



Lake Wynonah Property Owners Association
Board of Directors Meeting Minutes
Wednesday, September 18, 2024 6:00 p.m.

Welcome and Call to Order

Board President Steven Kesselmeyer called the meeting to order at 6:01 p.m.

Roll Call

Present: Steven Kesselmeyer, President; Brian Magazu, Vice President; Susan Hummel, Secretary; John Paul Marceau, Treasurer; Shawn Wootten, Assistant Treasurer; Directors Bob McQueary, Herv Breault, Lisa Jones
Absent: Director Richard Hardy
CM Elizabeth Refiner
ACM Camry Zeiber

President's Report:

Kim Gialanella, Bob Rogers, and Ted Gammon from First Service Residential (FSR) provided an orientation to the duties and responsibilities of LW-POA Board members. A visual power point/slide deck was reviewed and provided to Directors. Major highlights:

- Primary responsibilities of the Board
- Fiduciary Duty - act in best interest of Association, not members per se
- Financial planning - know the various funds, pay attention to Reserve Study
- LWPOA Code of Conduct
- Participation in social media i.e. Facebook as a Board member is not permitted.

Review of services to LWPOA and Board provided by First Service Residential management company:

- Connect Portal
- Action plan with strategic planning
- Accounting
- Advice and resources for financial planning, investments and insurance

- Event Groove
- VIVE for contractors
- Educational webinars for Board members

Approval of new members - Motion by Brian Magazu and Second by John Paul Marceau to approve membership applications August - September 2024. Motion carried by all.

Minutes Approval

Motion by Susan Hummel and Second by Herv Breault to approve August 14, 2024 Board of Directors Meeting Minutes. Motion carried by all. There were no corrections suggested for the August 18, 2024 Annual Meeting Minutes.

Treasurer's Report

- No report summary. Goal is to use a different format to group expenditures by vendor - will need to use an excel format. FSR will be contacted to assist with this conversion.
- Assistant Treasurer Shawn Wootten will take over the delinquency reports.
- Collections - 1) After discussion Motion by Brian Magazu and Second by Bob McQueary to move forward with lien on Member's property. Motion carried by all; 2) After discussion Motion by Lisa Jones and Second by Brian Magazu to approve Complaint for filing in the Common Pleas Court on Member's property. Motion carried by all; 3) After discussion Motion by Lisa Jones and Second by Herv Breault to move forward with lien on Member's property. Motion carried by all.
- Shawn Wootten will contact KCC Services collections agency to provide a template guideline for collections.

Community Manager's Report

- Paving - one of three solicited bids has been received. Liz will email all three bids to BOD when other two are received.
- Tar and Chip - there was a September 15, 2024 deadline to commence. Quotes received will be effective for 2025 - April, May work
- Pool - still attempting to identify where the leak origin is. Maintenance crew to be trained on how to winterize the new pool. Quote requested for railing and steps for zero degree entry
- Bank - Newly elected Executive Board members to be added to MidPenn Bank, Santander, and First Citizens Community Bank as Signators.

- New maintenance truck will be delivered end of next week.
- Request to the Board - Realtors request the use of the business office conference room to complete closings for Lake Wynonah properties only. Motion by Herv Breault and Second by Susan Hummel to allow Realtors to use the business office conference room at no charge for closings of property sales in Lake Wynonah. Motion carried by all.
- Request to the Board - Representative from [homes.com](https://www.homes.com) requests permission to capture media footage of houses, views of the two lakes and amenities such as the pool, sports courts, the Lodge, and playgrounds to showcase Lake Wynonah for people looking to purchase property in this private community. After discussion Motion by Brian Magazu and Second by Bob McQueary to allow [homes.com](https://www.homes.com) to take media footage and photos to showcase Lake Wynonah amenities with no people in the pictures and ensuring LWPOA retains unlimited rights to the media footage and photos. Motion carried by all.
- Weekly reports from CM to BOD will begin by end of September
- Damaged home on Indian Drive is now under Renovation construction
- VIVE - Contractors who could potentially work for LWPOA may not want to because of the requirements they must meet through VIVE screening. After discussion there was unanimous agreement that contracts up to \$25,000 would not require a contractor to complete VIVE screening although the selected contractor would have to comply with all requirements of LWPOA.
- Violations - illegal entry through all gates a concern

Committee updates

BOD Liaisons 2024 -25

- ARC - Steve Kesselmeier
- Dam - Bob McQueary
- Finance - John Paul Marceau
- Fish and Boat Group - Brian Magazu
- Lakes - Susan Hummel
- Lodge - Lisa Jones
- Safety and Security - Herv Breault

Lakes Committee report - an emergency response plan is being developed by the committee that will outline procedures to respond to reported events of concern, such as toxic algae. Brian Magazu provided new Board members a review of the actions the Fish and Boat and Lakes Committees took to address member concerns regarding water quality of Fawn Lake. The

LWPOA management team will release two sets of messages to the community members explaining how they can assist in maintaining our healthy lake water quality, one in September and one in Spring 2025.

