

UNITED LOST LAKE PROPERTY OWNERS ASSOCIATION  
MINUTES  
SEPTEMBER 13, 2008

Call to Order:

The meeting was called to order by Tom Wendling, President, at 9:02 a.m.

Attendance:

Sue Hill	Crystal Pohlman
Mike Robinson	Mick Kazmerski
Tom Wendling	Marilyn Mancini
Sandy Lewis	Lois Lytle
Don Finn	

Absent:

None

**Agenda:**

Motion to Accept Agenda:

Mike Robinson made a motion to accept the Agenda. Marilyn Mancini 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following results: Voting yea – Crystal Pohlman, Mike Robinson, Sue Hill, Mick Kazmerski, Marilyn Mancini, Lois Lytle, Don Finn, Sandy Lewis. Voting nay – none. Motion unanimously approved.

Motion to Accept Minutes:

Mike Robinson made a motion to accept the August 9, 2008 minutes as presented. Marilyn Mancini 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following results: Voting yea – Crystal Pohlman, Mike Robinson, Sue Hill, Mick Kazmerski, Marilyn Mancini, Lois Lytle, Don Finn, Sandy Lewis. Voting nay – none. Motion unanimously approved.

Treasurer's Report:

Crystal asked if there were any questions on the Treasurer's Report that was sent to Board Members prior to the meeting. Marilyn Mancini asked what Sharon Enterprises was. Crystal stated that was the company we used for mowing on the East side and they had changed their business name from W & W Enterprises. Marilyn then asked what Ehrmann & Gelbach was used for. Crystal told Marilyn that this was the attorney's office (Dana Considine) that does our collections. Marilyn also asked what Clifton & Gunderson was used for. Crystal stated that this was our accounting firm. Crystal went on to explain that collections for the New Landing Subdivision was down to 33 lot owners in arrears and the amount currently owed is \$5,830.00 left to collect for the June through December billing. These names are listed in the September Newsletter and letters of referral have been sent to the attorney on these property owners for collection. Mike Robinson made a motion to accept the Treasurer's Report. Sue Hill 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following results: Voting yea – Crystal Pohlman, Mike Robinson, Sue Hill, Mick Kazmerski, Marilyn Mancini, Lois Lytle, Don Finn, Sandy Lewis. Voting nay – none. Motion unanimously approved.

## **Unfinished Business:**

### Computer Purchase for West Office:

Tom Wendling stated that he wanted to table this item since he has received only one quote. He stated that he has not heard from other individuals that were going to submit a quote.

### Front Gate Signage:

Tom Wendling stated that the Signage Committee has submitted their final bids on replacing the front gate signs. Tom distributed drawings to the Board and audience that were submitted for the new signs at both gates. He stated that they had three bidders on the sign. Crippen submitted a bid for \$13,588.00 plus \$588.00 for painting. Morley submitted a bid for \$4,20.00 just for the sign panels and we would have to include everything else which would probably bring the cost up to \$8,000.00. Morley uses a plastic material for his signs, which never rots, but he does not want to do the structure for the signs. Bill Sharp submitted a bid for \$7,000.00 using all cedar but the POA would have to install them. Tom stated that the word United would not be on the signs just Lost Lake with one stating East Entrance and the other stating West Entrance. Sue Hill asked which category in the budget this would come out of. Tom stated it would come from recouping of attorney fees from past dues. Mike Robinson made a motion to accept Bill Sharp's bid for \$7,000.00. Marilyn Mancini 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following results: Voting yea – Crystal Pohlman, Mike Robinson, Sue Hill, Mick Kazmerski, Marilyn Mancini, Lois Lytle, Don Finn, Sandy Lewis. Voting nay – none. Motion unanimously approved. Tom stated that they will be keeping the current signs from both gates and they may be used in another area.

