

**Lake Thunderbird Association  
Board Meeting Minutes  
April 20, 2024**

Minutes of the Board of Directors Meeting of the Lake Thunderbird Association, Putnam, IL, held at the Clubhouse at 2 Lake Thunderbird Drive, Putnam, IL at 9:00 a.m. on the 20th day of April 2024.

**Pledge of Allegiance:**

**Roll Call:**

The meeting was called to order at 9:01 a.m. Board Members Present - Bob Bittner, President; Paul Byrd, Vice President; Diana Hale, Secretary; Mary Crook, Director; Eva Falzone, Director; Donna Naborowski, Director. Chris Pope, Treasurer, was absent. A quorum was established.

**Approval of Agenda:** Add agenda item J. under New Business to discuss paying the Capital Group American Fund for unpaid IRA obligations between 2020 and 2023 and filing a report with the IL Department of Labor by 4-24-24. *Paul Byrd moved that the agenda be amended, seconded by Mary Crook. Voice vote was taken. All ayes, 0 opposed. Motion carried. Paul Byrd moved to approve the amended agenda, seconded by Eva Falzone. Voice vote was taken. All ayes, 0 opposed.*

**Comments by Members regarding Agenda Items (3 Minutes):** According to Section 1-40, Meetings, Item 6 of CICAA ([idfpr.illinois.gov](http://idfpr.illinois.gov) key into search "CICAA Full Act", open "CICAA Full Act January 1 2024 FINAL.pdf), it states, the board must reserve a portion of the meeting of the board for comments by members; provided, however, the duration and meeting order for the member comment period is within the sole discretion of the board. If you have questions, please sign up for the Lake Manager's roundtable ([roundtable@lakethunderbird.us](mailto:roundtable@lakethunderbird.us)).

**Vote to Approve Meeting Minutes as Outlined Below:**

Approve special meeting minutes March 30, 2024

Approve closed session meeting minutes March 16, 2024

Approve closed session meeting minutes March 30, 2024

*Eva Falzone moved to approve the aforementioned meeting minutes, seconded by Mary Crook. A voice vote was taken. All ayes, 0 opposed. Motion carried.*

**Correspondence by Secretary - Diana Hale:** none

**Financial Reports as of March 31, 2024:**

Monthly Bills

Russ Hawkins reviewed the monthly bills. *Paul Byrd moved to approve the monthly bills in the amount of \$83,234.92, seconded by Eva Falzone. Roll call vote: All ayes, 0 opposed. Motion carried.*

Donna Naborowski announced the hiring of a part-time accounting position and reported on the financial condition as of March 31, 2024. The approved 2024 Operating Budget has now been incorporated into the Profit and Loss Statement.

## Profit and Loss Statement

March: Revenues were \$89,612. We are starting to receive the 2024 annual assessments. Other income includes a \$10,000 grant from Senachwine Township for the EMS Program. Operating expenses were \$67,389. Capital expenditures were \$52,588. Result was a net operating loss of \$30,365. Year-to-date through March: Revenues were \$199,846. Operating expenses were \$213,527. Capital expenditures were \$183,156. Result was a net operating loss of \$196,837. This loss will be reversed over the next few months as assessments continue to be paid.

## Cash and Investments - Preliminary

As of March 31, 2024: Monthly Operating Fund Accounts \$90,981. Reserve Funds \$467,207. Committee Funds \$61,044. Total All Accounts \$619,232. As assessments are received the \$150k that was moved from Reserve Funds to the Operating Account will be returned.

The CPA firm has filed an extension for the corporate tax return that was due April 15th. We will be scheduling the routine audit and the fraud audit in the coming weeks. We anticipate the new accountant will be able to prepare most of the documentation needed for those audits.

*Mary Crook moved to approve the financial report, seconded by Eva Falzone. A voice vote was taken. Motion carried.*

**President's Report:** none

**Lake Manager's Report:** Russ Hawkins discussed new full-time and current and new part-time personnel, new in-season office hours, the round table, the deck, and EMS sign update.

**Facilities Report:** Russ Hawkins discussed new personnel, lawn equipment, bobcat repair, storage container placement, and beach plans.

## **Advisory Commission Reports:**

- A. Amenities and Events (Chris Pope)** not present. Upcoming events: Kentucky Derby and Booze and Blooms.
- B. Architectural Control (Paul Byrd/Bob Bittner liaison)** Paul Byrd updated on new approvals. Bob Bittner updated on how fees work.
- C. Campground (Steve Glynn/Eva Falzone, Liaison)** Steve discussed needed updates. Sponsoring May 25th breakfast.
- D. Capital Improvement (Paul Byrd/Chris Pope, Liaison)** Discussed review of invoices 2022-2024. Discussed the 160k budget. Spent \$168,198. Removal of chimney, ADA compliant doors accounted for overage. Long term plans are on the agenda.
- E. Conservation (Steve Glynn/Bob Bittner, Liaison)** Aquatic control report was presented to Russ. Bass tournament. Crappie tournament. 50/50 Raffles.
- F. Deer Management Program (Rick Steele)** none
- G. Earth Day (Ann Annen/Diana Hale, Liaison)** Ann asked to collect garbage along roads for Earth Day and for donations to cover the cost of flowers.
- H. Emergency Medical Services (Russ Hawkins)** none
- I. Finance (Chris Pope)** not present.
- J. Human Resources (Donna Naborowski)** Round 1 of edits of Employee Manual is complete. The Employee Manual is a living breathing document.

