
 - Starting to get preliminary stuff for annual meeting.
 - Will reach out to office volunteer list
 - Need to organize teller committee.
- **Pool & Lodge**
No Report
- **Administrative & HR**
 - Vice President Stickrod: We've made a job description for the Admin Assistant. The lawyer has said this person can do all of the current duties required except deal with money or cash in any way.
 - Secretary Shake: can they take check?
 - Treasurer McGrath: No. we need a dropbox, either bank or our own locked dropbox. Only the treasurer and Shelly will have keys. We're absolutely pushing NO CASH
 - Vice President Stickrod: We are posting the ad this week. It will be 15-20 hours, \$10-15 per hour depending on skills and level. Need suggestions for posting place, advertisement.
 - Janet Bremner: Buyers Guide, Olympia review, Morton Courier
 - Vice President Stickrod: will get an estimate of cost
 - Treasurer McGrath: Just do it, the cost wont need approval.
 - Secretary Shake: Bloomington and Peoria Craigslist
 - Kurt Lempke: Who's Shelly
 - Treasurer McGrath: She's our accountant liaison. Shelly Street a CPA with Don Heinold CPA out of Eureka
 - Kurt: Who's the Attorney
 - President Coan: Brian Moody
 - Vice President Stickrod: We're on task to get someone before Janet leaves, giving her at least a week with the new person and also be ready for annual meeting.
 - Treasurer McGrath: Who's doing the interviewing?
 - Vice President Stickrod: My thought was 2 board members and a member
 - Treasurer McGrath: I would suggest having Janet as the member.
 - Vice President Stickrod: I was going to ask that, that's exactly the person I had in mind.
- **Building & Zoning & Security**
No report
- **Outdoor Amenities**
 - One of Marvin's signs is at the office, need to get the other 2 or work with Marvin to get them finished. Then we'll look at how to mount them and where and finish coat.
 - The other amenities are cold and frozen and buried in snow which makes it easy to check. Until they thaw, we have nothing to do.

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- **Website**
 - Update process is going behind the scenes. Please provide feedback by the end of the week. Goal is to have changes live January 1.
 - I would like picture to put on the site so members can put faces with names for the board members.
 - Starting in January, rules/reg or bylaws highlights once a week to get info in front of people.
 - Marvin Theobald: Does the website have analytics?
 - Secretary Shake: It does, I have not delved into it as of yet, but once the site revamp is live I will investigate it.
 - Marvin: How many different people are there.
 - Secretary Shake: Yes it counts unique hits. The nice thing about the facebook is it shows how many people our posts reach.

Unfinished Business

- **2014 budget**
 - Treasurer McGrath: Motion "Approve the proposed 2014 budget"
 - Second: Vice President Stickrod
 - Discussion:
 - Treasurer McGrath: Change that "Approve and Adopt the 2014 budget"
 - Vice President Stickrod: I still second.
 - Vote Tally: 4-0 passes

New Business

- **Annual Meeting**
 - Secretary Shake: We have set the date for the annual meeting as March 22, 2014. At this time the March 17th board meeting has not been officially canceled. Depending on what we get we may use that as a meet the candidates night.
 - Important Deadlines:
 - Intent to Run: January 22, 2014, date that is open: Tomorrow at 8am when Janet is in the office.
 - Date of Record: February 5, 2014, 5pm.
 - Janet Bremner: Need to determine the board members that will be the proxy.
 - Kurt Lempke: wasn't that shot down by a previous board that the board can't vote proxies for Association lots?
 - Secretary Shake: This is not association owned lots, this is proxies for member owned lots where the member cannot be in attendance.
 - Janet Bremner: The Board does not vote the lots owned by association.
 - Kurt Lempke: Different boards have made the decision that even though the date of record is set, if you pay your bill prior to the annual meeting, you can vote.
 - Treasurer McGrath: Not gonna happen.
 - Kurt: My personal opinion doesn't make any difference, I'm just letting you know this will come up.
 - Secretary Shake: That's why, here we are nearly 2 months before the date of record says, this is the date of record and if you're not paid up as of 5pm on 2/5 you can't vote.
 - Treasurer McGrath: That's a good point, there will be members asking to do that.

