

**SUGAR SPRINGS PROPERTY OWNERS ASSOCIATION  
(SSPOA)**

**MINUTES – BOARD OF DIRECTORS MEETING – MARCH 19, 2016**

**OFFICERS & DIRECTORS PRESENT:** President, James Issitt, Vice President, Dale Maxim, Directors: Ben Baker, Dennis Hagey, Tom Hug, Judith Purdy (via teleconference); SSPOA GM and Secretary, Robert Neeb and Recording Secretary, Judith Sullivan.

**OTHERS PRESENT:** Forty (40) SSPOA members.

At 10:00 a.m., following the Pledge of Allegiance to the Flag, the March 19, 2016 Sugar Springs Property Owners Association (SSPOA) Board Meeting was called to order by President James Issitt at the Sugar Springs Activity Building.

President Issitt opened the meeting with the Regular Order of Business, pursuant to the published Agenda.

**ADDITIONS/CHANGES TO THE AGENDA:**

None

**REVIEW AND APPROVE PREVIOUS MEETING MINUTES:**

Meeting minutes of Board of Directors Meeting held on December 12, 2015 were approved.

M/Maxim,S/Hug  
Discussion: None  
Unanimously approved

**TREASURERS REPORT:**

Financial Report for February 2016 was provided to Directors prior to this meeting. GM, Robert Neeb reviewed report. Accepted as presented.

**AMENDMENTS TO THE FINANCIALS:**

None

**GENERAL MANAGERS REPORT:**

GM Robert Neeb reported the opening of amenities that were closed during the winter months would take place as the climate warms. Chalet and Camper/Storage roads remain closed until ground dries to eliminate damage to area. Buildings and Grounds will continue to improve the area in stages. Managers of various departments will be returning again this year. Anthony Raineri, restaurant manager for years, has resigned due to his family being relocated. Tina Barnard has been promoted to restaurant manager.

**COMMUNICATIONS:**

None

**OLD BUSINESS:**

With regard to an Ad-Hoc Committee being formed to deal with Deer Management issue, Mike Visnaw, has agreed to chair this committee. Additional committee members are required (both pro and con). Members are asked to contact the POA office if interested in serving on this committee.

**NEW BUSINESS:**

Prior to dealing with New Business Agenda items, President Issitt explained that an Ad-Hoc Committee was formed in December 2015 to address A&E issues and present suggestions to the Board for approval. These Amendments/Procedures/Regulations/Forms, when approved, will assist members and the A&E Committee to deal with issues in a timely and expeditious manner.

**AGENDA ITEM III-I**

**Approve ballot for the 2016 Board of Directors Election to be held on June 18, 2016 and refer the approved ballot to the Election Committee for action**

Motion made to Approve ballot for the 2016 Board of Directors Election to be held on June 18, 2016 and refer the approved ballot to the Election Committee for action

M/Hug,S/Maxim

Discussion: Candidates are K. Boehm, P. Celani, D. Maxim, L. Wright and T. Schlitzkus

Motion unanimously approved

**AGENDA ITEM III-II**

**Approve transfer of \$3,095.00 from Imprelis Golf Course Tree Fund to the Golf Course Maintenance Expense Account for stump removal in 2015**

Motion made to Approve transfer of \$3,095.00 from Imprelis Golf Course Tree Fund to the Golf Course Maintenance Expense Account for stump removal in 2015

M/Maxim,S/Hug

Discussion: None

Motion unanimously approved

**AGENDA ITEM III-III**

**Approve General Manager's Contract**

Motion made to Approve General Manager's Contract

M/Hagey,S/Maxim

Discussion: None

Motion unanimously approved

**AGENDA ITEM III-IV**

**Approve amendments to the following Sugar Springs Regulations & Policies:**

**“Rental Boat Dock Regulations”**

**“Regulations for Use of Commons Property”**

**“Sign Regulations”**

**“Watercraft Lift Regulations for POA Rental Docks”**

Motion made to Approve amendments to the following Sugar Springs Regulations & Policies:

“Rental Boat Dock Regulations”

“Regulations for Use of Commons Property”

“Sign Regulations”

