

WINTER LAKE ESTATES TRUSTEES MEETING

Trustees' Quarterly meeting (4Q15) Tuesday, Dec 15, 2015 (Bausano Home)

Agenda (Minutes in Red):

Quorum for Trustees' meeting (two of three possible Trustees: RReichardt and DBausano - constituting a quorum; simple majority of the quorum needed to approve/disapprove any issues. This would require both present Trustees approval on any one issue.

I. Introduction (around table)

Objective of meeting (DB)
Review Action Items from Aug & Annual meeting

II. Subdivision status

A. Trustee activities

- Indenture violations (brief report on violations by one homeowner on WLDr - exact homeowner name kept confidential to Trustees.)
- copy given to team of Jefferson County bill 15-1210 authorizing Winter Lake Estates acceptance into its Traffic Control Program - now passed by Jefferson County Council & fully effective
- Finance: Quarterly Summary (RR)
 - P&L
 - Status - 2016 Budget (see attached 2016 budget, and long term plan approved by Trustees, also draft)

III. Old Business

FOLLOW-UP ITEMS:	Resp	Target Date	Item from 3Q15 MEETING	Status
1	DB	10/5	Draft Annual Meeting Agenda	DONE
2	Chairs	10/1	Committee Chairs to submit bullet points for annual meeting to Dom	DONE
3	DB	10/3	Send draft agenda to Jean for ppt presentation	DONE
4	JFern	11/12	Pricing on new website	
6			Next Meeting: (annual)	Thurs, Nov 12

Invitees

Jeanne Fernandez <jeannetini@gmail.com>
Kenneth Barker <paraffindr@aol.com>
Kevin Guest <kevin.guest@purina.nestle.com>
Lynn McClenahan <lynnmc309@gmail.com>
David Morhaus <dhmorhaus@aol.com>
Jack Schlittler <maryschlittler@att.net>
Jeffery Pillman <Pillbass@gmail.com>
Jerry Hoffman <jhoffman622@gmail.com>
Joseph Trost <joetrost7@yahoo.com>
Nikki Caito <nikkicrd@yahoo.com>
Sarah Guest <guestsk@sbcglobal.net>
Sarah Ishmael <ishmaels2008@gmail.com>
Susan Wall <SusankWall@gmail.com>
Elizabeth Freeman
DOM
ROBIN

Attending

N
Y
Y
N
N
Y
Y
N
Y
Y
Y
Y
Y
N
Y
Y
Y
Y

Total invited 16
total no 5

WINTER LAKE ESTATES TRUSTEES MEETING

A. Committee Reports:

- Maintenance (Barker)
 - Street (concrete) strategy (concrete sealing WLDr, only; replacement of slabs front of 3 Winter Pond and 1066 WLDr, this week. note: work was completed); patching of potholes schedule in next 2-3 weeks.) Bid package to be prepared Jan for 2016 repairs.)
 - will develop asset base and replacement schedule & costs (draft approved) (long term major project plan/costs approved by Maintenance committee and submitted to HOA - attached)
 - Lawn Care Status (Jerry Hoffman) Report & Recommendations (accepted and limited by 2016 landscaping budget.)

Notes on landscaping meeting



Winter Lake HOA/Comm - Maintenance x



Jerry Hoffman

12/9/15 ☆



to me, Robin, Ken, Terry, john ▾

Met with John from Kiefer's today to tour the subdivision and make up a 3 year strategy.

Plum trees are dying in most of the cul du sacs and along the Blvd. They are susceptible to blight and insect disease.

Possible solution

Replace cul du sac trees with Crepe Myrtle. They require less maintainance and will provide color. As plants surrounding gazebos die replace with holly bushes
There are 6 cul du sacs can replace 2 at a time or one half each year pending budget.

On the Island Blvd we can replace every 3rd tree with a variety that is more tall than wide and more hardy. This will spread the cost over 3 years. John is sending info on the variety he recommended

On the island blvd there are a couple options for the ground cover. Mulch as is which will cost 1700 to re mulch, replace mulch with mulch down the middle and rock along the edges. Replace with all rock.

We will be filling the seep holes on the rock wall beginning next week. There is an additional need for ground repair were the streets slabs were replaced on Pond. John is getting the cost to me. Will be done at same time as rock wall. In addition for a labor cost of a couple hours we can get all the fallen leaves along WLDrive removed at the same time. We are starting to get new grass coming in and if leaves lay on the ground they will kill it plus will look much nicer.

