

## LTEA Board Meeting

January 24, 2024

Oakwood 76 Unit Office

1800

### Minutes

1. Call to Order: President
  - a. time: 6:00pm
2. Pledge of Allegiance
3. Roll Call: Secretary
  - a. Present: Blundy, Huddleston, Kinney, Butson, Buck, Cole, Davis, Palmer
  - b. Absent Excused: Bohlen, Neff
4. Opening Remarks: President
  - a. lots of information to cover, get started with reports
5. Board Member Reports
  1. President: Kayla Blundy
    1. N/A
  2. Vice-president and Health & Safety: Ryan Huddleston
    1. N/A
  3. Treasurer: Kendra Kinney
    1. Monthly Financial Reports: October 2023 to January 2024
      1. Standard expenses, except for Intuit charge which was later refunded to correct their error.
      2. As of 01/15/2024: \$2638 in checking and \$107,009.28 in savings
      3. ACH Advance Payments for FY2025 announced in November: no negative feedback so far. Will get separate account once previous meeting minutes approved.
      4. FY2023, CY2022 Federal and State Taxes Filed
    2. FY2023 Financial Report/Audit Recommendations (Per Bylaws 7.03.1)
      1. Compare checking/savings activity with registers prepared by Treasurer to bank records, no concerns identified. Suggestion to record activity based on the date payment is initiated instead of the date they cleared the bank.
        - a. Vote to accept recommendation on Procedure #1, above.
        - b. Davis makes motion, Cole seconds, all in favor
          - i. time: 6:06pm
      2. Procedures #2 to #7: Bank Reconciliations prepared match, Canceled Check Images match, Bank Transfers between accounts matches/zeros out, Agree invoices match with register payee and check #, Reconcile category totals, and Review deposits for reasonableness. No concerns identified, no recommendations made.
      3. Procedure #8: Reconcile checking/savings records with LTEA tax returns. Confirmed that current year reviewed filed Federal and State taxes;

however, gain from land sale was not reported on FY2021 Federal Return. No returns were filed for FY2022. Recommendation: Amend FY2021 Federal Return to include additional gain, file state return. File Federal and State Returns for FY2022

- a. Vote for Kinney to file amended Federal Return for FY2021 (land sale, gain), new State Return for FY2021, and both Federal and State Returns for FY2022.
  - i. Butson makes motion, Cole seconds, all approved
    1. time: 6:09pm
4. Verbal recommendation for annual financial audit instead of biannual.
  - a. Confirmation that LTEA Bylaws require biannual at a minimum, board supports increased review for annually.
3. 2023 LTEA Property Taxes Rate Notifications
  1. Notice indicated an increase of 125% for Lot- Boat Ramp of Lake Charlotte; around \$100 more from 2022 (\$72). No complaint filed.
  2. Notice indicated an increase of 500% for Lot- Boat Ramp of Lake Florence; around \$430 more from 2022. Kinney filed a complaint and won to decrease the assessed value back down. Likely around \$100 more from 2022 (\$81).
4. Expenditure Approval Listing (SEE ATTACHED TABLE FOR EXPENDITURES SUBMITTED FOR THIS MEETING)
  - a. Davis: concern this will become a problem to pay bills, especially if there is a canceled meeting. Kinney notes that Directors are encouraged to plan ahead, there are provisions for emergency payments w/o prior approval.
  2. Auto-Owners Insurance policies, three total: went up a little with current coverage.
    - a. Kinney recommends fidelity bond increase from \$100,000K to \$180,000K, agent will give quote for change to policy for board to review
  3. Pre-approval for Installment #2 for Snow/Ice contract with TA Trucking
  4. Blanket, monthly approval for four regular monthly payments through the end of this FY
  5. Vote to approve all submitted expenses including recurring monthly expenses
  6. Buck makes motion, Cole seconds, all approved
    - i. time: 6:28pm
4. Secretary: Kerry Butson
  1. Minutes (September 27, 2023)
    1. Palmer makes motion, Cole seconds, all approved
      - a. time: 6:29pm
  2. Office supply needs
    1. black HP printer cartridge, \$159.99 (+tax)
      - a. Kinney makes motion, Cole seconds, all approved
        - i. time: 6:31pm
5. Roads: Donnie Davis
  1. no report
  2. Blundy asks about salting/snow plowing; Davis confirms they did quite a bit

3. Will make recommendation for pothole repair
6. Gates: Barb Bohlen
  1. N/A (Bohlen out of state until Apr 1)
  2. Blundy requested gate be open Jan 22, Jan 23 so freezing rain would not affect mechanism
7. Building Codes: Bill Buck
  1. Permits
    1. four new permits, all approved
    2. shed permit not approved as it exceeds current shed limits
      - a. Blundy will draft letter, took building code request
    3. discussion regarding Building Codes updates
      - a. outstanding PO permit approval for "barndominium"
      - b. discussion regarding properties with multiple buildings/sheds on properties
        - i. Davis: LTEA PO's should follow rules/regulations
        - ii. Kinney: could committee get together and identify all properties that have multiple sheds?
        - iii. Discussion that some properties might have been bought/sold already in violations of rules, how are these situations going to be addressed.
        - iv. Also concerns regarding viewable debris in view of public
        - v. Buck: concern with going backwards to address past violations; Blundy would like to identify properties in violation of building/shed limits
        - vi. Palmer: suggests to determine top 5 issues to address, document violations with pictures and issue letters
        - vii. Butson: suggests reviewing the building codes for updates before investigating so that possible changes in codes are not cited
        - viii. Palmer: will the Board support the committee decisions and issue fines/fees?
8. Wildlife: Jeff Palmer
  1. Grass carp in the lakes: mild winter so hopefully fish survive and can cut down on spraying water; offering an organic solution with less chemicals; may buy more this Spring
  2. Will talk to Neff about oiling eggs; geese population has reduced
  3. PO: injured deer; is there someone to call? Palmer says DNR can't do anything
  4. PO: coyotes not protected; you cannot hunt in LTEA
9. Nominations: Sherry Cole
  1. three people expressed interest in running for Board
  2. Welcome Committee: haven't had an opportunity to meet yet, will come to Board with suggestions; one benefit is it will help make sure new POs have information
10. Lakes: Bob Neff
  1. N/A (Neff out of state until Apr 1)
  2. Huddleston update: researching info on better ways to treat weeds

