

Lost Bridge Village Community Association, Inc.

By Teleconference (COVID-19)

Board Meeting Minutes

April 20, 2020 @ 6:00pm

Call to Order of Regular Meeting by President John Buhr @ 6:00pm

Trustees Present:	John Buhr, President	Carrie Webb, Vice-President
	Wayne Gunnels	Kirk Schuenemann
	Hugh Fenner	Russ Lamer
	Debby Overstreet	

Approval of Agenda

Motion was made to approve the agenda.

M/S/C Carrie Webb/Russ Lamer/Unanimous

Recognition of Members, Visitors, & Comments

- None

Comments Approval/Discussion of February 19, 2019 Executive Board Minutes

Motion was made to approve February 19, 2019 Executive Board Minutes

M/S/C Russ Lamer/Kirk Schuenemann/Unanimous

Comments Approval/Discussion of March 14, 2020 Executive Board Minutes

Motion was made to approve March 14, 2020 Executive Board Minutes

M/S/C Carrie Webb/Wayne Gunnels/Unanimous

Comments Approval/Discussion of March 14, 2020 Board Minutes

Motion was made to approve March 14, 2020 Board Minutes

M/S/C Carrie Webb/Wayne Gunnels/Unanimous

Treasurers Report – March 2020

Current Assets

Checking/Savings

1000 · CASH IN MONEY MARKET - 0172	96,974.74
1001 · CASH IN CHECKING - 7265	33,292.14
1003 · ARVEST CAPITAL IMPROVEMENT 0743	
1003-A · AIRSTRIP IMPROVEMENTS	1,096.80
1003-B · COMM BLDG IMPROVEMENTS	2,250.00
1003-C · VILLAGE HALL IMPROVEMENTS	451.56
1003-D · REC CENTER IMPROVEMENTS	4,735.93
1003-E · LIBRARY IMPROVEMENTS	445.73
1003-F · TENNIS COURT	36,387.52
1003 · ARVEST CAPITAL IMPROVEMENT 0743 - Other	<u>20,679.23</u>
Total 1003 · ARVEST CAPITAL IMPROVEMENT 0743	66,046.77
1007 · CASH CONTINGENCY M/M FUND 9016	77,572.91
1010 · BUILDING DEPOSITS	<u>36,225.00</u>
Total Checking/Savings	310,111.56

March 2020 - Profit and Loss - Actuals vs. Budget

	Account	March Actuals	March Budget	\$ Diff	% Diff
Assessment Income	4000	\$12,541	\$10,800	\$1,741	16%
Late Fees Collected	4090	\$1,241	\$1,150	\$91	8%
Donations	4100	\$1,000	\$83	\$917	1105%
Other Income		\$70	\$150	-\$80	-53%
Total Income		\$14,852	\$12,183	\$2,669	21.9%
Maintenance	7200	\$1,717	\$3,136	-\$1,419	-45%
Rec Center	7400	\$146	\$1,874	-\$1,728	-92%
General & Admin	7500	\$14,850	\$5,324	\$9,526	179%
Community Building	7600	\$645	\$765	-\$120	-16%
Roads	7700	\$732	\$1,617	-\$885	-55%
Capital Improvements	7900	\$3,158	\$4,050	-\$892	-22%
Total Expenses		\$21,248	\$16,766	\$4,482	26.7%

2020 - Year to Date

YTD Actuals	YTD Budget	\$ Diff	% to Budget
\$181,414	\$172,150	\$9,264	105%
\$2,103	\$1,150	\$953	-
\$1,685	\$253	\$1,432	666%
\$1,739	\$4,542	-\$2,803	38%
\$186,941	\$178,095	\$8,846	105%
\$7,152	\$8,897	-\$1,745	80%
\$8,230	\$9,642	-\$1,412	85%
\$29,528	\$34,004	-\$4,476	87%
\$3,606	\$2,240	\$1,366	161%
\$3,063	\$2,547	\$516	120%
\$4,954	\$5,735	-\$781	86%
\$56,533	\$63,257	-\$6,532	89%

