

ENCHANTED FOREST PROPERTY OWNERS ASSOCIATION
Board of Directors Meeting Minutes
Saturday, February 1, 2014 - 10 AM after Pancake Breakfast

- I. The meeting was called to order at 10:01 AM by President Tony Esson. The Pledge of Allegiance followed. All Board members were present except Fred Novack who was absent due to bad snow weather downstate.
- II. There was no public comment about the agenda. The agenda was amended by Board members to add under New Business the topic of purchasing floor mats for the Clubhouse lobby.
- III. Secretary's Report - Polly Buchanan
 - A. The corrected minutes from Aug. 31, 2013 were approved; the minutes from December 7, 2013 were also approved.
- IV. Guest Presentation (Item X1.A from agenda): Bruce Vaughn, Business Mgr. from Cherry Capital Connection updated residents on their desire to lease our tower, extend it and improve services to the neighborhood.
Motion made: Sign the Cherry Capital lease once approved by our attorney.
Motion passed. Tony will follow up with Kirk, our attorney. Letting residents know of this service option was discussed.
- V. President's Report
 - A. Received a letter from the unemployment investigator office (UIO) about a complaint that was made about EFPOA paying someone during 2013; our records were checked and we found that all was in order. Tony will keep us informed if more develops about this.
 - B. Some pool liner repairs have been identified as the pool water was lowered; Adam will follow up with the company to get these repairs done in time to open the pool on time.
- VI. Treasurer's Report - Nancy Gregg
 - A. Annual dues notices have been sent out or delivered. We billed out >\$269,200 in dues; still have \$61,000 in delinquent dues pending. This is much less than we've had in the past. About 25% of 2014 dues have already been received.
 - B. A summary report was circulated; profit and loss sheets also were circulated. Budget categories showed this year compared to last year.
 - C. Cash on hand approximately \$92,000.
 - D. Unpaid dues were discussed; in Feb. Nancy & Sherice will do more in small claims court (about 20) on those with high levels of back dues.

- E. PayPal update given; our account is still in Dan Yale's name. Is very difficult to change the name on the account. Meanwhile residents can pay with a credit card using Square at the Clubhouse, or through the EFPOA web page. Added fees for this convenience is included for residents to pay.

VII. Managers' Reports

A. Business Manager: Sherice Esson

1. Web site has been updated; seems to be used often by residents. She requested suggestions for improvements.
2. Clubhouse usage reports for past 3 months were circulated. Very small usage is evident on many days during the late Fall & Winter months.
3. Ferrell Gas update was given and how the EFPOA Gas Group price works; there is a total gallon cap on this price/gallon. It is NOT an endless supply of gas so the price may go up at the end of the contract year. Sherice was asked to contact the gas company and get a written copy of the actual group agreement. Our rate is good through the end of June. When and how sign ups occur annually will be clarified for residents; Sherice will post this on our website when she gets it.

B. Facilities Manager: Adam Woosley

1. Reviewed maintenance tasks completed to date.
2. Needed pool liner repairs were reviewed and he noted that we've had pool liner repairs annually. Warranty on the liner and its quality were in question. The company will come out before May first to have the pool ready for summer.
3. Received one request to build a new home; he will work with Building and Grounds on reviewing the submitted plans.
4. A furnace part was replaced by Ken Newman; labor was \$150 + the cost of the part.
5. All resident keys previously kept in the office have been returned or discarded safely.
6. Daily propane readings are now being taken. We will change back to auto-fill status now that we are in a better financial situation. Matching our readings with Ferrell's remote readings is needed to make sure they are the same. Sherice will get a copy of our monthly gas usage from Ferrell.

VIII. Committee Reports

A. Activities - Amanda Crow, Chair

A review of recent activities was given. Reducing the number of monthly events has occurred due to lower participation. First Saturday breakfasts will continue and one Sat. dinner the third week will be scheduled through April.

B. Budget & Finance - Ron LeBourdais, Chair

Budget Committee meetings will be scheduled shortly to work on the budget for next year so it is ready for the Annual meeting.

C. Building & Grounds - George Lienerth, Chair

Is there a need for the old pamphlets (sets of 3)? They need to be updated so he will work with Rules and Regulations, and Deeded Restrictions and then get them reprinted.

