



Lansbrook Master Association, Inc.
Board of Directors Meeting
Held in virtual / telephonic format via internet based Zoom tool
May 24, 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 Joe Dobson and Ryan Howard. Ed Anderson from the Lansbrook staff attended as did up to twenty 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 Tom Lango and seconded by Ken Kunsman to accept the minutes as presented for the April 24, 2021, meeting of the Board. The motion passed unanimously.

Treasurer Tom Lango reminded that there was a \$158,461 budget under-run from 2020. Those monies were carried over to 2021 and, when associated projects are completed, a \$93,940 over-run of the 2021 budget is expected. He advised that as of April 30, 2021, our total cash balance was \$755,050. Operating Fund cash was \$477,003 and Reserve Fund cash was \$278,047. For the month of April, income of \$86,976 was \$31 above budget. April expenses of \$89,775 was unfavorable to budget by \$10,362, primarily due to payment of annual audit fees of \$5,795 (the budget for which is spread throughout the year) and due to expenses related to approval for trimming Crepe Myrtles and work to trim at the easement related to the berm near Aylesford. For the four months ended April 30, 2021, income of \$362,662 was \$14,882 above budget, primarily due to the un-budgeted sale of a pick up truck. Expenses for the four month period of \$344,504 were unfavorable to budget by \$16,852, largely due to carry-over projects partially offset by under-running payroll expenses as a result of having one less employee than was budgeted. When the \$93,940 carried over project budget is added to the 2021 budget of \$952,931 the resulting pro-forma 2021 cash-basis budget is \$1,046,927. The current run-rate of expense plus projects approved results in an estimated expense total of \$991,622, resulting in approximately \$55,305 that could be directed toward additional projects. **MOTION:** A motion was made by Scott Tillesen and seconded by Ken Kunsman to accept the Treasurer's Report. The motion passed unanimously.

Property Manager Joe Dobson advised that new credit cards had been activated. Meetings are being held on property every couple of weeks. A new Grounds Technician has been hired. A number of realtors and homeowners have been advised that Estoppel letters need to be issued by the neighborhood HOA, not the LMA. New soccer goals have been purchased and were delivered. Some Berisford residents have been notified not to throw yard waste over the wall.

Director of Campus Services Ed Anderson reported that our irrigation systems are being taxed because of the draught. Some shrubs have been lost for lack of water and he'll be sending out the LMA water truck to spot treat areas. He invited residents to report any broken sprinklers to the maintenance staff.

President Brian Thiel reported that there was an unfortunate fatal single car auto accident along High Point Drive in the early morning hours of May 22, 2021. The driver was the son of residents of President's Landing.

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Several residents offered comments, including: Kim Davis (Lynnwood) who inquired about putting in speed humps on Highpoint Drive and building a wall on the Lynnwood berm. Robin Winstead (Aylesford) inquired about locking the Commons Park bathroom after hours. Lisa Richmond (Robinwood) inquired about the recent littoral shelf planting at the corner pond. Lynn Nailey (Juniper Bay) expressed thanks to the Board for doing a good job.

MOTION: A motion was made by Ron Schultz and seconded by Ken Kunsman to appoint Rosalia Gianola to the Board to fill the position vacated by Jennifer Martinez. The motion passed unanimously.

MOTION: A motion was made by Ron Schultz and seconded by Ken Kunsman to contract with Brightview Landscaping to provide maintenance services 42 weeks over one year beginning July 1, 2021, for a cost of \$170,800. The motion passed unanimously.

MOTION: A motion was made by Scott Tillesen and seconded by Ken Kunsman to contract with Brightview Tree Service at a cost not to exceed \$6,400, to plant eight oak trees. The trees will be planted 30 feet apart between the sidewalk and street, to fill a gap in the Oak tree line along Lake Front Drive, East of the East entrance to President's landing and across from the main Carlyle entrance. The motion passed unanimously.

MOTION: A motion was made by Brian Thiel and seconded by Rosalia Gianola to hire a landscaper to remove Brazilian Pepper plants throughout Lansbrook at a cost not to exceed \$4,750. Ed Anderson shall be authorized to select the vendor to perform this service. The motion passed unanimously.

MOTION: A motion was made by Ken Kunsman and seconded by Rosalia Gianola to indicate the Board's intention to vacate the landscape easement near the entrance walls to the Berisford neighborhood and turn responsibility over to the Berisford HOA. A maintenance or utility easement will be retained by the LMA. The motion passed unanimously.

Ron Schultz led a discussion about the possibility of installing time locks for the restrooms and upgraded security cameras at both the Commons Park and Lakefront Park. Investigation of the technology and cost is underway. Ed Anderson will participate in the study. No action was taken.

MOTION: A motion was made by Tom Lango and seconded by Ken Kunsman to adjourn the meeting at 8:27 PM. The motion passed unanimously.

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

Approved:

By: 
Brian Thiel, President

Date: 7/12/21