### Fire Code Construction – West Office:

Tom Wendling stated that our insurance company as well as the fire department asked that we construct a firewall between the salt storage area and the office area. He stated they had put this project off until they had the funds to do it. He stated that they now have the funds and he has received several bids as follows:

Dennis Cantrell - \$5,560.00 (all inclusive)  
Yockey Construction - \$4,667.00 (all inclusive)  
Perfection Remodeling - \$6,150.00  
Steve Butler - \$5,104.00 (all inclusive)

Sue Hill asked if they were all available to begin construction immediately. Tom confirmed that they could. Tom also stated that all of the contractors would need a down payment from the POA to purchase materials.

Mike Robinson made a motion to accept the bid from Stillman Valley (Yockey Construction) for \$4,667.00. Don Finn 2<sup>nd</sup> the motion.

Sandy Lewis commented that we should remain with local contractors and would have more control over them. Crystal Pohlman asked whether Yockey could go over the original bid he gave us? Tom stated he didn't think so. Sue Hill stated that when we give them the down payment, we could give them a letter to the affect that they cannot go over the original bid.

This motion was put to a roll call vote with the following results: Voting yea – Crystal Pohlman, Mike Robinson, Sue Hill, Mick Kazmerski, Marilyn Mancini, Lois Lytle, Don Finn. Voting nay – Sandy Lewis. Motion approved.

### Lawyers Update on Subdivisions:

Tom Wendling read a paragraph from the law firm regarding this issue. It was the lawyers opinion after researching the plats of subdivisions for Knollwood Estates, Lakewood Greens, Blueberry Hill, Heather Ridge Estates and Bent Tree Acres that the foregoing subdivisions have been incorporated by reference in to New Landing Property Owners Association and therefore in to the United Lost Lake Property Owners Association. Each plat contains language indicating that all lots are subject to the covenants and restrictions adopted by the New Landing POA. That reference alone is sufficient in our opinion to make those subdivisions part of the New Landing POA and subject to its authority. Each lot owner in those subdivisions should be treated in the same manner as a lot owner who has been part of the New Landing POA for the past forty years.

Mick Kazmerski asked Tom about the Torsberg Subdivision. Tom stated that Torsberg has not been incorporated in to our area yet and we cannot enforce our covenants, by-laws, etc, outside of our territory. They have to enforce their own covenants, which state they have to adhere to our covenants. Mick asked what our recourse was in regards to the use of our facilities, dues, etc, and how are we going to proceed with the Stluka's. Tom asked Leslie Edgar if the Stluka's have been paying dues. Leslie stated that they have been paying dues. Leslie confirmed that all three lot owners in the Torsberg subdivision are paying dues. Tom Wendling stated that we need to have an answer on whether they should be paying an impact fee for the use of our roads for construction equipment. Dave Stewart stated that Stluka's were sent a letter regarding an impact fee and Mr. Stluka didn't disagree with it but he didn't answer the letter either. Tom Wendling stated that in all fairness to the Community this issue should be pursued. Tom stated that the lawyer informed him that if Stluka's do not pay the impact fee that the POA could place a lien on their property.

It was suggested that a letter should be written to Mike Reibel, Ogle County Planning and Zoning Administrator, requesting a copy of covenants signed by Mr. Stluka. Mike Robinson asked when Mr. Stluka signed those papers if he knew at that time that he could not have a well and septic system. Ralph Petersen stated that he was given a building packet six years ago that mentioned that in the packet. Crystal Pohlman stated that if he is outside of the Utility District it could take some time to get this straightened away. Mick Kazmerski will compose a letter to Mr. Reibel requesting a response from him regarding this issue.

