

Lake Carlos Villas Board of Directors Meeting
Sunday, August ,11 2024 (7 p.m. via Zoom)

Pending Approval 9-4-2024

1) Call Meeting to Order -- at 7:02p.m. by VP Judi serving as the Chair.

Directors Present: Chair (V.P.) Judi Johnson, Jeff Nelson, Tom Lindquist, Jim Overtoom, Kathy Montag, Pete Schwingle, Susan Boris. **Directors Absent:** Nancy Seth and Mark Wahlstrom.

Owners Present: Tara Barry, Rosemary Schneiderhan, Virg Senescall (and newly elected Director Kevin Kosse). On-Site Manager Carrie Braaten.

2) Approve Agenda

It was MOVED by Kathy and SECONDED by Jim to approve the agenda. The Motion CARRIED.

3) Accept Nancy Seth's resignation as of 8-7-2024.

It was MOVED by Susan and SECONDED by Pete to accept Nancy's resignation. The Motion CARRIED.

It was MOVED by Jim and SECONDED by Jeff to have owner Kevin Kosse fill the remainder of Nancy's term. The Motion CARRIED.

4) Appoint a President

It was MOVED by Susan and SECONDED by Tom to appoint Jeff Nelson to be our Board's President. The Motion CARRIED.

5) Reminder – A new Secretary will be needed by October

No decision was reached.

6) Secretary's Report – Susan

It was MOVED by Jeff and SECONDED by Pete to accept the Secretary's report/Meeting minutes for July 2024. The Motion CARRIED.

7) Treasurer's Report – Jim

As of this meeting, LCV has approximately \$58,000 to spend on major repairs and improvements this year. This plan still includes an additional \$20,000 to be saved in the Reserve account at year end.

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

8) On-Site Manager's Report – Carrie

The damaged tree at lakeside by Unit 3 is scheduled to be taken down due to rot. The owners' surveys were sent out via mail and email. Carrie explained a plan to remove boats and lifts, including assessing boats. Due to a recall notice, a new inventory was completed on all appliances

and documentation will be updated for the permanent records. We have no Samsung stoves from the recall.

A question about cable boxes was asked. Jim will be calling Spectrum again, due to a new \$200 per month charge being added back onto our bill.

9) Board Roles and Use of Committees

Susan recapped for the Board, the Fair Labor Standards Act, the proposal for the On-Site Manger position approved in December 2023, and the concept of assigning duties and retaining higher-level responsibilities (the Bylaws vs. delegation of duties to the FT position); and about how we determine the amount of work volume, that one FT staff person can handle.

10) Nominating Committee and Voting procedures

Jeff has volunteered to work on the Nominations and Voting processes to prepare for the annual meeting.

11) Annual Meeting preparation – Saturday, November 2, 2024

The start time will remain at 10:00 a.m. at First Congregational Church, 1923 Third Ave. S., Anoka, MN 55303. The in-person Board meeting follows after the Annual meeting. Refreshments will be provided.

12) Committee Reports

A. Personnel Committee – Jeff

Hiring the office assistant position is a top priority for Carrie. The committee is developing a budget to give to Jim for 2025 positions and allocations; Carrie is working on changes needed for next year's staffing and scheduling plans.

B. Marketing Committee formation – Kathy

Promoting unsold time and trial memberships is very important. A committee formation is needed. Tara B. is willing to join the marketing group.

C. Owners Caring for LCV's Future! Team (Tara, Kathy, Tom)

This is the new name for "amenities and enhancement" team. The electronic/paper owners' survey closes August 23rd.

D. Buildings and Grounds – Pete and others

I. Plan for Pete's replacement to oversee B and G's / Develop a Committee

No discussion. Hold over to the next meeting.

II. Status updates on: Wood Repairs; Painting. FINALIZE

It was MOVED by Tom and SECONDED by Jeff that we spend up to \$18,000.00 total for the pool house building aluminum soffits, fascia, and painting project; and the Unit 20 wood repairs and painting project. The Motion CARRIED. Jeff will coordinate the projects. The Burgess Painting contract was previously approved by the Board this year.

We are awaiting a Dave Koepp bid for aluminum work. His bid for wood repairs only was \$2800.00 on the pool house.

III. **Fish house repaired and painted.** FINALIZE

- a. Stench and odors at curbside entry and the entire upstairs rec room

Carrie reports the air exchange filter was cleaned off of old debris, which may have been the source.

