

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

**Call to order:**

The meeting was called to order at 9:00 a.m. by the president.

Directors Present: Ron Shepard, Kathy Kirst, Karen Milligan, John Goodman, Ed Tuton, John Hoffmann, Ed Silberhorn, Mick Herdrich, and Adam Wimberly. Directors absent: None. A Quorum was established.

Also present: Joan Frost, community manager.

**President's report:**

Acting upon a request of the Seven Lakes Sailing Club, Ron Shepard moved that installation of a storage rack for small boats be permitted at Johnson Point in accordance with a site plan submitted with the request. The club will bear all expenses, to be offset by storage fees; and the association is to incur no costs for either the installation or ongoing maintenance of the facility. Upon the second of John Hoffmann, the motion was unanimously adopted.

**Treasurer's report:**

After examination of the check register, a motion for approval by the treasurer was affirmed without objection.

The audit of association financial records as of the fiscal year ended April 30, 2009 by Busby & Co., Certified Public Accountants, was distributed to directors. The auditor's report expressed the opinion that the statements fairly presented the financial condition of the association. Supplementary information contained in the audit notes that financial reserves fall some five million dollars short of the estimated future costs for repairs and replacements of association owned assets.

The debt underlying the Community Center matures in February, 2010, and must be refinanced.

The annual financial retreat for budget finalization will take place at the WSPCC on Friday, December 11, 2009 at 8:30 a.m.

**Secretary's report:**

Ed Tuton made, and Kathy Kirst seconded a motion to approve minutes of board meetings held April 28, 2009, June 23, 2009, Nov. 10, 2009; and Nov. 24, 2009. The motion was adopted by a vote of 9-0.

**Secretary's report (continued):**

The absence calendar was circulated for subsequent distribution to the board. Correspondence received during the latest period was provided to the board.

**Nominating committee:**

As chair of the committee, the secretary distributed the resumes of five candidates recommended by the committee for three open board positions in the upcoming election. Ed Tuton made, and Ed Silberhorn seconded, a motion to accept Tom DiBella, Donald V. Freiert, Jr., Harry (Mick) Herdrich, Jane Sessler, and Joseph T. Sikes as nominees. The motion was affirmed by a vote of 9-0.

**Community manager's report:**

Joan Frost reported that the filing system in the office has undergone extensive reorganization. The staff is now prepared to initiate the annual mailing for the upcoming election and budget.

**Committee reports:****Architectural review:**

Adam Wimberly stated that a request to build a fishing dock on one of the ponds adjacent to the Pinnacles has been received. Approval would require a change in community rules.

**Community activities:**

Karen Milligan expressed thanks to volunteers Linda Roskamp and Valerie Murphy for taking time from fulltime jobs to assist with Christmas decorations. In addition, she cited committee members Linda Criswell, Tracy Stromberg, Debbie Giovanni, Sandra Giovanni, and Patti Patullo for their active participation.

Milligan recommended that the work sessions scheduled for fourth Tuesdays should commence at 7:00 p.m., and end at 10:00 p.m. The recommendation was adopted by consensus.

**Infrastructure:**

John Goodman announced that a contract has been signed with LandDesign to provide a master plan for the main and east gates.

Work has begun on drainage projects on Otter and Winston drives.

Drain pipes under Longleaf Dr. near the Zebley residence require remediation to preclude undermining of the road. Alternatives are being examined. A study of all drainage under community roadways will commence to assure a workable approach to remediation where required.

**Infrastructure: Continued**

John Hoffmann moved that the expenditure of up to \$5,000 be permitted to improve lightning protection of electronic facilities at the east gate. Karen Milligan seconded. Ed Silberhorn objected on procedural grounds, namely; that the item was not on the agenda, and that no contract was available for perusal by the board. Hoffmann withdrew the motion. Because this evidently was a budgeted item, board approval was felt to be unnecessary.

**Lake and dam:**

Director Herdrich indicated that dam engineer Dan Marks will visit next week to provide status regarding state approval of the completed dam remediation project. Also, he will make recommendations regarding removal of trees on the lower Lakeway dam.

**Legal:**

In addition to an extensive written report, director Silberhorn reported that John Hoffmann is contracting to have an anti-climbing device installed on the communications antenna, located near the water tower, as recommended by the insurance committee.

**Safety and security:**

Director Hoffmann made, and director Herdrich seconded a motion accept the emergency egress plan as submitted in written form. After discussion, the motion carried 9-0.

**West Side Park:**

Joan Frost, citing complaints of residents regarding the absence of office staff when compliance runs are being performed, requested that a part time individual be used for this purpose. Director Herdrich asked that the board consider redirection of unused funds from the lake compliance budget to be utilized in this effort.

Adam Wimberly moved the recommendation of the community manager that removal of the diving board from the swimming pool, elimination of life guards, use of laminated ID cards for entry, and use of a pool attendant for monitoring permitted entry, be adopted. Upon the second of Karen Milligan, the possible use of proximity cards for pool entry arose. John Hoffmann suggested deferral of the decision, pending a thorough examination of the use of proximity cards for entry to the community as a whole and cost savings which could be derived from the integration of such a system for all of Seven Lakes West. After discussion, the motion was withdrawn.

**West Side Park: Continued**

Citing replacement of table linens and glasses, damage to furniture, etc, the community manager suggested addition of a setup and tear down fee for use of the great room in the community center. To reduce future damage, hiring an individual to perform all set up and tear down functions was recommended. The topic will be discussed at the fee schedule section of the budget session scheduled for Friday.

The AED device purchased by the association was deficient, and manger Frost requested that it be returned. A motion by Ron Shepard, seconded by Ed Tuton to approve this action, carried without objection.

**Public comments:**

None.

**Unfinished business:**

(Director Goodman absented the meeting)

Ed Silberhorn made, and Mick Herdrich seconded, a motion to alter the contract with CAS to include a \$150 fee; with \$100 going to the community, and \$50 going to CAS; to purchasers of Seven Lakes West property, to offset administrative costs involved in such property transfers.

The motion carried 8-0.

**Executive session:**

Without objection, the meeting entered executive session at 12:30 p.m.

The meeting exited executive session at 2:12 p.m.

**Adjournment:**

Without objection, the meeting adjourned at 2:13 p.m.

**Submitted by,**

**Ed Tuton, secretary**