Billing for this work will be after the first of the year.

The round of 4 applications of fertilization will begin late Feb early March. Trimming of shrubs will be done in June. Common ground areas along WLDRIIVE and the cul du sacs will be reseed ed and fertilized.

Our mowing charges should not change dramatically and could be at the same rate as this year.

P.S. please forward to Tricia Horton. I don't have her contact info.

WINTER LAKE ESTATES TRUSTEES MEETING

- Architectural Control (Regulations) (Bryan Haffer)
 - Status
 1. (Renamed committee Architecture and Safety
 2. Set up a unique email address for committee.
 3. Met in Early December;
 4. committee reformed
 5. will be drawing up "standards" in template format for most frequent issues/tasks for the Arc & Safety committee -
 6. Recently recommended deck request for Ishamail family on WLBlvd.)
 - Activities
 - Other
- Finance (Kevin Guest)
 - YTD summary (see attached 2015 YTD Report, 2016 proposed budget - both approved and accepted by Trustees.)
 - Budget process (Trustee's presented proposed budget; vetted by Finance Committee and approved; Trustees' to draft and execute Budget Resolution - Resolution 151215 - 2016 Budget)
- Communications (Fernandez) (not present)
 - Newsletter, (Status)
 - web-site,
 - Contact DBase, other
 - (report submitted; not discussed)
- Social Activities -(Elizabeth Freeman)
 - unable to attend
 - DB to read report/summary provided by E Freeman
 - No report submitted to HOA

IV. New Business/ Future plans

FOLLOW-UP ITEMS:	Resp	Target Date	Item	Status
1	DB	2015	Write up minutes	In-progress
2	DB	2015	Draft Budget Resolution	Done
3				
4			Next Meeting:	

V. Next Meeting Quarterly Meeting, April, 2016 (set best night of week.)

VI. Adjourn

WINTER LAKE ESTATES TRUSTEES MEETING

CRITICAL ISSUES BY HOMEOWNERS (Does not include Issues deemed important by committee members.)	QUESTION 3: LIKE LEAST	
	Mentions	%
Architectural Control		
Street parking enforcement	31	37
Traffic/speeding issues	24	29
Homeowner upkeep enforcement (weeds, mowing, etc)		
Lake usage/trespassers enforcement	18	22
Dog rules enforcement (leash law)	12	14
Trash cans left out enforcement	11	13
Illegal parking (on grass, RVs or boats in driveway)		
Crime/safety issues with trailer park/apartments		
Adding second entrance (at Winter Pond end)	9	11
Approval on home/driveway additions		
Sheds/fences/pools approvals		
Liaison with Police and other JeffCo gov. agencies		
Maintenance		
Street repairs		
Lake repairs/maintenance		
Common ground landscaping		
Tree trimming		
Vacant lot maintenance		
Entrances (gazebos, signs, etc.)	6	7
Fences along common ground	6	7
WLD rock wall erosion	5	6
Sidewalks along common ground	4	5
Boulevard median mulch/landscaping		
Finance		
Budget (Done)		
Building reserve fund (Done)		
Balance sheet/P&L (Done)		
Acctng Services by Management Firm (done)		
Neighborhood garage sale		
Welcome Wagon		
Holiday displays (begun)		
Communications		
Website		
Facebook (Done)		
Annual meeting minutes (Done)		
Meeting announcements (Done)	21	25
Other (most just 1 mention each)		

