

Christmas Lake Village
Board of Directors
12.13.12
(Pending Approval at the 01.10.13 Meeting)

The meeting was called to order by President Amy Busler at 6:02 p.m. She noted that a quorum was present and that the meeting was being recorded. There were approximately a dozen Association members in attendance.

Directors present were Amy Busler, Kendall Thompson, Brian Greulich, Bruce Tesch, Jodey Reisz, Dave Walters, and Susan Loucka. Betty Clayton and Mark Evans were absent.

READING OF MINUTES

Kendall stated he stepped out of the November 15 meeting for a brief period that was during the dirt pile vote and the minutes show him as voting.

Susan Loucka noted the spelling of dam and damn as being an issue in the minutes and the financial report ending date as April 30th instead of October 30th.

Jodey made a motion to approve the following minutes with Kendall and Susan's corrections:

- 11.15.12 Regular monthly Board of Directors Meeting

Kendall seconded the motion.

Amy Busler-Aye	Kendall Thompson-Aye
Brian Greulich-Aye	Bruce Tesch -Aye
Jodey Reisz-Aye	Dave Walters-Aye
Susan Loucka-Aye	Betty Clayton-Absent
Mark Evans-Absent	

Vote in Favor 7 to 0

Insurance Evaluation – Marlene Bowen

Marlene Bowen reviewed insurance coverage to determine if coverage was adequate and cost-effective. Marlene thanked Chris Ambs for his ongoing help in the tedious process of compiling all of the needed data.

Commercial Liability

Many liability policies exclude coverage for Special Events (Festival of Lights and Annual Yard Sale). We could not find where the CLV policy included or excluded, but verified with Schultheis Insurance that CLV is covered for these events.

CLV's policy has an exclusion for Medical Expense coverage. This is coverage that would cover an injured person's medical expenses up to a limit if they are injured on CLV's property, regardless of who may be at fault. Including this coverage allow any person on the premises to make a claim against CLV if they were to injure themselves, even if CL was not negligent such as an individual twists their ankle while walking through the village. CLV may want to determine if the cost for the coverage may be low enough to justify including it as "good will" coverage (an individual is injured here so CLV will cover medical expenses up to the limit). Marlene & Chris will follow-up with Schultheis to determine the cost. Much of the information we have was received from Schultheis Insurance this afternoon, so we have not had time to do more follow-up. And I need to mention that Schultheis Insurance has been fantastic in responding to our requests for information and requests for quotes.

Commercial property

CLV has blanket coverage of \$10,000 for "outdoor property". We need to determine if this is sufficient to cover the costs of all Playground Equipment, picnic tables, etc.

CLV carries "Hired or borrowed covered auto" coverage which covers an employee's vehicle used on CLV business. If every employee used only CLV vehicles, this coverage would not be necessary. However, many times Julies runs errands for CLV in her own vehicle. At a cost of \$70 per year, I recommend CLV leave the coverage as is.

The current deductible on Inland Marine is also at \$500 with an annual premium of \$3426.; Inland Marine covers "portable equipment" such as tools. Increasing to a \$1000 deductible would cost \$3,039., a savings of \$387 per year. Even if CLV has a claim every other year, you would still save over \$200, so I recommend you increase the deductible. To \$1000

Mine Subsidence

CLV carries Mine Subsidence coverage with a \$527 annual premium. I'm not sure this coverage is necessary; CLV would need to determine if any underground mining was done in the village or if it was all strip mining. Does anyone know? (No response.)

Umbrella

CLV also carries an Umbrella policy which pays after underlying coverage such as your auto coverage pays out. The deducible or Self-Insured Retention is \$0, but your current carrier does not offer any other option.

CLV has coverage under the Umbrella policy for "Employee Benefit programs". And this has a deductible or self-insured retention of \$0. Schultheis told us that a \$1000 SIR is available but no premium was quoted, so we will follow-up on this.

