

Lake Carlos Villas Board of Directors Meeting
Sunday, May 19, 2024 (7 p.m. via Zoom) -- Meeting Minutes

Directors Present: Jeff Nelson, Tom Lindquist, Mark Wahlstrom, Susan Boris, *Judi Johnson, **VP/ Chair Pete Schwingle, Jim Overtoom (substitute Chair). *, **=partial attendance noted in minutes below. Directors absent: Pres. Nancy Seth and Kevin Smith. Owners present: Tara Barry, Viva & Bruce Boerschel, Rosemary Schneiderhan, Elizabeth Scott, Vince Sperrazza, Amy Storricks. On-Site Manager: Carrie Braaten.

1) Call the Meeting to Order -- Occurred at 7:05 p.m.

2) Approve Agenda

It was MOVED by Jeff and SECONDED by Susan that we approved the agenda. The Motion CARRIED.

3) Secretary's Report

It was MOVED by Tom and SECONDED by Jeff to approve the minutes of the April 2024 Board meeting. The Motion CARRIED.

4) Treasurer's Report

- First 4 months of 2024 -- income of \$480,390.00. And expenses of \$159,000.00. Both numbers include the spa assessment and bill. Projected income and expenses for the remaining 8 months of the year, do still include an approximate \$18,000.00 surplus (and part of this amount is earmarked to add to the Reserves Account). The Board has money planned for replacement appliances, furnishings, renovations, and major repairs.

(*) Note: Due to technical difficulty, Board member Judi Johnson now joined the meeting via telephone through Rosemary's Zoom connection.

- Certificates of Deposits/cash flow (new)

There are two certificates of deposit which mature on June 2nd; one is valued at \$75,000 and is needed for cash flow (treasurer's recommendation); the other's value is \$25,000.00 and will be renewed as a savings CD.

It was MOVED by Susan and SECONDED by Jeff that the Treasurer's report be accepted; and that the Treasurer is directed, when the \$75,000.00 certificate is redeemable (6/2/24) that it be brought back out in cash, with the intent of replacing it at the end of the year when the cash flow changes. The Motion CARRIED.

5) On-Site Manager's Report

Staff person Tracie Yager has been hired as the new lead housekeeper and training is underway. Another new housekeeper has been hired, Ava Barton; and another scheduled interview takes place this week. Carrie addressed Tom's question about the hot tub being out of service -- A new PSI gage was installed and a leak near the sand filter was fixed. The chemical balance is being adjusted so that it is serviceable.

6) Committee Reports

A) Audit Project. Nothing new to report. (Tom, Matt, Susan).

B) Personnel Committee

- On-Site Manager's review -- Susan

The Personnel Committee thanked the Board members for prompt feedback on the draft and quick turn-around on filling out the survey. The raw data is considered confidential information. The review will take place in June. VP Pete will substitute for Pres. Nancy as an officer; Mark represents a Board member, and Susan represents the Personnel Committee.

- The raw data on short and long-term goals will need to be discussed at a future meeting to determine which is manageable and appropriate for the on-site manager vs. which goals and aims are better suited to volunteer Board members and Owners who serve.

- Approve Allocations for the On-Site Manager for 2024 (new) -- Rosemary
 - Payroll budget vs. actuals discussion (new)

Rosemary summarized the documents submitted via the Personnel Committee to devise allocation options for Carrie to use in spending allocations for staffing and supplies for the year 2024 as they correlate to her Job Description. The reports include 2024 budget (approved in Sept. 2023 by the association members) and projected totals for wages and employee costs through 2024.

It is important to note two things: 2022 and 2023 actual data cannot be compared accurately to the presented reports, due to how data is input into the Quicken system, and how Carrie's position wages, before being appointed a manager, are divided between housekeeping (25%) and office (75%) expenses. Our Quicken data input also does not separate out types of taxes, including employee withholding taxes. And second, the reports as of today, do not include any employee wage increases. The two allocation statement options show the difference with stipends and without.

It was MOVED by Susan and SECONDED by Jeff that, the On-site Manager be given the authority to (a) purchase supplies up to the amounts approved in the 2024 budget; (b) be given a spending limit of \$1,000, not to exceed that amount in the budget category without approval from the Treasurer in each instance; and (c) hire and/or schedule the part-time positions and substitutes for the areas of Office and Maintenance & Grounds for 2024. A Roll Call Vote was taken: Those voting Yes: Jim, Mark, Susan, Judi, Tom, Jeff; Those voting No: None. Those marked as Absent: Pete Schwingle, Nancy Seth, and Kevin Smith.

(**) NOTE: during the above Motion, Board members noticed that Chair Pete was no longer online in the Zoom meeting. Treasurer Jim took over as the chair for the remainder of the Board meeting, including the above Roll Call Vote.

