**Minutes of the 2016 Annual Meeting**

**Of The Shareholders of**

**The Wawasee Condominium Homeowners Association**

**Held on June 4, 2016**

**The Annual Meeting of the Shareholders of the Wawasee Spinks Condominium Homeowners Association was held in the Commons Area on June 4, 2016 at 9:02 a.m. The meeting was called pursuant to written and e-mail noticed to all members by the President of the Association. \*1. A copy of the notice of the meeting is attached to these minutes and incorporated by reference. All Directors present were as follows: Bill McCabe, Steve Brody, Lisa Hill and Don Ratliff and by face time was Lee Theis, waived any defects of notice of their presence and also attending was Jim Beck.**

**The President of the Association, William (Bill) McCabe, will serve as Chairman of the meeting and introduced new members and guest. Chairmen McCabe called the meeting to order and introduced the Board Members and thanked everyone for coming and hoped this would be a great Summer.**

**Chairman McCabe then requested that everyone present sign the sign-in sheet of the Homeowners Association, together with their name and their unit or unit numbers they are representing. \*2. The names and unit numbers of the person attending the meeting in person or by proxy are attached to these minutes and incorporated by reference. It is now declared there were 15 Homeowners present and those Homeowners represented 21 Units with 2 proxy votes, 1 Homeowner with 2 Units by e-mail and 1 Homeowner by Face Time for a total of 26 Units represented; this is a majority and quorum was established, with all of the Units entitled to vote at this meeting and with that the meeting could proceed with its business. Chairman McCabe then requested that the Agenda be approved for this meeting. \*3. A copy of the Agenda is attached to these minutes and incorporated by reference. Upon motion by Lisa Hill and seconded by Don Ratliff the Agenda was unanimously approved.**

**RECORD OF PROCEEDING AND MINUTES:**

**Chairman McCabe designated that he will have the meeting minutes taken, will have the minutes prepare and will keep a record of the meeting minutes along with all of the copies that are attached. It is noted that the original copies of the minutes will be kept in the “WSCA Minute Book” and are available upon request, they are also posted on the Web Site (**[**www.wawaseespink.com**](http://www.wawaseespink.com)**). Steve Brody, Secretary will sign all proceedings and the minutes of this meeting.**

**APPROVAL OF MINUTES:**

**Chairman McCabe called upon Steve Brody, Secretary, to present the report concerning the minutes and proceedings of the year 2015 Fall Semi-Annual Meeting and the Special Meeting which was held on May 19, 2016, of the Homeowners Association. Mr. Brody reported that copies of the minutes had previously been e-mailed to all the Board of Directors and were posted to the Web Site for all Homeowners to read. Upon motion by Lisa Hill and seconded by Don Ratliff the Minutes were unanimously approved.**

**TREASURER’S REPORT:**

**The Chairman requested that the Treasurer report be presented along with the Financial Reports. At this time Don Ratliff, due to the passing of V. Richard Miller presented these reports, he stated that the Wawasee Spink 2016 Treasurer’s Report, the Balance Sheet and Profit and Loss Statements ending April 30, 2016 had been submitted to all Board Members. Mr. Ratliff then discussed various line items of the financial statement. \*4. Copies of the Financial Statements will be incorporated into these minutes and made a part of the same by reference. It was noted that copies of the Financial Statements are always on file and can be obtained with a call to Bill McCabe, President. Mr. Ratliff then ask for these reports to be adopted by the Board of Directors. Mr. Ratliff also reported on the balances that were in the General Fund and the Reserve Account as of this date (June 4, 2016). A delinquency report by Glenda Pachniak was then given. At the request of the Board the 2nd year of the 5 year assessment plan will be due each year by June 30th, so with this declaration there being no delinquency in dues or assessments. The financial reports are requested to be approved, upon motion by Lee Theis and second by Lisa Hill, the reports were unanimously approved and the following resolutions was declared,**

**RESOLVED: The financial statements and reports presented at this meeting by the Board of Directors, approved, confirmed and ratified.**

**RESOLVED FURTHER: That a minimum of 10% of the monthly unit assessment shall continue to be allocated to the ‘Capital Reserve’ replacement fund in accordance with the applicable provisions of the Indiana Horizontal (Condominium) Act.**

