

**Lake Thunderbird Association
Board Meeting Minutes
November 18, 2023**

Pledge of Allegiance & Call to order: Board President Bob Bittner called the meeting to order with the Pledge of Allegiance at 9:05a.m. Approximately 50+ Members were in attendance.

Roll Call / Establishment of Quorum: Board Members present were Dave Augustine, Sarah Dewaele, Diana Hale, Russ Hawkins and Chris Pope. Director absent was Lori Whalen.

Approval of Agenda: *Dave Augustine made a motion to amend the agenda by adding Item H to New Business "Approve IRA Plan for Employees, second by Russ Hawkins. All in favor, Aye. 0 opposed. Motion carried.*

President's Report: None

Comments by Members regarding Agenda Items: None

Approve minutes of Previous Meetings(s): Approve October 29, 2023 Board Meeting Minutes. *Dave Augustine made a motion to approve October 29, 2023 Board Meeting Minutes, second by Russ Hawkins. All in favor, Aye. 0 opposed. Motion carried.*

Secretary Report: No report

Financial Report: Board Treasurer Chris Pope presented a draft financial document as of September 30, 2023. She recounted how the financial problem began. Starting with the Quik Books May revenue financial report, errors were made and monthly June, July and August financial reports were built on those erroneous figures. There is no money missing. She recommended several steps to be taken in the future to generate an expanded, up to date financial reports. President Bittner said an official updated financial report will be presented at the December 16, 2023 Board of Directors Meeting.

Monthly Bills - Items highlighted were fish stocking approved previously and Kettman Heating to replace the furnace that had a crack in the heat exchanger. *Dave Augustine made a motion to approve the monthly bills as of October 18, 2023 in the amount of \$32,569.31, second by Chris Pope. Roll call vote: Dave Augustine, Aye, Sarah Dewaele, Aye, Diana Hale, Aye, Russ Hawkins, Aye, Chris Pope, Aye, Bob Bittner, Aye. Motion carried.*

Lake Manager's Report: None

Building & Grounds Supervisors Report: None

Office Manager's Report: Wendy Flynn said she is contacting banks to have new Board signers on accounts. The office is getting contracts, boat slips and campground leases ready for a January 1, 2024 mailing.

Advisory Commissions:

a. Events – Chris Pope commented on how well the Craft Fair and other events went this past

year. The Christmas Party will be December 2nd, 2023. To participate in the Christmas Party gift exchange...bring a gift, get a gift.

b. Architectural Control – Director Augustine said there were only 2 permits issued.

c. Campground – Chair Steve Glenn said things are also quieting down but thanked Maintenance for repairing a shower leak and grading rough, uneven terrain in the campground

d. Conservation – Chair Steve Glenn said the Members harvested over 75 red cedar trees. They'll be placed at the dam along the shoreline and along the lake at the clubhouse to provide stability and safety to stand on.

e. Deer Management - Chair Rick Steele - No report

f. Earth Day – Chair Ann Annen said Earth Day is *virtually* in Hawaii until April.

g. Emergency Medical Services (EMS) – (Deb Serio) President Bittner sees signs are going up

h. Newsletter – (Wendy Flynn) No report

i. Planning/Capital Improvements – (Co-Chairs Andy Merek and Paul Byrd) Commission Chair Paul Byrd read an in-depth account of the Commission progress to date. They have met monthly for two years and decided to separate the project into Phase 1 (exterior remodel) and Phase 2 (interior remodel). Among projects planned for Phase 2 will be three ADA compliant bathrooms, many electrical upgrades and several improvements to the event room. Members of the Commission are Dave Augustine, Bob Bittner, Paul Byrd, Jim Chaplin, Linda Demien, Bob Kunicich, Andy Merek and Chris Pope.

j. Rules – Director Augustine said a review of the Rules are almost complete and will be ready by the December 16, 2023 Board of Directors Meeting.

k. Security – No report

l. Tree Huggers – (Chair Mary Dappen) All trees have been planted and watered.

m. Water Safety – (Chair Ron Mika) No report

Unfinished Business: None

Petitions and Resolutions by Board Members: None

New Business:

