

Lake Thunderbird Association
Board of Directors Meeting Minutes
November 16, 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 16th day of November 2024.

Pledge of Allegiance/Call to Order: The meeting was called to order at 9:00 a.m.

Roll Call/Establishment of Quorum: Board Members present – Paul Byrd, President; Diana Hale, Vice President; Chris Pope, Treasurer; Eva Falzone, Secretary; Bob Bittner, Director; Mary Crook, Director; Rodger Vogel, Director. *A quorum was established.*

Approval of Agenda:

- A. *Chris Pope moved that we amend the agenda by adding a new topic under New Business Item 13.E: Add Chris Pope and Diana Hale to sign checks at Mid America. Eva Falzone seconded. A voice vote was taken. All aye, motion carried.*
- B. *Chris Pope moved that we amend the agenda to transfer \$50,000 from the MidAmerica Operating Account to the Midland Payroll account. Eva Falzone seconded. A voice vote was taken. All aye, motion carried. Bob Bittner moved that the agenda is approved as amended. Mary Crook seconded. A voice vote was taken. All aye, motion carried.*

Comments by members regarding agenda items:

- A. Arielle Huestis – Regarding Lake Thunderbird Watercraft and Fishing Rules and Regulations personal flotation device violation and lawsuit: Presented a letter from Huck Bouma PC also sent to the Board.
- B. States Mead – Expressed concerns for proposed new boat slip construction and location causing congestion on the lake. Campground reservation website may need more time to consider the cost and not rush its implementation in 2025.
- C. Mary Dappen – New boat slips may add too much traffic on the lake.

Approval of Prior Board Minutes:

- A. **October 19, 2024 Board Minutes** - *Bob Bittner moved that we approve the minutes from the October 19th open session meeting. Diana Hale seconded. A voice vote was taken. All aye, the motion carried.*
- B. **October 19, 2024 Closed Session Minutes** - *Diana Hale moved that we approve the minutes from the October 19th closed session meeting. Mary Crook seconded. Diana Hale rescinded her motion, Mary Crook seconded. Diana Hale moved that we approve the minutes from the October 19th closed session meeting, except for topic E. Bob Bittner seconded.*
Discussion: Item E was held back because there is some disagreement with the conclusions drawn during that conversation, so it will be revisited in the closed session following today’s Board meeting and the minutes for today’s meeting will cover the topic addressed in item E.
A voice vote was taken. All aye, the motion carried.

Correspondence By Secretary – Eva Falzone: None

Financial Report – Chris Pope:

- A. **October 2024 Financial Reports – Profit & Loss Statement**
Total revenue for October 2024 was \$40,996. Operating expenses and payroll total \$112,093 as expected. Operating loss was \$71,098 for October 2024. Year to date (“YTD”) revenue is \$1,378,730 or 99.2% of budget. YTD expenses are \$904,146 or 79.7% of budget which is favorable. YTD net profit totals \$231,116 and we expect that to be closer to zero by the end of the year. New to the Profit & Loss Statement provided to the board is the last section stating LTA’s accounts receivable, undeposited funds, and current liabilities.
Cash & Investments
Operating funds total \$465,137. Reserve funds total \$586,588. Designated committee funds total \$29,736. In all, these funds total \$1,081,461.

Discussion: Bob Bittner asked if December's cash flow will be covered by the proposed money transfer from MidAmerica to Midland. Chris Pope and Russ Hawkins believe the proposed \$50,000 transfer will take us through the end of 2024.

Mary Crook moved to approve the October 2024 financial reports as presented by Chris Pope. Eva Falzone seconded. A roll call vote was taken. All aye, motion carried.

- B. November Bills to Approve – Two large items to point out are the Workers Comp Insurance (\$8,834) and the Employee Health Insurance (\$10,448) which Russ Hawkins confirmed are not a monthly expense but part of a larger annual payment. \$8,754 was an IRS Federal Income Tax payment as discussed in the last Board meeting. Bank debts in the amount of \$39,956 are recurring items for utilities, garbage pickup, etc. Under bills yet to be paid, larger items include \$3,760 for repairs on the primary tractor and \$500 for the large tree removed in front of the clubhouse. Items to be paid total \$15,679. General Administrative Account expenses total \$335. Payments not previously approved total \$4,786 and funds to cover them will come from the 2025 capital improvements budget. Total Bills are \$60,758.70.

Diana Hale moved that we approve the November bills for payment as presented by Chris Pope. Eva Falzone seconded. Roll call vote was taken. All aye, motion carried.

- C. Other Financial Updates – CPA, Doug Erwin, apologized that the audit is held up due to his staffing and expected to be completed at the end of November.

