

Crane Lakes Homeowners Association

Workshop Meeting Minutes

February 28, 2022

This meeting was called to order at 6:15PM in the Clubhouse. Joe Peterson, Mike de Weil, Sharon Sommer, Jenny Norado, Kacey Vogel and Kim Bartow were present. Mary Racila was absent.

General Business:

1. REIMBURSEMENTS: Event reimbursements from the Treasurer will be made within 7-10 days from the submission of the invoice.
2. ACTIVITIES: The policies and procedures were reviewed and some changes made to the ticket sales section with some additions in other sections. A final draft will be emailed to the Board members for final approval.
 - * Sharon will make sure the Courier is changed to say that if you are buying more than 8 tickets, you will need to have a second member come with you to buy the additional tickets since 8 tickets is the max for each buyer.
 - * Jane will be advised that we are eliminating the side-by-side table set up which limits our ticket sales;
 - * Six (6) weeks before any event, the Event Chairperson will meet with the Activities Chairperson to draw up a proposed budget to work from. This budget can be somewhat flexible but will act as a guideline for purchasing door prizes, decorations, etc. Door prize purchases should be limited to 15% of the proposed ticket sale total amount. This budget will be submitted to the Board via the Activities Liaison for review.
 - * The number of tickets left over each week after ticket sales will be reported to Kacey so she can let membership know how many tickets are left for sale in the next weeks E-mail Blast.
 - * The Fourth of July (Monday) HOA event plans were started. The event will include a parade with possibly a fire truck and police car. We would like to include a local school band and color guard. We are looking into the option of either food trucks in the ballroom parking lot or a caterer to do a BBQ style presentation. Food would start serving around 5PM with the parade around 4PM. There will be a parade route so that residents can set up chairs along the way. We will encourage golf carts over vehicles if possible. Parking will be available in the Roost lot only. Music for the ballroom parking lot is a possibility. Kacey will start an email blast on this event.
3. ELECTION: Kacey will review the Election Buddy voting system for our next election. It will work with up to 1,000 voters and the cost is about \$89 per election event. Kacey will check on the price to see if that is still accurate.

4. ARTS & CRAFTS: Michele Steinke will write up a Policy & Procedure description for the Arts and Crafts Show. This will include her return policy and any other information needed for the operation of that event.
5. AMENDMENTS: Joe will forward the revised amendments Peg Smith. We need to know if dates of refiling need to be added to the copy. Peg can proceed with filing.
6. MEDICAL EQUIPMENT: Some of our medical equipment is being donated to other places since we currently have more equipment than we can house.
7. NEW CONSTRUCTION: The final easement paperwork is with the Crane Lakes attorney. The storage unit across from the entrance has been totally approved. The first construction will be the turn lane and the addition of the left/right turn signal for entry. The 100 foot required setback includes the turn lane.
8. WEBSITE: Jenny will contact the webmasters to make needed changes to the body of the website. This includes new email for question and comment section; new pictures; new Board members; etc.
9. FANS: Fans for the clubhouse activities have arrived and Mike is setting them up.
10. POOL: The trees that were cut down around the pool area were removed because of disease.
11. CLEAN UP: Joe will get the clean-up list from Vicky of John's responsibilities vs. the event host's responsibilities. This list will be made a part of the Activities Policies and Procedures.
13. MISC: Jenny will send a "thank-you" to our Sheriff Chitwood for taking time to come and speak with us.

This meeting was adjourned at 7:45PM by unanimous consent.

Respectfully submitted,
Jenny Norado, Secretary
CLHOA