- A. Rescind Violation Fine - 18 February, 2023 – Case B – Covenants and By-Laws. *Russ Hawkins made a motion to rescind the fine levied at the 18 February, 2023 Violations Meeting. Case B Covenants and By- Laws, second Diana Hale. All in favor, Aye. 0 opposed. Motion carried.*
- B. Purchase CDs - A CD at Midland State Bank for \$53,587 is maturing on 12/01/2023 and one at Peru Federal Bank for \$94,966 is maturing on 12/01/2023. Director Pope gave background on paying for 2023 Phase 1, exterior renovation. Monies will be moved from the 2024 Reserve Fund into Operating Fund. *To reinvest the CDs coming due December 1, 2023, Chris Pope made a motion to rollover funds from two (2) CDs. The first is at Peru Federal in the amount of \$94,966.00 for 11 months at an interest rate of 4.6%. The second is at Midland State Bank in the amount of \$53,587.00 for 9 months at an interest rate of 4.85%, second by Dave Augustine. Roll Call Vote: Dave Augustine, Aye, Sarah Dewaele, Aye, Diana Hale, Aye, Russ Hawkins, Aye, Chris Pope, Aye, Bob Bittner, Aye. Motion carried.*
- C. Create Finance Commission - The purpose of an LTA Finance Commission would be to provide financial expertise and oversight of the financial operations of the association and provide recommendations to the LTA Board regarding financial matters. Suggested composition would be 2 LTA Board members, one of whom would be the Treasurer, and

2 LTA non-board members. A Finance Commission would ensure that the necessary financial expertise and oversight would continue year to year, regardless of Board composition. *Russ Hawkins made a motion to approve forming a Finance Commission with the above stated objectives, second by Diana Hale. Discussion: Director Pope said this Commission would be invaluable. All in favor, aye. 0 opposed. Motion carried.*

- D. Create Human Resource Commission - The purpose of the Human Resource Commission would be to review and recommend appropriate staffing levels, make periodic reviews or creation of position descriptions and job qualifications, pay ranges, performance bonus structure, and annual pay increases. In addition, the HRC could outline annual goals for staff, review and recommend employee benefit programs, participate in hiring process for open positions, and also review and create SOPs. *Dave Augustine made a motion to approve forming a Human Resource Commission with the above stated objectives, second by Chris Pope. Director Pope believes these new Commissions in place will be helpful to a new lake manager. All in favor, Aye 0 opposed. Motion carried.*
- E. Executive Session: Personnel Items – Hiring Commission Report - *Russ Hawkins made a motion to enter Executive Session at 9:50a.m., second by Chris Pope. All in favor, Aye 0 opposed. Motion carried.*

Dave Augustine made a motion to reconvene the November 18, 2023 Board of Directors Meeting at 10:55a.m., second by Russ Hawkins. All in favor, Aye. 0 opposed. Motion carried.

- F. President Bittner informed the Members that the Hiring Commission has received 41 applications for Lake Manager. One person has been interviewed and there are 4 additional candidates to be interviewed in the coming week. If necessary, an Executive Session will be scheduled to interview a prospective candidate. *Diana Hale made a motion to approve the decisions made in the Executive Session, second by Chris Pope. All in favor, Aye 0 opposed. Motion carried.*
- G. Manager's Account – A convenience Account used to write checks for local items purchased for the Clubhouse or Maintenance. *Russ Hawkins made a motion to transfer \$2,000.00 from the Operations Account to the Manager's Account. Roll call vote: Dave Augustine, Aye, Sarah Dewaele, Aye, Diana Hale, Aye, Russ Hawkins, Aye, Chris Pope, Aye, Bob Bittner, Aye. Motion carried.*
- H. Approve IRA Plan for Employees – Director Augustine said employees have to sign up by January 1, 2024 if not currently signed up or want to make changes. *Chris Pope made a motion to continue the current employer contribution rate for the employee 2024 IRA Plan, second by Dave Augustine. Roll call vote: Dave Augustine, Aye, Sarah Dewaele, Aye, Diana Hale, Aye, Russ Hawkins, Aye, Chris Pope, Aye, Bob Bittner, Aye. Motion carried.*

Announcements: President Bittner announced Chris Pope will be Chair of the Hiring Commission and Finance Commission and Diana Hale will be the 2nd Board Member on the Finance Commission.

Gerri Chaplin will be Chair of the Human Resource Commission.

Andy Niedwiedz will be Chair of the Capital Improvement Commission.

The next Regular Board Meeting will be Saturday, December 16, 2023.

Comments:

Ann Annen – Barbados Dr. Members need reassurance LTA taxes are up to date.

Linda Demien - LTDr. Asked how many Maintenance Staff there are? Who will be giving Financial advice and balance the general ledger.

Adjournment:

Dave Augustine made a motion to adjourn at 11:15a.m., second by Russ Hawkins. All in favor, Aye. 0 opposed. Motion carried.

Respectfully submitted.

Audrey Kelly

Recording Secretary