**RATIFICATION RESOLUTIONS:**

**The Chairman then asked for a motion concerning ratification of certain acts, decisions, expenditures and activities of the Officers of the Association since the last Annual meeting held in the year 2015. Upon motion made by Don Ratliff and seconded by Lisa Hill, the following resolution was unanimously approved by all members voting in person or by proxy…**

**RESOLVED: All purchases, contracts, contributions, compensations, acts, decisions, proceedings, elections, expenditures paid or approved, capital improvements made, repairs made and appointments by the Directors and Officers of the Association since August , 2015 and all budget matters approved by the Board for the Annual fiscal year ending December 31, 2015. For the proposed budget matters recommended by the Board and Budget Committee for the year 2016-2017, be, and the same are, hereby accepted, approved and ratified by the members of the Wawasee Spink Condominiums Homeowners Association.**

**BUDGET REPORT:**

**Chairman, McCabe, then asked Don Ratliff to present the budget report. Don had a presentation on his lap-top and projected it on the big screen so all members could see the information at the same time. A written copy of the Budget was given to the Board Members. \*5. Copies of the Budget Report will be incorporated into these minutes and made a part of the same by reference. Don’s report includes the actual year end totals for 2014 and 2015 and the proposed budgeted numbers for 2016. Don showed that the General Fund account and the Reserve Fund account is in really good shape. Mr. Ratliff then explained that the Budget included several items that must be done this Summer, they are as follows: trim on all garages to be taken off and replaced this will be done around or after 4th of July, this will be consider an expense and not a capital expense. Hoist cleaning for all the elevators will be done and all stumps for trees that have been cut down will be removed. Mr. Ratliff stated that the utilities have been kept “in-check” but suggested during the Winter that the hallways be kept at a lower temperature. Mr. Ratliff also commend Jim Beck on keeping down the cost and the increase savings for the pool’s testing and chemical input. Mr. Ratliff also said a very special Thank-you to Jim for all he does for the Condo’s and thanked him for always looking for ways to save monies on all projects.**

**Upon conclusion of all discussions on budget matters, the proposed 2016-2017 Budget and upon motion by Lee Theis and seconded by Lisa Hill the following resolutions were unanimously approved:**

**RESOLVED: That the members of the Wawasee Spink Homeowner Association approve, accept and ratified, the budget for the 2016-2017 season but it is subject to further modifications or adjustments by the Board of Directors of the Association in accordance**

**DISCUSSION OF PENDING MATTERS:**

**Property Management Report:**

**Chairman McCabe then asked Jim Beck to incorporate his report with the Old Business report, his report is as follows. \*6. Copies of the Property Management Report will be incorporated into these minutes and made a part of the same by reference. These are the recommendations for certain improvements, maintenance items and repairs for the Boards consideration for the year 2015-2016:**

1. **Window Washing: Jim has contacted four different providers but all have declined, mostly due to the lift and height requirements, still looking for viable alternative. Jim asked if anyone knows of a service that will wash the windows please contact him.**
2. **Tree Removal: 53 trees have been removed to date there are 12 trees left to be removed. Hopefully these trees will be cut down this Summer.**
3. **Pool Leak: Jim stated that the pool losses approximately an inch of water a day, this requires the pool to be filled 2X a year, which is very costly, so Jim has contacted America Leak Detection, hopefully they can detect the leak and have recommendations on how to contain and/or repair leak.**
4. **There is a low spot on the grounds several suggested were made on how to control this wet area, drain tile, retention pond was a few of the suggestions. Jim will keep his eye on the wet area keeping the Board informed with any recommendations.**
5. **Courtyard Wall Leaks: Jim filled in the Board and Homeowners on the problems plaguing the Courtyard. May redirect rain water away from troubled areas by moving the drain to middle of yard or may increase wall height. Jim will contact landscapers and contractors for ideas and suggestions to this problem. Jim will submit bids to Board for approval from contractor and work will be done this Fall. This work will fall under expenses and will not be a capital expense.**
6. **Website: Jim will continue to update Website. Minutes will be added to Website as soon as approved by the Board.**
7. **Seawall: Replacing of the Seawall/Sidewalks this should start after Labor Day. We have DNR approval and are waiting on the Army Corp of Engineers approval which should be here soon. During the construction we will try to accommodate all Homeowners and not remove the piers. The PWC Lifts may have to be moved out further into the water but may possibly be able to stay with PWC’s aboard. Will keep all Homeowners informed on all of the repairs.**

