

# Approved TLIA Board Meeting Minutes October 18, 2018

**Board Members:** Tom Kubala, Mary Magro, Kevin Middleditch, Mike Mitchell, Kathy Pattengale, Fran Steffen, John Yancey, and Randy Young

**Apologies:** Steve Burgoon

## **Committee Reps:**

Pat Covek - Tennis & Grounds Beautification  
Cass Young – Communications  
Jan Bahr, Janet Black and Lee Johnson – Nominating Committee  
Tanya Van Black and Meg Koszulinski – Youth Committee  
Andy Hay – Rain Garden project manager

## **Guests:**

Val and Mike Gleason

## **Call to Order**

**Randy Young**

Randy Young called the meeting to order at 7:06 pm.

## **President's Report**

**Randy Young**

President Young discussed accomplishments of the Board with the help of the membership over the past year. He shared that he will not seek reelection for president of the Association. He will provide the Association with archives from his time in office.

## **Approval of August and September TLIA Meeting Minutes**

Motion to approve the August TLIA Board Meeting Minutes: Tom Kubala  
Second: John Yancey  
All in favor

The September Board Meeting Minutes will be approved at the November meeting.

## **Special Use Permit**

**Val and Mike Gleason**

Valerie Gleason and her son Mike submitted a request for a Special Use Permit for use of Rest Island for Mike's wedding and reception, which will be held on Saturday, September 7, 2019. Randy Young will communicate with TLIA committees not to schedule any activities on Rest Island on that date. The Gleason family will alert wedding guests about parking restrictions such as parking on the same side of the street. The Gleason's will also contact the police about the possibility of allowing guests to park at the Village Hall. The Board unanimously approved this Special Use Permit request. Fran Steffen will serve as TLIA Board sponsor of this event

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## Committees

### Beach

**Mary Magro**

No report.

### Communications

**Cassandra Young**

The Communications Committee sent out 11 email blasts and created three posters this month. They held a free shredding event that was well received by community members. A steady stream of over 50 cars came to the Village Hall to get personal documents shredded over the course of two hours. The committee has received a donation from a TLIA member who attended the shredding event and has secured advertising revenue for the December newsletter.

### Events

**Kelsi Knight & Glenn Losinski**

The Chili Cook-off had a fantastic turnout this year. New committee members are in the process of planning the winter event, possibly a Pub Quiz.

The Events Committee took an \$1,800 loss over the Fourth of July. Mary Magro has itemized the committee's expenses to help them budget for next year's Fourth. The committee is also seeking additional ways to generate revenue going forward.

### Turkey Trot

**Randal Cross**

The Fourth Annual Turkey Trot will be held at 9:00 on Thanksgiving morning. This TLIA sponsored event will be coordinated by Randall Cross, Steve Burgoon, Tom Bolger, and Shaun Kildare. T-shirts will be created by Andy and Carley Ohlrich again this year. Randall is planning to have entrants sign up and pay through TLIA PayPal, and all money raised will be dedicated to a specific TLIA need.

### Grounds General

**John Yancey**

Several trees have come down and/or have been removed, The emerald ash borer is still an issue, and selective trees will be removed that are deemed unsafe. Seven new trees will be planted in the parks. Covek's Crossing bridge still needs to be completed, including the electric box for the water mover. Fall Cleanup did not occur due to the rain. All boats need to be removed from the boat landings by October 1. Construction of the rain garden at Wagner Park will begin in the spring. All boats and the existing Porta-Potties will need to be removed from the area during construction of the rain garden. Water access is being installed at the gazebo and at the path.

### Grounds Beautification

**Pat Covek**

300 tulips were planted throughout Tower Lakes. The tree lighting ceremony will be held either on November 25 or December 2. The artificial Christmas tree will be put up early this year when it is easier to get it in the ground. Mary and Mark Shircel will lend their expertise in decorating for the holidays once again. The Christmas donation program will benefit the Barrington Food Pantry this year, and the committee will publish a list of items that volunteers can donate.