### New Business:

#### Vote on By-Laws and Rules & Regulations:

Tom Wendling requested a motion to approve the By-Laws and Rules & Regulations. Mike Robinson stated that some changes need to be made to this document and requested a discussion on the By-Laws and hopefully approval of this document. Tom Wendling stated that earlier in the week there was a meeting of the Covenants Committee and as we go through the Covenants we are taking out those things that really should be part of the By-Laws and there is quite a bit that does not belong in the Covenants. The Covenants follow the land and when you get into those issues that involve how you conduct yourselves in the Community that isn't tied to the land so we are pulling those items out of the Covenants. We are also pulling out items that pertain to the RCD and LLUD that they are responsible for. Therefore, there is much more that is going to have to be picked up in the By-Laws. Tom stated that until the Covenants are done and approved by the lawyer he felt that we should not spend the money to print and mail out the By-Laws when we would have to do another major revision of them.

Marilyn stated that the By-Laws is a document that protects the Community and guides the Board and Rules and Regulations guide the property owners. Tom also stated that there are also

items in the Covenants that should be empowered to the ECC and how it relates to what they can do and how it relates to what the Board can do. Marilyn stated that the By-Laws is to govern this Board as far as special assessments and the conduct of this Board and to protect this Community from abusive Boards. Don Finn asked whether the Covenants should be completed first and did not want to see us rush to judgment on anything and felt these documents needed to be looked at, corrected and revised. Mick Kazmerski stated that there are some Board Members that disagree with the Committee and he would like to see these issues resolved before the Committee gets back together and puts together these other changes that are coming from the revision of the Covenants. Mick Kazmerski stated that he did not feel the By-Laws should be sent to the Community that the Board has not approved and the word approve rather than review is critical to him. He feels the Board has to have that authority and could not see why the Board would send anything to the Community if the Board did not approve it. Marilyn stated that the Community should have the right to vote on any changes or any special assessments.

Tom Wendling stated he would like to have a motion to table this issue, we will call for a special meeting in October but prior to that the By-Law Committee and the Board sit down and hash this out. Mike Robinson stated if there are items that need to come out of the Covenants that they should be completed first and those items should be given to the By-Laws Committee to determine where those items should go in the By-Laws and when the By-Laws are done then they come to the Board. Sue Hill stated that merging the two sets of Covenants is very time consuming since they are trying to draw everything together from both documents and she very much doubted whether they could have them completed by October. Marilyn stated that the Covenants would have to be voted on by the Community and if they should not pass, where would we be. She stated that we need a good set of By-Laws and what the Board voted on in April in her opinion is not legal. Marilyn stated that the By-Laws Committee did a lot of research regarding what other lake communities are doing and our By-Laws are no different than theirs. Their By-Laws are a guide for the Board and the protection of the Community Members.

Sue Hill stated that one of the issues was committee approval by the Board or by the Committee Chair. The other item was the publishing of the monthly meeting minutes within 45 days of the meeting and also that Annual Meeting minutes will be read and approved at the next scheduled Annual Meeting. The five days for the Rules of Inspection should state that the custodian will "respond" within 5 business days to allow for inspections. The other item was that future By-Laws changes needed to be voted on by the Membership. They think that they can be passed by the Board and just delivered to the Membership within 30 days before they can be effective. Marilyn disagreed with this and stated that every lake community that they looked at it has been approval by the Membership and not by the Board. Mick stated that the issue is not whether the Board should have to approve it but before it goes to the Membership the Board should have the authority to approve it. Otherwise, why have a Board. Marilyn stated that the Board could approve it but she wanted the language to remain as written. She felt it was to protect the Community from abusive Boards in the future. Mick felt that he could not see a Board passing on to the Community something that they do not approve of. Sue Hill stated the other item was to add in the election procedures that each ballot shall be embossed with the ULLPOA Corporate Seal. Marilyn stated that all reference to "districts" was taken out of the By-Laws.

