

**LAKE MOOVALYA KEYS
Board of Directors
Regular Meeting**

October 3, 2011

CALL TO ORDER

President Jack Sweeney called the regular meeting of the Lake Moovalya Keys Board of Directors to order at 6:00 p.m.

PRESENT

President: Jack Sweeney

Vice President: Chuck Baker

Secretary/Treasurer: Laura Lancaster

Board Members: Chris Chambers, Gary Svider, William (Squeak) Kossnar, Joe Price, Blane Coon & Ryan Shubin

ABSENT

Christie May Ward

OTHERS PRESENT

General Manager: Cheryl Shockley

Bookkeeper/Recording Secretary: Sue Thomson

Legal Counsel: John C. Churchill

Guests: Jodi Vescio (tenant/Lot 82), Etta Mae Svider (Lot 233), Carla Faulkner (David Plunkett Realty), Danny Dickenson (Lot 254)

CALL TO PUBLIC

MINUTES

Mr. Price moved to approve the September Minutes; the motion was seconded and carried unanimously. Ms. Lancaster moved to approve the Minutes of the Executive Session meeting; the motion was seconded and carried unanimously.

FINANCIAL REPORTS

Mr. Shubin moved to approve the September Bookkeeper's Report, the Prepaid Bills and Bills for Approval. The motion was seconded. Ms. Thomson reported that Mr. Churchill's office will now be e-mailing invoices with an earlier cutoff date so that invoices can be approved more timely. Ms. Thomson asked that Churchill law office invoices dated September 30, which were received after her Bookkeeper's Report was distributed, also be approved for payment. There being no further discussion, the motion to approve the Bookkeeper's Report, as amended by Ms. Thomson, was carried unanimously.

PREPAID BILLS

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Amount</u> |
|-------------|------------|-----------------|-------------------------------|---------------|
| 09/06/2011 | 6314 | Henry R. Baca | Security - 25 Hrs. @\$15/hr. | 375.00 |
| 09/06/2011 | 6315 | Cheryl Shockley | Security - 25 Hrs. @ \$20/hr. | 500.00 |
| 09/07/2011 | 6316 | K Storage, Inc. | Annual storage rent | 247.50 |
| 09/07/2011 | 6317 | Frontier | 667-2840 | 58.92 |

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|------------|------|---------------------------------|---|-------------|
| | | " | 667-4484 | 58.07 |
| 09/07/2011 | 6318 | Allied Waste Services | 3-0527-0040037 | 2,346.16 |
| 09/15/2011 | 6319 | Cheryl Shockley | Advance | 925.00 |
| | | " | Fuel Advance | 100.00 |
| 09/19/2011 | 6320 | Law Office of John C. Churchill | HOA gen'l. | 135.00 |
| | | " | Grybowski | 45.00 |
| | | " | Breazeale | 90.44 |
| 09/19/2011 | 6321 | APS | 732930287 & 589381281 | 1,719.48 |
| 09/19/2011 | 6322 | Brooke Utilities, Inc. | 53017-11860 | 386.77 |
| 09/19/2011 | 6323 | AT&T | 928-667-4484 | 32.19 |
| 09/19/2011 | 6324 | Quality Fence, Inc. | Reset gate motor, adj. sensitivity, troubleshoot & adj. timer | 158.63 |
| 09/26/2011 | 6325 | Rolyan Buoys | 2 buoy lights | 362.43 |
| 09/26/2011 | 6326 | RoadTrafficSigns.com | Street, gate and boating signs | 1,181.44 |
| 09/26/2011 | 6327 | Parker Office Supply | Ink | 161.20 |
| 09/30/2011 | * | Cheryl Shockley | Balance September | 925.00 |
| | | " | Balance fuel | 100.00 |
| | | " | Internet | 24.95 |
| 09/30/2011 | * | Otis Hall | September Groundskeeping | 650.00 |
| 09/30/2011 | * | Sue Thomson | September | 1,150.00 |
| | | " | August Pitney Bowes Rental | 30.94 |
| | | " | Postage | <u>5.28</u> |
| | | | | 11,769.40 |

BILLS FOR APPROVAL

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|---|--------|
| Law Office of John C. Churchill (8/31 invoices) | |
| Breazeale | 203.79 |
| Law Office of John C. Churchill (9/30 invoices) | |
| HOA | 180.00 |
| Grybowski | 22.50 |
| Breazeale | 67.50 |

Mr. Baker moved to approve the September Balance Sheet. The motion was seconded, and there was a question about whether or not we ascertained if Lot 69 was renting their property. Ms. Lancaster said the owner is denying she's renting the house, and Ms. Lancaster was unable to find an online ad proving the property is for rent. There being no further discussion, the motion carried unanimously.

