

**Seven Lakes West Landowners Association  
Board of Directors Work Session  
Tuesday, September 8, 2009  
West Side Park Community Center**

**Call to order:**

The president called the meeting to order at 9:03 a.m. Directors present: Ed Silberhorn, Ron Shepard, Ed Tuton, John Goodman, Kathy Kirst, Mick Herdrich, John Hoffmann, Karen Milligan and Adam Wimberly. Directors absent: none. A quorum was established. Also present: Joan Frost, community manager.

**Secretary's report:**

Copies of correspondence received since the last work session was distributed to each director.

Minutes of the work session of 07/14/09, the special session held 07/24/09, the general meeting and special session held 07/28/09, the work session held 08/11/09, and the general meeting held 08/25/09 were approved without objection.

**Treasurer's report:**

After examination and questions, Karen Milligan moved that the check detail report be approved. Mick Herdrich seconded, and the motion carried 9-0.

The legal director requested that "significant" past due accounts be brought to the directors attention via highlighting or some alternate method. The community manager will attend to this matter.

**Community manager's report:**

**Financial procedures for fiscal 2009-2010:**

Joan Frost requested guidance as to whether monthly or quarterly billings for future dues would be possible. The treasurer commented that the seasonality of future expenditures must be carefully taken into account should this option be considered.

Decisions regarding auto stickers and bar codes must be made prior to the upcoming billing cycle.

In response to a question, the treasurer stated that budget meetings will begin in October or November, and that directors should begin preparing expense and cost estimates for desired projects now. The legal director requested that CAS provide an estimate for next years expenses to assist the budgeting process.

**Discussion of standard operating procedures (SOPs):**

Standard operating procedures for solicitation, estate sales, parking at West Side Park, and septic management tracking will be brought to the board for approval at the next work session.

### **Community manger's report (continued):**

#### **SOP for access to SLWLA facilities:**

Two options, presented as A and B, for access to facilities after normal business hours were offered for consideration. The essential difference in the two being that under option A, approved SLWLA residents would be required to handle the opening and closing of community center doors. Under option B, board approved vendors would be provided keys for egress, to be returned to the gate guards upon completion of their activity.

John Goodman made, and Karen Milligan seconded a motion to approve option B. After discussion, the motion carried by a vote of 5-4.

The John Hoffmann noted that procedures outlining how our guards are to proceed when security systems fail are being prepared.

### **Director's reports:**

#### **Architectural review:**

In addition to the written report, Adam Wimberly stated that new guidelines for the construction and approval of gazebos and pergolas are being prepared.

A written job description for ARC members is being prepared.

#### **Community activities:**

Karen Milligan reported that the annual Christmas party and tree lighting is scheduled for December 6<sup>th</sup>. An additional community party at Johnson Point may be held in October, but the "trunk or treat" and Oktoberfest events will not be scheduled this year.

#### **Infrastructure:**

John Goodman announced a program for "road shoulder management," which is intended to ameliorate erosion along community streets. This will include inviting various contractors to "vegetate" road shoulders so comparisons may be made in order to evaluate the best alternatives. Ultimately, this will be a recurring item to be included in future budgets.

He also noted that the possibility of adding walking trails around the periphery of the association is being explored as a desirable amenity.

#### **Legal:**

Director Silberhorn unveiled a proposed ticket to be issued when violations of community rules are noted. After discussion, the document was renamed as a citation, and a warning notation was added for cases in which an immediate fine might not be warranted.

Unrecorded foreclosure documents for properties on which dues have not been paid were provided the directors, with the intent of initiating foreclosure proceedings; where economically warranted, pursuant to board approval.

**Legal (continued):**

Karen Milligan moved that foreclosure proceedings be initiated on sixteen of the eighteen properties contained on a list compiled for the Board where available information indicated that it would be economically viable to proceed. Mick Herdrich seconded, and after discussion of the lots involved, the motion passed 9-0.

**Safety and security:**

Director Hoffmann reported that operating procedures for the roving patrol have been approved. He asked for Board input as to whether SFI security guards be used rather than off-duty sheriff's deputies for patrol due to a significant cost differential. The Board chose to continue the use of Off-duty Deputies, because of their inherent authorities including those of arrest, as well as their professional law enforcement training.

**West Side Park:**

Mick Herdrich indicated that the pool closed for the season last evening, and that minor damage to the facility was noted.

**Member comments:**

Roger Brooke stated that while walking trails and street side beautification are important, these are not, in his opinion, "top priorities."

**New business:**

**Request for list:**

A local business had requested a mailing list of association members, and in accordance with policy, was turned down.

**GSLCC Request:**

The president stated that the Greater Seven Lakes Community Council will incorporate, and requested a \$100 contribution from the association to facilitate this step. The council, comprised of the SLWLA, the SLLA, the Seven Lakes Business Guild, and the McLendon Hills HOA, was instituted to pursue items of common interest with the various governmental entities overseeing the area.

Ed Tuton made, and Adam Wimberly seconded a motion for the \$100 contribution for the purpose outlined. The motion carried 9-0.

**Long range planning (LRP):**

The LRP committee requested that a survey be introduced at the general meeting scheduled in November to ascertain what association members think the community should look like in the future. A proposed questionnaire was examined, and after considerable discussion, Ron Shepard, with the assistance of Adam Wimberly, will amend the document.

**Executive session:**

The meeting entered executive session at 2:18 p.m.

The meeting exited executive session at 2:45 p.m.

Kathy Kirst made, and Karen Milligan seconded a motion to ratify a letter sent to Lakeside Development Co. LLC on 08/29/09. The motion carried 9-0.

The meeting reentered executive session at 2:47 p.m.

The meeting exited executive session at 5:09 p.m.

Without objection, the meeting adjourned at 5:09 p.m.

**Submitted by,**

**Ed Tuton, secretary**