Tom Wendling stated that he was opposed to the 10% restriction on dues and special assessments. Tom felt that if it covers everything, the 10% is too low. Tom brought up the issue of salt and what the cost will be this year as opposed to last year and just about everything you can think of has increased in cost. He felt to place a 10% limitation on dues and assessments is far too restrictive and felt the Board has done an extremely good job in fiduciary responsibility in the way we've handled our money, and have been extremely conservative in how we've done

things. He felt that a dues increase in 2010 would have to be more than 10% - possibly 20%, but we can't function after 2009 without an increase across the board. Marilyn stated that an increase in dues should be put to the Community to decide. Mick Kazmerski stated that if the Community does not trust their Boards, then the Community should get rid of them and the Board needs to do what they need to do and if 10% is not sufficient for the Board to operate then you're building in an obstacle that you don't need to do. Sandy Lewis stated that maybe the By-Laws should state a minimum of 10% not to exceed 20%.

Mike Robinson stated that on page 8 as to when members would take office – in New Landing Board Members took office immediately following their Annual Meeting but in Lost Nation new officers take office as of January 1<sup>st</sup> which was the fiscal year. His suggestion was to change the By-Laws so it states “Directors so elected shall commence on January 1<sup>st</sup> which will coincide with the corporate budget and tax year” rather than immediately following the Annual Meeting.

Mike Robinson made a motion to amend the current By-Laws as well as the ones we are working on to state “Directors so elected shall commence on January 1<sup>st</sup> which will coincide with the corporate budget and tax year”. Don Finn 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following results: Voting yea – Crystal Pohlman, Mike Robinson, Sue Hill, Mick Kazmerski, Marilyn Mancini, Lois Lytle, Don Finn, Sandy Lewis. Voting nay – none. Motion unanimously approved.

Mick Kazmerski commented on the item specifying a Board Member not being able to serve more than two terms. Mick requested that item be removed. He felt the Community should decide whom they want to elect and how often they want to elect them. Mick Kazmerski made a motion that the terms of the Board Members not be limited. Lois Lytle 2<sup>nd</sup> the motion. Marilyn Mancini stated that at other lake communities, terms are limited. Mick amended the motion to include the removal of Section XI in the By-Laws. This motion was put to a roll call vote with the following results: Voting yea – Crystal Pohlman, Mike Robinson, Sue Hill, Mick Kazmerski, Lois Lytle, Don Finn, Sandy Lewis. Voting nay – Marilyn Mancini. Motion approved.

Mick Kazmerski brought up the issue that the Board would “approve” not “review” any future changes to the By-Laws. He was requesting that the word “approve” be submitted rather than review. Marilyn felt it would be detrimental to the Community to change this and was totally against changing it. Mick Kazmerski made a motion to take the word “review” out and put the words “for their approval” in. Crystal Pohlman 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following result: Voting yea – Crystal Pohlman, Mike Robinson, Sue Hill, Mick Kazmerski, Lois Lytle, Don Finn. Voting nay – Marilyn Mancini, Sandy Lewis. Motion approved.

Tom Wendling stated that with the changes we approved today that we need a motion that the Board approves this set of By-Laws as their working document and it could be mailed out prior to the Annual Meeting along with the ballots. Mike Robinson made a motion that after Pat receives some grammatical corrections as well as the changes that we have voted on today that this set of By-Laws be sent out to property owners along with the Rules and Regs and the election ballot. Sandy Lewis 2<sup>nd</sup> the motion. Don Finn asked Mike to amend his motion so it can be broken into two sections. Mike Robinson amended his motion to state that after Pat makes the changes that she is going to be given that this Board approves this document of the By-Laws of the United Lost Lake Property Owners Association – Rev. M, dated this day September 13, 2008. This motion was put to a roll call vote with the following result: Voting

yea –Mike Robinson, Sue Hill, Mick Kazmerski, Marilyn Mancini, Lois Lytle, Don Finn, Sandy Lewis. Voting nay – Crystal Pohlman. Motion approved.

Mike Robinson made a motion that the By-Laws we have agreed on today after they are changed, grammatically, etc., as well as the Rules and Regulations as well as the election ballot be sent out as soon as possible to the property owners so we can have it ready for our Annual Meeting which will be the 2<sup>nd</sup> Saturday in October. Sandy Lewis 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following result: Voting yea –Mike Robinson, Sue Hill, Mick Kazmerski, Marilyn Mancini, Lois Lytle, Don Finn, Sandy Lewis. Voting nay – Crystal Pohlman. Motion approved.

