



**Lansbrook Master Association, Inc.
Board of Directors Meeting
Held in virtual / telephonic format via internet based Zoom tool
June 28, 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 Tom Lango, Ron Schultz, and Scott Tillesen. Absent was Board members Ken Kunsman, Todd Christofferson, and Rosalia Gianola. A quorum was present. Attending from FirstService Residential was Ryan Howard. Ed Anderson from the Lansbrook staff attended as did up to a dozen 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 Scott Tillesen and seconded by Ron Schultz to accept the minutes as presented for the May 24, 2021, regular meeting of the Board. The motion passed unanimously.

MOTION: A motion was made by Scott Tillesen and seconded by Ron Schultz to accept the minutes as presented for the May 24, 2021, executive session meeting of the Board. The motion passed unanimously.

Treasurer Tom Lango reminded that there was a \$158,461 budget under-run from 2020, of which \$65,000 was approved for transfer to reserve funds. The balance, once spent, is expected to be an over-run of the 2021 budget. As of May 31, 2021, total cash reserves amounted to \$690,246. Operating cash was \$407,507 and Reserve cash was \$282,741. A transfer of \$87,354 from Reserves to Operating cash to properly account for Reserve expenditures. For the month of May, 2021, income of \$87,174 was \$229 above budget. Expenses of \$136,040 was unfavorable to budget in the amount of \$48,253 largely due to various landscaping projects and a mis-coding of a Reserve project. For the first five months of 2021, expenses of \$470,543 were unfavorable to budget by \$73,478. This was largely due to over-runs in landscaping partially offset by under-runs in payroll. It is projected that there is approximately \$77,000 budgeted but not currently approved for expenditure during the balance of the year. **MOTION:** A motion was made by Scott Tillesen and seconded by Ron Schultz to accept the Treasurer's Report. The motion passed unanimously.

FirstService Director Ryan Howard reported that the use of P-Cards has ended and credit cards are now in effect. It was announced that Vince Pino will be the replacement of Property Manager Joe Dobson.

LMA Director Ken Kunsman joined the meeting.

FirstService Director Ryan Howard continued by reporting that accounting coding errors will be addressed. He gave a reminder to residents who are selling that estoppel letters are not required from the LMA, but only from local neighborhood HOA's. Access to the First Service portal should now be available to all residents.

Lansbrook Master Association, Inc.
Board of Directors Meeting
June 28, 2021

Director of Campus Services Ed Anderson reported that he has been working on a number of landscaping projects. There was irrigation water line break near the Fallbrook neighborhood that required extensive repair. Resurfacing of the Lakefront Park parking lot has begun. The Fallbrook / Northfield walking/hiking path is scheduled for repair on June 29th. The well water supply that is used to irrigate the front entrance has become unreliable and consideration should be given to move to a more reliable lake water source. The County brought to our attention that the Agricultural Compost site on Bryan Lane will need to have a permit for continued use.

President Brian Thiel reported that our new landscape contract with Brightview will soon go into effect. The Sunset neighborhood will go from three to five lots effective January 1, 2022. Seasonal plantings at the main entrance continues. Certain proposed changes to the Sunset neighborhood Declarations & By-Laws are being reviewed by LMA legal counsel.

Residents were invited to speak. There were no comments or questions.

MOTION: A motion was made by Brian Thiel and seconded by Scott Tillesen to approve a contract to D&D Drilling for an amount not to exceed \$17,000, to provide directional boring and water line installation to provide lake water to irrigate the Main Entrance. Directors Thiel, Tillesen, Schultz, Kunsman, voted in favor of the motion. Director Lango voted against the motion. The motion passed.

MOTION: A motion was made by Ken Kunsman and seconded by Tom Lango to contract with Vortex 1 Security to install security system cameras at the maintenance building, Commons Park, and Lakefront Park at an amount not to exceed \$21,000. It was further proposed that the LMA engage in a monthly contract for services in the amount of \$205. The cost of the equipment to be charged to Reserves and the monthly contract charged to Operating expense. The motion passed unanimously.

MOTION: A motion was made by Brian Thiel and seconded by Tom Lango increase the LMA credit card limit to \$10,000. The motion passed unanimously.


Ron Schultz reported that he has been studying Main Entrance lighting improvement alternatives.
MOTION: A motion was made by Ken Kunsman and seconded by Tom Lango to spend up to \$3,500 for an initial test group of commercial grade lighting equipment for the Main Entrance. The motion passed unanimously.

MOTION: A motion was made by Tom Lango and seconded by Ron Schultz set a policy that any two Officers of the LMA Board of Directors can approve up to \$10,000 in expenditures to address urgent situations. The motion passed unanimously.

MOTION: A motion was made by Ken Kunsman and seconded by Scott Tillesen to adjourn the meeting at 8:44 PM. The motion passed unanimously.

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

Approved:

By: 
Brian Thiel, President

Date: 7/28/2021