

**Winona Lakes Property Owners Association Board of Directors
April 16, 2016 BOD Meeting Minutes**

Call to Order: 10:03 am

(1) Quorum Roll Call:

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

Absent: Steven Potestio (Director), Janet Foster (Director), and Mary Sparich (Director) all notified the Board in advance of their absence. Approved

(2) Approval of Minutes of previous meetings

(a) Robert Fenlon moved to approve the March 19, 2016 regular meeting minutes as written. Seconded by Franklin Smith. Motion carried 5-0-1.

(b) Robert Fenlon moved to approve the March 19, 2016 closed session meeting minutes as written. Seconded by Franklin Smith. Motion carried 5-0-1.

(3) Reinstatement of members

No action taken.

(4) Attorney's Report:

None given.

(5) Treasurer's Report: Provided by John Kobiela

(a) **Collections:** Provided by John Kobiela

(6) Manager's Report: Provided by Mary Ann Freeby

(a) **Fire Suppression System Costs** – closed session.

(b) **Management obtained bids for Board Review** – closed session.

(7) Committee Reports: Robert Fenlon made a motion to approve a permit for 24'x 24' garage Section 4 Lot 31, seconded by Jeff Reichl, all in favor 6-0-0.

(8) Awarding Contracts – Closed session

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

(a) Resale Certificate Policy

After the second reading, Robert Fenlon moved to adopt the Resale Certificate Policy as written, seconded by Kaitlin Santana. Motion carried 6-0-0. To be published in the Winona Gram.

(10) Other Unfinished Business

(a) Update on road work projects

Mary Ann Freeby reported a meeting was held on Wednesday, April 13, 2016, and a plan was made to create a matrix of all roads for long term planning, to include maintenance, speed signage, drainage and all other related treatments and planning.

(b) Power Line project litigation – discussed during Communication item #13.

(c) Bridgeside Project

At the March Board, held March 19, 2016 meeting, Robert Fenlon moved to approve up to \$1000.00 towards the bridge side court access project. Seconded by John Kobiela. Motion carried 7-0-0. Mary Ann Freeby reported that to stake the property an additional \$800.00 would be needed.

(11) New Business

(a) Fishing Derby

The Fishing Derby event is scheduled for Sunday, May 29, 2016.

(b) Graffiti/Spray Paint in Section 1 Common Area

Robert Fenlon reported an incident occurred where trees were spray painted.

(c) Road Committee Appointments

Bob Fenlon appointed a Road Committee consisting of himself, Oscar Woerlein, Franklin Smith, Patrick Briegel, and Mary Ann Freeby.

(d) Speed limits within Winona Lakes Property Association

No action taken at this time, but will be addressed as part of the Road Committee planning project.

(e) Mailbox and playgrounds

No action taken at this time.

(f) Review long-term tenant policy

Management to create first draft of policy for Board review at May meeting.

(g) Corporation Registration and Corporation designees and guest passes.

Management to create first draft for Board review at May meeting.

(h) Credit Cards – closed session

(i) Collections matters – closed session

(j) Member appeals – no appeals scheduled as all cancelled

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

(a) Management to create first draft of procedures for contracting services and required documents for Board review at the May meeting.

(13) Communication (a) written and (b) oral petition, hearings and comments by members.

(14) Secretary's report – no action taken

Robert Fenlon moved to go into closed session to address collection and contract issues at 12:15 pm, seconded by Franklin Smith, all in favor 5-0-0.

Jeff Reichl, WLPOA Secretary left at 10:30 Am and returned during closed session at 12:30 pm due to a doctor's appointment. Mary Ann Freeby took minutes of the Board Meeting and Closed Session Meeting due Secretary Reichl's schedule.

Kaitlin Santana left at 12:10 pm due to a prior commitment.

Board President Robert Fenlon left at 12:16 pm due to a prior commitment. Vice President Oscar Woerlein assumed control of the closed session meeting.

The Board resumed open session at 1:10 pm.

(15) Adjournment

(a) Oscar Woerlein made a motion to adjourn at 1:19 pm, second by Franklin Smith, all in favor, 4-0-0.

Respectfully Submitted,

Mary Ann Freeby

**Operations Manager, Pocono Management Associates, LLC
Manager for WLPOA**

Approved: 5/21/2016