

Petite Lakes Highwood Association  
Meeting Minutes from 11/14/2023

- 1) Meeting called to order at 6:50pm
- 2) Officers present: Sam Terranova, Bob Leavitt, Joe Kozlowski, Shannon Turk, Amanda Wood, Lauren Hart, Dakota Schneider
- 3) Officers absent: none
- 4) Acceptance of minutes: Sam accepts, Shannon seconded
- 5) Acceptance of agenda: Shannon accepts, Amanda seconded
- 6) Public Comments: none
- 7) Correspondence:
  - a) Amanda received a letter from the Sedlaukas residence stating that he cannot pay his association dues because he is on social security.
    - i) The board will send a letter thanking him for letting us know, as well as letting him know we will work with him on a payment schedule.
  - b) The board received an email regarding closing documents for a house on W Elm
- 8) President's report:
  - a) Thanks to the board for serving another year.
  - b) Website is updated
- 9) Treasurer's Report:
  - a) Account Balances:
    - i) Checking: \$53,294.29
    - ii) Savings: \$20,469.41
  - b) Amanda received payment from Bob Church - he would like to get on the waiting list for a boat slip
  - c) Amanda looked up tax forms - need a 990 tax form and a tax accountant
    - i) Question for tax accountant: How much money can be made on the account as a non-profit?
  - d) Amanda asked Bob to update her name/description on the website to contact her for closing documents
  - e) Sam will ask Kathy Roth about who to contact (lawyer) for closing documents for the sale of her house.
- 10) Other Reports:
  - a) Joe received an email from Bob at shoreline construction -said he will address the concrete at the boat ramp in the spring.
- 11) Continuing business
  - Second weed abatement - no need to do a second application - decided it would be a waste of resources. Sam will call to get the neighborhood on the schedule for the spring.
  - Updating by-laws -

- Discussed doing a “by-laws” meeting in January 2024.
- Photometric Report -
  - Bob will go to the county and let them know what was done to take care of the situation/ close the issue.
- Third party accountant to perform audit
  - Discussed contacting Adams, Useton and Busch in Spring Grove
- North park pier replacement
  - Need to cut off the “L” part of the pier
    - Discussed addressing it when the chanel freezes
- Seeing a lawyer about obtaining the articles of incorporation for and the IRS site.
  - Amanda will talk to Dan Venturi about how we go about obtaining the articles of incorporation.

## 12) New Business

### a) From annual meeting:

- i) Updating bylaws to address vehicles in yards for an extended period of time
- ii) Having Dakota call about street clean up
- iii) Christmas lights 11/26/2023 @9:00am

13) Next Meeting: January 17th @ 6:30 Dockers

14) Meeting adjourned: 8:05pm

Notes submitted by Lauren Hart, secretary