

Lake Carlos Villas Board of Directors Meeting
Saturday, November 2, 2024
In-Person Meeting in Anoka, MN

Approved 12/8/2024

1) Call Meeting to Order – at 12:40 p.m.

Directors Present: Chair Jeff Nelson, Judi Johnson, Jim Overtoom, Tom Lindquist, Susan Boris, and Kathy Montag. **Directors Absent:** Mark Wahlstrom, Kevin Kosse, and Pete Schwingle.

Others Present: Carrie Braaten, On-site Manager, Rosemary Schneiderhan, and Bernie & Bea Imholte.

2) Approve Agenda

It was MOVED by Judi and SECONDED by Susan to approve the agenda. The Motion CARRIED.

3) A. Election of 2025 Officers & Board Appointments

- It was MOVED by Tom and SECONDED by Kathy for Jeff Nelson to serve as President. The Motion CARRIED.
- It was MOVED by Tom and SECONDED by Judi for Mark Wahlstrom to serve as Vice-President. The Motion CARRIED.
- It was MOVED by Susan and SECONDED by Tom for Jim Overtoom to serve as Treasurer. The Motion CARRIED.
- It was MOVED by Susan and SECONDED by Tom for Kathy Montag to serve as Assistant Treasurer, and to begin being trained in duties for the position of Treasurer. The Motion CARRIED. (Jim Overtoom will be leaving the Treasurer position in 2025).
- It was MOVED by Judi and SECONDED by Tom for Susan Boris to serve as the Secretary. The Motion CARRIED.

B. Board Resignation

It was MOVED by Susan and SECONDED by Judi to approve Pete Schwingle's resignation to the Board. The Motion CARRIED. The remainder of the position term will be filled by Board appointment.

4) Secretary's Report

It was MOVED by Tom and SECONDED by Kathy to approve the October 2024 Meeting Minutes. The Motion CARRIED.

5) Treasurer's Report

Jim gave the November financial report at the Annual Meeting earlier in the day. The total projected income for the year 2024 is \$472,330.00 and the total projected expenditures are expected to be about \$441,00.00. Thus, LCV will have about \$20,000.00 to add to the Reserve Fund in 2024.

It was MOVED by Kathy and SECONDED by Judi to approve the Treasurer's Report. The Motion CARRIED.

It was MOVED by Judi and SECONDED by Kathy to approve the Owners' Annual Assessment/Dues as stated in the 2025 budget which was approved by the Owners at the November 2, 2024, Annual Meeting. A roll call vote was taken. The Directors voting For the Motion were: Jeff, Judi, Kathy, and Jim. Directors voting Against the Motion were: Tom and Susan. The Motion CARRIED.

2025 Assessments/Dues Structure (11-2-2024)

SUMMER FIXED			SEASON 3	
1 bedroom	\$ 480.00		1 bedroom	\$ 376.00
2 bedrooms	\$ 823.00		2 bedrooms	\$ 640.00
2 beds/Loft	\$ 1,023.00		2 beds/Loft	\$ 799.00
3 bedrooms	\$ 1,161.00		3 bedrooms	\$ 912.00
SEASON 2			HOLIDAY FIXED	
1 bedroom	\$ 410.00		1 bedroom	\$ 405.00
2 bedrooms	\$ 703.00		2 bedrooms	\$ 694.00
2 beds/Loft	\$ 875.00		2 beds/Loft	\$ 865.00
3 bedrooms	\$ 994.00		3 bedrooms	\$ 981.00

6) On-Site Manager's Report

Carrie Braaten reported on Fall Owners' Maintenance workdays; and the schedules of the water line/valve replacement, well bleaching, water contents testing. She also reported that the majority of the winter preparation list has been completed. It was noted that DirectTV installation may alter the staffing plan during the well bleaching site closure.

7) President's Report

Jeff gave his report at the Annual Meeting prior; at this Board meeting, President Jeff specifically stated we need more owners to volunteer to help the Board members and staff at the Villas.

8) Committee Reports

A. Buildings and Grounds

Kathy reported on her plan for landscape labor/projects on November 3 & 4. Kathy will also complete an inventory of all the A/C unit sizes.

Discussions included: the Mission Mechanical report is needed for the pool house, including the heater element. The jet tub wires. White fence to be removed; potentially upgraded grills with wind protection models; lakeside grills are being moved toward the units as a trial to see how the wind works with the ones we have (once in a more sheltered area).

B. Interiors

Neither the A/C unit inventory nor the remodel plan for Units 3 and 4 upgrades were received from Pete. Susan reported that we most likely will choose a carpet squares product which.

costs more per square foot; but actually, costs us less overall due to having much less waste than broadloom. Committee member Pam will do a site visit for final selection input. Both the carpet squares and the vinyl planking can be taken up and new products put down for bad spills or other damage. Flooring replacement estimates are about \$6,000 per unit.

The “sink project” is a new project with some of Dean’s feedback on kitchen sinks, pipes, drains, etc. Carrie will do a walk around with Dean to ascertain more detailed information in a written report.

