

LAKES OF BUCKINGHAM CO-OWNERS ASSOCIATION

Board Meeting Minutes

January 15, 2026

- I. President, Mike Majewski called the meeting to order at 5 pm.
Board Members present: Ted Williams, Stan Scheumann, Mike Majewski, Kenderick Boyd, Jim McCann, Tim Becker, Tom Steinhauser and Debbie Woodroof. Present via Zoom: Karen Gleave
- II. **Resident Concerns** – Tom Steinhauser had reported the following light issues:
- a. Security Light at Pool not working (A review of the security cameras indicates they are functioning properly – 7 pm – 6 am)
 - b. Light at South Lakes Island Sign not working (TNG was contacted and Rogers Electric will need to repair/replace the fixture as weather permits)
 - c. General Lights at individual units not working (Mike asked Tom to supply specific addresses so TNG can issue letters)
- III. **Approve Consent Agenda** –
- September Meeting Minutes – 11.20.2025**
- Treasurer’s Report – November and December 2025 Financials**
- Total assets November – Treasurer, Tom Steinhauser did not supply the November Report.
Total assets December – Checking - \$115,298.24, Savings - \$168,783.37, for a total of \$284,081.61
Stan Scheumann submitted an updated inflation listing of the board approval limit spreadsheet updated for 2026. Stan asked several questions regarding the new treasurer’s summary Tom provided. Stan questioned why the balances Tom listed on his summary do not agree with the financial report TNG produces. Tom indicated his report is based on the Bank’s ending balance as of 12/31/25. Stan pointed out that the financial report Tom is using includes prepaid dues for Q1 2026 dues paid in advance since those were deposited as received in December. Stan provided the board copies of the P&L and A/R report from the QuickBooks bi-weekly download he has been receiving from TNG. Tom does not use QuickBooks, so Stan offered to continue to create these two reports each month.
- Committee Reports – None**
- Debbie Woodroof moved and Tim Becker seconded that the Consent Agenda be approved minus the inclusion of the November Financial Report. Motion passed.**
- IV. **Old Business** –
- a. **Approval of LandArt Invoice for 11.30.25 snow removal -**
Debbie Woodroof moved and Mike Majewski seconded that the LandArt invoice # 38480 for \$7,700.00 be approved. Motion passed. Because this invoice and the invoice for the leaf pick-ups in November for \$17,252.50 were received so late in December, they will be included towards our 2026 costs and will affect the overall 2026 budget lines. This will also come into play since the final leaf clean-up was not able to be completed until after January 1, 2026.
 - b. **Foreclosure Status Update - Debbie**
Debbie explained how the Sheriff’s Sale process works in a foreclosure. Our attorney will be submitting a written bid for the outstanding debt owed to LOB. Ted Williams felt the board should formally authorize our attorney to submit the bid. **Ted Williams moved and Stan Scheumann seconded that Eads, Murray & Pugh submit a bid for the total outstanding amount to payoff the debt plus additional attorney’s fees. Motion passed.**
 - c. **Attorney recommendations – Painting & Lake Maintenance Compensation – Governance Committee**
We are asking Eads, Murray & Pugh for guidance on how to proceed on two issues. More to report.
 - d. **Monthly Agenda Calendar Review –**
Mike briefly discussed the monthly calendar for agenda topics

V. New Business –

a. Eads, Murray & Pugh Retainer Renewal, Search for new attorney?

