

Highland Lake Meeting

Mintues

Monday, January 17, 2022, 7 P.M.

Via Zoom and Avon Twsp

1. Call to order: Roll Call,
Meeting called to order by Joe Bigalke at 7:00 PM. Board members present were Larry Leafblad (joined 7:20), John Sonnenberg, David Oswald, Ron Mittlestaedt, Lorna Denig (Joined 7:06), Cathy Degroh, Joe Bigalke, Linda Wegge, and Vicki Kennedy (Joined 7:01).
2. Approval for remote voting at meetings and recording.

Motion: Approval of Remote voting	
Moved: Linda Wegge	Seconded: David Oswald
Motion passed	

3. Items to be added to the agenda and approval of Agenda
Lake Health - Fishing Derby,
Fiscal Responsibility – Letter for Dues, Tax Forms, Audit

Motion: Approval amended agenda	
Moved: John Sonnenberg	Seconded: Linda Wegge
Motion passed	

4. Comments from residents related to topics on the agenda –
(3 minutes limited per person – Guests may be muted during meeting. Chat will be open for comments.)
Trisha Steele thanked board for going remote, volunteer
5. Approval of Minutes from November 15, 2021

Motion: Approval of Minutes from November 15, 2021	
Moved: Linda Wegge	Seconded: Lorna Denig
Motion passed	

VICE PRESIDENTS' REPORTS

1. Openings on the board –
John Sonnenberg announced his resignation
Joe asked for community members to join the board and to get nominations.
2. “with an effort to recruit from all four geographical areas around the lake.”
John will send out zoning sheet to help in determining geographic areas around the lake.
3. Agenda Format
Cathy discussed agenda format
4. Annual Meeting
Linda stated that the annual meeting should be inviting to all. John displayed the bylaw requirement for the meeting before 4/1/22. Joe indicated COVID my force the meeting to being remote. John indicated that the annual meeting can be remote and, in any format, and at any time before 4/1/22. John indicated that it should include approval of all board members and officers and the budget.

Cathy offered to organize.

David moved that the Annual meeting can be via zoom and should be on 3/21/22.

Motion: Approval Annual meeting on 3/21/22 with Cathy DeGroh organizing meeting	
Moved: Linda Wegge	Seconded: Lorna Denig
Motion passed	

5. Lake County Burning – Larry talked about the County new rules, John will distribute press release. Larry will get John Wasik to attend the annual meeting. David wanted limit John Wasik to 10 min.

PRIORITY ONE: Lake Health:

1. ZM 2021 Report
John indicated that the project has been very successful. The plans for 2022 will be presented in April. The \$72K from the state is moving through the IL DNR to the Lake County Health Department, then to us. This will decrease our budget in 2022 by \$8200, but we will need to budget for EarthTec QZ product and application.
2. Lake treatment budget 2022
John is working with Linda on the budget, but expect about \$11K for zebra mussels and \$6000 for weed control.
3. Junk Removal
Joe thanked the community for the removal of tons of junk and Bob Kula and Avon Township for the disposal. Joe will work to remove more in 2022.
4. Fishing Derby
Ron indicated the ice fishing derby is on 2/5 and 2/6 with the trouphy and raffle being announced on 2/6. The raffle is for up to \$1,000. 100 tickets available at \$20 each. See Ron or Coleen for tickets.

PRIORITY TWO: Fiscal responsibility

1. Treasurer's report – Treasurer

Linda presented all of the financial documents for 2021 for the HLPOA and HLPOAF.

John asked about taxes on the net funds and Linda indicated we would have to pay. John suggested the \$1,465.90 in Landscaping and groundskeeping be moved from the HLPOAF to the HLPOA expenditures.

Motion: The expenditures of \$1,465.90 for Landscaping and groundskeeping should be out of the HLPOA and not the HLPOAF.	
Moved: David Oswald	Seconded: Lorna Denig
Motion passed (Cathy DeGroth abstained)	

Motion: Approval of the Financial Report for 2021.	
Moved: John Sonnenberg	Seconded: Lorna Denig
Motion passed	

2. Sales tax exempt
No report
3. Budget 2022
Linda is working on the budget
4. Bills –
Tabled to next meeting
5. Letter/dues

David asked for approval of the fees of \$125 and a late fee after 2/28 of \$150. New residents would pay \$125.

Motion: Approval 2022 fees of \$125 and a late fee of \$150 after 2/28/22.	
Moved: Linda Wegge	Seconded: Ron Mittlestaedt
Motion passed	

Motion: Approval of spending up to \$200 to distribute the dues letters as presented.	
Moved: John Sonnenberg	Seconded: Linda Wegge
Motion passed	

6. Audit

Cathy asked that Trisha Steel and Ann Bidwell (for years she wasn't treasurer) prepare an audit for 2018, 2019, 2020 and 2021.

