



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

**March 22, 2021**

The Lansbrook Master Association, Inc. ("LMA") Board of Directors meeting was called to order by President Brian Thiel at 7:00 PM. Also attending were Board members Ken Kunsman, Tom Lango, Ron Schultz, Todd Christofferson, and Scott Tillesen. A quorum was present. Attending from FirstService Residential was Ryan Howard. Ed Anderson from the Lansbrook staff attended as did up to fifty homeowners during various portions of the meeting.

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

**MOTION:** A motion was made by Ron Schultz and seconded by Ken Kunsman to accept the minutes as presented for the February 22, 2021, meeting of the Board. The motion passed unanimously.

Treasurer Tom Lango reported that as of February 28, 2021, the total cash balance was \$678,774. Operating cash was \$429,510, an increase of \$16,087 over the prior month. Reserve cash was \$249,264 and is approximately \$167,000 above the requirements under the most recent reserve study. A rebalancing of accounts to avoid being in excess of FDIC insurance limits is being planned. For the month of February 2021, income was \$101,978, which is \$15,033 above budget. For the two months ending February 28, 2021, income was \$188,909, which is \$15,019 above budget. February 2021 operational expenses of \$62,293 were favorable to budget by \$17,119. For the two months ending February 28, 2021, expenses of \$184,119 is unfavorable to budget by \$25,294 due to projects carried over from the prior year. Payroll expense for the two months was favorable due to an open staff position. **MOTION:** A motion was made by Todd Christofferson and seconded by Ken Kunsman to accept the Treasurer's report submitted by Tom Lango. The motion passed unanimously.

Brian Thiel reported that Jim McEleney, who was the Property Manager assigned to the LMA by First Service Residential, has resigned. Ryan Howard reported that the new Manager is Joe Dobson who will be starting on April 5, 2021.

Director of Campus Services Ed Anderson reported that he has been busy getting bids for the numerous electrical, pressure washing, landscaping, and paving projects. He also reported that irrigation system problems have required an extraordinary amount of repair. Contributing to the problems are PVC pipes that have worn thin over the years and an old valve wiring system that has required the deployment of battery operated controllers that cannot be controlled centrally. LMA Board member Ken Kunsman agreed to head a committee to work with Ed Anderson to develop a long range plan to address the aging irrigation system.

Brian Thiel reported that Board member Jennifer Martinez had resigned due to family and work commitments. Brian thanked Jennifer for her many contributions during her tenure on the Board. Brian Thiel asked the participants for input and suggestions for possibly replacement candidates.

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Lansbrook residents Tom Denham and Lori Suellau commented on the need for LMA to address the berm landscaping in the Aylesford neighborhood. Residents Todd Jones, Christina Solar, and Kim McCormack commented on the condition of the asphalt bike path between Fallbrook and Northfield. Resident Steve Wexler suggested improvements be made to communications including meeting announcement signage and email blast. Resident Marty Richman suggested limiting bike rides to the wider paths to avoid the narrower sidewalks. He also commented that it is hard to get onto the FirstService website.

**MOTION:** A motion was made by Tom Lango and seconded by Ron Schultz to adopt a policy that requires competitive bidding for contracts and services in excess of \$10,000. A minimum of three bids must be solicited and at least two must be received. Directors Lango, Schultz, Tillesen, Christofferson and Kunsman voted in favor of the motion. Director Thiel was opposed. The motion passed.

**MOTION:** A motion was made by Brian Thiel and seconded by Todd Christofferson to contract with Advanced Aquatics in the amount of \$5,000 re-plant the littoral shelf of Pond #9 near Robinwood. The motion passed unanimously.

**MOTION:** A motion was made by Brian Thiel and seconded by Ron Schultz to contract with Red Tree in the amount of \$7,000 for leaf removal throughout the campus. The motion passed unanimously.

**MOTION:** A motion was made by Brian Thiel and seconded by Todd Christofferson to contract with Red Tree in an amount not to exceed \$9,000 to trim palm trees throughout the campus. The motion passed unanimously.

**MOTION:** A motion was made by Brian Thiel and seconded by Scott Tillesen to contract with Brightview in an amount of \$30,000 to trim approximately 375 trees throughout the campus in the Fall of 2021. The motion passed unanimously.

**MOTION:** A motion was made by Brian Thiel and seconded by Ken Kunsman to contract with Advanced Aquatics in the amount of \$195 a month to manage the lake front and \$725 a month to manage the 19 land-based ponds. The motion passed unanimously.

**MOTION:** A motion was made by Brian Thiel and seconded by Ken Kunsman to contract with Yes Electric in an amount not to exceed \$11,000 to replace lighting at the Commons Park; to contract with Yes Electric in an amount not to exceed \$2,500 repair power to the corner signage at Commons Park; and to contract with Get It Clean in the amount of \$1,200 to pressure wash the light poles at Commons Park. The motion passed unanimously. It was further indicated that the \$11,000 lighting project would be paid for out of Reserve funds.

**MOTION:** A motion was made by Brian Thiel and seconded by Todd Christofferson to contract with Brightview in the amount of \$9,000 to remove approximately twelve dead and dying trees throughout the campus. The motion passed unanimously.

**MOTION:** A motion was made by Brian Thiel and seconded by Ron Schultz to contract with Red Tree in the amount of \$6,750 for an initial clean up of landscaping on the LMA easement portion of the Aylesford neighborhood berm along East Lake Road. The motion passed unanimously.

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**MOTION:** A motion was made by Brian Thiel and seconded by Ron Schultz to contract with Red Tree in the amount of \$1,450 clean up the landscaping on the Maintenance Building berm. The motion passed unanimously.

**MOTION:** A motion was made by Todd Christofferson and seconded by Tom Lango to adjourn the meeting at 9:13 PM. The motion passed unanimously.

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

Approved:

By:   
Brian Thiel, President

Date: 4/27/2021