

**BOARD OF TRUSTEE MEETING
SATURDAY APRIL 18, 2020 AT
8:30 A.M. CLUBHOUSE 2**

PRESENT: President Dave Sanfason, Trustee Mike Fitzpatrick, Trustee George Fowler, Trustee Phil Oreto, Trustee Alan Martel, Trustee Mary Singelais, Trustee Steve Dawson, and Trustee Mark Berry, Scott Davis, Public Works Manager and Amy Harris, Director of Finance and Administration

ABSENT: Trustee Beverly Hudson

CALL TO ORDER: The meeting was called to order at 8:30 am

ADDITONS TO THE AGENDA

New Business – 1. PTO Policy

APPROVAL OF MINUTES

MOTION: Trustee Oreto moved to accept the March 21, 2020 Board of Trustee Meeting Minutes as presented. Seconded by Trustee Fitzpatrick. **The motion passed unanimously.**

APPROVAL OF EMAIL VOTES

MOTION: Trustee Fitzpatrick moved to approve the email votes for: suspending WSO door hangers, closing the clubhouses, increasing the mechanics pay, tree issue on Lot 1665, VFD repair, and original COVID19 Protocol. Seconded by Trustee Fowler. **The motion passed unanimously.**

TREASURER'S REPORT

Trustee Fowler reported that as of the end of March, the Overall Budget was 84.33% spent, the Operating was 83.77% spent and we are 91.67% through the Fiscal Year. The Operating Account showed a balance of \$75,612 the CD Money Market Account had a balance of \$879,411 and Petty Cash showed a balance of \$300 for a total of \$955,323.

MOTION: Trustee Singelais moved to accept the Treasurer's Report for March 2020. Seconded by Trustee Fitzpatrick. **The motion passed unanimously with Trustee Fowler Abstaining.**

DIRECTOR OF FINANCE AND ADMINISTRATION

Amy Harris reported:

- **Water Shut Off Notices:** In March, we sent out 46 water shut off notices, made 17 calls, resolved 11, and had no response from six. Two paid yesterday.
- **Bank Collections:** We collected \$13,700 in March.

MOTION: Trustee Fitzpatrick moved to write off the \$25,000 balance from the bank collections. Seconded by Trustee Oreto. **The motion passed unanimously.**

- **Membership payments in May:** We feel we could help by not charging late fees and interest in May to the membership and then move the May installment to March.

MOTION: Trustee Fowler moved to not charge late fees and interest in May. Seconded by Trustee Fitzpatrick. **The motion passed unanimously.**

- **Fitness Center Opening:** We had a member ask to allow scheduling in the fitness center.
- **Clubhouse Flooring:** We have pricing for the flooring in the entry.

MOTION: Trustee Fitzpatrick moved to accept Ralph D Estes quote for \$7,818.30 and proceed with the project funded through the Future Reserve. Seconded by Trustee Oreto. **The motion passed unanimously.**

SECURITY REPORT

Amy Harris reported for Carol Carey:

- The home security company called her again for a property on Leisure Lane; she has asked them to not call her again.

- There have been a few complaints regarding kids playing on the basketball courts.

PUBLIC WORKS MANAGER REPORT

Scott Davis reported:

- **Clubhouse 1 Expansion:** We should leave the floor as subfloor and do whole clubhouse at once.
- **Crew Busy on Transmission Main:** Most of the supplies are in.
- **Potholes:** Recent rain made a bunch of potholes, the crew has been busy trying to fix them and we are shorthanded.
- **Club 2 Pool:** We are taking advantage of the clubhouse being closed to paint.
- **Several Main Breaks:** We have had to take care of some main breaks recently.
- **Sand & Gravel Price Increase:** Our gravel prices went up 50 cents.
- **Inspections:** Our mechanic does not have his inspection license yet, so we have had to outsource our recent inspections. They are tough, kingpins had to be replaced.
- **Mower Rental:** The flail mower will be here Monday.
- **Water Production:** Production for March was 9.5 million gallons.

OLD BUSINESS

Lot 0847 Fence

The member came in and said they wanted to keep the fence as it was. The minutes clearly indicated it was only allowed to be two sides and picket style. They want to remove the lower portion of the stacked fence, if they remove the top portion, it will expose their deck.

NEW BUSINESS

PTO Policy

Trustee Oreto stated current policy only allows a rollover of 40 hours. Due to COVID-19, he would like to allow one-time rollover of 40 extra hours of PTO time. Also, he wants to remove the restriction of having to use the time in May.

MOTION: Trustee Oreto moved modify the PTO policy to allow employees to rollover an additional 40 hours this year and remove the May restriction. Seconded by Trustee Fowler. **The motion passed unanimously.**

COMMITTEE REPORTS

Lake Improvement Committee

Trustee Fitzpatrick reported:

- Received the grant; it was increased from last year.
- Working on staff for harvesting.
- Need to work on upgrading compressors which will cost a significant amount.

Recreation Committee

Trustee Singelais reported:

- Our next event is the Ice Cream Social in 6-7 weeks, but we will wait and see what happens.

Scholarship Committee

Amy reported:

- We have received 7 so far; we will forward to Trustee Hudson.

MOTION: Trustee Singelais moved to adjourn. Seconded by Trustee Martel. **The motion passed unanimously.**

Meeting adjourned at 9:34 a.m.

Nanette Walton, Recording Secretary