

Lake Carlos Villas Board of Directors Meeting
April 14th, 2024

Approved: May 19, 2024

1) Call Meeting to Order -- occurred at 7:03 p.m.

Board members Present: Jim Overtoom, Tom Lindquist, Jeff Nelson, Judi Johnson, Mark Wahlstrom, Susan Boris, Pete Schwingle & Chair Nancy Seth. Absent: Kevin Smith. Owners Present: Rosemary Schneiderhan. On-Site Manager: Carrie Braaten

2) Approve Agenda

The following agenda modifications occurred:

Strike 7b, 8a, and 10d. Add 7c, tuckpointings and 7d: lawn care contract. Add old business items: Rules & Regulations and Insurance. Add executive session at the end of the meeting for Board members and personnel committee members only.

It was MOVED by Mark and SECONDED by Judi to approve the agenda with the amended items. The Motion CARRIED.

3) Secretary's Report

It was MOVED by Tom and SECONDED by Judi to approve the minutes of the February 18, 2024, meeting. The Motion CARRIED. The secretary will also summarize the owners' comments from this meeting for informational purposes.

4) Treasurer's Report

Jim suggests that the planned upgrades be arranged and paid for in 2024 to keep within the budget and predicted expenditures. The total cash outlay for the original hot tub project was \$81,631.00. (and the correct percentage of assessment payments to date of the report is 49% received).

It was MOVED by Judi and SECONDED by Pete to accept the Treasurer's report. The Motion CARRIED.

5) Audit Project Update

- a. 2023 Audit Date – will not be held during Owners' weekend. Potential future dates are August and October. The group working on the audit project worksheet will meet separately and determine the list of remaining items to complete.

6) Personnel Committee Report

- a. Discussion of Documents sent to Board to Review (2/11/24)

The 2-7-24 draft policy for employee Performance Reviews was corrected to be a (5-page limit) for staff rebuttals to be submitted with an annual or special review. It was MOVED by Jeff and SECONDED by Jim to adopt the policy as corrected. The Motion CARRIED. The performance review procedures will be distributed to the Board following the meeting.

The draft Lead Housekeeper position (new position) was presented by Carrie and discussion followed. Carrie would like this hire to be made from internal candidates before the high season. It was MOVED by Jim and SECONDED by Judi to approve the new position of Lead Housekeeper. The Motion CARRIED. The updated draft will be provided to Board members.

Jeff noted the personnel committee will be sending out a series of emails to the Board for the Onsite Manager performance review process; and that he would like everyone to participate and reply promptly with feedback and input as requested.

7) Buildings and Grounds Report

a. Quotes to Paint Remaining Buildings

MH Painting LLC – \$12,000.00 with LCV supplying the paint; work to be done around July. Also, from Burgess Paint and Drywall – \$9500.00 with LCV paint; work to begin as soon as warm enough.

Pete noted there is soffit and other wooden repairs to complete before painting can commence. Pete will devise the project scope at Owners' weekend and coordinate a quote from our regularly retained carpenter.

It was MOVED by Jim and SECONDED by Tom that, pending verification of Burgess' business status, they be retained for the painting of the pool and housekeeping buildings this season. The Motion CARRIED.

b. Indoor Pool and Hot Tub Updates -- Heater and pump work continue.

c. Tuckpointing -- This will be handled as a billed repair.

d. Lawn Mowing Quote

It was MOVED by Susan and SECONDED by Jeff to utilize the lawn mowing vendor for one season and evaluate thereafter. The Motion CARRIED.

e. Dean will be completing the fireplace cleanings.

8) Manager Update Report

~~a. Response to E-Mail Blasts for LCV Usage~~

9) Furnishings and Décor Report

Nancy will look over the units on owners' weekend and bring back a written report to the Board at the next meeting.

10) Old Business

a. Response to Newsletter "Seeking Help" Requests

No Owners responded to the Board's request for help and/or consultations for a variety of topics. Mark suggested we send a brief survey out to Owners via email blast asking for the specific areas volunteers are needed. Nancy will lead devising the survey questions at the Owners' weekend, and Susan will input the survey form.

b. Owners' Weekend Expenses Budget and Evaluation

This is a sub-set of overall Board expenses for which the Board does not have a written policy.

It was MOVED by Mark and SECONDED by Pete to have no mileage reimbursement for Board members for Owners' weekend. The Motion CARRIED. An ROI evaluation for the weekend will be prepared for review.

c. Board Member Expenses and Evaluation -- This item is held over for a future meeting to complete.

~~d. Use of Online Feedback Tools (Survey Monkey / Google Forms)~~

e. Maintenance Weekend April 19, 20, and 21.

A brief discussion was held about the Tasks document Carrie sent out to the Board, including setting priorities and communicating with volunteer workers.

f. Rules & Regulations

Any high priority/urgently needed changes to the Rules and Regulations should be brought to the May Board meeting. Nancy will oversee this topic at Owners' weekend and produce a written report for the Board.

g. Insurance

Susan updated the Board about attending the MN HOA Leadership Network meeting this week where the speaker topic was insurance. Fires of all types were the top cause for policy cancellations, and grill enforcement the next most cited issue for the industry. For example, the outdoor grill on the Library deck should be relocated. Insurance companies are leaving Minnesota and choosing to no longer insure buildings built before 1990.

11) New Business

a. Dock and Lift Requirements for 2024 Season

Pete reported that he would like to see fewer lifts put in, and that more room be made for pontoons.

Several lifts are in bad shape and may not be repairable. Pete will evaluate the lifts at the Owners' weekend together with Dean and make a recommendation on which lifts to scrap.

b. Future Major Repair/Replace Priorities

Treasurer Jim reminded the Board members to be working on major projects as planned and that there is approximately \$56,000.00 allotted for those expenditures in 2024. (Examples included the painting project, sidewalk assessment, parking lot, remodeling). Jim requests that these items be put on the agendas early for approvals.

It was MOVED by Susan and SECONDED by Jim that the sidewalk evaluation & recommendation be made a priority, and that project leads be named so repair can commence. The Motion CARRIED. Notes: the tripping hazards need immediate attention, even if not a permanent fix. Project scope may include steps evaluation next to outdoor pool, unit 19 issue, the whole grounds, grading, wiring, sprinklers. Pete and Dean will look at all sidewalks this weekend and make a written report to the Board.

12) Date for May Meeting

The new date for the May Board meeting will be Sunday, May 19, 2024, at 7 p.m. via Zoom.

13) Executive session

It was MOVED by Mark and SECONDED by Jim that the Board and personnel committee move to an executive session to discuss a staff performance review. The Motion CARRIED.

Adjournment -- The Board reconvened and Chair Seth adjourned the meeting at 9:23 p.m.

Respectively submitted, Susan Boris, LCV Secretary