

**Special Meeting of the Lake Arrowhead Property Owners
Board of Directors
May 2, 2020**

Because of the Covid-19 pandemic and restrictions placed on gatherings by the State of Michigan, the regularly scheduled meeting for this date was cancelled and a Special, Call-in Board Meeting was held instead. Members were invited to sit in on the meeting at the LAPOA Office provided they wore a mask, washed hands, and maintained social distancing. The Secretary was present at the Office to operate equipment and to ensure that safety requirements were met. One non-board LAPOA member did attend.

-The meeting was called to order by President Ronald Race.

-Attendance: All board members were present except for Cory Ames who was absent and Carolyn Wright who was excused. Paul Cutting and Dave Johnson were slightly late. Contractors were excused.

-**Minutes:** Trisha Fowler moved to approve the minutes of the January 25, 2020 Board Meeting. Dick Miller seconded the motion and it passed unanimously.

-**Treasurer's Report:** Treasurer Judy Race reported that she had been paying bills and monitoring income and expenses while she was out of town. She just got back and has not had a chance to go through everything thoroughly but there were no unusual income or expenses to report. Judy will email a report to the board once she is caught up. Ron Race Jr. moved to accept the Treasurer's Report. Mary Davignon seconded the motion and it passed unanimously.

-**Contracts:** It is not clear whether or when the Campground and/or Pool will be opened this summer. Judy recommends putting the Campground and Pool contracts on hold until we have more information. Much depends on the mandates of Governor Whitmer and the Health Department. Becky Vought has some background information through her position with the state: Becky reported that we can't do anything at least until May 15, 2020 because of the Stay Home order. The Campground well needs to be chlorinated and tested. She did not believe we could open either amenity until 5-28-2020 or later. Some proposed changes that are under discussion by state authorities: If the Campground is open, allow people to camp if their camper is their only residence in the state. It is unclear if common areas would be allowed to be opened. Extra cleaning may be required. The Campground may need to leave every other site left vacant. Becky reported that pools are considered to be low priority. They may be allowed to open at 50% or lower capacity. Patrons would need to be signed in with contact information provided for tracing purposes. Chlorine levels may have to be increased and all touchable surfaces cleaned hourly. In light of the uncertainties surrounding the Campground and Pool, the Pool and Campground contracts were tabled. With the board's consensus, the Campground and Pool contracts were put on hold and President Ronald Race called for a ***Special Board Meeting to be held on Thursday, May 28, 2020 at 7:00 p.m.*** By that time we should have more information from the authorities.

-**Contracts:** Judy Race explained the changes she included in each of the proposed contracts.

-Roads, Equipment, and Grounds Contract: Tom Rozycki moved to approve the proposed contract. Paul Cutting seconded the motion and it passed unanimously.

-Maintenance Manager Contract: Becky Vought moved to approve the proposed contract. Tom Rozycki seconded the motion. The motion passed with Ron Race abstaining.

-Accounting Agent/Financial Manager Contract: Dick Miller moved to approve the proposed contract. Trisha Fowler seconded the motion. The motion passed with Judy Race abstaining.

-Accounts Receivable Agent Contract: Mary Davignon moved to approve the proposed contract. Paul Cutting seconded the motion. The motion passed unanimously.

-Office Manager Contract: Mary proposed amending the contract so that the Office Manager would still have an average of 11 hours per week but the scheduled hours would be reduced to 8/week and the flexible hours increased

to 3/week. In addition, maintaining a key log was added to the Office Manager's duties. Judy disagrees; she doesn't think that our Office Manager needs more than 52 hours per year for duties performed during non-scheduled hours. She wants to revisit after this full year contract, not change now. After discussion by the Board, Mary Davignon moved to approve the amended proposed contract. Dick Miller seconded the motion. The motion passed with one opposed.

Tom Rozycki suggested we have a task force to look into Covid-19, and state requirements, and government programs that might offer assistance. Judy has already researched this.

-Collections: Judy Race reported that Mary sent out another batch of Collection letters and we will continue to pursue outstanding monies through the court. We will not file more cases until after June 15th. Mary reported that the state has suspended all tax foreclosures and that many of the courts are closed.

Gas Wells: Dave Johnston reported that the market is glutted with natural gas. Prices are very low and he does not expect significant increases soon.

Real Estate: Paul Cutting and Mary have been working on the sale of a lot that is not part of common grounds. The woman who expressed interest did not follow through so it was advertised in the March 2020 newsletter and will appear again in the June newsletter.

Ron Race Jr. reported that some people are interested in a lot on Shiawassee that appeared to be "landlocked." Further investigation shows that there is an easement which is important since the prospective buyers intend to build. Ron Sr. notified us that there is a lot near there that is owned by LAPOA that is not part of the common grounds that can be sold. Years ago, a lot was sold to a Mr. Tuzinowski who has paid taxes and membership dues for years. We discovered that he never registered the property in his name. Mary contacted him several times about registering it, but it was not done. Ron Race Sr. moved to Quit Claim the property to Mr. Tuzinowski in accordance with the sale and paperwork we have on file, and to register the deed. Paul Cutting seconded the motion and it carried unanimously. Mary and Paul will handle it.

