**Dunlap Lake Property Owners Association**

**Board Meeting Minutes**

**January 30, 2012**

Alan Ortbals opened the meeting at 7:00 p.m.

**Roll Call:** **Present:** Larry Ahrens, Walt Heck, Mark Hicks, John Putz, Al Ortbals, Justin Range, Bob Schnietz, Jim Seubert, Bart Solon, Mike Watts and Roy Wehling

**Absent:** Mike Dawson, Craig Louer, Jenny Russi, Rob Wiemers and Carolyn Green Administrator. All excused.

**Minutes:** (Attachment A)

A motion was made by Mike Watts, seconded by Mark Hicks to approve the minutes of the December 5, 2011 board meeting. Approved unanimously.

**Guests:** Ray Grinter and Lou Perrini were present but had no comments to make.

**Financial Report:** (Attachment B)

Bart Solon presented the financial report. A motion was made by Range, seconded by Schnietz to approve as presented. Approved unanimously.

**Old Business**

Al Ortbals reported on behalf of the Nominating Committee which consisted of Craig Louer, Mike Watts, Bart Solon and Ortbals. He reported that the terms of the following Board members were expiring this year: Louer, Ahrens, Wehling, Hicks and Russi. All wanted to run for a new term except for Russi. The committee recommended the re-election of all four. The Committee had two candidates interested in filling the fifth seat: Chad Martens and Todd Smith. Because of Martens ability and willingness to manage the annual fishing derby, an event that had to be cancelled last year for lack of a manager, and his knowledge of environmental engineering, the committee recommended the election of Martens. Smith had expressed a willingness to wait until 2013 and to assist with association matters as needed in the interim. A motion was made by Putz, seconded by Seubert to approve the Nominating Committee's list of candidates. Approved unanimously.

Ortbals reminded the Board that the annual meeting is Thursday, February 16 at the Moose Lodge. Doors open at 6:30. Meeting begins at 7:00. Committee chairs need to be prepared to make reports to the membership.

**Committee Reports**

**Web page -** Justin Range reported that he still needed photos of the holiday social to post.

**Building -** Larry Ahrens reported that a permit was issued to Brian Gebhardt to build a new house at 357 East Lake.

**Common Areas -** No report

**Contractor Compliance.** No report.

**Dam Maintenance.** The dam access road needs to be repaired. Two bids had been received. One from I&G Properties for $3,760. The other from Heck Construction for $1,795. A motion was made by Watts. Seconded by Hicks to approve the bid of Heck Construction. Approved unanimously.

**Fireworks.** Watts reported that he had picked up the permits from the city.

**Fish & Wildlife.** Heck reported that 25 musk rats have been trapped to date. Total spent so far was $750. Heck reported that he was looking into the possibility of stocking white bass.

**Legal.** Ortbals reported that the complaint for foreclosure on the Wanda Hunter property on Branch Street had been filed.

**Meetings, Elections and Social.** Seubert reported that the holiday social had come in $400 under budget. The cost to the association was $1,300. The room at Fox Creek has already been reserved for December 1, 2012.

**Restrictions.** Roy Wehling reported that many of the homeowners had improved their shorelines as a result of the notification process but he had not yet made a list of those who were still out of compliance.

**Safety.** No report.

**Silt and Erosion.** Louer was out of town so Ortbals made the report. He said that improvements to common areas E-1 and W-5 had been completed. There was also a small commons area on Hollyhock that needed its shoreline rip rapped. Mikes Construction was rip rapping the shoreline of the adjacent property so we had them do the common area while they were there with equipment. The cost was $2,500.

The repairs needed on W-6 are far more extensive. Horner and Shifrin has produced plans and specifications and the job was bid out. Ten companies were contacted to solicit bids. Three submitted bids. They were Gateway at $75,966. I&G Properties at $97,394. And Seal King/Heck Construction at $45,025. The committee recommended that Seal King/Heck Construction be awarded the job as low bidder. A motion was made by Wehling, seconded by Seubert to approve the award to Seal King. 9 yes votes. 0 no votes. Heck abstained.

Ortbals reported that the committee's recommendation is to hire Horner Shifrin to oversee the job. HS would have a person come out at certain key points during the project to make sure that work was being done correctly and according to specifications. HS estimated there fee at $1,280 based on a total of 16 hours spent during the project. A motion was made by Ahrens, seconded by Hicks to hire HS to perform the project oversight. Approved unanimously.

Ortbals reported that the committee had developed a position statement to help guide future decision making regarding lake health and improvement. It consists of 3 points.

1. Stabilize existing shoreline and take necessary intervention to prevent properties immediately adjacent to the lake from degrading the physically measurable characteristics above – prevent shoreline erosion contributing to clouding and silt, reduce runoff of pollutants or materials that pose health threats, eliminate opportunities for debris and trash to enter or float into our lake.
2. Monitor, evaluate and take necessary action to prevent tributaries and their watersheds from degrading the physically measurable characteristics above – contributing to clouding and silt, reduce runoff of pollutants or materials that pose health threats, eliminate opportunities for debris and trash to enter or float into our lake.
3. Evaluate our lake bed/floor with respect to silt or hazards and remove them in those cases where they are interfering with and degrading the physically measurable characteristics above.

A motion was made by Watts, seconded by Putz, to approve the position statement as presented.

Based on the adoption of this position statement, a motion was made by Range and seconded by Heck, to use money from the Lake Maintenance Reserve Fund to pay for the W-6 project. There were 9 yes votes. Wehling voted no.

**New Business:**

Ortbals reported that he had received notification of intent to sell the vacant lot at 674 East Lake for $26,000. A motion was made by Seubert, seconded by Wehling to waive the Association's right of first refusal. Approved unanimously.

Ortbals reported that the city public works department will be holding meetings with property owners on East Lake regarding Phase II of the reconstruction project. Phase II is planned to go from Glik Park to St. Mary Dr. The meetings are scheduled for the end of February and early March.

Ortbals reported that the contract with C Green & Associates expires at the end of January. He noted that she has already taken on some of the financial duties in terms of preparing vouchers for payment of bills by City and Village. He said that he had also talked to her about taking over some of the duties of the Building Committee. She would become the initial point of contact for people with building questions and seeking building permits. She would take the permit applications, review them and advise the committee regarding the issuance of a permit or the need to consider a variance. All agreed with the expanded duties. Ortbals reported that he had talked to Carolyn regarding increasing her monthly fee to $650. A motion was made by Range, seconded by Heck, to approve the new contract with the expanded duties at $650 per month. Approved unanimously.

**Next meeting:**

Ortbals noted that the next regular meeting of the Board of Directors will be on Monday, March 26 at the Fogle House. There being no further business; the meeting was adjourned at 8:45.

Submitted by Alan Ortbals