

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

1) Reserve Study – necessary for proper Reserve Fund planning, as identified by our auditors. \$3000 was budgeted in 2020 for a Reserve Study. Home Inspection done last year was part of the groundwork.

Finding a provider has been difficult. Zavada & Associates do Reserve Studies, but, in their capacity as our auditors, cannot provide this service for us. They suggested that Bill Owens was the only other local provider for these that they know of. Bill Owens is no longer doing them and recommended Joe Marder of NEP Tax and Accounting out of Carbondale.

Joe Marder has offered an estimate for his services for this at \$80/hour. We would buy the software @ \$795, with annual maintenance costs of @ \$150. On average, including the software, a reserve study costs \$5,000. Would vary depending on time required. We have limited common elements, comparatively. He has offered references and is willing to meet to discuss.

Engaging Joe Marder for Reserve Study was proposed as an Action Item to the BOD in October. The proposal was not accepted. Given this direction, the 2021 budget does not include funding for a Reserve Study.

ACTION ITEM: A free “DIY Reserve Study Kit” from Association Reserves, Inc was acquired through a lead on CAI’s website (Community Associations Institute). The cost of a DIY reserve study by this method is \$349. We create the list of Common Elements in their format, including any information we can gather relative to age, maintenance and current reserve funding, then submit that to the company. They assure a 1 week turnaround to do their part in taking that information and creating the study.

2) Right of Ways on our west shore are being researched. We have good understanding of some of the Right of Ways following conversation with our counsel who had looked into them previously. There are other Right of Ways there that require more research.

3) WLLA Owned Lots – a request was received to purchase one of these lots. The lot in question was acquired by WLLA from the Pike County Tax Claim Bureau and is designated “common area.” This inquiry and any options are being researched.

4) Email system for the BOD – **ACTION ITEM** – the Planning Committee would like to request that this project be given to us. It is similar to the task of researching remote access for the BOD that had been ours previously. We understand the goal to be separation of BOD emails from personal emails.

We have initiated conversation with John Schwenkler and Marisa Boehme who tend our website, and with Mike DeVita who brought Simple Lists on board.

Marisa had already researched costs and found that adding email hosting to our current website would cost \$72/board member/year after the initial 50% off promotion expired. She found another provider for which the annual cost would be roughly \$50 (\$30 for the email hosting; \$20 for an addition domain name as it cannot be integrated to our current website). She recommended perhaps walkerlakeboard.com for the domain for this purpose. Then each board member would have an email address by name, @walkerlakeboard.com. The content for email is unlimited with this provider. **ACTION ITEM?**

<https://www.one.com/en/email>

5) Scopes of Work for Committees – this project had been tabled when the bylaws were being rewritten in 2019. This work should be resumed if current bylaws pass.