



**Lake Wynonah Property Owners Association  
Board of Directors Workshop Meeting Minutes**

The Lake Wynonah Board of Directors held its monthly Workshop, via Zoom Platform on the 9<sup>th</sup> day of November 2020, at 6:00 p.m.

**I. WELCOME AND CALL TO ORDER**

Board President Bob Still called the meeting to order at 6:10 p.m.

**II. ROLL CALL OF DIRECTORS**

Present: Bob Still, President; Scott Chivinski, Vice President; Lisa Laudeman Jones, Secretary; Joe Haggerty, Treasurer; Ryan Achenbach, Director; Richard Hardy, Director; Ronald K. Larsen, Director; Troy Lipp, Director; and Frank Miller, Director.  
Absent: Debra Davis, Community Manager

**III. PRESIDENT's REPORT**

Mr. Still reported on an accident which occurred October 23, 2020 at the Main Entrance. A Member hit the divider between the Member Gate and the Guest Gate. Mr. Still indicated Security and Management continue to investigate this incident and will report to the Board when the investigation is completed.

**IV. APPROVAL OF THE MINUTES OF THE BOARD WORKSHOP HELD September 14, 2020**

Mr. Still asked for a Motion to approve the Minutes as presented for the October 12, 2020, Board Workshop Meeting and the October 17, 2020, Open Board Meeting.

*Motion* by Joe Haggerty, seconded by Troy Lipp to approve the Minutes from the October 12, 2020, Board Workshop and the October 17, 2020, Open Board Meeting.  
Motion carried by a 9 Yea 0 Nay vote.

**V. TREASURER's REPORT**

Mr. Haggerty reported that the October financials were not ready to present to the Board. Mr. Haggerty discussed a delinquent account in the amount of \$13,674.12 and presented for write off approval as the lot was sold during the recent Schuylkill County Tax Sale.

*Motion* by Joe Haggerty, seconded by Richard Hardy to write off \$13,674.12 of delinquent accounts. Prior collection efforts on this property were not successful and reports did not indicate adequate assets. Therefore, collection efforts were suspended. This vacant lot was sold at tax sale. Continued collection efforts against the prior owner are unlikely to result in recovery.  
Motion carried by a 9 Yea 0 Nay vote.

  
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Mr. Haggerty mentioned that the first draft of the 2020/2021 budget will be reviewed during the December Workshop. Mr. Haggerty indicated that Dock Bumpers were already in the budget for 2020 and purchased and those bumpers will be installed shortly.

Mr. Haggerty also presented that he has reviewed the Kipkon Study with maintenance and the Community Manager. Items within last five years of useful life as per the study will be reviewed and put in the budget as needed.

Mr. Chivinski presented preliminary information on three options for Back Gate access upgrade. He will provide more detailed information at the December Board Workshop.

## **VI. COMMUNITY MANAGER's REPORT**

Deferred. Ms. Davis was unable to attend the meeting.

## **VII. COMMITTEE/ GROUP REPORTS**

**Architectural Review Committee (ARC)** – Mr. Lipp recommended that Mr. Achenbach assume role as Board Liaison to the Committee. All Board Directors were in agreement and Mr. Achenbach was appointed liaison.

Mr. Still and Mr. Hardy reported their attendance at the South Manheim Township Meeting and that the Township is standing by their new Annexation ordinance.

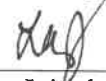
**LW Civic Association** – Mr. Lipp reported that the Civic Association is in the process of reviewing its financials as part of the transition of the Treasurer's role. Mr. Lipp also reported that the date for the second Financial Review was changed on short notice and did not occur. Civic is preparing that information and will also select 2 trustees to complete the work and to serve as Trustees for the next year.

Mr. Haggerty recommended the Board hold additional funding for Civic until the Financial Review is completed and submitted to the Board of Directors.

**Lake Wynonah Workgroup on Communications** – Mr. Still reported that he is personally committed to improve the Lake Wynonah Board of Directors Open Meetings. Plans include distribution of the meeting information and agenda well in advance of the meeting.

Mr. Haggerty recommended the Board of Directors consider adopting the process used by both Townships. Those meeting open with the President's Report followed by a comment period for items on the agenda. The meeting resumes and closes with another comment session for Members. This option is under consideration.

Ms. Jones reported that Susan Hummel has assumed the role of Secretary for LWWC on a temporary basis. LWWC is seeking nominations for Chair and Secretary Positions. Ms. Jones also reported that LWWC is in the process of preparing a plan to assume the Community Newsletter and advertising in the Newsletter. Ms. Jones reported the Committee plan is to move toward a fully integrated format using the updated Website and Facebook Group. Mr. Larsen requested that the newsletter have a transition from paper to electronic format. LWWC will develop plans during the December meeting. Forms will be available in PDF format that can be automatically submitted from the Website to the Business Office.

  
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**Dam Committee** – Mr. Hardy reported the lowering of the lake level did not occur on October 31, 2020. He indicated this will occur shortly. Mr. Hardy also recommend that Directors attend the upcoming Dam Owner’s Workshop conducted by the Division of Dam Safety Department of Environmental Protection. The workshop is virtual and will be held on Thursday, December 17, 2020. Mr. Chivinski suggested the information be shared with all POA Members as some may be interested in attending. This information will be shared with the Membership via email, Facebook, and the Website.

**Finance Committee** – Mr. Haggerty reported that the Committee’s kick-off meeting went well. The Committee will continue work on the 2021 Capital Budget.