Diving Board

The main reason I reviewed your coverage was to determine if I could find a company that would offer you better rates. Unfortunately, due to CLV having a diving board, no other company would offer us a quote. I know there was discussion in the past about removing the diving board, and I don't want to stir that up. But you need to understand what the diving board is costing: Over \$1700 in premium each year, plus possible a couple of thousand more in savings we could have realized if other companies would offer quotes. Currently CLV has a separate policy to cover the diving board. Fewer companies each year will write diving boards and it may happen within the next couple of years that no company will offer coverage; we need to be prepared for what is coming

TREASURER'S REPORT-Bruce Tesch

Treasurer Bruce Tesch reported our Year-to-date totals ending Nov 30th, 2012 are as follows:

Current Income:	\$ 816,387
Expenses to date:	\$ 505,517
Net Income:	\$ 310,869
Rec Center remodel	-\$195,943
Kaspar Gate	-\$65,660
Adjusted Net Income	\$49,266
Monies on Hand:	\$ 475,209

Susan Loucka made a motion to accept as the Treasurer's Report. Jodey Reisz seconded.

Amy Busler-Aye	Kendall Thompson-Aye
Brian Greulich-Aye	Bruce Tesch -Aye
Jodey Reisz-Aye	Dave Walters-Aye
Susan Loucka-Aye	Betty Clayton-Absent
Mark Evans-Absent	

Vote in Favor 7 to 0

DELINQUENCY REPORT-Chris Ambs

November report; \$302,579.88 December; \$289,184.27 collected; \$13,395

Manager Ambs indicated that 21 Residential lots are currently delinquent of which 3 are owned by banks.

MANAGER'S REPORT- Chris Ambs

- Lake Dredging update, Bags are in place at upper Rec Center parking lot. Set up will commence after Dec 15th.

- Leaf collection will be ending next Friday
- C&R Violation report, 1 open 1 investigated, 1 closed
- Fuel Tank Update, no buyer as of yet but a possible buyer in New Jersey
- Festival of Lights Committee, over 888 cars entered and logged in, \$2000 collected for North Spencer Community Action Center, the first Saturday night had \$1438.27 in expenses to CLV which includes overtime, cookies, hot cocoa, candy canes, etc. Attendance on the first Saturday was 2/3rds of the attendance on the same Saturday of last year.
- Yard Sale Committee, etc.
- News Letter Committee, PM can still receive and publish however, committee needs to come up with articles.
- Flag Pole Maintenance, will be looking at sprucing up the flag pole area and open to ideas, possibly a veterans memorial of sort.
- QuickBooks Migration on going
- Services will not be provided for delinquent accounts starting next year; Leaf collection and chipping.
- Update on Insurance Policy, no event coverage (FOL, Yard Sale) diving board, \$1,800 yearly upwards to \$5000.
- Gate arm was put back on exit side of main gate at a cost of \$70. This was done because of people coming in illegally through the exit side.
- Pet Owner, reminder 2 dogs, 2 cats

ACTION ITEMS

Budget – Bruce Tesch

I make a motion to re-open the budget and align it to the approvals. There is no traceability between approvals and movement of monies to fund them (example is dredging...supposedly approved and planned to start, but budget shows no funding in that line item and or a shift of the monies from other line items, has not occurred). This is only one of many found...If the budget is not corrected and followed, there is no guarantee the intended plan will be followed, traceability of approval by the board or accountability. As your treasurer, I must ensure the financial statements balance, funding is used as intended and no possibility of fraud is ever

stated. There are too many loopholes that need closed, to ensure we can show property owners where their money was spent and why. Our goal should be to follow the correct process, ensure the funding and approvals match and we use the associations money in a responsible way in this budget period and going forward...Right now it is somewhat of a mess and hard to tie movement or lack of movement to the right line items...Again, as newly appointed treasurer and Budget chair, can not follow the money with the approved budget in front of me...It needs to be reworked, but the total appropriated and assessment approved will not and can not change until the next budgeting period. The intent is not to blame or point fingers at anyone. The process between approvals, budgeting and use does not balance or can be without doubt shown to our members at this point...The document trail has missing components and must be corrected. Motion was seconded by Dave Walters.

