



**Lake Wynonah Property Owners Association
Board of Directors Meeting Minutes
Tuesday, 5 September 2023, planned start 6:00 pm**

The Lake Wynonah Property Owners Association (LWPOA) Board of Directors (BOD) held a meeting on this date.

CALL TO ORDER

Board President Lisa Laudeman Jones called the meeting to order at 6:08 pm.

ROLL CALL OF DIRECTORS

Name	Position	Present	Virtual	Absent
Lisa Laudeman Jones	President	X	-	-
Frank Miller	Vice President	X	-	-
Brian Magazu	Secretary	X	-	-
Mike Flynn	Treasurer	-	-	X
Shawn Wootten	Assistant Treasurer	X	-	-
Susan Hummel	Director	X	-	-
Steve Kesselmeyer	Director	X	-	-
Bob McQueary	Director	X	-	-
Rebekah Tolar	Director	X	-	-
Heather Haspert	Community Manager	X	-	-
Liz Reifinger	Assistant Community Manager	X	-	-
Kim Gialanella	First Service Residential	X	-	-
Ted Gammon	First Service Residential	X	-	-
Mark Rogers	First Service Residential	X	-	-

MINUTES APPROVAL

Susan Hummel presented the 9 August 2023 Board Meeting Minutes for approval.

- Susan made a Motion to approve, seconded by Brian Magazu.

- The Motion was carried by unanimous consent.

Treasurer's Report

The BOD tabled the Financial Review. Mike Flynn will present it at the next BOD meeting.

NEW BOARD OF DIRECTORS ORIENTATION

Members of First Service Residential (FSR) used charts to discuss the following topics with the directors: Fiduciary Responsibilities, Confidentiality, Duties, Loyalty, Code of Conduct, Roles of a BOD, Governing documents, BOD Officers and duties.

Ted from FSR led a discussion on the importance of aligning the member concerns, BOD priorities with available resources.

Lisa emphasized the need to keep the current Strategic Planning Documents as a living record of the community's/BOD's priorities.

Bob McQueary suggested Directors and the Community Manager (CM) create a meeting 'Actions' list for top priority concerns. These actions shall be listed and tracked in the BOD Meeting Minutes. Brian Magazu agreed to include an "Actions and Status" table in future BOD Meeting Minutes.

The insurance needs and issues of the POA and BOD were reviewed and discussed.

- Insurance continues to be one of the largest POA expenses. Year-over-year insurance costs increase. Insurance should be a membership and the BOD interest item.
- BOD members are indemnification for life.
- Committee members are indemnified while on a committee and 2 years post service.

Communication Channels:

- The BOD discussed the usefulness of Facebook comment pages.
- FSR summarized the features of the Connect Portal, Event Groove, and the Event Registration portals.

Strategic Planning:

- Strategic Planning works best when a community considers: strengths, weaknesses, opportunities, and threats (SWOT analysis). The Directors should focus on solutions and creating action plans.

Kim Gialanella from FSR, led a discussion on Financial Planning:

- LWPOA's fiscal year runs from 1 April to 31 March each year.
- She reviewed the importance of financial reserves.
- She spoke of the use of Capital Improvement funds.

Rebekah Tolar led a discussion on the need for tight by-laws to guide LWPOA activities.

- She presented an action plan for Directors to review LWPOA by-laws to be shared with Legal Counsel for review. **ACTIONS** were created for our legal counsel and the BOD members.
- Brian made a motion to create a working group to support this action. It was seconded by Shawn.
- All present voted, 'Yea.' The working group consists of: Rebekah, Susan, Lisa, and Frank.

Meetings:

- Hold open meetings, be timely, be prepared, keep meetings under 2 hours, stick to the agenda.

Ted Gammon from FSR, led a discussion on BOD Teamwork:

- Focus on the membership and not the sub-elements of the membership.
- Share information, align the board (avoid hidden agendas), and build mutual trust.
- Ted, "there are 1,250 homeowners at Lake Wynonah, focus on the matters affecting the greatest number of your members. Avoid, rabbit holes."

Decision Making:

- Set priorities, define issues, leverage committees and working groups to advise the BOD.

Contracting:

- Define requirements, establish a period of performance, create contract templates, use progress payments and final payments to get best value from contractors.

Final BOD Training Thoughts:

- Always work for the greater good of the community.
- Set a good example 24/7/365.

BOD Orientation and Training concluded at 7:30pm.

