

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

**June 4, 2012**

**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*

*Secretary/Treasurer: Laura Lancaster*

*Board Members: Christie May Ward, William (Squeak) Kossnar, Ryan Shubin & Kit Furnell*

**ABSENT**

*Vice President: Chuck Baker*

*Board Members: Chris Chambers & Blane Coon*

**OTHERS PRESENT**

*Bookkeeper/Recording Secretary: Sue Thomson*

*General Manager: Heather Wilson*

*Legal Counsel: John C. Churchill*

*Guests: Gary Svider (Lot 233); Lauri Burke (Lot 122); Carla Faulkner (David Plunkett Realty)*

**CALL TO PUBLIC**

It was noted that Heather Wilson is doing a great job as General Manager, and she exhibits good communication.

**MINUTES**

*Mr. Shubin moved to approve the May Minutes; Ms. Lancaster seconded the motion, and the motion carried unanimously. Mr. Kossnar moved to approve the May Executive Session Minutes; Mr. Shubin seconded the motion, and the motion carried unanimously. Ms. Lancaster moved to approve the Annual Meeting Minutes; Ms. Ward seconded the motion, and the motion carried unanimously.*

**FINANCIAL REPORTS**

*Mr. Shubin moved to approve the May Bookkeeper's Report, the Prepaid Bills and Bills for Approval. Ms. Lancaster seconded the motion. There was a discussion about the*

status of the guard shack door project. Larry Crawford's \$249.31 painting invoice was supposed to be \$75 according to the motion passed last month. Ms. Wilson reported that Kirk Daniels needs to put the bars back on the window and install the door hardware. Mr. Kossnar reported that Jay Clagg did the work for Kirk. Ms. Thomson said the painting proposal dated May 6 occurred one day before the May 7 board meeting, so we were not aware of the actual proposal amount until later; then another \$20 was added to it. *Mr. Shubin moved to pay Larry's Professional Painting the \$249.31 with an explanation of the difference between the \$75 and the \$249.31. Ms. Ward seconded the motion; Ms. Wilson to contact Larry. There being no further discussion, the motion carried unanimously. There being no further discussion on the Bookkeeper's Report, the motion carried unanimously.*

### **PREPAID BILLS FOR APPROVAL**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
05/07/2012	6433	Parker Office Supply	2 flags	234.30
05/07/2012	PC	Cartridge World	1/31/12	28.85
05/07/2012	PC	Wal-Mart	3/16/12	57.12
05/07/2012	PC	Target	11/18/11	7.91
05/07/2012	PC	Wal-Mart	12/18/11	29.81
05/07/2012	PC	Parker Office Supply	1/30/12	20.55
05/07/2012	PC	Parker Office Supply	4/30/12	3.30
05/07/2012	PC	Wal-Mart	4/27/12	8.81
05/07/2012	PC	Postmaster	Mail remote to Lot 46 4/30/12	5.35
05/07/2012	PC	Postmaster	New owner packet 4/18/12	6.10
05/07/2012	PC	Otis Hall	Clear weeds & spray round up on common lot 2/28/12	45.00
05/07/2012	PC	Davis Building Supply	Concrete to reset loose poles at Lot 198 5/10/11	32.81
05/07/2012	PC	Davis Building Supply	Guard shack supplies 5/13/11	4.90
05/07/2012	PC	Davis Building Supply	Guard shack toilet/spray paint for Otis 8/16/11	10.17
05/07/2012	PC	Wal-Mart	Paint for poles, trash area, shed for Otis 8/27/11	49.00
05/07/2012	PC	Mitch Cosby	Reset exit gate motor 3/28/12	50.00
05/07/2012	PC	Mitch Cosby	Exit gate repairs 4/17/12	75.00
05/07/2012	PC	Mitch Cosby	Stucco repair/guard shack door 5/3/12	150.00
05/07/2012	6436	Petty Cash	Reimburse Cheryl's petty cash - \$354.68	
05/09/2012	6435	Frontier	667-2840	58.67
		"	667-4484	58.22
05/09/2012	6436	AT&T	928-667-4484	37.99
05/09/2012	6437	Allied Waste Services	3-0527-0040037	2,394.02
05/09/2012	6438	Davis Building Supply	Guard shack supplies	42.92
		"	Blower/vac, toolbox & small tools	232.52
05/09/2012	6439	Law Office of John C. Churchill	HOA (4/25)	389.10
	6439	"	Grybowski (4/25)	67.50
	6439	"	Vescio (4/25)	135.00
05/09/2012	6440	SCF Arizona	505072 - Initial deposit	892.00
05/09/2012	6441	Petty Cash	Heather's petty cash - \$200	
05/15/2012	6442	Heather Wilson	Advance	493.33
		"	Fuel	53.33
05/18/2012	6443	APS	732930287 & 589381281	1,660.80
05/18/2012	6444	Brooke Utilities, Inc.	53017-11860	316.36

