

**LAKE ROYALE PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

January 17, 2009

9:00 A.M. – CLUBHOUSE

Call to Order - The meeting was called to order. Present: Stuart Nottingham, Ryan Walker, Ken Smith, Aimee Sharrett, Bill Wakefield, Gina Louise, Tom Nichols, Danny Pearce, John Goodwin and Ruby Gavin. Staff Present: Robert VanGraafeiland, Peter Engberg, T. R. O'Neill, Nicole Clift and Jarrett Umstead.

Pledge of Allegiance – Ken Smith

Approval of Meeting Minutes – Motion by Tom Nichols to approve the minutes of the December 20th Meeting of the Board of Directors. Seconded by Gina Louise. **Motion Carries.**

Treasurer's Report – Aimee Sharrett reported the following:

December 31, 2008 Status:

• Total beginning balance	\$1,465,780.02
• Total Deposits	\$ 53,032.69
• Total Interest Earned	\$ 1,328.84
• Checks and Bank Charges	\$ (229,183.76)
• Total at month end	\$ 1,290,957.79
• Increase/(Decrease)	\$ (174,822.23)

Finance Committee Minutes – Attached:

Board of Adjustments Report – Attached

Building Committee Minutes – Attached

- **President's Report** – Stuart Nottingham announced the membership of the Nominating Committee for the 2009 elections. Members are: Art Wright (Chair), Richard Tafe, Richard Wainwright, Frank Webster, and Beth Styers.

General Manager's Report - Robert VanGraafeiland:

- Reported that the new playground in section 14 was almost completed, the renovation of the Clubhouse restrooms was finished, and that installation of Clubhouse exterior doors was also completed.
- Informed the Board that T. R. O'Neill was investigating options that might lead to a reduction of interest rates for the outstanding Road loan.
- Stated that work on two holes of the Putt-Putt Golf Course had been completed, and that electric and HVAC work on the second floor of the POA office should be finished in the next two weeks.

- Indicated that progress had been made in efforts to contract the rebuilding of the retention pond.
- Announced that the “Christmas Tree Drop” (sinking Christmas trees into the lake to provide fish habitats) had occurred on two January Saturdays and appears to have been successful.
- Reminded everyone of the Town Hall Meeting scheduled for January 31st at 7:00 P.M. at the Clubhouse, the POA property auction scheduled for February 14th at the Clubhouse, and the Steak Night / Talent Show scheduled for February 21st at the Clubhouse.
- Announced intentions to publish a column in the Royale Reporter responding to POA membership concerns and encouraged POA members to let him know what issues they would like him to address.

Property Owners’ Forum – No POA Member indicated a desire to address the Board.

OLD BUSINESS

Board of Directors Goals – Members of the Board of Directors discussed their individual goals for 2008-2009.

- Ruby Galvin solicited ideas and suggestions for the location of a weight room.
- Ken Smith reported the 2009 Telephone Book data collection effort had ended and that the new telephone Book is tentatively scheduled to be distributed in March. Each household will receive one book free. Additional books may be purchased for \$3.00 each.
- Stuart Nottingham indicated progress on implementing Fraud Protection measures for the POA suggested in the recent audit.
- Aimee Sharrett reported on efforts to make residents aware of safety in the home and our environment.
- John Goodwin indicated that he would report on progress on building the new Gate House under “Old Business.”
- Bill Wakefield indicated his concern for repaving roads, that a proposal would be presented regarding signs for dock areas later in the meeting, and that the Board would discuss Dock Rental proposals at the February meeting.
- Tom Nichols reported progress in clarify “grey areas” in POA Association governing documents.
- Gina Louise reported accomplishing refurbishment of two more Putt-Putt Golf holes and that work would continue when more favorable weather arrived.
- Danny Pearce indicated continued effort to make the POA office more “user friendly.”

2008 Lake Royale Triathlon: The General Manager reported that after deducting POA staff time and postage costs, the 2008 Triathlon had netted \$5,341.00. Motion by Bill Wakefield to approve conducting the Lake Royale Triathlon for three years beginning in 2009. Seconded by Ryan Walker. **Motion carries.**

Gate House Project – John Goodwin reported that the window for submitting bids for Gate House construction had been extended and that the Committee should be able to begin obtaining County and Lake Building Committee permits this month. He thanked contractors who were reducing profit margins to provide affordable bids.

