

LAKE MOOVALYA KEYS
Board of Directors
Approved Meeting Minutes
March 2, 2020

CALL TO ORDER:

President Bill Manderscheid called the Board of Directors Meeting of the Lake Moovalya Keys to order at 6:00 pm.

PRESENT:

President	Bill Manderscheid	Lot 228
Vice President	Kevin Auman	Lot 137
Secretary/Treasurer	Kit Furnell	Lot 16
	Blane Coon	Lot 54
	Kathy Northcutt	Lot 73 and Lot 102
	Chuck Smith	Lot 103 and Lot 104
	Chuck Baker	Lot 117
	Chris Chambers	Lot 164
	Jack Sweeney	Lot 197

ABSENT:

Karen Gallio	Lot 1
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OTHERS PRESENT:

Legal Counsel:	John C. Churchill	Lot 153 and Lot 154
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General Manager/
Recording Secretary:

Heather Wilson	Lot 166
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GUESTS:

Rosemary Carlisle	Lot 25 and Lot 110
Steve Carlisle	Lot 25 and Lot 110
Mark Volkoff	Lot 33
Trish Wikoff	Lot 95
Kyle Sullivan	Lot 96
Donna Alexander	Lot 115
Don Alexander	Lot 115
Fabio Gaipa	Lot 120
Thomas Gaipa	Lot 120
Hamish Bell	Lot 121
Doug Kashuba	Lot 122
Linda Mitts	Lot 136
Doug Mitts	Lot 136
Leanne Carley	Lot 149
Jeff Carley	Lot 149
Wendy Kemme	Lot 207
Jeanie Kemme	Lot 207
Christie May Ward	Lot 227
Charlie Ward	Lot 227
Steve Habermann	Lot 229
Carla Faulkner	David Plunkett Realty
Kim Harsch	Robert Gory Realty

CALL TO THE PUBLIC:

Meeting Protocol

Rosemary Carlisle asked the Board what the protocol is when it comes to being allowed to speak at the meetings.

Mr. Manderscheid reported that members are allowed to comment on each agenda item once there is a motion on the floor and the agenda item is open for discussion.

Campaign

Christi May Ward reported that she as well as all of the other homeowners of the Moovalya Keys have been bombarded with letters, emails and telephone calls from various homeowners in the Moovalya Keys and that it is causing conflict between neighbors and she is asking if people could just stop doing this.

Christi May Ward also reported that homeowners should just be able to read through the bios of the candidates and allow homeowners to privately make their own decision as to who they want to vote for.

BOARD OF DIRECTORS MEETING MINUTES:

Mr. Smith made a motion to approve the **February 2020 Board of Directors Meeting Minutes**. Mr. Auman seconded the motion and the motion carried unanimously.

BOARD OF DIRECTORS EXECUTIVE SESSION MEETING MINUTES:

Mr. Sweeney made a motion to approve the **February 2020 Board of Directors Executive Session Meeting Minutes**. Mr. Coon seconded the motion and the motion carried unanimously.

FINANCIALS:

Bookkeeper Report, Prepaid Bills and Bills for Approval

Mr. Sweeney made a motion to approve the **February 2020 Bookkeepers Report, Prepaid Bills and Bills for Approval**. Mr. Auman seconded the motion and the motion carried unanimously.

FEBRUARY 2020 PREPAID BILLS

Date	Num	Name	Memo	Amount
02/05/2020	DEBIT	VistaPrint	GM Business Cards	68.38
02/05/2020	7715	McIntosh Controls, Inc.	Service/repairs to gate	995.00
02/05/2020	7716	Churchill	Dec. HOA #34539	412.50
		"	Jan. HOA #34550	2,062.50
02/07/2020	DEBIT	MyFax Services	Virtual Fax Fee	10.00
02/10/2020	7717	Postmaster	Stamps for statements	510.00
02/12/2020	7718	Global Gate Controls, Inc.	10 remotes	144.50
02/12/2020	7719	HD Supply	200 parking passes	130.39
			Disclosure fee	
02/12/2020	7720	Heather Wilson	commissions	100.00
02/13/2020	DEBIT	Frontier	667-4484	106.45
02/13/2020	DEBIT	Frontier	667-2840	108.89
02/14/2020	DEBIT	Republic Services	3-0527-0040037	2,264.24
02/14/2020	7721	Heather Wilson	GM Advance	1,200.00

