

Winona Lakes Property Owners Association Board of Directors
November 19, 2016 BOD Meeting Minutes

Call to Order: 10:04 am

(1) Quorum Roll Call:

Present: Robert Fenlon (President), Jeff Reichl (Vice President), Oscar Woerlein (Treasurer), Kaitlin Santana (Secretary), John Kobiela (Director), and Laura Massaro (Director).

Absent: Mary Sparich (Director), Franklin Smith (Director), and Janet Foster (Director).

(2) Approval of Minutes of previous meetings

(a) Robert Fenlon moved to approve the September 17, 2016 regular meeting minutes. Seconded by Jeff Reichl. Motion carried 6-0-0.

(b) Robert Fenlon moved to approve the September 17, 2016 closed session minutes. Seconded by John Kobiela. Motion carried 6-0-0.

(c) Bob Fenlon moved to release closed meeting minutes to Michael Plantamura with all other matters redacted. Seconded by Oscar Woerlein. Motion carried 6-0-0.

(d) Robert Fenlon moved to approve the October 15, 2016 reorganization meeting minutes. Seconded by Oscar Woerlein. Motion carried 6-0-0.

(e) Robert Fenlon moved to approve the October 15, 2016 annual election meeting minutes. Seconded by Jeff Reichl. Motion carried 6-0-0.

(3) Reinstatement of members

(4) Attorney's Report: Provided by Robert Fenlon.

(5) Treasurer's Report: Provided by Oscar Woerlein.

(a) **Collections:** Provided by Oscar Woerlein.

(6) Manager's Report: Provided by Robert Fenlon.

(a) Robert Fenlon moved that the management committee be charged with developing speed limits and posting them applicable to the terrain. Seconded by Oscar Woerlein. Motion carries 6-0-0.

(b) Robert Fenlon moved that the management committee will review and devise a plan for the installation of speed bumps throughout the entire association. Seconded by Kaitlin Santana. Motion carries 6-0-0.

(7) Committee Reports:

Robert Fenlon moved to appoint the following members onto the below committees:

(a) Executive Committee

i. Jeff Reichl, John Kobiela, Oscar Woerlein

(b) Architectural Committee

i. Franklin Smith, Robert Fenlon

- (c) **Bylaws**
 - i. Jeff Reichl
- (d) **Communication**
 - i. Kaitlin Santana, Robert Fenlon, Jeff Reichl
- (e) **Election Committee**
 - i. Jon Davis, Kitty Laub, Daryl Carter
- (f) **Finance**
 - i. Steven Foster, Robert Fenlon, Kitty Laub
- (g) **Recreation**
 - i. Patrick Neitz, Steven Gordon, Jeff Reichl, Kaitlin Santana, Danielle Garcia, John Garcia, Robert Fenlon
- (h) **Roads/Maintenance**
 - i. Oscar Woerlein, Jon Davis, Jeff Reichl, Robert Fenlon
- (i) **Management**
 - i. Kitty Laub, Jon Davis, Steven Foster, Robert Fenlon

(8) Awarding Contracts

- (a) **Excavation proposals**

(9) Hearing upon, adoption or amendment of proposed changes to the Rules & Regulations or policies on second reading

(10) Other Unfinished Business

- (a) **Repository lots**

(11) New Business

- (a) **Authorization of President and Treasurer to take any and all action in regard to collections**

Robert Fenlon moved to take any and all action in regard to collections. Seconded by Jeff Reichl. Motion Carries 6-0-0.

- (b) **Authorization of President and Vice President to view correspondence with attorney simultaneously**

Robert Fenlon moved to authorize President and Vice president to view correspondence with attorney simultaneously. Seconded by Oscar Woerlein. Motion carries 6-0-0.

- (c) **New Year's Eve Celebration**

- i. **Caterer and DJ Contracts**

Robert Fenlon moved to approve the New Year's Eve Celebration and approve caterer and DJ contracts. Seconded by Jeff Reichl. Motion carries 6-0-0.

- (d) **Approval of Auditor**

Robert Fenlon moved to approve Auditor's contract for the next three years. Seconded by John Kobiela. Motion carries 6-0-0.

(e) Architectural permit fee schedule and fines

Robert Fenlon moved to table architectural permit and fines. Seconded by Jeff Reichl. Motion carries 6-0-0.

(f) Two separate \$75,000 transfers from Operating Account to Capital Account

Robert Fenlon moved to transfer \$75,000 from Operating Account to Capital Account. Seconded by Oscar Woerlein. Motion carries 6-0-0.

Robert Fenlon moved for a second transfer of \$75,000 from Operating Account to Capital Account. Seconded by Oscar Woerlein. Motion carries 6-0-0.

(g) CPR Classes offered to all community members

(h) Electronic voting

Robert Fenlon moved to have board move forward to implement electronic voting. Seconded by Oscar Woerlein. Motion carries 6-0-0.

(i) Employee matter – closed session

(j) ATV issue Section 14 Lot 25 – closed session

(k) Lot 43 and Lot 46 (US Bank) – closed session

(l) Violation appeals 11:30am – closed session

(m) Member Property Issue – closed session

(n) Gun discharge within Winona Lakes – closed session

(o) Collection matters – closed session

i. Section 15 Lot 21

ii. Section 13 Lot 47

iii. Section 6 Lot 89

iv. Section 12 Lot 72

v. Section 4 Lot 23

vi. Section 7 Lot 703

vii. Section 3 Lot 74, Section 3 Lot 75, Section 13 Lot 40, and Section 18 Lot 174

viii. Section OE3 Lot 7

(12) Proposed changes (additions, deletions and modifications) to the Administrative Code, Rules and Regulations and policies on first reading

(a) Request for documents policy and official request form

Robert Fenlon moved to table this until after attorney review. Seconded by Jeff Reichl. Motion carries 6-0-0.

(13) Communication (a) written and (b) oral petitions, hearings and comments be members:

(14) Secretary's Report

(15) Miscellaneous

Robert Fenlon moved to go to closed session at 11:16am. Seconded by Jeff Reichl. Motion Carries 6-0-0.

Robert Fenlon moved to go back into open session at 12:58pm. Seconded by Kaitlin Santana.
Motion carries 5-0-0.

(16) Adjournment: 1:00 pm

Respectfully Submitted,

Kaitlin Santana, WLPOA Secretary

Approved: 1/21/2017