



**Lansbrook Master Association, Inc.
Board of Directors Meeting
Held in virtual / telephonic format via internet based Zoom tool**

August 24, 2020

The Lansbrook Master Association, Inc. Board of Directors meeting was called to order by Brian Thiel at 7:00PM.

Attending the meeting were newly elected Board members Brian Thiel, Jennifer Martinez, Ken Kunsman, Ron Schultz, and Scott Tillesen. Attending from FirstService Residential were Susan Dowsell and Rachel Mayer. Also attending was Bennett L. Rabin, Esq. counsel to the Association from the firm Rabin Parker Gurley P.A. About 70 residents were also in attendance.

Brian Thiel advised that Proof of Notice of the meeting was properly provided.

MOTION: A motion was made by Brian Thiel and seconded by Ken Kunsman to accept the minutes as presented for the June 22, 2020, meeting. The motion passed unanimously.

MOTION: A motion was made by Ken Kunsman and seconded by Brian Thiel that the term of office for the five newly elected Board Members shall be the same as the order of names as they were listed in a recall document, that is, the term of first name on the list of prior Board Members will be the term for the first name on the list of current Board Members: Brian Thiel will replace the term of Jim Donnelly, Jennifer Martinez will replace the term of Bruce Insana, Ken Kunsman will replace the term of Robert Anderson, Ron Schultz will replace the term of Diane Ball, and Scott Tillesen will replace the term of Dave Pollack. The terms for Brian Thiel, Ken Kunsman, and Jennifer Martinez will expire November, 2020. The terms for Ron Schultz and Scott Tillesen will expire November, 2021. The motion passed unanimously.

Brian Thiel advised attendees on the 'chat' features and navigation of the Zoom on-line meeting tool.

MOTION: A motion was made by Brian Thiel to appoint Todd Christopherson to the Board in a position that will have term that will expire November, 2021. The motion passed unanimously.

MOTION: A motion was made by Ron Schultz and seconded by Jennifer Martinez to appoint Brian Thiel as President. The motion passed unanimously.

MOTION: A motion was made by Brian Thiel and seconded by Ron Schultz to appoint Todd Christopherson as Treasurer. The motion passed unanimously.

MOTION: A motion was made by Ken Kunsman and seconded by Ron Schultz to appoint Scott Tillesen as Secretary. The motion passed unanimously.

MOTION: A motion was made by Brian Thiel and seconded by Ken Kunsman to appoint Ron Schultz as Vice President. The motion passed unanimously.

There was a brief discussion about the membership and activities of the NDRC and ARC committees.

MOTION: A motion was made by Ken Kunsman and seconded by Ron Schultz to waive notice to the Directors of a Board meeting planned for August 31, 2020. The motion passed unanimously.

MOTION: A motion was made by Ken Kunsman and seconded by Todd Christopherson to establish a Social Committee that would plan appropriate events with resident Jamie Toth as President. It was further proposed that this committee would be required to present planned events for the approval of the Board. The motion passed unanimously.

There was a brief discussion about the possibility of setting up email so that official Association correspondence can be distinguished between personal correspondence by the Directors.

MOTION: A motion was made by Ken Kunsman and seconded by Jennifer Martinez to appoint Brian Thiel to the Campus Improvement Committee. The motion passed unanimously.

Susan Dowswell provided a Treasurer's report and cited that as of the end of July, 2020, current assets amounted to \$473K, Bank United operating fund cash balance was \$339K, Sterling National operating fund cash balance was \$102K. Restricted fund bank cash balances was \$249K. Expenditures year to date are under budget primarily to under-run of the landscaping category. **MOTION:** A motion was made by Ken Kunsman and seconded by Todd Christopherson. to accept the Treasurer's report. The motion passed unanimously.

Susan Dowswell discussed a three inch irrigation pipe break on Lakefront Drive by the Carlyle neighborhood. Repairs will require outside contractors and several had been contacted. **MOTION:** A motion was made by Brian Thiel and seconded by Ron Schultz to contract with the contractor Raintree to perform the work at an amount for parts and labor not to exceed \$3,000 without written authorization. The motion passed unanimously.

MOTION: A motion was made by Brian Thiel and seconded by Ron Schultz to waive the reading of the vandalism report that was prepared by the property manager. The motion passed unanimously.

MOTION: A motion was made by Ron Schultz and seconded by Ken Kunsman to accept the Managers Report that was prepared by the property manager. The motion passed unanimously.

MOTION: A motion was made by Brian Thiel and seconded by Ron Schultz, to send a letter with our apologize to rescind a cease and desist letter concerning food trucks. The subject letter had been sent out by the previous Board earlier this year to resident Rob Pulsipher. The motion passed unanimously.

Brian Thiel provided a summary of the actions, procedures, timeline, and objectives that were used in the recent Recall of the previous members of the Board of Directors.

A resident (Michael) from the Ellinwood neighborhood suggested an outdoor viewing of a family orientation movie night during the end of year holiday season. He also pointed out issues with holes in the Commons Park fields. He further agreed to help identify those landscaping issues for the maintenance staff to address.

A resident (Aaron) from the Highgate neighborhood raised a question of what could be done about insects in the sand around the playground equipment. He questioned if something better could be used rather than sand. He was advised that the sand was treated for wasps during the last week and that a rubberized surface would cost about \$100K. There was discussion that further examination by the CIC committee of alternatives is needed.

A resident (Jane) believes attention to landscaping around the playgrounds could cause skin irritation and that attention is needed to eroding wood around the sand. She suggested the CIC committee focus on these issues. Jane further pointed out that someone with a metal detector is digging on the soccer fields. Susan Dowswell was asked to look for that person and ask him not to dig on Association property.

A resident (Gina) inquired if something could be done to update the blue monument at the front entrance. Ron Schultz provided some insight into undesirable zoning codes limitations that would be applicable if too much revision was done. There was further discussion about some maintenance alternatives that could be considered.

A resident (Dennis) from the Preserves neighborhood shared some accomplishments in getting Duke Energy and the County to take certain corrective actions. He volunteered to join the CIC committee. Brian accepted his membership to the CIC.

Ron Schultz advised that the previous maintenance Director Ed Anderson was of value because of his experience with landscaping, irrigation, and physical plant assets. He thought that having Mr. Anderson or someone of similar experience on our staff would be desirable.

Brian Thiel inquired about the status of planned contracts for the replacement of a retaining wall at the Lakefront Park (\$21.3K was previously approved) and the installation of electronically locking bathroom doors (previously approved.) **MOTION:** A motion was made by Brian Thiel and seconded by Ron Schultz to cancel the purchase and installation of the bathroom door lock contract, while approving to pay up to \$200 a month for an alternative way of having them locked overnight. Directors Thiel, Schultz, Tillesen, and Martinez approved. Director Kunsman was opposed. The motion carried.

Ken Kunsman advised that he would reinvigorate a regular meeting of the Presidents of Lansbrook neighborhoods for idea and best practice sharing.

The next meeting of the Board of Directors will be held on August 31, 2020 at 7:00PM.

MOTION: A motion was made by Ken Kunsman and seconded by Ron Schultz at approximately 9:00PM to adjourn this meeting so that the Directors can meet privately in executive session. The motion passed unanimously.

Respectfully submitted,
Scott Tillesen
Secretary
Lansbrook Master Association, Inc.

Approved:

By: 
Brian Thiel, President

Date: 9/1/2020