



APPROVED

**Potawatomi Property Owners Association (PPOA)  
Monthly Board of Director's Meeting  
Date: Sunday, 11/3/2013**

**Board Members Present:** Roberta (Bobbie) DeLizio, James (Jim) Lancour, Nancy Collyard, Vern Wilcox, & Mary Sorensen

**Special Guests:** Andrew Lohman, Rental Committee

**PPOA Members Present:** none

**Meeting was called to order** by Vern Wilcox at 9:07AM at Vern Wilcox home

**Minutes:**

- Vern Wilcox asked for a motion to approve the 9/28/2013 PPOA Board of Directors Meeting Minutes that Secretary Mary Sorensen emailed them. Nancy Collyard made the motion to approve the minutes and James Lancour seconded the motion. Motion carried. Mary Sorensen will have the minutes posted on the Town of Barnes website the week of 11/3/2013.

**Audit Review:**

- Reviewed preliminary copy of Attorney Dave Webb's audit. Concerns and discussion was had. Vern Wilcox will get in touch with Attorney Dave Webb regarding the concerns.
- Next Step: A letter will be sent to prior PPOA Board Members regarding PPOA missing items.

**Financial Report:**

- Bobbie DeLizio, Treasurer, said there is no report at this time.

**Caretaker/Maintenance Report:**

- Jim Lancour and Rodney Berg winterized the Island and Campground. A BIG THANK YOU to Rodney Berg and James Lancour for volunteering.
- Thank you to Vern Wilcox and James Lancour for cleaning out all freezable items on PPOA Island & Campground. They have been placed in warm storage.

**Rental Report:**

- Andy Lohman, PPOA member, reported on how he is coming along with the new rental system. Discussion held regarding emailing Andy for requesting dates to rent units in 2014 until a Website is created or chosen.
- **Cabin availability:** Andy will post a weekly update of the 2014 cabin rental schedule when a location has been decided.
- **Payment of Rental Units:** When a reservation is booked, there will be a required deposit to hold the reservation. If the deposit is not paid by the date requested, the reservation will be cancelled. It will be a requirement that PPOA members sponsor people renting. Discussion held regarding what kind of payment will be accepted—(Pay Pal, check, Money Order and/or cash with receipt)—yet to be decided.
- **Discussion held on cabins that are not safe to rent.** James Lancour made the first motion not to rent out the Caretaker Cabin because it is not safe. Bobbie DeLizio seconded the motion. Motion carried. A discussion was held to have the cabins inspected by a professional.

- **A Cleaning Deposit** will be required on all Island rentals. There will be a cleaning check-off list in each cabin for renters after they have cleaned the unit. There will be cleaning supplies in each cabin. A cleaning person will be hired. That person will check to see if the cabin is clean. If the cabin is clean, the renter will be reimbursed for their cleaning deposit. If the cabin is not clean, renter will not be reimbursed for the cleaning deposit.

**Refundable Cleaning Deposits if cabins are clean will be:**

\$ 30 small cabins (Cabins 1, 2, 3, 4, 5, 6 & Cedarwood)

\$ 75 large cabins (Lakeview & Lodge)

\$350 whole Island (9 cabins in total)

**Charges for 2014 Cabin Rentals will be as follows plus 5.5% tax on all units:**

\$125 Lodge (with a 2 night minimum)

\$105 Lakeview (with a 2 night minimum)

\$ 60 Cedarwood

\$ 55 Cabin 1

\$ 45 Cabin 2

\$ 45 Cabin 3

\$ 45 Cabin 4

\$ 45 Cabin 5

\$ 45 Cabin 6

\$500 Whole Island (9 units with 2 night minimum)

- **Animal Policy:** There will be no additional cost for animals but they must be leashed at **ALL** times. Animals are not allowed on the beach.

**OLD BUSINESS**

- **FIREWISE-Chipping Program-** Vern Wilcox is writing 3 grants for the Firewise Program:
  1. 2014 Chipping Program
  2. Contribution for the Drumbeat for \$350 printing supplies
  3. Firewise Education Meeting @ PPOA Screen House
- **Culligan Water Softener System:** The water softener system was not working and was repaired by Culligan before they uninstalled it for the winter. Discussion was held re: Culligan will try to sell our water softener system.
- **Treasurer-Salary:** Discussion held re: Accountant vs. Bookkeeper vs. Tax preparation vs. Treasurer for PPOA. Salary will need to be determined for Treasurer.

**NEW BUSINESS**

- **Insurance Review:** Bobbie DeLizio stated the PPOA Board of Director's insurance is in place. The PPOA existing insurance policy will remain in effect until Spring when there will be a review.
- **Communication:**

**Drumbeat Committee:**

**Drumbeat Articles Editor:** Nancy Collyard

**Letter from President:** Vern Wilcox

**New Rental Policy:** Andy Lohman & Vern Wilcox (Reviewed by Board before printing)

**Calendar:** Nancy Collyard (Bobbie DeLizio will give 2014 PPOA calendar to Nancy Collyard)

**Assessment Policy/Liens information:** Nancy Collyard (2014 Assessments will be due by April 1, 2014. Liens will be filed against unpaid assessments.)

**PPOA Survey/Poll:** Nancy Collyard (Survey will be sent in 2014 to all PPOA Members)

**PPOA Sponsors:** Vern Wilcox and Bobbie DeLizio (ideas given for \$50 donations for the Drumbeat)

**Firewise Sheet:** Nancy Collyard will put in Drumbeat

**Address Labels:** Mary Sorensen updated address labels for PPOA through Bayfield County and will print out address labels.

- **NOTE: PPOA Mailing address has been changed to Vern Wilcox' address.**
- **Storage:** Vern Wilcox and James Lancour took all freezables off of island-older items will be disposed of properly. Paper storage will be kept locked up on the island.
- **Website:**  
**The Official Audit results** will be posted on Town of Barnes website when completed.  
**PPOA 2014 Calendar** will be posted on Town of Barnes website
- **Sending out 2014 Assessments:** James Lancour, Nancy Collyard & Bobbie DeLizio will meet to assemble 2014 Assessments. Mary Sorensen will buy address labels & envelopes, print out PPOA address labels and place on envelopes for assessments.
- **Electrical Bill:** Discussion held on electrical bill
- **Community Center Idea:** Vern Wilcox brought up on an idea of having a Community Center for PPOA Owners in the future. Discussion held.
- **WE COULD SURE USE MORE VOLUNTEERS ☺**

#### **ADJOURNMENT**

Nancy Collyard made a motion to adjourn the meeting at 1:07PM and Vern Wilcox seconded it. The motion was carried.

**Respectfully submitted by Mary Sorensen**