

COUNTRY LAKES HOME OWNERS ASSOCIATION

MEETING OF THE BOARD OF TRUSTEES

DATE: June 12, 2019

MEETING of the June 12, 2019 Country Lakes HOA Board was called to order at 7:03 PM

BOARD MEMBERS:

Shawn Smith, President - Present
Bob Beres, Vice President – Present
Bill Hanigan, Secretary - Present
Jeff Laub, Trustee – Present

OTHERS PRESENT:

Roger Grugle – Past Treasurer and currently Financial Contractor. Roger was connected via video conferencing

MINUTES OF MAY 15TH BOARD MEETING

Motion to Approve the Draft Minutes of May 15th: Bob Beres
Seconded: Shawn Smith
Approved: Unanimous

FINANCIAL REPORT

A Contractual arrangement had been agreed upon between the immediate past Treasurer Roger Grugle and Country Lakes Board President Shawn Smith for Roger to continue to provide financial reports and preparation of tax filings and of the oversight and education of the Treasurer Assistant in current financial processes/procedures; and such arrangement will extend for a period of time not to exceed one year upon which time the arrangement will be reviewed by the Board, or at such time the Board has obtained a qualified financial Board Member to serve as Treasurer. The monthly remuneration shall be \$500.00 per month. The Arrangement will have commenced on or about June 1st. Action is being taken to remove signature authority from the Board-required-membership financial accounts and check signing authority.

A motion was presented by Bob Beres to approve the financial arrangement for the securing of Roger Grugle's services as described. It was seconded by Shawn Smith and approved unanimously.

The following reports were posted prior to the June 12th meeting posted in the Board's HOA Dropbox:

CL Treasurer's Report May 2019
Balance Sheet Accrual Basis
Country Lakes HOA Budget FY 2018 (May)
Profit and Loss Detail – Cash Basis

Roger offered the following observations:

- The Reserve Account had one expense in the prior month. It was that of the Asphalt Paving on the emergency road. It was paid by the checking account and Reserve Funds are to be moved to checking upon receipt of the Master Association's payment of their share of that expense. This will have the current effect of having the PNC account being overstated and the checking account understated until the funds are transferred.
- Income for the month exceeded expenses by \$5,000.00
- Our over/under account looks good
- We should see two property transfers in the month of June with those property owners facing their first dues payments as of July 1st.

Roger reported that an agreement had been reached to secure Anthony Embrogono as Treasurer Assistant to replace Dolores, who has resigned her position. The financial arrangement will be the same as the previous which is \$95 per month plus the monthly dues amount for homeowners of \$135.00. Roger reported that the HOA computer was transferred to Anthony from Dolores as was the key to UPS HOA Box (incoming mail).

A motion was presented to secure the financial services of Anthony Embrogono as Treasurer Assistant in the amount \$95.00 per month plus \$135 per month to cover the Homeowner dues. (It had been stated by Roger in the discussion that the offset to the dues is reported annually in the issuance of the 1099)

Motion: Bob Beres

Second: Shawn Smith

Vote: Unanimous

Further discussion ensued on and about check signing authority, financial checks and balances within the financial procedures. This included discussion of securing CD's and the interaction with Edward Jones. The Board expressed its appreciation to Roger for his continuance, so as to ensure a smooth transition.

The Annual Financial Review, which involves an outside third party to review our financial processes and procedures, was discussed. Motion to secure the Annual Financial Review was presented.

Motion: Jeff Laub

Second: Bob Beres

Vote: Unanimous

DESIGN REVIEW COMMITTEE (DRC)

Jeff Laub reported that the DRC received four requests:

4107 Watercourse – Landscaping

4071 Hedgewood – Deck

4096 Watercourse – Roof replacement

All three had been approved

4071 Hedgewood submitted a second request for landscaping which was under review

4098 Watercourse had submitted a solar panel request, and had for an update. Jeff indicated that he would be back with them shortly

LANDSCAPING/MAINTENANCE REPORT: Bruce was on a scheduled vacation –No Report

A general discussion ensued about current activity throughout the development and the favorable comments that Board Members had received on many of the improvements.

OLD BUSINESS

SIGNS – NO REPORT

STORAGE UNIT: Bill Hanigan

A 5' x 5' Storage Unit had been secured at Public Storage.

Contact and documents will be forwarded to our Treasurer Assistant so that he has the necessary information to pay the bills.

The two keys to the Unit will reside with the President and Secretary

All known record archives have been placed in the storage unit

ANNUAL MEETING:

The Board discussed logistics, proxies, and reports for the upcoming meeting. Officers will be elected at the July Board Meeting.

NEW BUSINESS

CHRISTMAS DECORATIONS: The discussion was postponed until after the annual meeting, where those present could be polled as to how they liked or did not like last year's lighting

BYLAWS: Shawn provided insight as to the hierarchy of covenants and bylaws between the Master Association and that of Country Lakes and a conversation with the Master Association President on this matter.

ADJOURNMENT:

Board's Next Meeting will be at Jeff Laub's Home. Date was not established.

Shawn Smith adjourned the meeting at 8:56 PM

Minutes (draft) were prepared by William Hanigan, Secretary on June 14th.