President's Report – Paul Byrd:

This is the first meeting of the 2025 LTA Board of Directors, following the brief meeting two weeks ago which seated the board and elected officers. We are looking forward to a productive year, building on the many accomplishments of 2024.

I could not have prepared for this meeting without the help of Bob Bittner, our previous President. He has supported me throughout the transition these past two weeks, after having shown me the ropes for quite a few months. He will continue on as an active member of the board, chairing a committee and a commission, and offering his expertise and long history at the lake to keep us moving forward. I personally thank him for his help and friendship.

I also want to add to the very nice thank you that Karen Scheid offered to Bob at the Annual Meeting. Most people were unaware of how Bob worked tirelessly this past year to keep the lake working. When we were without a Lake Manager, and even until Russ was fully on board, Bob was in the office every day answering phones, helping members that stopped by, helping publish the Chairtree, and arranging for QuickBooks training for the new staff. He also directed the maintenance staff. He WAS our Lake Manager for a couple months. On behalf of the Board, I want to thank Bob for his leadership by example of how to volunteer for the good of the community.

I have nothing else to report, since it's only been two weeks. I look forward to our board discussions of the important topics on today's agenda.

Diana Hale, Vice President – When I petitioned to join the Board, it was a few months before I started. I would like to thank Bob for taking the time to mentor me before I took on the position. He made a binder of all pertinent information and explained meeting protocol and procedures and reviewed the code of ethics. Bob has continued to guide me through the dos and don'ts of being a HOA Board member. Thank you, Bob, for all the time you selflessly give to this lake.

Lake Managers Report – Russ Hawkins:

Thank you, Bob, for being an incredible support to me and being the hardest working retiree I have ever seen.

The culvert and blacktop repair that has been previously discussed has been deferred to the next week and necessary road closures will be announced on social media.

Dog Park Ad Hoc Commission members include Shirley Nye, Mary Dappen, Karen Scheid, Carol Bernardi, and Linda Demien. The commission is looking for possible locations for the park and reaching out to other lake communities to ask about their dog parks. The Association's insurance, West Bend, is comfortable with LTA adding a dog park and preferred it is fenced, has "at own risk" signage, and posted hours and rules. The added additional premium cost for the park classification is \$175. LTA would also require members to sign a hold harmless agreement and provide vaccination records for the dogs to gain access. Bill and Shirley Nye have begun collecting aluminum cans for donation for the project.

The office and maintenance staff prepared and hosted a Veterans breakfast at the clubhouse. Cost per plate was less than \$6 and was met with a lot of appreciation from the attendees.

In October we received the beach water and campground report from the Illinois Department of Health. Both had no issues reported and are in good standing.

Campground bathrooms need repairs to the plumbing which we are going to investigate this winter.

Joe Glenn, of Test Inc. provides our water support, says our drinking water system is good but there is a distribution monitor (Samsara) with a life expectancy expiring in 2025. Joe recommends a replacement (estimated \$5000) that would connect to the internet via Ethernet for easier and faster water analysis. Russ recommended that we continue to privately own our water management, opposed to handing it over to a third party, as it continues to be the less expensive route.

At the last Illinois Lakes Management Association (ILMA) meeting, a highly invasive species, hydrilla, was discussed as an aquatic plant species that we need to prevent from entering Lake Thunderbird. The ILMA Conference is set for March 17th through 19th and the “early bird” price to attend is \$200 per person.

Advisory Committees and Commissions:

- A. **Architectural Control (Bob Bittner):** Met Thursday November 13th – projects approved. Lot clearing to be discussed later in agenda.
- B. **Campground (Steve Glynn):** Trunk or Treat - Adding a hayrack ride was a hit. Showers at campground being worked on. Thank you for the collaboration with LTA Maintenance team improving the dumpster area and outhouse. The campground committee supports the decision to add an online reservation system.
- C. **Conservation (Steve Glynn):** Bass tournament brought in 11 teams and a 4.62 lb. winning bass. Researching adding an acoustic fish fence to help retain the fish we add to the lake every year. 10 fish cribs added to the lake, the map will be updated in the spring of 2025, thank you to Linda Demien.
- D. **Deer Management Program (Rick Steele/Russ Hawkins, Liaison):** As of their last meeting (11/9/2024) 15 does, 4 bucks, and 6 button for a total of 25 deer taken this season. Excess funds from path clearing to be diverted to other commissions.
- E. **Earth Day (Ann Annen):** Hibernating for the winter months
- F. **Events & Amenities (Chris Pope):** Craft fair raffle resulted in \$600 donation to Putnam County Community Center.
- G. **Finance (Linda Brauer):** Last met 10/21/2024. Recommend that reimbursements procedures be reviewed. Water systems study: strongly recommend phase 2 study should be done and water management continues to be done in house. Recommend treasurer have oversight of payroll taxes and tax returns. Recommend at January Organizational meeting all chairpersons are given a copy of the Rules of Order. In need of a formal process for writing off uncollectable funds from past due balances. Next meeting is December 9th at 5pm.
- H. **Human Resource (Donna Naborowski):** no report
- I. **Newsletter (Diana Hale):** Looking for writers to add community columns to the ChairTree.
- J. **Planning (Paul Byrd):** Paul Byrd looking to be replaced. The capital improvement committee to merge with the planning committee.
- K. **Rules (Mary Crook):** Topics discussed included the new policies on leasing and renting, bee keeping, vandalism on common property, flotation mats at the beach, DMP revision, watercraft safety, voting via email, and ACC requiring contractors to provide insurance documentation.
- L. **Security (Tom Pope):** Security volunteer member, Tom Garland, returning to work now that he is healthy.
- M. **Technology (Paul Byrd):** no report
- N. **Teller:** No report - this commission is not active until a large vote i.e.: the annual meeting or elections
- O. **Tree Huggers (Mary Dappen):** absent
- P. **Wage (for Annual Meeting Only):** N/A
- Q. **Water Safety (Bob Bittner):** To be addressed later in this meeting’s agenda.

