

**Minutes of the Lake Arrowhead Property Owners Association  
Board of Directors  
August 5, 2023**

The meeting was called to order by President Paul Cutting at 9:05 a.m. in Lancaster Hall.  
Attendance: Paul Cutting, Dave Johnston (left at 2:20 p.m.), Cyn Huyghe, Judy Race, Patty Brown, Dan Burroughs, Tracey Duty, Jeff Kennedy, Ron Race, Sr., Ron Race, Jr. (left at 1:52 p.m.), Gary Smith, Dana Stubli, Katie Swank, and Katie Warner (left at 12:48 p.m.).

**Minutes: Motion Judy Race, seconded by Dan Burroughs, to approve the July 1, 2023 Board Meeting Minutes as amended. Motion passed, 14-0.**

Two new items were added to the agenda under New Business: 1. Complaints 2. Truck Upgrade and Repair

**Announcements/Open Floor:**

Dana Wingo (County Commissioner) announced: the Township is looking into establishing a noise ordinance; the State Legislature is considering a Bill to require Septic System inspections every 5 years at the homeowner's expense; and the County will not be holding May elections (cost approximately \$20,000).

Jeff Roberge had questions about the criteria for Road Improvements and easement information regarding berms.

Larry Roll shared his desire to have the cable across the access to Little Bear Lake removed.

Lou Surma shared his desire to have the Board Table for the Annual Membership Meeting moved from the back of the Pavilion to the front, so that Board Members are more visible. He also had questions about the plowing of Arapahoe Trail, campground funding, pool maintenance costs, employees vs. contractors.

Bob Hume shared his desire to see the pickleball court upgraded.

Ken Brown shared his suggestions for better signage and security at the trash compactor.

Tom Rozycki shared his concerns about the transition to employees (contracts, unemployment, Personnel Chair, etc.).

Phil James shared his concerns about unemployment for employees and renters illegally camping on privately owned lots.

Walker Mink shared his opinion that the Open Floor portion of the agenda be moved to the end of the meeting and allowing members attending via Zoom to participate.

**Officer Reports:**

President: None

Vice President: None.

Treasurer: 88.6% of dues collected to date – a request was made by Katie Warner that the Board receive twice yearly detailed transaction reports

**Motion by Dan Burroughs, seconded by Dana Stubli, to approve the Treasurer's Report. Motion passed 14-0.** Complaint Logs - need to be updated with the resolution of the complaint

Petty Cash – **Motion by Cyn Huyghe, seconded by Dana Stubli, to reassign the Secretary's petty cash to the Collections Committee. Motion passed 14-0.** Employee/Volunteer Procedures and Volunteer Board

– Need a committee – Judy Race Chair, Patty Brown and Tracey Duty Committee Members. Office

Support – need a temporary employee (10-15 hours annually) to fill-in for office staff – Quick Books experience required – will post position

Secretary – No report. - Katie Warner requested that these meeting minutes reflect the following: The May 6, 2023 Board Meeting Minutes that Katie Warner submitted, were adjusted by Cyn Huyghe prior to Board Approval.

### **Committee Reports:**

Building Control – one new house and a couple of pole barns are being constructed

Building Maintenance – normal stuff

Campground – caretaker keeps bathrooms spotless – need to do tiling and door replacement – looking for bids

Collections – need a third committee member

Environment and Zoning – Letters to illegal campers

Forestry – No report

Long Range Planning – Chairperson, Gary Smith Committee: Tom Rozycki, Victoria Moore, and Mark Mitchell

Minerals/Gas Wells – Gas is at \$2.58 - all wells are running

Parks, Lakes and Safety – swing set will be removed from private property and relocated – repairing and painting the entrance sign – request for maintenance to easement on private island – we do not maintain easements – Boat moorings one-year trial will be revisited at the October meeting

Parliamentary, Bylaws, History – Board Member’s Binders will be given to Board Members – Bylaw change procedures were discussed

Pool – water test was good

**Motion by Judy Race, seconded by Ron Race, Jr., that a keypad be installed on the entry door to the bathroom hallway and a deadbolt on the dividing door to Lancaster Hall. Motion passed 14-0.**

