

**Lake Thunderbird Association
Board of Directors Meeting Minutes
December 21, 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 21st day of December 2024.

Pledge of Allegiance/Call to Order: The meeting was called to order at 9:05 a.m.

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

Approval of Agenda:

- A. There were five items to add to the agenda:
 - a. Approve the November 3rd Special Board meeting minutes
 - b. Approve the December 7th Special Board meeting minutes
 - c. Approve the December 7th Closed Session meeting minutes with the auditors
 - d. Add to Section 10 after “A” - Bathroom Renovation ad hoc commission report
 - e. Add to Section 10 after “D” - Dog Park ad hoc commission report

Rodger Vogel moved to add these five items to the agenda. Eva Falzone seconded. A voice vote was taken. All aye, the motion carried.

Mary Crook moved to approve the agenda as posted with addition of the five new items. Eva Falzone seconded. A voice vote was taken. All aye, the motion carried.

Comments by the members regarding agenda items:

- A. Ann Annen – The Tree Huggers commission should be Rob Hickox

Approval of Prior Board Minutes:

- A. November 3, 2024, Special Board meeting (followed the Annual Meeting) - *A voice vote was taken. All aye, minutes approved.*
- B. November 16, 2024, Board meeting - *A voice vote was taken. All aye, minutes approved.*
- C. November 16, 2024, closed session – *A voice vote was taken. All aye, minutes approved.*
- D. December 7, 2024, Special Board meeting (prior to meeting with auditors) - *A voice vote was taken. All aye, minutes approved.*
- E. December 7, 2024, closed session (with the auditors) - *A voice vote was taken. All aye, minutes approved.*

Excluding closed session minutes, approved minutes to be made available on the Lake Thunderbird Association website as soon as possible.

Correspondence by Secretary – Eva Falzone: None

Financial Report – Chris Pope:

A. November 2024 Financial Reports -

Profit & Loss Statement

Total revenue for November 2025 was \$15,559. Operating expenses and payroll total \$85,089. The operating loss was \$69,530 for November. Year to date (“YTD”) revenue is \$1,394,149 which is just over the yearly budget (100.3%). Past due assessments are still being collected but perhaps some are past years’ assessments and being applied to past years, thus not affecting the 2024 revenue as much as anticipated. YTD operating expenses total \$990,096 or 87.2% of the annual budget. We expect to end the year with LTA’s revenue being over budget and expenditure under budget. YTD net profit totals \$161,586. No major changes to the accounts receivable, undeposited funds, or current liabilities section, which was recently added to the Profit & Loss Statement. A subcommittee (Bob Bittner, Diana Hale, and Rodger Vogel) was formed to review write offs. About \$45,000 was written off due to being uncollectable. This was a large “catch up” write off, mostly due to deceased members, and is unlikely to be this high of an amount in the future.

Cash & Investments

Operating funds total \$392,063. Reserve funds total \$586,623. Designated committee funds total \$29,140. In all, these funds total \$1,007,825. The total funds in the Operating accounts should be sufficient to carry LTA into early 2025 when we start collecting assessment fees. Chris Pope does not believe that we will need to borrow from reserve funds this coming spring. If using reserve funds does become necessary, there is a CD due at the end of January 2025 that could be addressed at that time.

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

B. November Bills to Approve -

November bank debits totaled \$31,470.02. Large items include Employee Health Insurance (\$8,337.48) and Property & Casualty Insurance (\$12,501.75). Bills to be paid total \$20,354.15. Large items include Legal fees (\$3,972.22 and \$3,063.99) and pumping septic tanks (\$3,440). General administrative account totals \$4,144.58 which includes the cost of the Veteran's Day breakfast, the LTA Christmas Party, and general office supplies. Payments not previously approved total \$4,748.84 which included facilities supplies and catering for the Christmas party. Bills to approve total \$60,717.59.