NEW BUSINESS

Lake Committee Appointments:

- Motion by Ryan Walker to approve Johnnie Hamilton and Mary Jane Mink as members of the Recreation Committee. Seconded by Bill Wakefield. **Motion Carries.**
- Motion by Ken Smith to approve Ray Matz and Christina Eschbach as members of the Protect Our Lake Committee. Seconded by Tom Nichols. **Motion Carries.** Robert Styers, Gary Kytte, Judy Core and Robert Dillard resigned from the Committee.

Game Night Attendance - Gina Louise announced that 18 youth had attended the most recent game night sponsored by the Recreation Committee. This attendance far exceeded previous Game Night events.

Protect Our Lake Committee –

- Richard Wainwright presented a summation of the Cypress Creek Watershed Plan (draft) study. Each Director was provided a copy of the study.
- He also showed slides documenting the level of accumulated silt in one of the coves.

Building Committee Rules of Procedures - Motion Bill Wakefield to approve the Rules of Procedures presented by the Building Committee. Seconded by John Goodwin. **Motion Carries** with one dissenting vote.

Cottage Building Permit Application - Motion by Ryan Walker to approve the Cottage Building Permit Application developed by the Building Committee to facilitate submission of Cottage Building Permit applications. Seconded by Aimee Sharrett. **Motion Carries** with one dissenting vote. President Nottingham directed that the information regarding timelines for submission and approval of permits on the form be placed on all Building Permit Applications.

POA Facilities Signs:

- Motion by Bill Wakefield to purchase approximately 30 signs designating the name of POA facilities. Seconded by John Goodwin. The signs would be no larger than two feet by two feet and would be made out of a fiberglass material. Funding, approximately \$100.00 per sign, would come from the Reserve Fund.
- Following further discussion, motion by Bill Wakefield to table the proposal until after the 2008-2009 budget status could be clarified. Seconded by Ken Smith. **Motion Carries.**

Finance Committee Recommendations:

- Motion by Danny Pearce to approve staff support (expenditure of funds) of the telephone directory project within funds raised. Seconded by Gina Louise. **Motion Carries.**
- Motion by Aimee Sharrett to adjust the Phone Directory expense and revenue lines to a trust account. Seconded by Tom Nichols. **Motion Carries.**
- Motion by Ken Smith to allow the Executive Committee to borrow reserve funds to balance the 2008-2009 budget if needed with funds to be repaid to the reserve during fiscal year 2009-2010. Seconded by Aimee Sharrett. **Motion Carries.**
- Motion by Ryan Walker to approve the revised Budget /Financial Policy and Procedures Document recommended by the Finance Committee (with technical amendments). Seconded by Aimee Sharrett. **Motion Carries.**
- Motion by Ken Smith to direct the POA Staff to execute a time/labor study for a period of six months beginning 1 February 2009. Data collected for all POA front office employees will include task description and time expended. The data collected will be evaluated by either a committee appointed by the Board or an independent group as determined by the Board. Seconded by Tom Nichols. Following further discussion, motion by Ken Smith to defer action on the proposal pending development of study terms of reference. Seconded by Danny Pearce. **Motion Carries.**
- Motion by Ken Smith that the POA Assessment for fiscal year 2009-2010 be increased by \$49.96 annually (increasing the assessment from \$499.63 to \$549.59). Seconded by Ryan Walker. **Motion Carries.**
- Motion by Ken Smith that the 2009-2010 Operating Budget, recommended by the Finance Committee, be approved subject to the following changes:
 1. The Maintenance worker position be deleted and the money saved earmarked for shortfall reduction occurring in the 2008-2009 budget.
 2. Filling the CC&R Inspector position be deferred until the end of the fiscal year when the 2008-2009 budget shortfall is known. If the shortfall exceeds \$50,000, the position will not be filled and the money earmarked for shortfall reduction occurring in the 2008-2009 budget.
 3. Each of the Department budgets for the following Departments be reduced by 1.5% with the money earmarked for shortfall reduction occurring in the 2008-2009 budget (Administration, Comfort Centers, Engineering, Police and Swimming Pool).
 4. Two percent (2%) of the total dues assessment be designated exclusively for road improvements and placed in the Capital/Reserve fund until needed.
 5. One percent of the total dues assessment, to be drawn from the Capital/Reserve Fund, be designated for use by the "Protect Our Lake Committee." The Board will approve expenditure of the funds contingent upon submission of documented budget request by the POL Committee. Seconded by Tom Nichols.
 - Motion by Bill Wakefield to amend the proposal by deleting funding for any new personnel. **Motion Fails** for lack of a second.
 - Original **Motion Carries.**