**Fish and Boat Group** – Mr. Still had no update from the Group.

**Lakes Committee** –Mr. Chivinski reported that the Committee had a successful review of lake testing equipment. Members from the Community observed the testing. The Committee will put together a proposal to purchase testing equipment. The Committee is also looking at ways to share testing information with the Community.

**Lodge Committee** – Mr. Miller had no update from the Committee.

**Marketing Committee** – Mr. Haggerty reported that there is no update on the Trademark for Lake Wynonah. He expects this process will take a few more months to complete. Mr. Haggerty reported there were two Members interested in joining the Committee, Amanda Huntzinger and Gene McLain (past Board Liaison to the Committee). Mr. Haggerty provided a brief bio for each Member prior to this meeting.

**Motion** by Joe Haggerty, seconded by Scott Chivinski to approve Amanda Huntzinger and Gene McLain as members of the Marketing Committee.  
Motion Carried by a 9 Yea and 0 Nay vote.

**Safety and Security Committee** – The Board will solicit interest of the Membership to participate on this Committee.

## **VIX. UNFINISHED BUSINESS**

Mr. Haggerty, Mr. Hardy, and Mr. Still are attending the meetings held by South Manheim and Wayne Townships. A work session between the Townships regarding the PCMA 537 Plan was held in late October. Comments are being sent to Spotts, Stevens, and McCoy for revisions to the Plan. A draft version of changes is expected shortly.

Deed Restrictions Review Committee – no update.

Mr. Haggerty presented proposed language on changes to the Membership Handbook Sections 4.5 and 4.9 Member Gate Cards. The proposed changes are on hold for further Board review.

  
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**NEW BUSINESS**

Ms. Jones presented information prior to the meeting related to the Community Association Institute's Code of Conduct for Directors and Robert's Rules of Order on conducting meetings and a Virtual Meeting Etiquette document.

A discussion ensued with all Directors providing input and direction. Mr. Still will draft a Board Code of Conduct with input from the Executive Committee. All Directors will work on development of the Code. Development timeline is 90 days. Code of Conduct will include a progressive discipline track for violations. This process will be in place for current and future Lake Wynonah POA Board Directors.

Ms. Jones presented draft language to be used for the initial response to Communication Forms received by the POA. Directors agreed to its implementation. This response will be used when forms are received via Email, Website, Fax, or Mail by the Management Team.

Mr. Chivinski and Ms. Jones will work on developing additional data fields for the current communication Form Tracking spreadsheet.

Mr. Haggerty presented a request from Allied Security to increase Security Personnel starting salary. A discussion ensued and no decision was made. Mr. Achenbach recommended a review of available technology to assist with entry to the Community prior to consideration of any increase. All Directors agreed the Board should look at technology and pursue what is best for the Community.

Mr. Haggerty reported that the lease for the Trax ends in three months. Mr. Haggerty suggested the POA not purchase this vehicle and look at another leased vehicle. Mr. Haggerty will look into new leasing options and provide that information at the next Workshop meeting.

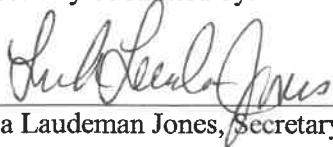
**NEXT BOARD WORKSHOP MEETING DATE**

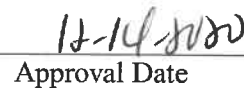
Monday, December 14, 2020, at 6:00 p.m.

**ADJOURNMENT**

**Motion** by Frank Miller to adjourn the meeting at 9:40 p.m., seconded by Joe Haggerty. Motion carried by a 9 Yea and 0 No vote.

Respectfully Submitted by:

  
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Lisa Laudeman Jones, Secretary

  
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Approval Date

November 9, 2020 Board Motion Page

**Motion** by Joe Haggerty, seconded by Troy Lipp to approve the Minutes from the October 12, 2020, 2020, Board Workshop and the October 17, 2020 Open Board Meeting. Motion carried by a 9 Yea 0 Nay vote.

Director Votes - Yea

Bob Still, Scott Chivinski, Joe Haggerty, Lisa Laudeman Jones, Ryan Achenbach, Richard Hardy, Ronald K. Larsen, Troy Lipp and Frank Miller with corrections make spelling of Mr. Larsen's name.

Director Votes – Nay

None

**Motion** by Joe Haggerty, seconded by Richard Hardy to write off \$13,674.12 of delinquent accounts. Prior collection efforts on this property were not successful and asset reports did not indicate adequate assets. Therefore, collection efforts were suspended. This vacant lot was sold at tax sale. Continue collection efforts against the prior owner are unlikely to result in recovery.

Director Votes - Yea

Bob Still, Scott Chivinski, Joe Haggerty, Lisa Laudeman Jones, Ryan Achenbach, Richard Hardy, Ronald K. Larsen, Troy Lipp and Frank Miller

Director Votes – Nay

None

**Motion** by Joe Haggerty, seconded by Scott Chivinski to approve Amanda Huntzinger and Gene McLain as Members of the Marketing Committee.  
Motion Carried by a 9 Yea and 0 Nay Vote.

Director Votes - Yea

Bob Still, Scott Chivinski, Joe Haggerty, Lisa Laudeman Jones, Ryan Achenbach, Richard Hardy, Ronald K. Larsen, Troy Lipp and Frank Miller

Director Votes – Nay

None

  
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