WINTER LAKE ESTATES TRUSTEES MEETING

Project planning/ costs approved and submitted by Maintenance Committee. 12/2015

Winter Lake Estates - Maintenance Plan						
	2015	2016	2017	2018	2019	2020
TOTAL	\$42,600	\$18,800	\$19,960	\$17,621	\$12,484	\$52,547
All Other Unforeseen & Regular Maintenance	\$4,526	\$3,000	\$3,060	\$3,121	\$3,184	\$3,247
Street slab Repair	\$7,000	\$0	\$0	\$0	\$0	\$0
Stabilization	\$3,000					
Fill under 4 Winter Pond Slabs	\$4,000					
Select Slab replacements @ \$1,300/slab	\$3,051	\$7,800	\$10,400	\$13,000	\$7,800	\$7,800
2015	\$3,051					
Six Slabs		\$7,800				
Eight Slabs			\$10,400			
Ten slabs				\$13,000		
Six Slabs					\$7,800	
Six Slabs						\$7,800
Street Sealing	\$4,350	\$5,000	\$6,500	\$1,500	\$1,500	\$1,500
Winter Lake Drive	\$4,350					
Winter Pond		\$5,000				
All Remining			\$5,000			
Patching			\$1,500	\$1,500	\$1,500	\$1,500
Retaining Walls	\$0	\$3,000	\$0	\$0	\$0	\$0
Dist 3		\$3,000				
Major Lake Repair	\$23,673	\$0	\$0	\$0	\$0	\$40,000
Spillway (23 cu yd fill)	\$7,373					
Lake south	\$10,000					
Repair small leak in dam	\$6,300					
Retaining Basin overhaul - need to define						\$40,000
NOTES						
Streets: Stabilizing broken concrete (WLDrive) 2015 - \$3,000 (may need to defer to 2016)						
for above, Approximation - not based on any bidding. No solution yet defined.						
Sealing all of WLDr and Winter Pond 2016 - \$5,000						
Select slab replacements @ approx \$1,300/slab						
2016 - 6 slabs = \$7,800						
2017 - Sealing rest of WLE -						
2017 - 8 slabs						
Retaining Wall:						
Review needs; study alternatives						
2016 - very approx \$9,000						
During 2017 - 2020: General \$12,000 in maintenance projects						

WINTER LAKE ESTATES TRUSTEES MEETING

Finance Committee Report: 2015 YTD (end of Nov, 2015)

Winter Lake Estates - Budget Summary				
	2015 Budget	YTD Bud	YTD Act	YTD Var
<u>Income</u>				
Total Income	\$74,700	\$72,800	\$72,377	(\$423)
<u>Expenses</u>				
Landscaping	\$10,000	\$10,000	\$9,261	(\$739)
Professional Fees	\$1,500	\$1,500	\$1,379	(\$121)
Insurance	\$1,500	\$1,386	\$1,360	(\$26)
Office Supplies	\$200	\$200	\$149	(\$51)
Postage	\$450	\$450	\$164	(\$286)
Snow Removal	\$14,000	\$11,500	\$9,852	(\$1,648)
Utility	\$7,200	\$6,600	\$7,195	\$595
Maintenance	\$26,000	\$25,900	\$35,200	\$9,300
WG Condo Streets	\$906	\$906	\$906	\$0
WBE Streets	\$5,655	\$5,655	\$5,655	\$0
Management Fee -City & Village	\$2,988	\$2,912	\$2,895	(\$17)
Contingency	\$2,022	\$1,854	\$0	(\$1,854)
Total Expense	\$72,421	\$68,863	\$74,017	\$5,154
Net Profit (+) or Loss (-)	\$2,279	\$3,937	(\$1,639)	(\$5,577)
CASH	\$37,064	\$43,320	\$33,227	(\$10,093)

WINTER LAKE ESTATES TRUSTEES MEETING

Budget proposed and accepted by Trustees for 2016:

Winter Lake Estates - Long Term Plan										
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Actual	Actual	Actual	Actual	Est	Bud	Est	Est	Est	Est
Income										
Annual Dues / Lot				\$400	\$450	\$450	\$450	\$450	\$450	\$500
Lots						156	156	156	156	156
Builder Lots or Non Payment						-8	-7	-6	-3	-3
Net Lots Paying						148	149	150	153	153
Annual Dues	\$69,863	\$37,736	\$56,911	\$61,985	\$66,002	\$66,600	\$67,050	\$67,500	\$68,850	\$76,500
Special Assessments					\$0	\$0	\$0	\$0	\$0	\$0
Delinquent Dues					\$5,005	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Interest					\$1,371	\$250	\$250	\$250	\$250	\$250
Total Income	\$69,863	\$37,736	\$56,911	\$61,985	\$72,377	\$68,850	\$69,300	\$69,750	\$71,100	\$78,750
Expenses										
Landscaping	\$9,638	\$9,066	\$17,604	\$9,855	\$9,261	\$10,000	\$10,200	\$10,404	\$10,612	\$10,824
Professional Fees	\$4,515	\$1,038	\$1,204	\$852	\$1,379	\$1,379	\$1,407	\$1,435	\$1,464	\$1,493
Insurance	\$1,310	\$1,175	\$1,291	\$1,424	\$1,483	\$1,572	\$1,667	\$1,767	\$1,873	\$1,985
Office Supplies	\$158	\$108	\$240	\$386	\$162	\$162	\$166	\$169	\$172	\$176
Postage	\$323	\$226	\$155	\$262	\$164	\$164	\$168	\$171	\$175	\$178
Snow Removal	\$10,335	\$7,632	\$14,403	\$17,381	\$12,352	\$12,982	\$13,644	\$14,340	\$15,071	\$15,840
Utility	\$5,548	\$6,162	\$7,052	\$7,067	\$7,795	\$8,431	\$9,118	\$9,861	\$10,665	\$11,534
Maintenance (Incl Projects)	\$27,990	\$1,984	\$3,383	\$3,538	\$42,600	\$18,800	\$19,960	\$17,621	\$12,484	\$52,547
WG Condo Streets	\$0	\$846	\$882	\$882	\$906	\$927	\$948	\$970	\$993	\$1,016
WBE Streets	\$0	\$5,280	\$5,505	\$5,618	\$5,655	\$5,786	\$5,919	\$6,056	\$6,196	\$6,339
Management Fee - Villlage					\$2,895	\$2,754	\$2,772	\$2,790	\$2,844	\$3,150
Contingency (3%)					\$0	\$1,806	\$1,896	\$1,884	\$1,791	\$3,058
Total Expense	\$59,818	\$33,518	\$51,719	\$47,263	\$84,654	\$64,764	\$67,864	\$67,468	\$64,339	\$108,140
Net Profit (+) or Loss (-)	\$10,045	\$4,219	\$5,193	\$14,722	(\$12,277)	\$4,086	\$1,436	\$2,282	\$6,761	(\$29,390)
Year End Cash	\$11,246	\$15,465	\$20,658	\$34,786	\$22,509	\$26,595	\$28,031	\$30,313	\$37,074	\$7,684

WINTER LAKE ESTATES TRUSTEES MEETING

Excerpted Jefferson County Bill: 15-1012, authorizing Traffic Control Program for Winter Lake Estates, (fully passed, published and implemented)

BILL NO.: 15- 1012

ORDINANCE NO.: 15-0560

INTRODUCED BY: COUNCIL MEMBER(s) **Reuter**

1 **AN ORDINANCE AMENDING THE JEFFERSON COUNTY, MISSOURI,**
2 **CODE OF ORDINANCES, TITLE III SCHEDULES I, II AND III OF THE**
3 **TRAFFIC CODE, AND PROVIDING FOR AN EFFECTIVE DATE THEREOF**
4 **LOCATED IN ALL COUNCIL DISTRICTS.**

5 **WHEREAS**, the Jefferson County, Missouri, Council ("Council") previously
6 enacted the Jefferson County, Missouri, Code of Ordinances, Title III-Traffic Code
7 ("Traffic Code") for the purpose of controlling vehicular traffic upon the public roads and
8 highways in the unincorporated area of Jefferson County, Missouri; and,

9 **WHEREAS**, the Council has amended, from time to time, the Traffic Code when
10 deemed necessary and appropriate; and,

11 **WHEREAS**, the Council desires to further amend the Jefferson County,
12 Missouri, Traffic Code; and,

13 **WHEREAS**, the modification of the State roads; East Outer Road (I-55) and
14 Route NN in unincorporated Jefferson County; are the results of State traffic
15 investigations and are being requested by the Missouri Department of Transportation;
16 and,

17 **WHEREAS**, the modification of the County road Old Highway 141 in
18 unincorporated Jefferson County is the result of a County traffic investigation and is
19 being requested by the Public Works Department; and,

WINTER LAKE ESTATES TRUSTEES MEETING

1 **WHEREAS**, the inclusion of the Winter Lakes Estate subdivision in
2 unincorporated Jefferson County is the result of a validated petition submitted by the
3 residents and is being requested by the Public Works Department; and,

4 **WHEREAS**, the updates to the traffic signals located in unincorporated Jefferson
5 County is the result of a validity check and is being requested by the Public Works
6 Department; and,