Income:

- ~ Assessment income finished +16% to budget for March (+\$1.7k).
- ~ \$1241 in late fees were recorded, +8% over budget
- ~ \$1k donation was given to by Lost Bridge Community Church. The donor directed funds to apply to the grappler purchase
- ~ Total income was ahead of budget by \$4.9k or +19%

Expenses:**7200 MAINTENANCE**

- ~ Total LBV Maintenance finished -45% to budget in March.
- ~ Savings came from equipment repairs, parts/labor, and shop supplies
- ~ Total LBV Maintenance is -20% to the YTD budget.

7400 RECREATION CENTER

- ~ Rec Center expenses were just \$146 in March
- ~ \$1.5k budgeted for tennis court maintenance in March
- ~ Rec Center expenses are -15% to budget YTD

7500 GENERAL AND ADMINISTRATION

- ~ Gen/Admin expenses were \$9.5k above budget, due to insurance bill being paid in March
- ~ Admin expenses are -13% to budget YTD

7600 LBVCA COMMUNITY BUILDING

- ~ Community Building expenses were -16% to budget in March
- ~ Expenses are over budget by \$1.3k YTD. Overage was from Maint/Repair 7622

7700 ROADS

- ~ Total Roads was below budget in March. Savings came from equipment rental (\$900), fuel (\$300)
- ~ Roads Dept is +\$516 or +20% over budget YTD

7900 CAPITAL IMPROVEMENTS

- ~ Capital Improvement was -\$892 budget in March and trending -14% for the year

TOTAL EXPENSE

- ~ Total expenses for March finished +\$4,482 to budget, driven by LBV Insurance expense recorded
- ~ Total expenses for the year are -10% below budget

Motion was made to approve March's Financials.

M/S/C

Debby Overstreet/Carrie Webb/Unanimous

Officers Reports:**President – John Buhr**

- Nothing to report.

Vice-President – Carrie Webb

We need to figure out how we are going to do the meetings if this continues for another month. We need to look at including the membership, with video conference or something for next month.

Trustee Reports:**ACC Chairman – John Niernberger**

The ACC did not meet on April 6, 2020 due to COV-19.

Couple of ACC Members did meet with a contractor for approval to go forward with project.

Airstrip – John Buhr, TA

It has been reported that approximately half the airstrip has had the cracks filled.

Looking Forward:

1. Crack sealing will continue.
2. Developing a pilot contact sheet and will send out an introductory notification of TA changes. I have had an initial conversation with Steve and will continue to develop a relationship with the pilots.

Community Building – Russ Lamer, TA

The building was closed due to Covid-19 concerns. We will evaluate reopening as new information is available. New signs were installed, may need to paint back of sign to match/complement the building.

Covenant Compliance & Review

Kirk Schuenemann, TA – Nothing turned in.

Russ Lamer, TA – According to our covenants, we can enter a property to clean it up. Do these covenants legally cover us? Do we need to talk to our attorney?

John Buhr said the procedure is to:

1. Call Property Owner – hopefully, this will resolve the problem if not,
2. Send a letter including a deadline and have another board member copied on it. Russ suggested it should be a certified letter. Covenants allow 30 days plus extra 7 for the delivery of letter. If deadline has past then,
3. Go to board and discuss what or if we need to go in and do cleaning.

The first 2 processes will take over 30 days. I guess we need to find out if the covenants will legally cover us if it comes to that point.

Russ stated that we have the same compliance as Benton County so if we turn it over to them, it will go at a snail's pace. It was suggested talking to City of Pea Ridge and City of Garfield and see what they have done. Let's have this figured out before next board meeting.

Debby Overstreet, TA - Nothing turned in.

Legal and Insurance – Wayne Gunnels, TA

Legal

- Nothing to report

Insurance

- Council is awaiting further direction and next steps with moving the tennis court initiative forward.