D. Bylaws, Rules & Regulations - Brian Wilson, Chair - See Old Business below.

E. Communications - Polly Buchanan, Chair

Alternate layout for Directory was discussed; an easier layout procedure is needed. Full size sheets was not preferred. Tony offered to help figure this out. Next Lyric topics were reported; more topics were requested.

F. Deeded Restrictions - Fred Novack, Chair (Not present)

Fred reported to Tony that he has been reviewing materials but he needs Board input on trying to standard/simplify the 3 different EFPOA sections that exist.

G. Election Committee - TBA - No report.

H. Employee Relations - Ron LeBourdais, Chair

Have been meeting weekly with new managers; have updated seasonal job application so is ready to use. Seasonal Employee Handbook is being updated also. Ron requested a closed session be held after the meeting to discuss some personnel issues.

I. Military/Government Relations - Matt Mogle, Chair

Wood pole by Clubhouse belongs to the military; they will come and remove it.

J. Security - Matt Mogle, Chair - No report

Slippery intersection was reported to county; they came and put sand on it. Proper removal of snow and not leaving your snow in the middle of the road for others to drive through was noted. It is illegal to put your "private snow" on a public road! Call the Otsego County Road Commission with concerns.

IX. Old Business

A. Rules and Regulation change: Pg. 5 - Under Clubhouse Regulations #1
Current wording: "The Manager, ~~Chair of Activities~~, schedules events and assures that all proposed events are appropriate for the Clubhouse and to prevent conflicts by competing events."

Motion: Delete "Chair of Activities" words so it reads: "*The Business Manager schedules events and assures that all proposed events are appropriate for the Clubhouse and to prevent conflicts by competing events.*" Motion passed.

X. New Business

A. Appointment of Elections Officer (Chair) - Motion: Appoint Mary Kay LeBourdais as Chair with help from Mary Ellen Gleeson. *Motion passed.*

Proof of residency/home ownership can be part of the committee's process for checking those who submit resumes and are "residents in good standing". Committee members are selected by the Chair and her assistant.

B. Misuse of Clubhouse Dumpster -

Rules and Regulation change: Pg.3 under General Regulations

Current wording: "Those who will not be able to set out rubbish on the appropriate day or night before pick up should make arrangements with other residents to be responsible for correct disposal. ~~If arrangements with other residents can not be made for proper disposal, members are encouraged to use the dumpster in the parking lot at the clubhouse.~~"

Motion: "*Those who will not be able to set out rubbish on the appropriate day or night before pick up should make arrangements with other residents to be responsible for correct disposal.*" (Remove last sentence.)

Motion passed.

Sherice was asked to confirm the price of an extra dump of our dumpster if it gets full before our scheduled pick-up. Concern was expressed about those who may leave their rubbish on top or beside the locked dumpster. It was decided to wait and see if this becomes a problem; then the Board can determine a course of action. With the new security camera system in place, we would know who was leaving trash outside the dumpster.

C. For Sale signs on Vacant lots - Rules & Regulations General Regulations #7

Current wording: "Owners and Realtors who plan to sell property should contact the Manager(s). Property Owner's with developed property are allowed one For Sale sign on the property. Developed lakefront property owner's are allowed one For Sale sign on the road side and one For Sale sign on the lake side. For Sale signs may be no larger than 24" x 28". Personal property items "for sale" on lots are not allowed to be displayed for longer than thirty days. ~~The EFPOA provides color-coded stakes for~~

~~vacant property and inclusion in a master listing of "for sale" properties at a modest charge. Only the color coded stakes may be used on vacant property. The color coding is: (1) green to indicate for sale by owner; (2) blue and white to indicate for sale by realtor, and (3) red to indicate for sale by EFPOA. Sales information on all property is available at the Clubhouse."~~

Motion Pending: *Delete the last 3 sentences above and add: "Allow one For Sale sign no larger than 24" x 28" on each vacant lot, mounted on a tree or stake, parallel to the road that includes a contact phone number."*

Exact revised wording was discussed but undetermined.

Motion made: *"Allow Tony to determine exact wording for the revision, send it to Board members in an email requesting a consensus vote."* Motion passed.