Adoption of Annual Assessment Payment – The Board continued discussion regarding adoption of a one time Annual Assessment payment plan surfaced at the January 14th Budget workshop. Following further discussion, the President directed the General Manager to establish

a payment plan for those requesting it dividing payments into three equal installments due April 1, May 1, and June 1. No fee will be charged for plan establishment and maintenance. A late payment will result in cancellation of the agreement with associated late fees imposed. POA Members must be in good standing to apply for the plan.

Adjournment

Motion by Tom Nichols at 10:55 A.M. to adjourn. Seconded by Ryan Walker. **Motion Carries.**

Meeting adjourned

Kenneth V. Smith
Secretary

MINUTES - LAKE ROYALE FINANCE COMMITTEE
January 10, 2009

Members present: Chairman Bill Wallace, Gary Kytte, Ken Smith, Pam Owen, Karen Wienke, and Dave Turner, Secretary. Members absent: Nancy Kizer, Stuart Nottingham, Dylan Bunch, Ann Marie Della Morte, Also present was BOD Treasurer, Aimee Sharrett. Staff present: T. R. O'Neill and Robert Van Graafeiland.

1. The meeting was called to order at 9AM.
2. A quorum was determined to be present.
3. The agenda was approved.
4. The December 13, 2008 minutes were approved as presented with one adjustment: the title of the Management Policy and Procedures Manual for Processing Funds was reduced to the Policy and Procedures Manual.
5. The POA financials were discussed.

6. OLD BUSINESS

- A. Karen reported that the contract is about to be finalized and signed and work should then begin shortly.
- B. T. R. reported the Document Imaging system is working "wonderful."
- C. The status of foreclosures was reviewed and a copy is in our packet - page 5.
- D. Robert reported that the money for purchase of Carriage Manor is in hand. The Trustee has to do a notice of private sale before funds will be disbursed.
- E. A report on BOD actions on FC recommendations was included in our packet - page 4.
- F. The BOD will be reviewing the 2009-2010 budget at its workshop this coming Wednesday with hope to pass it at next weeks BOD meeting.
- G. A report on progress of current Capital Improvements was included in our packet - page 11.
- H. Office and Finance Report: T. R. reported that office staff would now handle Royale Reporter ad sales. Natleah has been monitoring bankruptcies well. Residential files are almost completed into the new scan system. Debra has been on top of monitoring deed transfers quickly into TOPS. The flow for Accounts Receivable accounting of property sales is now better understood.
 - I. No report was available on the Policy and Procedures Manual.
- J. Progress of bank distribution of funds can be noted in our packets under new bank accounts on pages 3 and 4.
- K. No update was available on the Comfort Center excessive sewer charges by TESI - negotiations are still ongoing.
- L. Ken reported that the new phone book committee has collected over \$7,500 from ad sales and over 600 residents have submitted information to be included. Printing is expected in mid February. Each property owner will receive one free directory with additional copies at a cost of \$3.00 each. Unused collected funds are recommended to be placed in a trust fund for funding of the next update. A motion was passed recommending to the BOD that the General Manager be authorized to pay printing costs from the collected funds and any excess funds to be placed in a trust fund for the next revision of the directory.

8. NEW BUSINESS

- A. Our chairman presented a list of departments and committees for finance committee members to volunteer to develop in depth knowledge of that department, committee, or group that depend on the POA budget for funding. A number of people volunteered for specific assignments and others are requested to contact our chairman for their choice of assignments.
- B. A motion was passed to recommend to the BOD that if POA operating funds fall short during the remaining portion of this fiscal year that the Executive Committee be authorized to borrow from the Reserve Fund to be repaid within two years.

