

# WINTER LAKE ESTATES TRUSTEES' MEETING MINUTES

## Trustees' Quarterly meeting (3Q15)

Bausano home 115 WL Blvd

Tuesday, Aug 18, 2015 @ 7PM

## Meeting Minutes:

### I. Introduction (around table)

Objective of meeting (DB)

- Many thanks and Congrats on one year of expanded volunteer organization. We have accomplished a lot in the past year; expanded organization, focus on mission, follow-up on concerns listed by homeowners. Especially breaking up into functional committees.
- Committees like: ARC, Maintenance, Finance, Communications & Social activities (yet to be formed)
- Also thanks to district reps (approx 8 or 9) for their help.
- Toasts were made and thanks given

Review Action Items from April meeting

(See VI for summary of activities from last April team meeting.)

### II. Subdivision status

#### A. Trustee activities

- Annual meeting (date/time, memo, agenda)
  - Now set for 13 Oct, 7pm and Guffey school Cafeteria
  - Agenda: first draft by DB (action item)
  - Due to complaints by residents that annual meeting s turn into extended complaint sessions, we need to consider handling questions in a different manner: suggestion - ask for questions in advance of meeting (See action items)
- Indenture violations
  - Problem w/ homeowner in Subdivision, constructing pool & deck w/o county permits; caught by county... numerous problems for neighbors e.g. building beyond lot line set-back, building to code, pool over sewer main, fire hazards, etc.... Destruction/ modification of Common ground. Resident failed to get post construction variance now has to severely modify original deck. May face fines.
  - Planning on note in subsequent communications.
- Finance: Quarterly Summary (RR)
  - Robin Reichardt presented Jul financial report from Kevin (not present-travel) (see attached)
  - P&L (See Attached) On budget/maybe slightly ahead (snow removal in December will determine if we are positive or negative in our budget.)
  - Status - Delinquent accounts
  - all but two of original 12 delinquent accounts reported at annual meeting either current or making payments (managed by C&V); we have now started to charge all builders for assessments on their lots. This includes F&M Construction (3 lots)

### III. Committee Reports: (Use for annual Meeting.)

- Status of various projects
- Review Survey issues and determine if they have been addressed or need to be addressed- priorities are "bolded" in table.)
- Make recommendations to the meeting on various issues
- Architectural Control (Regulations) (Keith Karau)
  - County Traffic Enforcement (status, signs/installation)

# WINTER LAKE ESTATES TRUSTEES' MEETING MINUTES

- After approval of petition 21 Jul, Chet Baran got bids for signs and posts and installation. Presented by Chet Baran. Recommending signs from Traffic Control for \$236.85 signs & Posts, \$33.83 for hardware and \$200.00 for installation. (See Attached competitive price summary)
  - Sign should be installed by end of August (depends on installer's schedule)
- Samara Estates & Old 141
  - Management team members were asked to attend the Community Meeting concerning recommended improvements to Old 141 & Samarra Estates on Thurs, Aug 20 6:30pm (summary will be sent separately)
- Other (Question by Lynn McLenahan would no parking signs be removed if speeding isn't addressed. ANS: no, both are safety issues that are not related to each other and we expect the county to enforce all traffic control issues this includes speed limit enforcement.)
- Maintenance
  - Lake has small leak near water line but must be repaired - we are required to have this as a water retention basin for run-off from subdivision streets, roofs, driveways and sidewalks.
  - lake repair (Ken Barker) -
    - lake has small leak near spillway and discharge pipe. Spent 2 months investigating and finding solutions. Worst case: lower lake level, remove concrete above pipe, repack with clay and re-lay concrete = \$17,500 (high cost low risk); discovered that injectable polyurethane foam is used for similar applications in sewer work; discovered company that uses ground penetrating radar to find voids; They assessed our issues and we will use them to inject foam through pipe walls and under spillway slab; Cost \$4,000 to \$6,000.
  - Street, (replacing concrete slabs ) (Ken Barker)
    - Rich Wilson & Ken Barker put together a bid package for 13 concrete contractors; we expected a winning bid of \$9,000 to \$10,000
    - Results: only one bidder submitted a quote for approx \$13,500; Turns out that in June one contractor claimed he lost 20 work days; all contractors are booked until Sept/Oct.
    - We will cancel bidding; and look to fix 2 critical areas (4 hollow areas under 4 slabs on lower Winter Pond Dr and a spring flow after rain in one slab on WLDrive (near Winter Pond).
    - We will then consider sealing all cracks and defer replacement.
    - We may use the ground penetrating radar to identify slabs that can be stabilized rather than replaced.
  - will develop asset base and replacement schedule & costs (in-progress)(no report)
  - Lawn Care Status (Jerry Hoffman)
    - Congrats to Jerry on great job interfacing with new lawn care company - Kiefer. In addition to regular cutting, we have trimmed shrubbery in a spring clean up to get the neighborhood looking good in prep for summer.
    - In september, we will aerate, and over seed for the first time ever on common ground
    - There is a proposal to replace at least one cul-de-sac with either mulch or Zoysia. We would need to have one household be willing to water. Zoysia is much more drought tolerant. We are looking into those costs now. Ideas is to try it with one cul-de-sac on experimental basis.
  - Gap in fence - end of Winter Pond
    - Dom Bausano reported having trouble getting bids to close gap in fence at end of Winter Pond. One bid from Chesterfield of \$700 was judged to be too expensive - cannot find company willing to look at it. One fence builder, retiree from Outdoor, says he would not be able to sink a 4x4 post due to rock and did not bid.
    - Will hold off until next year to look into alternatives.
- Finance status of long-term plan-likely waiting on input from other committees, esp Maintenance