D. Request to turn over lots #7 and #8 on Fascination to EFPOA

An owner contacted Tony with this request; they would pay back dues & taxes if we accept the lots.

Motion made: *"Accept lots #7 and #8 with their payment of back taxes, and back dues in exchange for being released from any late penalties."*

Vote: Yes = 4, No = 3 - Motion passed

A suggestion was made that we hold a "Lot Auction" later this year to try and sell the 10 or so lots that EFPOA owns. Residents who have vacant lots to sell might also want to participate in such an auction. We can mention this in the Lyric to determine possible interest.

A question was asked about who owns Lot #5 (on Fascination at Marlette) which is where the power service is located that we would need to tap in to if we put up a digital sign at that entrance to Guthrie Lakes. Add this to next agenda and Sherice can collect information on who owns lots #5 and #4..

E. Proposed dates for future Board meetings - Saturday, May 3 at 10 AM will be the next Board meeting, after the pancake breakfast scheduled that day. July 5 will be the Annual Meeting date this year.

F. Filling the open Board position

(Chris Dorsten's position, goes through June 30, 2015)

Motion: Appoint Val Holman who volunteered to take the position.

Yes = 2 No = 6 Motion did not pass.

This opening should be posted in the Lyric to get possible interest from all residents, especially those who were not at the meeting.

G. Does EFPOA want to purchase Lot #286 - An owner asked us if we want to buy it? No, we don't want it.

H. Lot #150 - Owner died; VA now owns the lot (since 2012). VA won't pay late

fees but will pay back dues.

Motion: "Accept back dues (\$389.17) and VA finance charge (\$28) from the VA so pending sale of the lot can proceed." Motion passed.

I. Additional floor mats are needed in lobby of Clubhouse, especially during snow months when it gets slippery. Routine provision of mats by an outside company would be way too costly. Vinegar is the recommended floor cleaner for our floors. Motion: Allocate up to \$800 to purchase floor mats for the lobby. Motion passed.

J. Small brown wooden desk, and blue cooler were brought to the Clubhouse when Val was manager; they were not donated to EFPOA so will be returned to her house. Val mentioned other things she had brought to the Clubhouse; she was asked to make a list of her things so they can be either donated officially or taken back home.

XI. Public Comments

A. Unleashed dogs in the community was mentioned by Mary Kay LeBourdais who gave several options that she learned when she called Animal Shelter/Control (989.705.7632). The information below will be put in the Lyric.

* If you know who the dog belongs to, contact them to let them know that our Deeded Restrictions for Guthrie Lake has a leash law requirement for all dogs.

* If the owner does not respond, call Animal Control at the number above and they will call the owner. Three calls about the same dog gets the owner ticketed!

* If you can catch the the dog (...like throwing a hot dog in your garage, then closing the door!), then call Animal Shelter/Control; they'll pick up the dog, and post it's picture on their Facebook page. The owner will have to come pick up the dog after all shots and tags are verified as being up-to-date.

B. A guest who owns property on Marlette just west of Sherman expressed concern over the proposed re-zoning of property near the Waters exit that would negatively affect his future residence. He asked for interested residents to attend a meeting this Thurs. at the Township Hall. Several indicated interest.

C. Excessive snow on our cul de sac by the Clubhouse was mentioned as a problem for county plows to get around it; we might have to pay to have the snow moved somewhere else if the county complains.

D. Minimal use of the Clubhouse during the winter months was raised and the need to reduce open hours. Many different hours of operation were suggested. Motion: "Return Clubhouse hours to Winter hours used prior to opening for cards on Mondays." Motion passed.

Mon-Tues-Wed-Thurs 10-12 AM and 4-8 PM

Friday 10-12 and 4-10 PM, Saturday 10-10, Sunday 10-5

Motion made to go upstairs in to closed session; motion passed.
Discussion of personnel issues followed.

XII. Motion to adjourn - 1:15 PM!!

Whew! We survived the longest Board meeting ever! (3 hrs. 15 minutes)

Submitted by Polly Buchanan, Secretary

Current Board Members & Officers:

President, Tony Esson

Vice President, Ron LeBourdais

Treasurer, Nancy Gregg

Secretary, Polly Buchanan;

Directors: George Lienerth, Brian Wilson
Matt Mogle, Fred Novack