

Walker Lake Shores Landowners Association, Inc.

PLANNING COMMITTEE

Planning Committee Members: Carol Gillen (chair), Carol Reynolds, Linda Verge, Janice DiMaio, John Weber

MARCH 2, 2019 MEETING, Members in attendance: Carol Gillen, Carol Reynolds, and Janice DiMaio

- 1) Reserve Study.
 - A. Facilities Inventory Progress: QuickBooks backup disc that covers 2000 - August 2005 restored.
 - 2/2000 New Water Treatment System
 - 8/2001 New water heater & valves; new Clubhouse carpet
 - 8/2003 New Furnace
 - 6/2004 New Roof (\$5292 total paid to Estok), the shingle detail is not included (estimates in the file in the office might have that).
 - B. The Home Inspection bids – make a recommendation to the board at the March meeting for authorization for the expenditure. The expectation is a comprehensive assessment that will enable us to create a prioritized list of our needs, and contribute to a schedule of anticipated replacements.
- 2) Committees – Scope of Work coordination – a committee meeting dedicated to this topic is recommended. Goals are to seek areas of overlap and/or gaps, mindful of Red Book directives, and bring recommendations back to the board. Scopes of work should also be developed for board officers.
- 3) Waste management:
 - A. Our compost lot project is not a go for culvert clean up. Mike DeVita is looking into what can/can't be done with the road material. Do we abandon all together or continue to gather information for composting not related to road (ie: is composting an allowable Green Space use?).
 - B. Bulk pick up: Janice reported that multiple attempts at follow up with Shohola have gone unanswered. Shohola Township's Clean Up Day was held Mother's Day weekend last year.
- 4) Deeds & Contracts – obstacles/pathways to unifying the community
 - A. Understanding the variations is a key component
 - B. Maple Park deeds: there are 3 deeds in MP (A, B, & C).
- 5) Map of WLLA holdings – do we want to make a recommendation to the board? What additional information do we need to form an opinion? Look for adjoining lots between Tax Repo & WLLA.
- 6) Energy efficiencies (discussion included a visit to the Clubhouse)

- A. Light fixtures would cost \$50 per fixture + electrician services
 - B. Concerns were raised with regard to the condition of the wall sconce lights & an outlet.
 - C. Programming office thermostat is recommended.
- 7) Maintenance log of scheduled tasks for routine & all maintenance tasks to be developed by Carol R and Janice D.

Meeting adjourned. Next meeting, a special session dedicated to scopes of work for committees, scheduled for Saturday, March 9 at 8:30am in the Conference Room.

MARCH 9, 2019 MEETING, Members in attendance: Carol Gillen, Carol Reynolds, and Janice DiMaio

- 1) Special work session convened to focus on scopes of work for the various committees.
- 2) Scopes received to date are shared (Clubhouse, Program, Road, Legal, Lake, Finance, Publicity, and Beach & Grounds).
 - A. Scopes vary greatly in content – guidelines are considered to enhance continuity.
 - 1) Each should include the Red Book’s description of the committee word for word.
 - 2) Current projects/one-offs should not be included. Ongoing tasks/responsibilities should be included.
 - 3) Each should include a bullet regarding regularly scheduled meetings.
 - 4) Each should include a bullet regarding reporting to the board of directors.
 - 5) Whether a committee is standing or ad hoc should be included in the scope.
 - B. Guidelines need to be communicated to chairpersons. Carol R & Janice D will rework the scopes in hand to the recommended guidelines, sending that final draft to the chairs for approval by their committees.
 - C. Scopes are needed from several committees yet.
- 3) Goals of coordination of scopes of work:
 - A. Coordination of the scopes of work should take several months to complete.
 - B. Main goals are to identify overlaps or gaps in duties and functions.
(ie: the Clubhouse committee is charged with maintenance as per the Red Book. We currently do not have anyone on that committee to fulfill that role. How can we recruit a community member for this important role? Can the Men’s Club resume some maintenance activities?)

Meeting adjourned. Next meeting is scheduled for Saturday, April 6 at 8:30am in the Conference Room.