LA CASA DEL SOL COUNCIL OF CO-OWNERS, INC.

Board Meeting Minutes

Tuesday, September 6, 2022, 1:00 P.M.

18757 S. Highway 377, Cresson, TX 76035

1. Call to order at 1:01 p.m. by President Jim Vannatta on Tuesday, September 6, 2022, with Board Directors Jim Vannatta, Dennis York, Bud Lowack, and Bill Gunn in attendance in Cresson. Directors in attendance by ZOOM are Donna Kelly, Jack Luna, and Derrick Richardson
2. Approval of minutes of board meeting Tuesday, August 9, 2022 - Bill Gunn.
	1. After minimal discussion, Derrick Richardson moved to accept the minutes, with a second by Bud Lowack. The minutes were accepted unanimously.
3. Approval of minutes of Special Board Meeting Thursday, August 25, 2022 - Bill Gunn
	1. After minimal discussion, Dennis York moved to accept the minutes, with a second by Derrick Richardson. The minutes were accepted unanimously.
4. Presentation of financial report & reservation office – Dennis York.
	1. York informed the Board that Maintenance Fee Collection YTD is less than expected on the P & L.
	2. York informed the Board that Condo Income YTD is less than expected on the P & L.
	3. York informed the Board that $85,529 in foreclosures needs to be addressed.
	4. York was asked why Allowance for Doubtful Accounts was so high and how that would be addressed. He said he would have to ask the accountant.
	5. York informed the Board that Mary Baker has begun working remotely from home on Mondays, Wednesdays, Thursdays, and Fridays. She will work in the Cresson office on Tuesdays.
	6. After discussion, Gunn moved to accept the financial report, with a second by Donna Kelly. The financial report was accepted unanimously.
5. Report on management of the resort – Jack Luna.
	1. Among items noted:
		1. LCDS has three new housekeepers
		2. Due to recent rains, spraying has been done to control weeds, mosquitoes, and ants
		3. Refrigerator parts replaced in #105, #202, and #204
		4. Kevin installed two new exterior lights to brighten the boat docks and the hot tub area.
		5. Kevin and Kelton installed a new underwater hay light the dock
		6. Rachel and Kevin installed 7 windows in #108. The windows in #107 will be replaced later in September.
	2. Future Projects noted:
		1. An additional underwater light
		2. A leak in the employees’ bathroom ceiling needs repair.
		3. Leaks in Building ‘B’ to be addressed in October
		4. York informed Board that our insurance representative says wiring work on the roof must be done by a licensed electrician. Luna says bids will be requested.
	3. After discussion, Dennis York moved to accept the resort report, with a second by Donna Kelly. The resort report was accepted unanimously.
6. Review of action items.
	1. Windows status. (see above Resort Report)
	2. A/C wiring on the roof
		1. Bids are required, since LCDS insurance rep says wiring work on the roof must be done by a licensed electrician.
	3. Underwater fishing lights at docks. (see above Resort Report)
	4. Pool repair quotes (assessment will be done tomorrow)
7. New Business?
	1. Revised documents.
		1. Resort Manager Job Description & Responsibilities
			1. After discussion and minor revisions, Bill Gunn moved to accept the new document, with a second by Dennis York. The resort report was accepted unanimously.
		2. Resort Office Assistant Job Description and Responsibilities
			1. After discussion and minor revisions, Jack Luna moved to accept the new document, with a second by Derrick Richardson. The resort report was accepted unanimously.
		3. Maintenance Technician Job Description and Responsibilities
			1. After discussion and minor revisions, Bill Gunn moved to accept the new document, with a second by Donna Kelly. The resort report was accepted unanimously.
		4. Employee Handbook
			1. After discussion and minor revisions, Bud Lowack moved to accept the new document, with a second by Bill Gunn. The resort report was accepted unanimously.
	2. New Resort Manager Needed
		1. Search and screening process to be determined later
		2. Candidates to be identified later
	3. Rachel informed the Cresson Office she is taking vacation time at the end of the month.
		1. She may not have any vacation time remaining. Mary will check into this.
		2. Rachel did not inform Jack Luna of her intended time off.
	4. Dennis York verified with Mary that Kelton was terminated due to job abandonment after three (3) consecutive days.
		1. Resort Manager Rachel Drake did not follow proper protocol and failed to inform Jack Luna, Vice President of Resort Operations.
8. Who’s at the resort when?
	1. Jim Vannatta will be at LCDS the last two (2) weeks of October
9. Set date/time for next meeting.
	1. Next Board Meeting will be October 11, 2022 @ 1:00 p.m. @ Cresson office
	2. LCDS Rules & Regulations tabled until that next Board Meeting
10. Adjournment.
	1. Dennis York moved to adjourn the meeting and was seconded by Bill Gunn. The vote was unanimous, and the meeting adjourned at 2:22 p.m.
11. Executive session of Board of Directors not requested.

Respectfully submitted by Bill Gunn, LCDS Secretary