

Lost Bridge Village Community Association, Inc.
12477 Lodge Drive, Garfield, AR 72732

**Executive Board Minutes of Trustees, Saturday, March 9, 2019
Immediately following 48th Annual Meeting**

Trustees Present: Jon Testut Wayne Gunnels
John Buhr Mary Gray
Kirk Schuenemann Carrie Webb
Bill Beavers

Visitor(s) in attendance: None

The meeting was called to order by John Buhr, President, at 4:19pm, immediately following the Annual Meeting. The first item of business was the election of the new president:

First order of Business: Nominations for and election of new President:

President: Carrie Webb
Nomination/Carried Mary Gray Unanimous Vote

Second order of Business: Nominations for the remaining officers -- Vice President, Secretary and Treasurer:

Vice President: Jon Testut
Nomination/Carried Carrie Webb Unanimous Vote

Treasurer/Secretary: Wayne Gunnels
Nomination/Carried Jon Testut Unanimous Vote

Trustee Assignments for Board Members *(see separate sheet)*

Carrie discussed assignments of assigned like-type to each person with their knowledge. There was a discussion about each assignment.

There was some discussion about restructuring some of the TA jobs.

A motion was made to take out LBV Water & Sewer as a TA job.
M/S/C Jon Testut/John Buhr/Unanimous

A motion was made to make Political a sub-category of Roads and Maintenance.
M/S/C Jon Testut/John Buhr/Unanimous

A motion was made to add Election as an independent TA job.
M/S/C Mary Gray/Kirk Schuenemann/Unanimous

A motion was made to add Purchasing as a TA job.
M/S/C Jon Testut/Wayne Gunnels/Unanimous

A motion was made to make Tech Support and Website separate TA jobs.
M/S/C Jon Testut/Mary Gray/Unanimous

Oath of Office

The oath of office form was passed out, read and, signed by each Trustee.

Discussion topics:

- **Board Meeting Rules** -- Robert's Rules; Attendance; Visitor Comments/Presentations

These items were briefly discussed. New Board members need to look at the By-Laws.

- **Board Meeting Agendas**

TA Reports are due 1st Monday of each month and if you have a New Business Topic, please include on the TA Report. On the Thursday before the Board Meeting, you will receive a consolidated report from the office of all the TA Reports to look at before the Monday Board Meeting. Typically, what has been done the last couple of years at the meeting, we ask if there are any questions or clarifications that need to be made then go to next topic. Also need to write up Newsletter article every other month.

- **Communication** – Phone, email, texting

Tamy will get the contact list out to everyone. Voting should be face to face. If there is a vote via email, it need to be ratified at next board meeting. Also, if you are emailing something that needs to be in the records, copy the office so they are in the loop and can be put in the file.

- **Covenants/Bylaws/Duties and Responsibilities** – TA Handbook

Covenants, Bylaws, Duties and Responsibilities were discussed. TA Handbooks will be given out as soon as all have been returned and redone.

- **Date, time, and place of Board Meetings** (establish per Bylaws)

The meeting is at 6pm the second Monday of each month in LBVCA Board Room.

Next Annual Meeting will be 2nd Saturday in March - March 14, 2020 at 2pm.

- **Pictures of New Board Members**

Please send in a picture via email or text for our website.

Things to do:

- **Approve prior minutes**

Motion was made to accept February Board Minutes as written.

M/S/C Jon Testut/Carrie Webb/Unanimous

- **Discuss Signers for Bank Accounts**

Signers for bank account will be Wayne Gunnels, Carrie Webb and Tamy Niernberger. Will need to go together to the bank and get your signatures on the accounts.

