

Board Meeting Minutes
11/10/2022

CALL TO ORDER at 6:01pm by Mona Loomis, President and Chairperson

PRESENT

- | | |
|--------------------------------------|-----------------------------------|
| ▪ Mona Loomis, President | ▪ De’Juan McDuell, Director |
| ▪ John Knauff, Vice President | ▪ Mike O’Meara, Financial Manager |
| ▪ Linda Carullo, Secretary/Treasurer | ▪ Bob Wirtz, Operations Manager |
| ▪ Dave Carullo, Director | ▪ Darrell Hotler, Guest |

OLD BUSINESS

1. Landscape Contract – Mona requested again a copy of the Landscaping Contract. Bob will call the Landscaping company and request two copies of the contract.
 - a. Snow removal discussion regarding 2 inch or 1 inch trigger.
 - b. Leaf removal update was given by Bob.
2. Sidewalk Grant – Mona submitted the application for a sidewalk grant for 2023 through the City of Valparaiso.
3. Pro Builder Default – The owner took the money without building the fence. Our attorney filed this in Small Claims. A Judgment was granted and an extremely low payment was ordered for the defendant to pay. No payments have been received and no new update has been given. Mike said he would follow up with the Attorney Langer.
4. Other – Mona asked for an update on the annual meeting discussion regarding the Condo dues for the common areas. Mike said he has tried to contact the Condo representative several times, but she has not returned his call. We will wait for her to contact us if she needs more information.

NEW BUSINESS

1. Website
 - a. A general email, LPGPOAinfo@gmail.com, has been created and procedures put in place to improve communication between members and the Board and managers.
 - b. A new Contact Form has been added to “Contact the Board of Directors.”
2. Committee Reports
 - a. Finance/Budget (Mike, De’Juan, John, Dave)
 - i. Mike asked the Board’s permission to check with the bank for a loan or a line of credit for bigger projects. Dave moved that we give authorization to check with the bank for information on a line of credit or a loan. John seconded. Discussion followed. Motion Approved.
 - ii. Fencing –
 1. Discussion on installing a vinyl privacy fence along the back property line of the homes on Geranium, especially the corner property. Dave moves to authorize Mike to start the process of getting 5 panels of fence installed on or around December 10. John Seconded. Discussion followed. Motion Approved.
 2. Discussion on the lack of fencing by Columbine. Fencing cannot be added because there is an emergency Fire Exit.

- iii. Annual Audit of Financial Books was completed. *(See attached letter)*
 - iv. Financial Reports will be provided to the Board monthly.
 - b. Landscaping (Mona)
 - i. Tree discussion
 - c. Neighborhood Services (Bob, Greg, Darrell) and Property Value/Variance (Bob, Greg)
 - i. Discussed needs in the community and the need of a contact person to care for those needs.
 - ii. Bob said he will be leaving the first of the year. Darrell Hotler is volunteering to help with Bob's duties during this transition time.
3. Governing documents were discussed. The Board is in agreement to be governed by the Bylaws and the Covenants and will serve with oversight according to these governing documents.
 - a. Linda made a motion to separate the office of Secretary/Treasurer under Article IX, Section 8 on page 9 of the Bylaws by returning the wording to what it was prior to November 2007 when the office of Secretary and the office of Treasurer were combined. Dave seconded. Discussion followed. The responsibilities and wording remain the same but separates the offices to allow flexibility to select one Board member to be Secretary and another Board member to be Treasurer. If there is a need for one Board member to be both Secretary and Treasurer, the provision in Section 7 states, "The offices of secretary and treasurer may be held by the same person." In Section 8, the following sentence in the Bylaws remains as: Any one, or all, of the enumerated duties of the secretary and/or treasurer may be delegated to an Association manager, under the direction of the Board of Directors. Motion approved.
 - b. Dave made a motion to appoint De'Juan McDuell as Treasurer. Mona seconded. Motion approved.
4. Lee Ranger's Request for Membership Roster
 - a. Lee Ranger requested a copy of the LPGPOA Membership Roster including their email addresses, citing Indiana Code 32-25.5-3-1.
 - b. In an effort to not compromise the personal contact information of our members; to comply with the Indiana Code; to provide Lee Ranger with the membership roster; and comply with the caution given by our attorney, a roster was given to Mr. Ranger with member names and addresses only, but without personal contact information.
 - c. This roster will be hand delivered along with an Acknowledgement for Mr. Ranger to sign before receiving the roster. If the Acknowledgement is not signed it will be sent certified mailed so we have proof that he received the membership roster.
 - d. John made a motion that the membership roster be delivered to Lee with signature required. Mona seconded. Motion Approved.
5. Lee Ranger Recommendations – an additional Board meeting will be held to discuss the remaining recommendations and concerns of Lee Ranger.

ADJOURNMENT

Dave moved to adjourn the meeting. John seconded. Meeting adjourned at 8:20 p.m.

SUMMARY OF CHANGES to the BYLAWS OF

Lakepointe Gardens
at Chandana
Property Owners Association, Inc.

Approved by: **Board of Directors**

Date of Changes: **November 10, 2022**

Bylaw Location: **Article IX, Officers and Their Duties, Section 8**

Proposal and/or the Purpose of the Change:

Proposed to separate the office of Secretary/Treasurer by returning the wording to what it was prior to November 2007 when the office of Secretary and the office of Treasurer were combined. The responsibilities and wording remain the same but separates the offices to allow flexibility to select one Board member to be Secretary and another Board member to be Treasurer. If there is a need for one Board member to be both Secretary and Treasurer, the provision in Section 7 states, "The offices of secretary and treasurer may be held by the same person." In Section 8, this sentence will now read: "Any one, or all, of the enumerated duties of the Secretary and/or Treasurer may be delegated to an Association manager, under the direction of the Board of Directors."

Bylaw Wording Subject to Change:

Secretary/Treasurer. the secretary/treasurer shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; keep appropriate current records showing members of the association together with their addresses; receive and deposit in bank accounts approved by the Board, all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all promissory notes of the Association; keep proper books of account; cause an annual audit of the Association books to be made by a public accountant at the completion of each fiscal year; and shall prepare an annual budget and statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the members.

Any one, or all, of the enumerated duties of the secretary/treasurer may be delegated to an Association manager, under the direction of the Board of Directors.

Approved Amendment:

Secretary - the Secretary shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members; keep appropriate current records showing the Members of the Association together with their addresses, and shall perform such other duties as required by the Board or the office of the Secretary.

Treasurer - the Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board of Directors; shall sign all promissory notes of the Association; keep proper books of account; cause an annual audit of the Association books to be made by a public accountant at the completion of each fiscal year; and shall prepare an annual budget and statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the Members.

Any one, or all, of the enumerated duties of the secretary and/or treasurer may be delegated to an Association manager, under the direction of the Board of Directors.

NOTE: The approved amendment above also affects the wording in Article IX, Sections 1 and 5. A proposed amendment will be made in the next Board Meeting to modify the wording to be consistent throughout the Bylaws.

Change to Bylaws was made by the Secretary: Linda Carullo

Date Bylaw was modified: 11/15/2022

KAREN J. ROBBINS, CPA
920 S. Linda St.
Hobart, IN 46342
219-942-0175

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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.