

**Annual Meeting Minutes
October 15, 2022**

The 19th Annual Meeting was called to order at 9:00 a.m. by Mona Loomis, President.

In attendance were 37 members and guests including the following Board members and managers:

- Mona Loomis, President
- John Knauff, Vice President
- Linda Carullo, Secretary
- De’Juan McDuell, Director
- David Carullo, Director
- Mike O’Meara, Financial Manager
- Bob Wirtz, Operations Manager

OLD BUSINESS

- I. SIDEWALKS – John Knauff gave an update on the sidewalk project
 - a. We received two years of city grants at \$15K/year through the Neighborhood Improvement Grant Program.
 - b. We plan to apply for another \$15K grant for next year, 2023
- II. SECURITY CAMERAS – Mike O’Meara gave an update on the security cameras
 - a. The security cameras were installed at the front entrance.
 - b. There is a monthly increase in expenses for Comcast for operating the security cameras.
- III. MAILBOXES – Mike O’Meara said they were checking into updating all the mailboxes in LPG.
- IV. ALLOCATED BUDGET – Mike O’Meara gave an update on the budget
 - a. Under Mike’s allocated budget, there would be an increase cost of \$1.00 per month for our HOA dues for increased costs including Comcast (for the cameras) and the removal of six trees.
 - b. Audit – Karen Robbins, CPA, performs an annual audit. She found our records appear to be in order and accurate.
 - c. Disagreements
 - i. Lee Ranger disagreed with the budget. He said some of the figures were doubled up and would cause a shortfall of \$15K a year. Lee had prepared a budget to reflect the expenses more accurately.
 1. Lee submitted his proposed budget and provided copies for each person in attendance.

2. Mike O'Meara agreed with Lee's proposed budget and stated it was a better budget.
3. Under Lee's proposed budget, the monthly dues would increase January 1st and be as follows:
 - Condos increase from \$32 to \$41 (an increase of \$9/mo)
 - Townhomes increase from \$116 to \$124 (an increase of \$8/mo)
 - Single/Paired Patio Homes increase from \$109 to \$120 (an increase of \$11/mo)
- ii. Sandra Sibbo disagreed with Lee's view of the Condo owners' portion of the common area expenses stating she was told from the beginning they were only responsible for 10% of the expenses.
 1. Mike O'Meara explained that they were referring to the common areas that are shared equally by all property owners in Lakepointe Gardens.
 2. Sandra Sibbo said she would be checking with an attorney to sort this out before paying.
- d. Dave Carullo made a motion that we approve the amended budget presented by Lee Ranger. Darrell Hotler seconded the motion. The budget is approved.

NEW BUSINESS

- I. Lee Ranger gave an introduction of himself and addressed several complaints regarding the Board.
 - a. Communication, currently, has much to be desired.
 - i. The contact info for each board member and manager should be made available to each property owner.
 - ii. Why do we mail newsletters when an email and posting on the website could be used for no cost?
 - iii. Snow removal policy – Last year Lee requested that the trigger for snow removal be changed from 2 inches to 1 inch.
 - b. Lee asked the Directors and Managers questions about the Covenants and Bylaws.
 - i. Lee stated that Article IX says an annual audit of the books is to be done at the end of each fiscal year.
 - ii. Lee stated that Section 10.7 says a capital budget is to be prepared annually and distributed in the same manner as the operative budget.
 - iii. Board meeting minutes are to be accurately transcribed and electronically presented to the members by posting it on the website. The results of the election of the Board of Directors should be posted on the website.

- c. Lee had numerous motions to amend the Bylaws
 - i. Mona Loomis and Mike O'Meara said these items were to be considered by the Board, not the members. The Board of Directors would meet at a later date to allow them to read the suggested amendments.
 - ii. It was agreed to move on to other new business.
- II. Ken Matthew asked if there was a company who replaced windows, or do we have a specific window that has to be used? Bob said the appearance has to be the same basic design as what is currently in place.
- III. Bob Wirtz talked about the wood fences that need to be replaced. He is checking into vinyl because wood is too expensive and NWI Fencing will no longer repair the wood fences.
- IV. Bob Wirtz talked about photocell lights to be used to replace lights that burn all the time.
- V. Liz Arizpe asked the Board to consider extending the fence by Vale Park Road to provide privacy for the back yards of those on Geranium close to Vale Park Road.
 - a. Bob said we have enough fences lying on the ground that warrants we take care of those fences first.
 - b. Liz explained several problems she is having with the landowner adjoining her property as well as other situations.
- VI. Carl asked what we're doing to put in replacement trees on the berm behind Strack's
 - a. Mike said they were thinking of putting in a sound barrier.
 - b. Carl was concerned the sound barrier would not be tall enough to block the sound and light. Carl asked why he continues to be told that trees are going to be put in and then nothing is done.
 - c. Mike said he will personally go over to Carl's to see what he's talking about.
- VII. Tim & Laurel Bultema asked if they need approval to plant trees in their yard. Bob said they would need to complete and turn in a Variance Request that needs to be approved by the Variance Committee if they were going to plant the tree in their front yard.
- VIII. Nancy Bickerstaff said she faxed a Variance but never received a response. Mike said there is a P.O. Box on the bottom of the form where it should be sent. She said she would try to submit it again.
- IX. Mike asked if anyone was interested in being a Board Member. No response, so he closed the nominees for election to the Board.
- X. Mona Loomis moved to adjourn the meeting. Mike O'Meara seconded. Meeting adjourned.