Tom Wendling stated that in our current By-Laws it states that a 30 days notice has to be given for the Annual Meeting and he would like that this Annual Meeting only, be changed from 30 days to 21 days so that we have time to get the literature compiled, printed and mailed out. Don Finn made a motion to change the 30-day Annual Meeting notice to 21 days. Mike Robinson 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following result: Voting yea – Crystal Pohlman, Mike Robinson, Sue Hill, Mick Kazmerski, Marilyn Mancini, Lois Lytle, Don Finn, Sandy Lewis. Voting nay – none. Motion unanimously approved.

Mike Robinson made a motion to change the current By-Laws and the By-Laws that we have already agreed on to change the wording to state the election candidates be listed alphabetically rather than in the order received. Marilyn Mancini 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following result: Voting yea – Crystal Pohlman, Mike Robinson, Sue Hill, Mick Kazmerski, Marilyn Mancini, Lois Lytle, Sandy Lewis. Abstained – Don Finn. Voting nay – none. Motion approved.

#### Rule Violation Complaint:

Pat Thomas explained that Jack Skrogstad had submitted two violation complaint forms on a property owner who had previously been verbally warned several times about speeding in the community. Jack requested that these complaints go before the Board to determine what action should be taken. After some discussion as to whether these violation complaints should come before the Board to determine if a fine should be issued, Don Finn stated that he felt they should come before the Board to determine if a fine should be issued. It was determined that a \$25.00 fine will be issued to the offenders.

#### 2009 ULLPOA Budget:

Crystal Pohlman read the 2009 Budget Report. She stated that United Lost Lake POA would have a \$47,000.00 shortfall in 2009. Two areas of concern are next year's roadwork, which is short by \$30,000.00 and salt expenses for the next winter, which is short by \$17,000.00. The budget shows that even if costs stay at their current level our estimated dues and assessments will no longer cover United Lost Lake POA expenses. She then explained that the United Lost Lake POA was fortunate in that funds have been retrieved from the New Landing foreclosure process and the resulting sale of properties. United Lost Lake POA will use those funds to supplement our shortfall for the 2009 fiscal year and the reserve funds will not have to be touched. As of 8/1/08 the reserve consists of a money market fund of \$22,759.53 and two CD's totaling \$31,287.89. The current reserve total is \$54,047.52. The Budget Committee has two recommendations for the next year; first the Membership needs to be prepared for a dues and assessments increase for the 2010 fiscal year and second, a committee needs to be established to determine a new way to calculate yearly dues and assessments. Now that we are one property owners association we need to fairly assess by one method a means to support our Community. She thanked the Budget Committee for their work, Tom Clarey, Barb Lundeen, Warren Wendel

and herself. She stated the budget would go out with the mailing with a paragraph explaining the shortfall and how we intend to pay for it. Don Finn made a motion to approve the 2009 Budget. Mike Robinson 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following result: Voting yea – Crystal Pohlman, Mike Robinson, Sue Hill, Mick Kazmerski, Marilyn Mancini, Lois Lytle, Don Finn, Sandy Lewis. Voting nay – none. Motion unanimously approved

### **Committee Reports:**

Roads – Don Finn: Don requested that the Board approve the snowplowing contract for next year. Requests for five bids were sent out but only three were received.