Mr. Baker moved to approve the September Profit & Loss. The motion was seconded and carried unanimously.

Ms. Thomson updated her Collection Report to advise that the owner of Lot 70 contacted her and said he was remitting payment in full immediately.

GENERAL MANAGER'S REPORT

Ms. Shockley reported that two buoy lights were installed today, and the signs have been ordered and should be arriving next week. She talked to Mitch about the guard shack door, and he said it can't be fixed; that it's already had bondo applied, and the door needs to be replaced. Mr. Sweeney said he recalled a motion being made five or six years ago to replace the door. Ms. Shockley said it would cost up to \$400 to replace the door, including installation and painting, and she suggested getting a door without a window. Mr. Sweeney said he prefers a door with a window so there's better visibility from

inside. Ms. Shockley said she will get an estimate for a windowed door; Mr. Sweeney said we just need a pre-hung door.

Ms. Shockley said she sent several weed letters to owners that need to clean up their lots. Mrs. Schneider said she would take care of her two lots, and she's working on getting trash and the pontoon boat out of Lot 226. Ms. Shockley hasn't heard from anyone else, except the owner of Lot 175 who will be removing the steel beams.

Mr. Svider asked about the weeds on Lot 232, and Ms. Shockley said she talked to the owner, that there are just a few weeds and that she will address that lot next month when the 30-day period is up.

OLD BUSINESS

Access Panel at Gate - Mr. Sweeney reported that no one has complained recently about the gate, so he will hold off replacing the panel. Ms. Shockley said the code to Lot 13 was not working Sunday night, she re-coded it today, and it's now working. Mr. Baker said that his code sometimes does not work for him. Mr. Sweeney said there haven't been many complaints, but if it starts acting up, he will order the new panel. Mr. Coon said you have to wait 10-15 seconds before the gate reacts to the code; if people re-punch the code too soon, he thinks that is what messes it up.

911 Addresses - Ms. Shockley said she would see who we still have plates for that have not yet been installed, and she will do a spreadsheet and finish up with that by next month.

NEW BUSINESS

Mr. Baker said there were five job descriptions when we last updated them all in 2005. We now have just two, plus the groundskeeper. Ms. Thomson updated the Business Manager's Job Description, and Ms. Shockley updated the General Manager and the Groundskeeper's Job Descriptions, so all job descriptions are now up to date.

Mr. Baker said he wanted to call a special meeting of the members to remove a Board member. It was advised that the matter be discussed in executive session. Mr. Svider, being the subject of the requested recall, said he would prefer to discuss the matter in open session. Mr. Churchill stated that the Board has to decide where to discuss the matter. *Mr. Baker made a motion that the matter of calling a special meeting of the members to remove a Board member be discussed in executive session. Mr. Kossnar seconded the motion. Mr. Svider and Mr. Chambers opposed the motion; Mr. Price abstained. Mr. Chambers asked about the open meeting law, and Mr. Churchill said that no decisions can be made in executive session, and that their purpose is to receive legal advice. There being no further discussion, the motion was approved by an affirmative vote from Baker, Kossnar, Sweeney, Coon, Lancaster & Shubin.*

The meeting adjourned to Executive Session at 6:17 p.m.

The regular meeting resumed at 6:47 p.m.

Mr. Sweeney moved to send Lot 209's delinquent account to Mr. Churchill for collection, as the Arnolds refuse to pay the reduced lot clean-up fine of \$150 assessed in 2008. There has been much correspondence back and forth on the matter for three years, and Mr. Sweeney says it needs to move forward to the collection process. Mr. Baker seconded the motion, and the motion carried unanimously.

Mr. Sweeney reported that the Breazeale/Ferber matter at Lot 220 is now closed, since the business has relocated off the property, and there are no longer any violations of the CC&R's.

Mr. Baker stated that pursuant to Section 4 of the Bylaws, a Board member can be removed with or without cause. *Mr. Baker made a motion that a special meeting of the members be held on November 7 along with the regular monthly Board meeting, or at such other time as can be properly scheduled, to have Mr. Svider removed as a Board member due to conflicts of interest and obstruction of the General Manager's job. Mr. Kossnar seconded the motion.* Mr. Price asked what the cost would be to notice a special meeting, and Mr. Baker said it would involve sending paperwork to members, plus the cost of

postage. *There being no further discussion, Mr. Svider opposed the motion; Mr. Price and Mr. Chambers abstained; the motion was approved by affirmative votes from Baker, Kossnar, Sweeney, Coon, Lancaster & Shubin.*

ADJOURNMENT

The meeting adjourned at 6:50 p.m.

Submitted by Recording Secretary, Sue Thomson

APPROVED BY BOARD OF DIRECTORS 11/7/11