

November Trustee Meeting 11/11/25 6-7:28pm

Attendees:

Sharon Woelbling
Shyla Conrad
Lisa Alexander
Jason Chadwell
Melissa Huelskamp

- Lisa Alexander has been appointed as third Trustee to replace Sharon W's old position on the board.
- Jason Chadwell attended the meeting and expressed interest in being on the C&R Committee. He has volunteered to take on this position. Lisa and Sharon reviewed the position responsibilities, documentation and processes with him.
- Website updates/letter templates have been updated to reflect Trustee/C&R changes.
- Front Steps is an app that Trustees are getting access to (through DNI) to be able to view financial information for Bear Creek. Shyla and Lisa will contact DNI to get access. Community Records -> Board Documents
- Sharon will show Lisa how to get access to DNI Lockbox to approve invoices submitted to Bear Creek for payment.
- Sharon reviewed Midwest Pool repair recommendations. She will contact Midwest Pools to get more information on what some of these re and the impact to not getting the repairs done. Priority items:
 - 1.) Seal interior bead line above the tile to prevent leaking.
 - 2.) Replace underwater light assembly and Rewire.
 - 3.) Install 3 skimmer weirs.
- Sharon will ask about pricing of these items (labor/product).
- 537 homes that we collect \$300 assessment from.
- K. Flynn is the company Bear Creek uses for insurance. Sharon will work with them to get 2026-2027 proposal. Insurance is not due until March.
- Sharon will work on determining taxes for subdivision/common ground (what is common ground considered and who is responsible for what?), depreciation items, updates for estimation on taxes within budget for upcoming years.
- Election mailings have been determined:
 - o 3/10 Annual Homeowners Meeting @ Clubhouse
 - o 2/28 Ballots/Budgets should be received by homeowners in postal mail
 - o 2/19 Ballots/Budgets should go out in the mail
 - o 1/23 Candidacy/Pool Forms go out in the mail
- January Homeowners/Committee meeting will be held on Tues, 1/13 6pm.

- Sharon will send Shyla the list of our vendors (landscaping, pool, insurance, etc) so that they can attend an upcoming meeting (official introductions/responsibilities).
- Annual Homeowners Meeting invite has been sent out to include Trustees, Committees, Alderman, Mayor, Golf Course, and Attorney.