

# COUNTRYSIDE ON LAKE ANNA ASSOCIATION, INC

## Board of Directors' Meeting Minutes

June 11, 2017

217 Virginia Way

10 am

The following Board Members were present: Donna Jenkins (Secretary), Tom Nyman (Treasurer), Steve Jenkins, Paul Gadoci, Cathy Delozier, Joe Holder [on phone] One guest was in attendance, Beth Gadoci,

### OLD BUSINESS

The minutes of the last Board Meeting were read by Donna Jenkins, Secretary during the middle of this meeting\*. A motion to approve the minutes as read passed unanimously.

~(See INSERT Mid-Meeting notes)~

### NEW BUSINESS

Welcome to Joe Holder & Cathy Delozier, new Directors who are joining the COLA Board following elections of the General Membership [Meeting] on May 27, 2017

Elect Officers for new fiscal year: As required, the COLA Board took action to fill the four officer positions for the new Board term. Candidates were proposed, seconded, and appointed unanimously as follows:

- Donna Jenkins (president) for 1 year
- Paul Gadaoci (VP) for 1 year
- Tom Nyman (Treasurer) for 1 year
- Cathy Delozier (Secretary) for 1 year

Director positions. All seven active Director positions being filled, a proposal was made by Tom Nyman to re-activate Director position #8 (the Bylaws allow the Board to have between 3 and 9 members), seconded by Paul Gadoci, and adopted unanimously. Donna Jenkins then proposed the re-activated position be filled by Beth Gadoci, seconded by Steve Jenkins, and upon agreement to serve, Beth was appointed by unanimous consent as follows:

- Beth Gadoci (Director) for 2 years

Bank signature changes since Gary Schatz is no longer on Board, Donna Jenkins & Tom Nyman are now the authorized signers on the account (to be able to write checks/make deposits, etc).

Boat Slip rental assignment letter draft sent by Tom Nyman for review by Board members.

- Current rules regarding bumpers and lines: Anything attached to dock (i.e. cleats), should be paid/installed by Association – and no modifications to the dock structure are allowed, and snubber dock lines to be used on boats to minimize pylons stress.
- Paul Gadoci suggested anything to protect owner's ("Slip Renter's") boat/investment property should be permitted. Bumper/cushioning strips installed via Slip Renter's expense. He suggested any fixtures should get approval by board.
- Paul Gadoci mentioned each boat is unique to cleat location and that some boats are too wide for snubbers use. Tom agreed slips are so narrow, that snubbers may not be effective for many owners

### Common Area Mowing/Brush Control @ Rt 522 & Rt 1017

Current contractor rate increased and COLA was not happy with new price; Steve Jenkins looked into obtaining other bids

- Donna Jenkins stated proposed Contract with Tom Henry is for approximately \$960 this year [Last year mowing expense was \$1200 for mowing and leaf removal services. The previous contractor rates were to have increased this year]. Tom Henry has shown he does a superior job to include picking up sticks as he mows, and he has a vested interest in Common Area grounds as COLA owner.
- Contract approval recommended by Steve Jenkins; COLA payment is \$60 for mowing services as rendered (*not* a bi-weekly increment as in past regardless of # of mowings); Grass will be cut based on as-need basis. (No copy of contract between COLA & Tom Henry was available at meeting). Board approved contract and Steve will sign.
- Any labor/services outside of contract should be approved by Grounds Chair (Steve Jenkins, as long as within Board approved budget). All labor services to be priced by job, not hourly.
- Thanks to Steve for orchestrating clean up by Tom Henry of trees/limbs to create more parking and cleaner grounds!

### Welcome Letters to New Property/Lots Owners

- Paul suggested that it may be more effective to provide letters, slip rules, & [confidential] phone tree AFTER purchaser moves into property instead of including with POA Packet prior to Closing. Consensus by all board members.
- Secretary or President to write letters (Form letters exist for Members and Associate Members of COLA respectively) and Donna Jenkins will include in Welcome Packet
- Board confirmed there is no way to provide “assigned” slips to each lot because there is not enough area to build (58) slips; to date, a need has not existed.

