



June 10, 2019
TLIA BOARD MEETING

Approved TLIA Board Meeting Minutes June 10, 2019

Board Members: Steve Burgoon, Mike Mitchell, Kevin Middleditch, Tom Kuna, Fran Steffen, Kristi Nash, John Yancey, Mitch Coulter

Apologies: Mary Magro

Committee Reps: Mark Handley, Julie Losinski, Pat Covek, Mary Kay Bolger

Guests: Joe Davey, Mary Beth Adams, Liz Giglio, Lee Johnson, Ken Stevens, Rich Bahr, Mark Leitner

Call to Order

Steve Burgoon

Steve Burgoon called the meeting to order at 7:05 pm.

President's Report

Steve Burgoon

1. TLIA Website Update – Communications Randy Young
2. Nominating Committee Report for 6/10/19 TLIA Board Meeting
Steve has appointed 3 new members to the TLIA Nominating Committee: Jackie Aprati, Kelsi Knight and Jean Mall. They will join continuing members: Mary Beth Adams, Lee Johnson and Bob Nash. The Committee will be scheduling an organizational meeting in the next month.
3. Flag Protocol - <https://www.redcort.com/us-federal-bank-holidays>; Steve and Mike Mitchell responsible for posting; Kristi will publish dates for the flag posting in the website calendar
4. Amendment regarding quorums – Approval: Ayes 8, Nays 0
5. Liquor License by Joe Davey – approved and signed
6. Excess water near the Tennis Courts on Oxford – Issue needs to be addressed, last 3 years it has become progressively worse

Approval of May TLIA Meeting Minutes: Motion to approve: Mike Mitchell Second: John Yancey

All in favor: Ayes 8, Nay 0

Committee Reports

1. Financial Committee Report (attached) Fran Steffen and Tom Kuna
 - a. Expenses - Copies of the May 2019 Financials are attached
 - i. Expenses are increasing with spring and early summer spending for lake maintenance, grounds and events. All items have been budgeted accordingly.
 - ii. The audit is underway and should be completed before the end of June. The tax returns will be filed at that time.
 - iii. Ending balances for the last 3 ending fiscal years will be presented at the next Board Meeting

b. Revenue

- i. As of June 1, we have \$11,987 still open from Dues Collection invoices (a notable reduction from over \$18,787 open as of the first of May). This includes:
 1. \$ 1192.67 still open on 3 accounts from prior to 2019. Two of these homeowners are paying down slowly on payment plans, but \$816 of this # is due to a completely non-responsive homeowner, and that house is in bankruptcy.
 2. \$ 3200 from 2018 dues/late fees - 3 more non-responsive homeowners (one of these 3 is also in bankruptcy)
 3. \$ 2300 verbally promised from 3 homeowners early in May, but have not been received
 4. \$ 4750 committed and paying on payment plans
 5. \$ 300 Three \$100 late fees being ignored
 6. \$ 80 Four \$20 credit card fees being ignored/forgotten
 7. \$ 15 One NSF fee
 8. \$ 150 Two PLA fees (property sale)
- ii. Also, TLIA received the \$3300 (all Dues and late fees due) from the homeowner that had to be sued, as well as payment of \$1500 in legal fees. The lawsuit is closed and complete, at \$0 in financial cost to TLIA.
- iii. \$8791 still not collected as of this date, June 10

2. Beach

Mary Magro/Andy Milne

- a. The Beach opened officially on Wednesday, June 5. The guards have been doing a great job keeping the beach clean and ready for residents. There have been many people turned away without having their tags with them.
- b. We have been discussing the shade ideas with the lifeguards. There is concern about obstructing the view of the beach from the lifeguard house as well as having additional posts that kids can run into. I am going to order a 28X28X28 triangle shade to put up and move around until we come up with a solution. The new ropes will be installed this week but, in the meantime, we were able to tighten up the current ropes to better define the swim area. The guards all have their suits, we have two new tubes and new masks for CPR. We will need to purchase another megaphone probably before the 4th of July.
- c. We have ordered new swings for the swing set. Once received, we will replace all 4 swings (2 baby/tot buckets and 2 regular swings).
- d. The new guard training has been going well and anticipate they will be a great addition to the lifeguarding staff. We will be having a special training day with all the guards before the 4th of July to go over the extra precautions taken during the busy holiday.
- e. Before we add anything to the guard house, we would like to revisit the current sails, centerboards and rudders that are located on shelves against the wall. It is important that we keep the lifeguard house clear from clutter.
- f. Swim lessons begin this week. Although the numbers are down, we anticipate some additional children in the next week or so. This Friday is our first Funday Friday from 12:00-3:00. The activity is Baggo.