C. Marketing and Owner’s Survey

Kathy reported that there has been no feedback from the Newsletter, but has received feedback on Survey’s that went out to owners. She is working on specific follow-up’s with those owners who responded to the survey. Kathy also reported that videos have been posted on LCV Facebook page that have had hundreds of views. Kathy discussed the proposed Holiday offer flyer for buying trial stays as a gift; and also discussed adding in a sheet to the annual statements for owners to self-select into making special contributions to specific LCV projects, upgrades, or replacement items. Jeff will ask Mark to seek help from his daughter and son-in-law who are marketing professionals for future activities and a plan.

D. Pool Building Bathroom

The Board’s chosen contractor for the pool house reno has backed out of the job due to his impending retirement and having a full schedule. This project is on hold.

9) Old Business

A. Form Planning Committees/ the “9 for 9”

- Chair Jeff asks each Board member to send to him via email again, the 9 for 9 topic areas for which each Board member will volunteer – and please use “9 for 9” as the Subject Line.
- Chair Jeff asks that existing committees produce a short written documentation to share to the Board, with short and long term goals and aims, specifically for 2025, 2026, and 2027.

10) New Business

A. Non-Member Trial Program – Proposed Changes

Judi and Kathy presented a document for proposed changes to LCV Non-member Trial Membership Program. The aim is to appeal to different generations, with some of the younger people wanting “experiences” as part of their vacation planning. Another aim is to change this offering, and to promote it as a gift-giving idea for the holidays through the Annual Statement mailing. The first Motion eliminates any monetary credit from the stay, toward future certificate purchases.

Motion One

The LCV Board will change the LCV Non-Member Trial Membership Program to begin using the Advanced Reservation Fee amounts from the Owners' Extra Usage Program for people age 21 or above during LCV three-season time. This program will be limited to one trial membership per person.

<u>Unit Size</u>	<u><i>Trial Membership -- 15 to 180 days in advance</i></u>
	<u><i>(3-night minimum stays)</i></u>
1 Bedroom - Up to 4 guests	1st Night – \$135.00; then Nights 2 thru 7 are \$60.00 per night
2 Bedroom/1 Bath - Up to 6 guests	1st Night – \$185.00; then Nights 2 thru 7 are \$85.00 per night
2 Bedroom/2 Bath - Up to 6 guests	1st Night – \$200.00; then Nights 2 thru 7 are \$85.00 per night
2 Bedroom/Plus Loft Bedroom, 2 bath - Up to 8 guests	1st Night – \$210.00; then Nights 2 thru 7 are \$100.00 per night
3 Bedroom - Up to 10 guests	1st Night – \$225.00; then Nights 2 thru 7 are \$110.00 per night
As of: 11/2/2024	

Motion Two is to amend the Notes and Rules of this program as written:

Notes and Rules as of 11/2/2024 would be:

1. The maximum number of guests per unit size must be observed.
2. All LCV rules apply.
3. Full payment must be made at the time of reservation. Credit cards are accepted.
4. A three-night minimum is required for all reservations.
5. Non-Owner Trial Member will be held responsible **in full** for any damages and additional costs beyond the normal use. A deposit of \$200 will be made at check-in but not processed unless payment is needed for additional costs created during usage.
6. If future rates change, the existing rates at time of reservation will be honored.
7. This motion can be altered/rescinded by the Board at any time, but existing reservations will be honored.
8. The fee is non-refundable, but the reservation may be rescheduled with a 14-day notice based on availability.

This offer may be gifted from an owner to a non-owner if the non-owner agrees to and signs the terms.

It was MOVED by Jeff and SECONDED by Kathy to approve the two motions as one action.
The Motion CARRIED.

It was MOVED by Judi and SECONDED by Kathy to approve the changes to the LCV Non-Member Trial Membership Program. The Motion CARRIED.

B. Owner/Member Extra Usage – Proposed Change

It was MOVED by Tom to allow a 1-day stay versus 3-day minimum stay on Extra Usage for Owners/Members. The Motion was not Seconded.

C. Request for our Board Email Correspondence

Judi requests that we only use One Subject in the Subject Line per email topic that is shared with the Board for our email discussions and inquiries. Currently some email strings get convoluted with multiple subjects being covered, and then it is hard to find old emails as a reference or to respond.

D. Jury Duty

The Personnel Committee presented a Jury Duty Policy for employees who are summoned for jury duty. It was MOVED by Tom and SECONDED by Jim to accept the Jury Duty Policy. The Motion CARRIED.

E. Office Manager Comp for Annual meeting

It was MOVED by Jim and SECONDED by Judi to compensate for time and travel for Carrie Braaten to attend this in-person meeting. The Motion CARRIED. (The Personnel Committee will coordinate).

F. Next Meetings:

- a) Board Executive Session – November 10, 2024, 7 p.m. via Zoom
- b) Board Meeting – December 8, 2024, 7 p.m. via Zoom

G. Adjournment

It was MOVED by Kathy and SECONDED by Tom to adjourn the meeting at 2:25 p.m. The Motion CARRIED.

Drafted/Compiled as a Recording Secretary: Carrie Braaten, On-Site Manager

Respectfully submitted, Susan Boris, LCV Secretary (with edits)