### Miscellaneous General Inquiries:

- Cathy Delozier inquired of Board Member perks. Paul Gadoci had sent a flyer years ago to entice new Board members with no success. It was agreed that Association is too small to offer financial benefits.
- Joe Holder inquired if any penalties exist on delinquent lots. Tom Nyman replied COLA Board has in the past approved liens on unpaid lots and the \$27 court cost is added to lot bill. However, because COLA ASSOCIATION was not a HOA established by the Subdivision Developer, a Judge could strike the lien. COLA currently has no liens on any properties. Internal Policy is to send letters to those in arrears, once reach \$500 debt. If no resolution, then Board discusses whether to pursue a lien. Paul Gadoci suggested a lower dollar threshold (follow procedure of registered letter of intent to take action, give time for a response, then, proceed w/court letter/lien if no payment received by lot owner). Tom Nyman explained this presents risk to COLA Association because we have no legal and binding authority over early Deed Transfer Lots and all Associate Member lots; hence, having to defend our claims could risk hefty legal expenses. Board agreed to put matter to rest and hope that when properties are sold we can recover the indebtedness via disclosure letter process.

### Slip Assignments Update:

Tom Nyman provided current rented slip #'s and paid status so that Steve Jenkins can provide/move slip signage accordingly

- (6) slips are rented: Slip #4, #6, #7, #8, #11, & #12;
- (4) lots did not renew. We suspect we only lost (1) previous rental as a result of \$25 dues increase. Others did not renew for unrelated reasons.

\* Minutes of Previous Board Meeting. At this time the Minutes of May 27 meeting were read and unanimously accepted (out of sequence - reported earlier).

### Treasurer Report by Tom Nyman:

- Operating Budget Account: \$5,653.21
- Reserve Account: \$18,749.40
- Capital Investment Fund: \$531.68

### Banking/Certificate of Deposit Status

- No CD's had purchased in several years due to extremely low interest rates
- Tom Nyman researched varies CD terms with Banks, nothing above 1% interest. Treasurer should constantly monitor CD rates for Reserve funds investment and that principal must be protected in case cashed pre-maturely.
- Joe Holder suggested placing funds into a Money Market Account so that cash would be fluid/accessible (not locked up as it is with CD's). Board would maintain primary operating account for expenses & dues/slip rentals deposits, move funds into money market for saving, and transfer into operating only as needed.

### No reports from President or VP

### Secretary Report from Donna Jenkins

- Noted several Real Estate transactions with new owners taking better care of lots

### Gate Keys Status

- Money is not in budget this year to Re-Key lock (2010 was last time changed; perhaps include in budget to change in spring of 2018). Topic has been placed for discussion at a later time
- Keys are currently allocated as (1) free key per Lot; \$100 to obtain a replacement key (raised from \$25 in early 2017)
- Cathy Delozier asked if maybe maximize (2) keys per Lot could minimize "parking" [overcrowding] problem in common area. Paul Gadoci suggested a progressive increase per Lot cost to replace key if perpetual "losses" (as a way to offset potential keys being given away to outsiders). No decision was made regarding a new key policy nor enforcement of "abuses" of gate key(s).

### COLA Association History & Board Authority

Cathy Delozier asked general HOA question on how rules are changed. Tom Nyman provided explanation of process:

- Association Members elect the Board members, and Board members make changes to the operating policies of Association
- Board is empowered to make all decisions regarding COLA Association business operations
- The Board cannot change Bylaws & Covenants- Bylaws can be changed by a majority of Full members of the Association in paid up status. The Covenants cannot be strengthened and can only be weakened (requiring a majority vote of all lot owners).
- Covenants state that all lot owners share boat dock/common area as an undivided and equal interest.
- Subdivision Developer did not provide a manner for the common area maintenance. Covenants are silent in regards to a POA/HOA. COLA Association was created after subdivision was developed. (About 8 years later, initially about 1/3 owners signed up into COLA and transferred their share of common area to the Association; presently Association has legal title/owns 57% of common area; therefore, COLA has majority vote of common area in interest of all property owners. Associate COLA members have deeded right to common area. But once keys are changed, no keys will be issued to delinquent lots.
- Board is responsible for decisions of how common area(s) is maintained.

