



October 14, 2019  
TLIA BOARD MEETING

**Approved TLIA Board Meeting Minutes October 14, 2019**

**Board Members:** Steve Burgoon, Mary Magro, Mike Mitchell, Kevin Middleditch, Tom Kuna, Fran Steffen, Kristi Nash, John Yancey

**Apologies:** Mitch Coulter

**Committee Reps:** Pat Covek, Mark Handley, Meg Koszulinski, Lee Johnson, Jan Bahr, Julie Losinski, Bobby Covek, Mary Kay Bolger

**Guests:** Mike Megleo

**Call to Order**

**Steve Burgoon**

Steve Burgoon called the meeting to order at 7:03 pm.

**President's Report**

**Steve Burgoon**

1. TLCF is requesting permission to auction off a 4th of July parking spot (for 4 days) during the TL 4th of July festivities. One would be for the 4th 2020 and one for the 4th 2021.
2. Budget for 2020; position on need to grow our Reserve? what to do if we do not have new Financial Secretary at the elections?
3. Nominations -- Final list of Candidates and prep for ballots/elections
4. Communications -- Prep for Annual Meeting and Website revision
5. Member Services -- update on boat removal and Membership Directory

**Approval of September TLIA Meeting Minutes:** Motion to approve: Mike Mitchell Second: Tom Kuna

All in favor: Ayes 7, Nay 0

**Committee Reports**

1. Financial Committee Report (attached) Tom Kuna and Fran Steffen
  - a. Expenses - Copies of the September 2019 Financials comparing budget to actuals for income and expenses are attached
    - i. Copies of the September 2019 Financials are attached. Expenses are winding down as summer has ended. There are only a handful of expenses categories over budget to date and several expense categories under budget to date.
    - ii. The 2020 Budget process has begun. Committee chairs have been asked to submit their budgets for review by the Finance Committee. A preliminary budget will be prepared by the Finance Committee within the next two weeks.

- iii. The Cash Balance Report for the three checking accounts as of September 30, 2019 is attached.

b. Revenue

- i. As of October 1, the TLIA Collections Report balance outstanding is now at \$3832, down from \$4532 on September 1. The breakdown of where this # comes from is:
- ii. \$1797 is dues still owed from payment plans, it's beginning to look like 2 of the 4 will be considered failures, as the homeowners have stopped paying and are non-responsive to their current statements sent to them in September.
- iii. \$100 is outstanding from 1 homeowner who paid their dues late and still owe the community their \$100 late fee.
- iv. \$150 is money due from 2 property transfers, Paid Letter of Assessment documentation preparation fees
- v. \$20 was from an unpaid credit card use Convenience fee (it has since been paid in early October)
- vi. \$2516 is likely uncollectible due to property bankruptcy's (\$916 of this \$2516 is from 2018).
- vii. -\$751 is prepaid Lake Assessments from property sale transactions.
- viii. Total Balance Due TLIA = \$3832
- ix. The addresses of the homeowners that have failed on their payment plans and not paid their Dues debt responsibly to the community will be published in the December newsletter.
- x. Discussion regarding electronic payments vs physical checks

2. Beach – No Report

Mary Magro/Andy Milne

3. Communications

Mary Kay Bolger

- a. Jan Bahr published and Caroline Milne sent out the TLIA monthly newsletter electronically on 09/01/19; Randy posted it on the website also on 09/01/19; We have discontinued the printing and mailing of the newsletter, but MK Bolger printed out 7 copies and dropped them off at some homes that do not have access to computers. If anyone requests copies of them, we are asking that they contact MK Bolger directly for a hard copy of the newsletter
- b. Caroline Milne sent out 7 email blasts - 2 for Youth, 1 for Communications, 1 for Member Services, 1 for Events and 2 for Garden Club/Grounds.
- c. Invoices and checks have been forwarded to the correct parties for payment/receipts.
- d. The TLIA Communications Committee is currently accepting content for the November 2019 edition of Tower Lakes News and October/November email blasts. Please submit copy, story ideas, photos, events with dates, etc. by **October 15** to our email: [communications@tlia.org](mailto:communications@tlia.org). If you have a committee update or an interesting story, please forward for inclusion in the newsletter, which will be distributed on or about November 1, 2019.
- e. If you could please provide us your information as "newspaper article ready" as possible and attach it to the email in a Word Document, it would be very helpful.

