

**Minutes of the Lake Arrowhead Property Owners Association
Board of Director's Meeting
October 1, 2022**

Meeting was called to order by President Carolyn Wright at 9:00 a.m. in Lancaster Hall.

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

Minutes: *A motion by Dana. to approve the minutes of the August 6, 2022, board meeting was made, and seconded by Gary. Motion carried unanimously.*

A motion by Nicole to approve the minutes of the August 19, 2022, special board meeting was made, and seconded by Paul. Motion carried unanimously.

A motion by Judy. to approve revised the minutes of the September 14, 2022, special board meeting was made, and seconded by Dana. Motion carried unanimously.

Open Floor:

Bob Halleck of Arrowroot addressed the board with concerns of speeding and dirt bike etiquette on the dirt roads with younger drivers, with the suggestion of adding some signs or decreasing the speed limit. Board member suggested using local law enforcement if needed and also offered to look into other opportunities we could help.

Officer Reports:

President: For consistency and transparency, clarification on how complaints are handled from start to finish, using spreadsheet and QB as reporting tools was discussed - emphasis on updating the office of action(s) taken/final outcome, and informing the complainant of any action taken or decision. Secretary will provide an updated spreadsheet to the board 1 week prior to meetings for review.

Vice President: Nothing to report

Treasure/Budget: Balance sheet dated 9/19/22 directly from QB reads as follows: *Checking* \$25,627.17; *Campground* \$8,929.73; *Pickleball* \$100; *Campground Pop Can* \$3,003.46. *Checking Total:* \$37,660.36. *Savings* \$165,710.83; *Campground* \$3,000.41; *Swing Set Replacement* \$3,000.00; *Lake Improvement* \$2,531.16. *Reserve* \$85,089.14 (*forestry* \$5,453.94; *Gas Well* \$10,000; *Reserve Other* \$69,635.20). *Savings Total:* \$259,348.89. **Note: On February 28th, the funds will be netted out of the current budget/operating fund and difference will be moved to savings/proper accounts (closing the books).

Balance sheet has been updated as per audit suggestion by making the campground expansion loan labeled as an internal loan (long term liability) a separate line item, to include balance and interest accrual. Clarification on the interest rate was made: Before money is transferred on June 22, a flat rate of 3% of that year's end balance will be added to the accrued interest line item. The last payment made back to the reserve fund will be the remaining balance, and the accrued interest for the life of the loan, however during the final year of the repayment, the board shall revisit the accrued interest to determine if the 3% interest on the \$90K loan exceeded, was spot on, or fell short of what the money would have gained in a saving to determine if the full accrued interest needs to be paid back or just a portion.

Association fees for 2022 is at \$91.7%. Prior years assessments -half way there which is normal. Reserve fund is at \$42,741.66 but budgeted for \$44K – the difference should come through in

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collections. Campground has taken in what was budgeted for annual and daily – plus \$150 as of 10/1/22; Campground storage has taken in 0, but was budgeted for \$250. Notables: Lake Improvement is over \$14,500 from tree removal; legal expenses are over for audit expenses; office/restroom supply is over because of server purchase; pool maintenance is over because of a rise in chemical and propane prices as well as propane consumption. Brine cost came in lower because only two brines were needed/applied during the summer months. Estimate for net for campground is zero (+/- a couple hundred), which is the same as 2021, partially because of the higher electricity costs (waiting on last couple electric bills for final numbers).

Motion by Dan to accept the treasures report was made and seconded by Ron Jr. Motion carries unanimously.

Secretary: If any board members have handouts or material they intend on sharing at the board meeting, either email items to the whole board, or provide a copy to the secretary so it can be available to all board members (in person and Zoom) and shared on TV screen. Prior to making a motion, think it through and be specific and clear on what you want the motion to say, and what needs to be included – think 5W's.

Committee reports:

Building Control: Permits are in line, and forward progress is being made on building structure on Macatawa.

Building Maintenance: Maintenance supplies have been moved from Lancaster Hall to Maintenance barn. New security cameras that are capable of both a video and audio feed (chair assured the board the audio has been disabled) have been installed and monitor will be placed in the office; awaiting signage indicating that Lancaster Hall is under video surveillance and digitally stored off-site. Cleaning supply closet will be added to restroom area so renters are able to clean. White fence painting is complete for the season.

Campground: Discussion on trick-or-treating event half-way warm up station and whether funds would come out of the social or the campground budget (est coast \$400-\$500).

Motion by Judy to have all the food items for the Halloween event be taken out of the social committee's budget with the campground in charge of the purchasing and cooking was made and seconded by Dan. Motion carries.

