



LANSBROOK MASTER ASSOCIATION, INC.

Board Meeting Minutes

Monday, January 24, 2022 at 7:00 P.M.

Via Zoom Meeting (Meeting ID 307 337 0525/Passcode 388432)

Board Members Present: Brian Thiel, President
Todd Christofferson, Director
Ken Kunsman, Director
Scott Tillesen, Director
Tom Lango, Treasurer
Rosalia Gianola, Secretary

Board Members Absent: Ron Schultz, Vice President

Also, Present: Glenda Butler, LCAM, Property Manager, Castle Group
Ed Anderson, Director of Campus Services
Owners, approximately 10

Call to Order. Brian Thiel, President, called the meeting to order at 7:02 pm.

Proof of Notice. President Thiel confirmed the normal signs were posted on the Friday, January 21, 2022, in advance of the meeting to meet the 48-hour notice requirement.

Certification of a Quorum. With six of the seven directors present a quorum was established.

Approve Minutes from Previous Meeting: Motion made by Tom Lango, and seconded by Todd Christofferson, to approve the Board Meeting Minutes from December 13, 2021. The motion was unanimously approved.

Property Manager's Report. Glenda Butler noted various administrative, financial and employee related tasks being worked on and completed.

Director of Campus Services' Report. Ed Anderson noted Park Pavilion Reservations and Gate Cards would be transferred to Glenda in the coming month. Ed reported on clean-up of picnic areas, pump station repairs, 321 oak trees trimmed, irrigation at the 4-way stop area and park bathrooms in good condition after repairs.

Treasurer's Report. Tom Lango briefly reviewed November financials. He noted 2021 is trending to be \$60,000 - \$70,000 over budget. Previously expenses were stated as expected to be \$94,000 over budget in 2021. However, some expenses will spill into early 2022. In addition, Tom notes the association has a healthy balance sheet with \$505,000 in various FDIC insured bank accounts.

President's Report. Brian Thiel reported the recent vandalism by two boys is expected to be reimbursed in full for the repair expense of \$300.



Resident Comments. One owner inquired how long the memorial road sign on Highpoint would be displayed. Brian Thiel responded it is allowed for 2 years from time of placement and noted that the County Memorial sign program only applies to county-maintained rights of way.

A Sunset owner requested a temporary allowance for no trespassing/private property signs due to concerns regarding security while construction is ongoing next door. The Board noted they would take it under consideration.

Reserve Study Update. Scott Tillesen explained the reserve study and made a motion to approve the Reserve Study Update Proposal from Reserve Advisors in the amount of \$3050. Tom Lango seconded the motion which was unanimously approved. It was noted that the expense would come from the reserves.

CPA Audit/Tax Engagement. Tom Lango stated the CPA used in the past, Bashor & Legendre, has provided a proposal in the amount of \$5995 for the 2021 audit and tax returns. Tom Lango made the motion to approve the proposal, and Scott Tillesen second the motion, which was unanimously approved.

Oak Tree Planting. Brian Thiel presented a proposal from Brightview in the amount of \$14,400 for Oak Tree plantings - mainly on Highpoint. A motion was made by Brian Thiel, and seconded by Scott Tillesen, to approve the oak plantings in the amount of \$15,000 which was unanimously approved.

Tree Removal. Brian Thiel discussed the need to remove several trees at Lakefront Park. Brian Thiel made a motion to approve the proposal from Brightview in the amount of \$4,000. Scott Tillesen seconded the motion which was unanimously approved.

Aquatic Plants. Brian Thiel made a motion to approve the Advanced Aquatics proposal to place aquatic plants in 3 of the 7 ponds at Lakefront Park in the amount of \$2500. Rosalia Gianola seconded the motion which was unanimously approved.

Lake Front Park Enhancements. Brian Thiel presented and briefly discussed several bids from Brightview totaling \$13,000 for landscape enhancements at Lake Front Park. Brian Thiel made a motion to approve, and Tom Lango seconded the motion, which was unanimously approved.

Limb Mulcher Equipment. Ed Anderson discussed the need for a piece of equipment that will process fallen limbs into mulch. Ed priced for around \$3000. Brian made the motion to approve up to \$4000 to purchase the equipment. Rosalia Gianola seconded the motion which was unanimously approved. The Board noted the expense would come from Reserves.

Adjournment. With no further business, Tom Lango made a motion to adjourn the meeting of at 7:53 p.m. The motion was seconded by Brian Thiel, and the meeting was adjourned.



Respectfully Submitted,

Glenda Butler, LCAM
Castle Management, LLC

Approved: Brian Thiel 3/21/2022
Brian Thiel, President Date
Lansbrook Master Association Inc.