Amy Busler-Aye
Brian Greulich-Aye
Jodey Reisz-Aye
Susan Loucka-Aye
Mark Evans-Absent

Kendall Thompson-Aye
Bruce Tesch -Aye
Dave Walters-Aye
Betty Clayton-Absent

Vote in Favor 7 to 0

Amy brought up a discussion of the festival of lights in regards to declining participation and the expense to CLV members. The total expense of both Saturdays is expected to be approximately \$3000. Expenses include cookies, cupcakes, candy canes, cocoa, extra employees, etc. Although, the monetary amount donated to charity exceeded the expenses for the first Saturday, it is still a cost to the members that needs to be evaluated. One member stated the event in her opinion is also a marketing tool for CLV. Further ideas included a survey be done through our website by members, investigating corporate sponsorship by decorating assigned commons areas, charging for snacks and refreshments, letting a non profit organization run the event with them retaining the proceeds, and developing a committee.

Jeff Stillman stated that when the festival of lights was started many years ago it was considered a losing proposition, but was considered a give back to the community. He feels the reason there is a decrease is because the last few years the town itself is doing more on these weekends. He also mentioned this might be the time to cease the festival of lights.

Amy Busler made a motion to establish a Festival of Lights committee and a yard sale committee it was seconded by Bruce Tesch.

Amy Busler-Aye
Brian Greulich-Aye
Jodey Reisz-Aye
Susan Loucka-Aye

Kendall Thompson-Aye
Bruce Tesch -Aye
Dave Walters-Aye
Betty Clayton-Absent

Mark Evans-Absent

Vote in Favor 7 to 0

Newsletter – Property manager Chris Ambs

Chris Ambs brought up the discussion of continuing and the need for the quarterly newsletter. He said there is close to a week of his time spent on the quarterly newsletter and a lot of the information is redundant and the same information can be relayed periodically on the website as needed.

Amy Busler made a motion to eliminate the newsletter and Dave Walters seconded the motion.

Amy Busler-Aye
Brian Greulich-Aye
Jodey Reisz-Aye
Susan Loucka-Nay
Mark Evans-Absent

Kendall Thompson-Aye
Bruce Tesch -Aye
Dave Walters-Aye
Betty Clayton-Absent

Vote in Favor 6 to 1

Exit gate arm on main gate - Property manager Chris Ambs

Chris indicated he had the arm reinstalled on the main gate because of vehicles coming in illegally on the exit side

Kendall Thompson said it should have been brought up to the board before it was installed. Dave Walters echoed the same sentiment. Chris said if the board wants it removed to make a motion to remove it and it will be down first thing in the morning.

Dave Walters made a motion to have the gate locked in the up position during peak hours and Jodey Reisz seconded the motion.

Amy Busler-Aye
Brian Greulich-Aye
Jodey Reisz-Aye
Susan Loucka-Aye
Mark Evans-Absent

Kendall Thompson-Aye
Bruce Tesch -Aye
Dave Walters-Aye
Betty Clayton-Absent

Vote in Favor 7 to 0

OLD BUSINESS REPORT

Website status issue: A motion was made in November monthly meeting for Susan Loucka to provide quotes to complete the website.

Susan stated she was not able to find anyone to quote the completion of the website or get the person who originally helped develop it to this point assist in completing the job.

Amy Busler made a motion to direct the property manager to obtain quotes to finish the website based off the scope of work provided by Susan Loucka's email. The motion was seconded by Dave Walters.

Amy Busler-Aye
Brian Greulich-Aye
Jodey Reisz-Aye
Susan Loucka-Aye
Mark Evans-Absent

Kendall Thompson-Aye
Bruce Tesch -Aye
Dave Walters-Aye
Betty Clayton-Absent

Vote in Favor 7 to 0

NEW BUSINESS

Marquee for Kaspar Gate – Chris Ambs property manager

Lighted signs must be 300' from residential zoned property. May have to pursue unlighted or attempt waiver.

