

FOUR LAKES BOARD of TRUSTEES

Meeting Minutes
November 16, 2022
Online Meeting, 7:00 pm

Board Members Present:

Sharon Ayers – Board President
Mark Somnis – Board Vice-President
Rod Case – Board Treasurer
Marc Sanders – Board Secretary
Vivienne Gevers
Bob Liebling
Dave Prochazka

Board Members Absent:

Additional Attendees:

Pauline Bruce	Will Porter
Ken Cushman	Dave Spencer
Serge Ovchinnikov	Keaton White

A. Call to Order at 7:00 pm

The board approved without dissent the Oct 19 Board Meeting minutes with no additional corrections by voice vote of the board members present. Going forward, if there are no edits to the draft minutes, they will be posted shortly after each meeting as a final version for the community, rather than waiting for formal approval a month later.

B. Committee Reports

Financial

Treasurer: Rod Case

- Rod went through the financial reports distributed in advance of the meeting. He highlighted that we consistently have ~13 accounts past due (not the same people all the time), and if that continues through next year, we should plan for that funding gap in the scope for our 2023 large-scale projects. He also pointed out that we only have one resident who is three quarters behind (typically there are ~6 who run two quarters behind).
- Rod's plan is to include the special assessments (\$2700 per lot) as a comment in the first quarter billings and as a line item in the second quarter billings. He also pointed out that our current collection process as defined 15+ years ago is to send reminders after the first and second quarters late, then a stricter reminder after the third quarter late. There are late fees charged starting with one quarter late, as well.
- Sharon emphasized that we could use various other channels for reminders about the assessments starting right after the first of the year. The board recommends that we use a positive tone with the assessment messages in the first quarter at least. Pauline's Communications committee will manage the execution of those various reminders (other than the ones on the billings), after coordinating with Rod and Sharon on the message details and tone (Sharon will communicate a draft of the messaging in advance of the next board meeting).
- Rod is working through some mechanical issues with QuickBooks about how to post the special assessments on each account's statements.
- Sharon reminded committee chairs that budget projections are needed from EACH committee by the end of the month (due to Rod by Dec 1, 2022).

Roads

Chairperson: Will Porter

- The Roads Committee plans to hold a community meeting around Dec 10 to collect more specific input on the Roads plans for 2023 (meeting will be announced on Facebook, via email, and on the reader board, and will likely be held in Will Porter's garage).
- The committee will handle complaints and frustrations from residents about any specific road areas that might be scheduled to be worked on later. The committee will conduct voting processes as needed for any disputes about the plan.
- The Roads Committee is continuing to work on patches and road repairs intermittently.

Water

Chairpersons: Mark Somnis and Pat Gai

- The Water Committee and its consultant have confirmed that we do not have a large-scale leak in our system.
- The committee is also looking at retrofitting some of our shutoff valves with a ball-valve design. This work will be part of a broader upgrade activity recommended by the consultant that includes exercising the valve system regularly, which the Committee will pursue going forward (the Committee believes it can do this work itself without needing to hire vendors).
- The Committee has inserted 4x4 posts to make it easier to mark the locations of three of the meter boxes that had become somewhat hidden by foliage over time.
- The Committee will be conducting a tour in the next few weeks of the entire system to help expand the general knowledge of the system to more residents and committee members.
- The Committee is still documenting the impacts of the recent 18-hour power outage and how much the generator was used during that event.
- Dave P. pointed out that he plans to turn off the water to the gazebo sink for the season tomorrow, especially given the recent cold weather.

Lakes

Chairpersons: Bob Liebling and Dave Prochazka (Ken Cushman helping)

- Still working on getting the initial permit submittal accepted by the county (expected later this month).
- The Lakes Committee has confirmed that the aerator will be stored here at Ken Cushman's house until installation in the spring.
- Water has been running over the road recently due to various blockages in the stream leading to Osprey Lake, but the committee has been working on clearing those blockages.

Communications

Chairperson: Pauline Bruce

- No update on the new reader board (expecting that to be on next year's budget, as well). In the meantime, the existing reader board has stopped functioning.

Nominating Committee

Chairperson: Vacant (Keaton White helping)

- Rod confirmed for Keaton that the two open seats would backfill the terms for Matt Wolff and Bob Jones, both of which extend through 2023.
- Sharon also stated that the board will interview candidates as soon as the Nominating Committee identifies them (none identified yet), and the board can then fill those positions.
- Also, we need to confirm a Chairperson of the Nominating Committee, but that is secondary to identifying candidates for the open board positions.

Community Property

Chairperson: Vivienne Gevers

- The molehills make it increasingly difficult to find a community member willing to mow the community property. One issue we've found with contracting with a professional vendor is that the mowing schedule varies through the spring and summer. Costs would approximately double for this activity in 2023 if we hire a professional, and that is how the Community Property committee will proceed.
- Vivienne also posted a request on Facebook requesting additional community property committee members and to recruit a new chairperson. No responses yet.

Emergency Preparedness

Chairperson: Dave Spencer

- Ice melt is fully supplied for this winter, although there is some uncertainty about how much will be required. Costs have increased, but less than expected.
- Dave has resolved the controller issue for the spreader and now has two spare controllers. He does expect there will be additional costs in 2023 for spare parts and deferred repairs.
- The new snowplow will be installed on Dave's truck around the end of this month. He followed guidance from experts to purchase a commercial-grade unit for durability.
- The degraded road areas also may cause damage to the snowplow, so the Committee will be very careful in those areas during this winter.
- There are outstanding questions about whether annual costs for snow and ice removal should be included in the Roads budget or in the Emergency Prep budget. Consensus is that it should be part of the Roads budget for 2023 and beyond, and Dave will continue to manage the overall activity around snow and ice removal.
- Rod also pointed out that these expenditures for the snowplow, spreader and ice melt will likely require some budget adjustments in 2022, but we do have sufficient funds available.

Entertainment

Chairperson: Nina Hufford

- No report. It's anticipated that there will not be a Thanksgiving football game this year.

Hospitality

Chairperson: Sharon Ayers

- Sharon provided updates on a few new residents with whom she's connected recently.

C. Old Business

- Sharon asked each committee to bring its proposal responding to the Reserve Study recommendations for its area to next month's board meeting.
- Rod worked through expected charges for 2023, and he asked if we should proceed with adding the 9% CPI increase as planned. The increase would generate an additional ~\$6K-\$7K in 2023. In 2022, we are running \$10K under budget, and we already expect to generate another \$79K in 2023 with the doubling of the assessments. Sharon asked Rod to send out the details of the two options to board members and we'll decide on the question at the next board meeting.

D. New Business

- The next regular Board meeting is scheduled for **Tue, December 13, 7:00 pm.**

E. Adjournment: The meeting was adjourned at 8:48 pm.

--Marc Sanders,
Board Secretary