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- Kurt: You have to train them they can't wait until the last second. Just so you're aware that you're going to run into it.
- Secretary Shake: Do we think it is worth the expense to send out postcards with these 3 dates to the membership? We will put sign on all three boards, on facebook, and on the website. Do we think we need to send something out, and if so to whom?
 - President Coan: What's the current cost of postcards?
 - Secretary Shake: \$220 postage plus printing for all members, \$40 postage plus printing for just those outside of Mackinaw.
 - Treasurer McGrath: What if we put something in with the assessment statements?
 - Unknown Member: or the ballots
 - Secretary Shake: The ballots don't go out soon enough to hit these dates.
 - Treasurer McGrath: The game plan is to invoice and mail by January 15th.
 - Secretary Shake: That's only a week before the deadline to run.
 - Treasurer McGrath: I would assume that if you're intending to run, you know that date.
 - Janet Bremner: you can allow e-mails for intent to run, and that helps with the time lag.
 - Secretary Shake: I think that would work, it's far enough in advance of the date of record, the 2014 assessment is not part of it and
 - Unknown Member: If you decide to do a separate mailing, I think you need to send to everyone.
 - Marvin Theobald: I think that if there is some statement on what the date of record means, it may help us collect.
 - Secretary Shake: The 2013 balance if due is on the statement, correct?
 - Treasurer McGrath: Correct. We are sending out statements, so all the ones that owe us besides 2014 assessment will show it all. And those that don't owe will not receive a statement.
- Treasurer McGrath: Motion "Tim Coan and Rodney Stickrod vote the proxies for the 2014 annual Meeting"
 - Second: Director Magarity
 - Discussion
 - Kurt Lempke: You may find that the president can't vote the proxies because he has the tie-breaker vote.
 - Treasurer McGrath: Let me amend my motion then. "Tim Weir and Rodney Stickrod vote the proxies for the 2014 annual Meeting"
 - Second: Director Magarity
 - Vote Tally: 4-0 motion carries

Open Floor for Members

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- Kurt Lempke: Can I ask the intention of the outgoing board for the elections.
 - President Coan: Undecided
 - Treasurer McGrath: 50/50
 - Secretary Shake: I am running

Executive Session

Motion By Secretary Shake

Seconded By Treasurer McGrath

Vote tally 4-0

Adjournment

Motion By Vice President Stickrod

Seconded By Treasurer McGrath

Vote tally 4-0

Treasurer's Report

December 16, 2013

All data presented is as of November 30, 2013.

The Total Cash Balance is \$301,969.61 and is made up of the following fund balances:

General Fund - \$113,175.16

Lake Fund - \$146,350.59

Road Fund - \$42,443.86

The new "Emergency Fund" has been setup with the bank and will be funded with \$50,000 from the General Fund in December.

We will be receiving another \$37,726 from our insurance during the month of December for the theft.

For update on investigation please see office for copy of Treasurer's report with update or email Treasurer.

The outstanding receivables total is \$66,325.94, a decrease of \$17,443.21. For additional breakdown, please refer to the attached Balance Sheet.

Collection Data: Of the 83 owners we sent to collection we have the following: 33 paid, 4 written off, 11 on payment plans, 10 being sued, 18 pursuing next steps (potential suit), 3 bankruptcies, 4 not enough to be cost beneficial to sue yet. During the month of November we received an additional \$2,632 in payments for a total of \$13,205 this year, all within 4 months of working with the attorney.

The Year-to-date Net Income is \$329,765.86 with Revenues of \$584,253.84 and Expenses of \$254,487.58. Please see the attach Profit and Loss Statement for further detail.

As for actual General Fund Cash details, for the month of October the cash deposits were \$2,522.08 and the cash expenditures were \$9,269.39. The Largest expenditures were D&O insurance and postage stamps. Please see the attached monthly reports for further detail.

For those not at the November board meeting, the 2014 Assessment Fees have been determined. The increase percentage was 1.5%. Here are the fees:

- General Assessment: \$230.15
- Road Assessment: \$80.35
- Lake Assessment: \$61.85

These fees have been posted on the website and a copy is available at the office.

The Executive Finance Committee continues to meet. Here are the 2014 projects for the EFC:

1. Re-establish options for funding the repairing the roads.
2. Review the current listing of assets owned by the association.

This concludes the treasurer's report for December 16, 2013.