

**Minutes of the Lake Arrowhead Property Owners Association
Board of Directors Meeting
August 16, 2025**

Call to Order: Meeting was called to order by President Tracey Duty at 8:04 a.m. in Lancaster Hall.

Attendance: Present: Tracey Duty, Dave Johnston, Cyn Huyghe, Lori Lancaster, Dawнна Pavelka, Katie Warner, Patti Brown, Dan Burroughs, Gary Smith, Katie Swank, Cindy Smith, attending via Zoom; Karoline Kinjorski and Troy Gahm (joined Zoom at 9:40 a.m. and left at 1:20 p.m.). Absent: Rachel Wheaton.

Approval of Meeting Minutes: Motion by Tracey Duty, seconded by Katie Warner, to approve the July 5, 2025 Board Meeting Minutes. Motion passed, 9-3 (Dan Burroughs, Gary Smith, and Cindy Smith voted no).

First Announcements/Open Floor

Carolyn Wright shared her concerns about the need for personal resentment to end; the need to act as an entire Board; Gas Wells and Forestry proceeds are to be placed in the Reserve Fund; Storm Damage revenue loss can be written off because the Forestry Plan was registered with the State.

Randy Burroughs shared his concerns about everyone being able to vote on the Annual Meeting date; everyone getting paid to do work that has always been done by volunteers.

Tom Rozycki shared background information about the Long-Range Plan for the Roads and the Campground yearly \$20,000 repayment plan.

Don Beers shared that he made two sets of cornhole boards and donated them to the Social Committee.

Officer Reports

President – Tracey Duty – We are all adults that need to temper our questions and responses. Expectation that every Chairperson will submit a written report to the Board one week prior to the meeting so that questions can be asked and answered to shorten meeting length.

Vice President – None.

Treasurers – Lori Lancaster and Dawнна Pavelka – Reviewed the Budget vs. Actual Report – 94% of dues has been collected – in the process of reclassifying accounts – Budget Requests from Chairpersons are due at the December Meeting – would like requests in three categories 1. Barebones 2. Like to have Extras and 3. Dream budget items – Treasurers and the President will meet prior to every meeting to review the status of the budget.

Secretary – Minutes procedure – Draft Minutes are sent to the Board prior to being published on the website – If a Board Member has questions or concerns, that is the time to present them, before they are published and to prevent objections during the approval process.

Motion by Lori Lancaster, supported by Katie Warner to move all New Business items to before the Committee Reports. Motion passed, 12-0.

Motion by Cindy Smith, supported by Lori Lancaster to table the Campground Survey item to the October Board Meeting. Motion passed, 12-0.

Recess: 9:05 a.m. to 9:10 a.m.

New Business:

A. Roads Improvement Yearly Project

Dan Burroughs submitted a quote from Earthworks for reshaping and repitching Beechnut and Papaya to divert the runoff from Beechnut onto Papaya.

Motion by Dan Burroughs, supported by Dave Johnston, to approve the expenditure of Not to Exceed \$30,000 to Earthworks for the road project to reshape and repitch Beechnut and Papaya to divert water runoff. Motion passed, 12-0.

- B. **Ballfield Dumpsite Gate**- Timberline Logging will begin on Thursday, August 21 to chip the storm wood debris pile on the ballfield dumpsite. The dumpsite will be permanently closed. **Motion by Cyn Huyghe, supported by Tracey Duty, to permanently close and lock the gate at the ballfield dumpsite as of Sundown on Wednesday, August 20. Motion passed, 13-0.**

Recess due to power outage 10:50 a.m. to 10:55 a.m.

- C. **Home Business Inquiry** – Karoline Kinjorski – The Resolution Committee received a request about the possibility of approving a Home Businesses in LAPOA. Our Deed Restrictions prohibit the operation of any businesses on property within the Association. The Deed Restrictions Committee will meet to research the process for making possible revisions to the Deed Restrictions.
- G. **Annual Meeting Date** – Motion by Lori Lancaster, supported by Gary Smith, to table this item until the October Board Meeting, Motion passed, 9-4 (Cyn, Tracey, Karoline, and Troy voted no).
- D. **Campground Survey** – This item was tabled until the October meeting (see previous motion above).
- E. **Issuance of Debit/Credit Cards** – The Purchasing Policy is currently under review. **Motion by Lori Lancaster, supported by Katie Warner to table this item until the October Board Meeting. Motion passed, 11-0.**
- F. **Release of Member Information** – Lori Lancaster received a request for Member Information. Previously, only a roster of Member Names has been available. Secretary, Cyn Huyghe will look into creating an Opt In/Out form for a Membership Directory. **Motion by Katie Warner, supported by Cyn Huyghe, to table this item until the October Board Meeting. Motion passed, 10-1 (Tracey Duty voted no).**
- G. **Process for Contacting the LAPOA Attorney** – Previously the Treasurer and President were the contact persons with the Attorney. **Motion by Katie Warner, supported by Tracey Duty, that the Treasurers be given approval to contact the Attorney for Personnel Matters only (without needing Board approval) and that the Secretary be given approval to contact the Attorney for all other Association matters (only with Board notification and approval). The President will be the backup for the Secretary. Motion passed, 11-0.**

Committee Reports:

Building Control – Troy Gahm – Approved one addition to a house and a few front and back decks – devising a Building Application Checklist to streamline the process.