3. Communications

Mary Kay Bolger

- a. Jan Bahr published, and Caroline Milne sent out the TLIA monthly newsletter electronically on 6/1/19 and Randy posted it on the website. It was sent to the printers and was mailed out around 6/1. The balance of the printed newsletters was placed in the Village Hall.
- b. Caroline Milne sent out 17 email blasts - 4 for Youth, 3 for Events, 5 for Grounds, 1 for Beach, 1 for Member Services, 2 for Youth Tennis and 1 for Communications
- c. Invoices and checks have been forwarded to the correct parties for payment/receipts.
- d. We had a CC meeting on 5/28 where numerous items were discussed - icontacts, 4th of July sponsorships, Email lists, website privacy, email blasts reductions, backup responsibility for CC roles.
- e. TLIA Rules and Regulations that were approved in October of 2018 have been mailed out.
- f. Invoice for iContact renewal in July will be forwarded to Steve and Mary for approval

4. Events

Julie Losinski

- a. 4th of July
 - i. Will run from July 4th to July 7
 - ii. Adult Social is Friday, July 5th on the Beach - Latin dance lessons and a DJ
 - iii. Volunteers for the 4th: We have about 50% of our volunteer spots filled. We will send out a few more email blast reminders asking for people to volunteer
 - iv. Tickets for the 4th: We will be selling tickets for food and alcohol this year (alcohol tickets are new this year). Ticket will say if it is for food or alcohol. Will try it out and see how it goes. One less cash box out there and will help us get a breakdown of food and alcohol sales.
 - v. Online clothing advance orders notice was sent out 6/9

5. Grounds General

John Yancey

- a. Tree care
 - i. trees around south side of tennis court will be trimmed back to keep debris off courts
 - ii. luckily no tree damage due to storms yet this year
- b. Lawn care
 - i. the turf is now being cut weekly by Jeff Groh
 - ii. Because of the wet weather he started late this year
- c. Parks
 - i. Lazaro Garcia landscaping will be doing our monthly park maintenance this year
 - ii. It will include weeding and power washing of equipment as needed
 - iii. sand has been delivered and spread at both volleyball and beach locations
 - iv. Porta potties in place at both locations
- d. Grounds General projects
 - i. water fountain and spigot to be installed at the beach path location this week. No cost to TLIA due to the TLCF and special help from the village
 - ii. landscaping work at the Volleyball court parking lot has been in the works for 6 weeks but because of the wet weather it has been delayed. The work to add topsoil and contour the turf to aid in proper drainage and seeding will take place when it

stops raining. The village is paying the bill because it is damage which occurred during the drainage fix and asphalt replacement at the site.

- iii. Covek's crossing bridge project was slowed because of the electrician not getting back to us and Drew's schedule. Both are meeting next week at the site to finalize plan and get the electric installed across and to the island properly and then the bridge can be finished up and ready for use. Electrical was included in the original bid. Meeting with Electrician for any additional costs. John to follow up with incremental costs and will send to the Board when received. Work will be done on 6/24.

- e. Long range plan for facilities, parks, and grounds

- i. Stewards of the parks and Grounds team is working closely with Mark Handley to formulate and prioritize needed services and projects for the future

6. Grounds Beautification

Pat Covek

- a. A special thanks to all the following for helping plant the boxes and the barrels under the direction of Lee Johnson at East Lake Shore Drive: Sue and Ray Boe, Elaine Brady, Dan Devitt, Jen Grey, Linda Kuna, Carol Rolfs, Ellen Sandkamp, Mary Solymosy, Diane Thompson
- b. The balance of Tower Lakes properties was planted by Grounds Beautification members: Mary Magro, Paula Voska, Fran Steffen, Suzie Boe, Diane Thompson, Pat Covek, Kathy Covek and Carriage Landscaping.
- c. We are in the second phase of our program —watering-weeding and general maintenance. We have hired a few Tower Lakes high school students, but the bulk of the work will be done by Carriage Landscaping.

7. Lake – No Report

Mitch Coulter

- a. Lake meeting with Kevin Dahm from lake management company EAM. Overall the lake is looking good, weed treatments are for the most part complete the remainder of the summer will be spend doing touch ups on weeds and treating algae. Lilly pads will be treated in August.
- b. Silt Removal-Rich Bahr has been working with US Aquavac, they have begun their 40 days of silt removal from the area by the dam.
- c. No Trespassing Signs-Quote for \$1628.27 for 15 signs installed.
- d. Final text for signs will be: "Private Property and Lakes No Trespassing TLIA Members Only Violators will be Prosecuted"
- e. Mitch will reach out to Dave Burnidge to let the village know of new signs being installed.
- f. Steve will be speaking with Chief Snacore regarding the policy for trespassers.

