

**Four Seasons Lakesites  
Property Owners Association  
Board of Directors Meeting-Regular Session  
October 17, 2017**

**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 9:04 a.m. at the Four Seasons POA Community Center. Board members present were: Mary Bustin, Patti Pilshaw, Christophe Torres and Terry Roets. Maggie Moe and Steve Yoder were absent.

Representatives present from Missouri Association Management, LLC (MAM) were Russ Mitchell, Della Miller and Heidi Altman. Also present: Alaina Gump and Patricia Higgins from Wilson Toellner CPA; and Ranita Jones with Village of Four Seasons.

Members present: Rex Gerald, 197 KP1.

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

**III. APPROVAL OF MINUTES – September 19, 2017 Regular and Executive Sessions:** Mr. Roets made a motion to approve the August minutes. Mr. Torres seconded the motion. The September 19, 2017 minutes were approved.

**IV. REPORTS:**

- A) Financial:** Ms. Gump reported on the software conversion with Caliber explaining they have had some training with the accounting portion of the new software. They will schedule more training when additional information has been provided to the programmers. Ms. Higgins stated she has discovered more issues with TOPS One with printing the invoices for late fees and interest. The addresses and figures were incorrect; therefore, no invoices were sent out in September. They are adamant that the 2018 assessments will be sent out through Caliber. Ms. Gump and Ms. Higgins are very pleased with Caliber and said they have been great to work with so far. The Board will discuss with Mr. McDorman, POA attorney, in the Executive Session regarding the contract with TOPS One and current fees owed to them.
- B) Sheriff:** Sgt. Elkin emailed the Camden County Sheriff's Office report to the Board. A copy is included with the minutes.
- C) Village of Four Seasons:** Ms. Jones reported for the Village of Four Seasons. She informed the Board there would be a meeting at the Village Hall on re-zoning the property behind the Community Center for development around 4:00 p.m. on October 24, 2017. The Village approved the digital sign for placement in front of the Four Seasons POA Community Center. They are

currently interviewing for Village Clerk. Ms. Jones also reported that the storm sirens were tested, and all are working.

**D) Horseshoe Bend Special Road District:** There was no report from HBSRD.

**E) Water District:** There was no report from the Water District.

**F) Management:** Management reports were provided to the Board in the packet for their review prior to the meeting. Ms. Miller discussed the conversion from TOPS One to Caliber. The ACC department will be training with Caliber on Wednesday, October 18. She reported the yard waste drop site was being used and look for an increase over the next couple of months with leaves falling. Mr. Roets asked about posting a sign on the days the yard waste drop is open for Four Seasons POA residents. It was explained that the agreement was that no signs would be posted, however management will check into placing one on the chain gate. Once the digital sign is installed at the Community Center, information will be posted on it. Ms. Pilshaw asked if there was an area in which a yard waste site could be put in Porto Cima. Mr. Mitchell advised the area by Porto Cima Storage facility may be a good space for a yard waste drop-off. The Social Committee discussed the Happy Hour as requested by the Board. They thought it was not timely given current events with the NFL. Mr. Roets suggested organizing a chili supper or spaghetti dinner with proceeds going to a charity sometime in January or February.

**V. UNFINISHED BUSINESS:** There was no Unfinished Business.

**VI. NEW BUSINESS:**

**A) Unpaid Accudata Accounts – 2015 and 2016:** Per the collection policies, Management has made calls on these accounts. Any accounts that have not paid will be forwarded to Mr. McDorman for legal action.

**B) ACC:** The ACC is going to review a pallet of colors for the Board to discuss as approved colors in the Four Seasons POA. The guidelines would be followed by the ACC Department in approving construction. Should a request fall outside the guidelines, it would then go to committee for discussion.

**VII. COMMUNICATIONS:** The digital sign was approved by the Village of Four Seasons. The contract and deposit have been completed; the sign should be received in about 6-8 weeks.

Mr. Roets made a motion to move the meeting into Executive Session. Mr. Torres seconded the motion. The meeting moved into Executive Session at 9:22 a.m.

**VII. ADJOURN:** Mr. Roets made a motion to adjourn the meeting. Ms. Pilshaw seconded the motion. The meeting was adjourned at 10:11 a.m.

Respectfully Submitted,

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Heidi Altman, Recording Secretary