LLPOA Board of Directors Meeting

Minutes for January 8, 2021

**Board Members Present:**
Nora Jende  Stan Wilson  Pam Kaul
Wes Fredericks via Zoom  Steve Savage via Zoom  Robert Cluka
Scott Seymour  Tim Andersen via Zoom  Dave Santkuyl

**Visitors:**
Steve Schuh and Laura Hayes

**Visitors Comments:**
Laura Hayes said that she was asked to come to the meeting because there were a lot of FireWise questions. Robert Cluka asked if the FireWise program is going on with the pandemic? Laura said the program is still going 100%. Laura said that for 2021, Legend Lake has applied for $5000 to continue the work on the evacuation routes. The Association has received $4900 to go to the contractor to work on those routes and $100 to get material for the gates.

Laura said the events and presentations will most likely be more restrictive in 2021. The DNR is very restrictive on when she can go out. The only thing she can go out for is for home ignition zone assessments.

The Association still has to do an educational event and Laura said that they can do that through the Smoke Signals. So she believes the Association will have no problems meeting the requirements for 2021.

Nora asked if they can still use the number of hours from the compost site to go towards the program. Laura said yes, that they will need that for the match for the $5000.

Nora verified that she and Laura will still be doing the home ignition zone inspections.

Robert Cluka asked if they are on track with where they need to be for this year. Laura said with COVID, yes. She believes that there is a ton more that could be done.

Rick Moses said that he and Nora Jende were looking at having individuals put down their hours. Laura confirmed if the members turn in the hours they work on their yard, they can use that as well. She said the individuals would need to document their hours and turn them in. Rick suggested sending something out in the mailing or the Smoke Signals. Laura said she has a form that they could use.
Laura said the Association’s investment for 2020 was 800 hours and they only needed 200. The Association was required to invest $28,100.15 and through the documentation the Association invested $71,123.29.

Laura said that there was a hiccup last year with COVID and so this year she is going to be a little more proactive. She is going to send out information to other states to let them know what Wisconsin is doing with their FireWise program.

Steve asked if they can be in the program forever or do they need to tap out to allow others to have a chance? Laura said as long as they continue to do good work and meet all the requirements, they will not get rid of the Association unless something happens to the national program.

Laura pointed out that no money goes into the Association pocket from these grants. The purpose of the grants is take action before a wildfire event happens in your area. Laura also said that the Association needs to make sure the contractors know the amount they can spend or the Association needs to be willing to spend anything over the grant amount.

Laura said that Rick and Nora do a great job in tracking the hours.

Rick said the evacuation route signs came in. There was a mix up because they were sent to the snowmobile club instead of the Association. Rick said he will get the signs up when he locates them and will get pictures to Laura.

**Outside Manager Report:**
Rick Moses said he is going to keep an eye on burning the compost site. He said maybe after another snowfall they may go out and burn it.

Rick said that Twigs beverage is no longer in the vending machine business and gave the soda machine to the Lodge. They are going to see if there is a spot for it after the remodel.

Rick Moses thanked the Board for his raise and the Christmas card.

Robert Cluka asked if the vending machine was rated for outside. Rick said he not sure and he can check on that. Dave Santkuyl asked how much money does the machine make? Rick said he did not know. It was not a money making endeavor, it was a convenience for the members. Thomas was asked how much money the soda machine takes in? Thomas said he did not know and would have to look it up. Robert Cluka voiced concern about taking possession of and what they would do if it broke? Rick said that Twigs will still come and fix it for the Association.

Tim Andersen said he noticed that the Ecobee thermostat is no longer there and there is now a thermostat on the wall that anyone can change. Tim asked why it is not hooked up to the wifi? Rick said he is not aware of what went on and Pam Kaul said she cannot remember what happened. Thomas said the heat was not working in the lower lodge and Montour-Engel was
called in and they determined that the Ecobee thermostat was not working. Pam Kaul had them install a thermostat because one was needed. Rick said he will look into seeing if this thermostat can be programmed remotely.

**Approval of Disbursements:**
Wes Fredericks noticed on the November disbursement there was a $6,500 check and on the December disbursements there was another $6,500 to Brunette. Thomas said he believes that the November $6,500 was on the list getting authorization to print the checks and the December list is the list of checks paid in the month of November. Scott Seymour made a motion to approve the disbursements. Dave Santkuyl seconded. Motion carried.

**Office Manager Report:**
Thomas Strebel read the thank you card from Vinnie Emanuele for the gift cards.

Thomas said he did not have time to complete the December minutes. He has been working the whole month of December trying to get QuickBooks online working. He was getting the run around, QuickBooks online would say the problem is with QuickBooks Desktop and QuickBooks Desktop would say the problem is with QuickBooks online. Wes Fredericks had Tom call the number on the website and was put in the same queue as the other times. He did get someone to help to get the inventory items to transfer, but they are not correct. Per Wes’s request, Thomas sent it to Brunette Tax and Accounting to look at. When Tom came back from his vacation he attempted to do the items that Jon Brunette laid out. Thomas said that payroll is all messed up, everyone was switch to single no dependents. Thomas attempted to make corrections, but QuickBooks online would not let him make any changes. Jon Brunette suggested that all the employees would need to do a new W-4 to update it.