Roads, Grounds and Equipment – **Motion by Judy Race, seconded by Dana Stubli, to conduct a Special Board Meeting on September 13 at 6:30 p.m. to discuss the repair or replacement of the truck and the Long Range Plan. Motion passed 14-0.**

Real Estate – No Report

Roads Improvement – No report

Security Cameras – **Motion by Dana Stubli, seconded by Tracey Duty to access a \$100 fine to the member that dumped a trailer full of non-compliant items in the trash compactor. Motion passed 12-2 (Jeff Kenedy and Katie Swank opposed).**

Social Committee -Patti Brown, Chair and Katie Swank – will coordinate with the Campground to plan the Halloween Trick or Treat on October 21<sup>st</sup>

Communications – Ron Race, Sr. and Tracey Duty

Technology – Katie Warner

Webmaster – Cyn Huyghe

### **Unfinished Business:**

Social Media – working on reviewing and updating policy – eliminating the public Facebook account and making it private - The June 13, 2023 Facebook post authored by Nikki Burroughs was not sanctioned by the Board. **Motion by Katie Swank, seconded by Dan Burroughs, to eliminate Facebook and only use Nextdoor. Motion failed, 4-9 (Katie Swank, Dan Burroughs Dana Stubli and Jeff Kennedy voted yes).**

Social Committee – Start-up Funds and Accounting – Social Committee funds and accounting records from the previous committee will be given to the office

**New Business:**

CD Renewal – **Motion by Judy Race, supported by Dan Burroughs, to authorize the LAPOA Treasurer to purchase a CD for \$150,000 plus interest, at a local bank for up to 11 months or less, when the existing CD is up. Bond, term, and available rate to be decided by the Officers. Funds to come from existing CD \$100,000 plus interest, \$20,000 from Forestry, \$10,000 from Gas Wells and \$20,000 from Reserve.**

**Motion passed, 13-0.**

Desktop Purchase – **Motion by Dana Stubli, seconded by Paul Cutting, to purchase a desktop from Cutting Edge, per attached bid the total not to exceed \$900 (desktop, installation, setup and tax).**

**Motion passed, 13-0.**

Road Improvement Bids – **Motion by Dana Stubli, seconded by Dan Burroughs, to approve the Stage II bid to Earthworks Enterprises in the amount of \$34,742 to improve Arrowroot Trail. Motion passed, 13-0.**

Request for Easement on Common Property (Chaffee) – **Motion by Ron Race, Jr., seconded by Jeff Kennedy, to get an opinion from the attorney to see if the Association has the authority to grant an easement on common ground. Motion passed, 13-0.**

Replacement of swing set to park on Little Bear Lake – **Motion by Judy Race, seconded by Tracey Duty, to remove the swing set from the private property and relocate it to the park on Little Bear Lake.**

**Motion passed, 13-0.**

Garage Sale Expenses – Request for funding – the Board discussed this and there was no support.

Boat Storage Racks – **Motion by Jeff Kennedy, seconded by Dana Stubli, to build a boat storage rack on a trial basis with the funds to come from parks. Motion failed, 5-8 (Jeff Kennedy, Katie Swank, Dana Stubli, Tracey Duty, and Gary Smith voted yes).**

**Motion by Judy Race, seconded by Paul Cutting to build a boat storage rack from the parks budget with the understanding that beginning with the 2024 boating season, contracts, fees, and a lottery process will be implemented. Motion passed, 13-0.**

Pickleball Court – **Motion by Dan Burroughs, seconded by Judy Race, to allocate \$10,000 out of Gas Wells to supplement member donations to build a pickleball court. Motion passed, 12-0.**

Complaints – Board discussion centered on the need to form a committee to address complaints. The President will send an initial letter stating that the complaint was received and will be reviewed.

Truck Upgrade and Repair – the Board will discuss this further at the September 13 Special Board Meeting.

**Adjournment: Motion by Cyn Huyghe, seconded by Patti Brown to adjourn the Board meeting. Motion passed, 11-0. The meeting adjourned at 2:28 p.m.**

Minutes submitted by Cyn Huyghe

Approved: October 7, 2023