Wes's Tree Service submitted a bid for \$28,000.00

Ken Oltmann - \$240.00 per hour

Lewis Pools - \$32,375.00 (anything over 40 inches of snow would be an additional \$810.00 per inch)

Don Finn made a motion to approve Wes's Tree Service Bid in the amount of \$28,000.00. Mick Kazmerski 2<sup>nd</sup> the motion. This motion was put to a roll call vote with the following result: Voting yea – Crystal Pohlman, Mike Robinson, Sue Hill, Mick Kazmerski, Marilyn Mancini, Lois Lytle, Don Finn, Sandy Lewis. Voting nay – none. Motion unanimously approved

Don went on to state that they have been continuing to clean up trees and brush from the roadside and also doing some asphalt patching. Most of the tree work is done and as soon as the roads dry out from the rainfall, the asphalt patching will continue. Mick stated that the road shoulders would still need to be done to stop road erosion. Don stated that the shoulder cutting is slated to be done soon.

Social Committee – Lois Lytle: Lois stated that the Fall Garage Sales and Bake Sale in September went well. She thanked everyone who contributed. September Senior Focus was the Antique Road Show and she will be back again next year. A blood drive will be held on September 29<sup>th</sup> from 1 to 6 p.m. On October 25<sup>th</sup> the Children's Halloween Party will be held and an adult Halloween Party will be held for the 5<sup>th</sup> Friday event. Lois stated she is having a Welcome Committee Meeting at the East Office on Friday, September 19<sup>th</sup> at 1:00 p.m. for anyone who is interested in being part of the Welcoming Committee. She would like to have at least two teams on both sides of the lake. The Pancake Breakfast will be held on September 27<sup>th</sup> at the Lake Court Center. Sue Hill stated there will be a defibrillator demonstration held in October and the Social Committee will then decide whether they can afford to purchase one or not.

ECC – Mick Kazmerski: Mick stated that ECC is concerned about erosion or silt control. He stated that some fencing has been placed west of the creek on Flagg Road but he wasn't sure if that was adequate with all the rain we have been receiving. The situation with the satellite dish on Birch has been resolved and the satellite dish has been relocated. He stated that there are two other satellite dishes that have been located in the roadway and those property owners have been notified that they need to relocate them. Mr. Beissel's variance request for a six-foot fence had been denied earlier but he has since applied for a permit for a five-foot shadow box fence and that has been approved. Mick stated that he had just received a request for a shed, which will have to wait until a later date.

Security – Tom Wendling: Tom stated in regards to the speeding issues and running of stop signs, they will continue to send out warning tickets and then fines. Some information has been turned over to the Ogle County Sheriff's Department pertaining to the individuals who overturned the speed indicator sign that was on loan from the Ogle County Sheriff's Department. He stated that if anyone has any additional information that would help the Sheriff's Department, they would like to have that information forwarded on to them to insure there is a conviction. Dave Strasemeier and Tom Wendling went up to the gatehouse to change some light bulbs and out of curiosity they looked at the cameras from 4:00 to 4:30 a.m. to track how many vehicles just left the Community. There were eight vehicles in 29 minutes that left the Community. They will continue to monitor this. Unfortunately, the cameras don't allow them to get a really good idea as to whether they have vehicle stickers or not. Tom had information on re-doing the gatehouse. They will be adding two additional bubble cameras, which should help them determine if the vehicles have stickers and also view license plate numbers. Tom also had bids for material on replacing the siding on the west gatehouse from Menards. One was for Pine Logs - \$4,227.00 and the other was for Cedar Logs - \$4,904.00.

Tom stated the cedar logs would last much longer than the pine and recommended they use the cedar. Tom stated that installing a multiplex camera would allow them to switch between two different views. The other issue was the gate arms, which caused a problem to the fire department when they tried to enter. Tom stated that a larger loop or a double loop would allow the gates to go up and stay up longer. They will take a look at the controls at the gatehouse. Tom had talked to Dennis Cantrell and Dennis agreed to oversee the changes at the gatehouse and Tom wanted to allocate up to \$1,000.00 in labor to make sure everything is done properly. Tom stated the new cameras and construction of the gatehouse would be under \$10,000. Mike Robinson made a motion to go ahead with the gatehouse on the west side. Mick Kazmerski 2<sup>nd</sup> the motion. Tom stated that any materials that could be salvaged would be. This motion was put to a roll call vote with the following result: Voting yea – Crystal Pohlman, Mike Robinson, Sue Hill, Mick Kazmerski, Marilyn Mancini, Lois Lytle, Don Finn, Sandy Lewis. Voting nay – none. Motion unanimously approved.