Roads: Ron Race reported that there were some minor hydraulic issues with the truck which were repaired. He's heard good reports about Tim's work on the roads. Ron will be working to arrange grading to drain the water from in front of the new trash compactor building. The land around the building will be graded and gravel added.

Ron also reported that the high water level will require adding stone to the boat launch area. The ground must be maintained for tire trucks as well as members. He is looking into "6AA washed limestone" and will make sure the size of the aggregate is not too large as to not cause a trip hazard. The funds will come from the Lake Improvement funds. The boat launch dock and other docks will be installed after this work is completed. The "No Wake" signs that he ordered were cancelled by the vendor as not available. He will re-order them. There was a discussion about the lake being at record height, boats that make large wakes, and how to protect our shorelines. Mary will use social media and newsletter to encourage people to avoid producing wakes. Ron inquired if Beechnut and Fallen Timbers needed gravel. Tom reported that it does. Ron will order aggregate. (Connie Stubli left at 10:28.)

Ron reported that Northern Tank is charging about \$3,500 less than they did last year. They are the cheapest. One application of brine will be ordered to be applied before Memorial weekend we hope one application will hold us through the summer. Another (more expensive) company offered to treat one mile of road for free as a test and Ron will schedule it

-Long Range Planning: No report under present circumstances.

-Financial Recommendation: These will have to be addressed at a Membership meeting but the consensus was that discussion of dues increases should be tabled until next year.

Lakes/Parks: Ron Race reported that we need a permanent resident to change out the "Fire Danger" sign on Arapaho. Mary suggested a new member who may be willing to take care of it.

Building Control: Ron Race Jr. reported that permits were issued for a house on Okemos and for a pole barn on Wasau. Prior to our meeting Ron Jr. sent the board an updated Building Permit Application form and Building

Control Best Practices. Ron Jr. reported that our bylaws already prohibit shipping containers or pods to be left on property but a variance could be issued in emergency situations such as a fire or flood. A container could be permitted for 60 days. This is outlined in the updated Building Control Best Practices. Paul Cutting moved to approve the changes in the building permit and process. Buddy Pardo seconded the motion and it passed unanimously.

Building Maintenance: Ron Race explained that the mailbox issue needs to be addressed. There is currently no order to the box assignments. He recommends that we purchase two additional banks of boxes for current needs and future expansion. Paul Cutting moved to move forward on the mailbox re-assignment process and to authorize the purchase of two clusters of mailboxes with the expenditure not to exceed \$2,000. Tom Rozycki seconded the motion and it passed unanimously.

Ron reported that the preventative maintenance was just done on the compactor and that all is working well.

-Zoning: Mary reported that she sent a letter to the property owner of the house on Arapaho regarding the vehicles left on the lot. She has not had a response or seen any changes. Mary did not send notice to the house on Pueblo for which we received complaints. Nothing could be done because of the deep snow. Ron will talk to the property owner and we will follow up with a letter.

-Campground: Becky Vought reported that other than security cameras, the planned improvements will be postponed until we can see what the budget will allow.

-Forestry: No report. The Board extends our heartfelt sympathy to board member and Forestry Chairperson Carolyn Wright whose husband Tim passed away on Thursday. We are awaiting approval from the Department of Agriculture in regards to our grant application.

-Pool: Pool Doctors will be contacted to cancel opening work due to E.O. Leaves will be removed from the Deck to avoid staining.

-Security Cameras: Ron Race reported that the cameras are working fine. We had three situations that required action: Two of illegal dumping and one of the theft of the broom and shovel from the compactor building. Michigan State Police assisted and Letters were sent to members. Law enforcement is following up on the theft incident.

-Trash: Judy reported that the dump tonnage for January through mid-April is much higher in 2020 (60 tons) than it was for the same period in 2019 (45 tons). She suspects this may be because people are cleaning out homes and because many of the charities are not accepting goods.

-Maintenance Garage Fans: Ron Race reported that the new fans appear to be saving us money.

-Newsletter: Mary Davignon reported that we are required to send one out each June. We have several items must be included. Crossroads is not working so we will have to produce it ourselves.

-Pavilion Rentals: Mary reported that the Pavilion has been rented for four dates this summer. One date is for the end of May. The consensus was to contact member and inquire if they want to keep the date or cancel as we do not know if the governor will allow the gatherings.

-Bid & Spending Policies: Paul Cutting moved to revise the Accounting Agent contract to increase the spending authorization of the Accounting Agent from \$1000 to \$2000. Trisha Fowler seconded the motion and it passed with one abstention.

Trisha Fowler moved to require the board to attempt to solicit three bids on expenditures of over \$2500. Buddy Pardo seconded the motion and passed unanimously.

-Geologist: Ron Race explained that since the death of Jeff Anagnostou last year, we are without a geologist. We need to keep monitoring the health of the lake and be guided in regards lake level. Mary knows people in the field and will reach out for a recommendation.

Flowers: The board authorized the purchase of flowers for the Wright family Judy will order them.

Adjournment: At 11:45 Paul Cutting moved to adjourn, Tom seconded the motion and it passed unanimously.