

**Four Seasons Lakesites
Property Owners Association
Board of Directors Meeting-Regular Session
December 20, 2016**

I. CALL TO ORDER: President Mary Bustin called the regular session meeting of the Four Seasons Lakesites Property Owners Association (FSLPOA) Board of Directors to order at 9:00 a.m. at the Four Seasons POA Community Center. Board members present were: Mary Bustin, Nancy Cason, Steve Yoder, Terry Roets, Maggie Moe and Christophe Torres.

Representatives present from Missouri Association Management, LLC (MAM) were Russ Mitchell, Della Miller and Heidi Altman. Also present: Sgt. Jim Elkin of Camden County Sheriff's Office; Alaina Gump and Vanessa Hawkins from Wilson Toellner CPA; Arnold Sandbothe with Village of Four Seasons; and Sarah Amsinger with Horseshoe Bend Special Road District (HBSRD).

II. MEMBER QUESTIONS OR COMMENTS: There were no members' questions or comments.

III. APPROVAL OF MINUTES – November 15, 2016 Regular and Executive Sessions: Mr. Yoder made a motion to approve the November minutes after clarification on Executive with Mr. McDorman. Mr. Roets seconded the motion. Minutes were approved. Clarification was made in the Executive Session with Mr. McDorman, changes will be made and filed as approved.

IV. REPORTS:

- A) Financial:** Ms. Gump went over the highlights of the financials stating payment statistics are down .1% showing consistent for 2016. She reviewed the Projects and Fitness Center Improvements report numbers. Ms. Hawkins informed the Board assessment invoices have been mailed. She is now preparing the signature cards for the bank accounts and will contact Ms. Moe once they are available for signing. Ms. Gump verified the "draft" watermark will be removed from the financials now that all financials have been approved with the recent audit. Once it is removed she will email a copy to the Board.
- B) Sheriff:** Sgt. Elkin reviewed the statistics with the Board. He stated Sheriff Tony Helms, the new Camden County Sheriff, was invited to attend the Board meeting but he had to cover for a deputy that called in sick. There was a typo in the contract for services that will be corrected and sent to the Board.
- C) Village of Four Seasons:** Mr. Sandbothe reported there are two Village Trustees positions up for election this year but Dave Purdue and Carolyn Lorraine have refiled for these positions; no other applications have been received to date. The out of state purchases tax will be on the ballot for April.

Mr. Sandbothe was asked to write an article for management to put in the March AP. He also stated he is to meet at noon with Ms. Lorraine, Sgt. Elkin and Sheriff Helms to tour the area. There will be no Board of Trustees meeting in January.

- D) Horseshoe Bend Special Road District:** Ms. Amsinger reported they are busy this time of year cleaning up leaves as well as removing snow and ice. They brought in extra manpower last weekend to help keep up with the roads. They did not have any complaints and there was only one accident due to the ice. Mr. Roets suggested to Ms. Amsinger if there is a message that needs to get out to the POA to have Ms. Miller send an email blast. Ms. Amsinger is currently working to update the HBSRD FaceBook page. The road tax levy will be up for renewal again on the April ballot. Management will put an article in the March AP.
- E) Management:** Ms. Miller provided reports for the Board to review prior to the meeting. Ms. Miller informed the Board she has applied for internet at the Shawnee Bend Meeting Room. Once the request is approved by CoMo they will provide a quote, then it can take 4-8 weeks before it will be installed. Management will be updating all letters, contracts, etc. in January. The HVAC system at the Community Center is now set up on Mr. Mitchell's and Ms. Altman's cell phone so they may access it when needed. The Autumn Lake grate has been ordered and MAM will install. The owner of 229 GP2 tried to deed their lot back to the POA but it has not been filed. Mr. McDorman will send them a letter explaining the POA cannot take lots and they should deed it back to the person they bought it from at the tax sale.

V. UNFINISHED BUSINESS: There is no unfinished business.

VI. NEW BUSINESS:

- A) Marketing Proposal:** The proposal was not received until the morning of the meeting so this topic will be discussed at the February meeting with a work session to review it scheduled for Tuesday, January 10, 2017, 10:00 a.m. at the Community Center.
- B) Tree Removal: Bittersweet Pool area and Community Center:** Mr. Yoder made a motion to approve the Koviak Tree Service proposal for cutting and stacking the trees at Bittersweet Pool and Community Center. Ms. Moe seconded the motion. The motion passed. The funds for tree removal will come from Project Expenses. Ms. Miller inquired what the Board would like done with the downed trees. The Board agreed to allow property owners to take the wood as needed but not to advertise.
- C) Owner Services Vehicle:** Mr. Mitchell provided a handout showing the Four Seasons POA fleet vehicles. Mr. Mitchell proposed selling the three older Ford Escapes and purchasing one vehicle for replacement. Mr. Torres stated he has a friend that is a salesperson for Machens Ford in Columbia that may be able to give a better discount. Mr. Yoder made a motion to approve the

purchase of a Ford Escape. He suggested Mr. Mitchell and Mr. Torres work together for the best deal. Mr. Roets seconded the motion. The motion passed.

D) Liquor Closet: Mr. Roets questioned whether there should be liquor offered at the Social Committee events or not. The Board discussed and decided to use up what liquor there is in the closet and then evaluate.

E) Letter to Owners (draft) – submitted by Steve Yoder: After reviewing the letter in the Executive Session, the Board agreed for Ms. Cason and Mr. Yoder to work together on shortening the letter for it to be submitted as the article from the Board in the February AP. It will also be posted on the website.

F) Projects:

a. Interactive Map – Ms. Miller has reached out to Mid-Land GIS Solutions about a proposal for Four Seasons POA to have access to an Interactive Map. She is awaiting their return call and should have a quote for the February meeting.

b. Key Card entry for stairwell entrance into the Fitness Center: Mr. Mitchell projects the cost for to add a reader and upgrade the master control panel will cost an estimated \$2300 plus. Mr. Mitchell is waiting to hear from Mr. Bruce at Eagle Security with a firm quote. Ms. Cason made a motion to install the system as long as it is installed and paid for in or after January 2017. Mr. Roets seconded the motion. The motion passed.

c. Interior Lakes Mulch Paths: Mr. Roets brought up previous discussion of adding walking paths and suggested this is off-season work. Ms. Moe made a motion for the paths to be created and mulched through the winter months. Mr. Roets seconded the motion. The motion passed.

VII. COMMUNICATIONS: Ms. Miller shared Mr. Yoder's suggestion of the Board submitting an article for the monthly AP's. The Board agreed this is a good idea. Mr. Yoder's letter to the property owners will be the article for February, due January 13th. Mr. Roets will be responsible for the March article, due February 10th.

Ms. Cason made a motion to move the meeting into Executive Session. Ms. Moe seconded the motion. The meeting moved into Executive Session at 10:55 a.m.

VII. ADJOURN: Ms. Cason made a motion to adjourn the meeting. Ms. Moe seconded the motion. The meeting was adjourned at 10:12 a.m.

Respectfully Submitted,

Heidi Altman, Recording Secretary