

**Minutes of the Lake Arrowhead Property Owners Association  
Board of Director's Meeting  
August 6, 2022**

Meeting was called to order by President Carolyn Wright at 9:02 a.m. in Lancaster Hall.

**Attendance:** *Present:* Carolyn Wright, Paul Cutting, Dana Stubli, Nicole Burroughs, Ron Race Jr., Tom Rozyki, Brandon Sears, Judy Race, Ron Race Sr., Dan Burroughs, Jeff “Fango” Kennedy, & Gary Smith. *Present via telecommunications:* Katie Warner. *Excused:* Dave Johnston. Magdalena Sinatra was present; all other contractors were excused.

**Minutes:** *A motion by Dan Burroughs. to approve the minutes of the July 2, 2022, board meeting was made, and seconded by Paul Cutting. Motion carried unanimously.*

**Officer Reports:**

**President:** Recount was conducted by the 2022 election committee after an administrative error was discovered through mail-in ballots. The results from the recount concluded that there would not have been a tie, and the 6<sup>th</sup> position would have belonged to another candidate. The president spoke with both parties involved – no change requested; results from July 2 will stand. Accounting agent contractor position become available with the official resignation of Judy Race. Paul will remove himself from the hiring process as a conflict of interest. Judy will continue until October 31, 2022, so she may train her replacement and revise contracts for both accounting agent and office manager to align with duties. Hiring process will be conducted with the assistance of current contractor and any other board members wanting to be involved. Interview team will provide their recommendation to the board for final vote.

**Vice President:**

Nothing to report

**Treasure/Budget:**

90.5% assessments have been paid to date. Association checkbook: \$27,558.69; Campground checkbook: \$7,205.03; Pickleball donation: \$100; Campground Pop can fund: \$3,003.46; Other checking account: \$58.44 totaling \$37,925.62 cash on hand. \$134,094.85 association savings, \$7,000.41 campground savings, \$15,808.87 forestry. Tree removal cost was taken out of lake improvement while we waited for the money from the harvest; when we receive final check from harvest, \$14,500 will be added back into lake improvement fund and taken from forestry. Holding \$3k for stolen swing set. \$7,536 plus another \$2k since 7/23/22 in gas wells which brings total to around \$20k of unbudgeted money. Reserve fund stands at \$111,023 which includes the addition of the first payback of the campground expansion loan (\$20K); current balance left on loan is \$72,700. \$283,558.16 in savings, giving us a total of \$322,333.78 in savings, checking, and petty cash.

*Motion by Tom Rozyki to accept the treasures report and seconded by Dan. Motion carries unanimously.*

Dump – Original contract was for \$600 flat, XX per ton, with a 5% increase per year. Company did not charge for first 10 ton, nor the 5% until recently where they added up the last 4 years (20%) and charged us for that amount. A new contract has been requested.

**Secretary:**

Nothing to report

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**Committee reports:**

**Building Control:** Septic concerns – If trenching or boring is needed to cross road, members will need to get a notarized roadway crossing agreement, and return road to AGS specifications. Privacy fence – Complainant has inquired on status.

*Motion by Judy to send 2<sup>nd</sup> Violation letter – certified without a time frame was made and seconded by Ron Race Jr. Motion carried with 10 in favor, 3 Opposed.*

**Building Maintenance:**

Park fence painting, part of 4-year plan is in progress. Mailbox area has been touched up with paint and composite trim. Pest control in office has been applied with another application in the fall scheduled. Maintenance garage has had some electrical work done for safety, and bilge for fuel oil has been put on a timer.

**Campground:** Working on long-term plan for improvements / budget. Annual payment on the electrical improvement loan was made in May 2021; funds have and will continue to be moved from the campground account to the reserve fund on the completion anniversary. Judy states that many of our contractors are some of our best volunteers, they do a lot beyond their contract. Another, but separate note about contractors, was the suggestion to revise campground contract for next year to reflect extra work being done, with the idea of adding an incentive or reward.

**Collections:** Gary Smith requested to step-down as chair; Judy would like to have Mary rejoin the committee.

*Motion by Dan to accept Gary's resignation as the chair and to nominate Judy as the new chair for the collection committee with Dana staying on and Mary Davignon being added was made and seconded by Paul. Motion carries unanimously.*

Point was made that each collection committee member receives 5% of money collected, for a total of 15%, which is offset by late fees. Will be added to contract meeting in May to renew collection committee payment.