**MATTERS OF NEW BUSINESS FOR DISCUSSION AT THE MEETING:**

**Capital Projects:**

**Lights Upgrade: Replacing lights by dumpster, lakeside lights with taller ones and redirecting existing lights to shine on flag. This should be done this Summer.**

**V. Richard Miller:**

**With great sadness Chairman McCabe suggest that a Tree with a plaque be placed in the yard or a plaque be placed in the new Seawall honoring Dick Miller who passed away in late May. The Homeowners said they wanted to do both. Upon conclusion of all discussions on this matters and upon a motion by Lee Theis and seconded by Lisa Hill the following resolutions were unanimously approved:**

**RESOLVED: That the members of the Wawasee Spink Homeowner Association approved that a Tree with a plaque and also a plaque be place in the new Seawall in honor of V. Richard (Dick) Miller.**

**FURTHER RESOLVED: That the members of the Wawasee Spink Homeowners Association approved that Bill McCabe, Lee Theis and Jim Cox will write up the inscription on the plaques.**

**COMMITTEE REPORTS:**

***Social Committee Report:* Lisa Hill reported on the activities that were going to take place this Summer. \*7. A copy of the information on the activities is attached to these minutes and incorporated by reference. Lisa reported that Thirsty Thursdays are back this Summer, remember this starts at 6:00 p.m. each Thursday (if raining will meet in the Commons Room) please BYOB and an appetizer to share. The Ice Cream Social will be on Saturday, July 2nd at 7:30 p.m. in the Commons Room all Families and Guest are invited. Wawasee Fireworks will be on July 2nd at 10:15 p.m., remember the NO fireworks of any kind are permitted on the Wawasee Spinks Property. The Flotilla Parade this year will be on Sunday, July 3rd at 1:00 p.m. please show your support for the Flotilla by coming out on the front pier, this year’s theme is Christmas in July. Lisa stated that the Spinks Progressive Dinner will be held on July 23rd at 6:30, appetizers will be served on Sunset Hill, need helpers for this part, the Dinner will be served by the Brody’s Unit #206 (thank-you) and really need someone to host the Desserts, please call me. Lisa also stated it anyone has any ideas on any other activities that they would like to see at the Spinks please e-mail Lisa at** **lisahill.wawasee@gmail.com****.**

***Grounds/Beautification:* Jim Beck is continuing to keep-up all the landscaping, has planted flowers and have added containers to the entrance with flowers.**

***Piers:* Don Ratliff reported on the Piers, stating that the Piers are all in, nothing will be done at this time but we know that the piers need painted and will try to get this done next year.**

***Insurance:* Steve Brody reported on the insurance, stating that the premium’s last year was $21,000 and this year the premium is $16,181 this is only a one year policy so Steve will start looking at insurance policies in August or September.**

***Rules:* Lee Theis stated that this year the rules will all stay the same but wanted to again remind everyone that all pets must be on a lease, all urination and feces deposits should be only on the grass beyond the parking lot and pet owners MUST pick up droppings’.**

**UPDATE OF UNITS FOR SALE/PENDING:**

**Chairman McCabe reported that there are three condos listed for sale: Hatlem-Unit 203 for $535,000.00, Walsh-Unit 306 for $469,000, Braun-Unit 108 for $525,000 and Davidson-Unit 105 will be coming to market soon.**

**ELECTION OF BOARD OF DIRECTORS:**

**Chairman of the Board Bill McCabe indicated the next order of business is the election of Officers. The membership shall elect five (5) homeowners who will serve as directors of the Association for the forthcoming year, or until their successors can be duly qualified. It was noted that the Bylaws of the Homeowners Association states, to qualify as a director, one must be title holder of a Unit and only (1) owner, per Unit can serve on the Board at any one time.**