Motion: Approve Trisha Steel and Ann Bidwell (for years she wasn't treasurer) prepare an audit for 2018, 2019, 2020 and 2021.	
Moved: Cathy DeGroth	Seconded: John Sonnenberg
Motion passed	

7. Tax Forms

John will work with Linda and preparing the 2021 990EZ and the 1120H for presentation to the board.

PRIORITY THREE: Sense of Neighborhood

1. Downey Park renovation work

Items for 2021 have been presented and will be in the budget for 2022. Piers have been installed. Larry will work on a plan for Chic.

2. Raft renovation work

Joe indicated the paint is in great condition, but wheels/trailer and chain are needed. John indicated prices for the trailers from Vern.

Roller Trailer \$2200

26' Scissors \$4500

18' Narrow Scissors \$4300

Joe is going to see what he can do for wheels.

Ron indicated he will look for a 50' chain.

3. Hartnett Park Status

John said the County called him and indicated that anything done to the property other than building a house will require approve of the 12 residents of the Highland Lake Manor. Before the County would indicate if anything could be done, they would want \$290 for an Early Assistance meeting. The LC DOT is indicating we need to file a permit application, but the form indicates that we have to pay for the costs.

Joe indicated that the beavers are a big problem and that the county agrees that it is too big for the association to handle. Cathy indicated that a group is interested in a natural garden on the lot. John suggested they pay the \$290 before they make any big plans.

PRIORITY FOUR: Communications

1. Committee report

David Oswald reviewed the Survey of Communications Methods report (attached to these minutes)

Motion: The board accepts the Survey of Communications Methods report presented by David Oswald.	
Moved: John Sonnenberg	Seconded: Linda Wegge
Motion passed	

ADJOURNMENT

Motion: Adjourn the meeting	
Moved: John Sonnenberg	Seconded: Linda Wegge
Motion passed	

Next meeting Saturday February 21, 2022

Highland Lake Property Owners Foundation

Agenda

January 17, 2022

Motion: Move to open and adjourn the meeting	
Moved: John Sonnenberg	Seconded: Linda Wegge
Motion passed	

ROLE CALL

1. Financial status report (see association meeting financials)
2. Approval to fund 2021 lake management projects approved by the association from the foundation.
3. Discuss strategies to initiate “legacy giving” to the HL Foundation
 - a. **Park naming dedication**
 - b. Annuity Giving
 - c. Memorial gifting
 - d. **Property Donations**
4. Motion to adjourn

Next meeting of the Highland Lake Foundation will be immediately after our regularly scheduled meeting, February 21, 2022

David Oswald

January 15, 2022

Survey of Board Methods of Communication

Summary of Process

David Oswald offered to conduct a survey of the HLPOA communication practices and report back to the Board. At the November 2021 Board meeting, President Bigalke approved of David completing such a survey/report. David is a relatively new member to the Board (appointed in 2021) and the community (became a resident/owner in July 2020).

As a function of the casual conversations that David has enjoyed with various residents and Board members in his walks around the community since moving to Round Lake in July 2020, David has gained some insight as to what people like about the community and Board activities as well as what people think could be improved. While differences of opinion will exist amongst people in any organization or community, David began to sense that most concerns or misunderstandings relating to Board activities had to do with communication.

Another Board member, Cathy DeGroh, also expressed interest in examining Board communication practices. As such, Cathy hosted a coffee morning at her home on December 5, 2021. She invited David along with some friends and neighbors in her social circle. David shared a list of communication strategies that he understood the Board utilizes. The group had discussions around those strategies. Cathy shared some hardcopies of historical documents regarding strategic planning the HLPOA Board engaged in about ten years ago.

David has summarized his understanding of the 9 Communication Methods presently being utilized by the Board. He has also offered his recommendations on how the Board might enhance communications.

Communication Method 1: Monthly Meetings

Person(s) Responsible: Facilitated by President Joe Bigalke

Description and Purpose: The Board holds monthly meetings to conduct Board business, communicate initiatives, promote transparency, solicit community input, and promote community relations.

Additional Information:

- Scheduled for the 3rd Monday 7pm each month at the Avon Township Hall
- Currently attendance may be in-person or virtual
- Board members are expected to attend
- Residents are welcome to attend

Recommendations:

Although it is understood that the Board meeting is scheduled on the third Monday of each month, residents appreciate the system of signs that was previously established at each street entrance to the Highland Lake community which serve to remind residents of the upcoming meeting. It has been noted that there is inconsistency in these signs being posted. It is recommended that someone take on the role of coordinating monthly meeting signage and problem-solve any related issues.

For meeting efficiency whether in-person or Zoom, it is recommended that the Board let the written monthly financial reports speak for themselves. No need to verbalize transactions unless a Board member is making an inquiry.