# WINTER LAKE ESTATES TRUSTEES' MEETING MINUTES

- **Communications** - generally, Jean Fernandez happy with the level of communication using newsletters, FaceBook postings and direct email. Chet Baran claimed communication level is wonderful.
  - Newsletter, (Status)
    1. Recent 2<sup>nd</sup> edition sent at beginning of August; great reviews
  - web-site,
    1. Problems having it rebuilt, (resignation by Kim Hawkins- time constraints)
    2. Jeanne to get estimates on rebuilding it.
  - Contact DBase, other (not discussed)
- **Social Activities** - not yet formed. (Db to ask for Chair at annual meeting)

## IV. Old Business

FOLLOW-UP ITEMS:	Resp	Target Date	Item <b>from 2Q15 MEETING</b>	Status
1	DB	ASAP	Get Data for speed monitor (Jefferson County)	4-23 Spoke w/Cpl Taylor (will try ot get)
2	RRei		Get date secure for annual meeting at Guffey	DONE
3	DB		Send thank you notes to Waller, Reuter etal re Allen Rd Clean-up	DONE
4	Comm Chair		Committee Follow-ups: Communication, Maintenance, Finance (review of finances - on-going)	ON-GOING
5	KB		Develop street repair strategy (Main Comm)	DONE
6	KK		Notes to WLDR home w/ dead trees (to be removed)	DONE*
7	DB		DRaft email announcing Traffic Control program	DONE
8	KK		Follow-up with Dist reps: petition instruction/ information sheet, coordinate collection of signatures	DONE
9			Next Meeting:	Aug 18, 7pm

## V. Next Meeting Annual (tent - Oct 8. - 7pm, Guffey School cafeteria)

**(Now scheduled for Tuesday, 10/13, 7pm, Guffey School)**

## VI. Adjourn

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

# WINTER LAKE ESTATES TRUSTEES' MEETING MINUTES

CRITICAL ISSUES BY HOMEOWNERS (Does not include Issues deemed important by committee members.)	QUESTION 3: LIKE LEAST	
	Mentions	%
<b>Architectural Control</b>		
<b>Street parking enforcement</b>	31	37
<b>Traffic/speeding issues</b>	24	29
<b>Homeowner upkeep enforcement (weeds, mowing, etc)</b>		
<b>Lake usage/trespassers enforcement</b>	18	22
<b>Dog rules enforcement (leash law)</b>	12	14
<b>Trash cans left out enforcement</b>	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		
<b>Liaison with Police and other JeffCo gov. agencies</b>		
<b>Maintenance</b>		
<b>Street repairs</b>		
<b>Lake repairs/maintenance</b>		
<b>Common ground landscaping</b>		
<b>Tree trimming</b>		
<b>Vacant lot maintenance</b>		
Entrances (gazebos, signs, etc.)		
Fences along common ground		
WLD rock wall erosion		
Sidewalks along common ground		
Boulevard median mulch/landscaping		
<b>Finance</b>		
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)		
<b>Communications</b>		
Website		
Facebook (Done)		
Annual meeting minutes (Done)		
Meeting announcements (Done)		

Street signage costs as reported by Chet Baran.