### Lake Committee

**Tom Kubala**

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Clearwater Harvesting has been using a harvester to remove material from the lake. These efforts been conducted utilizing money from the silt removal special assessment funds. Much of the material removed from the lake was taken the Smart Farm for compost. ILM cleared out algae from North Lake, which was brought over to the Smart Farm as well. The Lake Committee will be working through the winter to determine what combination of chemical treatment and mechanical harvesting they will use next year. They will also research various companies to hire to do this work. The road at the southeast boat landing will be remediated, as it was dug out to allow the harvester to access the lake. The committee is also considering a possible joint agreement with Timber Lake to use their harvester. In any case, access points to the lakes will need to be constructed for further harvesting. The committee is also writing a grant to do a hydrologic study of the soccer field, which could direct TLIA in improving the level of the lake and improving drainage. Rich Bahr and Tom Kubala recently met with US AquaVac regarding silt pumping. The access apron is working well. Eric Torstenson has been working on restocking bluegills to balance out the fish population. It is recommended that this restocking be split between fall and spring.

## **Member Services**

**Kevin Middleditch**

Kevin Middleditch will inventory the remaining boats on the landings and try to determine ownership.

## **Nominating Committee**

**Janet Blake**

The Nominating Committee will publish candidate names when they have a full list of candidates for all positions.

## **Rain Garden**

**Andy Hay**

The Bays Park Rain Garden is currently being professionally maintained. It needs to be determined whether to continue some type of professional maintenance or decrease this over time, utilizing volunteers instead. Andy Hay is working on getting all necessary permits for the second rain garden at Wagner Park, which will be ½ the size of the rain garden at Bays Park. Matching funds continue to offset costs of construction and maintenance. We have been approved by Lake County but are still awaiting the permit from the Army Corps since we are now working with a new project manager at the organization. We will also need to obtain a Village permit. Digging is set to begin in December, as frozen ground is ideal for this work. The project needs to be completed by the end of June, when the ILEPA grant money runs out. In addition, the \$12,000 grant from Lake County also needs to be claimed by then. Andy Hay is planning an informational day for anyone who want to learn more about the rain garden at Wagner Park.

## **SLT Report**

**Tom Kubala**

Pertinent information was covered in the Lake Committee report

## **Tennis**

**Pat Covek**

Work is being done to clean and close up the courts for the year. Just a reminder that the courts are private to members only. Signs need to be posted denoting this fact. Locks will be put on the storage container for the nets.

## **Youth**

**Whitney Bruni**

The Family Campout was a great success. Two movies were shown using the projector donated to TLIA from A Touch of Pixie Dust. The Pizza Party, Trunk or Treat, Pumpkin Carving Contest, and Haunted

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House will be at the soccer field from 4:30 – 5:30 pm on Halloween, followed by trick or treating. The carriage rides and a kids' shop and wrap party will occur in December.

## **Bylaw changes to be put on the annual meeting:**

A Bylaw amendment will be added to the Annual Meeting incorporating the TLIA recording secretary as part of the Communications Committee.

## **Date of Annual Meeting**

The Annual Meeting will be held January 13 at 11:00 a.m. Randy Young will check the availability of the Legion Hall. Annual Meeting communication deadlines were distributed.

## **Financial Committee**

**Fran Steffen**

Dues continue to be paid via payment plans. The dollar amount of members' dues in arrears was reduced from \$7941 to \$7,014, adding in legal fees. The amount of member dues in arrears 200+ days is down to \$1,806, due from two households. There are still two properties who have not responded for requests for payment. Four to five properties will roll over owing 2018 dues into next year, but it is expected that we will collect at least another \$2,750 this year. Members will soon have the option of paying dues electronically via QuickBooks.

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## Tower Lakes Improvement Association Budget vs. Actuals: Nov 2017-Dec 2018 Budget September 2018