8. Long Range Planning

Mark Handley

- a. Attended Communications meeting to discuss the three databases we use within TLIA — attached
- b. Researched cloud-based storage for TLIA documents — proposal attached
- c. Prepared a capital plan based on draft long-range plan — attached
- d. Next steps:

- i. Continue to update phone app database as changes come in; export data to Membership when requested
- ii. Once cloud storage is approved, start uploading documents and organize files – Allow Mark Handley to expense \$384 to establish cloud storage for Records and Archives. Budget for \$2000. Motion to approve: John Yancey, Second: Mitch Coulter Ayes 8, Nays 0
- iii. Long range plan — need to cull items which are non-starters, firm up dollars; this is a group effort (attached) Draft capital plan reviewed and needs deliberation by the Board. Mark to schedule some meetings for planning in the next couple of months.

9. Member Services

Kevin Middleditch

Demographics of New Residents in Tower Lakes –June 2014 through June 2019

Total number of families welcomed = 103

Number of Families:	2014	2015	2016	2017	2018	As of 6/2019
total welcomed this year	16	13	22	23	21	8
no longer in TL as of 2019	5	2	4	0	1	0
CCE (RFPP?)	2	1	2	0	0	0
Fenview (RFPP?)	0	0	0	2	1	0
with two adults	12	10	17	18	16	7
with single adult	4	3	5	5	5	1
with children ages 1-18	7	10	14	13	8	4
with no children/out of home	9	3	8	10	13	4
adults age 55+	4	1	3	7	8	4

Action: Kevin is going to set up a tent at the 4th of July for Member Services

10. Rain Garden

Andy Hay

- a. Grand Opening and Celebrate Project Completion – July 4th 2:15pm
- b. Wagner Park Raingarden Update
 - i. Construction is finished.
 - ii. Design extended to include capturing runoff from road drain and properties opposite the garden
 - iii. Slightly under budget, some engineering not needed upon excavation
 - iv. Planted 1900 plugs. Species list not finalized but will be published
 - v. Some larger plants still to be installed when available
 - vi. DECI inspection passed. Awaiting final inspection when grass blanket takes hold and covers ~90%
 - vii. Silt fence cannot be removed until after DECI sign off, may not be in time for July 4th

- viii. Late summer, suggest TLIA decide to tie in the board walk to the berm or the road (subject to parking area restoration from Village)
 - c. Wagner Park Wetland Restoration update
 - i. Herbicide applied to kill turfgrass
 - ii. Seeded with 40 native plant types
 - iii. Will take weeks/months to germinate and grow
 - iv. Goose fence erected to stop geese eating seeds
 - d. Bays Park Update
 - i. One species of plant was dominating others – Obedience plants have been removed and replaced by ~500 new plants
 - ii. Some larger plants still to be installed when available
 - iii. Waiting on quotes for maintenance from Doering, Groh and Ringers
 - e. Raingarden Project
 - i. Final report under construction must be turned in before end of July
 - ii. All invoices will be submitted end of June including 2 years of future maintenance contract for Wagner Park
 - iii. Need to submit final report also to Lake County in August for grant claim

11. Tennis

Pat Covek

- a. The courts have been power washed as well as our gazebo, tables have been stained, flower boxes and barrels have been planted thanks to Gina Magro and Barbara Covek
- b. Adult and Youth Tennis classes have begun and are in full swing.

12. Youth

Whitney Bruni

- a. Campout
 - i. unfortunately rescheduled to June 15th due to water on the soccer field
- b. Water safety presentation
 - i. great turnout ~25 kids
 - ii. huge thanks to Griffin Van Black
 - iii. a big thank you to Beach and Lake committees for helping collaborate, to make it a success and hoping to make it an annual event
- c. Bingo
 - i. July 3rd. 5:30-8 p.m.
 - ii. Five Below will be sponsoring some prizes.
- d. Beach yoga started last week Friday mornings with the kiddos at Rest Island
- e. Kindergarten roundup had a great turnout at Iverson on Sunday
- f. Back to school Event Planning underway August 17th is the date

13. Old Business - None

14. New Business

- a. Board approved a request from Val Gleason to add Friday Sept 6th to their Rest Island reservation. (The wedding is Saturday; they need Friday for set up of Tent/Chairs.)

15. Public Comments/Discussion - None

Motion to adjourn the meeting: Mike Mitchell

Second: Fran Steffen

All in favor: Ayes 8, Nays 0

Meeting adjourned, time 9:15 p.m.

Respectfully submitted,

Kristi Nash