

**MINUTES
WORK SHOP AND EXECUTIVE MEETING
OF THE MEADOWLAKES PROPERTY OWNERS ASSOCIATION**

Workshop August 1, 2016

--

Executive Meeting August 9, 2016

Workshop:

The workshop meeting was convened at 5:40 PM on 1 August by President Joe Summers, having awaited a few minutes for arrival of Board members. Six members of the Board were present to establish a quorum. Those members present were Joe Summers, Gerry Mason, Dottie Stueckroth, Joy Marcou, Jerrial Wafer, and Jim Woods. Len Fate was absent. There were 5 residents/visitors in attendance, with none signed in.

The minutes from the July 11 workshop, the July 12 Executive Meeting, and the July 18 e-mail meeting were presented to the Board for review before approval in the next executive meeting.

Joe began the business discussion items with an update on the Personal Recognition Brick Program. Fifty-four (54) new bricks were on order, with 39 representing new orders, and 15 bricks to replace those with errors. Joe stated that current plans were to complete installation of the bricks by mid-October for a commemorative ceremony on Veterans Day, November 11.

Joe asked Jim to discuss his recent findings on Bylaws. Jim stated that he had gone through the draft minutes of annual meetings back to 2007. In the 2009 annual meeting the Board and attendees did record approval of newly amended Bylaws. Review of minutes and folders for the November and December 2009 monthly meetings included a signed copy of the Bylaws that were approved during the 2009 Annual Meeting. Since there is no apparent record of the Bylaws being recorded with the County Clerk, the 2009 signed Bylaws will be provided to the County Clerk for recording. If the Board members later decide to amend the 2009 Bylaws, those can be approved at a later annual meeting or a special meeting. Part of the discussion focused on the Bylaws inclusion of a recreational committee. Joe mentioned that he would like to include an agenda item on the monthly meeting for discussion and hopefully approval of a recreational committee.

Joy presented the budget execution for the current year and the latest proposal for the 2016-2017 budget. The 2016-2017 budget is basically complete, pending final review of the security numbers by Len and approval of the contract for support with the City. Joe related that the City has requested an increase in the contract to cover increased labor costs and increased support levels since the prior contract was signed in 2013.

The following discussions were on the election process for new candidates to fill Board positions that will be vacated as of the annual meeting. Joe explained that the terms for his position and Len's position would expire this year. Initially, we thought these were the only two positions for considerations. However, subsequent review of the Bylaws shows that a member appointed to the Board to fill a vacant member position can only be appointed until the next annual meeting. Thus, the appointment of Dottie following the resignation of Gerald Fair means must be open for election by members at the annual meeting. Complicating the issue is that Mr. Fair was elected to fill a vacancy created by the resignation of Jan Cunningham at the last annual meeting, and there were two years remaining of her 3 year term. In summary, two candidates this year will be elected to 3 year terms, and one candidate will be elected to complete a one year term. The Bylaws do not provide guidelines for such occurrences. Board members discussed several

means of resolving the dilemma. Joy mentioned that she thought the persons receiving the highest number of votes should be elected for three years and the person with the third highest votes would be elected for one term. Also, Joy had prepared a draft proxy form and ballot for the Board's consideration, in the event the members thought that a vote by ballot rather than a show of hands at the meeting was appropriate. The discussion focused on linking the process to the procedures set forth in the Bylaws. Since the Bylaws specifically provide for nomination from the floor of the Annual Meeting, a ballot before the meeting would be complex. Joe asked the members to consider the issue and be prepared to vote at the monthly meeting on the most appropriate means of election.

Joe said that the monthly meeting with the Mayor and City Manager did not occur this month since the Workshop meeting was accelerated by 7 days.

He then asked for monthly updates by the directors.

Joy started stating that our current year income and expenses are consistent with a breakeven for the year, with revenues slightly up and execution below estimated because costs have not materialized for the contingency estimate, for the gift to the City for pool repairs and shading, for part of the street repairs, and timing on repairs to the security building. Joe related that he had signed the contract for storm water control as was previously approved by the Board. Joy mentioned that the contractor would be billing incrementally for three scopes of work and that she planned to expense the contract cost in the year of each billings.

Dottie said that all is going well in RV storage. All spaces are filled, and the waiting lists for covered and uncovered parking remain. She said the recent paving of the storage lot has been very well received and the coating seems to be stabilizing with the additional time.

Len was not present to discuss security.

Jerrial related that the Welcome Committee has welcomed 17 new people and that the information on new residents from Len in security was excellent.

Gerry said that most of the roadwork is completed for the year and streets are in good condition, pending any future storm damage. The issue of deer intruding into Meadowlakes continues to be a problem, with fence line issues on Dogleg. Also, he has received complaints of residents using the firepit at Lakeside Park and not extinguishing the ashes. He plans a sign warning people of fire hazards. And, he needs a sign to warn people using the boat ramp of hazardous conditions on the ramp, on the landing, and the nearby rocks.

Joe listed the issues that would be taken up by the Board in the monthly meeting. Jim will include the issues in the weekly City newsletter to inform the residents. Gerry volunteered to give the prayer at the monthly meeting, and Joy will give the pledge.

Joe asked if there were any comments from the audience or from the members. Hearing none, he asked for a motion to adjourn. Gerry made the motion to adjourn, and Joy seconded it. The meeting was adjourned unanimously at 7:05 PM.

