

LAKE CARLOS VILLAS Board Meeting Minutes  
Sunday, February 18, 2024

Note: Due to technical difficulties, the planned Zoom meeting for 6:45 p.m. access and a 7:00 p.m. start time was delayed. As board members and owners were able to join the Zoom meeting, informal discussion took place until a quorum was reached. Prior to 8:00 p.m. the board members present reviewed background information related to installation of the new hot tub, owners spoke, and discussion took place on the hot tub and other items.

**1) Call the Meeting to Order**

V. Pres. Pete Schwingle chaired the meeting and called it to order on or about 8:00 p.m.

- Directors Present: Tom Lindquist, Jeff Nelson, Jim Overtoom, Mark Wahlstrom, Pete Schwingle, and Susan Boris.
- Directors Absent : Judi Johnson, Nancy Seth, and Kevin Smith.
- Owners Present: Kevin Abram, Tara Berry, Scott Boris, Barb Chadwick, Karin Fure, Donna & Art Hogenson, Ron Kreinbring, Rosemary Schneiderhan, Bill & Sharon Torodor (and an unidentified "Owner" with a blurred screen).

**2) Approve Agenda**

It was MOVED by Jeff and SECONDED by Tom to approve the agenda. The Motion CARRIED.

**3) Secretary Report**

One correction was received via email. It was MOVED by Jeff and SECONDED by Jim to approve the corrected minutes of the 1-7-2024 board meeting. The Motion CARRIED.

**4) Member Owners Address the Board**

See note above. Owners present offered additional comments, suggestions, and asked questions related to the hot tub project and other association topics.

**5) Financial Report**

Jim gave comments including that we finished 2023 with approximately \$10,000.00 added to the reserves. In January 2024 we have had no surprise expenses.

**Item A: Assessment for Hot Tub**

It was MOVED by Tom and was SECONDED by Mark to assess \$80,000.00 payable in two installments, with \$40,000.00 this year, and \$40,000.00 next year and use the money for the hot tub and normal expenditures for upgrades.

It was MOVED by Tom to AMEND his motion to be, an \$80,000.00 assessment payable all in the one year of 2024. Mark SECONDED the Amendment. The Amendment CARRIED.

A roll call vote was taken on the Amended Motion: Directors voting Yes: Tom, Jeff, Jim, Mark, Susan, Chair Pete. Directors Absent: Kevin, Nancy, Judi. The Motion CARRIED.

Jim will provide figures and Carrie will send out the assessment invoices.

It was MOVED by Jim and SECONDED by Mark that the assessment be paid no later than May 31, 2024. The Motion CARRIED.

**6) Hot Tub Renovation Update**

There is a new State requirement, that hot tubs are required to use a liquid feed chlorinator (which is not what we currently use). The contractor recommends it also be installed for the indoor pool. It is not required for the outdoor pool. The cost is approximately \$750.00 for each chlorinator. On-site manager Carrie and staff Dean were thanked for all their extra efforts working on this project on site.

**7) Audit Project Update**

Completed items: eliminated purple slips, Matt has contacted Alex Tax, and the new computer has been set up.

It was MOVED by Susan and SECONDED by Jim that we accept the 2021 and 2022 combined audit report and project work plan spreadsheet, and that the work items, policy development and written procedures be completed by 9-30-2024. The Motion CARRIED.

Preliminary plans for the 2023 Audit were discussed. Tom will lead it; Matt & Susan's availability needs to be determined. It will possibly take place during Owner's weekend. Tom will also ask for additional volunteer auditors.

**8) Personnel Committee Report**

Board members are reminded the committee would like feedback via email on the packet sent out in advance of this meeting. It will be reviewed in-depth at the next meeting (March), including any needed board approvals.

**9) Buildings and Grounds Report**

About 6 to 8 units have been completed so far, for yearly review, repairs, and maintenance. No significant issues have arisen.

The board and interiors committee will plan throughout 2024 to prepare for Units 3, 4, 9, and 10 to be refurbished in January 2025 when the properties are vacant. Pete will lead the renovation project and coordinate on-site work with Carrie.

**10) Furnishings and Décor Report**

Nothing to report. An article will go into the newsletter to seek volunteer owners to assist and form a committee.

**11) Old Business**

**Items A- E: Newsletter Articles.** The board reviewed the planned articles for the upcoming newsletter to include asking for owner volunteers with rules and regulations; public relations; website & social media; insurance review; audit; marketing & promotions, and personnel committee.

**Item F: Email Blast Promotion.** The response to the email blast inviting owners to book extra time at the villas for MLK Jr. and President's Day weekends, did result in some extra bookings.

**Item G: Date for Annual Meeting**

It was MOVED by Susan and SECONDED by Tom that the 2024 Annual meeting be held at 10:00 a.m. on Saturday November 2nd at First Congregational Church, 1923 Third Avenue South in Anoka, MN. The Motion CARRIED.

**12) New Business**

**Item A: Owner's Weekend Expenses & Board Expenses**

A discussion took place to both determine what is included in owners' and board expenses; to set a budget per person for the 2024 Owners' weekend; and that an evaluation of expenses and outcomes be completed afterward. Similarly, documentation and policies are needed for board expenses throughout the year. This will be an item on the March meeting agenda.

**Item B. Use of Online Feedback Tools – Google Forms**

A brief discussion took place on utilizing Survey Monkey or Google Forms (or similar) to produce tools to utilize in gathering information and data from board members, staff, and owners.

**Item C: April Meeting Date**

It was decided by board consensus that the previously scheduled April 14<sup>th</sup> board meeting via Zoom will remain as planned (and will not be moved to the Owner's weekend schedule).

**13) Next Board Meeting**

The next board meeting date is Sunday, March 10th at 7 p.m. via Zoom.

**14) Adjournment**

It was MOVED by Jim and SECONDED by Mark to adjourn the meeting. The Motion CARRIED.

Respectfully submitted, Susan Boris, LCV Secretary

Approved by the Board of Directors on 4-14-2024