Library – Russ Lamer, TA

The building was closed due to Covid-19 concerns – nothing to report

Parks and Recreation – Hugh Fenner, TA

- Rec Center – On Lock Down. Will present bid for repair of water line at meeting. The lowest bid estimate we received was from Davis Plumbing for 30' line \$3,690. They have to cut thru the concrete to get to the line. Hugh figured how much it would cost us to do ourselves: \$1,200 for digger for 7 days and a saw for \$100 per day. Including our labor, it would cost around \$2,100 for us to do. Josh who works at the Water & Sewer has not gotten back to us. Since we are not licensed to do this kind of work, Hugh is going to get a quote from Aut's and Kirk will get a quote from Ronnie Smith. Within 2 weeks, Hugh and Kirk will submit each quote via email to the board. Hugh had called Mike and cancelled the order for the filter. This will save about \$2,000 to use for the repairs.

Hugh would like to open the pool July 1st. He based this on Walmart headquarters in Bentonville not opening back up until July 1st. There was a discussion about not putting a date on it yet, will have to wait until we see how things progress. Hopefully can open before then. Hugh has tentatively set June 1st for Burton to come down and open pool. He will need at least 2 weeks to get the PH to level out. He will wait for the Board to give him direction of when to open pool.

- Tennis Court – As soon as the County Planning Board Offices are open again, Adam Black will request variance on the Lot Line.

Property & Marketing – Debby Overstreet, TA

- Reviewed listing and have tentatively selected 4 parcels where we may benefit with clean up and signage.
- Contacted Village property owner's son and provided contact details for possible sale of previous probate property.

Need to:

- Get signs- will arrange to go to Carrie's and pick up signs unless she can return them next time she is traveling to office.
- Will need to ensure front of properties are mown before placing signs if possible (would Ryan be available to just mow the very fronts where needed?)

Web Design – Carrie Webb, TA

- Nothing to report at this time.

Election – Carrie Webb, TA

- Nothing to report at this time.

Roads & Maintenance – Kirk Schuenemann, TA

Ryan has spent the last few weeks clearing ditches and culverts, doing a few repairs to our equipment to prepare for mowing season, also cleaning up a few dump sites around PMR.

Security Patrol – Russ Lamer, TA

- Nothing to report

Social – Carrie Webb, TA

Praying COVID is over soon so I can meet with Mary and start planning some great social events with the ladies!!

Tech Support – Debby Overstreet, TA

- Have begun with some general clean up to ensure file locations are available to both Pat and Tamy
- Re-assigned passwords to 2 computers previously labeled Pres
- Researched redundant "LBV@Hotmail" mailbox- Outlook took over HOTMAIL so these can be combined, and "Hotmail" removed
- Identified additional licensing for add ins

Need to:

- Will contact GoDaddy to inquire about our many separate licenses and etc. to see if we can make this less expensive and consolidate
- Need to investigate number of license agreements we have for Office 365 and ensure these are appropriately managed
- Laptop in office may have reached its expiration time- need to determine any value in updating to windows 10 as 7 is no longer supported
- Work still underway to re-install several printers which are not fully functional

Old Business (Status Update):

- Black's proposal for Tennis Courts – Hugh Fenner – Adam is going to request a variance for the building from Benton County Zoning Committee as soon as they open up again.

- Beautification Project (Entrance & Comm Bldg Signs) – John Buhr
 - UPDATE: Lets process the signage payment. The work has been completed as agreed to. I understand and agree that there is a gap but base on what has taken place, but the work is complete. I did speak to Dick regarding the LBV Banner sign being off center and he is going to look at it and can adjust. Assume we can cut the check this Wednesday and send out. We need to look at other signage for the LBV and revisit in future.
- New Brush Pile Update – Kirk Schuenemann – Hugh asked about the resident that comes up and gives Ryan a hard time every time he is out there. Should we be concerned for our residence using the brush pile? Kirk said he has talked to the guy a couple of times about it. He also has a “middleman” to help smooth it out. I told Ryan that next time it happens, to call Benton County Sheriff right away and get them out there. Carrie said that Snuffy will go up and give some people trouble, but he will give them as much trouble as they give him. If you are nice to him, he will be nice to you but if you ruffle him up, he will challenge you. He really isn’t a problem. John commented that we don’t need to have anything happen when Property Owners use the Brush Pile and appreciated Kirk stepping in and taking care of it. We will keep this on our radar screen.