Diana Hale moved to approve the November 2024 bills for payment as presented by Chris Pope. Rodger Vogel seconded. A roll call vote was taken. All aye, motion carried.

C. Other financial updates - None

President's Report – Paul Byrd:

- I'm happy to report that the past month has been a little less hectic than most of the prior months of 2024. For that reason, this Board meeting has many less topics to address.
- We are very sad to report that Russ' sister passed away this week, and so today he is in Springfield at her funeral. Of course he worked all week preparing for this meeting, because that's who he is, and we are very lucky to have him. Please give him your support when you next see him.
- Russ provided a report in his absence which I will read in a moment. Otherwise, all other work going on around the lake will be reported on during the various commission reports.
- The Board, and I personally, wish you all a joyous and festive Holiday season, full of family and friends! Stay safe.

Lake Managers Report – Russ Hawkins: Presented by Paul Byrd in his absence

- Russ attended an IALC (Illinois Association of Lake Communities) meeting at Lake Wildwood this month. Rising insurance and other costs were discussed along with a round table of individual challenges and viable solutions. Russ also had the opportunity to meet with Sean Dixon, Lake Wildwood Manger, and tour some of their facilities.
- Russ attended the ILMA (Illinois Lake Management Association) Zoom Board of Director's meeting this month. Much of the focus for ILMA is finalizing for the conference to be held at the Hilton Chicago/ Northbrook, March 17-19, 2025. Last year Paul Byrd and Russ Hawkins found the event to be very informative on managing our lake's ecosystem. As it is in Chicago, Russ recommends any director that lives in the area to attend, even for a day, to gain further understanding.
- Coordinated Response (CORE) & Excavator Damage Prevention Program will be February 11, 2025, at Senica in LaSalle. This is an annual event that is intended to promote safety for excavation with pipelines and wires. This is in conjunction with J.U.L.I.E. and provides the current best practices and new regulations. All our facilities team will attend this year as there are changes that we want to comply with.
- The culvert replacement on county road 425N (our west exit) has been completed by Tom Krafft and Janko Lukac in our facilities department. Continual work will be done to resurface as the impacted area continues to settle, with plans to add asphalt in spring of 2025. This work completed by our team will ultimately save \$6000 over quotes that were received by outside contractors.
- Portable Potty enclosures have been completed by our facilities team to help beautify LTA. These will be painted in the spring to match our clubhouse colors and dumpster surround.
- Facilities assisted LTZ Tree Service in the removal of two large problematic trees at the campground. The largest of the trees was nearly 4' in diameter and well over 100 years old. Plans were to take planks out of the trunk to use for benches around Lake Thunderbird, but unfortunately there was too much decay to make this feasible. The tree removal was necessary for the safety of our member campers in the back campground. Again, with our team assisting, we were able to have the tree removed for \$700 less than the approved bid, a savings of 25%.

- Starlink internet service was added at no charge to the facilities building and the campground. This is being paid for by New Wave to fulfil their commitment to our water tower lease agreement with them several years ago. Once they have high speed internet available, they will switch to their system.
- One of the smaller projects that was planned for 2025 was improvement to our storage area. We currently have 30 larger and 8 smaller storage spots for which we charge \$155 each in 2024 (\$5890 in revenue). The 2025 rates will be \$250 for any spot exceeding 24' and \$195 each for storage under 24'. This leads to an increase of \$2900 over the previous year, and plans are to use this revenue to improve existing storage with fresh gravel and add lights to better secure the area. With excess gravel from various projects, including the culvert project, our facilities department is creating 20 new "premium" spaces for 24' and under equipment. These spots will be rented at the \$250 rate and have increased widths to 12' and will accommodate 24'. This will eliminate our storage waiting list and add an additional \$5000 in annual revenue, provide recoup on investment, and provide profit by 2/15/2025. If full, the storage area accounts for \$14,000 in revenue (an increase of \$8,000) and provides a much needed and improved amenity for the membership.
- A special January edition of the ChairTree has been mailed to membership and is also available on our website today. This edition lists important changes to the LTA rules that are effective on January 1st. Our traditional special issue will be printed in April 2025 as customary.

