

**Four Seasons Lakesites
Property Owners Association
Board of Directors Meeting-Regular Session
February 16, 2016**

I. CALL TO ORDER: President Mary Bustin called the meeting of the Four Seasons Lakesites Property Owners Association (FSLPOA) Board of Directors to order at 9:05 a.m. at the Four Seasons POA Activity Center. Board members present were: Mary Bustin, Maggie Moe, Steve Yoder and Terry Roets. Nancy Cason and Don Henderson were absent.

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

Property Owners present: Chuck Phegley, 1298 CC5 and Ranita Jones, 634 PP5.

II. MEMBER QUESTIONS OR COMMENTS: There were no Members Questions or Comments.

III. APPROVAL OF December 15, 2015: Mr. Roets made a motion to approve the minutes. Mr. Yoder seconded the motion. Minutes were approved.

IV. REPORTS:

A) Financial: Ms. Hawkins reported she has been discussing the lock box and credit card set up with Clayton Drake, Central Bank; no new information has been received.

Ms. Gump gave a brief summary of the reports provided to the Board. She stated that the January 2016 pay stats are the same as January 2015. The 2015 year is positive over the 2014 year. Ms. Gump explained to the Board that there are a few year-end items needing their attention to be completed prior to the auditors' arrival. She requested a work session in the next month or two to bring these items to a conclusion.

Ms. Gump explained that a "Developer Contributed Property" line item needs to be added prior to the audit as well. Ms. Miller will work with Mr. Roeger to obtain numbers for that line item.

Ms. Bustin inquired about the Fitness Center income and the available monies for the expansion and upgrades to the Fitness Center. It was determined there is \$25,000 available for the expansion and upgrades of the room and equipment.

Ms. Bustin asked about the unidentified \$1,500 in the ACC damage deposit account. Ms. Gump informed the Board they will be adding a journal entry of "Damage Deposit Income Account" and will place the money into that account.

B) Sheriff: Shawn Kobel, who has been assigned to this zone for several years, has been placed in charge of running the Field Training Program for the department. The Department is confident he will produce well trained deputies at the end of the 13 week program.

The squad is working hard to stay proactive and productive. Calls for service are up for January but the remaining categories are similar to 2015.

In addition to the report Sgt. Elkin updated the Board on burglaries and drug busts in the area, which are still under investigation.

Sgt. Elkin stated that anyone witnessing any sort of questionable action should contact the Sheriff's Office immediately. After discussion prompted by Mr. Yoder asking what the POA and The Village can do to help, The Board requested that Ms. Miller send a letter to all landlords within the POA, providing information on the quick eviction process when they have tenants involved in felony arrests. Ms. Miller asked Sgt. Elkin to send her the process to share with the owners.

C) Village of Four Seasons: Mr. Sandbothe informed the Board that Ms. Phegley, Mr. Laird's replacement, is settling in nicely. New signs in the Village will be posted soon. There will be no meeting in February; the next meeting will be March 9, 2016.

D) Horseshoe Bend Special Road District: Ms. Meisner reported that HBSRD is awaiting bids for the fall paving projects. The crew is currently moving and replacing culverts to prepare for fall paving. She informed the Board they sold two mowers and downsized to one mower to save on expenses, so mowing will not be done in as timely matter as has been previously. Falling gas prices and a mild winter have been beneficial. Ms. Moe requested a list of those who participate in the Adopt a Road program.

E) Management: Ms. Miller provided department reports which have been attached to the minutes.

Ms. Miller reported the printing and mailing of the AP's will look very different for March with it being the first month the POA is sending only to those who returned the postcard to MAM requesting a printed copy of the AP be mailed to them; however, the printing costs will likely increase due to the lower volume of publications. The number of Association Press being mailed for March is approximately 495; previously 2300 were mailed monthly. Ms. Miller explained with the absence of Ms. Cason, one of the other Board members will need to proof the AP prior to sending to publication. Mr. Roets volunteered and Ms. Bustin suggested an email be sent to see who else would be available to proof a second time. She would like the AP to be proof read twice each month.

Ms. Jones provides POA and The Village with Emergency Preparedness Charts to be given out to new homeowners in the Welcome Packet. The supply has run out. The POA ordered 1000 and The Village ordered 500 copies in 2011. The Village has approved the order of 500 copies. After discussion, Ms. Bustin made a motion to approve the order of 500 copies of the Emergency Preparedness Chart to be ordered contingent on updates being made. Ms. Moe seconded the motion. Mr. Yoder abstained. The motion passed. Ms. Miller asked Ms. Jones to send the information electronically as well.