“Watercraft Lift Regulations for POA Rental Docks”

M/Baker,S/Hagey

Discussion: None

Motion unanimously approved

**AGENDA ITEM III-V**

**Approve “ Procedure for Removal of Trees not Involving Construction”**

Motion made to Approve “ Procedure for Removal of Trees not Involving Construction”

M/Baker,S/Hug

Discussion: None

Motion unanimously approved

**AGENDA ITEM III-VI**

**Approve “ Regulations for Storage of Firewood”**

Motion made to Approve “Regulations for Storage of Firewood”

M/Baker,S/Maxim

Discussion: None

Motion unanimously approved

**AGENDA ITEM III-VII**

**Approve amended "Construction Pamphlet" and "Permit Application"**

Motion made to Approve amended "Construction Pamphlet" and "Permit Application"

M/Baker,S/Maxim

Discussion: "Agent" to be either Board President, Board Representative or GM to ease and facilitate action by A&E Committee

Motion unanimously approved

**AGENDA ITEM III-VIII**

**Approve amendments to the following forms and applications:**

**"Rental Boat Dock Application"**

**"Application for the Use or Alteration of Commons Property in Sugar Springs"**

**"Application for Watercraft Lift at a POA Rental Dock"**

Motion made to Approve amendments to the following forms and applications:

**"Rental Boat Dock Application"**

**"Application for the Use or Alteration of Commons Property in Sugar Springs"**

**"Application for Watercraft Lift at a POA Rental Dock"**

M/Baker,S/Hagey

Discussion: This will no longer be a function of A&E Committee, Board of Directors will make determinations

Motion unanimously approved

**AGENDA ITEM III-IX**

**Approve the following forms:**

**"Residential Maintenance Notification"**

**"Request for Sign Placement within Boundaries of Sugar Springs"**

**"Request for Tree Removal within Boundaries of Sugar Springs"**

Motion made to Approve the following forms:

**"Residential Maintenance Notification"**

**"Request for Sign Placement within Boundaries of Sugar Springs"**

**"Request for Tree Removal within Boundaries of Sugar Springs"**

M/Baker,S/Maxim

Discussion: Forms have been simplified

Motion approved unanimously

**AGENDA ITEM III-X**

**Approve "Sugar Springs Property Owners Appeal Process"**

Motion made to Approve "Sugar Springs Property Owners Appeal Process"

M/Baker,S/Hagey

Discussion: The Appeal Process reads: Property owners who are "in good standing" and receive a notice of non-compliance or a violation notice and who feel the notice is inaccurate may request a meeting to discuss the issue with the Appeals Committee, which consist of the General Manager, the President of the Board and one (1) additional POA Board member. The request for a hearing must be made within thirty (30) days of the date on the notice of letter.  
Motion unanimously approved

**AGENDA ITEM III-XI**

**Approve Operations Framework for the Architectural & Environmental Control Committee**

Motion made to Approve Operations Framework for the Architectural & Environmental Control Committee

M/Baker,S/Hug

Discussion: Board is seeking one volunteer to be on committee  
Motion unanimously approved

**AGENDA ITEM III-XII**

**Approve the date of Saturday, May 7, 2016 for a Special Meeting of the Membership to vote on the general assessment for the years 2017, 2018 and 2019**

Motion made to Approve the date of Saturday, May 7, 2016 for a Special Meeting of the Membership to vote on the general assessment for the years 2017, 2018 and 2019

M/Hug,S/Purdy

Discussion: None  
Motion unanimously approved

**AGENDA ITEM III-XIII**

**Approve the following resolution for the assessment ballot proposition for the May 7, 2016 Election: RESOLUTION: Shall the base rate for the General Assessment under Article IX, Section 3, of the Covenants and Restrictions be set at \$490.00 for the years 2017, 2018 and 2019.**

Motion made to Approve the following resolution for the assessment ballot proposition for the May 7, 2016 Election: **RESOLUTION: Shall the base rate for the General Assessment under Article IX, Section 3, of the Covenants and Restrictions be set at \$490.00 for the years 2017, 2018 and 2019.**

M/Hug,S/Baker

Discussion: Dues to be \$490 per year. All fees to be frozen for three (3) years with exception of Lake Treatment. Communications regarding assessment will be mailed to all members.