Thomas said he asked Jon Brunette what he thought of QuickBooks online? Jon said it was great if you’re going out in the field and doing estimates and if you complete a job you can invoice it right away. Thomas said we do not do this kind of thing. Jon asked why do they want to change to QuickBooks online. Thomas said he did not know, he thinks that the Board wants him to do checks from home. Thomas asked the Board if they wanted him to continue and try to get QuickBooks switched to the online? Wes Fredericks said the goal is to be able to get into our systems when we are not on the site. Wes Fredericks suggests that he and the President and Vice President have a zoom meeting with the accountant to discuss on the way we do our accounting. People talking about going on line and risking our data from being hijacked, this is not true because these are highly secure sites and no one is going to be tampering with our data and even if they do they cannot make a transaction on our data.

Wes said their goals were to be able transfer calls, access files, and to have multiple users on the site at the same time. Wes said the online system was to be the best remedy for the multiple users. Wes says they got the basics done and now we are running into a little snafu. Thomas said they needed to complete payroll so it had to be processed on QuickBooks Desktop and since they processed things on Desktop we would need to start the whole process over.
Scott Seymour said he had Thomas send out an email this afternoon. He had Thomas have the accountant list the pro and cons of QuickBooks online and QuickBooks desktop. Scott Seymour said he wanted to look at what is the real purpose of having it on line. If it is on line to back up information in the cloud, we are already backing up the information. There is extra cost to have QuickBooks online and it goes up after a year. Scott questioned if it is really necessary to do that part of the goals? Is it worth doing this for the cost and the extra work to have it online when it can basically be done on QuickBooks Desktop. Steve Savage pointed out that if someone has to be quarantined for two weeks, we will still be able to get some work done. Thomas pointed out that there is not that much that is done in QuickBooks during the year. Mail is opened and the couple checks and bills that are received are entered. It is only right now when the dues are coming in that it is used the most. Scott said in his opinion they do not need to do it.

Robert Cluka talked about changing things so that when they make a change of address it updates the database and QuickBooks and can this be done with QuickBooks Desktop. Thomas said one of the reasons they do not use QuickBooks as the database is that QuickBooks has a limited number of data slots for information and they need more. Also if someone had to come in temporarily to work, we would not have to give them access to QuickBooks. Robert said the database program is on its last legs and if it crashes they would lose all the data. Thomas said it is a program, if it crashes we just reload the program and reload one of the backup copies. It is not on its last legs, it has worked for over 17 years with no problems.

Scott Seymour said he not talking about the other systems he is talking about QuickBooks. If people are accessing QuickBooks from their personal computer they better have very good virus protection. He asked do we really need it? They can stop in the office and have the office staff print a report. Scott said that it is not a huge cost, but he does not think that they are going to use it that much.

Stan Wilson said they were looking for some improved QuickBooks program that integrates all the information together. It was not anything about this online or offline, our business model will not get the benefit of the online service. He believes that they are making it more complicated than it is. Stan said QuickBooks is a bookkeeping program. Robert Cluka said it is two separate problems and they need to decide if they want to move forward with the online or offline. Stan Wilson mentioned talking to Brunette Accounting to see if there is another program that will do what they need. Nora Jende pointed out that at this time all the dues are coming in so it is a bad time to make these changes.

Scott Seymour made a motion that they discontinue trying to go to QuickBooks online and stay with the Desktop version until they sort everything out. Pam Kaul seconded. Motion carried.

**Officers Reports:**

**President:**
Robert Cluka said he was contacted by Shelly Williams from Emergency Management of Menominee County and she is trying to bring in a mobile testing site to place in our parking lot or the County parking lot on Saturdays. She would like to put something on the Association
website. Robert said that she could but he would need to look at it first. She also asked if they can leave some flyers here. There was a discussion about the testing.

Robert Cluka updated the people on Zoom on the decision with postponing the change to QuickBooks Online and updating the CRM system since the internet went down. The three on Zoom said they would have voted against going back to the Desktop. It was pointed out that staying with QuickBooks Desktop vote still would have passed. Robert said since Lisa has not been coming in and with the dues coming in, it may not be the best time to change things over. Steve Savage said if Thomas needs help, they should have Brunette Accounting come in and help sort it out. Tim Andersen said Nancy offered to do the minutes the week of the 14th, but she was told that he was all caught up. Thomas said if he is working on QuickBooks she cannot work in QuickBooks while the changeover is going on and Nancy will not do minutes. She has been asked about four times to do them. The last time I asked her to do the minutes, when I came in later she came up with the excuse that the battery went dead. There is a whole package of batteries in the desk drawer.