Executive Meeting:

The Executive meeting was convened at 7:00 PM on 9 August by President Joe Summers. Six members were present to establish a quorum. Attending were Joe Summers, Dottie Stueckroth, Joy Marcou, Jerrial Wafer, Gerry Mason and James Woods. Len Fate was absent. Gerry led the

meeting in prayer, and Joy led the pledge of allegiance. There were 15 residents/visitors in attendance, with 13 signing in.

Joe asked if there were any discussion on the July workshop, monthly meeting, and email meeting minutes. Hearing none, he asked for a motion to approve the minutes of the three meetings. Gerry made a motion to approve the minutes, and Joy seconded. The minutes were approved unanimously.

Treasurer's Report. Joy briefed the members and audience on the status of budget execution for the current year and on the projected cash position of the Association at fiscal year end. In summary, the Association will finish the year with revenues and expenses nearly balanced. Revenues are slightly higher than anticipated, and costs have been lower than budgeted. She noted that the cash position may change somewhat dependent of whether the City pre-pays the last installments of the prior year loan for water storage.

Directors' Reports.

Dottie reported there are 21 residents on the waiting list for RV storage parking and 27 for covered parking. Several residents have commented that signage is needed to inform users of correct parking guidelines, since spaces are narrow.

Len was absent, but Joe related that he had spoke to Len and all security operations were going well.

Jerrial summarized Building Committee activity for the Board, and asked Sherri Staley to speak about the new information coming to the Welcome Committee. Sherri explained that the new information from Len's security files has been great in identifying new residents. She provided a summary of the new residents that the committee has met and she outlined the committee's efforts to gain a biography of the new residents when they want to share the information. The Board members thanked Sherri and the Welcome Committee for all of the excellent work they have done.

Gerry reported that he is in process of developing signage for Lakeside Park to alert boat dock and boat ramp users of potentially hazardous conditions and that use of the Park is at the users' risk. Also, a sign will be place at the firepit warning users to extinguish all ashes before leaving the firepit unattended. Joe and Gerry discussed the recently awarded contract for study of storm water control on Association streets. The contractor is anticipated to start survey work within the community by the end of August.

Old Business.

1. Joe related the recent order of 54 bricks for the Personal Recognition Brick Program. There are 39 new names of residents or their family members. Fifteen earlier bricks contained spelling errors that will be replaced. The vendor has sufficient time to provide the bricks for installation in October. Currently, a commemorative ceremony for the bricks is planned for Veterans Day, November 11.
2. Joy summarized the changes to the budget from 2015-2016 to the new 2016-2017 budget, noting areas of interest, such as (i) this will be the last year of the three year streets maintenance plan that was addressing certain infrastructure problems, and (ii) the contingency line in the budget has been dropped and a much smaller estimate for unexpected costs has been added into account 5445 – other operating expenses. Such operating expenses may include any new costs for recreation activities. Also, the new City contract amount has been included in the Budget. Bottomline, budgeted expenses


exceed anticipated revenues for the budget year by about \$53,000, but our cash and equity positions remain very strong. She asked that the Board approve the budget proposed for 2016-2017. Joy made a motion that the Board approve the budget, and Gerry seconded it. The motion and budget was approved unanimously.

New Business.

1. Jim reiterated that the approved Bylaws from the 2009 Annual Meeting have been found. Several discussions have covered whether to revise the bylaws for any operating or policy changes. There was no consensus on the need for revision. The Board will address any revision of the Bylaws at a later date. The 2009 Bylaws will be recorded with the County Clerk.
2. Joe summarized the three expiring positions for which candidates will be considered for election. Two positions are for three years terms. One position is for a one year term. The Bylaws do not address how to assign candidates by vacancies. Joy reiterated her recommendation that the two candidates receiving the most votes should be elected to the three year terms, and the third highest candidate be elected to the one year term. Jim also recommended Joy's solution, but added that some candidate may desire to be elected for a one year term. Jim motioned that the Board approve the policy "Three candidates receiving the highest number of votes will be considered as elected. A candidate receiving among the three highest number of votes may voluntarily accept the one year term. If so, it will be determined that candidate will be elected to the one year term and the other two candidates will be elected to the three year terms. In the event no candidate voluntarily accepts a one year term, the two candidates receiving the highest number of votes will be elected to the three year terms and the candidate receiving the third highest number of votes will be elected to the one year term." Gerry seconded the motion, and the vote to approve was unanimous.
3. Joe presented the issue of creating a Recreation Committee pursuant to the Bylaws. Although addressed in the Bylaws, the Association has not established a continuing committee for recreation activities. Joe said that Amy Reeves has volunteered to head the committee and has several ideas from the City's Long-range Planning Committee where Amy served and several ideas of hers. He introduced Amy to the members and to the audience. Amy explained that many residents have already volunteered to be on the committee, once formed. The committee will work to develop areas of interest for all age groups. Already there is a plan for a Harvest Outing on 12 November. Jerral motioned that the Board create the Recreation Committee and Dottie seconded the motion. The motion was approved unanimously.

Joe asked if there were any other comments from the audience. Hearing none, he asked for a motion to adjourn. Gerry made the motion to adjourn, and Joy seconded the motion. The motion passed unanimously. Joe announced that the next Executive meeting would be at 7:00 PM on September 13. The meeting was adjourned at 8:45 PM.


Joe Summers, President


James Woods, Secretary