**Environment and zoning:** County zoning does not get involved with fences. Action being taken for abandon vehicles. Violations are recorded within QuickBooks. Dock removal be posted through all avenues.

**Forestry:** First harvest (recommended for 2021) is complete; revenue of \$19,791.35 with the final check pending. To maintain our tax breaks, we will begin planning for the next harvest listed in the Forest Management Plan. Concerns about trespassing on the new trails that were left after harvest; will investigate what we can do to remind folks that they are entering private property by possibly blocking the new trail and/or put up "Private Property, No Trespassing" signs like we have posted within other entrances of LA property. Treasurer reported tax break were lower than expected as structures cannot be discounted, only the land.

**Long-range planning:** Discussion regarding the reserve study and what was recommended versus what we are actually doing; we are under the suggested annual contribution and short in the plan. To supplement we invested in the campground and its future expansion.

Recommendation that all "extra" money from gas wells and forestry (currently unbudgeted) be ear marked and moved into a sub category under the reserve fund. Concerns were brought up regarding campground maintenance budget and where the money will go after the investment loan is paid back.

*A motion by Jeff Kennedy "Fango" to put all gas well and forestry money into the reserve fund was made and seconded by Tom. Motion carries unanimously.*

Concerns were brought up about security of the safe and sensitive material in office – recommendation - add 3 cameras in the office, and an upgraded DVMR. Placement of recorder

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should also be changed as well as surveillance signs for deterrence. Est. cost \$1,300.00 by Jeff of Communication Services. Point was made about adding these requested upgrades/additions to an integrated bathroom expansion project tech package to include keypad access for bathrooms for Lancaster Hall, and not piece meal. Money for project would come from reserve fund as a capital investment.

**10:23 Ron Jr left meeting but called in via Zoom**

*A motion by Dan to accept bid to approve and authorize work to be done for the purchasing and installation of 3 new cameras in Lancaster Hall for \$1,290.00 to be taken from reserve fund was made and seconded by Fango. Motion carries with 11 in favor and one opposed.*

**Minerals and Gas Wells:** Our current contract ends at the end of August and we were assured by Amerigas that our new contract would not go past what we are currently paying of \$1.99.

**Parks, Lakes and Safety:** Complaints have been verbally resolved with those involved by chair. Note: Verbal interactions need to be noted in QuickBooks. Dirt was added to boat ramp to help alleviate some of the muck problem. Floating dock section that came onto shoreline was removed. It is believed that the owner of the property that sits next to the park on Little Bear had dead trees removed on his own dime – attempting to contact to confirm. Tree on point in channel is LAPOA property; if budget allows would be interested in using parks money to take down channel tree prior to winter. Request tree quotes be available for October meeting, need to remark dead LAPOA trees. Need to follow up about ice shanty in little bear lake. Budget note – Annual picnic is combined with T-Shirt order money and will be paid back as shirts are sold. Proposal to install mooring posts at boat launch using a lottery system with discussion following consisting of who will get to use them, who will enforce it, and 72-hour rule

**10:39 Nikki Burroughs left meeting**

**10:42 Ron Jr. lost reception was unable to connect back into Zoom call**

*A motion by Tom to provide mooring post at a quantity TBD down at boat launch for members to use for 72 hours in a 7-day period as a first come first serve basis was made and seconded by Dana Stubli. Tom retracts motion*

*A motion by Judy to put a minimum of 4 mooring posts or as many as we can, at the boat launch, half for seasonal rentals at \$500 a year by lottery and half for 72-hour mooring, with revenue going to parks and expenditures from parks budget starting at the start of the 2023 boating season for a one-year trial was made and seconded by Paul. Motion carriers with 7 in favor and 4 opposed.*

Idea for brick pavers, landscaping, and canvas roll-downs on pavilion in Anita's Park needs movement.

Long range/roads note: Tar and chip for Arapaho, may still be an option. Follow up and October meeting agenda with more info.

Spoils area updated/close. Follow up and add to October meeting agenda.

**Parliamentary, Bylaws, History:** Recommendation of adding a 3-5 minute “history lesson” to each regular board meeting. Board member conduct was discussed as well as revisiting possible code of conduct for all board members.

