

Board meeting Minutes November 28, 2016

Roll Call

<u>Present</u>			<u>Absent</u>
President Coan- here	Director Shake- here	Director Pirtle- here	Secretary Nafziger
Vice Pres. Weir – late	Treasurer Waldorf- here	Director Welsh - here	

Approval of Previous Minutes

Motion By: Director Pirtle

Seconded By: Treasurer Waldorf

Vote tally: 5-0

Approval of Expenditures

Motion By: Director Shake

Seconded By: Director Pirtle Vote tally: 5-0

Treasurer's Report

All data presented is as of October 31, 2016.

The Total Cash Balance is \$720,967.65 and is made up of the following fund balances:

General Fund \$63,088.88
Lake Fund \$105,309.48
Road Fund \$213,634.15
Emergency Fund CD \$87,724.81
Lake Fund CD..... \$100,954.00
General Fund CD .. \$50,482.59
General Fund CD2 \$50,085.98
General Fund CD3. \$49,687.76

The outstanding receivables total is \$220,059.33, a decrease of \$22,251.54. The Lake Fund payments were due October 1. For additional breakdown, please refer to the attached Balance Sheet.

The Year-to-Date Net Income is \$147,341.97 with Revenues of \$638,839.09 and Expenses of \$491,497.12. Please see the attach Profit and Loss Statement for further detail.

There were no unusual expenses or income in October.

As for actual Cash details, for the month of October the cash deposits were \$20,441.46 and the cash expenditures were \$11,391.35. Additional report details are posted on the Heritage Lake website.

The proposed budget for 2017 was mailed to members on November 10. The mailing included their current HLA statement and newsletter. Members who had not paid their Lake Assessments were offered a week grace period before the late fee was applied. A significant number of fees were collected in that time frame.

The Finance Committee did not meet in November.

This concludes the treasurer's report for November 28, 2016.

President's Report

Nothing reported

Committee Reports

Member Chaired

○ **Conservation**

- Fish were stocked on the 14th of Nov about 775 walleye and 580 crappie
- Both basins were cleaned out and invoices are coming
- Bid of mowing came in \$1400 due to the increase of work such as the dam, he wants us to accept the bid
- A bid came in for the rock for the dam and limestone and it came in at \$21,600 the other bid was about \$25,000
- Work on the dam needs to be done before road restrictions done and will need to close the road around 8 am, wants to work with school buses etc
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○ **Environmental Control**

- 2 tree permits – 25 Greenbriar and 7 Martinique; 1 easement charge 25 Greenbriar (driveway extension)
- 1 Complaint – member complained about junk in neighbors yard. Talked to member they were only complaining about 3 vehicles parked behind neighbors garage- no action needed; neighbor dispute he was not going to get involved with that
- Member that built garage by campground was told by ECC that the board of Directors did want him using campground to deliver material for garage. Since then there had been several loads of gravel delivered to level floor of garage. Did not see any trucks tracks on his property that he stated he would use --- Dir. Shake has written to property owner and will resend but Rick seems to see a problem; Tara will draft another letter
- 3 property pins located
- 2 still pending
- Got a call from member at 599 Heritage Dr about plugged culvert told him that this was turned over to the road committee

○ **Road Committee**

- Ryan – ditch work on Strawberry has been completed; ordered some more socks they will be here Tues/Wed, they will be installed
- King Richard – project has been moved to next year, not happy about the bid
- Culvert on 599 Heritage – one contract not yet a bid, the second contractor there was no meeting
- Reminder of Road Restriction- Jan 1 to April 15; need to be posted on Website; put it on there now and then again around Jan 1st

○ **Finance Committee**

○ **Social Committee**

- Newsletter went out with budget and Year end invoices. Again, feedback has been highly positive! This is a good investment of time for our members.
- Christmas party Sunday December 11th, 2-4 pm. Please RSVP on the Facebook event or call the office so we have an idea of how many people are coming. Thank you Heather Richman for coordinating.
- Chili Cook-off Saturday February 11th at the lodge. Glen & Sandy Hoffmann Coordinating
- Will be looking for help with Annual Meeting Refreshments next if anyone is interested.
- Also looking for Donations of kitchen supplies for the lodge. Look for list in next Newsletter (with General Fund Assessments)

Board Chaired

○ **Maintenance**

- Bradford cracks on the new work has been fixed; caught up on work on Brush; winterized both restrooms; Plow and Salt service getting ready

