

**Dunlap Lake Property Owners Association Board Minutes**

**August 18, 2014**

**Call to order:** Alan Ortbals called the meeting to order at 7:00 p.m. at the City’s Meeting Room (the Fogle House) 840 East Lake Drive and roll call was taken.

**Present:** Larry Ahrens, Nicholas Head, Walter Heck, Mark Hicks, Andy Leek, Genie Manterfield, Alan Ortbals, Jim Seubert, Todd Smith, Bart Solon, Michael Watts, Richard Welle and Carolyn Green, administrative coordinator.

**Absent:** Craig Louer (excused), Gene Peters (excused), Roy Wehling (excused)

**Visitor’s Present:** none

**MINUTES –** Carolyn Green presented minutes of the June 30, 2014 meeting. Mike Watts made a motion to approve the minutes as presented. Mark Hicks seconded and the motion passed unanimously.

**NEW BUSINESS –** The vote to the residents to move to a flat fee passed. Nick made motion to set the flat fee at $500 as approved by the residents. Rick Welle seconded and the motion passed unanimously.

Revised budget:

The budget that was presented to the Association to be used if the first vote passed was reviewed again. There is a negative cash flow projected because we hope to be purchasing property. Property related expenses would come from lake association improvement and general reserves. Rick Welle moved to approve the budget. Genie Manterfield seconded and the budget passed with one vote opposed.

**FINANCIAL REPORT** **-** Bart Solon, treasurer, presented the Financial Report and went through the figures. Cash balance is as expected. Total income $81,225,10. We are a little better than projected. Expenses are a little high because we did not project enough for taxes on the sale of the Hunter property on Branch Street. Expense wise we are $5,000 better than budget year to date. Mark Hicks made a motion to approve the financial report. Mike Watts seconded, and the motion passed unanimously.

**ADMINISTRATOR’S REPORT**

It was an extremely busy summer. There was a lot of extra calls and activity with the balloting process. We have a new lock cable for the boat ramp and Carolyn covered the cable with orange foam to keep people from accidentally driving a boat into it.

 The regular work has been fairly regular. We have issued 5 boat permits since the meeting June 20. We’ve only had 7 vouchers for City and Village, the mowing this year was not too intense and there have not been any unusual expenses this summer. Building committee and Commons committee have been extremely busy and generating a lot of calls and e-mails for the administrator.

**COMMITTEE REPORTS**

**Dam and Maintenance:** Submitted by Michael Watts, chair

Mike asked for approval to pay $1,600 to Hurst Roche the engineering firm we use for dam inspections. Rick made a motion to hire them and allow the dam maintenance committee to spend up to $1,600 to do inspect the dam again this year. Larry seconded and the motion passed unanimously. It was noted we already have $3,500 budgeted for dam maintenance this year.

**Fireworks:** Submitted by Michael Watts, chair

Mike reported “They all went off.” The board thanked Mike for his work and a great fireworks display.

**Fish and Wildlife:**Submitted by Walter Heck, chair

Walt plans to stock the lake again this fall, mostly larger fish. He will put in striped bass, muskie, blue cat, walleye, and maybe some channel cat if budget allows. It was pointed out we have a maximum of $2,800 budgeted.

**Legal:** Submitted by Alan Ortbals, chair - no report

**Meetings, Elections and Social:** Submitted by Jim Seubert, chair

This year’s Bonfire will be Oct. 18 at the Seubert’s lot. The Association will be providing hot dogs (Carolyn still has some in the freezer from the Kids Fishing Derby). Attendees will be asked to bring chili and a side dish along with their lawn chairs. Mike Watts will bring a fire pit.

**Restrictions:** Submitted by Roy Wehling chair

Has written two letters, one for a boat and a dock. He also has one concern about rental property.

**Safety:** Submitted by Mark Hicks, chair

Mark should have water testing containers soon and will do water testing before the end of the year.

**Silt and Erosion:** Craig Louer chair – not present, no report

Alan said the board is continuing to work on purchasing property. Alan asked the board for approval to spend up to $5,000 for these schematics on how the property could be best utilized for drying silt. Mark made a motion to approve the expense. Mike seconded and the motion passed unanimously.

**Web Page:** Submitted by Todd Smith, chair

The website and Facebook page are being kept up to date. The vote report is up. Committees need to send other news to Todd if they want items posted and publicized.

**Building:**Submitted by Andy Leek, chair

There have been lots of decks built this year. There were a total of 12 building permit applications reviewed since the last meeting. One unique situation was a retaining wall at 348 West Lake where the existing retaining wall that was partially on a common area. We have granted them a temporary easement to work on the wall. They will keep easement as long as they maintain the construction. If they ever fail to maintain it, the wall reverts to the Association. The attorney drew up the paperwork. Cost estimate was $750 and the owners, the Peterson's, will split the cost with us.

It was pointed out that the Polinski’s house behind Gary Arth’s house also has a retaining wall on a commons area as well. The house is being surveyed and is for sale. If the Association needs to do make any changes it could be addressed with the new owners. Believe it is 313 Thomas Terrace, the dark brick stone house with pine trees.

The board issued a variance via an e-mail vote to give Kim Brown a building permit for a stairway to the deck. Andy made the motion to ratify the permit that was approved via e-mail. Larry seconded and the motion passed unanimously. Andy reported that Kym has taken down the part of deck that was closest to the property line.

Dock issues were discussed. Andy's noted his boat is sitting on mud. The group talked about floating docks. Alan has a catalog that might give us some specs. Building committee would have to approve any plans before they were built.

**Commons Area:**Submitted by Nicholas Head chair

More branches have come down and piled up. There have been lots of calls and e-mails for docks and other commons area maintenance issues. There was a question about Don Hastings request for a dock on a commons area. The Hasting house is limited on size dock by a court order. There are no commons area docks open that any board members know about. Carolyn will call the Don to see what he has heard about.

**NEW BUSINESS –** Jim Seubert asked for the board to consider his lot across the street to be contiguous. It was purchased with his house and is too small to build on. The board was not comfortable making variances for the new assessment process. The lot has been used as a primary location for social activities and it has worked out really well.

 Genie Manterfield made a motion to offer Jim Seubert a fee of $500 for the use of his lake lot for Association activities including the Luau, Kids Fishing Derby and Bonfire. Mark seconded the motion and it passed unanimously. The need for additional insurance coverage for events on private property was discussed. Carolyn will identify our new insurance agent and see what kind of event coverage we currently have.

**CLOSING -** The meeting adjourned at 8:16 pm. The next meeting will be at 7 pm on Sept. 29, 2014.

Respectfully submitted, Carolyn Green, administrative coordinator