- f. If you could also check the calendar on TLIA.org to make sure all your events have been entered that would be great. To have items added to the calendar, please email both our secretary and the communications committee. That way we can make sure we are covered.
- g. Newsletter is now paperless and will save ~\$2000 annually
- h. **Motion:** The Board determines and approves for the Communications committee to publish what is public and not publish what is private. Motion to approve: Mary Magro Second: John Yancey, Ayes 7, Nays 0

#### 4. Events

Julie Losinski

- a. Report on Chili Cook-off
  - i. The weather cooperated and we had a great turn out for the event on Saturday night.
  - ii. We had about 18 chili entries (a little less than last year).
  - iii. Our storyteller did a great job entertaining the kids with Halloween stories.
  - iv. Thanks to everyone how helped with setup/take down, bringing chili, sides, desserts, etc.
- b. Events Members:
  - i. Current members rolling off: Mike & Amanda Brown; Joe & Liz Giglio
  - ii. Julie and Glenn Losinski staying on until Spring 2020
  - iii. Members staying on: Anna Labbate & Tuno Ruiz; Bobby & Melissa Covek
  - iv. There is a new person who joined, we will get there contact information and provide an updated list of current Events members soon.

#### 5. Grounds General

John Yancey

- a. Tree care:
  - i. We purchased two trees from village to be planted at the southeast boat landing near Mackey's (801 East Lake Shore Drive)
  - ii. More trees are available  
Will need to transport and plant them this Saturday
- b. Fall cleanup Projects completed:
  - i. Path restoration to bridges
  - ii. Zupansic Park clearing
  - iii. Rest Island shoreline
  - iv. boat removal
- c. Lawn:
  - i. Groh landscaping will continue into the Fall till after leaves are down
- d. Grounds LRP needs to be finalized – Board members meeting on 10/20 to review LRP with Mark Handley

#### 6. Grounds Beautification

Pat Covek

- a. We are winding down—all our flowers and mums are planted-our tulips will be planted next week and we are getting ready for our Holiday display
- b. Thank all of you that have reached out to us to 'Thank us 'and tell us that Tower Lakes looks especially beautiful this year. Many of us are Master Gardeners or have related education or skills.

- c. We have started a program to help new gardeners — If you are interested in help with design-plants -trees or starting a Butterfly or Rain garden-just Email or call me and we will be happy to assist you.

## 7. Lake

Mitch Coulter

- a. Chicken Ordinance Proposal - Lake Committee position on it
  - i. Vote from the TLIA Lake Committee regarding chickens
  - ii. The unanimous vote was against allowing chickens for Tower Lakes watershed residents because of the negative effect of chicken waste on our lake.
  - iii. Lake Committee recommendation/statement is being developed and a draft will be shared at the November Lake Committee meeting
- b. Algae Testing
  - i. Questions regarding process for testing of potential harmful algae blooms have come in from the community
  - ii. Working with Lake county: the current process involves testing for bacteria primarily at the beach for public safety. Testing is done weekly at our beach by the Lake County Health department
  - iii. If/when an algae bloom of concern is reported to Lake committee, we are reaching out to Lake County Health and they will come out to test the area of concern
  - iv. One issue is the need for permission to cross private property to access the lake at certain points to test. Further discussion if necessary needed.
  - v. Also investigating the potential for private “preliminary” test kit for Lake committee. Ultimate testing would be conducted by Lake County and communicated out via TL App alert system
- c. Watershed Management Board (WMB) Grant Application status
  - i. Grant submission was made to Lake County for Hydrology study for Tennis court/Soccer field/Davlin’s pond area to understand where our water table stands, and how it will/could affect this area
- d. SE Boat Landing work
  - i. Tom will be meeting with Joe from Canyon Excavation; goal is to complete by end of fall and further landscaping in the spring
- e. Lake Treatment
  - i. Lake treatment is complete for this season. Kevin Dahm will be attending November meeting for debrief. Overall sentiment was positive, and he will be retained for next year.