		"	Fuel	100.00
		"	Recording Secy. Advance	125.00
			Boathouse Mtg. Rm.	
02/20/2020	7722	La Paz County Sheriff	3/2/20	50.00
02/24/2020	DEBIT	APS	6125100000	1,629.91
02/24/2020	DEBIT	APS	6276651000	58.91
02/26/2020	DEBIT	Brooke Utilities, Inc.	53017-11860	263.90
02/28/2020	7723	Heather Wilson	GM Balance	1,200.00
		"	Fuel	100.00
		"	Recording Secy. Balance	125.00
			February	
02/28/2020	7724	Otis Hall	Groundskeeping	800.00
02/28/2020	7725	Sue Thomson	February Bookkeeping	1,250.00
		"	Postage	6.60
				13,822.17

BILLS FOR APPROVAL (invoice on separate attachment)

Law Office of John Churchill (1/29 – 2/26 HOA) \$2,117.50

Balance Sheet

Mr. Sweeney made a motion to approve the **February 2020 Balance Sheet**.
 Mr. Auman seconded the motion and the motion carried unanimously.

Profit and Loss Statement

Mr. Sweeney made a motion to approve the **February 2020 Profit and Loss Report**.
 Mr. Baker seconded the motion and the motion carried unanimously.

Posting of Financial Reports

Ms. Wilson asked the Board if it is possible to post the Balance Sheet and the Profit and Loss statement in the member’s only section of the website prior to the Board meeting so that members can review them.

Posting of Financial Reports`

Mr. Sweeney reported that yes this can be done prior to the Board’s approval but asked that the reports are posted as a draft due to the fact that the Board has not approved the reports.

2020 Budget Review

Mr. Manderscheid reported that our bookkeeper Sue Thomson has submitted the 2020 Budget for the Board’s approval.

Mr. Sweeney made a motion to approve the 2020 Budget. Mr. Baker seconded the motion and the motion carried unanimously.

CPA Review

Mr. Sweeney reported that the information has been passed on to the CPA to perform their review.

GENERAL MANAGER'S REPORT:

Mr. Chambers made a motion to approve the **January 2020 General Manager's Report**. Mr. Baker seconded the motion carried unanimously.

Mr. Sweeney made a motion to approve the **February 2020 General Manager's Report**. Ms. Northcutt made a second and the motion carried unanimously.

OLD BUSINESS:

Construction Progress Report

Ms. Wilson reported that we currently have twelve (12) Lots that are under some type of construction/home improvements or are pending building permits; Lot 14, Lot 25, Lot 56, Lot 67, Lot 101, Lot 117, Lot 123, Lot 192, Lot 208, Lot 227, Lot 231 and Lot 250.

Conference Calling System

Mr. Manderscheid reported that Scott Homan was to give the Board an update as to what equipment and service that will be required and that he is not present today so this item will be tabled until the Board receives an update.

Rosemary Carlisle asked the Board where they are as far as approving conference calling system.

Mr. Manderscheid reported that the Webex system was not a good fit for what we want to accomplish, so Scott Homan has some alternatives to present to the Board.

Bridge Repair

Ms. Wilson reported that we have received the money from the insurance company to fix the bridge and that she has notified Mr. Chambers.

Mr. Chambers reported that he will notify Ms. Wilson as to what his actual start date is going to be.

Moovalya Keys Website Members' Only Section

Mr. Manderscheid reported the "Members' Only" section on the website is up and running.

Tow Away Signs

Ms. Wilson reported that she has submitted a proof and a price for the signs only, that no labor is included to install the signs to the Board for approval. Ms. Wilson also reported and that there will be (3) signs in the overflow parking lot, one (1) on the gate and two (2) at the common area parking spaces on Moovalya Drive and that once she receives the price for the labor to install them, she will notify the Board.

Mr. Sweeney made a motion to purchase three (3) of the 18" X 24" signs that are to be installed in the overflow parking lot and three (3) of the 12" X 18" signs posting one of the 12" X 18" signs on the entrance gate and the other two (2) 12" X 18" signs are to be posted at the common area parking spaces on Moovalya Drive. Ms. Furnell seconded the motion and the motion carried unanimously.

Mr. Sweeney requested that when Ms. Wilson receives the price to have the signs installed to notify the Board as to what the final costs are going to be.

Moovalya Keys Liability Insurance Policy/Property Limits

Mr. Manderscheid reported that Steve Habermann has stated that he feels that the current liability insurance limits the Moovalya Keys carries is not enough coverage and asked the Board if they could look into the higher limits of coverage.

