

**Four Seasons Lakesites  
Property Owners Association  
Board of Directors Meeting-Regular Session  
December 19, 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, Terry Roets, Maggie Moe, and Steve Yoder.

Representatives present from Missouri Association Management, LLC (MAM) were Russ Mitchell and Della Miller. Also, present: Alaina Gump and Patricia Higgins from Wilson Toellner CPA; Arnold Sandbothe and Ranita Jones with Village of Four Seasons, Sgt. Elkin with the Camden County Sheriff's Office. Property owner's present were Gary Littrell (1383 CC5, 1384 CC5 and 1389 CC5), and Don Henderson (59 IP)

**II. MEMBER QUESTIONS OR COMMENTS:** Mr. Gary Littrell stated he reviewed the 2017 unofficial annual meeting minutes and questioned the over expenditures for extra services and wondered why the decisions were not reflected in the minutes. He also asked why the purchase of the fitness equipment and digital sign was approved without 3 bids. Mrs. Bustin explained that many contract issues are decided in Executive Session and will not be reflected in Regular Session minutes. Initially, the board had 3 bids for the digital sign and Mr. Roets did a lot of research, in the process the board eliminated 2 of the other sign companies. There was a lot of discussion on the sign before it was approved. There are times legal counsel is consulted and sometimes timeframes are a deciding factor. Mr. Roets explained the process the board took in approving the Fitness Center equipment. The board decided to continue with the TRUE equipment. One factor was for maintenance. Mr. Roets said he spent a great deal of time gathering information on the digital sign and visited with the High School and the Fire Station to get the pros and cons with their digital signs. The board chose Impact Signs out of Sedalia MO over the company in Joplin MO. The final decision was the ongoing maintenance considerations, their reputation, and the price. The board felt it was the best deal for the association. Mrs. Bustin added that there are times it is hard to obtain 3 bids; however, we always try to obtain 3 bids. Mrs. Bustin thanked Mr. Littrell for his efforts to help the association.

Mr. Don Henderson informed the board that he had the privilege of serving on the Village of Four Seasons Long Range Planning. He feels the stakeholders have done a good job working together to make the community a nice place to live.

**III. APPROVAL OF MINUTES –November 21, 2017 Regular and Executive Sessions:** Mr. Yoder made a motion to approve the November 21, 2017 Regular and Executive Session minutes as submitted. Ms. Moe seconded the motion. The motion carried.

**IV. REPORTS:**

**Financial:** Mrs. Gump provided a copy of the May 2017 financials to the board members. She updated the board on the Caliber conversion. They are finding the Caliber software offers more ability to customize reports.

Discussion ensued regarding when 2018 assessments will be sent to owners. Mrs. Gump indicated that it looks as though they should be sent out by mid-January 2018. Discussion followed regarding if past due balances would show up on the 2018 assessment invoice and the importance of past dues being reflected because money collected gets credited to the oldest charges (past due) first. Mrs. Gump is hopeful by mid-January the past due balances will reflect on the 2018 assessment invoices.

Mrs. Gump informed the board the banking signature cards need to be updated. It was the consensus of the board to update the signature cards as suggested.

**Sheriff:** Sgt. Elkin provided the Camden County Sheriff's Office report to the Board. A copy is included with the minutes. Sgt. Elkin briefly reviewed items of interest in the report. He thanked the POA, Horseshoe Bend Special Road District, the water company and everyone involved in lighting up the dog park and providing the parking area.

Mrs. Miller asked Sgt. Elkin if he could coordinate Neighborhood Watch Program meetings with owners who have agreed to participate. Sgt. Elkin said he would arrange for a meeting in January.

**Village of Four Seasons:** The Village of Four Seasons meeting was held on December 13<sup>th</sup>. The Village had an ISO audit for the quality of building in the Village. The audit took their rating from a 4 to a 5 because the Village does not require engineered drawings. The rating could raise homeowner insurance by up to 15%. Mr. Davis is working with the auditors to retain the 4 rating as it would be better for residents and their property insurance.

Mr. Sandbothe thanked the POA for their efforts in cleaning up the dog park, it really is a nice amenity. The Village Trustees volunteered to donate \$500 for the betterment of the amenity.

Mr. Yoder wanted to thank Jason Cooper for the time he has donated to the community on the dog park.

Mr. Sandbothe announced that the Village has 4 trustee positions open. 3- two-year terms and 1- unexpired 1-year term. Anyone interested in running for a Village Trustee should sign up by January 16, 2018.

NOTE: THE MORNING OF DECEMBER 20, 2017 - MR. SANDBOTHE VISITED THE MAM OFFICE AND INFORMED MANAGEMENT THAT WHAT HE REPORTED AT THE DECEMBER 19, 2017 BOARD MEETING WAS INCORRECT. THE 1 – UNEXPIRED TERM WILL BE FIILED BY APPOINTMENT ONLY AND WILL NOT BE ON THE BALLOT.

Mr. Sandbothe reported the Comprehensive Plan has been submitted in draft form. The report is over 50 pages, it needs some revisions, however, overall it looks good. He and Mr. Holcomb will meet with Peter Brown and discuss the direction on where the community wants to go. Once the Comprehensive Plan is finalized, a copy will be provided to the POA.

Ms. Jones reported that the Comprehensive Plan indicated that most people like living here and would like to keep the community residential. The emergency sirens are now working at Key West. The Sheriff's department agreed to test the sirens when they test others in Camden County – the 1<sup>st</sup> Tuesday around noon, monthly.