Fish House repair:

Jeff will contact Lucas McKirdy for the fish house, other rotten wood repairs on Unit 3 and 20, and several pool house doors should be included for repair bids. Dave Massman is another option for the fish house.

IV. **Air conditioners** – Pete and Kathy

Discussion of considerations included mini-splits (\$1800.00); individual cooling boost units; the fact that some bigger units need to be installed to increase cooling capacity (\$520.00 for the correct size is available at Menards); inside & outside covers. 2024 money can be used for this once the project plan is written up. No decision was made between larger wall AC's and mini-splits.

V. **Weeds and bush trimming** – Kathy

- a. Contract for dead bush removals in early fall

Kathy has set an October date for several owners to be at the villas and tackle much needed weed and brush issues. Judi is receiving bids on dead bush removals for this year. Use of 2024 monies was mentioned for landscaping upgrades (if a project could still be completed).

VI. **Determine priority repair, replacement, or upgrade items to be done by the end of the year.** Jim.

- a. Prepare scopes of work and solicit bids for all items to be completed – Jim

There was no specific discussion on this agenda item, although the topic is discussed in various ways under other topic titles.

Further discussion resulted in this motion:

It was MOVED by Susan and SECONDED by Jeff, to use 2024 dollars on many needed repairs & appliance purchases or other operational needs; and to remodel Units 3 and 4 in 2025, using 2025 dollars in early winter. A ROLL CALL VOTE was taken: Directors voting in favor: Tom, Jeff, Pete, Kathy, Kevin, Susan, Judi and Jim. Directors voting against: None. Directors Absent: Mark. The Motion CARRIED.

Treasurer Jim notes the amount of 2024 budget for major items stands at approximately \$58,000 (to include the pool building and Unit 20 building painting and repair projects, but excludes bathroom or steel door). Other major items unplanned for, may alter the total amount available.

Judi request that all Board members review the document sent via email 'project managers and project list'.

VII. **Upgrade finish items and adjustments** – Pete

- a. See Pete's email of 8-9-24

Discussion included Susan as the Interiors committee making selections for the Unit 3 & 4 remodel. Pete's report of 8/9/24 includes the suggestion to consider hiring a general contractor to manage the Unit 3&4 project instead of managing it ourselves. Pete offered the idea to purchase some items using 2024 money as an option, such as carpet or appliances, etc. If so, it would be included in the \$58,000 previously mentioned in the motion under Topic 12-D-VI.

13) Old Business

A) Ambassadors program -- Board & Owners – Judi

It was MOVED by Susan and SECONDED by Kathy to form an ambassadors' team of owners and Board members, assembled to promote LCV and to recruit volunteers to aide in the maintenance and improvement of the Villas. The Motion CARRIED.

Over the next year, we will start using Sign-Up Genius (or similar) to provide each week's guests and owners with an option to assist Carrie and the staff team in small ways with easy volunteering while here on vacation. Examples might be: hosting a pot-luck, picking up an order from Walmart, returning items to the hardware store, deadheading the flower pots, etc.

14) New Business

A) Policies & Procedures

Discuss the process for projects & purchases (limits & approvals) – Tom

This topic was discussed earlier. The On-Sight Manger may make up to \$1000.00 purchases and repairs that are already included in the annual budget.

B) Hot Tub – Number of days shut down – Kathy

Water quality issues in pools.

The softener for the pool house is under Unit 15. It is well water. Discussion included asking about actual incoming water quality testing; vs. what is tested for pools maintenance. Guests are not showering before entering pools, so lotions and oils can be disrupting the water balance as well as children's urination. Life jackets can bring in lake water. Laundry soap can wash out of suits. Carrie and staff have noted food and drink issues in the pool house as well. A formal plan was not formed.

The pool house bathroom is aged and neglected and needs replacement so that guests feel comfortable using it to rinse before entering pools. This project will be a '9 for 9' project.

C) Communications planning & next Newsletter

Carrie's deadline for the Fall newsletter is September 15th. It will include nominating committee information, proxy voting, and the proposed 2025 budget. Board members are asked to generate article topics for the newsletter.

14) Date for the next Board Meeting -- Sunday, September 8, 2024, at 7 p.m. via Zoom.

October's Board meeting will take place on the 13th via Zoom at 7 p.m.

15) Executive Session

A) On-Site Manager –Set performance goals

This item will be carried over to the next meeting due to time constraints.

16) Adjournment

It was MOVED by Tom and SECONDED by Jeff to adjourn the meeting at 9:08 p.m.
issue per JIM and it will need attention.