Mr. Manderscheid stated that the Moovalya Keys currently carries a one-million-dollar liability insurance policy with a two-million-dollar umbrella policy and that he will meet with Beaver Insurance and ask them to give us a prices based on 3-5 million dollar liability insurance coverage and that he will report back at the next Board of Directors meeting.

HOMEOWNERS ANNUAL MEETING:

Homeowners Annual Meeting Date

Mr. Manderscheid reported that the “Homeowners Annual Meeting” will be held on April 11, 2020 and will be held in the La Paz County Boating and Safety Training Room located at 8484 Riverside Drive.

Homeowners Annual Meeting Voting Package Mailing

Mr. Manderscheid reported that the “Homeowners Annual Meeting Voting Package” will be mailed out March 9, 2020.

Agenda Items for the Annual Meeting

Mr. Manderscheid reported that the cutoff date for homeowners to submit their request for an Agenda item for the Homeowners Annual Meeting will be March 20, 2020 and that you can submit your request via email to the moovalyakeys@gmail.com or by U.S. Mail.

Contact Information Authorization Form

Mr. Manderscheid reported that we will be also sending out the “Contact Information Authorization Form” with the “Homeowners Annual Meeting Voting Package” authorizing us to post homeowners telephone numbers and email addresses in the “Members’ Only” section of the website.

Additional Insured endorsement – Homeowners’ Insurance Policies

Mr. Manderscheid reported that there will also be ballot in the Voting Package allowing homeowners the option to vote on as to whether or not to make it a requirement that the Association require that all homeowners provide the Association with a certificate of insurance that includes the Moovalya Keys being name as additional insured on their homeowners insurance policy.

RULES COMMITTEE:

Mr. Sweeney reported that after discussion in the Executive session, the Board came to the conclusion that there will not be any motions made today in regards to the Rule Committee.

NEW BUSINESS:

Lot 123 – 8669 Moovalya Drive Drawings for Approval

Mr. Sweeney reported that he is in receipt of the revised drawings for Lot 123 – 8669 Moovalya Drive that were submitted at the last meeting but did not comply with the Moovalya Keys setback requirements and that the resubmitted set of construction drawings are now in compliance with the CC&R’s and recommends that the Board approve them.

Mr. Sweeney made a motion to approve the revised drawings for Lot 123-8669 Moovalya Drive as submitted. Mr. Chambers seconded the motion and the motion carried unanimously

NEW BUSINESS CONTINUED:

Lot 231 – 8969 Riverside Drive Drawings for Approval

Mr. Sweeney reported that he is in receipt of drawings for a 6’ block wall with an entrance gate and the extension of the concrete driveway and that the drawings are in compliance with the height limits and setbacks.

Mr. Sweeney made a motion to approve the drawings as submitted for **Lot 231 – 8969 Riverside Drive**. Mr. Baker seconded the motion, and the motion carried unanimously.

Lot 250 – 8702 Navajo Lane Drawings for Approval

Mr. Sweeney reported that he is in receipt of drawings for **Lot 250 – 8702 Navajo Lane** and basically all the owner is proposing is to install a block wall and the pouring of concrete flatwork and that the drawings are in compliance with the CCR’s and made a motion to approve the drawings as submitted. Mr. Auman seconded the motion, Mr. Chambers abstained the motion and the motion carried unanimously.

Tenant Information Sheet Processing Fee

No up date

General Manager’s Salary

Mr. Manderscheid reported that it has been recommended that the General Manager’s Salary be increased to \$34,400 per year which is a \$15 per day increase and that it be retroactive to January 1, 2020.

Mr. Coon made a motion to increase the General Managers salary to \$34,300 per year retroactive to January 1, 2020. Mr. Smith seconded the motion and the motion carried unanimously.

Counting of Ballots

Mr. Manderscheid reported that we have concerned homeowners in regards to the process in which the ballots are counted, therefore the Board has hired a third party to count the ballots which is Parker Accounting and that Parker Accounting will be attending the Annual Meeting so that they can count the ballots.

Ms. Wilson reported that the mailed in ballots are received by our Bookkeeper, Sue Thomson and that Sue will bring all of the unopened ballots to the Annual Meeting so that Parker Accounting can count the unopened ballots.

EXECUTIVE SESSION

6:59 PM Executive Session is now in session

7:37 PM Executive Session adjourned

7:38 PM Board of Directors Meeting is back in session

Meeting Adjourned 7:55 PM

Submitted by Recording Secretary, Heather Wilson