

Dunlap Lake Property Owners Association
Regular Meeting Minutes
September 26, 2005

Present: Larry Ahrens, Karen Aplin, Gary Arth, Judy Budzileni, Russell Budzileni, Barbara Freeland, Susan Frey, Don Hamilton, Alan Orbals, Jim Otwell, Bob Schnietz, Marcia Wever

Absent: Virginia Bryan, Jude LeTourneau, Toni Siler

Minutes were sent to everyone by email. No changes, additions or deletions were suggested, so Barbara Freeland moved to accept the minutes as presented, 2 nd by Jim, all in favor, none opposed.

Financial Report: Barbara passed out reports from the compilation done by Piskulic & Birmingham, and the results Barb and Al found over the weekend, of checks written vs. receipts and documentation for those checks.

While Barb was passing out the report, Al asked to ratify an email vote, which was taken in the past week, to expand the Piskulic and Birmingham contract to include this fiscal year. Barb Freeland moved to ratify the vote, 2 nd by Don Hamilton, all in favor, none opposed.

Al requested that the meeting go into Executive Session to discuss Piskulic & Birmingham's report. Don Hamilton moved that we dispense with the rule that Executive Session begins at the end of the regular meeting and go directly into Executive Session; a discussion followed. No second was heard, but the vote to enter Executive Session was unanimous.

No action was taken during or as a result of the Executive Session.

Don moved to remove Jude LeTourneau from the Office of Treasurer, Karen Aplin 2 nd , all in favor, none opposed.

Alan nominated Virginia Bryan as new treasurer, Don 2 nd , after discussion about duties and qualifications, the vote was taken. Duties of the treasurer would include taking information from the accountant and presenting it to the Board, signing checks, making deposits, paying monthly bills and making copies of the payments and receipts for the CPA. The duties still need to be discussed further. A vote was taken.

All in favor, none opposed to Virginia becoming the new Treasurer.

Alan nominated Marcia Wever for Vice-President, Barb 2 nd , a vote was taken, all in favor, none opposed.

Alan prepared a resolution to remove current signatories, Don Hamilton, Roy Kolesa , Helen Strickland, and Jude LeTourneau, from the Bank Account Signature card. The current Executive Board should all sign the new signature card for the bank account. The resolution states that the signature card should be updated each year after the new board members are in place. The By-Laws should be updated to include this annual procedure. Signatories must provide a drivers license and a secondary form of identification to the bank. A vote to accept the resolution was taken, there were 11 yes votes, approved unanimously.

The Post Office Box 5 lock was changed and the officers will all have keys.

Alan proposed that DLPOA hire a CPA to handle our finances. Marcia suggested we check out an organization at www.cityandvillage.com. Barb feels that the billing and collection is a huge job that should be assigned to someone on the Treasurers committee. Assessments and liens should be a separate job.

Judy B. had bids from 3 CPAs, one was from Carl Weakley , one from Bill Tierney, and one from FCB Tax and Bookkeeping. Rather than accept these bids, the Board wants to write a specific job description and get a firm bid from each of these CPAs, Piskulic and Birmingham , and the website mentioned above.

The Request for Bid should include the following duties:

Monthly and annual financial statements and reports

Billing and collection of assessments

Deposits related to assessment collections

Filing liens

Tax returns

Reconcile the bank statements.

Virginia will pay the bills, keep receipts and payments, copy receipts and payments for the CPA, make deposits related to the monthly receipts.

The board wants the CPAs' reply by a week before the next meeting. The next meeting falls on Halloween night, so Barb moved that the date be changed to October 24th, Don 2nd, all in favor, none opposed.

Therefore, the due date for new bids will be October 17.

Old Business: Financial Report was already

Committee Reports :

Building: No permits issued, but a request for a dock.see report, Karen gave Judy 3 binders for storage.

A short discussion about the storage facility followed, and which of her documents should be stored. Karen has blueprints and old documents. If it is used, Karen should keep it at home, if not used, store it.

Common areas : Jim has no report. Gary asked about the planting on the triangle. After a discussion, Karen moved to allow \$400 for trees and mulch or rock for the triangle, Gary 2nd, none opposed.

Jim asked if we could sell property across the creek from where we dump silt, he has someone interested in buying it. No, we may need it for dumping silt to dry.

Jim has a quote to remove silt from the silt drying area.

Contractor Compliance : No report

Dam & maintenance : no report

Fish & Wildlife : Gary asked for authorization to buy 1200 walleye @ 55 cents each. Don moved to allow Gary to spend about \$660 for the purchase of walleye, Jim 2nd, all in favor, none opposed. Gary said walleye is a game fish, good to eat, but it does not reproduce in our lake.

Legal : No report. Al said the board has liability insurance that covers board members for up to \$2 million.

Meetings & Elections : No report

Restrictions : The lease for a rental on Thomas Terrace doesn't state whether tenants have the right to use the lake and dock a boat. Barb sent a letter to the owners, and the reply letter states that the tenant does have the option to dock a boat and use the lake.

The property owner at 360 East lake drive, want us to be more proactive about road repair. Barb wrote a letter to the owner, referring him to Rich Walker, our alderman

A retail business run out of a garage at 312 East Lake Drive was shut down but were back in business last Saturday . Rich Walker was notified, as this is against city ordinances.

Safety : No report

Silt & Erosion : Two requests for proposals will go out this month, which are due back by 11/15/05. One is written by Al for dredging . The proposals will include a description of how the silt will be removed, including phasing, timing methods used, price, qualifications, experience, insurance requirements, permitting and a performance bond. A similar request will go out for silt basins, written by Don . This proposal is for digging the larger silt basin, including an option for a pond for 4 feet deeper according to the USDA plans as described by the Cochran & Wilken plan.

Web : No report. The Web page is updated with meeting minutes, no new business.

No New Business.

Don moved to adjourn, Jim 2 nd , all in favor, none opposed. The meeting adjourned at about 9 p.m.