

ENCHANTED FOREST PROPERTY OWNERS ASSOCIATION
BOARD of DIRECTORS MEETING
Saturday, October 4, 2014 – 10 AM
MINUTES

- I) The meeting was called to order by President, Tony Esson followed by the Pledge of Allegiance.

- II) Secretary, Polly Buchanan, called roll and all Board members were present.

- III) There were no public comments related to topics to add to the agenda, but Board members added topics under New Business that included:
 - A) Brian Wilson's addition to the Rule & Regulations, and
 - B) Hiring a collection agency to collect late dues.

- IV) Approval of minutes from July 5th
 - A) July 5, 2014 (Last meeting of the previous Board) – *Motion made and passed to accept.*
 - B) July 5, 2014 (First meeting of the new Board) – *Motion made and passed to accept.*

- V) President's Report - Tony Esson
 - A) Clubhouse has had several successful weddings recently; pool stayed open after Labor Day, and maintenance needed on the pool is scheduled. Clean up of trees and debris after the recent storm is mostly done; Clubhouse had no damage. Insulation project is near completion upstairs so we should reduce heat loss and save on propane. Storage areas are expanded upstairs under the eaves; is better insulation now over open pool area downstairs. The legal issue with Morris continues; requests for discovery have been submitted. Are waiting for trial dates now; hope to have it resolved by the end of the year. Lots in foreclosure will be published in Weekly Choice this week, with certified letters to owners from our attorney, Kirk Yodzevicis.

- VI) Treasurer's Report - Nancy Gregg
 - A) \$164,000 is currently in the bank; the \$35,000 from our 8-year \$20,000 annuity recently came due. In two weeks financial advisor John Westenbarger will submit ideas on where to invest this to maintain its liquidity.

 - B) Our income comparing the current period to last year at this time has improved.

 - C) Delinquent dues are now \$87,000... down from \$201,000 that they were, so we ARE making progress on collections. We have made payment agreements with several who are delinquent, and are garnishing wages on several others.
 - 1) Dues that are delinquent for current owners is \$67,000 out of that \$87,000.
 - 2) Courts do not pass along the delinquent dues of these people to the credit score companies. We need to join a collection agency in order to get authority to put this judgment on their credit record.

- 3) We have 17 of these back dues that live in other states and so collection gets complicated but a collection agency can do this for us and take a percentage (20-30%) of what is collected.
- 4) Any fees we incur to do this... we get paid back from the resident/owner.
- 5) There is some confusion about what our Deeded Restrictions allows regarding late dues; do we need legal counsel on this?
- 6) Ask Ed Doss (before he moves this week) how using a credit bureau worked before regarding collecting back dues when he was on the Board.

D) Have one past resident who sold his lot... and is \$1.59 short on dues; the Treasurer would like permission to write off this amount; add this topic to New Business.

VII) Committee Reports

A) Activities – Sherice Esson

- 1) Sat. October 25 at 1 PM - UofM/MSU tailgate; bring appetizers and snacks to share
- 2) Sun. October 26 at 3 PM Halloween Party, 5 PM Trunk or Treat with Hot Dog Potluck
- 3) Sat. November 15 – Hunters’ Stew Dinner
- 4) Next “Pancake Breakfast” (Sat. Nov. 1st) will serve Biscuits and Gravy and Scrambled Eggs
- 5) Need more people to come to the Activities Meeting – Next meeting Oct. 15th at 6 PM.

B) Budget & Finance – Tony Esson

- 1) Buy improved microphone system for Clubhouse to use for large meetings; will be added to next year’s budget so have it for next Annual Meeting.
- 2) We are about \$10,000 to the good... ahead of budget this year; yeah!
- 3) The Board met with a financial planner this week; he will be suggesting options for investing our \$35,000 so we will wait for his report before making a decision.

C) Building & Grounds - George Lienerth – Tom is doing a great job keeping up the Clubhouse & grounds.

D) Bylaws, Rules & Regulations - Brian Wilson

- 1) When a group, church or entity owns property in EFPOA, can the whole group come and use our amenities, parks etc.? Our attorney, Kirk, suggested adding the wording as follows:

“**New General Regulation #14** – Ownership of a lot by an organization and/or entity other than by a natural born person does not permit every member of said organization and/or entity to have full ownership privileges. An organization and/or entity shall be permitted to designate two individuals who shall be permitted use of EFPOA amenities. (A change in designation shall be permitted once every twelve-month period.) Each designated individual shall be allowed up to four guests to use EFPOA amenities provided that the designed person is also present.” Add this topic to New Business.

- 2) Small updates to Rules and Regs submitted to Brian by P. Buchanan will be proposed; Brian will send it by email so Board members can discuss them at the next meeting. (Brian will be absent due to a business commitment.)