The property manager stated after looking into a lighted sign further for the Kasper gate he learned from Jeff Stillman who is on the towns Planning and Zoning board that we cannot have a lighted sign within 300 ft of residences.

Brian Greulich asked Jeff Stillman the definition of a lighted sign. Jeff did say the definition is a illuminated sign and that a sign that has a light shining on it would not be a considered a lighted sign. Chris Ambs was instructed to look into options for non illuminated signs.

Secretary position – Brian Greulich

I have accepted the secretary position at last months meeting and since have noticed in the by-laws of further required duties that I need to make the board aware of, since in the past the property manager was always the secretary. The additional requirements are all signature related in regards to notes, contracts, bonds, and also on checks in the presidents absence. Amy Busler said she will have Julie get the necessary signature cards are other requirements needed to be signed.

Blowing leaves in Lake – Amy Busler

I want to remind everyone not to blow leaves in the lake

COMMITTEE REPORTS

1. Business Planning, Budget and Assessment Committee-Bruce Tesch

Bruce noted that we voted tonight to open budget after the first of the year, to not change value but to provide better traceability within accounts.

2. Infrastructure Committee-Mark Evans Absent

3. Nominating and Election Supervisory Committee-Jodey Reisz

Nothing new to report

4. Rules and Regulations Committee-Susan Loucka

Nothing new to report

5. Personnel Committee-Jodey Reisz

Jodey made a motion to for the board to accept the recommendation of the personnel committee to institute a hours based bracket bonus system with seniority reward for the Christmas bonus for hourly employees and a fixed percentage for salary personnel. Bruce Tesch seconded the motion.

Amy Busler-Aye	Kendall Thompson-Aye
Brian Greulich-Aye	Bruce Tesch -Aye
Jodey Reisz-Aye	Dave Walters-Aye
Susan Loucka-Abstained	Betty Clayton-Absent
Mark Evans-Absent	

Vote in Favor 6 to 0

Amy Busler made a motion to approve the proposed bonus amount for 2012 of \$2134. Dave Walters seconded the motion.

Amy Busler-Aye	Kendall Thompson-Aye
Brian Greulich-Aye	Bruce Tesch -Aye
Jodey Reisz-Aye	Dave Walters-Aye
Susan Loucka-Abstained	Betty Clayton-Absent
Mark Evans-Absent	

Vote in Favor 6 to 0

Jodey Reisz made a motion to accept to accept the hourly pay scale caps per job category presented by the personnel committee. Amy Busler seconded the motion

Amy Busler-Aye	Kendall Thompson-Aye
Brian Greulich-Aye	Bruce Tesch -Aye
Jodey Reisz-Aye	Dave Walters-Aye
Susan Loucka-Abstained	Betty Clayton-Absent
Mark Evans-Absent	

Vote in Favor 6 to 0

Jodey Reisz made a motion to set the maximum annual pay raise for all employees at 2%. Kendall Thompson seconded the motion.

Amy Busler-Aye	Kendall Thompson-Aye
Brian Greulich-Aye	Bruce Tesch -Aye
Jodey Reisz-Aye	Dave Walters-Aye
Susan Loucka-Abstained	Betty Clayton-Absent
Mark Evans-Absent	

Vote in Favor 6 to 0

6. By Laws Committee-Susan Loucka

Nothing new to report

7. Parks and Recreation Committee-Kendall Thompson

Nothing new to report

8. Covenants and Restrictions Committee-Mark Evans

Absent

MEMBER'S FORUM

No members had any topics to speak of.

ADJOURNMENT

Amy Busler made the motion to adjourn. Bruce Tesch seconded the motion.

Amy Busler-Aye
Brian Greulich-Aye
Jodey Reisz-Aye
Susan Loucka-Aye
Mark Evans-Absent

Kendall Thompson-Aye
Bruce Tesch -Aye
Dave Walters-Aye
Betty Clayton-Absent

Vote in Favor 7 to 0

Meeting was adjourned at 8:10 p.m.

Respectfully submitted,
Brian Greulich
Secretary
Christmas Lake Village Board of Directors.