Stan Scheumann moved and Ted Williams seconded that we pay the annual retainer of \$850.00 for 2026. Motion passed.

b. Reimbursement for Zoom and Adobe for 2026

Ted Williams moved and Stan Scheumann seconded that Debbie Woodroof will be reimbursed for expenses associated with the billing of the annual Zoom subscription renewing on 1/31/2026 for \$159.90 and quarterly submissions of \$64.17 for the Adobe Acrobat subscription, both billed to her credit card. Total reimbursement annually of \$416.58. Motion passed.

c. Approval for J A Ford Proposal for Job 20251112 – Grounds Committee Motion

Debbie Woodroof moved and Tom Steinhauser seconded that the board approve J.A. Ford proceeding to remove and trim trees at two locations for a total cost of \$3,787.50. Motion passed.

d. 2025-26 Insurance Policy COI Process

The Master Policy COI form was sent with a cover letter in December 2025. The letter requested each individual unit owner send in their policy COI to TNG by January 2026 to be in compliance with the Declaration. TNG has received approximately 30% so far. Follow-up will be necessary.

e. 2026 Garage Sale Dates – tentative: May 15-16, Sept. 11 & 12

Debbie did reach out to the Village & Villas presidents regarding these dates. The Village will coordinate those dates for their sales. Debbie will see what date the City is planning on having the Great American Clean-up in 2026.

f. Neighborhood Planner – attendance at February Meeting?

We have been approached by a neighborhood planner attached to the NE area who would like to attend a board meeting to introduce herself and get to know more about LOB. It was agreed we will extend an invitation to have her attend the February meeting.

g. 2026 Grant Application due 3.13.26

Mike will be working on the application again this year. The grant request must be for anything that promotes community and cannot be used for any maintenance. \$5k is the max. He is meeting with Holly Munoz next week.

h. Snapshot Summary & Highlights from 1.6.26 meeting with TNG

i. Procedure for approving invoices

Kenderick Boyd moved and Tom Steinhauser seconded that any project exceeding \$2,500 would require a committee to obtain a minimum of two bids. Motion failed with two votes in favor, six opposed, one abstained.

Tom voiced concerns about approving any invoices before payment is made to the vendor. Mike voiced concerns about delaying vendor payment until Tom has reviewed the charges. Committees will continue to approve payment of invoices and will include Tom when communicating approval via email.

ii. Merge budget categories

Tom proposed a change in how the budget lines would appear in the financial reports.

iii. Late Fee calculations

Stan Scheumann moved and Debbie Woodroof seconded that as of 2nd quarter 2026 we begin charging a late fee of 15% of quarterly dues assessment if the assessment is not received in full by the 15th of the month. An additional 1.5% late fee will be assessed if the assessment is not paid by the 30th of the month. Motion passed.

iv. Bank Change, discussion, is there a compelling reason?

Tom would like to move LOB accounts to Chase because its more convenient for him; Chase does not charge monthly fees and he does not like their website. Mike stated that he would prefer a local rather than a national bank. Both Stan and Mike commented that moving to Chase would require a significant change in ACH processing in both time and cost. TNG does not use Chase for any of their properties. **Tom Steinhauser moved that we move LOB accounts to Chase. The motion died for lack of a second.**

i. Summary of Lunch and Listen meeting held with Community on 1.10.26

Mike gave a recap of the resident concerns that came up at the Lunch & Listen.

i. Status of Mailbox repair, paint throughout community

ii. Overspread of salt on drives when streets are salted

j. Standing Committee make-up and reassignments, involve more residents not on Board

Mike will be chairing the Long-Range Planning Committee.

k. Communication – Clarity, Conciseness, Correctness

Mike discussed some basic ideas regarding communications.

l. Tom would like to explore whether or not to use Houlihan for our annual financial review to see if we can save costs. Stan cautioned that we would need to specify the scope/perimeters of what the firm would be reviewing. Debbie suggested Tom talk with TNG to see who else they work with because they are the supplier of the information.

VI. Announcements –

- a.** New Lunch & Listen – Saturday, February 14, 2026 – noon – Clubhouse
- b.** Next Board Meeting – February 19, 2026 at 5 pm – Clubhouse
- b.** 2026 Annual Meeting – Thursday, October 22, 2026 (note 4th Thursday) – St. Joe Township Hall

VII. Adjournment –

President, Mike Majewski adjourned the meeting at 6:45 pm.

The board then moved into Executive Session.

Respectfully submitted,

Debbie Woodroof, Secretary