

Petite Lake Highwoods association

Annual meeting minutes for Sept 12, 2012

1. **Meeting called to order:** 7:06 pm
2. **Officers Present:** Matt Langellier, Becky Janssens, Mark Johnson, Andrea Herron, Sam Terranova, Bob Leavitt
3. **Officers Absent:** Toni Woodmaster
4. **Introduction of new members:** None.
5. **Present & adopt agenda:** Becky Janssens made a motion to accept agenda with the following changes: move election of officers to item #5, just after approval of minutes. Bill Brooks seconded. A vote was taken, all ayes.
6. **Read and approve minutes from 09-20-11 annual meeting:** Nancy Waltz asked for a clarification of the minutes, which Becky explained. Becky Janssens made a motion to accept minutes. Nancy Waltz seconded. A vote was taken, all ayes.
7. **Election of officers:** Bill Brooks volunteered to preside at the election of new officers.
 - A. **President:** Matt Langellier nominated **Toni Woodmaster**, Becky accepted on Toni's Behalf, Becky Janssens Seconded, all ayes
 - B. **Vice president:** Nancy Waltz nominated Matt Langellier who declined. Becky Janssens nominated Bill Brooks who declined. Andrea Herron nominated Becky Janssens who declined. Cathy Brooks nominated Sam Terranova who declined. Nominations were closed at this time.
 - C. **Treasurer:** Becky Janssens nominated **Rachel Johnson**, who accepted. Andrea Herron seconded, all ayes
 - D. **Secretary:** Becky Janssens nominated **Bob Leavitt**, who accepted. Sam Terranova seconded, all ayes.
 - E. **Beach Commissioner:** Becky Janssens nominated **Andrea Herron**, who accepted. Matt Langellier seconded, all ayes
 - F. **Park Commissioner:** Becky Janssens nominated **Sam Terranova**, who accepted. Andrea Herron seconded, all ayes
 - G. **Road Commissioner:** Rachel Johnson nominated **Mark Johnson**, who accepted. Matt Langellier seconded, all ayes
8. **Public comment:** Pat Ritschke asked that the Road Commissioner duties be explained. Mark Johnson responded.

Pat Ritschke asked if channel herbiciding was dangerous to residents. Becky Janssens explained that it is dangerous for a couple of days and that Integrated Lakes Management puts out signs warning against swimming or watering. Also, the work is typically done in early spring before swimming season begins. Andrea Herron noticed on several occasions that a truckload of men were being dropped off at the north park. She asked that anyone noticing this remind them that this is a private subdivision.
9. **President's report:** No report
10. **Treasurers report and audit report:** Diane Franke, Rachel Johnson and Debbie Leavitt audited the books.

New accounting software was purchased to replace existing outdated version. Last year's budget vs. actual showed a \$1103.99 surplus—mainly due to the fact that some vendor bills were not submitted for payment yet.

Proposed budget is presented and explained--Profit and Loss Budget versus Actual. The negative balance was explained by the fact that money is budgeted for emergencies and beach/park maintenance & repairs, but will hopefully not be used.

Linda McMahon asked how much money was in subdivision accounts—savings has about \$20,000 and checking has about \$8,000.

The cost of insurance increased about \$800 because of a new policy that protects board members from personal liability. It was explained that if the By-Laws could be changed to address this issue, the insurance would not be necessary.

Integrated Lakes Management proposed, again, to perform channel herbiciding and beach weed control at approximately the same cost as last year.

11. **Acceptance of proposed budget:** Linda McMahon made a motion to accept the budget, Cathy Brooks seconded. A vote was taken, all ayes.

Special assessments –Rachel Johnson made a motion to approve the special assessment for herbiciding, Bill Brooks seconded. A vote was taken, all ayes.

12. **Other reports:** None.

13. **New business:**

A. **Ideas for pursuing By-Law revisions:** The By-Law committee members and Board members who were present had no interest in pursuing revisions at this time.

B. **Fall cleanup:** Several projects that were not completed at the spring cleanup will be taken care of at a fall cleanup. It was suggested that we combine this with a “chili dump” as was done the last couple of years. November 3rd was the agreed upon date for this years Fall Cleanup/Chili Dump.

C. Mark Johnson proposed a reward fund to help prosecute vandals, etc. After some discussion it was decided to try to reactivate the Neighborhood Watch. Patti Stagg spoke on the history of the neighborhood watch and how instrumental PLH was in developing the program throughout the country. Lance Carr may be interested in chairing a new neighborhood watch committee and will speak with interested members after the meeting.

D. Becky mentioned that property tax assessment appeals are due by October 15th.

14. **Old business:**

A. **Maintain welcome committee:** Judy Treat, Andrea Herron and Toni Woodmaster volunteered to continue working on the welcome committee.

B. **Update signatures with new board members:** This reminder will be addressed at regular board meeting.

15. **Adjournment:** Linda McMahon led the group in thanking Becky and Matt for all their hard work and dedication to PLH over the years. Their work on the Board, and the neighborhood in general, has been greatly appreciated.

Meeting adjourned at 8:25 p.m.

Submitted by Bob Leavitt, Secretary