

***Peaceful Valley Lake Property Owners' Association
June 2018 Board of Directors Meeting Minutes***

June 15, 2018

7:30 PM

I. Call to order

II. Roll call

Kim Burkhardt Acting President

Mike Garlock, Treasurer

Gary Hacker, Secretary

Glen Boettcher

Greg Brenner

Tom Bush

Tim Edwards

Charles Kinworthy

III. Guests

- Lorraine Andrysek, Geri DeAngelis, Gary DeAngelis, Jackie Duga

IV. Guest Issues

None.

V. Approval of minutes from last meeting

Charles Kinworthy moved to accept May minutes, Tom Bush seconded, motion carried.

VI. Approval of Treasurer's Report and Recap

Glen moved to approve Treasurers Report and Recap, Charlie seconded. Question on deleted checks for Dave Brown and Marie Giesler. Explanation was that initial checks had been written wrong as the time keeping system calculated time incorrectly. Time keeping system has been converted to 24-hour clock to overcome this error in the future.

VII. Review and approve bills.

Charlie moved to approve bills, Tim seconded motion carried.

VIII. Committee Reports

i. Administrative

a. Office

Most passwords for the computer and various websites have been recovered. Once complete, we will enroll in “Dashlane” which is a password management system that will make it easier to manage these in the future. We’ve converted to QuickBooks online, which allows us to share our bookkeeping information with our accountant.

We’re planning on going to QuickBooks payroll processing which will allow us to eliminate most of the services we were paying the accountant to do.

Membership dues are rolling in.

ii. Operations

a. Roads/Maintenance

The sewer folks will be here for the next two weeks, so they may want to hold off on paving in June.

Mike brought up repair of the road to the boat ramp on the Woodson side. Discussion about doing the Marina road vs. the disabled parking. Mike will talk to Midstates and get bid.

b. Security

Talked about the security schedule. Tabled personnel discussion for executive session.

c. Site Manager

Talked about the dump truck needing maintenance. Hinge frozen and lift unit needs repair. About \$1750. Approved for repair.

d. Building

iii. Members Facilities

a. Lodge

b. Pool

Baby pool was drained, apparently mischief. We put padlock on door and got it back up and running.

c. Campground

Campground looks good. Campers enjoy the upgraded electricity and added water. The \$5 per night over 7 nights camping has had an impact. Last year at this time, we had 207 days of camping. This year, there have been 47 days this year.

d. Beautification

Did some clean up around lodge. Replaced lights on the Swan signs on upper/lower entrances.

Dead trees on Woodson side across from Jill Colley's house. Need to get bids to remove these trees and several others in danger of falling onto roads. We will get bids.

iv. Lake

a. Boats

No report.

b. Fish

No report

c. Weed Control

We are using a combination of Cultrine Plus liquid and copper sulfate to fix algae problem. Will start putting out copper sulfate this week.

d. Dam

Discussed the work to clear off the vegetation on the back of the dam to be ready for dam inspection in the spring.

IX. Old business

- a) Bridge Repair—Don Burrows was asked about the status of the contract to repair the bridge at the lower entrance. He said that S. Edwards Construction was contracted to do the work, but that Edwards' son told Don that "they wouldn't do it now since they'll only work with Don."

Mike reported that he talked to S. Edwards who was originally contracted to do the job and they've "decided to pass." We can go back to the other bidders.

Talked to Karl Kloster about doing the bridge, and Charlie also mentioned a company he's worked with that uses epoxy.

- b) Need status on the replacement of wood "bumpers" at dam seawall and in the marina. Meramec put a bid in to replace marina wood.

X. New business

- a) Damaged Buoy in fishing area

A member contacted us about his son-in-law damaging a no wake buoy in the fishing area and has offered to buy a replacement and an additional one as well.

- b) Question about if lots are deeded together, does the home/lot owner still owe two assessments. Answer is yes, the owner still owes two assessments.
- c) Kreilick's on West Forest would like to make sure that when the road gets resurfaced that the gap near their driveway is properly fixed. Mike will cover this with Midstates when they begin the repaving in July.
- d) Pool hours and lifeguard duty. Discussed insurance requirements for no lifeguard.

Charlie moved that we comply with Insurance company regulations with signage, Tim seconded, motion carried.

- a) New lawn-mower issue. Charlie moved to buy new mower, Mike seconded, motion carried.
- b) Bankruptcy-debt write-off. We discussed removing some longstanding accounts with bad debt. We agreed to review the books and make recommendations at the July board meeting. Gary moved, Mike seconded.
- c) QuickBooks clean-up. A review of our QuickBooks files shows about 4 years of incorrect and inconsistent bookkeeping. The analysis done by BeanCounter Solutions showed that they would need about 12 hours of effort to clean the books up completely. Also, part of that 12 hours would be to convert to using QuickBooks payroll rather than have our accountant do that manually. Gary moved to authorize 12 hours of labor at \$50/hour to clean up the books and prepare them for payroll processing and to incur the \$50 monthly payroll processing fee vice the accountant fee. Mike seconded, motion carried.