Motion unanimously approved

#### **AGENDA ITEM III-XIV**

**Approve meeting notification letter and proxy for the May 7, 2016 Election to be mailed to all members**

Motion made to Approve meeting notification letter and proxy for the May 7, 2016 Election to be mailed to all members

M/Hug,S/Baker

Discussion: None

Motion unanimously approved

#### **AGENDA ITEM III-XV**

**Approve resolution pertaining to the Sugar Springs Property Owners Association, Inc. 401(k) Plan**

Motion made to Approve resolution pertaining to the Sugar Springs Property Owners Association, Inc. 401(k) Plan

M/Maxim,S/Baker

Discussion: None

Motion unanimously approved

#### **COMMITTEE REPORTS:**

**ARCHITECTURAL & ENVIRONMENTAL CONTROL COMMITTEE:** (Bd Rep: D. Dunham)

Meeting minutes of December 2015 and February 2016 were provided to the Board prior to this meeting. Sixteen (16) actions included in report.

**AIRPARK/CAMPING COMMITTEE:** (Bd Rep: J. Purdy)

Next meeting scheduled for May 14, 2016.

**BUDGET COMMITTEE:** (Bd Rep: J. Issitt)

No report.

**BUILDINGS & GROUNDS COMMITTEE:** (Bd Rep: S. Surowiec)

No report.

**ELECTION COMMITTEE:** (Bd Rep: J. Issitt)

Ballots will be mailed to membership for Assessment Vote and Board of Directors Election.

**GOLF COMMITTEE:** (Bd Rep: D. Maxim)

No report.

**LAKES COMMITTEE:** (Bd Rep: D. Hagey)

Next meeting April 7, 2016. New members welcome.

**MEMORIAL COMMITTEE:** (Bd Rep: S. Surowiec)

No report.

**NOMINATION COMMITTEE:** (Bd Rep: B. Baker)

Nominations were put forth for Board of Directors positions. Candidates are invited to speak at May 21, 2016 Board Meeting.

**PLANNING COMMITTEE:** (Bd Rep: B. Baker)

Video of Sugar Springs to be used in marketing the community and its amenities was shown.

**RECREATION COMMITTEE:** (Bd Rep: T. Hug)

Meeting minutes of December 8, 2015 and March 8, 2016 were provided to the Board prior to this meeting. Winter potlucks were well attended as was the Winterfest. Members asked to mark their calendars for the Ice Cream Social on Sunday, May 29, Welcome Back Dance on Saturday, June 4, Craft Show, Saturday, July 2, Sunset Fiesta, Saturday, August 13 and Octoberfest, Saturday, October 1.

**ADDRESSES TO THE BOARD:**

Members comments covered pool, commons area with beach access, firewood storage rules and occasional use of tent camping on property. Board members and GM addressed all items.

**COMMENTS FROM BOARD MEMBERS:**

A primary responsibility of the Board of Directors is to be fiscally responsible and the assessment/fee structure must be addressed in order to maintain fiscal health. Member, Ernie Sullivan was thanked for his involvement in producing the Sugar Springs marketing video as was Jo Hagey for her communication skills to members.

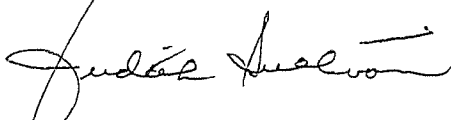
**ANNOUNCEMENTS:**

None

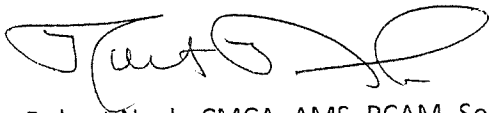
**ADJOURNMENT:**

With all Agenda Items completed and without objection, President Issitt adjourned the meeting at 11:55 a.m.

Respectfully submitted,



Judith Sullivan, Recording Secretary, Sugar Springs Property Owners Association



Robert Neeb, CMCA, AMS, PCAM, Secretary, Sugar Springs Property Owners Association