

**Minutes of the Lake Arrowhead Property Owners Association  
Board of Directors Meeting  
May 6, 2023**

Meeting was called to order by Acting President Paul Cutting at 9:00 a.m. in Lancaster Hall. Attendance: Present: Paul Cutting, Judy Race, Katie Warner, Dan Burroughs, Dave Johnston, Tom Rozycki, Cyn Huyghe. Dana Stubli, Jeff “Fango” Kennedy, Gary Smith, Ron Race Sr. and Ron Race Jr. Absent: Nicole Burroughs. Magdalena Sinatra and Katie Swank were present; all other employees were excused.

**Minutes:** *A motion by Ron Jr. to approve the February 4, 2023, board meeting minutes, as amended with corrections was made and seconded by Dana. Motion carried unanimously. Vacant Board Position: Paul recommended Katie Swank to fill the vacant Board position. A motion by Ron Sr. to support the acting president’s recommendation was made and seconded by Judy. Motion carries with one opposed. Action: Add procedures for filling vacant board positions to the August agenda.*

**Officer Reports Given:**

**Acting President/Vice President:** Reiterated board procedures and agenda items making a more expeditious meeting, with loosely following the 3-minute guideline. No personal attacks. Katie has asked to step down as Secretary. Paul recommended that Cyn take over the Secretary duties. A motion by Dan to accept Paul’s recommendation to appoint Cyn as new Secretary was made and seconded by Gary. Motion carried unanimously. Katie will finish procedural business from the May 6th board meeting, then turnover responsibilities to Cyn. Note: President Cutting is unable to be physically present during part 2 of the annual meeting. Katie W is unable to be physically present for either part of the annual meeting (Both will teleconference for the Board of Directors meeting following the vote count).

Note: Election committee will consist of Judy, Ron Sr., Dana, and Tom. Cyn will be there to observe; Mary Davignon will be asked to assist/guide board members.

**Open Floor:** Bryon Dell and Patty Brown, both introduced themselves to the board as applicants for the upcoming election.

**Treasurer:** As approved at the Feb 2023 board meeting, a \$100,000 7 month CD was opened at Horizon bank with funds from the Reserve fund. Clarification: We are currently not classified as a non-profit by our CPA for tax purposes; could change as new tax laws/filings come about (specifically for HOAs).

**Financial Report:** Gross forestry total for-the fall/winter 2022-2023 cut was \$19,206.23, with LA receiving \$16,517.36 after paying Martel. Total forestry received in 2022-2023 budget year was \$34,516.71 . End of year balance in checking account totals as of Feb 28, 2022, \$1,003.63 (Association Checking- \$19.60; Campground checking -\$880.57 (\$850 from an annual that paid early); Pickleball - \$100, Campground Pop - \$3.46) after a sizable amount went to purchase sand for the roads and legal fees during the last 2 months; about \$1k was used from current year gas well income. Horizon 7-month CD - \$90,000 from reserve and \$10,000 from gas wells with a 3.5% interest rate. Checking & savings combined end of year = \$181,844.75 Checking/saving account balance as of April 21, 2023, = \$288,251.29 after taking in ~ 40% of dues (94% of billed assessments were taken in last year) *A Motion by Dan to accept the financial report was made and seconded by Dana. Motion carried unanimously.*

**Secretary:** Nothing to report

**Committee reports Given:**

**Building Control:** Ron Jr responded to a board question: Does the house being built on Macatowa Trail meet the minimum sq. ft. of 600. The house is 768 sq. ft., so it meets the requirements;

**Building Maintenance:** Paul reported that routine maintenance i.e., changed all the high ceiling bulbs at the maintenance garage, assembled and stocked a new supply cabinet for Hall rentals, coordinated the installation of community docks, etc.

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**Campground:** *Motion by Dan for campground/support chair to purchase picnic tables for daily sites in campground, not to exceed \$7,500 with funds coming from gas wells was made and seconded by Judy. Motion carried unanimously.*

**Collections:** Katie W. requested a report on the number of small claims cases filed in the last 10 years: 164 cases filed, many of which pay in full or make payment arrangements before going before the judge. Currently working on about a dozen cases, 4 of which are currently out for personal service by their local sheriff dept. We have never lost a case that went before the judge.