XI. Formal Complaints

- a) Pool hours.

Several people have complained that the pool is closing at 6 PM rather than the posted hours of 7 PM. Apparently, a lot of folks like to come in after work and the 6 PM closing time doesn't work for them.

- b) Complaint about excessive speed in no-wake area in the marina.
- c) Comment about non-member boat in the lake on 6/5.
- d) 5/30 Complaint about floating devices in the pool
- e) Issue with construction in campground during Memorial Day weekend. Requesting credit toward their 7-day gratis camping nights.

XII. Building Plans to be approved

- a) Cindy & Gordon Laboube have submitted plans for approval to build on the Sprague lot across Peaceful Valley Rd. from the lodge. This is the lot where the house burned down a few years ago.

Gary moved, glen moved, passed

XIII. New members to be approved

- a) Jim Phillips family, Sweat family, Ferrell, Goff, Hiatt, Floyd all new members.
- b) Gary moved to accept the new members, Mike seconded, motion carried.

XIV. Adjournment

Executive Session

June 15, 2018

I. Resignation of President

- a) Resolve question—Does Vice-President assume the duty of president for the rest of the year, or do we reelect a new president? Following are Excerpts from the Bylaws.

Section 4 Vacancies: A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the un-expired portion of the term. Vacancies may be filled at any meeting of the Board of Directors.

Duties of VP according to Bylaws:

Section 6 Vice-President: In the absence of the President, or in the event of his or her inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have the powers of and be subject to all the restrictions upon the President. The Vice-President may sign, with the Secretary or with the Treasurer, Certificates of the Corporation; and shall perform such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

- b) Election of officers

Regardless of the resolution to the question above, we will need to elect one or more officers in the wake of the President's resignation.

- c) Committee Assignments

If we're going to follow the Policy manual, it states that there are 4 standing committees and their associated sub-committees:

1. Administrative
2. Operations
 - a. Roads/Maintenance
 - b. Security
 - c. Site Manager
 - d. Building

3. Members Facilities

- a. Lodge
- b. Pool
- c. Campground
- d. Beautification

4. Lake

- a. Boats
- b. Fish
- c. Weed control
- d. Dam

The policy document also mentions that each of the 4 committees should have 2 co-chairs and states that the Secretary and Treasurer are automatically co-chairs of the Administrative Committee. The document doesn't prohibit directors from co-chairing more than one committee, but it strongly hints that since we have 6 remaining board members available for 6 standing committee co-chairmanships, that each one should be a co-chair of a single committee.

The Policy document also doesn't prohibit anyone from serving on any other subcommittee, so you can be co-chair of the Operations committee and still serve on the Weed Control subcommittee.

II. Filling vacancies on the board

- a) The Bylaws state that the board can appoint a new board member to fill the unexpired term of the vacated position. Don had 2 years left on his term.

Section 9 Vacancies: In case of the death or resignation or disqualification of one or more the Directors, the majority of the survivors or remaining Directors may fill each such vacancy for the un-expired term of office.

III. Issue with cleaning personnel

- a) The cleaning person is nearly incapacitated. She was here cleaning right before Memorial Day and didn't show up to clean and restock again until the Friday after Memorial Day. When she came in, she could barely walk, nor could she handle any lifting of much more than a few pounds. She's been making an effort to come in and do the work, but it's taking her much longer to do because of her debilitation.

IV. Office Turnover

- a) Previous Office Manager walked out on May 21st about noon with no turnover documents, no passwords, no key to key box, etc. We've spent several days recovering passwords to bank accounts, QuickBooks, TimeTrax (swipe card time keeping machine), etc. Nearly all are recovered now, including the admin passwords that the previous office manager never had. We're recommending the use of a Password management service (see Dashlane description online) that allows the organization leadership to have a "super password" that would prevent this kind of issue in the future.
- b) State of the office books. See the attached report.
- c) Use of Accountant—Previous office manager provided a lot of handwritten information to the accountant, who would then type that information into her version of QuickBooks. Our current office manager is familiar with QuickBooks and is capable of doing the data entry we were paying the accountant to do, and we will be able to reduce our accounting fees. We recommend subscribing to QuickBooks payroll service which automatically combines our timekeeping system with our bookkeeping system, calculates the withholding and taxes, pays the state and Feds, and writes the checks.