Advisory Committees and Commissions:

- A. **Architectural Control (Bob Bittner):** ACC reviewed permits for four projects, slow as expected for the season
 - i. **Bathroom Renovation ad hoc (Rodger Vogel):** Demolition of basement/pool bathrooms began December 9th. The commission is looking for a septic plumber to assure compliance with the State of Illinois inspector. To compile accurate bids, the committee is looking to use an architect to draw up an accurate plan for remodel (about \$300 for layout plan). \$25,000 has already been set aside for this renovation.
- B. **Campground (Steve Glynn):** Not in attendance
- C. **Conservation (Steve Glynn):** Not in attendance
- D. **Deer Management Program (Rick Steele):** Not in attendance – Continued interest in having Rick Steele formally report, especially during deer season. Discussion for membership: What are rules surrounding nature trails – What hours are open to hunting versus hiking and is this posted? Which trails are open/closed?
 - i. **Dog Park ad hoc (Mary Dappen):** This commission has met once so far to discuss the different elements required for this project. Funding for project includes aluminum can collection and personal donations. Hope is to break ground early 2025. Goal is to use a lot near water tower but will need to offer a swap with an LTA owned lot. Next meeting in January to perhaps prepare proposals for February Board of Directors meeting. The Board would like legal guidance on this project in addition to the recommendations from insurance.
- E. **Earth Day (Ann Annen):** Continuing to hibernate for the winter months.
- F. **Events & Amenities (Chris Pope):** January 11th Bunko will be hosted in the clubhouse at 5:00pm - \$15 a ticket includes pizza and prizes.
- G. **Finance (Linda Brauer, Denise Sattler presenting):** Commission met December 9th at 5:00pm. The audit is still ongoing and now looking to the end of January for completion. Recommending freezing capital spending until the audit is complete. Reserve study required by CICA will need to be updated; this process has been started by Bob Bittner. Commission request that the accounting firm be consulted about issuing a 1099 form for member expenses. Next meeting is January 13th at 5pm.
- H. **Human Resource (Donna Naborowski):** Not in attendance.
- I. **Newsletter (Diana Hale):** Still looking for content from membership. Consulting with Joan Augustine to kick around ideas.
- J. **Planning (Paul Byrd):** For no really good reason, we have been taking some time off. Paul Byrd will call a meeting in January to find someone to take over leadership of this commission.
- K. **Security (Tom Pope):** Tom Garland has returned to security team.
- L. **Technology (Paul Byrd):** No report, possibly disband this committee.
- M. **Tree Huggers (Ann Annen):** This should be headed by Rob Hickox. Continuing to hibernate for the winter months
- N. **Water Safety (Bob Bittner):** Frozen for the winter months.

Resolutions by Board members: N/A

Unfinished Business:

- a. Rules: Review/approval of all 2024 changes

- i. Dave Augustine has done a wonderful job of pulling together all of the changes made during 2024 to our Rules of Order, Rules and Regulations and the ACC Packet. All of the substantive changes have been approved in various meetings all year long. However, in his careful review of these entire documents, he has found a number of small changes that also need to be made.
- ii. The first section addressed the ACC Packet. Page 7: Detached garages can be up to 900 square feet all around the lake, making both counties the same. Page 12: Slight wording changes were made to the contractor insurance requirement, taking off the redundant reference to work site, and the unnecessary mention of ACC approval. Pages 24 and 29: We already approved that cleared lots must be maintained to our normal curb appeal standards, and page 29 was edited to keep it on one page. Form D has an added sentence on the Lot Clearing form warning residents to keep their grass mowed, and Form E has been modified to assure that home builders file their insurance with the office. Lastly, Form F allows room for multiple stickers to be listed.

Discussion: Form E should maybe replace “contractor” with “contractor/service providers”- perhaps unnecessary change.

