

**Caribou Lake Property Owner's Association
Board Meeting Minutes
February 4, 2013**

The meeting was called to order by President Larry Mullen at 8:00 PM, via conference call.

The following board members were on the call: Bill Dunn, Bob Reid, Bob Hewitt, Diana Kamp, and Fred Morris. Absent: Louise Suomi.

The meeting agenda was approved with no additions.

The 2012 Financial report prepared by Louise Suomi, and presented by Larry Mullen was approved. The \$3,514.16 checking account balance does not include a \$800 reimbursement for lake monitoring lab fees due from Cook county which are expected to be received in the next few weeks.

Bill Dunn requested that the financial report be also prepared in a format that summarizes normal operating income and expense separate from extraordinary items. Larry Mullen will work with Louise in formatting a report. Louise Suomi has filed the annual state sales tax report and Larry Mullen will be filing the state and federal corporate income tax forms prior to the March 15 deadline.

Bob Hewitt reported that the Governance committee will be conducting a financial audit of the association's books this summer. Members of the committee are Bob Hewitt, Fred Morris, and Tim Nelson.

Mullen reported that the board officer position of secretary was still open, being vacated by Sally Westby last September. He also stressed recruitment of new board members, with a goal of one or two new members by the fall meeting.

A number of new members have been added to the association over the last couple of years. Mullen will work with Suomi in getting an updated membership list out to the board.

Communications to the general membership in the past have been done by mailings. Discussion was held on ways to streamline the process, with the goal of reducing labor time in assembly, postage costs, and printing costs. Consensus was given to utilizing our e-mail lists and web site more in the future. For the spring general membership informational meeting, it was agreed, that a post card would be utilized, informing the members the meeting time and place and directing them to our web site for the meeting agenda and other meeting items. A contact number would also be given on the post card to request a mailed copy of the agenda and other items. The notice would also go out thru a mass e-mail to all members that we have email addresses for, with the agenda and any other applicable items as attachments.

The meeting was adjourned at 12:30 PM