**Chairman, McCabe then stated Homeowners are entitled to vote and according to the Bylaws must be title holder of Unit and only 1 vote per unit. The nominations are Crist Blassaras, Steve Brody, Lisa Hill, Bill McCabe, Don Ratliff and Lee Theis. Members present in person or by proxy are entitled to vote for the Directors are: 15 Homeowners present and those Homeowners represent 21 Units, 2 proxy votes, 1 Homeowner by e-mail which represents 2 Units, and 1 Homeowner by Face Time which represents 1 Unit for a total of 26 Units this will represent the total number of votes, quorum and substantial majorities for the directors to be elected \*7. The proxy forms and e-mail will be incorporated into these minutes and made a part of the same by reference.**

**\*Nominations: The Chairman then requested the Nominations be accepted and the nominations report was presented in writing and signed by Chairman McCabe under the date of June 3rd and June 4th, 2016. \*8. This form will be incorporated into these minutes and made a part of the same by reference. It was noted that the nominations are made in accordance with the provisions of the bylaws of the Association at Section 2.05 (f) (4).**

**\*When the voting was completed the following were elected for the 2015-2016 Board of Directors: William (Bill) McCabe, Leon (Lee) Theis, Steve Brody, Don Ratliff and Lisa Hill, these individuals will serve as Board Members of the Wawasee Spink Condominium Homeowners Associations to serve until the Annual Meeting in the year 2017, or until their successors can be elected and duly qualified. Chairman McCabe moved that the nominees were elected and would service a one year term, this was seconded by Lee Theis: the vote was unanimously approved by all members present voting in person.**

**Chairman McCabe then stated that the Board of Directors will meet immediately following the closing of this meeting.**

**GENERAL BUSINESS MATERS:**

1. **These Minutes are available on the Web Site: just click on Minutes in the headings across on the top of the page. The Web Site can be found at www.wawaseespinks.com.**
2. **Bylaws: It was noted that if anyone would like to review the Bylaws, copies are available by calling Glenda Pachniak at 574-267-3038 or by visiting the Website.**
3. **Unit Owners Responsibility Per Bylaws: included by not limited to all partitions and interior walls, ceilings and floors, garbage disposals, dishwashers, stove, ranges, refrigerators, telephones, air conditioning and heating equipment-weather located wholly or partially inside or outside condominium unit, doors, screens and window-including exterior and interior of all glass and screen surfaces, lamps and interior and exterior grouting and /or caulking and all other accessories appurtenant to the Condominium unit or belonging to the owner thereof. (this is taken form Article 5.07)**
4. **Telephone Numbers: Please send any changes in your phone number, address or e-mail to Glenda at** **gpach1@yahoo.com****. Updates are sent to all Homeowners periodically during the year.**
5. **All Extra Boat Slips for $300.00 and all PWC Spaces for $100.00 per season are to be sent to Glenda at WSCA, P.O. Box 823, Warsaw, IN 46581.**
6. **In case of an emergency with or in the elevators please remember to first call Jim Beck, his cell phone number is: 574-457-6403. (Kone-260-484-9585)**
7. **This is a reminder; please keep your vehicle locked at all times and keep an eye out for intruders. The vigilant eye for intruders is easier said than done, especially this time of the year with so many visitors but we need to make sure we aren’t an easy target with unlocked cars.**
8. **Please remember to send your dues and any other information to WSCA, P.O. Box 823, Warsaw, IN 46581.**

**OTHER MATTERS:**

**It was discussed by the Homeowners that an open house should take place since there are now 3 to 4 Condos for sale. The open houses will take place once a month. Upon conclusion of all discussions on this matter Pam Davidson and Anna Walsh were in favor of this being put to a motion, so a motion by Steve Brody and seconded by Don Ratliff the following resolutions was unanimously approved:**

**RESOLVED: That the members of the Wawasee Spink Homeowner Association approved an Open House be held one time a month. The dates are as follows; June 12th, July 10th and August 14th.**

**Also a discussion was held on starting up a new committee to help improve the image of the Condominiums. There were several comments about the Condos being a complex with owners not coming out of there units, not family orientated and getting a reputation of being a very unfriendly place. The committee will be called “SPINKS IMAGE” the Chairman will be Jim Cox and the committee members are Anna Walsh and Pam Davidson, they will try and improve our image around town.**

**It was then brought to the Boards attention that our American Flag was really small and Sherry and Larry Swank would like to donate a much larger Flag. They will meet with Jim Beck to make sure what size of Flag our Pole will support. The Board approved the donation and thanked the Swank’s.**

