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LaSalles Woods Association of Owners Inc.  
Scheduled Board of Directors Budget meeting 8/12  
August 14, 2014  
LSW Offices

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PRESENT: President John Bernstein; Vice President Ralph Zuzolo; Board member Eric Mungle, Board Member Blake Pell, Property Manager Bill Richardson, Secretary Jay Kohlmeier, guest Steve Hinds, guest Theresa Skaggs.

The meeting was called to order at 7:00 PM.

Report from Steve Hinds owner of Hinds Security and PSA security services.

- Importance of guest visitation notification to security office.
- Security notification for owner approval of unit key access requirement. Board has authority for unit key access approval with 24 hr notice to owner.
- 90% of PSA security issues related to rental properties.
- Importance of PSA Security access activity highlighted by 75-day gate traffic count of **152,274** entries. Does not include Security guard entry approvals such as contractors or other maintenance issues.
- Linking LWA website to PSA website.
- Steve to provide letter to all homeowners with emergency contact information in October billing.
- Vehicle registration and update requirement.
- Security responsible as first responders for unit owner notification with complaint or emergency situations. 911 to remain first response for medical emergencies.

Theresa Skaggs reviewed request for approval of addition to front of unit 74 as a screened porch. Proposal provided from contractor as evidence. Bill Richardson approved with KKP review, according to by-laws. Precedence has been established.

Previous meeting minutes reviewed, Ralph moved to approve minutes, seconded by John.

Jay presented treasurers report.

- Discussed initial 14 point review by Harris CPA ie; credits to accounts, reconciliation balance, reserve bank account, use of miscellaneous journal entries, actual to budget report.
- 2015 budget process. Bill discussed landscaping contract bids for 2015 budget.
- Discussion by members regarding competitive bidding process.

- P&L Previous Year comparison reviewed. Question regarding Ground Maintenance Other account balance and definition.
- Jay pointed out need for greater clarity regarding budget line item account structure with need to eliminate miscellaneous journal entries.
- Aging report and delinquent accounts.
- Collection efforts discussed.
- Bank accounts: General fund is \$39,439.70; Reserve fund is \$127,756.58.

John moved to approve the treasurer's report Eric seconded.

Bill presented maintenance report:

- Bldg 1 completed \$25,705.
- Bldg 10 \$ 25,264 original bid; \$28,836 revised bid; \$14,418 paid KKP in advance.
- Bldg 14 \$1,704 paid KKP to repair the back side of unit 98.
- Owners of Unit 44 have been notified about internal water damage from a ruptured water line during the winter that is their responsibility. Until the owner has resolved insurance claim, LWA will perform minimal repairs to maintain structural integrity at the owners expense in the amount of approximately \$4,500.
- Unit 44 interior water damage to be covered owners insurance.
- 80.5 repair has been approved by owners insurance to get bid from KKP. Insurance will pay lowest repair cost.
- 32 full paint cans found in dumpster near pool area by Republic and left on pavement leaving spilled paint on pavement. Waste notice sign regarding "No Paint or Building Materials " had been removed.
- Member discussion regarding hazardous waste removal policy notification. Suggested new website as medium.

Blake reported progress on the LWA website.

- Created directory database for tracking purposes.
- Modeled functionality after Waters Edge site.
- Linked to Eagle Pointe and PSA websites.
- LWA website features:
  - E-Mail archive.
  - Board contact information.
  - Individual LWA member contact update capability.
  - PDF capability.
  - Automatic administrative account updating.
- Blake added contractor vendor list.
- LWA Real Estate page or link.
- Member discussion regarding financial and other informative content.

John moved to approve the design of the LWA website, seconded by Ralph.

John reported on new business:

- Fire pit instruction signs. Further discussion regarding, purpose, content and location.
- John reported on current status of Small Claims cases with delinquent owners.
- West entrance into village view blocked by shrubs, need to be trimmed by PSA.
- Existing crosstie retaining walls to be replaced with stone. John made motion for approval, Ralph seconded with all in favor.

John adjourned the meeting.