COMMENTS BY THE BOD/PRESIDENT

- Lisa commented that Attorney Sugerman could not make it to this meeting. He will reschedule.
- She emphasized holding a strategic planning session to ensure the new Directors are updated on the current state of the community's strategic plan.
- Lisa commented on the costliness of Marcus and Hoffman's collections service.
- She suggested future BOD meetings be held on the 2nd Wednesday of the month, starting at 6:00PM.

By-Laws and Handbook:

- Rebekah offered a work plan to the Directors to ensure all articles are reviewed.
- Heather converted the Handbook, Bylaws, and Deed Restrictions to an MS Word document for review.
- Please provide your requested changes to Rebekah not later than Thursday, 14 September 2023.
- The Legal Subgroup is meeting on Monday, 18 Sept 2023, at 6 PM in the office conference room.
- Here are the BOD review assignments:
 1. Brian-Articles I and II
 2. Shawn-Article III
 3. Steve-Article IV
 4. Susan-Article V
 5. Rebekah-Article VI
 6. Bob-Articles VII, VIII, and IX
 7. Frank-Articles X and XI
 8. Lisa-Articles XII and XIII

2023-2024 OPEN MEMBERSHIP MEETINGS

Saturday, 21 October 2023, at 10:00 am

Monday, 15 January 2024, at 7:00 pm

Saturday, 13 April 2024, at 10:00 am

Monday, 17 June 2024, at 7:00 pm

THE COMMUNITY MANAGER'S REPORT:

Heather covered the following topics:

- The Fish and Boat Committee sent a thank you letter to the BOD for contributing \$1,000 to the children's trout rodeo. The event was a success.
 - Violations. All discussed a member's E&S violation. A CM letter will be sent to the member to correct the situation within 48 hours. All Directors present voted to provide the owner 48 hours to correct the E&S issues on their lot.
 - Signature cards need BOD members' signatures. A meeting at Santander Bank will be arranged.
 - The revisions to Connect are complete. FSR will provide a demo to the BOD to better navigate Connect.
 - The Lake Wynonah community has 27.8 miles of roads to manage and maintain.
 - The Community Manager will publish a new and updated community map.
 - For information only, "E-Dock's" bids were discussed. The BOD allocated \$15k for the project; however, bids reflect prices over \$50k. Additional bids will be solicited.
- The security sub-working group is investigating options to improve community security.

- Heather communicated the status of office IT. Brian made a motion to provide a budget of \$4k to upgrade office IT. Susan seconded the motion. There was no dissenting discussion. All present voted unanimously to approve the \$4k IT budget.

- Heather communicated three courses of action to repair the community's entry waterfall. Options included the complete renewal of the waterfall and lesser repairs. The BOD discussed the matter with no dissenting views. A motion by Steve to accept and fund the \$2k option was seconded by Shawn and unanimously approved by the BOD. Members can expect the waterfall to operate in the Spring of 2024.

KEY ACTIONS & STATUS

Priority definitions:

- **Red** = Immediate action is required by the CM or BOD, within 48 hours, to prevent or mitigate damage to the LWPOA.

- **Yellow** = Action is needed in the next 3-7 days to prevent or mitigate damage to the LWPOA.

- **Green** = Deliberate action planning is needed over the next 2-8 weeks to prevent or mitigate damage to the LWPOA.

#	Action	Responsible Party	Priority (Red, Yellow, Green)	Status (Open, In-Work, Closed)	Comments
1.	Create a BOD action record	Brian Magazu	GREEN	In Work	Going forward the CM to manage the Actions Record
2.	Membership is concerned with the water level in Lake Wynonah. Need Engineering Study on the Dam/Spillway permeability.	Lisa Laudeman Jones/BOD	RED	In Work	Motion made & seconded and passed to budget \$6.5K for Benesch Engineering to study the dam /spillway.
3.	Ensure LWPOA By-Laws reflect updates of the Handbook.	Rebekah Tolar	YELLOW	In Work	Legal Counsel will be asked to review by-laws and handbook to suggest changes as necessary.
4.	Ensure the BOD provides input to legal counsel on the LWPOA By-Laws and Handbook.	Rebekah Tolar and all BOD members, See assignments above.	YELLOW	In Work	Members of the BOD were given assignments to review and comment to Rebekah by 14 Sept.
5.	Update ARC Committee Charter	Steve Kesselmeier	GREEN	In Work	Steve is working with Heather on this action.

COMMITTEE REPORTS:

The Executive Committee Members are Lisa, Frank, Mike, Shawn and Brian

The Security Technology Subgroup are Steve, Mike, Shawn, and Bob

The Architectural Review Committee – Heather communicated this committee requires an updated charter. **ACTION** to Heather and Steve.

Lodge committee: Frank will remain the BOD liaison.