### Picnic Table & Dock Boards Repairs:

Cathy Delozier inquired about the process of how meeting concerns/suggestions of repairs/maintenance become action (i.e replacing damaged boards on dock and picnic tables).

- Tom Nyman explained: Association owned assets are maintained with funds from either the annual Operating Budget or the Reserve Account. The Operating Account pays for predicted and planned annual costs, such as lawn cutting, preventative maintenance, and upkeep. The Reserve Account collects funds in advance of need (since the time of need cannot be predicted with confidence); this account pays for all maintenance, repair, or replacement required of assets that come up as unplanned costs. Examples are tree removal, repaving of driveways, repairing damaged gates, launch ramp dredging, or dock repairs. Assets are accounted for in a Reserve Study that determines the amount of reserve funds needing to be set aside each year.
- Donna Jenkins recommended instead of purchasing new tables, it would be cost effective to replace picnic table tops/seats with composite material since frames are in good condition.
- Cathy Delozier noted that many of the dock boards are rotting and hazardous. Steve Jenkins replied he had replaced a few boards and that some may still need to be screwed down.
- Concerns of how to maintain/preserve dock boards because they had never been power washed/sealed in 10 years were discussed, but not resolved.

### Archived Docs & Records Maintenance/Retention

Paul Gadoci reviewed old boxes from Bill Malthouse of docs from before 2001 and recommended disposing of all old docs since mostly meeting notes. Bill Malthouse's Trustee sent Paul all copies of docs from Bill's computer and gave Secretary/Cathy Delozier the flash

drive. Tom Nyman said no need to go through all the docs on drive, but just keep all records retained in one place. Paul drafted a document retention policy that was accepted by the Board.

#### Road to Ramp Maintenance

Tom Nyman brought up that the Reserve Study indicates the asphalt driveway (gate to launch ramp) is due to be re-surfaced, and need to check it's that is true.

#### BoD Meeting Times dates for Upcoming Year

(Governing Docs require minimum of 2 Board meeting/year)

- October 22, 2017
- February 11, 2018
- May 26, 2018 General Meeting @ 11 a.m. Common Area/Picnic
- June 2018 (within 2 weeks of GMM) TBD
- October 2018 TBD
- Emergency Meetings, as needed

#### Fall Picnic (Steaks paid by COLA & Potluck Lot Owner Contributions)

The topic of a fall picnic (based on demonstrated increase in owner interest in social activities from the GMM) was suggested and discussed. Late summer (in fall newsletter), the Board will include a Fall Picnic flyer requesting RSVP confirmations so Board can purchase proper quantity of steaks.

**Meeting adjourned 11:53 a.m.**

#### Actions/Summary:

- Tom Nyman to amend Boat Slip Rental letter to include parking rules; the snubber dock lines mandate (including proper installation instructions) should be handled on case/case between owner & Board; Modifications (fixtures/protection attached) to dock should be submitted to board for approval.
- Tom Nyman to research Money Market rates with banks.
- Donna Jenkins to provide Welcome Packet (Form letters, COLA community/residents contact phone list, boat slip rules, etc) to new property owners after property closing.
- Steve Jenkins or Paul Gadoci to remove/haul heavy trash receptacle from common area to dump.
- Steve Jenkins volunteered to look at picnic tables, obtain composite board material from Reserve Account funds, and to ask Tom Henry to price/perform labor.
- Steve Jenkins to check dock boards requiring repairs.
- Steve Jenkins to inspect asphalt (gate - ramp) driveway condition to determine if needs resurfaced.
- Meeting Times of Upcoming Year to be posted on COLA Website.

- **Donna Jenkins to create/mail a Falls Newsletter (in August) to include Fall Picnic Flyer requesting RSVP confirmations of those attending so that COLA can purchase proper quantity of steaks.**