



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

December 28, 2020

The Lansbrook Master Association, Inc. ("LMA") Board of Directors meeting was called to order by Brian Thiel at 7:01 PM. Also attending were Board members Jennifer Martinez, Tom Lango, Ron Schultz, Todd Christofferson, and Scott Tillesen. Ken Kunsman was initially absent. A quorum was present. Attending from FirstService Residential was Ryan Howard and Jim McEleney. Ed Anderson from the Lansbrook staff attended as did about a dozen homeowners.

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

MOTION: A motion was made by Tom Lango and seconded by Ron Schultz to accept the minutes as presented for the November 23, 2020, Annual Meeting of the Membership. The motion passed unanimously.

MOTION: A motion was made by Tom Lango and seconded by Jennifer Martinez to accept the minutes as presented for the November 23, 2020, Organizational meeting of the Board. The motion passed unanimously.

MOTION: A motion was made by Tom Lango and seconded by Jennifer Martinez to accept the minutes as presented for the November 23, 2020, regular meeting of the Board. The motion passed unanimously.

Treasurer Tom Lango reported that the November 30, 2020, operating cash balance was \$501,033, a decline of \$36,683 from the prior month. The reserve cash balance was \$264,277, a slight increase from the prior month. The most notable use of operating cash was for the annual renewal of insurance for an amount in excess of \$40,000. Reserve cash funds were expended during the month for the purchase of a new Kubota tractor. In December, expenditures are expected for tree trimming, mulch, sod, and possibly equipment purchases. Year to date operating expenses have been approximately \$240,000 favorable against budget primarily due to landscaping. While projects now underway will close that gap somewhat, it is expected that the year will end favorable to budget by approximately \$100,000. **MOTION:** A motion was made by Ron Schultz and seconded by Scott Tillesen to accept the Treasurer's report submitted by Tom Lango. The motion passed unanimously.

Property Manager Jim McEleney reported that he has been spending time becoming familiar with the neighborhoods, understanding the key vendors especially for the purpose of having them paid on time, and meeting with Ed Anderson on a regular basis.

Acting Director of Campus Services Ed Anderson updated attendees on the status of mulching, oak and palm tree trimming, tree removal, and sod replacement. He is considering changing to a vendor who can provide larger sized pieces for the remainder of the soccer field sod project.

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A homeowner suggested that more should be done to utilize email notifications, electronic calendars and other cyber means to keep Lansbrook homeowners informed. Jennifer Martinez agreed to partner with the homeowner to explore the use of existing tools and possible new options.

Director Ken Kunsman joined the meeting.

Motion: A motion was made by Ron Schultz and seconded by Brian Thiel to remove the word "Acting" from Ed Anderson's title and, instead, appoint him Director of Campus Services. The motion passed unanimously.

Motion: A motion was made by Brian Thiel and seconded by Jennifer Martinez to schedule 2021 Board of Directors' Meetings on the 4th Monday of each month except for the month November when it will be held on the 3rd Monday and in December when it will be held on the 2nd Monday. The motion passed unanimously.

Motion: A motion was made by Scott Tillesen and seconded by Brian Thiel to eliminate the need for a \$250 deposit in order to reserve the Lakefront Pavilion and to have the reservations handled by the Lansbrook Campus office. The motion passed unanimously.

Motion: A motion was made by Brian Thiel and seconded by Ron Schultz to approve the extension of the FirstServices Property Management contract, with certain changes, through October 31, 2021. The motion passed unanimously.

Motion: A motion was made by Brian Thiel and seconded by Ken Kunsman to replace the aging quartz lights at the Lakefront Pavilion with LED lights for an amount not to exceed \$4,000. The motion passed unanimously.

Motion: A motion was made by Ken Kunsman and seconded by Brian Thiel to have the Lakefront Pavilion pressure washed for up to \$1,800 only after another competitive bid has been considered. The motion passed unanimously.

Motion: A motion was made by Brian Thiel and seconded by Jennifer Martinez to authorize Ed Anderson to purchase up to \$3,000 of Christmas lights to replace and add to those already on hand. The motion passed unanimously.

Motion: A motion was made by Brian Thiel and seconded by Scott Tillesen to authorize a contract with Bright View Landscaping for up to \$30,000 of oak tree trimming. The motion passed unanimously.

Motion: A motion was made by Jennifer Martinez and seconded by Brian Thiel to remove the NO FISHING signs from eight Lansbrook Master Association controlled ponds. The motion passed unanimously.

Motion: A motion was made by Ken Kunsman and seconded by Jen Martinez to allow up to two food trucks at movie nights organized by the Social Committee. The motion passed unanimously.

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Motion: A motion was made by Ken Kunsman and seconded by Jen Martinez to allow the Social Committee to plan the calendar of 2021 movie nights at their discretion, with the provision that the LMA President be given adequate notice to arrange for event insurance before each event. The motion passed unanimously.

Motion: A motion was made by Ken Kunsman and seconded by Scott Tillesen to allow up to two food trucks at the planned East Lake High School Band Concert event being planned for February 2021. The motion passed unanimously.

Motion: A motion was made by Ken Kunsman and seconded by Scott Tillesen to authorize the Social Committee to purchase T-Shirts for the amount of \$154.62. The motion passed unanimously.

Motion: A motion was made by Tom Lango and seconded by Ron Schultz to approve the expenditure of up to \$6,000 for the audit of Association's books for the year 2020. The motion passed unanimously.

MOTION: A motion was made by Tom Lango and seconded by Brian Thiel to adjourn the meeting at 9:37PM. The motion passed unanimously.

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

Approved:

By: 
Brian Thiel, President

Date: 1/26/21