

**MINUTES OF THE BOARD OF DIRECTORS
TERRE DU LAC ASSOCIATION, INC.
EXECUTIVE DECISIONS MADE BY POLLING BOARD MEMBERS
BY EMAIL DURING WEEK OF
MARCH 22 – APRIL 1, 2020 DUE TO COVID-19**

I. Present by email were Debra Thacker, President; Duane Patt, Vice President; Gary Keithly, Treasurer; Gary Combs, Secretary; Andy Kearns, Adam Hector and Mike Miller.

II. NEW BUSINESS

A. POLL – EXTENSION OF TIME FOR PAYMENTS OF DUES AND ASSESSMENTS

Sunday, March 22, 2020 @ 6:44 PM

Email sent to Board members from Board President stating Mr. Combs made a Motion to extend the due date of dues and assessments from May 1 to July 15 due to the loss of employment in Missouri related to COVID-19. Mrs. Thacker seconded. Vote – 6 yes by email; 1 yes by phone; 0 nos.

B. POLL – APPROVAL TO CREATE AN ANIMAL CONTROL COMMITTEE

Tuesday, March 24, 2020 @ 9:58 AM

Email sent to Board members from Board President making a motion to approve an Animal Control Committee and appointing Mary Schaeffer as chairperson. Mr. Patt seconded. Vote – 5 yes by email; 1 yes by phone; 1 no response.

C. POLL – APPROVAL TO USE NICK HUDSON, IT CONSULTANT, ON AN AS-NEEDED BASIS

Wednesday, March 25, 2020 @ 10:30 AM

Email sent to Board members from Board President requesting approval to hire an IT Consultant on an as-needed basis. Upon entering to work one day, all of the Public Works Directors' files were missing from his computer. Due to this emergency, the President immediately hired Nick Hudson, IT Consultant, to examine the computer. The Windows Update program was corrupt and the Public Works Director's computer's hard drive had to be replaced.

Mrs. Thacker made a motion to authorize the Board President to use Nick Hudson as the IT Consultant for Terre Du Lac Association, Inc. on an as-needed basis. Mr. Patt seconded. Vote – 4 yes by email; 1 yes by phone, 2 no response.

D. POLL – MOTION TO AUTHORIZE CODY TO APPROVE EPA PERMITS W/OUT HAVING TO GET APPROVAL FROM THE BOARD

Email sent Wednesday, March 25, 2020 @ 5:08 PM

Email sent to Board members from Board President informing them that Cody Gillette will be receiving an influx of permits due to the EPA remediation starting up again.

Mr. Patt made a motion to provide Cody with the authority to approve all EPA permits that are requested by homeowners for the EPA remediation without having to obtain prior approval from the Board. Mrs. Thacker seconded. VOTE – 4 yes by email; 1 yes by phone; 2 no response.

E. POLL – APPROVE MARCH 2, 2020 MINUTES

Email sent Wednesday, March 25, 2020 6:33 PM

Initial email sent to Board members from Board President requesting approval of the March 2, 2020 executive meeting minutes. Mr. Patt requested a minor edit. Email resent email to Board members on March 27 @ 11:36 AM requesting approval of minutes as amended. Mr. Patt seconded. 4 yes by email; 1 abstain (not present at March 2 Executive Meeting); 1 yes by phone; 1 no response.

F. POLL – BOARD APPROVAL TO CONTRACT WITH THURMAN AND SHINN, AUDITORS

Email sent Thursday, March 26, 2020 11:57 AM

At the Executive Meeting on March 2, 2020, Mr. Patt offered to follow up on the letters sent out on January 28, 2020 to four auditors and contact/call Richard Black; Detring and Nelson; Muloney, Wright and Robbins; and Thurman and Shinn. All firms said no except for Thurman and Shinn. Thurman and Shinn informed Mr. Patt that they were interested and submitted their bid on March 21, 2020 via email. Mrs. Thacker forwarded the bid to all Board members on March 21, 2020.

Email sent to Board members from Mrs. Thacker stating the Board has done its due diligence in attempting to find an auditor for 2019, 2020, and 2021 and would like to move ahead. Thurman and Shinn's bid was \$11,500 for each year.

Mr. Patt made a Motion to allow him to Contact Thurman and Shinn accepting their bid for auditing TDL Association, Inc. for the Years 2019, 2020, and 2021. Mrs. Thacker seconded. 4 yes by email; 1 yes by phone; 1 go out for more bids; 1 no response.

G. POLL – OUTSOURCING PAYROLL

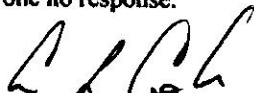
Email sent Thursday, March 26, 2020 @ 6:10 PM

Finance Committee had discussions with individuals from the Paychex system. According to figures provided by Paychex, start-up cost is approximately \$2,110 first year, which includes a one-time set up fee of \$600.00. Second year should be approximately \$1370.

Six board members responded by email with "approve;" one no response.



DEBRA THACKER, President



CARY COMBS, Secretary