Information/ data analysis was given to board members regarding raising daily and/or annual fees to help fund some of the much-needed upgrades in the campground. Additionally, the idea of independent meters/electrical boxes or something similar was introduced to the board; suggest working on a long-range campground plan and further discussion at December meeting.

Collections: Nothing to report.

Environment and zoning: Letter will be mailed to member with camper on lot as a reminder that camping is only aloud within the LA campground. Abandon vehicle information has been reported to the township for action, but seems to be a slow process. Formal complaint regarding untidy yard was made, with the decision of mailing a letter to encourage yard clean up. Point was made that we do not have anything written within our rules and regulations regarding standard guidelines on yard appearance/upkeep; committee was formed (Katie, Dana & Nicole) to bring suggestions back to board. Still have a few outlying permanent docks still in the water.

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Forestry: Awaiting word back from Martel regarding next phase of Forestry plan. Trail blockage isn't needed at this time for areas cleared from loggers, however, no trespassing signs will be placed in the area as reminders.

Long-range planning: Some thoughts regarding the long-range outlook for the campground and Lancaster Hall shouldn't be left on back-burner, but do not need discussion at this meeting.

Minerals and Gas Wells: Repairs may happen on a couple of wells located on the common ground – should this happen, it could generate more revenue for the association. Authorization for gas company to grade roads leading to gas well has been given by chair.

After much negotiation, lock-in rate will stay at \$1.99, however the meter reading should go up to \$7.00. Website will be updated with new letter and rates.

Parks, Lakes and Safety: Questions about property lines and tree removal has been brought up; will need to verify so we can mark for tree removal over the winter. Budget for tree removal was addressed – board needs bids so further discussion and decisions can be made where the money will come from and how much. Question about property owned by the DNR on Little Fawn, and who is responsible for them, and what will happen when/if they fall and possibility block the road, impede on drainage an already saturated area, or cause damage to property. Member assisted in tree removal by taking two trees down within a park – question about reimbursement was addressed. Buoys and raft have been taken out of the lake. Confirmed that fishing shanty left on the ice was removed over the summer. Further research and construction plans are being made for boat mooring project. Suggestion to use budget for park improvement before the end of the budget year.

Parliamentary, Bylaws, History: Nothing to present.

Pool: Successful season – all equipment and facilities has been buttoned up for the winter.

Roads, Grounds, & Equipment: Addressed complaint of push-off on members property – chair informed member that common ground includes 66 feet (33 from center on each side) which includes area where push-off is located, and that push-offs are part of a road's maintenance program. Issue with bus stop drainage was brought up with the ask of getting creative in earth moving to improve the area where kids walk, parents park, and where the actual bus stop is and fill in the very large low hole where water is collected and kids have to maneuver into the road to avoid getting wet. Suggestion was made to use unused brine money to complete project

Real Estate: 11 lots were sold after they went back to the county, to individual owners, during the first auction, ranging from \$500-\$4400.

Roads Improvement: Nothing to report.

Security Cameras: Covered in building maintenance.

Social: 1st draft of yearly calendar was given out to board members – updates to follow. Reminder about the upcoming ATV fall ride and trick-or-treating event.

Webmaster, Communication & Technology: Forestry Management Plan will be posted to website. Between the three social media accounts, being mindful of what is posted to public and private view with regards to events is necessary.

Unfinished business:

Committee Duties: Follow up on submitting committee duties – 50% complete.

Purchase Process Proposal: Clarification on budgeted lines items – if items are placed into the budget and voted on, then a chair could spend up to \$2,500 without another board approval, because the approval was given during the budget meeting. Purchasing policy separates duties

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from treasurer and account agent, gives two people oversight on finances, with the treasurer overseeing the finances, and the accounting agent being able to sign checks along with other LAPOA officers. Purchasing policy approved vendors will become a regularly review item. *Motion by Ron Sr. to accept the purchasing policy as presented was made and seconded by Brandon. Motion carried unanimously.*

Flooring in Lancaster Hall: With a long-term fix in mind, the committee was able to receive two bids on refinishing the majority of the existing hard wood floors, and replacing the unsalvageable floor near door and kitchen area with tile that would run into hall and bathrooms using Pardo Services. Because of the unknown condition of what lays under the floor, we may need to revisit the bid and scope of work if more aggressive construction is needed regarding the integrity of the building.

Motion by Judy to accept bid, as amended with material TBD not to exceed \$8000 with Ron Sr. and Tom overseeing project by Pardo Services was made and seconded by Paul. Motion carries with two opposed.

Information regarding contractors v. employees was given to all board members present with the intension of discussing at near future date.

Motion by Ron Sr. to adjourn was made and seconded by Dan. Motion carries unanimously.

Adjournment: At 12:03 p.m. Carolyn called the meeting adjourned

Minutes submitted by Katie Warner, LAPOA Secretary