Resolutions by Board Members:

Mary Crook – Thank you to the staff for the Veteran's Breakfast.

Chris Pope & Diana Hale would like clarification on the purpose of this part of the agenda.

Unfinished Business:

- A. **Planning: Boat Slips –** *Bob Bittner moved that the Board approve the plan as designed to add an additional 24 boat slips north of the pavilion at the South Boat Launch, to be funded primarily by presales of those slips, and supplemented by borrowing from reserves as necessary to complete the project this winter. Diana Hale seconded.*

Discussion: Debate continues if this results in loss or potential future gain in revenue. Also concerns of congestion in the parking lot at the south boat launch and on the water from membership.

Bob Bittner called the question. Roll call vote was taken. 1 aye, 5 no. Motion rejected.

- B. **Planning: Clubhouse Bathroom Renovation** – *Diana Hale moved that the Board approve the soliciting of three bids to build out the lower-level bathroom renovation at the clubhouse, bidding against the plans as developed by Studio K in 2023. Rodger Vogel seconded.*

Discussion: The reason we have worded the motion as we did, saying we want bids against the Studio K plans, is because we want to see what a professional renovation would cost. We have a feeling it is significantly greater than the \$25,000 we have allocated to the project. Once we have the bids, we can choose to do some of the work ourselves, using the maintenance staff during the winter. But we want the result to be up to professional standards so that it lasts thirty or forty years.

A voice vote was taken. 0 aye, 7 no. Motion rejected.

This motion does not fit the needs of the project; Paul Byrd called for creation of an ad hoc commission to oversee this project – Rodger Vogel to lead.

- C. **Rules: Personal Flotation Devices** – *Mary Crook moved that the Board approve a change to the wording of Article 14, Number 4, by adding to the end of the existing sentence: “except when – and ONLY when – their anchored watercraft is in fact being used as a platform for swimming and diving”.*

The entire wording would then be:

Children under the age of thirteen (13) must wear a US Coast Guard approved PFD of proper size and condition while the watercraft is underway except when – and ONLY when – their anchored watercraft is in fact being used as a platform for swimming and diving.

Bob Bittner seconded.

Discussion: This reflects the rules as stated by the Illinois DNR.

Bob Bittner calls to question, a voice vote was taken. 5 aye, 2 no. The motion carried.

- D. **Rules: Campground Reservation Procedures** – *Mary Crook moved that the Board approve four changes to the wording of Campground Rules and Procedures as follows:*

- *Rule 37 will remove the mention of refunding a prorated amount and instead read: “No portion of the fee will be refunded if a campsite is vacated before a lease term ends.”*
- *Procedure 1 will remove mention of a Campground Host collecting fees and instead will read: “All overnight campsites must be reserved and paid through www.campspot.com (Location=Lake Thunderbird Association, Putnam, IL) prior to arrival at the campground. For guest camping, reservations must be made by the property owner for their guest.”*
- *Procedure 12 will be deleted, which read “All open campsites are on a first come first serve basis. Reservations are not taken.”*
- *Procedure 14 will be deleted, which read “Members will be charged a lesser daily fee for extended camping. The lesser fee is limited to a minimum of seven (7) consecutive days with a maximum of two weeks per session.”*

Bob Bittner seconded.

Discussion: The cost of campspot.com’s services is \$100 per month, and we expect that to be funded by increased campground revenues due to more members using the campground amenity.

A voice vote was taken. 6 aye, 1 no. The motion carried.