3. Huddleston: Around \$7500 used for weed spraying last Spring, requests approval for \$8000 this Spring (March/April)
  1. Vote for approval for \$8000 for Spring Water Spraying
    - a. Kinney makes motion, Butson seconds, all approved
    - b. time: 7:22pm
  
6. Old Business
  1. N/A
  
7. New Business
  1. Review and sign Corporate Manual from October 2023 due to no meeting; next review will be April 2024.
  2. Comcast proposed contract to bring services to LTEA
    1. Buck: concern that contract is vague, concern over adjustment of utility depth of 36" to 48"
    2. Davis: concern that contract is vague, concern over road/yard repair
    3. Buck: concern over private property trespassing
    4. Discussion regarding setting up a Special Meeting w/Comcast
      1. Jan 31 or Feb 1 for a Special Meeting depending on Comcast and room availability.
  3. Illinois Condominium & Common Interest Community Ombudsperson expiration date extended from Jan 1, 2024 to Jan 1, 2026; still active.
  4. Prepare for FY2024 Annual Meeting, Timeline
    1. Apr 28, 2024: Meeting per LTEA Bylaws; Huddleston will check church availability
    2. Mar 28, 2024: Mailing sent
    3. Mar 21, 2024 (tentative): documents finalized at Special Meeting; Kinney will check room availability
    4. Mar 11, 2024: all candidates submitted bios provided via email
    5. Feb 28, 2024: Documents rough draft due for review (General info letter, ballots, etc)
    6. ASAP: post for call for candidates
  
8. Property Owner Comments
  - a. Speed bump petition Discussion
    - i. POs have questions about Board positions on speed bumps in general
    - ii. Petition is to keep speed bump; Board already voted for removal.
    - iii. Discussion on speed bump
      1. Cole: supports quick decision for speed bump from Davis
      2. Huddleston: free vendor no longer available to remove speed bump
      3. Blundy: concern regarding wear & tear for speed bumps, etc.
    - iv. PO question on Process for Petition and how many signatures are required?
      1. Blundy: potential meeting can be held to further discuss speed bump/petition, LTEA Bylaws unclear on process
        - a. Board already made a motion for removal by the end of this FY; has not been acted on.
  
9. Complaint regarding dumping of asphalt

- a. Palmer provided pictures of PO lot, clarified the debris not from LTEA; IEPA and VCHD contacted PO regarding debris multiple times, sent numerous letters, no response; Palmer recommends LTEA not do any other business w/ Better Paving; LTEA lots should not be used for commercial purposes, using lot on dumping ground
    - i. Davis: filling in ravines not against the law but you need permit for lake
    - ii. Vote to suspend business with Better Paving until there is resolution w/ IEPA or VCHD
      - 1. Butson makes motion, Davis seconds, all approved
        - a. time: 8:25pm
10. Back into Open Session (time: 8:45pm)
- a. PO requests ACH form, Kinney will send
11. Adjournment
- a. Butson makes motion, Cole seconds, all approved
    - i. time: 8:47pm

**TABLE OF PROPOSED EXPENSES APPROVED DURING MEETING:**

	<b>Director</b>	<b>Project/Item</b>	<b>Cost Requested</b>
1	Kendra (Admin)	iPage Monthly Service Fee, PAID 1/6/24	\$12.95
2	Kendra (Security)	ATT Monthly Service, AutoPay Scheduled 01/20/24	\$52.35
3	Kendra (Admin)	Kile Publications, 2024 Court Reporter Annual Fee	\$162.00
4	Kendra (Admin)	Quickbooks, Annual Sub (Exp 1/10/24)	\$645.00
5	Kendra (Admin)	Quickbooks, File 4 Vendor 1099s for 2023	Est- \$30
6	Kendra	Auto-Owners Insurance Policy 52-176-872-01 Commercial Umbrella	\$586.78
7	Kendra	Auto-Owners Insurance Policy 52-176-872-00 Auto Coverage	\$277.98
8	Kendra	Auto-Owners Insurance Policy 07-176872	Est \$6300
9	Kendra (Roads)	TA Trucking, Snow/Ice Removal Contract Installment #2	\$8,500.00
10	Kerry (Admin)	HP 972X Toner for LTEA Printer	\$159.99 (tax)

11	Ryan (Water)	Spring Weed Spraying TBD (March-April 2024)	\$8,000
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RECURRING, MONTHLY INVOICES				
12	Kendra (Admin)	iPage Monthly Service Fee, Feb-June 2024	\$12.95	Same cost per month
13	Kendra (Security)	Ameren, Monthly Fee for N/S Gates, Jan-June 2024	\$135.00	Monthly invoice varies some based on usage and rates.
14	Kendra (Security)	ATT, Monthly Service South Gate Jan-June 2024	\$52.35	Monthly invoice consistent.
15	Kendra (Security)	ATT, Monthly Service North Gate Feb-June 2024	\$52.35	Monthly invoice consistent.