Discussion included: Tom asked Rosemary to clarify if stipends are taxed. They are not, but the committee will look into this. Tom asked Jim to clarify the \$1000.00 not to exceed expectation. Carrie and Jim have agreed she will discuss purchases over a thousand dollars for purposes of cash flow and feedback. Judi asked for clarification on budgeted vs. projected actuals for stipends on phones and mileage for staff vs. the Board. Judi asked for forecasting earned sick and safe time and PTO costs. Susan asked for clarification on the past \$50 stipend amount drawn by the President; and reiterated that the Board must find cost savings in order to increase any staff wages for this year.

C) Buildings and Grounds - Pete

Sidewalk condition report (high priority project)—no report available.

- Jim will check in with Carrie on this project on or about June 2nd. Discussion included a possible ramp; temporary patching; and the longer-term repair project.

Status updates on: Wood Repairs; Burgess Painting company evaluation; Tuckpointing project; Gas fireplace cleanings; Pontoon space and scrapping of lifts; Planning for unit renovations; Library grill moved. (No report available).

- Tuckpointing is finished.
- Scope bid on carpentry work – not completed.
- Burgess Painting – No report on if they are vetted and scheduled. Carrie thought Pete was obtaining more quotes.
- Gas fireplace cleaning – Discussion was, that the board will consider use of a professional vendor to complete this work.

D) Interiors Report - Nancy

Owners' weekend report – no report received.

7) Old Business

- A) Discussion: assessment fee payment schedule for multiple certificates – Mark

Twenty-three percent of Special Assessments are due before June. This issue is now moot.

B) Insurance -- Owners' weekend inventory report -- Jeff.

Tom and Cal did a thorough review a few years ago. July 27th is our premium renewal date. Any items no longer on the inventory will be removed from the policy quote.

C) Owners' survey content – Volunteerism – Nancy.

Susan awaits obtaining the draft survey questions from Nancy in order to input them into the survey tool.

D) Rules & Regulations – Nancy

Proposed changes are due in May; no report received. Susan will email Paul and Kevin to obtain the old copies of proposed changes from over a year ago.

E) Owners' weekend recap- Carrie

Everyone who volunteered was thanked. The prework of sending out assignment options went well. We had no issues with volunteers going into units to complete work assignments. The supper meal should be done differently next time to increase quality). ROI report is pending.

F) Board expenses evaluation and policy

This item was deferred to the June Meeting.

8) New Business

A) Major repair projects/committee formation -- Tom

Tom asked that we defer this until the June meeting so that we can hear more updates on reports that are due. He proposes we need to form a separate group to work on soliciting owners, getting input, and asking for their volunteering to help, to devise a wish list to freshen up areas, with further work being scoping projects and prices, for decision-making.

Judy briefly discussed her idea of an ambassador program. That the Board would solicit input on the remodeling of units – to devise an owner survey to get their opinions. Also, for other categories of types of areas to improve. Judi added that in the role of Ambassadors at the Villas, during the weeks when there, the Board and owners could talk to people about Alex area entertainments; talk about the need for volunteerism to keep the resort running, and where the Board needs help. Also asking owners for their ideas. The Board or owners as Ambassadors could also assist with simple to-do's such as making sure the lifts are down for new boats to arrive. Owner Tara Barry is interested in helping with this survey work; and is interested in helping to build up the community experience.

Jeff added that Board members could arrive early on Saturday's – we could be there to help greet owners arriving, assist with check-in's, solicit feedback, etc.

B) TV/cable/internet (contract or replacement) project -- Jim

Our usage period with Spectrum, of 6 years, lapses August 31st. Spectrum requires a 90 day notice to end service, which is May 31st. Jim has been doing preliminary research to find alternatives (Gardenville, Direct TV, and Spectrum). In April, many channels we previously had were dropped; the bill has been somewhat reduced due to this. Jim will report again next month.

C) Owners' and Board Ambassadors program – Judi

Comments were offered under Item 8A above.

9) Date for June Meeting -- Sunday, June 9, 2024, at 7 p.m. via Zoom

9.5) Comments from Owner Guests (new item)

Chair Jim invited any additional comments from the owners in attendance at the meeting:

- Streaming may be a best option for TV instead of cable.
- The brand-new cabin/resort development at the end of the bay is beautiful. Compared to our resort, we look run down. We have members leaving. We need to build up our community, think strategically. This is an opportunity, How are we going to stay relevant?

- Has been an owner for 40 years; very grateful we've kept this place going. Very happy that a few years back in Anoka, it was decided to put more emphasis on investing in the villas. If you want a nice place, you have to pay for it. We can't work with 1990's prices. Carrie does a great job.
- Thank you for all your work. Glad I joined the meeting tonight; I do want to get more involved and can volunteer as well.

10) Executive session – was not utilized.

11) Adjournment

It was MOVED by Tom and SECONDED by Mark to adjourn (at 8:53 p.m.) The Motion CARRIED.

Respectfully submitted, Susan Boris, LCV Secretary

Approved 6-9-2024