- iii. Rules and Regulations Packet: Page 1 has the LTA website added as a way to find current Rules and Regulations. Page 4 was already approved, where we standardized the height of curb appeal grass at 12 inches, and included storage of unused vehicles as a problem. Page 6 is one of these consistency changes, correcting the reference to Violations by Class, which is our new name for the list of violations. Page 7 was approved earlier this year and includes the procedures for handling violations between the Lake Manager and the Board. Page 8 again corrects the reference to Violations by Class and increasing the length of violation history that will be taken into account from 3 to 6 months when new violations occur. Page 12 adds “or approved delegate” to who can inspect a unit on the campground. Pages 14 through 17 are the campground Rules changes we approved at the last meeting. Page 24 corrects an error that referred to the wrong file class. Page 45 changed the date for the Marina opening and closing from a specific Saturday date (that changes every year) to a reference to the second and third Saturdays. Page 50 updated the wording in our Rules regarding PFDs.
- iv. Rules of Order: Page 13, the purpose of the Planning Commission was enhanced to add “with Clubhouse modernization its primary focus.” Page 14 adds the Rules Committee to the document, since it is a committee defined in the Covenant and Bylaws. We removed the procedure for the Board to vote via email, since this is never used, and our lawyer indicated that it is likely to be improper.

Mary Crook moved to approve all a proposed edits and changes as reviewed. Diana Hale seconded. A voice vote was taken. All aye, the motion carried.

Thank you, Dave Augustine!

New Business:

- a. Finance: Transfer funds from interest bearing to Operating to support payroll and monthly operations
 - i. *Paul Byrd moved that Lake Thunderbird Association transfer \$60,000 from the MidAmerica interest bearing checking account to the MidAmerica Operating checking account. Rodger Vogel seconded.*

Chris Pope moved to change movement to: ...move that Lake Thunderbird Association transfer \$60,000 from the Hometown Money Market account to the MidAmerica Operating checking account. Rodger Vogel seconded. A voice vote was taken. All aye, the motion carried, and so the previous motion was modified.

Paul Byrd restated the motion that Lake Thunderbird Association transfer \$60,000 from the Hometown Money Market account to the MidAmerica Operating checking account. Chris Pope seconded.

Discussion: The purpose of this move is to replenish the operating checking account, since this is the account from which payroll and all monthly bills are paid. Once fees and assessments start coming in for 2025, we will be transferring money in the other direction.

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

- b. Finance: Transfer funds from Operating to General Administrative to support monthly Lake Manager approved expenditures
- i. *Paul Byrd moved that we transfer \$4000 from the MidAmerica Operating checking account to the MidAmerica General Administrative account. Diana Hale seconded.*
Discussion: The purpose of this move is to replenish the account after paying for Christmas Party expenses and the purchase of a jackhammer as well as paying for an ID subscription for the new ID machine approved last month. This is a transfer we perform monthly, and all expenses from this account are approved as part of our bill approval process.
A roll call vote was taken. All aye, the motion carried.

Announcements:

- A. Next regular LTA Board meeting: January 18, 2025 at 9:00am
- B. Announcements from Board members: Merry Christmas!
- C. Announcements from Membership: None

Comments by Membership:

- Bob Hammann – **Would like more clarification on the continued hold ups with the 2023 audit.** Paul Byrd shared that at our meeting this month with our auditing firm, they shared that they are understaffed due to a shortage of accountants in rural Illinois and across America. LTA has continued to resolve discrepancies in accounting as we have pored over the 2023 books, and each time this changes the records in QuickBooks. Therefore, we need to resend a QuickBooks data file to the auditors periodically, which often restarts portions of their auditing efforts. This is finally settling down and we expect a final QuickBooks data file to be sent by end of December. As stated earlier, Irwin & Associates hopes to complete the audit by the end of January.

Adjournment: The open session was concluded at 10:27am. *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