**Pool:** Nothing significant to report.

**Roads, Grounds, & Equipment:** After reaching out to several companies, we received one bid back from Earthworks for four areas based on a committee priority list. Phase 1 - Job 1; “Okemos” (2404-180255) \$8,742.41; Phase 1 - Job 2 “Leelanau” (2404-180256) \$26,831.65. Phase 2 Job 2; “Oneida” (2404-180259) \$6,507.20, and Phase 2 – Job 1 “Pueblo & Cree” (2404-

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180258) \$20,145.00. Recommendation to hold Pueblo and Cree project until 2023. Improvement budget is at \$35k. Discussion about what we could have handled in-house, guarantee of end result, permits, cost of fixing work if it doesn't work.

*Motion by Fango to approve the road improvement plan for Phase I and the addition of Oneida, not to go over \$42,000.00 with \$35K coming from roads improvement fund, and the remainder coming from the roads fund was made and seconded by Paul. Motion carries with ten in favor and one opposed.*

**Real Estate:** Nothing to report

**Roads Improvement:** Addressed under roads, grounds, and equipment.

**Security Cameras:** Violation caught on camera – first illegal dumping since new rule was passed. Will need to update violation letter template with fine prior to sending.

**Social:** Three social events on the schedule with board assistance; Labor Day parade and ice cream social, Fall ATV Ride, and Halloween/ Trick-or-treating event. Request for annual calendar of events and ideas for fundraising for during garage sale weekend.

**Webmaster, Communication & Technology:** Website updates – contact Katie. Newsletter blurbs for September newsletter are needed from all committees.

**Unfinished Business:**

**Violation Letters:** Fence & illegal dumping have been addressed. Truck limits on Arapaho come up often; looking for more way to discourage trucks over weigh; currently we contact company's directly, and plan to continue practice.

**Purchase of new flooring in Lancaster Hall:** Flooring recommendation with a price of \$5-\$6k to resurface Lancaster Hall was proposed. Concerns of current floor/subfloor conditions, suggested material, and longevity were discussed. Lancaster Hall Upgrade Committee was formed with Tom, Ron and Dan and flooring was tabled until next meeting.

**Purchase Process Proposal (Purchasing Committee):** First draft was presented with questions and concerns. Tabled until committee can reconvene; business will continue as usual.

**New Business:**

**Construction of Arch:** Idea from another neighborhood to address overweight vehicles from using Arapaho. No action needed.

**Replacement of Tables & Chairs:** Older tables have been disposed of and missed during out annual meeting, as it seemed we were short.

*Motion by Katie to purchase new plastic tables not to exceed \$400 to be taken from the office budget was made and seconded by Dan. Motion carries unanimously.*

**Purchase of Laptop:** Currently we only have one laptop in the office for all of LAPOA business. Board members and contractors either share the one laptop or use their personal computers. Recommendation to add a desktop computer to office equipment was made and discussed. Action item: Gather prices to present at October board meeting.

**Replacement of Officer Printer/Scanner/Copier:** Small issues with both printers combined with the age led office staff to investing possible replacement options. Tabled until after tech

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committee of Tom, Judy, and Katie can meet to bring solutions to board at October board meeting.

**Declarations of Restrictions:** Obtained readable deed restrictions with discussion about including them in welcome packages. As per attorney, tread lightly – decision was made they would be available upon request.

**Committee Duties:** Old version was found, needs updating. Action item: Committee chairs review and submit revisions by October board meeting.

**Audit** revealed that we could tighten up on tracking and producers, so as an association, if anyone of the contractors or board members unexpectedly became unavailable, we as an association would be able to continue forward using written procedures that were in place. Recommend having CPA attend December meeting to debrief the entire board.

**12:55 Fango left meeting**

**Open Floor:**

Walker Mink presented concerns over attendance by board members at meetings, illegal dumping incident follow-up, and campground chair selection process. Follow up on attendance needed.

**Dana left meeting at 1:00 pm**

*A motion by Ron to adjourn at 1:05 was made and seconded by Paul. Motion carries unanimously.*

**Adjournment:** At 1:06 p.m. Carolyn called the meeting adjourned

Minutes submitted by Katie Warner, LAPOA Secretary