**Environment and zoning:** *Motion by Dan to have the attorney send a violation letter to the member that appears to be currently living in a camper on his/her lot, and that the Board send a routine violation letter to the owners of chickens, was made and seconded by Dana. Motion carried unanimously.*

**Forestry-** action needed- research possibly of another government forestry program we could qualify for  
**Long-range planning;** No report

**Minerals and Gas Wells;** Dave said gas prices are falling.

**Parks, Lakes, and Safety:** Winter tree removal complete- stayed within the \$8,500 budget. Action needed: Mooring poles to be installed, Boat mooring lottery will be detailed in upcoming newsletter, all interested in leasing a boat mooring slip for the season @ \$500 must let office know by June 8<sup>th</sup>. A drawing will be conducted by two officers on June 9<sup>th</sup>. Payment must be made within 5 days. Newsletter details to be finalized by Gary for June newsletter and lease agreement generated. Fango is looking for volunteers to help stain the Pavillion posts, Katie S and Ron Sr volunteered to help him. Fango said he would be fixing the damaged bench by the pickleball/basketball court and also repair the Fire danger sign. The annual picnic after the membership meeting will be handled by Alice and Fango Kennedy again this year. Dave Johnston will again provide the sound system for the picnic.

**Parliamentarian, Bylaws, Historian:** No report

**Pool:** Scheduled to be open May 26, 2023. Thank you to Veronica Johnston, Pool manager, for shopping and finding the same chemicals that we currently use at much lower prices as costs have increased greatly this past year.

**Roads; Grounds, & Equipment;** Personal watercraft has been removed from the LAPOA maintenance barn; One of the school park & ride kids ran into the flagpole at the maintenance garage. The damaged flagpole will be removed; We had some issues with school park & ride kids parking in the tow away zone blocking road materials at the maintenance garage. A reminder posted on Nextdoor corrected the issue. We have one member that continues to spread untruthful information on a privately run, non board approved, media site for Lake Arrowhead. Ron Sr recommends no action just an FYI for the Board.

**Real Estate:** The county currently only owns one LA property.

**Roads Improvement;** Bids are currently being sought for this summer's work.

**Security Cameras;** Equipment is working well, and we had zero dumping issues over the last three months.

**Social;** No report.

**Webmaster, Communication & Technology:** June newsletter going to print on May 10th. Katie asked to be removed of the Social Media duties. The existing committee (Ron Sr & Mary Davignon) will take over management until a new chair can be appointed in July.

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**Unfinished business:**

**Employee forms/paperwork:** After several meetings with two attorneys, and several committee meetings, the employee committee (Paul, Dan & Judy) with the assistance of our attorney have put together the following documents. *Motion by Judy to approve all the employee documents sent out to the board for review, to include job memos, LAPOA Supervisory Policy, LAPOA Code of Conduct and Ethics for Board of Directors; LAPOA Board of Directors Oath of Office, and Employee Handbook was made and seconded by Cyn. Motion carried with 1 opposed and 2 abstentions. Motion by Judy to make the recommended bylaw changes was made and seconded by Tom. Motion carried with 1 opposed.* After additional research with similar Board run businesses that have employees supervised by a board of directors, the employee committee is recommending to add a Chairman of Personnel and a Support Chairman of Personnel to oversee any employee issues that may arise. Judy has volunteered to be the Chairman of Personnel and Cyn has volunteered to be the Support Chairman of Personnel.

**Technology in preparation for restroom access for members:** Tabled until the August meeting.

**Printer:** LAPOA will be purchasing new color printer for office that will be compatible with server through Cutting Edge to replace the one that is no longer working properly and is beyond repair.

**Payouts:** *Motion by Dan to approve 15% payout for the collection committee was made and seconded by Tom. Motion carried with two abstentions.*

*Motion by Dan to raise the payout from \$50 to \$75 for every approved set of Board Meeting Minutes was made and seconded by Tom. Motion carried with two abstentions.*

**New Business:**

**Library lending locker:** Approval by board. Member Susan Philpot requested to be allowed to set up a Lending Library near the mailhouse and has volunteered to coordinate and maintain it.

Action needed: Add spoils status/completion to August agenda with bids.

**Deed restriction and bylaws.** Discussion with possible action in the future.

**Technology discussion for trash compactor access for members:** Tabled until information until Lancaster Hall bathroom door system is available and evaluated.

**Term limit/bylaw change:** *Motion by Katie to change the bylaws to add term limits of 9 years or 3 terms, whatever is longer, unless no other nominations are received, with a minimum of 1 year off prior to being nominated again was made and seconded by Tom. Motion failed with 9 opposed, 2 in favor, and 2 abstentions.*

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

**Adjournment:** At 12:05 p.m. Paul called the meeting adjourned.

Minutes prepared by Katie Warner LAPOA Secretary who stepped down on 5-6-2023 following the meeting.

Submitted by Cynthia Huyghe, LAPOA Secretary

Approved July 1, 2023