Utility Report – Mike Robinson: Mike read the utility report. (Report on file at East Office)

Parks – Sandy Lewis: Sandy stated that the pump for the sprinkler system has gone out at the east gate. She has spoken with George Kersten and it will be replaced but right now there is work going on there for the LLUD. The Servais property that was purchased by the LN POA is being held in a trust by Bensenville Bank. Sandy spoke with the attorney that handled the sale of the property for the heirs he stated he was not aware of the trust. She called Henry Dixon law firm to do a title search on this property and the title search will cost \$65.00. She will keep the Board updated on this issue. Mick Kazmerski stated that they are relying on other agencies to work with the contractor laying the new water line to make sure everything is restored properly

Sandy stated that she had spoken to Steve Larry in relation to the RCD's shoreline improvements. They are still waiting for the final recommendations from Joe Rush as far as planting versus rip wrap. When they get that information they will let her know. Right now, lots 10 and 11 on the east side and Lakeside Park on the west side are the areas of concern. Tom Wendling stated that do have some money set aside for this project but some of it may have to wait until a later date to be completed.

Tom Wendling stated that he and Sue Hill went to the Ogle County Health Department to see if there is something in the county laws or State Statutes that will allow them to do something about the house on St. Francis. He stated the ceiling is falling down, pipes had frozen over the

winter causing water damage and he said it is unbelievable how bad the mold is. He stated the building is literally imploding. From what he was told, Illinois is one of the few states that do not have any statutes pertaining to mold. The Health Department will have their legal department look into it to see if there is a loophole someplace to allow the POA to do something with that building. The taxes and dues and assessments on that facility have not been paid for this year.

Office Administration – Crystal Pohlman: Crystal stated that she distributed copies of the Office Protocol to Board Members and is asking to have this protocol established for both offices. The revision that Mike Robinson suggested has been placed on the new version of this document. She requested input from the Board and then would like a vote on it. Crystal Pohlman made a motion to accept the Office Protocol with revisions. Mike Robinson 2<sup>nd</sup> the motion. Marilyn Mancini stated that she felt this was covered in the By-Laws and did not have a problem with items #1 or 2 but did have a problem with information requests and the fact that it has to go to the Board to review, etc. She felt this was pretty restrictive and as a sitting Board Member she should have the right to review anything. Crystal stated the purpose of the Office Protocol was to standardize a method for doing this – for having records reviewed by both offices and the second thing was they established this at New Landing as a matter of protection of records and protection of office personnel. It is something to give us guidelines so that we can deal with the Community and with Board Members in a normal, unified way and to eliminate frivolous requests. Marilyn stated that what may be frivolous to you and I may be important to someone else and for them to have to go through this whole process could take a couple of months. Crystal stated that this was not for everyday requests in the office but for those occasions when we need to have something to use as a way to eliminate problems that come up in the office. Crystal stated that this was reviewed by our attorney at the time and this was the recommendation that she gave us to have this protocol in place. Tom Wendling stated that there were two occasions when they had intoxicated and very obnoxious people in the West Office and he felt it was not a good situation to have our secretaries who are by themselves exposed to this type of threat. He felt that if it needed to be modified as to how Board Members are treated that is one thing, but he felt we needed to have some guidelines in place. This motion was put to a roll call vote with the following results: Voting yea – Crystal Pohlman, Mike Robinson, Sue Hill, Don Finn. Voting nay – Mick Kazmerski, Marilyn Mancini, Sandy Lewis. Motion Approved.

Mike Robinson made a motion to adjourn at 11:33 a.m. Crystal Pohlman 2<sup>nd</sup> the motion. Motion unanimously approved.