

**Lake Jeanette Association, Inc.  
Board of Directors Meeting**

**November 12, 2018**

**MINUTES**

**Board Members:** Dixon Johnston, President (Present) - Kerrigan Smith, Vice President (Present) - Chuck Burns, Treasurer (Absent) - Richard Conner, Secretary (Present) - Betty Smith, Member at Large (Present)

**Call to Order:** 6:00 pm

**Quorum:** Quorum established.

**Item #1:** **Appoint Nominating Committee:** In accordance with Bylaws Article VI, Nomination and Election of Directors, Section 2. (a): Nomination for election to the Board of Directors shall be made by a Nominating Committee. Nomination may also be made from the floor at the annual meeting. The Nominating Committee shall consist of a Chairman, who shall be a member of the Board of Directors, and two or more Members of the Association. The Nominating Committee shall be appointed by the Board of Directors prior to each annual meeting to serve until the close of the next annual meeting and such appointment shall be announced at each annual meeting. The Nominating Committee shall make as many nominations for election to the Board of Directors as it shall in its discretion determine, but not less than the number of vacancies to be filled. Such nominations may be from among members or non-members.

The Nominating Committee presented to the Board of Directors for approval follows:

Chair, Kerrigan Smith  
Members, Kelly Evans & Catherine Snarr

**Motion:** Richard Conner made a motion to approve the appointment of the Nominating Committee as presented.  
**Second:** Dixon Johnston seconded the motion.  
**Vote:** The motion was passed by unanimous vote.

**Item #2:** **Balance Sheet Prepared by Association's CPA (LBA Haynes Strand PLLC):** The Association's CPA recommended that the Board consider removing the line item "Replacement Fund Balance" on the Association's Balance Sheet since in the history of the Association all funds have been maintained in one bank account for operations and reserves for capital projects.

**Motion:** Kerrigan Smith made a motion to approve the removal of the Balance Sheet line item noted as "Replacement Fund Balance" and that this adjustment also be noted in the annual audit.  
**Second:** Betty Smith seconded the motion.  
**Vote:** The motion passed by unanimous vote.

**Item #3:** **2018 Budget Projections to End the Year and 2019 Proposed Budget:** The 2018 Budget (Attachment A) was submitted for the Board's review and shows actual through October 2018 with projections to complete the year. The budget spreadsheet also includes the proposed 2019 operating and capital budgets. The 2019 Budget is based on the same Association dues structure as those established for 2018 – noted below. Financials through October were also submitted for review. Attachment B includes the Balance Sheet and Statement of Cash Flows.

Lake View:	\$726.00 Year	\$363.00 due on January 1 <sup>st</sup> and July 1 <sup>st</sup>
Non-Lake View:	\$363.00 Year	\$181.50 due on January 1 <sup>st</sup> and July 1 <sup>st</sup>

In accordance with the Planned Community Act, the 2019 budget will be ratified unless at the December 10, 2018 annual meeting of the membership a majority of all the lot owners in the Association rejects the budget. There is no requirement that a quorum be present at the meeting specific to ratification of the budget.

Motion: Richard Conner made a motion to approve the 2019 operating and capital budgets as submitted on Attachment A to these minutes and noted that the budget is based on continuing the same 2018 dues structure in 2019 as noted as noted in these minutes.  
Second: Dixon Johnston seconded the motion.  
Vote: The motion passed by unanimous vote.

**Item #4:** **Annual Meeting Packet for Mailing to the Membership:** The Annual Meeting Packet (Attachment C) was submitted to the Board for review and approval. The packet includes:

- Annual Meeting Notice
- Agenda
- Property & Operations Report
  - List of Assets for general maintenance and reserve fund scheduling
  - Chart of total lots per village and the percent of the Master Budget they fund
  - Marina Rental Summary showing detail per rental items
  - Homes Sales graph over a 3 years period showing home sales per month, village and geographical area of the Master development,
  - Rate of Return calculations relating to the 2016 capital expenditure of \$84,992.00 to replace and upgrade all Village low voltage lighting including fixtures with a lifetime warranty, LED lamps with a 5 year warranty, all new transformers, all new wiring, and timers.
- Proxy
- Budget Spreadsheet
- Balance Sheet – October Ending 2018

Motion: Kerrigan Smith made a motion to approve the packet as submitted and mail to the membership.  
Second: Dixon Johnston seconded the motion.  
Vote: The motion was passed by unanimous vote.

**Adjourn:** There being no further business, the meeting was adjourned at 7:10 pm.

Respectfully submitted by Richard Conner, Secretary

Minutes approved via email vote on November 29, 2018 for posting to the Association's website.

**Note:** Budget spreadsheet and financial Attachments noted in the minutes will not be posted on the Association's website. The website attachments are included in the Annual Meeting packet mailing to the membership.