Lodge report - Dishwasher to be fixed soon; there have been staff hires and removals. A cleaning person for the Lodge is needed. The Lodge Committee Charter was reviewed and Lisa Jones will update the text of the charter. The Lodge Committee selection was approved with five voting members elected and five non-voting members for total of 10 committee members.

Safety and Security report - applications for members have been received. The roll-out of the new gate system will be facilitated by Steve Kesselmeier, Bob McQueary, Brian Magazu and Herv Breault

Old Business

- New gate access system - need to inform the members about the process to be utilized
- Bylaws review - Susan Hummel, Herv Breault, Brian Magazu, Richard Hardy to continue preliminary review
- Dam outlet works - Benesch recommendation is to not use the valves until the stem collars are repaired. Repairs for Lake Wynonah valves is imperative. Motion by Bob McQueary and Second by Lisa Jones to approve \$5,000 payment to Benesch to write Request for Quote (Proposal) for bids to make repairs mid-November. Motion carried by all.

New Business

- Committee Liaisons - as listed under Committee Updates section
- Code of Conduct signed by new BOD Directors present at meeting
- Harassment Policy - moved to October BOD meeting agenda
- Lake permit to draw down Lake Wynonah - approved 11/15/2024 - 2/1/2025.
- Deed Restrictions Review - Susan Hummel will email Deed Restrictions and suggested member-approved changes to BOD for discussion at October BOD meeting.
- Process to include electronic voting for Board of Directors elections in LWPOA Bylaws - Consult Attorney James Doyle for proposed text.
- Schedule Review - utilize a standing agenda item to review on-going calendar of activities and events that have been agreed upon by BOD each monthly meeting. Brian Magazu will create and maintain the calendar and review.

- BOD meeting dates and times: regular meeting is second Wednesday of each month at 6:00 p.m.
- Open Board meeting dates and times:

10/14/2024	7:00 p.m.
1/11/2025	10:00 a.m.
4/14/2025	7:00 p.m.
6/14/2025	10:00 a.m.
8/17/2025	2:00 p.m. Annual Meeting

Next Board Meeting Date

Wednesday October 9, 2024

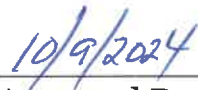
Adjournment

Meeting Adjourned at 10:27 p.m.

Respectfully Submitted by



 Susan Hummel, Secretary



 Approval Date

September 18, 2024 Board Actions

- Motion by Susan Hummel and Second by Herv Breault to approve August 14, 2024 Board of Directors Meeting Minutes. Motion carried by all.
 Director votes - Yea
 Steven Kesselmeyer, Herv Breault, Lisa Jones, Bob McQueary, Shawn Wootten, John Paul Marceau, Susan Hummel, Brian Magazu
- Collections - 1) After discussion Motion by Brian Magazu and Second by Bob McQueary to move forward with lien on Member's property. Motion carried by all; 2) After discussion Motion by Lisa Jones and Second by Brian Magazu to approve Complaint for filing in the Common Pleas Court on Member's property. Motion carried by all; 3) After discussion Motion by Lisa Jones and Second by Herv Breault to move forward with lien on Member's property. Motion carried by all.
 Director votes - Yea
 Steven Kesselmeyer, Herv Breault, Lisa Jones, Bob McQueary, Shawn Wootten, John Paul Marceau, Susan Hummel, Brian Magazu

- Motion by Herv Breault and Second by Susan Hummel to allow Realtors to use the business office conference room at no charge for closings of property sales in Lake Wynonah. Motion carried by all.
Director votes - Yea
Steven Kesselmeyer, Herv Breault, Lisa Jones, Bob McQueary, Shawn Wootten, John Paul Marceau, Susan Hummel, Brian Magazu
- Motion by Brian Magazu and Second by Bob McQueary to allow [homes.com](https://www.homes.com) to take media footage and photos to showcase Lake Wynonah amenities with no people in the pictures and ensuring LWPOA retains unlimited rights to the media footage and photos. Motion carried by all.
Director Votes - Yea
Steven Kesselmeyer, Herv Breault, Lisa Jones, Bob McQueary, Shawn Wootten, John Paul Marceau, Susan Hummel, Brian Magazu
- Motion by Bob McQueary and Second by Lisa Jones to approve \$5,000 payment to Benesch to write Request for Quote (Proposal) for bids to make repairs mid-November. Motion carried by all.
Director votes - Yea
Steven Kesselmeyer, Herv Breault, Lisa Jones, Bob McQueary, Shawn Wootten, John Paul Marceau, Susan Hummel, Brian Magazu
- Motion by and Second by to Adjourn the meeting. Motion carried by all.
Director votes - Yea
Steven Kesselmeyer, Herv Breault, Lisa Jones, Bob McQueary, Shawn Wootten, John Paul Marceau, Susan Hummel, Brian Magazu