

**Lake Jeanette Association, Inc.
Board of Directors Meeting
10:00 am Monday April 20, 2020**

MINUTES

Board Meeting conducted remotely to comply with Stay At Home Orders specific to mitigating the spread of the COVID-19 virus using Zoom set up by the Board Secretary, Jory Marino.

PRESENT: Dixon Johnston, President – Robin Stiles, Vice President – Tom Weiss, Treasurer – Jory Marino, Secretary – Jim Blakeley, Member at Large – Deborah Roskelly, President, Roskelly Management Associates

CALL TO ORDER: Dixon Johnston called the meeting to order at 10:00 am

NEW BUSINESS:

1. **Date to Open Recreational Rentals at Lake Jeanette Marina:** Recreational rentals would have opened on April 1, 2020. Due to Stay at Home Orders, these rentals were closed prior to opening date. Our State Stay at Home Order expires on April 30th, unless extended by the Governor. Based on historical figures, revenue that would have normally been received in the month of April totals \$1,511.50. The Association will experience a loss of this revenue since recreational rentals were closed during April. Marina memberships normally received in April totals \$3,000.00. The Association should recover most of these dollars once all marina services are re-opened.

Projected recreational rental revenue for May (based on 2019 figures) **totals \$4,896.50.**

\$3,192.50	Pontoon
\$1,340.00	Gazebo at Marina
\$ 167.00	Kayaks
\$ 7.00	Canoes
\$ 190.00	Paddle Boards

Projected Membership revenue for May **totals \$3,200.**

Directors discussed possible revenue shortfalls due to the COVID-19 virus and current economy issues and agreed that the Association has sufficient cash on hand to accommodate any reasonable problems.

The attached guidelines for re-opening recreational rentals and all Marina services excluding playground access were reviewed by the Board.

Motion: A motion was made by Jim Blakeley to accept the Guidelines and to re-open the Marina effective May 1, 2020 since the State's Stay at Home Order is set to expire on April 30, 2020. If the Governor extends the Order, the decision to re-open will be reconsidered.

Second: Jory Marino

Vote: Motion unanimously passed.

2. **Date to Open Master Leased Docks and Gazebos around Lake Jeanette:** The below noted gazebos and docks that are Master Association Leased Common Area Property were closed for use in April because members were reporting numbers of people on some of the docks who were not honoring the State's social distancing rules of at least 6 feet distancing between people.

- Indigo in the Point
- Bearberry Point in the Point
- Dutchmans Pipe in the Point
- Snowgoose in Turnstone Village
- Kinglet Commons
- Cape May
- Flagship Cove/Sunfish Pt. in Northern Shores
- Bass Landing/Captains Pt. in Northern Shores
- Sailview Cove in Northern Shores Estates
- Northern Shores Pt. in Northern Shores Estates

Motion: A motion was made by Jory Marino to re-open the Docks and Gazebos around the perimeter of the Lake effective May 1, 2020 since the State's Stay at Home Order is set to expire on April 30, 2020. If the Governor extends the Order, the decision to re-open will be reconsidered.

Second: Robin Stiles

Vote: Motion unanimously passed.

3. **Review Budget and Financials through the balance of 2020:** The Master Association's operating budget from our CPA (Aprio) shows the monthly budgets as 1/12 of the annual budget. Each month Aprio emails Roskelly Management Associates a set of Financials for the Board's review. These Financials include:

- Balance Sheet
- Statement of Cash Flows
- Income and Expense Statement
- General Ledger
- Prepaid Dues
- Account Receivable Past Due
- Bank Statement

In order for the Board of Directors to have more detail specific to monthly revenue and spending, Roskelly Management runs a "working budget" spreadsheet with numerous accompanying tabs that detail every project and dollars proposed and spent. Tabs included and the detail they contain are noted below. RMA has updated its "working budget" spreadsheet to also include a projection of costs and revenue per month to year end. The Board of Directors receives RMA's working budget and tabs each month along with a detailed report specific to Marina Rental income and Aprio's Financials as noted above. Through RMA's detailed spreadsheets, the Board is always aware of what is taking place throughout its common area property and assets in the Lake Jeanette Development. Tabs on that file include the following:

1. Operating Budget – Actuals to date and now monthly projections to year end

2. Table of Percent Dues Paid Per Village – Lake View and Non-Lake View Lots
3. Schedule of Insurance – Insurance company, type policy, coverage terms, limits of liability, premiums, and expiration/renewal dates
4. Home Closings Per Month
5. Buffer Zone Requests and Violations Per Month
6. Report of Requests to Public Authorities (i.e. City of Greensboro, Water Resources, Utilities, etc.)
7. General Maintenance Detail – date, vendor, type work requested, description, location, status, expense
8. Electrical Maintenance Detail – date, vendor, description, location, status, expense
9. Tree Work Detail – date, location, description, status, expense
10. Table of Gazebos and Docks – village location, work to be performed, date, vendor, status, expense, directions to each asset
11. Table of Trail Systems – trail name and location, linear feet, costs to mulch, date, vendor, status
12. Beaver Management – date, beaver location on Lake by village/address, description of requests to NC Wildlife Agents, status of trapping, expense
13. Boat Repairs – date, boat, description of work/service, status, expense
14. Table of 11 Irrigation Systems – locations of systems, service address, meter number, meter size, billing & availability charges to be seasonally suspend during winterization and shut down, back flow testing vendor, and report to City of Greensboro
15. Table of 24 Duke Energy Meters – account numbers, meter numbers, village, exact location of meter
16. Table of Low Voltage Lighting – village entrance, number of fixtures and type fixtures, number of lamps, warranties, transformers per Location, astronomical timers per location, wiring, costs per village
17. Legal – date of service, law firm, description of service, expense
18. Asset Maintenance and Funding Detail
19. Capital Expenditures – date, vendor, location, description of work, status, expense

4. A Buffer Zone Violation was reported to the Board of Directors. Remedy will include replanting the Buffer. A reminder notice will be sent via Constant Contact email to Lake View Lot Owners specific to the Buffer Zone Rules and Regulations.

ADJOURNMENT: The meeting was adjourned at 11:00 am

Respectfully submitted,
Deborah Roskelly, Property & Operations Manager
Lake Jeanette Association, Inc.

Approved by Jory Marino, Board Secretary on 4/21/20.

Approved by Board of Directors on 4/22/20 for posting to Association's website.