Communication Method 2: Meeting Agendas

Person(s) Responsible: President Joe Bigalke and John Sonnenberg

Description and Purpose: The agenda provides a structured, consistent method for conducting the monthly meeting.

- Agenda structure
 - Roll Call
 - Approval of past meeting minutes
 - Items to be added to the Agenda, Approval of the Agenda
 - Comments from Residents
 - Vice President's Reports
 - Reports from 3 Strategic Categories
 - Lake Health
 - Fiscal Responsibility (includes Treasurer's Report)
 - Sense of Neighborhood

Recommendations:

Affirm the importance of communications by making Communications a fourth Strategic Category on all monthly meeting agendas. There is some archival evidence that this was a recommendation the Board previously made when it did strategic planning in 2010-11.

Inform residents of the Board meeting agenda items by providing a link to the agenda one week in advance. This allows residents to make an informed decision about whether they would like to attend the Board meeting.

Discontinue practice of reducing the agenda to "hot button issues" that are posted on Facebook or emailed to residents using the mass email distribution list. This empowers residents to decide for themselves what topics are important or of interest.

Communication Method 3: Board Minutes

Person(s) Responsible: Board Secretary

Description and Purpose: To have a record of what was discussed and what actions were taken at monthly board meetings.

Additional Information:

The secretary uses a recording device to create an audio file of the Board meeting. She later creates typed Board meeting minutes which she emails to each Board member. Once the Board approves the minutes at the following meeting, the secretary sends approved meeting minutes to the website coordinator (Coleen Benzos) who posts on the Highland Lake website.

Recommendation:

The Board secretary has announced she is retiring from the Board. As the secretary position facilitates vital communications for the Board, it is recommended that the Board seek to fill this position as soon as possible.

Communication Method 4: Shoreline Representatives

Person(s) Responsible: Shoreline Representatives are Board Members

Description and Purpose: One way to communicate with the Board is for residents to share ideas, questions, concerns with Shoreline Representatives.

Recommendation: None.

Communication Method 5: Welcome Wagon Representatives

Person(s) Responsible: Coleen Benzo and Lorna Denig

Description and Purpose:

- Welcome new members to the community

Additional Information:

- System relies on neighbors sharing to Coleen/Lorna when they see evidence of change in resident/ownership.
- Sometimes new residents do find the Highland Lake website and New Resident online form on their own.

Recommendation:

None.

Communication Method 6: Postal Mailing Requesting Annual Contribution

Person(s) Responsible: Various people have been involved. In recent years, John Sonnenberg drafted the communication and Treasurer Linda Wegge coordinated address labels, printing, and mailing. For 2021, David Oswald took over the writing, Linda Wegge provided address labels, and Coleen Benzo will coordinate the printing and mailing.

Description and Purpose:

This mailing contains a form requesting an annual contribution in the amount specified by the Board. The annual contributions from property owners are the primary source of funding for HLPOA-sponsored activities. Direct mailing is deemed to be the most effective way to solicit the annual contribution.

Additional Information:

- The database used for address labels was a combination of information from Treasurer Linda Wegge and information Social Media/Email Coordinator, Maggie Keefe, who conducted some cross checks on the Lake County property tax website.

Recommendation:

Add a contact information page to the annual contribution mailing. Hopefully owners will provide updated contact information (contact 1, contact 2, phone numbers, emails) so that our database is as accurate as possible. This will help with further mailings and allow for the possibility of bringing back the beloved Highland Lake Resident Directory.

Communication Method 7: Highland Lake website <http://www.hlcommunitysite.com/>

Person(s) Responsible: Coleen Benzo

Description and Purpose:

- Houses relevant lake association information

Additional Information:

- Examples include (Lake rRules, meeting minutes, Board Member contacts, history, etc.)

Recommendation:

Update Board Member biographies.

Communication Method 8: Group Email

Person(s) Responsible: Maggie Keefe

Purpose:

- When directed by the Board, email information blasts out to residents to keep them informed.

Additional Information:

- Maggie reports that she has accurate email addresses for less than half the residents.
- It is understood that not all residents use email.
- When the Welcome Wagon team (Coleen and Lorna) learn of new contact details, they forward to Maggie to update resident contact database.

Recommendations:

Update the group email database by referencing the contact information provided by owners when they return the annual contribution form.

Communication Method 9: Facebook Page <https://www.facebook.com/hlpoa>

Person(s) Responsible: Maggie Keefe, Colleen Benzo

Description and Purpose:

- Place to advertise fun events (Carp Fest, Spaghetti Dinner, Movies in the Park, etc.)

Additional Information:

Be aware there may be any number of non-Board sponsored social media groups related to Highland Lake. Here is one example: Highland Lake Group.

<https://www.facebook.com/groups/1960353910737935>

Recommendation: None.