**SETTING OF FUTURE MEETING:**

**By unanimous consent of all members present; for the setting of the fall meeting for the Semi-Annual Homeowners Meeting of the Members and the Semi-Annual Homeowners Meeting of the Board of Directors.**

**The Fall Meeting will be held Saturday, Saturday, September 10, 2016 starting at 9:00 a.m. in the Commons Area. Information and notices will be sent for this meeting. A motion made by Don Ratliff, seconded by Lisa Hill and unanimously approved by the Board and Homeowners to accept this date for the Semi-Annual meeting.**

**ADJOURNMENT OF MEETING:**

**There being no further business to come before the Board this meeting was unanimously adjourned, sine die, at 10:30 a.m.**

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Steve Brody, Secretary/Treasurer of the Board of Directors**

**Wawasee Spink Condominiums Homeowners Association**

**Minutes of the 2016 Annual Meeting Of The**

**Board of Directors of the Wawasee Condominium Homeowners Association**

**Held on June 4th, 2016**

**The Annual Meeting of the Board of Directors of the Wawasee Spinks Condominium Homeowners Association was held in the Commons Area on June 4, 2016 at 10:35 a.m. The meeting was called in accordance with the Bylaws and further pursuant to notice given to each Board Member prior to the meeting. All Directors were present in person or via face time and waived any defects of notice of their presence.**

**The President of the Association, William McCabe, will serve as Chairman of the meeting and the Directors that were present in person and waive any defects of notice by their presence were Lee Theis, Steve Brody, Don Ratliff and Lisa Hill.**

**It was noted for the record that any of the Condominium Homeowners could stay, but could only observe the meeting as interested members. It was noted that minutes will be taken and will be prepared and a copy of the meeting minutes along with all the attachments will be kept in the record book. Chairman McCabe also requested that the Agenda be approved for this meeting. \*1. A copy of Agenda is attached to these minutes and incorporated by reference. Upon motion by Don Ratliff and seconded by Lisa Hill the Agenda was unanimously approved.**

***RECORD OF PROCEEDING AND MINUTES:***

**Chairman McCabe asked that Steve Brody report on the minutes of the meeting of the Board of Directors from the last meeting. Secretary, Steve Brody noted that these minutes had been previously distributed to the Board Members. The Chairman asked if there were any corrections, additions, or deletions in regard to these minutes. There being none and upon motion made by Lisa Hill and seconded by Don Ratliff, the Board unanimously accepted and declared the minutes for the meeting approved, ratified and confirmed.**

***TREASURER’S REPORT:***

**Chairman, Theis requested that the financial reports be presented. Steve Brody then stated that the financial reports were presented, approved, confirmed and ratified at the Annual Meeting of the Homeowners. The Board Members agreed with Steve Brody and confirmed that the financial reports were approved.**

***ELECTION OF OFFICERS:***

**Chairman, McCabe stated that the next order of business is to elect the officers for the forthcoming year or until their successors could be duly qualified. Chairman McCabe then nominated the following persons to serve as officers for the forthcoming year or until their successors could be duly qualified and elected: For President William (Bill) McCabe, Vice President Leon (Lee) Theis, and Secretary Steve Brody, Treasure Don Ratliff and Board Member Lisa Hill. Chairman, McCabe called for any other nominations and there being none requested a vote to elect the persons so nominated. Then upon a motion by Lee Theis and seconded by Lisa Hill the Board members voted unanimously in favor of the person nominated to serve in their respected offices and the Chairman then declared that the officers so elected would serve for the forthcoming year or until their successors could be duly elected and qualified. Chairman, McCabe declared that the officers for the forthcoming year, as duly elected are: President: William (Bill) McCabe, Vice President: Leon (Lee) Theis and Secretary Steve Brody, Treasurer Don Ratliff and Board Member Lisa Hill these members will serve as the Board of Directors and the new officers would commence their duties immediately.**

***RATIFICATION OF ANNUAL MEMBERSHIP MEETING MATTERS*:**

**Chairman, McCabe noted that the Board members were present at the Annual Meeting of the Homeowners Associations. Therefore it would not be necessary to repeat or duplicate matters discussed at the meeting other than formal approval by the Board for the Budget, Capital Expenditures and Capital Replacement Reserves. After discussion and upon motion by Don Ratliff and seconded by Steve Brody the following resolutions were unanimously approved.**