E) Communications - Polly Buchanan

- 1) New Board Roster was circulated to Board members.
- 2) Topics for next Lyric... this is what we have so far:
 - (a) A reminder that all Board meetings are open to members
 - (b) Quote wording in R&R about keeping property neat... without "blight"
 - (c) Thanks to all who helped clean up after last big storm.
 - (d) A reminder about business card ads that can be in the Lyric
 - (e) A reminder to those with vacant lots that there may be severe damage to their lot from this storm. Some trees near lot lines are hanging over or have fallen toward a neighbor's lot or house.
- 3) Sherice reported that several residents said they would like a Lyric soon after the Annual Meeting; this year we didn't send one out immediately as we have done in the past. So noted for next year.

F) Deeded Restrictions - Fred Novack

- 1) A handout was distributed for updating the 3 versions of our Deeded Restrictions; it included suggested changes for the Board to consider.
- 2) Fred proposed a work session on this topic after our next Board meeting, Dec. 6th.
 - (a) Brian can't attend due to a work conflict; maybe he can Facetime in to the work session.
- 3) Tony will send electronic version of the 3 components of our current Deeded Restrictions to all Board members so we all have the same documents to review.

G) Employee Relations - Ron LeBourdais

- 1) Job descriptions are all being reviewed updated... the Board positions and the managers. See review below of what committee and Board descriptions are old and missing and need review.
 - (a) From 1999 we have: President, V.P., Treasurer, Secretary, Budget & Finance, Bldg. & Grds, R&R, ERC, Military, and Security
 - (b) We do NOT have job descriptions for: Activities, Bylaws (w/ R&R?), Communications, or Deeded Restrictions
- 2) Tom Hall, Facility Supervisor's Report
 - (a) Update on the insulation project and ceiling renovation upstairs.
 - (b) Docks are all removed. (This was done earlier this year and we had one resident complain about this early date, and requested removal date be announced in the future.)
 - (c) Ceiling tiles from third floor used to replace bad ones in basement.
 - (d) Basement lighting will be updated.

3) Sherice Esson, Business Manager's Report

- (a) She distributed a 5 year electric and propane use comparison; differences with new insulation are expected and are being tracked and recorded. Months pool has operated really affected these bills in the past. Pool covers was discussed; consideration of using a simple tarp over the winter was mentioned.

H) Military/Government Relations – Matt Mogle – Big bombing week noted.

- 1) Ron and Tony attended DD (Demonstration Day) and were very impressed with what they watched and the coordinated demonstration presented.

I) Security – Matt Mogle – No Report

VIII) Old Business

IX) New Business

A) Whether to purchase of new printer for use by residents was discussed and how to control amounts printed.

- 1) A \$73 laser toner cartridge prints 2600 copies = \$.028/sheet cost.
- 2) Much discussion occurred about the need for this amenity for residents, its abuse by some, and cost of the ink-jet cartridges in the old printer; laser printer costs, and paper costs were discussed.
- 3) A black and white laser printer costs about \$120 + \$80 for the cartridge.
- 4) Motion made and seconded: Buy a wireless laser printer and charge \$.10/copy. *Motion passed.*
Location of printer and paper to maintain control will be determined by the managers.

B) Reinvestment of funds previously held in our annuity.

- 1) Motion made and seconded: Table the re-investment of our \$35,000 till report is received from financial planner. Make a determination at the next Board meeting in Dec. *Motion passed.*

C) Motion made and seconded: Write off \$1.59 old delinquent dues on Lot 663. *Motion passed.*

D) Motion made and seconded: Hire Northern Credit Bureau to collect delinquent dues from all out-of-state residents. *Motion passed.*

E) Clubhouse Winter Hours discussed and reviewed; use hours for past months were presented and noted. The following hours were made as a motion and seconded, to begin Nov. 1st.

Tues, Wed, Thursday - 10 to 12 and 4 to 8 PM

Friday – 10 to 12, 4 to 9 PM

Saturday – 10 AM to 9 PM

Sunday and Monday – Closed

Yes – 6, No – 3, Motion passed. For those needing to dump trash Sunday, the dumpster can be left unlocked for those two days. Note that managers are often in the building doing their work during closed hours. On closed days, post phone number on door (and online) if someone has need to contact a manager.

F) Motion made and seconded to purchase of heavy duty BR 600 Magnum leaf blower, old one died.
Motion passed.

G) Motion made and seconded to approve Brian’s addition to the Rules and Regulations #15 under General Regulation (see full wording on page 2 of these minutes). *Motion passed.* Publish this in Lyric.

X) Public Comments

A) Matt Mogle commented on the over use of paper handouts; at least use back-to-back for critical handouts. Rely on Board members to read handout online and don’t hand them out at the meeting to save paper costs.

B) Dues notices to the Board members will be sent by email as a trial. If this works, we can have people sign up to get their dues bills electronically.

NEXT BOARD MEETING DATE:

Saturday, December 6th at 10 AM after the Clubhouse breakfast.

XI) Motion made and seconded to adjourn at 11:45; *motion passed.*

Current Board Members & Officers:

President: Tony Esson

Vice President: Ron LeBourdais

Treasurer: Nancy Gregg

Secretary: Polly Buchanan

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