- K. **Newsletter (Russ Hawkins)** none
- L. **Rules (Mary Crook)** none
- M. **Security (Tom Pope/TBD, Liaison)** none
- N. **Technology (Paul Byrd) Update** on meeting with Garth from New Wave. Fiber optic/vault discussion. Make sure you fill out an easement form otherwise \$500.
- O. **Tree Huggers (Rob Hickox/Diana Hale, Liaison)** none
- P. **Water Safety (Bob Bittner)** looking for volunteers.

**Unfinished Business:**

- A. Re-approve the revised Architectural Control Committee Rules: The Board approved a revision to the ACC rules at the March 16 meeting, and that revised document was sent to the Putnam County Zoning Officer. Ryan, the Zoning Officer, gave us a revised list of their fees to be incorporated into the ACC rules. We have also added a requirement for contractors to furnish their information for each project they have at LTA. This revision shows the County fees on page 27 and a new contractor registration Form F on page 36. Also, the Lot Clearing form D has been revised to require more information. *Paul Byrd moved to approve the revised Architectural Control Committee Rules, seconded by Eva Falzone. A voice vote was taken. All ayes, 0 opposed. Motion carried.*

**Petitions and Resolutions by Board members:** None

**New Business:**

- A. Discuss removing the EMS Commission from the active commission list: Russ and the facilities staff will be completing the installation of the EMS signs, and the EMS Commission is no longer needed. *Eva Falzone moved to approve the de-activation of the EMS Commission, seconded by Donna Naborowski. A voice vote was taken. All ayes, 0 opposed. Motion carried.*
- B. Discuss Conservation's request to hold a 50/50 raffle: The Conservation Commission would like to hold their 50/50 raffle again this year. The first one would be our summer long 50/50 to be drawn Saturday at noon at the clubhouse on Labor Day weekend. *Mary Crook moved to approve the Conservation Commission 50/50 raffle, seconded by Donna Naborowski. A voice vote was taken. All ayes, 0 opposed. Motion carried.*
- C. Discuss recommendations for weed control: Aquatic Control gave us a proposal. Russ Hawkins discussed the proposal and provided his recommendation. *Paul Byrd moved to approve the proposal from Aquatic Control not to exceed \$8,000 in 2024, seconded by Mary Crook. Roll-call vote: All ayes, 0 opposed. Motion carried.*
- D. Discuss recommendations for office computers, VOIP phones, and the internet: Russ Hawkins provided prices for four computers without monitors to have the office technology capable of handling the June enhancement of QuickBooks. Russ gave the board his recommendations. *Paul Byrd moved to approve up to \$3,500 for the replacement of four computer systems in the office, seconded by Donna Naborowski. Roll call vote: All ayes, 0 opposed. Motion carried.* Russ discussed the issues and expense of using the Frontier phone system. He discussed and recommended upgrading our phone system to a VOIP (Voice Over the Internet Protocol) using Nextiva. *Paul Byrd moved to accept Nextiva as our VOIP solution, seconded by Donna Naborowski. A voice vote was taken. All ayes, 0 opposed. Motion carried.* Russ discussed the issues regarding Frontier internet service and proposed a solution using the Starlink Business Internet system for the Clubhouse. *Paul Byrd moved to approve the Starlink Business Internet system for the Clubhouse not to exceed \$3,000, seconded by Donna Naborowski. Roll call vote: All ayes, 0 opposed.*