2023 LAKEPOINTE GARDENS ANNUAL BUDGET (ALLOCATED)

EXPENSE ITEM	AMOUNT	%	COMMON AREA SHARE	%	TOWNHOME OWNERS' SHARE	%	SINGLE FAMILY/ DUPLEX OWNERS' SHARE
MOWING	25998	10	2600	5	1300	85	22098
SIDEWALK EDGING	1000	10	100	5	50	85	850
PRUNING	3750	10	375	5	188	85	3187
TURF/WEED CONTROL	4140	10	414	5	207	85	3519
SPRING CLEANUP	5840	10	584	5	292	85	4964
FALL LEAF REMOVAL	8000	10	800	5	400	85	6800
GENERAL MULCHING	7000	13	910	5	350	82	5740
WEST LINE MULCHING	0	100					
ENTRANCE PLANTS/MAINT.	3449	100	3449				
FENCE REPAIRS: COMMON AREA	3000	100	3000				
TOWNHOME AREA	100			100	100		
PRIVACY FENCES	533					100	533
SIGNS	100	100	100				
TREE REMOVAL	10344	65	6724	5	517	30	3103
MISC. SUPPLIES/MATERIAL	125	10	13	5	6	85	106
SNOW REMOVAL	17780	10	1778	5	889	85	15113
DRIVEWAY CLEANUP	900			12	108	88	792
FLAG POLE MAINT.	90	100	90	12		88	
LAKE/FOUNT. MAINT.	3800	100	3800				
IRRIGATION SYSTEM MAINTENANCE	300	100	300				
WILDLIFE CONTROL	950	100	950				
GARAGE LT. MAINT.	450			12	54	88	396
HOLIDAY/ST. LIGHTS	350	100	350				
MAILBOX MAINT.	900			12	108	88	792
HANDYMAN LABOR	3200	75	2400	5	160	20	640
BANK SERVICE CHGS.	300	100	300				
INSURANCE	3895	100	3895				
LEGAL EXPENSE	1000	100	1000				

2023 LAKEPOINTE GARDENS ANNUAL BUDGET (ALLOCATED)

EXPENSE ITEM	AMOUNT	%	COMMON AREA SHARE	%	TOWNHOME OWNERS' SHARE	%	SINGLE FAMILY/DUPLEX OWNERS' SHARE
TOWNHOME COMMON AREA	300			100	300		
LICENSES/PERMITS	100	100	100				
MANAGEMENT FEES	22080	33	7286	5	1104	62	13690
MEMBER ACTIVITIES	600	100	600				
OFFICE EXPENSE	1000	20	200	5	50	75	750
POSTAGE/DELIVERY	211	100	211				
PROFESSIONAL FEES	440	100	440				
RENTAL EXPENSE	880	20	176	5	44	75	660
TAXES	500	100	500				
UTILITIES	2678	100	2678				
WEBSITE MAINT.	300	100	300				
COMCAST CAMERAS	10307	100	10307				
TOTAL EXPENSE	146690		56729		6227		83734
LESS CARRYOVER AMOUNT	2000	37	760	4	80	59	1160
FINAL BUDGET AMT.	144690		55969		6147		82574
MONTHLY AMOUNT	12058		4664		512		6881
EACH PAYOR'S SHARE			41		43		79
CONDO OWNER'S SHARE			41				
TOWNHOME OWNER'S SHARE (+ CAPITAL FUND CONTRIBUTION)					84		
SINGLE FAMILY/DUPLEX OWNER'S SHARE							120
TOTAL INCOME EACH PAYOR GROUP			7872		12096		125280
GRAND TOTAL INCOME	\$145248						

KAREN J. ROBBINS, CPA
920 S. Linda St.
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August 10, 2022

Board of Directors
Lakepointe Gardens Property Owners
Association, Inc.
P.O. Box 2374
Valparaiso, IN 46384-2374

Dear Board Members,

Upon examination of the records of the Lakepointe Gardens Property Owners Association, Inc. for the calendar year ending December 31, 2021, the records appear to be in good order.

Random examinations of invoices, bank statements and deposit records were consistent and accurate. The bank accounts and certificate of deposits when reconciled should include the addition of interest in the future. Any individual paid more than \$600 during the year should be sent a Form 1099.

I feel the records were free of material misstatements and that the records fairly reflect the cash transactions of the association for the year of 2021.

Sincerely,



Karen J. Robbins, C.P.A.