05/29/2012	6446	Christopher Risen	Security - 28 hrs. @ \$15/hr.	420.00
05/29/2012	6447	Scott Looper	Security - 25 hrs. @ \$15/hr.	375.00
05/29/2012	6448	Troy Denham	Security - 20 hrs. @ \$15/hr.	300.00
05/29/2012	6445	Otis Hall	Prune oleanders & clean out	300.00
05/29/2012	6449	Parker Office Supply	GM supplies	139.63
05/29/2012	6450	Linda Murphy	Deposit	-1,000.00
05/31/2012	*	Heather Wilson	May balance	925.00
		"	Fuel	100.00
05/31/2012	*	Otis Hall	May Groundskeeping	650.00
05/31/2012	*	Sue Thomson	May	1,150.00
		"	April Pitney Bowes Rental	28.00
		"	Postage	8.55
				11,046.92

*Ms. Lancaster moved to approve the May Balance Sheet; Ms. Ward seconded the motion, and the motion carried unanimously. Ms. Ward moved to approve the May Profit & Loss Statement; Ms. Lancaster seconded the motion, and the motion carried unanimously.*

Collections Report – Ms. Thomson reported that the collection letter sent to Marcia Riddle (Lot 200) was returned by the post office as undeliverable; Ms. Thomson gave the documents to Mr. Churchill for further action. Mr. Churchill reported that Stan Vescio paid his judgment to their office (and for which the Association will be reimbursed).

Mr. Churchill reported that the Grybowski (Lot 201) judgment was recorded against their property.

*Mr. Kossnar moved to approve the Collections Report; Mr. Shubin seconded the motion, and the motion carried unanimously.*

## **GENERAL MANAGER REPORT**

*Mr. Shubin moved to approve the May General Manager's Report; Ms. Furnell seconded the motion, and the motion carried unanimously.*

## **OLD BUSINESS**

Ms. Ward said she liked Ms. Wilson's report but had a question about the May 28 entry about website photos showing lots of trash at Casa Blanca (Lots 103/104), and was the trash from renters. Ms. Wilson said it was from renters (managed by RGR), and she saw them load up the trash. Ms. Lancaster said that trash could have been contributed partly by the Northcutt (Lot 102) renters. Mr. Sweeney said he was aware of a three-house party in that area. Ms. Wilson says she is putting renters' names and information into a new program so she can better track the rental properties.

Ms. Wilson said new locks were installed on the shed. She said when she got into the shed, there was a stockpile of recycling material which she had Otis remove. She said there was a hedge trimmer, a weed whacker and a lawnmower, which were all broken. There was also a fertilizer spreader and a blower vac, and she couldn't determine what was stolen, but there are things that need to be purchased so Otis can do his job. Mr. Sweeney reported that Otis leaves some machinery here for use at other jobs. Mr. Sweeney said there should be no golf carts or tins cans in the shed, but Otis can keep his gardening equipment there, along with some long pants, as he has no car. Ms. Wilson said she is helping Otis get around. Mr. Kossnar said there shouldn't be anything else in the shed besides our things. Mr. Sweeney said the blower is the only thing we own that isn't broken. Ms. Wilson has a list of equipment that she believes we need so that Otis can properly do his job. Otis has told her that we don't have the needed tools, she he has been using other Association equipment for his work in the Keys. Otis told Ms. Wilson that we need to buy a new hedger/trimmer, lawnmower, weed eater, power washer, rake and gas can.

Ms. Wilson presented pricing for these items, which total just over \$1,000. Mr. Sweeney said we need to get a decent power washer that costs over \$500 rather than the proposed one for \$279. Ms. Ward inquired if the break in has been resolved. Ms. Wilson replied that the lock has been replaced, and she will check the shed once a month. *Mr. Kossnar moved to approve the purchase of a new hedger/trimmer, lawnmower, weed eater, power washer, rake and gas can for an amount not to exceed \$1,500, which includes a 3000 psi rigid power washer (no electronic ignition).* Ms. Lancaster seconded the motion, and the motion carried unanimously. Mr. Sweeney said we need better security for the shed, including better hinges; Ms. Wilson said new plywood and parts to secure the door and the lock would provide better security.

Ms. Wilson reported entrance gate problems last week, and she got into the box, with some help from a knowledgeable friend, and they successfully made an adjustment. McIntosh suggested coming out for a service call. Mr. Sweeney said he would look at the gate tomorrow and do an adjustment to set a limit on the switches.

Mr. Sweeney said the bars on the window at the guard shack are not done yet, and Mr. Kossnar said he would follow up with Kirk tomorrow to put up the bars, and install the deadbolt and the door knob.

Mr. Kossnar said he still needs to get the verbiage for the security signs.

Mr. Sweeney said he is still working on his project in California, so the security system project is status quo.

## **NEW BUSINESS**

No new business.

The next regular meeting date was set for July 2.

## **ADJOURNMENT**

The meeting adjourned at 6:42 p.m.

Submitted by Recording Secretary, Sue Thomson  
APPROVED BY BOARD OF DIRECTORS JULY 2, 2012