	September	YTD		
		Actual	Budget	Remaining Budget
<b>Income</b>				
Dues Income				
Regular Dues	627.31	139,455.33	129,675.00	-9,780.33
Senior Dues	66.72	60,363.09	47,460.00	-12,903.09
Vacant Lot		873.00	788.00	-85.00
<b>Total Dues Income</b>	<b>\$ 694.03</b>	<b>\$ 200,691.42</b>	<b>\$ 177,923.00</b>	<b>-\$ 22,768.42</b>
Income from Committees				
Communications Committee	180.00	4,341.01	860.00	-3,481.01
Events Committee	7,610.00	49,315.60	12,000.00	-37,315.60
Tennis - Youth Committee		5,808.30	3,000.00	-2,808.30
Youth Committee	1,072.69	4,994.69	900.00	-4,094.69
<b>Total Committee Income</b>	<b>\$ 8,862.69</b>	<b>\$ 64,459.60</b>	<b>\$ 16,760.00</b>	<b>-\$ 47,699.60</b>
Late Fees Charged		1,468.83		-1,468.83
Past due accounts - Collection		500.00		-500.00
RFPP Income		5,151.00		-5,151.00
Services	647.76	4,400.38		-4,400.38
Unapplied Cash Payment due to timing of payment	0.00	-492.33		492.33
<b>Total Income</b>	<b>\$ 10,204.48</b>	<b>\$ 276,178.90</b>	<b>\$ 194,683.00</b>	<b>-\$ 81,495.90</b>
<b>Gross Profit</b>	<b>\$ 10,204.48</b>	<b>\$ 276,178.90</b>	<b>\$ 194,683.00</b>	<b>-\$ 81,495.90</b>
<b>Expenses</b>				
Administration Expenses				
Administration	346.86	2,762.27	2,500.00	-262.27
Bad Debts		700.00		-700.00
Insurance		12,914.00	17,000.00	4,086.00
Legal & Professional	1,337.93	4,538.61	5,000.00	461.39
Member Services		1,005.10	2,500.00	1,494.90
Records & Archives	65.00	715.00	1,268.00	553.00
Taxes		4,805.05	4,500.00	-305.05
Website/Email		702.73	3,000.00	2,297.27
<b>Total Administration Expenses</b>	<b>\$ 1,749.79</b>	<b>\$ 28,142.76</b>	<b>\$ 35,768.00</b>	<b>\$ 7,625.24</b>
Committee Expense				
Communications	343.72	5,720.42	3,357.01	-2,363.41
Events Committee	59.00	28,370.60	13,715.95	-14,654.65
Mens Day	910.00	910.00		-910.00
<b>Total Events Committee</b>	<b>\$ 969.00</b>	<b>\$ 29,280.60</b>	<b>\$ 13,715.95</b>	<b>-\$ 15,564.65</b>
Tennis - Youth		3,190.48	1,553.30	-1,637.18
Tennis Committee		2,126.31	1,500.00	-626.31
Youth Committee	270.00	4,154.21	2,900.00	-1,254.21
<b>Total Committee Expense</b>	<b>\$ 1,582.72</b>	<b>\$ 44,472.02</b>	<b>\$ 23,026.26</b>	<b>-\$ 21,445.76</b>
Community Property Expenses				

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Beach/Lifeguards	870.22	27,551.34	27,840.00	288.66
Grounds Beautification	77.53	6,620.91	6,500.00	-120.91
Grounds General	466.95	14,360.98	6,000.00	-8,360.98
Grounds Maintenance		11,239.41	12,000.00	760.59
Lake	3,602.50	44,495.91	40,127.00	-4,368.91
Lawn Maintenance	4,013.20	9,253.20	18,000.00	8,746.80
Park Maintenance		825.93	3,500.00	2,674.07
Tree Removal and Maintenance		9,900.00	13,750.00	3,850.00
<b>Total Community Property Expenses</b>	<b>\$ 9,030.40</b>	<b>\$ 124,247.68</b>	<b>\$ 127,717.00</b>	<b>\$ 3,469.32</b>
<b>Total Expenses</b>	<b>\$ 12,362.91</b>	<b>\$ 196,862.46</b>	<b>\$ 186,511.26</b>	<b>-\$ 10,351.20</b>
<b>Net Operating Income</b>	<b>-\$ 2,158.43</b>	<b>\$ 79,316.44</b>	<b>\$ 8,171.74</b>	<b>-\$ 71,144.70</b>
<b>Other Income</b>				
Interest Income	11.09	92.42		-92.42
<b>SILT Activity</b>				
SILT Lake Special Assessment	283.97	86,447.08	84,000.00	-2,447.08
Silt Removal Project		-68,220.09	-84,000.00	-15,779.91
<b>Total SILT Activity</b>	<b>\$ 283.97</b>	<b>\$ 18,226.99</b>	<b>\$ 0.00</b>	<b>-\$ 18,226.99</b>
<b>Total Other Income</b>	<b>\$ 295.06</b>	<b>\$ 18,319.41</b>	<b>\$ 0.00</b>	<b>-\$ 18,319.41</b>
<b>Other Expenses</b>				
Capital		12,981.83	14,235.00	1,253.17
Depreciation	685.33	7,452.97		-7,452.97
<b>Reserve Contributions for Year</b>				
Events Reserve Contribution			6,000.00	6,000.00
<b>Total Reserve Contributions for Year</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>
<b>Total Other Expenses</b>	<b>\$ 685.33</b>	<b>\$ 20,434.80</b>	<b>\$ 20,235.00</b>	<b>-\$ 199.80</b>
<b>Net Other Income</b>	<b>-\$ 390.27</b>	<b>-\$ 2,115.39</b>	<b>-\$ 20,235.00</b>	<b>-\$ 18,119.61</b>
<b>Net Income</b>	<b>-\$ 2,548.70</b>	<b>\$ 77,201.05</b>	<b>-\$ 12,063.26</b>	<b>-\$ 89,264.31</b>