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## SUMMARY - Signs, Posts and Labor

CLEN	314-578-1983	5 Signs & 8' 2#U Channel Post	<b>\$244.25</b>	
Kelly Sign and Graphics	314-457-1300	5 signs & 5 2" sq Black post with ball finial	<b>\$1,239.73</b>	
Pfzinger Graphics (Don)	636-349-3344	5 Signs & Green U channel post with hardware	<b>\$300.00</b>	
Traffic Controll Co.	636-225-7800	5 Signs & Green U channel post with hardware	<b>\$210.20</b>	<b>\$236.85 (gal)</b>
Signarama (Kirkwood)	314-821-4475	5 signs & 5 2" sq Black post with ball finial		
Get Exposed(Brittney)	636-544-1305	5 signs & 5 2" sq Black post with ball finial	<b>\$812.49</b>	
<b>Installer</b>				
Greg Bennett	314-435-5864		<b>\$200.00</b>	
		Has installed signs in the past		
		Will install signs & post for \$50.00 each		
		No charge for installing sign only		

# WINTER LAKE ESTATES TRUSTEES' MEETING MINUTES

## WLE - July Finance Report

- Income expected to be on plan
  - o UnFavorable YTD due delinquent accounts and Builder Lots
  - o Only 2 homes that were current in previous years are currently delinquent
  - o 2 Delinquent accounts are on a payment plan should net \$1,250 for 5 remaining months
  - o 7 Builder lots owe \$2,797
- Favorability in expenses anticipated to diminish over the remainder of the year
  - o Street remain plan still TBD
  - o Landscaping costs may be higher than \$10,000 budget.
- Cash Balance = \$55,000
  - o This will fall as most income has been received, but expenses will continue through year end
  - o In a good position to cover the year remaining expenses

Winter Lake Estates - Budget Summary				
	2015 Budget	YTD	YTD Act	YTD Var
<b><u>Income</u></b>				
<b>Total Income</b>	<b>\$74,700</b>	<b>\$74,150</b>	<b>\$70,148</b>	<b>(\$4,002)</b>
<b><u>Expenses</u></b>				
Landscaping	\$10,000	\$5,100	\$5,000	(\$100)
Professional Fees	\$1,500	\$1,500	\$435	(\$1,065)
Insurance	\$1,500	\$798	\$796	(\$2)
Office Supplies	\$200	\$200	\$149	(\$51)
Postage	\$450	\$450	\$82	(\$368)
Snow Removal	\$14,000	\$10,500	\$9,852	(\$648)
Utility	\$7,200	\$4,200	\$4,046	(\$154)
Maintenance	\$7,000	\$5,700	\$2,880	(\$2,820)
WG Condo Streets	\$906	\$906	\$906	\$0
WBE Streets	\$5,655	\$5,655	\$5,655	\$0
Special Projects	\$19,000	\$19,000	\$17,374	(\$1,626)
Management Fee -City & Villlage	\$2,988	\$2,966	\$2,806	(\$160)
Contingency	\$2,022	\$1,180	\$0	(\$1,180)
<b>Total Expense</b>	<b>\$72,421</b>	<b>\$58,155</b>	<b>\$49,981</b>	<b>(\$8,174)</b>
<b>Net Profit (+) or Loss (-)</b>	<b>\$2,279</b>	<b>\$15,995</b>	<b>\$20,168</b>	<b>\$4,173</b>
<b>CASH</b>	<b>\$37,064</b>	<b>\$52,263</b>	<b>\$55,995</b>	<b>\$3,732</b>

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<b>SUMMARY OF Winter Lake Estates OVERDUE ASSESSMENTS</b>		
<b>CURR OVER DUE (4 HOwnrs):</b>	<b>15-Jul</b>	<b>25-Aug</b>
	\$ 233	\$ -
	470	-
	470	-
	237	-
	470	-
total	\$ 1,880	\$ -
<b><u>Past Due (1 owners)(ltr from attny sent)</u></b>		
	2,591	2,591
total	\$ 2,591	\$ 2,591
<b><u>Past Due on C&amp;V payment plan (4 owners,\$800/mo)</u></b>		
	3,074	2,953
	3,047	3,047
	745	495
	2,097	2,017
total	\$ 8,963	\$ 8,512
<b><u>Builders (5 lots)</u></b>		
	470	470
	470	470
	470	470
	470	470
	917	917
total	\$ 2,797	\$ 2,797
<b>TOTAL DUE as of 7/15/15</b>	<b>\$ 16,231</b>	<b>\$ 13,900</b>