7 **WHEREAS**, the proposed changes to Old Highway 141 is located in Council
8 District 2; Winter Lake Estates is located in Council District 2; East Outer Road (I-55) is
9 located in Council District 5; Route NN is located in Council District 7; and traffic signal
10 changes are located in all Council Districts; and,

11 **WHEREAS**, the Council conducted public hearings as required by Section
12 304.130 RSMO for the purpose of receiving public comments regarding proposed
13 amendments to the Jefferson County, Missouri, Traffic Code; and,

14 **WHEREAS**, the Council finds that it is in the best interests of Jefferson County,
15 Missouri, to adopt the proposed amendments to the Jefferson County, Missouri, Code of
16 Ordinances, Title III-Traffic Code, Schedules I, II and III.

17 **BE IT ENACTED BY THE JEFFERSON COUNTY, MISSOURI, COUNTY**
18 **COUNCIL, AS FOLLOWS:**

19 Section 1: The Jefferson County, Missouri, Code of Ordinances, Title III -
20 Traffic Code, Schedules I, II and III are hereby amended as follows:

21 **DELETE from SCHEDULE I, TABLE 1-A, TRAFFIC SIGNALS:**

22 **Intersections:**

WINTER LAKE ESTATES TRUSTEES MEETING

WINTER LAKE ESTATES

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21

Name of Road	Speed Limit	Stop Sign Location
Winter Lake Drive	20	
Winter Lake Boulevard	20	
Winter Pond Drive	20	1 at Winter Lake Drive
Winter Lake Circle	20	1 at Winter Lake Drive
Winter Brook Drive	20	1 at Winter Lake Circle
		1 at Winter Lake Boulevard
Winter Brook Court	20	1 at Winter Brook Drive

Section 2: Copies of the amended Jefferson County, Missouri, Code of Ordinances, Title III-Traffic Code, Schedules I, II and III shall be kept on file in the office of the County Clerk and the same shall be codified into the Jefferson County Code of Ordinances.

Section 3: A copy of this Ordinance shall be published in a newspaper of general circulation in Jefferson County, Missouri, and posted in a public place in each Council District and on the Jefferson County web page, as required by Article III, Section 3.5.4 of the Home Rule Charter of Jefferson County, Missouri.

Section 4: This Ordinance shall be in full force and effect thirty (30) days after it has been posted and published as required by Section Three (3) above. If any part of this Ordinance is invalid for any reason, such invalidity shall not affect the remainder of this Ordinance.

WINTER LAKE ESTATES TRUSTEES MEETING

8 **DELETE from SCHEDULE III, TABLE III-A, SPEED LIMITS AND STOP SIGN**

9 **PLACEMENTS:**

10	Street	Speed Limit	Stop Signs
11	Old Route 141	40	2 at Highway 141 Spur (east
12			dead end) and Fiedler Land
13			2 at Springdale

14 **ADD to SCHEDULE III, TABLE III-A, SPEED LIMITS AND STOP SIGN**

15 **PLACEMENTS:**

16	Street	Speed Limit	Stop Signs
17	Old Route 141	30	2 at Highway 141 Spur (east
18			dead end) and Fiedler Land
19			2 at Springdale

20 **PRIVATE ROADS DEDICATED TO PUBLIC USE**

21 (where a majority of the subdivision lot owners request that the County Council
22 set the speed limits)

WINTER LAKE ESTATES TRUSTEES MEETING

THIS BILL BEING DULY INTRODUCED, THE MEMBERS OF THE JEFFERSON COUNTY, MISSOURI, COUNCIL VOTED AS FOLLOWS:

Council Member District 1, Don Bickowski	<u>yes</u>
Council Member District 2, Renee Reuter	<u>yes</u>
Council Member District 3, Robert Boyer	<u>yes</u>
Council Member District 4, George Engelbach	<u>yes</u>
Council Member District 5, Oscar "Jim" Kasten	<u>yes</u>
Council Member District 6, Cliff Lane	<u>yes</u>
Council Member District 7, James Terry	<u>yes</u>

THE ABOVE BILL ON THIS 9th DAY OF November, 2015:

PASSED FAILED



Renee Reuter, County Council Chair



Pat Schlette, Council Administrative Assistant