Ms. Miller explained to the Board some concern about previously approving the early opening of Swim and Tennis pool at 8:00 a.m. to allow "adult lap swim". Grounds keeping mows during that time and it may cause an issue with grass clippings blowing onto the swim deck while members are present. The Board discussed and agreed to continue with the originally approved early opening time of 8:00 a.m. The swimmers need to tolerate the mowing if they choose to swim that early.

Ms. Miller asked the Board their opinion on replacing the Activity Center sign. The Board discussed and agreed for Management to obtain cost estimates for a new backlit sign. Mr. Roets reminded Management to include the Fitness Center on the sign.

Ms. Miller made a proposal to the Board for a new POA logo that would separate the POA from the Lodge of Four Seasons and Four Seasons Real Estate. Management plans to evolve into the new logo moving forward. Ms. Moe made a motion to accept the new logo for the POA. Mr. Roets seconded the motion. The motion passed.

Mr. Roets inquired if more perennials could be planted throughout the amenities and gardens in the POA. Mr. Mitchell stated the grounds crew is currently working on planting more perennials as well as a few annuals for color. They are also working on removing some rock and adding top soil in areas that need to seed and straw or sod.

Ms. Bustin requested the area behind the Activity Center where the trees were recently cut down, be cleaned up and the green plastic chairs be gathered from the hillside.

V. UNFINISHED BUSINESS:

A) Nature Trail – The Board and Management will meet to look at possible areas to develop a nature trail and look at the current trail to walk it and discuss what needs to be removed to comply with insurance demands. Direct ingress/egress areas will need to be properly identified in hopes to keep the trail off of private property. Mr. Yoder asked if The Village would be interested in being a part of the “Nature Trail”. Mr. Sandbothe thought that may be of interest. Discussion ensued, revealing that if the Village is involved the trail becomes a public access; if the trail is maintained by the POA only, it would be a POA member trail only. There was discussion of the possibility of deeding the common ground property to the Village for the trail. Mr. Yoder inquired about creating a long term lease to purchase of the property involving the trail. Management will map out areas that could involve the Village. Ms. Bustin suggested management look into areas in Porto Cima for a similar trail. The Nature Trail will be discussed further in the March meeting.

VI. NEW BUSINESS:

A) Facility Updates:

- a. Fitness Center** – Mr. Mitchell suggested the Board approve the purchase of the following new equipment for the Fitness Center: rowing machine, a fourth treadmill, a second recumbent bike, dumbbells and a bench. This is Project List Item #3. Monies used are a part of money generated by Fitness Membership. Mr. Roets made a motion to approve the purchase of the new equipment for the Fitness Center. Mr. Yoder seconded the motion. The motion passed.

The lower level of the Activity Center renovation, Project List Item #5, is nearing completion. Mr. Mitchell provided a sample of laminated wood floor with a 1/4” cork backing. A decision on the wall color was made and the Board requested an additional flooring bid, one for a sprung floor, be obtained before making a decision on flooring. This will be done by email as soon as the bid is available. Money for this project is also from funds generated by Fitness Membership. The

flooring in the Fitness Center expansion will be the rubber connect floor, the same as the rest of the Fitness Center.

- b. Swimming Pool Facility Restrooms:** Mr. Mitchell explained in detail the updates to the restrooms from LED lighting to the retexturing of floors, adding drains where needed. Mr. Roets made a motion to approve the expense of \$29,000 for Project List Item #2. Mr. Yoder seconded the motion. The motion passed.
- c. Tree Removal:** Mr. Roets explained the Project List Item #1, Common Area Tree & Stump Removal. He suggested in the future, if any trees are cut down on common ground, the stumps should also be removed. Mr. Roets made a motion to approve Project List Item #1. Mr. Yoder seconded the motion. The motion passed.

B) Replat – Mortgagee consent requirement: Mr. Yoder made a motion to remove the Mortgagee Consent requirement. Mr. Roets seconded the motion. The motion passed.

VII. COMMUNICATIONS:

Mr. Roets discussed a variety of communication options.

Ms. Bustin explained that she has been in contact with Mr. Waggett regarding www.fourseasonspoa.com website. He is putting together a bid for the cost of his company to manage the website. She asked the Board to review the website to come up with any questions or suggestions they may have for Mr. Waggett.

Mr. Yoder would like an article in the AP requesting volunteers to be on the Communications Committee.

Ms. Moe made a motion to move the meeting into Executive Session. Mr. Yoder seconded the motion. The meeting moved into Executive Session at 10:51 a.m.

VII. ADJOURN: Mr. Roets motioned to adjourn the meeting. Ms. Moe seconded the motion. The meeting was adjourned at 12:51 p.m.

Respectfully Submitted,

Heidi Altman, Recording Secretary