New Business:

- A. **Maintenance: Campground Tree Removal** – *Bob Bittner moved that the Board approve the expenditure of up to \$3000 to have two trees removed from the campground. Diana Hale seconded.*

Discussion: Two trees on campground have been dropping large dead limbs and are a hazard. Risk of renting equipment and doing it ourselves is too high, received bids from two insured tree removal services.

A roll call vote was taken. All aye, motion carried.

- B. **ACC: Lot Clearing** – *Bob Bittner moved that the Board approve the addition of a new item e under the Architecture and Change Control Committee Rule number 23 regarding Lot Clearing, which will read: “Cleared lots shall be*

maintained in accordance with the Curd Appeal rules under General Rules in the Rules and Regulations.” Rodger Vogel seconded.

Discussion: This proposed rule change has been backed by two commissions.

Voice vote was taken. 6 aye, 1 no. The motion carries.

C. Rules: Length of Leases –

- i. *Diana Hale moved that the Board direct the Rules Committee to request revised wording from the Association’s counsel that would restrict leases to be six months long or longer. Bob Bittner seconded.*

Discussion: The current wording for leasing property does specify the allowed length of lease so one could lease their property a weekend, thus skirting the membership and Board’s efforts to eliminate short term leasing/renting. Our council may have said in the past that we cannot limit the length of leases.

Voice vote was taken. All aye, the motion carried.

- ii. *Mary Crook moved that the Board approve the modifications proposed by our lawyer to the Renting and Leasing Rules that were circulated to all Board members earlier this month and were reviewed and approved by the Rules Committee this past Wednesday (11/13/2024).*

Discussion: The board would like to move quickly on this topic so that these changes can be instituted in 2025. Paul Byrd unilaterally requested the changes from the association’s lawyer prior to gaining approval from the Board to expedite the process.

Bob Bittner moved to amend the motion to add “to limit leases to 6 months or longer” and remove “that were circulated to all Board members earlier this month” Diana Hale seconded. A voice vote was taken. All aye, the motion carried.

The modified motion now reads: “The Board approves the modifications proposed by our lawyer to the Renting and Leasing Rules to limit leases to 6 months or longer that were reviewed and approved by the Rules Committee this past Wednesday (11/13/2024).”

Discussion: The board would like written confirmation from the lawyer that this change can be legally made.

A voice vote was taken. 6 ayes, 1 no, the motion carried.

D. Human Resources: Handbook Updates – Diana Hale moved that the Employee Handbook be updated to reflect the recent changes to insurance, vacation, and other procedures, as prepared by the Human Resources Committee. Bob Bittner seconded.

Discussion: Personnel Policy Manual is the corrected title for Employee Handbook. Currently, all paid time off needs to be used by the end of the calendar year. To encourage use of paid time off in our “off season” months, it is proposed to allow roll over of up to 40 hours into the new year to be used by June 1st. Also, to reflect Illinois state law, adding that the association is required to give 1 hour of PTO for every 40 hours of work to every part time employee.

Chris Pope moved to amend the motion to add “all employees will not be paid for unused paid time off upon termination.” Bob Bittner seconded. A voice vote was taken. All aye, the motion carried.

A voice vote taken for the amended motion. All aye, the motion carried.

E. Additional Signatories at MidAmerica –

- i. *Bob Bittner moved to authorize Paul Byrd, Mary Crook, and Bob Bittner to continue as signers and to add Chris Pope and Diana Hale as new signers to the LTA Operating account ending in 173 and require two signatures on the checks. Eva Falzone seconded. A roll call vote was taken. All aye, the motion carried.*

- ii. *Mary Crook moved that we transfer \$50,000 from the MidAmerica Operating Account to the Midland Payroll account. Chris Pope seconded. A roll call vote was taken. All aye, the motion carried.*

Announcements:

- A. The next regular LTA Board meeting is December 21, 2024, at 9:00am.
B. Announcements from Board members – none
C. Announcements from membership
a. The Toys in the Pantry toy drive ends on December 8th
b. The LTA Christmas party is on December 7th

Comments by Membership:

- Huestis Family - Personal flotation device issue.
- Tom Pope - Strip lights on exterior of the clubhouse have been malfunctioning and flashing all colors.
- (Who said this?) – Beehive placement is addressed in new rule and state law now reflected and should be registered with the state of Illinois.

- States Mead – Maybe the Board could consider 3 months instead of 6 months for leases.

Adjournment: The open session was concluded at 11:40am. *Bob Bittner moved to adjourn the open meeting and move to a closed session. Mary Crook seconded. A voice vote was taken. All ayes, motion carried.*

Respectfully submitted,
Alyssa Windell
Recording Secretary