

# **Lakeshore Village Board Meeting**

December 12, 2017

7:00 pm

Submitted By: Gretchen Feld

**Board Members Present:** Wendy Becker, Karen DiGirolamo, Joanna Rodes, Gretchen Feld, Bridge Bickel, Larry Snipes, Tom Martin, Patricia Hughes, Nana Seitz.

**Alternates Present:** None

**Board Members Absent:** None

**Property Management Present:** Ann Michel

**Homeowners present:** Vivian Snipes (97), Dayle Vaughn (127)

**Call to Order:** Meeting was called to order by Wendy Becker.

**Approval of Minutes:** Tom Martin made a motion to approve the proposed minutes from November 14, 2017; Larry Snipes seconded. Motion passed unanimously.

## **Board Report:**

- **Architectural Change Request** – Wendy Becker reported that the Stratfords in Unit 2 have asked to make a change to their existing patio. This was discussed in the Board’s working meeting. The Board has approved the change specifying that they should build a fence rather than a “natural barrier” which was a proposed option and that they make sure they do not cover up their sewer cleanout. Karen DiGirolamo made a motion to approve this ACR with the two specifications, Tom Martin seconded. Motion passed unanimously.
- **Repairing Carport Posts** – Wendy Becker reported that a small repair is needed at the carport in the 500 area, closest to the 543 entrance. Steve McCubbins noticed that there was a leaning post that could use some bracing and said he could do it for \$600. The Board discussed this via email. Larry Snipes made a motion to approve the bid of \$600 for Steve McCubbins to repair the carport. Patricia Hughes seconded. The motion passed unanimously.
- **Lawn Service Contract** – Wendy Becker reported that the Board has been looking to replace LawnMasters with another lawn care company. We have a bid and are still working out the details but will likely be making a change in the next month or two.
- **Electric and Lighting** – Gretchen Feld reported that we have ordered two sample fixtures that should be in soon. Ann reported that Tom Stinnett has been making repairs where he can. Bridge has been working with a representative from CED to find a light for the exterior of the Clubhouse. He has received a website with additional options for both post and wall mount lights. We will ask Tom to install the samples as soon as they come in.
- **Clubhouse Repairs** – Bridge Bickel reported that Steve McCubbins is still working on townhouse units but should begin on the Clubhouse repairs soon. He will be able to do repairs in the cold, he just won’t be able to paint until it gets warm again.

## Financial Report

- Bridge Bickel reported that we did pretty well for November. We ended up \$22,000 above budget. That was because we had that amount earmarked to be paid for the Clubhouse repairs last month. The utilities in October were not paid until late in the month resulting in there being both a past due and due amount on the November bills which we didn't realize so we overpaid but we now have a credit on the accounts. For the year, there are no real areas that are out of alignment yet. On receivables, we've been collecting quite a few past due accounts. We will wait until the New Year to really start hitting hard on those accounts that are highly overdue. Ann and Bridge are working hard on figuring out the email list to determine who gets their statements via email and who needs it hand delivered. For the fiscal year we have \$25,000 in net income. That amount was moved from the Operating Account to the Reserve Account. The bank balances are \$25,821 in the Operating Account and \$102,845 in the Reserve Account. Larry brought up that some of that money was earmarked for projects that we were supposed to do last year and he would like to ensure that those projects get done this year. Last month we approved moving \$40,000 from the operating painting account to the reserve painting account. As such, there is now \$46,621 in the operating painting account. The roofing fund sits at \$71,441. There was discussion regarding the collection of insurance reimbursement payments from the financial documents that were distributed that states we have yet to collect over \$41,000. Bridge assured him that most of that will come in with the scheduled spring reimbursement from homeowners.

## Property Manager's Report:

- **Electrical** – Tom Stinnett has been out and is working closely with Bridge and Rick and has repaired a lot of the areas where we have been having complaints of lights being out. He's replaced a few carport lights and done some re-wiring.
- **Clubhouse Rentals** – We have 7 Clubhouse rentals for the month. There is only one key for rentals so Ann will work on logistics to make sure all renters have access. We will need to ensure it is clean after each event. Ann will arrange for a Board member to inspect the Clubhouse following each weekend rental. If it is not sufficiently clean, the first step will be to contact the homeowner who last rented it and ask them to finish cleaning in order to get back their security deposit.
- **General Maintenance** - Ann will be calling Mike with LawnMasters regarding another leaf removal prior to Christmas. Rick has been blowing leaves. We have had 2 dumpsters replaced and 1 repaired. We still have 1 dumpster with a broken door and the repair is pending.
- **Gutters** – Fayette Window has finished the gutter cleaning. Ann had gotten 2 complaints regarding the gutters, one that was found to not be legitimate and one that was. Once Fayette Window was made aware of the second, they were out here to rectify the issue immediately.
- **Organization** – Ann has been working on organizing the kitchen cabinets. Rick has been working on organizing the storage area in the 500 area. They will work together to organize under the clubhouse this winter.
- **QuickBooks** – Ann is working hard to learn the ins and outs of our QuickBooks and to utilize it the most efficient way possible. We have 15 owners with no email addresses and 19 homeowners total who ask for paper invoices. She has added 33 email addresses to the list that receives invoices electronically and 35 addresses to the group blast to ensure more homeowners are receiving our information.

- **Delinquencies** – Ann and Bridge are working on a strategy to collect from the homeowners who are past due, especially those with large balances. It was decided that with the holidays upon us, now is not the time to hit homeowners with a hefty bill. Those collections will begin in earnest after the New Year. Since Ann started in mid-November she has collected about \$5,000 in owed dues.
- **Inspections** – Ann reported that she drives both lots each morning and walks the property at least once a week in order to keep an eye on everything.

#### **Committee Reports**

- **Communications** – Tom Martin reported that Jessica Gies from Bill Farmer’s office is working with the city on making available to LSV the original sewer line maps showing lateral lines to individual units. If these can be provided, Tom will scan them and make them available on the LSV website.
- **Beautification** – Dayle Vaughn has decorated the two entrance areas and the courtyard by her unit and it all looks great. Thanks to Dayle.
- **Social** – Patricia Hughes reported that we may consider having a Christmas gathering after seeing how well the clubhouse was decorated. We will send out information via email and Facebook if something is coordinated.
- **PAC** – Larry Snipes reported that we have caught up on inspections that were missed in 2017. We will be sending letters by early January. These units will have a deadline in July to have their repairs done. We will begin inspections on the 2018 units in January or February, when there is a nice day.

#### **New Business**

- Nana Seitz reported that she delivered a homeowners welcome packet that Ann developed for her to units which have recently changed ownership. The owner of Unit 8 was very happy to receive it and indicated she would like to get more involved in the community. The packet contains information about the website, how they can pay their dues, information for the Board members, etc.

Meeting was adjourned by Wendy Becker.