- E. Discuss bids for a new concrete entrance ramp and sidewalks in addition to adding a heated ramp: Bids for replacing the concrete entrance ramp and various sidewalks have been received from Conlee Sons, Miller's Custom Concrete, and Chad Hartwig. The CIC commission brought a recommendation to Russ. Russ discussed the project and the bids. Russ recommended accepting the bid of Conlee Sons for the amount of \$19,250 for concrete work on the entrance ramp and the sidewalks. *Paul moved to approve up to \$19,500 for the concrete work, to be funded from reserves, to be paid back in 2026, seconded by Diana Hale. Roll call vote: All ayes, 0 opposed. Motion carried.* We have RFP's currently out for putting heated pipe in the entrance ramp. This subject matter will be on the April 27th special meeting agenda.
- F. Discuss moving the Operating and Commission funds to a different bank: MidAmerica Bank in Henry has prepared a comparison for the Board between our current bank and their bank, which was given to the Board in February. We are proposing to open an Operating Account at MidAmerica in Henry and leave the payroll accounting at Midland Princeton for now. There would be several conveniences for the office operation such as earlier statement receipt plus our commissions would not be charged a \$10 Remote Deposit Fee (RDC) fee each month. The monthly statement would be available a week or more sooner than from Midland. *Donna Naborowski moved to designate MidAmerica National Bank as the holder of the LTA Operating Account, seconded by Paul Byrd. Roll-call vote: All ayes, 0 opposed. Motion carried.* A motion was suggested to designate Donna Naborowski, Paul Byrd, Mary Crook, and Bob Bittner as the signers for the two-signer checks. *Paul Byrd moved to designate the aforementioned check signers, seconded by Donna Naborowski. A voice vote was taken. All ayes, 0 opposed. Motion carried.* A motion was suggested to designate Russ Hawkins to have access to receive information on the account in addition to the signers. *Mary Crook moved to approve having Russ Hawkins designated to access the account information, seconded by Eva Falzone. A voice vote was taken. All ayes, 0 opposed. Motion carried.*
- G. Discuss transferring \$3,000 to the Manager's Account from the Operating Account: Russ Hawkins discussed the need for the transfer and made a recommendation to change the name to the General Administrative Account. Paul Byrd moved to approve the transfer of \$3,000 to the newly named General Administrative Account, seconded by Donna Naborowski. Roll call vote: All ayes, 0 opposed. Motion carried.
- H. Discuss recommendations for the Snack Shack: Russ Hawkins gave an update.
- I. Discuss recommendations for the Poolside Cafe: Russ discussed the past financials which showed that large losses were incurred for the Poolside Cafe. Russ discussed food trucks and recommended bringing them into the lake. Russ recommended installing vending machines for 2024. *Paul Byrd made a motion to install vending machines for 2024, seconded by Donna Naborowski. A voice vote was taken. All ayes, 0 opposed. Motion carried.*
- J. Discuss paying Capital Group American Fund for unpaid IRA obligations between 2020 and 2023 and filing a report with the IL Department of Labor by 4-24-24: Bob Bittner discussed the many issues Chris Pope discovered last December with the Employee's Simple IRA. Russ explained newly discovered issues with some of the employee withholdings beginning in 2021 as well as our matching, plus fundings to Capital Group American Fund were performed irregularly. Russ recommends paying \$30,000 to cover for past due amounts and then to notify the Illinois Department of Labor of the payment. *Paul Byrd made a motion to approve a payment of up to \$30,000 to Capital Group American Fund for unpaid IRA obligations, seconded by Eva Falzone. Roll call vote: All ayes, 0 opposed. Motion carried.*

**Announcements:**

- A. A special LTA meeting will be held Saturday, April 27th at 9:00a.m. to approve the meeting minutes for the April 20th regular meeting and to review bids for the entrance ramp heating and possibly landscaping.
- B. The next regular LTA Board of Directors Meeting will be Saturday, May 18, 2024 at 9:00 a.m.
- C. Announcements from the Board members
- D. Announcements from the Membership

**Comments by Members:**

Elaine Dwyer, 58 Fair Oaks - new amenities member, announced a new event - Booze and Blooms  
Geri Chaplain, 61 Barbados - suggested a new IRA administrator  
Marilou Meyers, 21 Caribbean Drive - free speech, member questions  
Bob Hamann, 18 Chai-tree - free speech, member questions  
Deb Serio, 79 Timberlane - questioned kitchen situation  
Andy Merek, 14 Chai-tree Ct. - aquatic control recommendations by the commission  
Jeff Purtell, 496 LT Drive - time limit, money, member questions  
Judy Mika, 183 LT Drive - transparency

**Adjournment:** The open meeting concluded at 11:26 a.m. and an announcement was made that there would be a closed session. *Eva Falzone moved to adjourn the open meeting, seconded by Mary Crook. A voice vote was taken. All ayes, 0 opposed. Motion carried.*

**Executive Session:** A closed session was convened at 11:46 a.m. and adjourned at 12:58 p.m. *Mary Crook moved to adjourn the closed session, seconded by Eva Falzone. A voice vote was taken. All ayes, 0 opposed. Motion carried.*

**Reconvene regular board meeting and adjournment:** *Diana Hale moved to reconvene the regular board meeting, seconded by Eva Falzone. A voice vote was taken. All ayes, 0 opposed. Motion carried. Diana Hale moved to approve the decisions reached in the closed session, subject matters A through E, seconded by Eva Falzone. A voice vote was taken. All ayes, 0 opposed. Motion carried. Diana Hale moved to adjourn the regular board meeting at 1:00 p.m., seconded by Donna Naborowski. A voice vote was taken. All ayes, 0 opposed. Motion carried.*

Respectfully submitted,

Diana Hale

Secretary