Treasurers Report (from prior TA)

	<u>Feb 28, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · CASH IN MONEY MARKET - 0172	30,541.35
1001 · CASH IN CHECKING - 7265	137,064.99
1003 · ARVEST CAPITAL IMPROVEMENT 0743	
1003-A · AIRSTRIP IMPROVEMENTS	1,096.80
1003-B · COMM BLDG IMPROVEMENTS	1,000.00
1003-C · VILLAGE HALL IMPROVEMENTS	1,707.56
1003-D · REC CENTER IMPROVEMENTS	5,114.66
1003-E · LIBRARY IMPROVEMENTS	146.78
1003 · ARVEST CAPITAL IMPROVEMENT 0743 - Other	<u>20,536.52</u>
Total 1003 · ARVEST CAPITAL IMPROVEMENT 0743	29,602.32
1007 · CASH CONTINGENCY M/M FUND 9016	53,194.04
1010 · BUILDING DEPOSITS	<u>37,150.00</u>
Total Checking/Savings	287,552.70

February Profit and Loss - Actuals vs. Budget

February Year-to-Date Summary

	Account	February Actuals	February Budget	\$ Diff	YTD - February Actuals	YTD - February Budget	\$ Diff	2019 Annual Budget
Assessment Income	4000	\$18,065	\$28,600	-\$10,535	\$162,421	\$167,400	-\$4,979	\$200,000
Donations	4100	\$0	\$83	-\$83	\$118	\$170	-\$52	\$9,250
Total Income		\$19,285	\$32,325	-\$13,040	\$164,895	\$171,962	-\$7,067	\$221,050
Maintenance	7200	\$3,065	\$3,464	-\$399	\$6,513	\$6,936	-\$423	\$57,824
Rec Center	7400	\$7,823	\$7,168	\$656	\$8,025	\$7,332	\$693	\$32,775
General & Admin	7500	\$16,796	\$21,409	-\$4,613	\$22,528	\$28,356	-\$5,828	\$97,255
Community Building	7600	\$957	\$1,020	-\$63	\$2,475	\$2,038	\$437	\$12,230
Roads	7700	\$956	\$876	\$80	\$1,228	\$1,748	-\$520	\$15,374
Capital Improvements	7900	\$0	\$0	\$0	\$0	\$0	\$0	\$5,400
Total Expenses		\$29,794	\$33,936	-\$4,143	\$40,965	\$46,410	-\$5,445	\$221,049

Income:

Assessment income lower for the month than budgeted; YTD 3% below budget
 Total income lower than budget due to slow lots sales for the month.

Expenses:

Total expenses lower than budget primarily due to the insurance bill, -\$3,577. We will still see an invoice in March for approximately \$1,000 for supplemental liability. Overall the total insurance bill will be \$2,100 compared to last year with the same coverage.
 Library expense has seen two months in a row off overspend. Need to keep an eye on this one.
 Also - keep an eye on account 7250 as this account is \$1,018 over budget for the first two months.

Motion was made to accept February 2019 financial reports minutes as written.

M/S/C Jon Testut/Mary Gray/Unanimous

Officers Reports (from prior TA's sent in before Annual Meeting):

President – John Buhr

No Report

Vice-President – Jon Testut

Nothing to report

Trustee Reports:

ACC Liaison – Jon Testut

Date: March 4, 2019 Time: 9am Location: LBVCA Conf Rm

Present: John Niernberger, Chairman, Jon Testut T/A, Sam Reynolds, Jim Haguewood, Rhonda Eaves, Kirk Schuenemann, Jeremy Webb and Dottie Elbert

Guests/Applicants Present:

*WMT S1 10 - A 6-month extension granted (8/7/19). Projected completion date May 31, 2019.
 New home build approved at CAC S1 70, 71 & 72. Approximately 1516 square feet.*

TA Report: Jon reported that the Board approved new ACC member Dottie Elbert and accepted the ACC's recommendations to changes in the BS&P for: Metal Buildings and verbiage Deletion/Modification of Inspection criteria. Also, the ACC attendance protocol will continue to be self-governing

Chairman Report: MOU S4 2 deck replacement/addition project was approved on 2/15/19. John stated that he fielded the below inquiries/complaints during the month.
PMR U1 46 – Carroll Electric clearing timber for Electrical line construction
PMR 501N – 502 & 503 – Cleaning up bags of leaves, and General Housekeeping
LBS B2 22 - Setbacks for new build, not applied for yet
CAC S1 24 & 25 – Drainage issues between lots
PMR U12 552-553 – Septic and well in. Plan to have building application ready soon.