Thursday, Oct 18, 2018 10:52:56 AM GMT-7 - Cash Basis

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## Tower Lakes Improvement Association

BALANCE SHEET  
As of September 30, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Fifth Third Bank - Checking	69,792.13
Fifth Third Capital Account	64,370.88
TLIA Silt Removal Projec	102,907.55
<b>Total Bank Accounts</b>	<b>\$237,070.56</b>
Other Current Assets	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$237,070.56</b>
Fixed Assets	
Accumulated Depreciation	-19,017.77
Tennis Courts	115,894.23
<b>Total Fixed Assets</b>	<b>\$96,876.46</b>
<b>TOTAL ASSETS</b>	<b>\$333,947.02</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Unrestricted Net Assets	246,860.47
Net Income	87,086.55
<b>Total Equity</b>	<b>\$333,947.02</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$333,947.02</b>

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## Tower Lakes Improvement Association

### PROFIT AND LOSS

January - September, 2018

	COMMUNICATIONS COMMITTEE	EVENTS COMMITTEE	TENNIS - YOUTH	YOUTH COMMITTEE	TOTAL
<b>Income</b>					
Dues Income		0.00			\$0.00
Income from Committees					\$0.00
Communications Committee	4,341.01				\$4,341.01
Events Committee		41,705.60			\$41,705.60
Tennis - Youth Committee			5,808.30		\$5,808.30
Youth Committee				4,994.69	\$4,994.69
<b>Total Income from Committees</b>	<b>4,341.01</b>	<b>41,705.60</b>	<b>5,808.30</b>	<b>4,994.69</b>	<b>\$56,849.60</b>
Services		750.00		105.00	\$855.00
<b>Total Income</b>	<b>\$4,341.01</b>	<b>\$42,455.60</b>	<b>\$5,808.30</b>	<b>\$5,099.69</b>	<b>\$57,704.60</b>
<b>GROSS PROFIT</b>	<b>\$4,341.01</b>	<b>\$42,455.60</b>	<b>\$5,808.30</b>	<b>\$5,099.69</b>	<b>\$57,704.60</b>
<b>Expenses</b>					
Committee Expense					\$0.00
Communications	2,444.62				\$2,444.62
Events Committee		28,370.60			\$28,370.60
Tennis - Youth			2,980.48		\$2,980.48
Youth Committee				4,154.21	\$4,154.21
<b>Total Committee Expense</b>	<b>2,444.62</b>	<b>28,370.60</b>	<b>2,980.48</b>	<b>4,154.21</b>	<b>\$37,949.91</b>
<b>Total Expenses</b>	<b>\$2,444.62</b>	<b>\$28,370.60</b>	<b>\$2,980.48</b>	<b>\$4,154.21</b>	<b>\$37,949.91</b>
<b>NET OPERATING INCOME</b>	<b>\$1,896.39</b>	<b>\$14,085.00</b>	<b>\$2,827.82</b>	<b>\$945.48</b>	<b>\$19,754.69</b>
<b>NET INCOME</b>	<b>\$1,896.39</b>	<b>\$14,085.00</b>	<b>\$2,827.82</b>	<b>\$945.48</b>	<b>\$19,754.69</b>

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Lake and Grounds General are over budget; most other committees are projected to come in under budget for the year. The Budget Committee initially created three different dues scenarios for the 2019 budget and has determined not to increase dues next year after review. The committee will set up a mid-year audit. The Board reviewed and discussed the draft 2019 Budget.