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

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

**Management:** The Management report was provided. A copy of the report is included with the minutes. Mrs. Miller informed the board that a Fitness Center Open House was held on December 13th. Thirty people came to the open house and 8 people/families signed up on that day.

Mr. Mitchell provided an update on the campground: The weather has been good and has allowed time to do the campground project. The project should be completed ahead of schedule. At this time, all trenches have been dug, the waterlines have been blown, and concrete is being poured today.

Mrs. Miller submitted a bid from Marks Mobile Glass to install mirrors at the Fitness Center. It was the consensus of the board to make this an agenda item for the January 2018 board meeting.

Mr. Roets submitted a bid in the amount of \$5,700 to remove the stone wall in front of the Community Center. The project would also include installing sod where needed. The Removal of the wall would not only serve esthetically, but will help in lawn maintenance. It was the consensus of the board to review this proposal after a review of the associations financial status. No action taken.

Mrs. Miller reported cable TV service at the Versailles Bank will run \$40 per month. Discussion followed. The TV the POA purchased, and will donate to the bank, is a Smart

TV. It was the consensus of the board that cable TV service is not needed if internet is available and provided.

Ms. Miller made the board aware that the credit reporting agency, ACCUDATA, will increase their fees to \$75.00 per month versus the current rate of \$50 per month.

Mrs. Pilshaw asked about the status of the streetlight repairs to Waterford Terrace and Grand Point and Waterford Terrace and Turn Bridge. Mr. Mitchell responded, we are awaiting further progress from Apperson however, we have found an alternate source and, if we do not see progress very soon, we will contract with the alternate service provider.

## **V. UNFINISHED BUSINESS**

**Electrical Quote:** Mr. Roets reported the electrical to light up the existing sign is not working. The power box is attached to a tree and the wire is exposed and not producing electric. In addition, the meter box is not located on POA property. The electrical upgrades would have been needed even if the digital sign wasn't going in. Mr. Roets submitted a bid in the amount of \$5,956 from Catalyst to upgrade the electrical service, which will include boring under the parking lot and provide a new electrical service to the road. Internet service cabling should be included in the bore at that time. Three bids were obtained. Management recommends Catalyst since they are already working on the property and we could just prioritize their work, whereas, the other electrical companies are at least 30 days out in scheduling.

Mrs. Moe made a motion to approve the Catalyst bid in the amount of \$5,956. Mr. Torres seconded the motion. The motion carried.

## **VI. NEW BUSINESS**

**Collection Policy:** The current Collection Policy was reviewed by the board. It was the consensus of the members to amend the policy as follows: "Annual assessments are due January 1<sup>st</sup> of each year. Terms of payment will be decided by the Board of Directors prior to invoicing". Mr. Roets made a motion to approve the Collection Policy as amended. Mr. Yoder seconded the motion. The motion carried.

**Fitness Center Membership Policy:** Mr. Yoder made a motion to approve the Administrative Policy of the Fitness Center Membership. Mr. Roets seconded the motion. The motion carried. The policy will allow membership rates in the fourth quarter of the year to be as follows: \$10 per month plus the next year fitness membership rate. Example: September \$90, October \$80, November \$70, and December \$60.

**VII. COMMUNICATIONS:** Mr. Roets recommended consideration of replacing the sign at the inside entrance of the Community Center that displays the events going on with an electronic method that allows for a TV at the MAM office and a TV at the entrance inside the Community Center with a digital display of events. The cost of the software is \$500 for 2 TVs. It would be programmed remotely. Discussion followed. It was the consensus of the board to put this item on the January 2018 agenda.

Mr. Roets asked if an owner portal could be set up with Caliber. The owner portal would allow owners to view their account information and allow to update contact information. Mr. Mitchell stated that the portal is a feature on Caliber. However, not a priority until everything is set up for accounting and management. It was agreed the Caliber owner portal target date will be May, 2018.

Mr. Roets reported the annual budget in amenities for postage is \$7,000, the annual amenities printing budget is \$34,500. The average cost per month for printing and postage for the newsletter is \$1,950, for currently 826 copies are mailed. The average cost per copy of newsletter is \$2.36 per copy. Mr. Roets stated that due to the use of social media, e-mail blast, and the digital sign, he would make a motion to publish the newsletter 4 times a year - April, June, Sept, and December and be judicious in what goes in the quarterly newsletter, so the printing and postage won't be outrageous. Mr. Yoder seconded the motion. Mrs. Bustin called for discussion. Mrs. Bustin requested the POA survey the owners receiving the newsletter and get their opinion after they understand the cost factor, discussion followed. Mrs. Miller stated the January issue is ready to go to print today. Mrs. Bustin stated more information is needed prior to deciding today. Mr. Yoder made a motion to adjust the previous motion to reflect that the newsletter be published 4 times a year; January, April, July, September. Mr. Roets seconded the motion. Mrs. Bustin called for a vote. Yea: Maggie Moe, Christophe Torres, Patricia Pilshaw, Steve Yoder, and Terry Roets. Mary Bustin opposed. The motion carried.

**VIII. ADJOURN:**

Mr. Roets made a motion to adjourn the meeting at 10:49 a.m. Mr. Yoder seconded the motion. The motion carried.

Respectfully Submitted,

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Della Miller, Recording Secretary