Discussion Items:

Building Permit Extensions/Additional Surcharges/Violation Penalties. After months of discussion, by a show of hands (unanimous), it was the decision of the Committee not to make any changes to the existing procedures.

Next meeting will be Monday, April 1, 2019, at 9 AM

Airstrip – Jon Testut, TA

Broken perimeter fence rails replaced as needed.

Community Building – Mary Gray, TA

Nothing to Report

Covenant Compliance & Review

Phil Williamson, TA – LBV

No new violations to report.

OPEN, TA – PMR

Legal and Insurance – Phil Williamson, TA

Legal

Nothing to report.

Insurance

Our insurance invoice for the year will be approximately \$2,100 lower compared to last year's expense with the same coverage! This is good news.

Library – Mary Gray, TA

Pat Testut, Librarian reported the Library aides and I have started inventory and expect to finish it in the next week. Books that have been weeded out were donated to the Friendly Bookstore. Once I have the full inventory done, I will send out overdue notices to those patrons that have seriously overdue materials. I have replaced my Tuesday Library aide, Judie Hirschman, with Denise Magnuson and Suzanne Balk. They have agreed to split the time as they both travel. I will begin to restock the Little Free Library down at the Rec Center as soon as the weather starts to warm up in anticipation of summer people and guests beginning to return to the Village.

Parks and Recreation – Hugh Fenner, TA

No report turned

Political – Carrie Webb, TA

No report turned

Property & Marketing – Carrie Webb, TA

No report turned

Roads & Maintenance – John Buhr, TA/Jon Testut, TA/Ronnie McClellan, TA (PMR)

John Buhr, TA (Lead)

Winter Weather:

We have had two winter weather events that required product to be applied on our roadways. Each event had ice which is difficult to address based on the extremely cold temperatures. There has also been some prior rain which did not help as some of the roadway pre-treatment was washed away. However, in all cases there were no incidents reported. Good work by the R&M Team. In addition, I have advised that the spreader is in very poor condition and will need to be replaced. Time was spent repairing it which is only temporary based on the deterioration of the metal, but we hope it continues to function through this year. It will need to be replaced next year.

Road Work:

Road work in PMR was completed during this past month. Grading, base and gravel was placed on Honeysuckle, Clover and Lilly. Base material stockpiled at Goldenrod was used plus two additional dump-truck loads. In addition, the entry mound barrier at Blackberry was removed.

Landscaping:

At the Community Building on the back-side time was spent trimming trees and reclaiming the overgrown property. The result was a pile of limbs that were chipped which is now completed. There is additional landscaping work for this area however weather condition doesn't allow us to move forward at this time. On Dogwood we cleared a blocked drainage ditch which was causing runoff water flow to cross the street and impact an owner's property. The ditch had filled over time with gravel and debris therefore its natural water flow was impacted. This has been resolved.

Leaf Removal Program: On Black Oak we had a customer hire LBV R&M to remove the leaves from their property which were in queue as defined in our program. They followed the program guidelines and the task was completed quickly.

If you need R&M to come remove leaves from your property, please call the office for scheduling and to understand how the Leaf Removal Program works.

Jon Testut, TA

Board approved the spending of budgeted money to acquire a new sand/salt spreader, but in an effort to delay the purchase until next season, repairs on the existing spreader were authorized and completed. Six new 'summer' tires are being priced for the MX truck.

OPEN, TA (PMR)

Security Patrol – Phil Williamson, TA

Nothing new to report

LBV:

Still have an opening for a Captain in Zone 2.

PMR:

Nothing to Report

Social – Mary Gray, TA

A Potluck Social is scheduled on Saturday, March 16th

Tech Support – Jon Testut, TA

Nothing to Report

Water & Sewer Liaison – Carrie Webb, TA

Nothing to Report

Old Business (*Status Update*):

None

New Business:

None

A motion was made to adjourn.

M/S/C Jon Testut/Mary Gray /Unanimous

Adjournment at 5:09pm

Next Board Meeting Monday, April 8, 2019

Carrie Webb, President

Jon Testut, Vice President

Wayne Gunnels, Secretary/Treasurer

Mary Gray

John Buhr

Bill Beavers

Kirk Schuenemann