## Tower Lakes Improvement Association Budget 2019 January - December 2019

	Budget	2018 Budget	Change from 2018 Budget
<b>Income</b>			
Dues Income			
Regular Dues	235 \$500 117,500.00	123,500.00	6,000.00
Senior Dues	126 \$400 50,400.00	46,200.00	4,200.00
Vacant Lot	3 \$250 750.00	750.00	0.00
<b>Total Dues Income</b>	<b>\$ 168,650.00</b>	<b>\$ 169,450.00</b>	<b>-\$ 800.00</b>
Income from Committee			
Communications Committee	3,000.00	940.00	2,150.00
Events Committee	28,530.00	18,300.00	11,530.00
Tennis - Youth Committee	5,100.00	3,300.00	2,100.00
Youth Committee	4,850.00	900.00	5,850.00
<b>Total Committee Revenue</b>	<b>\$ 42,480.00</b>	<b>\$ 22,740.00</b>	<b>\$ 19,740.00</b>
Late Fees Charged	1,000.00	0.00	1,000.00
RFPP Revenue	5,000.00	0.00	5,000.00
Services	3,000.00	0.00	3,000.00
<b>Total Income</b>	<b>\$ 220,130.00</b>	<b>\$ 192,190.00</b>	<b>\$ 27,940.00</b>
<b>Gross Profit</b>	<b>\$ 220,130.00</b>	<b>\$ 192,190.00</b>	<b>\$ 27,940.00</b>

### Expenses

<b>Administration Expenses</b>			
Administration	2,500.00	2,500.00	0.00
Insurance	14,300.00	17,000.00	-3,000.00
Legal & Professional	5,500.00	6,200.00	-1,500.00
Member Services	2,500.00	2,500.00	0.00
Records & Archives	2,000.00	1,268.00	732.00
Taxes	3,800.00	4,500.00	-1,500.00
Website/Email	1,500.00	5,200.00	-1,500.00
<b>Total Administration Expenses</b>	<b>\$ 28,000.00</b>	<b>\$ 35,768.00</b>	<b>-\$ 6,768.00</b>
<b>Committee Expense</b>			
Communications	5,900.00	2,500.00	3,400.00
Events Committee	28,530.00	18,500.00	11,530.00
Tennis Committee	2,500.00	1,500.00	1,000.00
Tennis - Youth	4,880.00	2,500.00	2,380.00
Youth Committee	5,380.00	2,900.00	2,480.00
<b>Total Committee Expense</b>	<b>\$ 46,860.00</b>	<b>\$ 25,900.00</b>	<b>\$ 18,750.00</b>
<b>Community Property Expenses</b>			
Beach/Lifeguards	29,000.00	27,840.00	1,160.00

Motion to approve 2019 Budget: Mike Mitchell  
Second: Randy Young

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All in favor

Fran Steffen will put communications about the 2019 budget in the newsletter. The discussion of the Rules and Regs will take place at the November meeting. Kathy Pattengale will send out draft amended Rules & Regs for Board members to review.

The Board will establish a list of future Capital fund projects to include in next year's budget (the current Capital balance is \$64,000): Possible ideas include: purchasing two new boat rafts, cleaning up boat landings, constructing boat access points, purchasing a storage unit, buying trees for the beach, rehabilitating Barsumian Park, adding a playground in South Hills, and procuring additional boat racks. Board members will submit additional ideas for Capital projects (costing more than \$10,000) for possible inclusion in the budget.

## **Adjourn Meeting**

Motion to adjourn: Mary Magro

Second: Tom Kubala

The meeting was adjourned at 9:38 pm

Respectfully submitted,  
Kathy Pattengale