The meeting was adjourned at 11AM.

Respectfully submitted,
Dave Turner, Secretary

**LAKE ROYALE BUILDING COMMITTEE MINUTES
DECEMBER 9, 2008**

The meeting was called to order at 7:10PM by Chairman, Louis Whitman. Present were Ken Smithwick, Ryan Walker, Ed Hudson, Tom Peters, Randy Lee, John Setzer, Louis Whitman, Rhonda Lipinski, and Nicole Clift, C.C.&R. Inspector.

The agenda was approved with the addition of three items by Nicole Clift.

1. Discussion regarding a TV antenna for a roof. Decision was made that no permit was required.
2. The January Board of Directors meeting will address the Building Committee Procedures.
3. There has been a request to the Board of Directors that a discussion that impacts the Building Committee be tabled until the January meeting. This discussion centers on whether the Franklin County permit is required to be in the Lake Royale Building Permit Packet prior to it being presented to the Building Committee.

The minutes of the November 11, 2008 meeting were approved.

Beth and Robert Styers made a presentation regarding their permit request for a room addition, porch, ramp and roofover on a Park Model. Following their presentation they were asked to leave the meeting, along with Tom Peters, their builder. A motion was made by Ken Smithwick and seconded by Ed Hudson to approve the permit. The vote to approve was unanimous, with John Setzer abstaining from voting as he is a close personal friend of the Styers.

No property owners were present for the Open Forum. Building Permit Packets were reviewed and signed as follows:

- Tony Spencer: lot C521, 522, 523 – Approve permit for revision to plans to add second lean-to. No fee.
- Thomas Conley: lot R829, 385 Sagamore – Approve permit for storage shed.
- Kevin Frederick: lot R1069, 333 Sagamore – Approve permit for sea wall and dock. Ryan Walker abstained from voting as he was the builder for the home.
- Sheila Williams: lot C795, 107 Papoose Lane – Approve permit for storage shed.
- Jean Hester: lot R1675, 101 Buffalo – Approve permit for storage shed.
- Wendy Vianco: lotR2092, 1201 Sagamore – Approve permit for 48” black chain link fence.
- Gary Meyer: lot C814, 145 Papoose – Approve permit for deck
- Tom Younce: lot C766, 1675 Sagamore – Approve permit for 40’ retaining wall with no fee.

A motion to adjourn the meeting came from Rhonda Lipinski, seconded by Tom Peters. The meeting was adjourned by Chairman Louis Whitman at 8:20PM. This was followed by a Christmas party.

Respectfully submitted by Rhonda Lipinski, Secretary

BOARD OF ADJUSTMENT REPORT

December 11, 2008

The Board of Adjustment met at 7:00 PM on December 11, 2008, with the following members present: Hib Affleck, Ray Creek, Bob Crickmar, Bill Donati, Don Gould, Pat Phillips, Beth Styers, and Delcie Wakefield. Nicole Clift, the CC&R Inspector and Robert VanGraafeiland, the General Manager, represented the POA.

The chairman called the meeting to order. There were no appeals or variances to be heard. The Compliance Hearings were opened. Ten cases were brought before the board and heard.

Property owners in four cases were found to be out of compliance and both initial and recurring fines were assessed.

In six cases the property owners were found to be out of compliance at the time of the citation, but in compliance at the time of the hearing with the violation corrected. No initial fines were assessed, but recurring fines were assessed in each case should the violation re-occur.

The compliance hearings were closed and the Business Meeting was convened.

The November Hearing Minutes were approved as corrected.

The November Business Minutes were approved as approved as corrected and amended.

The members nominated Bob Crickmar to fill the regular member position being vacated by Delcie Wakefield pending approval by the Board of Directors. Mr. Crickmar's term will expire on 1/1/12 upon approval by the Board of Directors instead of 1/1/11.

The members of the Board of Adjustment elected officers for the next year (2009) as follows:

Chairman	Ray Creek
Vice Chairman	Hib Affleck
Secretary	Beth Styers
Sergeant at Arms	Pat Phillips

The members of the Board of Adjustment thanked Delcie Wakefield for her many years of service to the board and the property owners of Lake Royale and wished her well on her departure from the board.

There being no further business, the meeting was adjourned.