The past BOD deactivated the Pool Committee.

Susan motioned to deactivate the Deed Restrictions Review Committee. Steve seconded, all present voted “yea” to deactivate the committee. Past Committee revisions shall be reviewed by Attorney Sugarman.

Brian volunteered to be the BOD liaison to the Fish and Boat Committee.

Susan will continue as the BOD Liaison to the Lake Committee.

Steve will continue as the BOD Liaison to the Safety and Security Committee and the Architectural Review Committee

The past BOD deactivated the Communications and Marketing committees.

The Ski-Slope Committee will be deactivated once the project is finalized.

Other committees and working groups will be created and deactivated as needed.

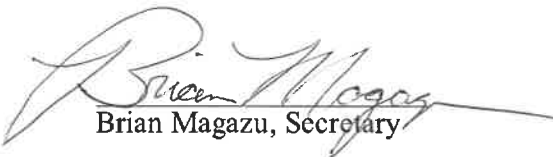
ADJOURNMENT

Lisa ended the meeting sharing the Members’ request to make a presentation to the BOD for additional Pickle Ball courts, and potentially Beach Volleyball courts. The Directors will meet with these Members during an upcoming meeting.

There were no further comments from the BOD members.

Bob made a motion to adjourn the meeting. Steve seconded it with no further business and the meeting adjourned at 9:50 pm.

Respectfully Submitted by:


Brian Magazu, Secretary Approved

1. Motion by Susan Hummel, seconded by Brian Magazu to approve the Minutes from the 9 August 2023, Lake Wyanonah Board of Directors Meeting. Motion carried by a vote of 8 Yea, 0 Nay, 1 Absent.

Director Votes - Yea

Lisa Laudeman Jones, Frank Miller, Brian Magazu, Shawn Wootten, Susan Hummel, Steve Kesselmeyer, Bob McQueary, and Rebekah Tolar.

Director Votes – Nay

None

Director Votes – Abstain or Absent

Mike Flynn

2. Motion by Brian Magazu, seconded by Steve Kesselmeyer to provide a Member 48 hours to correct an ENS violation. Motion carried by a vote of 8 Yea, 0 Nay, 1 Absent.

Director Votes - Yea

Lisa Laudeman Jones, Frank Miller, Brian Magazu, Shawn Wootten, Susan Hummel, Steve Kesselmeyer, Bob McQueary, and Rebekah Tolar.

Director Votes – Nay

None

Director Votes – Abstain or Absent

Mike Flynn

3. Motion by Brian Magazu, seconded by Steve Kesselmeyer to provide \$4,000 to upgrade the office Information Technology equipment. Motion carried by a vote of 8 Yea, 0 Nay, 1 Absent.

Director Votes - Yea

Lisa Laudeman Jones, Frank Miller, Brian Magazu, Shawn Wootten, Susan Hummel, Steve Kesselmeyer, Bob McQueary, and Rebekah Tolar.

Director Votes – Nay

None

Director Votes – Abstain or Absent

Mike Flynn

4. Motion by Steve Kesselmeyer, seconded by Shawn Wooten to provide \$2,000 to repair the waterfall at the Navaho Drive entrance. Motion carried by a vote of 8 Yea, 0 Nay, 1 Absent.

Director Votes - Yea

Lisa Laudeman Jones, Frank Miller, Brian Magazu, Shawn Wootten, Susan Hummel, Steve Kesselmeyer, Bob McQueary, and Rebekah Tolar.

Director Votes – Nay

None

Director Votes – Abstain or Absent

Mike Flynn

5. Motion by Susan Hummel, seconded by Steve Kesselmeyer to deactivate the Deed Restrictions Review Committee. Motion carried by a vote of 8 Yea, 0 Nay, 1 Absent.

Director Votes - Yea

Lisa Laudeman Jones, Frank Miller, Brian Magazu, Shawn Wootten, Susan Hummel, Steve Kesselmeyer, Bob McQueary, and Rebekah Tolar.

Director Votes – Nay

None

Director Votes – Abstain or Absent

Mike Flynn

6. Motion by Bob McQueary, seconded by Steve Kesselmeyer to adjourn the meeting at 9:50pm. Motion carried by a vote of 8 Yea, 0 Nay, 1 Absent.

Director Votes - Yea

Lisa Laudeman Jones, Frank Miller, Brian Magazu, Shawn Wootten, Susan Hummel, Steve Kesselmeyer, Bob McQueary, and Rebekah Tolar.

Director Votes – Nay

None

Director Votes – Abstain or Absent

Mike Flynn

Addendum complete.