Wes said that he believes that there was no urgency to move forward with it probably because of reluctance to change. Wes said that they agreed as a Board to expand the system. The finance guy went and asked Brunette some probing questions and started a discussion. The problem is they did not include the people that were making the case for the new system. He would like to get Brunette in and discuss the system and the accounting procedures. Scott Seymour said they want to integrate things, but with what Brunette is saying, for the cost, it is not a benefit for the Association to go online. We do have a backup that goes to the cloud. He feels they should put online on hold and talk to Brunette or someone else as a group and find out if there is a system that will work.

Tim Andersen pointed out that Lake District’s audit is cheaper than the Association. Thomas pointed out that they are different because they are a governmental entity.

Stan Wilson pointed out that no one ever talks to the office staff and ask them about their process. Robert Cluka talked about times when information did not flow to them fluidly and things were not being done.

**Vice President:**
No report.

**Secretary:**
No report.

**Treasurers:**
No report.
**Committee Reports:**
**Architectural:**
No report.

**Beach Clubs:**
No report.

**Buildings and Grounds:**
Scott Seymour said the bathrooms are gutted and they are making progress. Robert Cluka asked if they have a timeline when they will be done? Scott said March 31st. Steve Schuh asked if they are going to replace the stubs in the wall that were all rotted out? Scott said yes, anything rotten will be removed.

**By-Laws:**
Robert Cluka said he will contact Russ Timmers to see if continue with the proposed bylaw change.

**Communication:**
Robert Cluka said when Shelley Williams contacted him he contacted Wes Fredericks because he heads up communication. There was a discussion about how cold it will be for the people performing the test.

**Camping:**
No report.

**Finance:**
Stan Wilson told Scott Seymour they need to start working on the budget. Stan said he collected some of the past dues and he will be calling more. He will be working with Tom to start the small claim process.

Scott Seymour asked to go back to buildings and grounds. He said since they are losing most of the storage room, he is hoping to be able to build something in the lower shop for keeping things dry and away from animals.

Stan talked about the loan they were looking at taking out. He has to see how they are building up in cash. He also has to talk with the Attorney on how much to anticipate for the legal expense for the budget.

**Forestry and Outlots:**
Wes Fredericks said the LLPOA sent the DNR $550 to do a site inspection and the inspection has not been done yet. Wes said he has the application to open the site. They do not have to pay for the application to open the site, they just need to survey the property. It has not been done yet. Wes told the Board about Rick Moses suggestion to get a fire number for the site.
Stan Wilson asked how this all came about, what changed? Wes Fredericks said the previous years they were violating the law. Wes said he went online to look up what makes up a good compost site. He found out the compost site has to be licensed because they are not doing it on a farm or on their own property, they are doing it for the collective group. There was a lot they were doing without them knowing they had to do it. Wes read some of the things that they agreed to. Need to prevent contaminates from entering the source, remove raw materials from non combustible bags, meet operation standards for waste, need to reduce the size of the compost by turning the site, need to aerate compost materials, take temperature checks and maintain windrow size and spacing. We are doing all this now. Things they do not do, but may if it becomes an issue, wet the material to control dust, and the material in the compost stays stable and won’t cause a fire, and educate people not to put sharp objects in the compost. The run off discharge need to be watched, use best management practice to prevent erosion and ponding. If they shut down the site, they have sixty days to spread out the compost.

Stan Wilson asked with the additional parameters if there was going to be additional costs. Wes pointed out most of the in kind work comes from the compost site for Firewise.

Wes said that there may be an issue with taking compost from people outside the project.

**Personnel:**

**Nominating:**
Robert Cluka told everyone to keep their ears and eyes open for people to run for the Board and refer them to the lodge.

**Property Sales:**
Robert Cluka said he had a request for the Association to purchase their lot which he sent out to the Board and it was an overwhelming no. They will accept lots that are donated.

**Purchasing:**
Wes Fredericks made a motion any expenditure that is over $2000.00 to be put out to bid in the year 2021 for the overhead expenses. Steve Savage said he likes the idea about that, but are the people going to have the time. Stan Wilson said that that would be a lot of work. Tim Andersen seconded. Motion did not carry.

**Roads & Security:**
Nora Jende reported that she & Laura Hayes are getting together in February, to start planning home visits. They will each have their own vehicle, stay 6 ft. apart and Nora will take notes from Laura distancing at the property. They will also stay away from the homeowner and send them a report. Tim James is no longer the DNR ranger for Keshena. Hopefully, we will get a new one soon and Rick Moses will be introduced to him.
**Other Business:**
Nora Jende made a motion to go into closed session. Pam Kaul seconded. Motion carried.

Meeting Adjourned.

Submitted by:

Nora Jende, Secretary
Board of Director