# WINTER LAKE ESTATES TRUSTEES' MEETING MINUTES

Maintenance Committee

August 18, 2015

Lake - Dam Repair and Street Repair Progress

(DAM) Lake Repair ( Dom Bausano, Jerry Hoffman, Justin Weidner and I)

- 1) Attention called to fact that Lake Level was falling after rain quit falling in June/July.
- 2) Observed Leaks coming from (South) right side on outside of 60" concrete pipe on back of Dam and climbed into overflow to find that leak was also coming into pipe from right sidewall 12 ft from overflow box.
- 3) Ran dye tests to try to find where water was leaking through dam. Leak was found to be on North side of spillway where leak occurred > 4 years ago.
- 4) Tried to plug leak with plastic bags to reduce water flow (Twice- Thank you, Justin) but could not see any reduction in flow.
- 5) Used concrete drill, 18", to try to find path of water flow under spillway. Not successful as concrete is > 18" in most locations. Was able to get through in one location but found only 2" mud before more rock was found.
- 6) Contacted Kelpe and another company that works on ponds and was told they would recommend digging up spillway, finding flowpath and filling with clay and replacing concrete. Estimate >\$15,000.
- 7) Contacted 3 companies that use Polymer (see attached) to plug open voids and was given bids based on an estimate by us of having and 11' x 11' x 1' void. One company said they could also go into 60" pipe to plug flow through pipe.
- 8) Contacted another company, Pro Foundation Tech, in Kansas City that uses polymer to fill and lift concrete and they have ground scanning radar to find size of void space under spillway. They came on August 14, 2015 and estimated a 10" void space running across spillway (not more than 2' wide) then a much deeper hole (where water may travel down around concrete pipe. We also had them scan void space under street on Winter Pond and in street, between 1061/1066 Wnter Lake Dr., (more on that under street section). Initial bid of \$10,000 to do spillway, 60" pipe and street repairs mentioned above.
- 9) Dom talking to them and a meeting to discuss results of discussion and make decision was held August 18<sup>th</sup> at 4:45pm.

Street Repair - (Dom Bausano, Jerry Hoffman, Rich Wilson and I)

1. Jerry and Rich did initial inspection of streets and started process of looking for slabs needing repair.
2. Ken Barker took over as Chair of Maintenance Committee from Rich at last Quarterly meeting in May.
3. Process of picking bad slabs of concrete and cracks was started in June. Winter Pond street problem was recognized and prioritized. Budget was decided upon ( ~\$10,000) and street slabs were marked for repair.



# WINTER LAKE ESTATES TRUSTEES' MEETING MINUTES

4. Rich Wilson wrote up bid package after we had narrowed down number of locations to be repaired.
5. Contacted 13 Flatwork Concrete Contractors by phone to see if they wanted to bid on package and sent out bid package by email to all 13 on July 17<sup>th</sup>.
6. On August 4<sup>th</sup> package bid due date we had received only 1 bid (attached) and one phone call stating that that company still wanted to bid but was very busy. Dom has heard that rain in spring has postponed much work and most companies are busy through October with existing business.
7. On August 14<sup>th</sup> we had Pro Foundation Tech Inc use their ground scanning radar to look at winter pond and street between 1066 and 1061 Winter Lake Dr. to determine extent of void space under those sections of concrete. As it turns out the radar not only shows where void is but also can determine how deep void space is and how compact the soil is below the void space. Off the cuff estimate onsite was that 2" void under 4 slabs with compacted soil on winter pond would cost for - \$1,500 - 2000, which would not lift broken concrete so a 2 x 4 foot section would still need to be replaced. Estimate to stabilize 2 slabs between 1061 -1066 was \$2,000. Spillway would be done at same time for- \$ 5,000 -6,000.
8. We are in process of making a decision on what to do to try to solve spillway problem and get bids on street work. Should we have cracks cleaned and filed this year and have street work done early next year. We are looking at sending out bids again in new form. Street was remarked.

Other Work Completed: (Dom, Jerry, Justin, Ken and Paulette)

Other work completed included painting hand railings going to lake, painting all the benches in the subdivision (Thanks Jerry), Cutting down brush on dam & Cutting down dead trees on street (Thanks Justin) . See Newsletter for other Thanks given.

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