- **Office Org.**
 - Year-end statements and Budget proposal was mailed to all members in early November
 - Working with members to get 2016 accounts paid up.
 - Several members took advantage of the grace period for Lake Fund late fees
 - What is the status of the new office lease and move?
 - Annual meeting updates in Unfinished business.
- **Pool & Lodge**
 - Pool
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 - Lodge
 - New door for side entrance here
- **Administrative & HR**
 - Nothing to report
- **Building & Zoning & Security**
 - Nothing to report
- **Outdoor Amenities**
 - Beach House is winterized and closed.
 - Campground bath house is winterized and closed.
 - Remaining pile of sand has been spread on the beach.
- **Website**
 - Road Improvement page has been published. Updates will go up around the 1st of the month.
 - Reminder, please send any postings that need to go up to Nicole, Barb, and Tara. Between the 3 of us we will coordinate to make sure all information gets posted.
- **SSA**
 - Report given by Engineer Devon Birch from Austin Engineering
 - § The primary purpose of the engineer is to help us design the best option within our budget, and then act as a liaison with the County to sell them on our plan.
 - § Core pavement analysis has been completed and results were better than anticipated.
 - § Some changes will be made to the original plan that was presented at the 2016 Annual Meeting, primarily introducing a 3rd in-between level of construction for those roads that need more than resurfacing, but not full reconstruction.
 - § Planning for meeting with the County Highway Department Planning Commission, Transportation Committee and County Board to get preliminary approvals of our design.
 - § We are looking at the first round of construction in August and September of 2017. This work will focus on the side streets in need of reconstruction.
 - § The remaining roads should be able to be completed in 2018, with the possibility of extending into 2019 if unable to complete in 2018.
 - § The resurfacing work that was done in the summer of 2016 could be continued in early 2017 to give us a jump-start on the construction season before the SSA is funded and potentially lower the amount needed for the SSA. This work can reduce our overall SSA costs by more than just the construction costs since it will be paid for with cash on hand and not financed with the bond.
 - § We do not know yet if the SSA (assuming approved) will go on the tax bills due in 2017.
 - § We will be using the IDOT Bureau of Local Roads Design Manual as a basis for our design but will propose a final design using a pavement design based on generally accepted engineering design standards.

§ The estimates we developed for the 2016 Annual Meeting were very reasonable for the scope of the work we are planning.

§ The work that was done to prepare for the 2016 Annual Meeting has proved very beneficial to the preliminary research. The engineers will not be repeating a majority of the field measurements and will be updating preliminary cost estimates we have already calculated, saving us research time and cost.

§ Next steps in the process include, meet with the appropriate governing bodies to receive approval of our plan. We plan to submit a request to be placed on the February 2017 Planning Committee meeting agenda as long as support for the final recommended pavement design is received from Tazewell County Highway Department in December or early January.

§ Negotiate the Development Agreement with the County, then pass the ordinance and establish the SSA in 2017.

A question was asked with regard to the Road Fund and the wording of the motion passed at the 2016 Annual Meeting. The motion that passed is as follows:

The Heritage Lake Association Board of Directors (HLA BOD) and its assigns shall negotiate terms of agreement with Tazewell County to create a Special Service Area (SSA) for the purpose of restoring and maintaining the roadways at HLA.

-The terms shall include professionally designed restoration and maintenance plans acceptable to the county for a 20-year road life.

-If the cost of the plan is within \$650/year (+/-10%) per HLA member for a period of 20 years, then HLA BOD shall enter into a contract with Tazewell County and request creation and funding of the SSA.

The Reserve Road Fund Assessment shall remain in effect at \$500 through 2016. If the County Tax billing cycle begins levying the SSA Tax to Heritage Lake Association members, the Reserve Road Fund will go to \$0. If the SSA is not approved, the Reserve Road Fund will return to \$123.58 (adjusted for the CPI). Budget priority for the Reserve Road Fund shall be given to fund costs associated with creation of the SSA as well as maintenance deemed necessary to preserve road integrity before SSA funding and emergency repairs of the roads.

Unfinished Business

- o Policy for non-profit draft given out
- o Annual budget
 - o Nicole mentioned that we need to look into increasing the maint. Labor budget with a full time lead; currently we have three part time in the budget with \$35 k in the payroll;
 - o Added hours for office are in the new budget but a request to have new hours posted on office and in the website

New Business

- o Annual meeting is set for March 18
 - o Tara is pulling all documents needed for lawyer and prep for Shelly
 - o List of materials need for meeting will be given out first week of January
 - o Reminder for intent to run Jan 17 and Date of record for all dues to be paid is Feb 1st
 - o Mailing goes out no later than 10 days prior
- o Next meeting set for Dec 12th

Open Floor for Members

- Member from 6 Strawberry came to the floor in regards to the ditch work. He stated that he was upset and did not understand why he was being charged for the ditch work when over 20

years the house and driveway did not require or need such work and now it does. He asked why was there a change in the easement and he was left with the bill.

- o Bob addressed it stating with trying to repair the roads and to do them correctly with them lasting the ditch work needs to be completed.
- o Member thanked Brad for the work and stated it was not his fault for the water run off etc.

Executive Session

Motion By: Director Welsh Seconded By: President Coan Vote tally:5-0

Executive Session Adjournment

Motion By: Director Welsh Seconded By: President Coan Vote tally:5-0

Meeting Adjournment

Motion By: Director Welsh Seconded By: President Coan Vote tally: