



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

September 28, 2020

The Lansbrook Master Association, Inc. ("LMA") Board of Directors meeting was called to order by Brian Thiel at 7:01PM.

Attending the meeting were Board members Brian Thiel, Jennifer Martinez, Ken Kunsman, Todd Christofferson, Tom Lango, Ron Schultz, and Scott Tillesen. Attending from FirstService Residential was Rachel Mayer. About 15 residents were also in attendance.

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 August 31, 2020, meeting. The motion passed unanimously.

Treasurer Todd Christofferson reported that as of August 31, 2020, the LMA had an Operating Cash balance of \$498,316 and a Reserve Cash balance of \$252,568. Income for the month of August, 2020, was \$87,501. Budgeted expense for the month was \$80,259, while actual expenses were \$61,854. This resulted in an under-run of expenses of \$25,647. **MOTION:** A motion was made by Ken Kunsman and seconded by Scott Tillesen to accept the Treasurer's report. The motion passed unanimously.

Brian Thiel advised that Susan Dowswell, who had been the Community Association Manager ("CAM") assigned to the LMA by FirstService Residential, resigned effective September 25, 2020. Brian thanked Susan for her service.

2020 Budget Discussion

- (1) Scott Tillesen began with an overview of Operating Funds and Reserve Funds. Reserve funds cover our capital assets, e.g. buildings, parking lots, docks, and pumps. As of August 31, 2020 the Reserve balance was \$252,568. The 2020 budget calls for \$6,533 to be added to the Reserve each month until the end of the year. If no further Reserve expenditures are made in 2020 the LMA will have a total Reserve of \$278,700 at the end of the year. It is planned, subject to Board approval, to add \$88,400 to Reserves during 2021. The LMA is aided in its planning for the replacement of assets by a study conducted by an outside firm Reserve Advisors in April, 2019. Scott advised that the LMA is well positioned with its reserves to address future expenditures.
- (2) Tom Lango provided an over-view of the flow of funds from the 21 neighborhood HOA's to the LMA. He announced that there would be no increase in fees from the neighborhood HOA's in 2021. However, individual HOA's would determine if any change would be made to resident dues to address neighborhood needs.

2020 Budget Discussion (continued)

(3) Todd Christofferson, with help from Brian Thiel, reviewed the proposed expense budget items. There was mention of several areas of expense focus including: Commons Park soccer and volleyball fields, hardwood tree trimming, and tree removals. Planned 2021 Operating Income is \$1,043,373 and total Operating expenditures are \$1,043,331. **MOTION:** A motion was made by Todd Christofferson and seconded by Tom Lango to accept the budget as presented. The motion passed unanimously.

MOTION: A motion was made by Ron Schultz and seconded by Scott Tillesen to bring Edward Anderson on as Acting Director of Campus Maintenance, beginning October 1, 2020 and ending December 31, 2020. Under this arrangement, Mr. Anderson would be an independent contractor. The motion passed unanimously.

MOTION: A motion was made by Brian Thiel and seconded by Ron Schultz to return the soon to be assigned CAM from FirstService Residential, to a part time role. The motion passed unanimously.

MOTION: A motion was made by Ken Kunsman and seconded by Ron Schultz to clarify that the LMA New Development Review Committee ("NDRC") has full review and approval authority at its own discretion. This motion is intended to clarify and recognize provisions of the existing LMA covenants. The motion passed unanimously.

MOTION: A motion was made by Ken Kunsman and seconded by Ron Schultz to authorize the LMA Social Committee to hold two movie nights in 2020. The expense of each event not to exceed \$500 individually and \$1,000 in total. Approval is contingent on the purchase of "event insurance" to provide additional liability protection for the LMA. The motion passed unanimously.

MOTION: A motion was made by Ken Kunsman and seconded by Brian Thiel to authorize the LMA Social Committee to hold a clothing drive for hurricane victims and arrange for a photographer to take family pictures at either Commons Park or Lakefront Park at no cost to the LMA. The motion passed unanimously.

MOTION: A motion was made by Ken Kunsman and seconded by Ron Schultz to require that any vendor with whom the LMA engages, must provide proof of liability insurance at a level acceptable to the LMA Treasurer. The motion passed unanimously.

MOTION: A motion was made by Brian Thiel and seconded by Ron Schultz to contract with Signature Signs USA to refurbish the lettering on Lansbrook main entrance sign for an amount not to exceed \$7,000. The motion passed unanimously.


MOTION: A motion was made by Brian Thiel and seconded by Ron Schultz to have: 1. a tree removed near the Aylesford neighborhood by contractor Red Tree for an amount not to exceed \$1,000; and 2. a tree removed near the Berisford neighborhood by a contractor yet-to-be-determined for an amount not to exceed \$1,500. The motion passed unanimously.

MOTION: A motion was made by Brian Thiel and seconded by Todd Christofferson to increase the number of allowed Lakefront Park gate cards to four card per household. The motion passed unanimously.

MOTION: A motion was made by Tom Lango and seconded by Todd Christofferson at 8:49PM 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:  Date: 10/26/2020
Brian Thiel, President