Old Business (On-Hold):

- Buildings/Garages with utilities as Improved Lots – on hold
- The Lot Sale in 2000 for \$500k and we don’t have any info on the sale and no money came in to LBV – Carrie Webb – on hold

New Business:

- Keys and Lock Change-outs – Kirk Schuenemann – As far as I know Tamy and Ryan has this all worked out. Kirk needs to provide a list of what locks and keys were changed to the board. Kirk needs to take the lead and get the list keys that were changed.
- Website Changes – Carrie Webb – Need pictures of couple board members. If everyone can look at website and let me know if there are any changes, let me know. The password has been changed so changes don’t take place without our knowledge.
- Social Media aka Facebook – Carrie Webb – I am proposing we take down the Community Facebook page. Most people are already on Lost Bridge Life. Lost Bridge Life was put together by Kenneth Buchheit a former board member. The site took off well and a lot of members are on there. There are over 400 members on the page. What I am finding is there seems to be more negativity on our community page than there is positivity. I am not inclined to deal with that. How does the board feel about maintaining the LBV Page which is the Admin page we can post stuff and nobody else can and delete? The Community page and anyone who wants to have an LBV conversation, they can have it on Lost Village Life page. John said the prior board’s concern about the Lost Bridge Life page was how Ken was managing the page. Are we now comfortable with using his page under his jurisdiction? We would like to have all ties to the board removed from his Facebook page, but we cannot force him to do this. It was brought up that in Board Minutes it states that Jon Testut and Ken Buchheit created the page for LBV. Can we not ask him to take off any association to the board since it is in our prior minutes? A thought was to just put a note in the board minutes that we disassociate ourselves from the page. Maybe we need to discuss with our attorney when we have him on the phone. It was decided to discuss this further via email.
- Resident Work/Inquiry Request Tracking, including initial response time-frame – John Buhr – Anytime we get an owner/resident work request or inquiry, I am having Tamy do a tracking system. In our old website, it had a response time. My proposal is within 48 hours we would get back to that person. It doesn’t mean the situation is resolved but within residential inquiry, work requests, or covenant compliance it would be a verbal contact back to that person within 48 hours. Then that would be our initial response time. It would be on a tracking sheet with

Tamy so regardless if it is a phone call or email or work request via the website, the information will be captured by Tamy and consolidated. Therefore, each month we would have a history or record of how many residents' responses we had or covenant compliance issues we had. Which ones are active and/or closed out because our primary role here is to support the residents and I think it is important for us to keep track of questions or concerns or issues that have been submitted to us so that we can get back to them and say here is where we are and here is our schedule to resolve it or it is still open or closed so we know there is communication back and forth between us and the residence. I am consolidating this with the next topic, covenant compliance.

- Covenant Compliance/Legal and Regulatory Tracking – John Buhr
- Communications – John Buhr – All I can say that during this time it is crazy, we are not always available on the phone, text or email but please be aware and respectful of each board member and try to get back with them with communication and questions. We are going to rely much more on electronics for communication than actually verbally meet and seeing each other; so going forwards keep that consciousness in the back of your head and say hey I need to get back with this person or do I need to respond. Let's make sure we are a unified unit with information, our communication issues across the board. There is no silo in this organization. We are one team and I want to make sure we all know what is going on.

A motion was made to adjourn.

M/S/C

Carrie Webb/Debby Overstreet/Unanimous

Adjournment @ 7pm

The next Board Meeting – May 18, 2020 @ 6pm

John Buhr, President

Carrie Webb, Vice-President

Wayne Gunnels, Secretary/Treasurer

Russ Lamer

Hugh Fenner

Kirk Schuenemann

Debby Overstreet