

# Winter Lake Estates Management Team

Meeting Agenda/ **Minutes** 17Q4

December 14, 2017 Location: Bausano Home, 115 Winter Lake Blvd,

~~Robin Reichardt~~ Trustee  
*Invited/ Attending:* Sarah Ishmael <ishmaels2008@gmail.com>, Trustee  
~~Bryan Haffer~~ <Bryan.Haffer@sbcglobal.net>, ARC Comm,  
Jeanne Fernandez <jeannetini@gmail.com>,  
David Morhaus <dhmorhaus@aol.com>,  
Jack Schlittler <maryschlittler@att.net>,  
Jerry Hoffman <jhoffman622@gmail.com>,  
~~Joseph Trost~~ <joetrost7@yahoo.com>,  
~~Lynn McClenahan~~ <lynnmc309@gmail.com>,  
Nikki Caito <nikkicrd@yahoo.com>,  
Susan Wall <SusankWall@gmail.com>,  
~~Cecilia Sprecher~~ [aanikasma@yahoo.com](mailto:aanikasma@yahoo.com)  
Carolyn Halladay

## Agenda:

### I. Introduction/Announcements

Self Introduction. (~~Robin Reichardt unable to attend due to sudden hospitalization of her spouse.~~)

Organizational changes

(~~Jeanne Fenandez will replace Bryan Haffer as Chair of the Architectural Control (ARC) & Safety committee~~)

~~Many thanks to Bryan for improving on our process of monitoring and follow-up with homeowners wishing to improve their property.)~~

### II. Finance Committee: 2018 Budget (Morhaus)

- Discuss and finalize the 2018 Budget and 5 year plan; pass 2018 budget as amended.
- Summary of Delinquent Dues (~~only two families owe 2017 annual assessments; one other family owes a small amount prior to 2017. Use of management company has provided the manpower, & tools to improve collections in addition to monthly accounting systems~~)
- Discuss monies claimed from Jefferson County - abandoned by Winter Green Development.
- Vote on 2018 budget (~~voting by Trustees was delayed until special meeting on 17 December as illness prevented a Trustee quorum.~~)
- Send out year-end summary & 2018 budget. (~~see action items, DB~~)

### III. Maintenance Committee

- on-going (lawn & snow) (~~Jerry Hoffman reported good service and response by Kiefer, during 2<sup>nd</sup> year of operation for Winter Lake Estates~~)
  - Unexpected security issue concerning disturbance on hillside between Mt Everest 4 family flats and Winter Lake Estates homes on Winter Pond
    - Solution: install 250' fence(7'tall) at the property line of Winter Lake Estates common ground and four family flats; this connects to existing 8' fence.
    - Required by Jefferson County: Replace gate at end of WPond with matching 8' wooden privacy fence, & paint; install tee head turn-around and post: "no parking"
    - This project funded by reserve county funds (abandoned Winter Green escrow); the balance to be used to repair dam of retention basin.
- Waste Management contract extension  
(WM 3yr contract expires 12/31/17; WM proposed to extend current Contract another 3yr)
  - first two years (all of 2018, 2019) to remain at current price w/ guarantee no admin, fuel surcharges or other fees to be added (see new contract)
  - Third year (all of 2020) will be increased by \$0.10 per month per household.
  - Exhibit added to contract that specifies wastes that can be accepted and those that are unacceptable

- DB recommended approval of extension (NOTE: approved extension during special trustees meeting on Dec 17)
- Planned Projects for 2018
  - cracked street slab replacement on WLDr near treatment plant.
  - repair leaking dam; problems identifying experienced contractors and, therefore, solutions; DB leading collection of info/solutions
- Gazebos (project to update, replace or repair gazebos to be studied by Volkan Becker, Committee Member)
- (Discussion introduced by Jeanne Fernandez:
  - one homeowner wonders when tree will be removed from common ground near their fence (Leszcz, 1113 WLDr); Jerry Hoffman relayed that RR had been informed that it was to be done during the removal of common ground Bradford pears week of 12/18/17; Jeanne F to relay to homeowner)
  - Also by JFernandez, does HOA maintain white fence behind all of those homes. Per db, yes that fence is owned by the HOA. However, the HOA does not maintain lawns or landscaping on that common ground.)
  - DB added that we have added one item in our budget for fence repair, tree removal and rock wall repair/replacement. This amounts to \$2,000 and is added every year to our long term budget and inflated at 2% per year. 2018 is the first year where we have added repair/replacement. While we have a budget for these items any given repair/replacement will need to gain approval from the Trustees in any given year.
- DB asked for group to find a Maintenance chair for the future. Management team members to proffer current homeowners.

#### IV. ARC Committee

- a. Tasks (Future Issues) Hand-over to new Chair, Jeanne Fernandez complete. DB to send a list of previous committee members.)

#### V. Communications Committee (no - report)

#### VI. New Business

DB asked to consider supporting Friends of Law Enforcement in Jefferson County by donating \$200 to \$500 to provide for written materials for campaign to affect property tax dedicated to Jefferson County Sherriff's department. Management team agreed with concept; however, any donations need approval of the WLE trustees.

#### VII. Other Issues? (see comments/questions by Jeanne Fernandez)

**Action Items for next meeting:**

<b>ITEM</b>	<b>RESP</b>	<b>DESCRIPTION</b>	<b>TARGET DATE</b>
1	JF	ARC Committee Chair assignment to Jeanne Fernandez	On-going
2	DB	Get copy of former ARC committee members	End Dec
3	DM	Draft summary of 2018 budget	Done
4	DB	Send year end summary and 2018 budget to WLE Homeowners	Done
5	SI & DB	Set up Special Trustees' Meeting for 17 Dec 17: review/approve 2018 budget; review approve WM contract extension	Done
6	Trustees	Review approval for financial support of Friends of Law Enforcement drive for property tax to fund Sheriff's department.	Future mtg
7			