**RESOLVED: That the Board of Directors ratify the actions, resolutions, approvals, elections and all other matters that occurred at the Annual Homeowners Meeting which was held just prior to this Annual Meeting of the Board of Directors.**

**BE IT FURTHER RESOLVED: That the Board will continue to follow through with recommendations and suggestions discussed at the Annual Homeowners Meeting.**

***BUDGET APPROVAL:***

**Don Ratliff, who heads the Budget Committee, proposed budget for the 2016-2017 year be approved. After the all discussions were completed and upon a motion by Lee Theis and seconded by Lisa Hill the following resolutions were unanimously approved by the Board Members:**

**RESOLVED: That the proposed 2016-2017 budget as submitted and discussed at the Annual Homeowners Meeting is approved, ratified and confirmed and the proposed budget will be incorporated into the minutes, by reference, of the Annual Homeowners Minutes.**

**BE IT FURTHER RESOLVED: That the budget report as submitted by the Budget Committee for the proposed income and expenditure items for the year 2016-2017 are approved, ratified and confirmed, subject to amendment or adjustment as may be required at a later meeting of the Board of Directors.**

**BE IT FURTHER RESOLVED: That 10% of the association membership dues shall be set aside and reserved for the capital expenditures in accordance with the appropriated provisions of the Indiana Horizontal Property Act (Condominium Law).**

***RATIFICATION RESOLUTIONS*:**

**Chairman, McCabe then asked for a motion concerning ratification of certain acts, decisions, expenditures and activities of the officers of the Associations since the semi-annual meeting. Upon motion by Don Ratliff and seconded by Lisa Hill, all members voting in person unanimously approved the following resolution.**

**RESOLVED: That all purchased, contracts, contributions, compensations, acts, decision, proceedings, elections, expenditures paid or approved, capital improvements made, repairs made and appointments by the Directors and Officers of the Associations from June, 2015 through June, 2016.**

***MAINTENANCE OR REPAIR APPROVALS*:**

**Jim Beck’s recommendations for improvements, maintenance items and repairs to the Board for the year 2014-2015, are as follows:**

**A discussion follow on the following items from Jim’s report for Capital Improvements:**

**Lights Upgrade: Replacing lights by dumpster, lakeside lights with taller ones and redirecting**

**After the discussion on the above items and upon motion by Don Ratliff and seconded by Lisa Hill, all members voting in person unanimously approved the following resolution.**

**Resolved: The Board of Directors the upgrade of lighting by Jim Beck with a budget of $3,000.00.**

***COMMITTEE APOINTMENTS*:**

**Chairman, McCabe suggested that the following committee appointments be made. Upon a motion by Don Ratliff and seconded by Lisa Hill all members voting in person unanimously approved the committee appointments:**

1. **Budget: Chairman: Don Ratliff with Steve Brody, Lee Theis and Bill McCabe**
2. **Insurance: Chairman: Steve Brody with Lee Theis and Jim Cox**
3. **Social: Chairman: Lisa Hill with Wilma Cox, Donna McCabe, Theresa Farber and June Miller**
4. **Building/Pier: Chairman: Don Ratliff with Steve Brody, Jim Beck, Kim Stickley and Lee Theis**
5. **Grounds: Chairman: Jim Beck with June Miller and Sue Theis**
6. **Rules: Chairman: Lee Theis with Don Ratliff**
7. **Spinks Image: Chairman: Jim Cox with Anna Walsh and Pam Davidson**

**SETTING OF FALL DIRECTORS SEMI-ANNUAL MEETING AND OTHER DIRECTORS MEETING:**

**The Board Members agreed that they will meet from time to time on an informal basis or by phone conference as needed. The Board then unanimously set the 2016 Semi-Annual Meeting of the Board of Directors to be held on September 10, 2016, following the Homeowners Meeting, in the commons area. It was noted that members of the Association are entitled to attend the Board meeting as interested members.**

**CONCLUDING BUSINESS MATTERS:**

**Chairman/President Bill McCabe asked if there were any other matters of business to come before the board. There being none the same was unanimously adjourned, sine die, at 10:49 a.m.**

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**Steve Brody Secretary of the Board of Directors**

**Wawasee Spinks Condominiums Homeowners Association**