Swan Lake Estates Board Meeting Agenda

June 11, 2024

Members present: Donna Richards-President, Bart Loftis-V. President, Frank Scott-Treasurer, Juliane Wyatt-Secretary, Michelle Ladner-Social Com.

Absent: Don Newton-Acc, Scott Smith, Karol Musslewhite, Philip Ward

I. Call to Order: *Donna called the meeting at 6:04.*
II. Approve May BOD meeting minutes. *Bart made the motion to accept, Frank 2nd, all agreed.*
III. Updates from Donna: Playground volunteers: Sessum family*: Donna said they will keep it tidy. We will recognize them in 2nd Qt Newsletter.*
IV. Oversight Committee Report discussion:
    i. Discuss/Approve to ask insurance agent to appraise SLE properties. *Frank has contacted agent who has a program that calculates insurance values. Agent asked Frank to gather information on the clubhouse for an evaluation for insurance purposes. This will not provide proper valuation of all Swan Lake Estates assets, therefore, obtaining a proper Reserve Analysis.*
    ii. BOD need to decide on separate meeting to officially review OC Report and determine order of recommendations to implement. *Donna suggested June 25 at 6 pm. All present agreed. Juliane stated Buck has requested the report be included in 2nd Qt Newsletter.*
V. Strategic Plan
    i. Discuss Goal 1, Objective 1, Item 2:
        a) Juliane presenting Dashboard template for committee chairs to complete by July BOD meeting. *She and Donna explained the template will be created as an outline form with introduction and budget to be adaptable to each project or committee. Everyone agreed to use the template. Donna asked for everyone for an official vote. Bart made the motion to accept the new template, Frank 2nd, all agreed.*
        b) Each committee must create a budget for BOD at July meeting. *Michelle stated her budget was not adequate. Bart discussed his budget for Sports Court. Donna explained the need for information for data points for 2025 Budget planning. Budgets required: Sports Court, Social Committee, Pool flowers, Front Entrance flower bed, Overlook landscaping.*
    ii. Goal 1, Objective 2, Item 8-Quartlery Meeting dates: Finalize and vote on starting January 2025, Quarterly Meetings held at beginning of quarter vs end. *Discussion of pros and cons having to present next year budget at beginning of July -3rd Qt and vote on in October-at 4th Qt meeting. Frank expressed concern presenting next year budget with only 6 months passing is difficult to predict for remainder of the year. Donna recommended to hold quarterly meetings in February, May, August, and November. All agreed to adopt this schedule.*
VI. Committee Reports
    a) Treasury Report – Frank Scott:
        i. Delinquent assessments*: 3 Homeowners who have liens placed on their homes due to nonpayment of annual assessments or late fees. Donna has received final*

payment from homeowner who was making payments. Homeland will be sending letters to delinquent homeowners who made payments but did not pay cost of lien and/or late payment.

ii. 2025 Budget meeting*: Once Frank receives May monthly report to build budget. He will use historical data from 2020 to the present. He stated that our budget reserves are not enough to include line items in reserves portion of budget until we raise annual assessments. Frank presented two scenarios of presenting to Homeowners: 1) does HOA put money in reserves for improvements/repairs; or 2) have special assessment every time improvements/repairs are needed? Frank would like to know Homeowners preference. Donna segued with a pool plan presented via email by Jeff Wyatt as an example like Frank's budget plan. Michelle asked if we could start the process immediately. Discussion ensued regarding pool plan and Frank's plan for including reserved line items. Donna proposed to adopt and implement Pool Renovation Plan. Bart motioned to approve, Michelle 2nd, all agreed. Donna will contact*

iii. Monthly Budget Report

b) Social Committee-Michelle Ladner*: CPR class will be held this Saturday, Summer Bash July 6. Kid's Fishing Rodeo was a success. She will send results and pictures to Jeff Wyatt to add to website.*

i. CPR class

ii. Future events

c) ACC – Don Newton*: Absent. Donna presented reminders of trailers inoperable cars, and to use the portal for submitting projects – that these will be published in newsletter. Donna also reported on resident with unapproved fence with chicken wire and will not use portal. Donna will send Homeowner letter for using the portable.*

d) Sports Court-Bart Loftis: *He has been installing wind screen. He reported he will patch and paint the unfinished side and install barriers to block off uneven section.*

e) Pool: Reimplement replacement key card charge of $20. *Juliane asked how residents can pay: check or money order*

EXECUTIVE SESSION @ 7:15. BACK IN SESSION @ 7:19.

VII. Additional Items:

a. Pier staining: *All agreed to allow Donna and Juliane to pick a neutral stain color and do in the fall.*

b. Fine schedule needs to activated. *Donna and Juliane will locate document and email to BOD members.*

c. Next BOD meeting scheduled Tuesday, July 9, 2024. Donna will be out of town, requests meeting moved to Thursday, July 18. *All agreed.*

d. Next Quarterly Meeting June 20. *Juliane will build agenda for Quarterly Meeting.*

e. *Additionally, Juliane had Premier Pools and Spas Service company to start emailing service reports to Swan Lake Estates email.*

VIII. Adjourn meeting: *Bart moved to adjourn meeting, Michelle 2nd, all agreed to adjourn @ 7:31.*