## 8. Long Range Planning

Mark Handley

- a. Long-range plan on the TLIA website for comments, article in newsletter received positive feedback but no negative comments or criticisms
- b. Added one action item back in; corrected a \$ amount; shifted one timeline
- c. Next steps
  - i. Board needs to review, delete/add items, change priorities as required
  - ii. suggest Wed 10/16 evening or Sun 10/20 afternoon; 1-1/2 hours for next meeting

## 9. Member Services

Kevin Middleditch

- a. Removal of Boats from the Landings
  - i. In addition to email blasts, the owners of boats that were remaining at the landings who could be identified were contacted individually the weekend of 9/28 with a reminder that the deadline for removal was 10/1.
  - ii. From speaking with residents, there is some confusion with the wording on the signs posted for boat removal. See below:
  - iii. IMPORTANT NOTICE TO BOAT OWNERS...
  - iv. DEADLINE: OCTOBER 1
    - 1. All boats must be removed from the boat landings and brought home for winter storage so the Grounds Committee can clean each landing.
  - v. DEADLINE: NOVEMBER 1
    - 1. All boats remaining at a boat landing will be auctioned off or scrapped at TLIA discretion so we can keep the area clean in preparation for next year.
    - 2. Many residents are reading this as a November 1 deadline. Based on that, no additional boats have been moved to the storage area with the expectation that those remaining will be removed by the owners on or before 11/1. We have been using the same signs for several years but may want to consider changing the wording next year.
    - 3. We are currently working with residents that have lake front property where boats abandoned to have them removed if the owners cannot be identified
- b. Removal of Boats from the TLIA Storage Area
  - i. Nine boats were removed from the storage area during Fall Lake Clean Up. The actions taken are listed below:

Description	Action
Orange Deck Open Kayak	Claimed by Owner
Orange Deck Open Kayak	Claimed by Owner
White Paddle Boat	Removed to Dumpster
Silver Alumcraft Canoe (ALUMACRAFT)	Claimed by Owner
Green Fiberglass Rowboat (Pelican)	Gifted to Resident
Red Fiberglass Canoe	Claimed by Owner
White Fiberglass Rowboat	Claimed by Owner
Red Canoe	Removed to Dumpster
Silver Alumcraft Canoe (ALUMACRAFT)	Gifted to Resident

- c. Directory
  - i. We are currently working through this timeline
  - ii. 08/21/19 Meet with the Minuteman Press to determine cost of publication
  - iii. 09/09/19 Present publication cost to the TLIA Board for approval
  - iv. Cost for 500 copies of the 2019 Directory – Cover-Full Color on 2 Sides-16 pt. Coated 1 Side Stock – Inside Pages (52 Total) – 2 Flats Full Color on 2 Sides – 11

Flats-Black on 2 Sides – Inside Pages Printed on 60# White Offset Paper - Total \$830.24. There is an additional charge of \$90 / hour if design services are needed.

- v. Remaining Actions:
- vi. Finalize resident information, advertisers and meet with TL Village Board to get input for directory
- vii. Meet with the printing company and present information for publication.
- viii. Contact mailing service to obtain cost to do household mailings in lieu of hand delivery.

10. Rain Garden – No Report

Andy Hay

11. Tennis

Pat Covek

- a. We have added a few more names to our committee —and have expanded our scope for discussion when we meet in the Spring. We do have some good input and great ideas already on the table.
- b. Nets will come down Nov 1 and will return May 1st or when weather permits

12. Youth

Kimberly Saunders

- a. Family Movie Night was a success. It took a little ingenuity to deal with muddy/wet conditions, but the event was great fun and we had good attendance.
- b. We welcomed 3 new members: Laura Janitz, Samantha Ruda, and Gina Thompson; and said farewell to one member: Whitney Bruni
- c. Upcoming events:
  - i. 10/31 - Halloween pizza party, trunk or treat, and the Kildare Haunted House;
  - ii. 12/8, 3 to 5 p.m. - Santa Visit, Carriage Rides, and Kids' Shop and Wrap

13. Nominations Committee

Lee Johnson

- a. To date received 4 candidates bio information and photo
- b. No candidate for Financial Secretary to date
- c. Timing:
  - i. Finalize budget in the November meeting, 11/11
  - ii. Finalize date for the annual meeting
  - iii. Proxy ballots need to be sent 30 days in advance of the meeting
  - iv. Proposed annual meeting dates 1/12, American Legion location, Steve to contact for proposed times (3 p.m.?)
  - v. Sample ballot needs to be published in December newsletter

14. Old Business

15. New Business

16. Public Comments/Discussion

**Motion to adjourn the meeting: Mary Magro**

Second: John Yancey

All in favor: Ayes 7, Nays 0

Meeting adjourned, 9:01 p.m.

Respectfully submitted,

Kristi Nash