BOARD OF TRUSTEES - WORKSHOP MEETING

JANUARY 23, 2017

Meeting called to order 7:01 PM by Chairman Bud Getz Invocation led by Keith Rittscher

Pledge of Allegiance Roll Call by Carol Helton

Present were: William "Bud" Getz, Chairman; Allison Kelly, 1st Vice Chairman; Marilyn Spall,2nd Vice Chairman; Carol Helton, Secretary; Marion "Molly Stone, Assistant Secretary; Cathleen "Cathi" Brennan, Treasurer; Kendra Bender, Assistant Treasurer; Keith Rittscher, Trustee; Rodney "Rod" Lindsay, Trustee.

## Announcements by Chairman:

1. Employment offer of $50,000 made to and declined by Katie Masi, discussion then ensued regarding the hiring of Mike Lawler on a 90-day probationary status at $50,000. The "transition" period is to be guided by both Mike and Bob Shearer in consideration of the fact that Bob has been acting as "interim" manager and thus able to bring Mike up to date on the various "open" projects in the Park: roads, storm water, pool work, mowers, finishing the construction on the compound, surveillance cameras, etc. Both are to attend meetings; Bob will stay on for approximately 4 to 6 weeks.
2. There will be discussion with Theresa Grimes on LLC ownership issue, with Realtor providing data on research.

3.) Chairman urged all Trustee's to read and become familiar with terms and conditions of

The Deed Restrictions.

4.) Chairman informed all of the District's purchase of the "Wolfe" property for

$10.00, outstanding taxes for two years and $500 water bill, resulting in a lower cost

of acquisition.

## Auditors' Report:

Representative from Berman, Hopkins, Wright & LaHam presented results of their company audit of our District "books; mentioned specifically were the actions of the former District Manager and questionable transactions as well as the lack of provision of process for staff to follow in alerting the Board of Trustees in the event of suspected improprieties. $80,000 was returned to fund.

Trustee Keith Rittscher questioned investments vs cash and loan repayment for the coming year as to principle only or principle and interest.

Assistant Treasurer Kendra Bender questioned the lack of accruals on fixed assets and suggested a review of policies as to reporting procedures.

Rod Lindsay pointed out the need for someone else in the office to have the authority to open the safe. Suggested modification of mangers job description inserted in revision.

Bob Shearer disclosed his discussions with the new District Manager included an overview of the Manager's job description and its inclusion of the formulation of new policy and procedures.

**Approval of minutes:**

Motion made by Rod Lindsay, seconded by Allison Kelly, ( with comment by Keith Rittscher as receiving the minutes in a more timely manner) that the minutes of January 3, 2017 and January 9, 2017 be approved with corrections. Motion carried unanimously.

**District Manager's job description:**

A revised draft of the proposed job description was reviewed by the Board, with comments from Allison Kelly as to the efforts made to comply with and meet the objectives as set out by our Auditors, as well as comments by Rod Lindsey; Motion made by Keith Rittscher and seconded by Allison Kelly to approved the Managers job description as revised and presented.

LLC's and Offshore Buyers:

As a result of the report from Teresa Grimes, Realtor, Chairman Getz consulted our Attorney Karl Bohne, Jr. and provided a copy of the Attorney's Opinion as to our options for action. (copy of which is attached hereto and made part hereof) The Chairman urged everyone to refrain from calling Mr. Bohne as this generates fees charged to the District. All questions and comments should be directed to the Chairman and he in turn will address them. Motion made by Marilyn Spall and seconded by Allison Kelly that Chairman's request be approved.

**Report from Interim District Manager:**

Bob Shearer stated his plan was to "Mentor" our new Manager, Mike Lawler for a few weeks. He informed the Board that we finally were given a CO (Certificate of Occupancy) by the local Building Department with the following caveats: no A/C to be run in the outside rest rooms, it's a fire hazard, the doors can be vented for air circulation and privacy partitions lowered. The "punch list" for Contractor has been completed. Upon receipt of completed final Waiver of Liens, the final renovation bill will be paid. (said motion made by Keith Rittscher and seconded by Marilyn Spall; motion passed unanimously) After some discussion of trash at the compound as to size, capacity, existing trash dumpsters and their costs to the District, pick up days, etc. the Board agreed to allot $1,000 to Bob Shearer for the purchase of a 30-yard capacity dumpster (usually about $820) motion made by Marilyn Spall and seconded by Allison Kelly. Compound update: all used motor oil to be removed at a cost of approximately $150.; registrations for all including multiple users updated except 17 owners, who have not responded to telephone calls or letters.

A significant amount of time was spent discussing various mowers used by the Park, needing to

be repaired or replaced; Purchase cost vs life of equipment, "trade in ", viable options

for on-site repairs (Jody Jr. is getting up-to-speed on welding skills), the Chairman suggested the

issue was so complex and additional data was essential, that this item was to be "tabled"

until next meeting. Motion made by Keith Rittscher and seconded by Rod Lindsey to table.

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## Public Commentary:

Ms Leanne Johnson-309 Holiday Park Blvd; - shuffleboard courts need "resurfacing";

Ms. Tonae Beatty-127 Holiday Park Blvd; - bags weighted with rocks were thrown in driveways to

announce upcoming event were a nuisance. Also when are we getting new entrance sign?

Bob Shearer responded that he had "found" a pallet of bricks in the compound and they will

be used to initiate construction.

Charlotte Gladstone, 274 Charm Court; - suggested the use of a projector to allow more clear

presentation of "paperwork" to attendees of meeting and to encourage increased

participation; mentioned how helpful our maintenance guys are and suggested the Park

initiate a Day of Compassion where neighbors help neighbors as there are many elderly

individuals who may not be able to do some chores around the yard and such.

Bud Getz praised the Park citizens who took it upon themselves to do the improvements to the

Bocce courts.

John LaLima, 1055 Sunflower Lane; pointed out the arrangements for parking and traffic flow

for the Flea Market was poorly configured, so people were allowed into the neighborhoods.

## Trustee Comments:

The Board was unanimous in their appreciation of the efforts expended by Bob Shearer on behalf

of the District and in lieu of any compensatory reward.

(altho: Allison did point out the water running off the roof)

# Adjournment:

Motion made by Keith Rittscher, seconded by Kendra Bender meeting adjourned...motion carried unanimously.

# Respectfully Submitted,

# Carol Helton Secretary