Building Maintenance – Tracey Duty- Received complaints about the massive, ugly pile of trash next to the Maintenance Garage. It was burned because of its unsightly appearance and will be relocated to behind the garage out of sight.

Campground - None.

Collections – None.

Communications – Karoline Kinjorski- Need for Membership Information in order to verify Facebook approval.

Deed Restrictions – Lori Lancaster- A Deed Restrictions Committee meeting will be set.

Environment and Zoning – Troy Gahm – None.- Dan Burroughs reported that there are a number of abandoned cars and boats without current registrations that need to be looked into.

Forestry – Dan Burroughs- Received a letter from the DNR about the Forestry Project – Martell Forestry took care of answering the letter.

Long-Range Planning – Lori Lancaster- Will ask Tom Rozycki to be on the Committee.

Minerals/Gas Wells – Dave Johnston- Gas wells are paying \$3.43 per MCL – will work on securing the propane guaranteed pricing to report at the October Meeting.

Parks, Lakes and Safety – Katie Swank - There is evidence of Phragmites (an invasive species) in the lake – Horon Pines took care of this back in 2014 – they are sending out surveyors on September 2 – DNR will take care of mitigating this issue at no charge. Received a quote from Collins Tree Service to remove dangerous trees in the Main Park Playground and at the Boat Launch. It is possible that Great Lakes Energy may remove one of the trees for free. **Motion by Katie Swank, supported by Patti Brown, to approve the expenditure of not to exceed \$3,000 to Collins Tree Service for the removal of dangerous trees in Anita's Park and the Boat Launch. Motion passed, 11-0.** All the fencing in the parks has been repaired

Parliamentary, Bylaws, and History - Cyn Huyghe- Meeting Minutes Approval is dependent upon being an accurate portrayal of the meeting's motions and votes – if there is not an error in the wording or vote of a motion, the Minutes should be approved regardless of personal preference – Abstentions are only allowed if a Board Member was absent from the meeting the Minutes covered.

Personnel – Lori Lancaster and Dawnna Pavelka- LAPOA Supervisor Policy and Job Descriptions were distributed for Board Review – deadline of August 27 for Board Input – Met with all Employees to review the Employee Handbook and Job Descriptions, which will be updated yearly- Will look into devising an Annual Work Plan for Employees

Pool - Dave Johnston- New heater is working fine – would like to begin replacing the chairs next year

Real Estate – Troy Gahm – In the process of valuating LAPOA Properties to see what our properties are worth

Roads, Grounds, & Equipment – Dan Burroughs- The status of the Mahindra tractor is unknown – Dan will provide a Pros and Cons list for keeping the old truck (at the October meeting) – Dan will look into cleaning up the Maintenance Garage so that both trucks are stored inside.

Resolution – Tracey Duty- Received complaint of young children speeding on side-by-sides and dirt bikes in the Association – reminders will be emailed and posted on social media – Troy Gahm- working on a complaint about the two-dog limit in the campground and other campground management matters – looking at a survey system to keep complaints from happening – performance review.

Security Cameras – Tracey Duty- All systems are in need of review – Options will be discussed at the October meeting – will seek Attorney opinion on security camera access and recording retention

Social – Patti Brown- Outdoor Movie in the Park August 30 – Movie the newest “Parent Trap” Concessions at 8:30 movie at 8:45 – Future Events: Halloween on October 18 at 5:00 p.m. in Anita's Park (Traditional Hayride Trick or Treat will take place on October 25), Christmas Tree Lighting December 13 at 6:00 p.m. – Chili Cookoff February 21 at 6:00 p.m., Easter Egg Hunt March 28 at 3:00 p.m.

Technology – Dawnna Pavelka- Looking into utilizing the Zoom transcript function for meetings-

Newsletter articles are due by August 31

Webmaster – Katie Warner- Soliciting Bids for new website hosting company that has a function for Board Access to documents

V. Unfinished Business

A. Part-time On-Call Seasonal Assistant Roads Caretaker

Motion by Cyn Huyghe, supported by Lori Lancaster, to approve the posting for of a Part-time On-Call Seasonal Assistant Roads Caretaker at the rate of \$16/hour.

Second Announcements / Open Floor –

Carolyn Wright shared her concerns that employees should not control security cameras, Collections Committee members should not be employees, but contractors, and employees should be completing timesheets showing what they accomplished each week.

Jeff Gietzen shared his concerns that if the Deed Restrictions are revised to include businesses then Board Members should abstain from voting if they are AirBnB owners. Four years ago, the Board approved keypads for pool and dumpster access. What happened to that?

Kathy Gietzen suggested that we solicit donations for the Social Committee from businesses in town.

Nikki Spenser shared her concern that the roads caretaker be careful grading on Iroquois and Turkeyfoot in order not to degrade the berm they placed on the road to divert rainwater from flooding their driveway and garage.

Adjournment:

At 1:40 p.m. **Motion by Cyn Huyghe, seconded by Tracey Duty, to adjourn. Motion passed 10-0.**

Respectfully Submitted

Cyn Huyghe

LAPOA Secretary