Minutes of the Lake Arrowhead Property Owners Association

Board of Directors Meeting

August 10, 2026

I. Call to Order & Roll Call

The meeting was called to order at 6:41 p.m. in Lancaster Hall.

- **Present:** Chris Speen, Cindy Smith, Dan Burroughs, Dave Johnson, Donna Pavelka, Gary Smith, Katie Warner, Matt Daly, Paul Cutting, Rachel Wheaton, Ron Race Sr., Troy Gahm, and Karoline Kinjorski (via Google Meet / Zoom).
- **Absent:** Lori Lancaster.

Approval of Meeting Minutes:

- **Motion** to approve the minutes from the July 11, 2026 Board Meeting. Motion made by Karoline Kinjorski seconded by Dan Burroughs and passed unanimously.
- **Motion** to approve the minutes from the May 9, 2026 and June 29, 2026 Board Meetings. **Motion** by Karoline Kinjorski, seconded by Katie Warner and passed (Matt Daly, Ron Race Sr., and Paul Cutting abstained).

II. Announcements & Open Floor

- **Judy Race:** Addressed upcoming deed restriction updates, urging that any committee reflect membership sentiment on short-term rentals rather than business-operated rentals, and requested greater financial transparency.
- **Dan Burroughs:** Voiced concerns over campground bathroom maintenance and locks, and reiterated willingness to volunteer for road ditching.
- **Dorothy James:** Raised concerns regarding boat launch conditions, high water levels requiring a culvert between Little Bear Lake and Lake Arrowhead, a broken boat launch light, and weed buildup in the lake.
- **Jim Davidson:** Provided historical background on deed restrictions (1963 restrictions on a 10-year renewal cycle ending in 2033) and cited Michigan case law regarding short-term rentals as commercial operations.
- **Jeff Roberge:** Requested prioritized road grading on Creek Trail due to recurrent driveway washouts and noted lack of response to prior emails sent to the board.
- **Tom Rozycki:** Commended the audio and video quality of the new Owl 360-degree conferencing device for remote participants.
- **Edward Wenz:** Advocated for stricter enforcement of camping/barn-living rules, one vote per owned lot, short-term rental allowances, a potential $1,200 road assessment, main road engineering studies, proper deployment of backup generators, and EGLE compliance regarding a lakefront dirt berm.
- **Ken Crittenden:** Addressed EGLE shoreline permit review procedures via the state

online portal and expressed opposition to short-term rentals.

III. Officer Reports

- **President / Vice President:** Emphasized board unity and code of conduct. Established a standard operational procedure to acknowledge incoming member communications within 7 days and route inquiries to the appropriate committee chair (Lake Arrowhead and Paul Cutting to finalize written draft).
- **Treasurer (Report as of July 31, 2026):**
  - Horizon Bank account balances totaled $245,000(Associationchecking: \sim$9,000; Campground: ~$4,000+; Social Committee: $1,271).
  - Dues collection reached 93% of the projected $277,000$(256,000 collected).
  - Campground utilized $46,000 of its $48,000 budget, with 46 of 48 annual sites reserved.
  - Noted that bad debt write-offs for uncollectible accounts were processed to update balance sheets.
  - Agreed to publish financial balance sheets on the website alongside approved minutes for transparency, and requested comparative year-over-year reports.
  - **Motion** by Dan Burroughs to accept the financial report as presented. Motion seconded by Ron Race Sr and passed unanimously.
- **Secretary:** Thanked outgoing secretary and requested direct communication for any updates or corrections during the transition period.

IV. Committee Reports

- **Building Control (Troy Gahm):** Confirmed required EGLE and county zoning permits are in place for lakefront property house/garage lifting and low-lying fill. Developing an updated building permit application for community outreach.
- **Building Maintenance:** Reviewed ongoing painting projects and consistent weekend rentals. Agreed to install boat launch posts and add "No Motorized Vehicles" signage at West End Park. Reviewed maintenance building roof/canopy replacement options; Tom Rozycki and board members will gather schematic designs, engineering quotes, and proper flashing solutions prior to fall. Ron will finish the pool painting or entrance steps after the pool is closed post Labor Day.
- **Campground:** Cindy and Gary stepped down from daily management; Rachel assisted with reservations and cleaning through the end of the season. Equipment for water line blowout is reserved at Smith's for the first Saturday of October. Long-term campground staffing and compensation were placed on the agenda for further review.
- **Collections:** Wrapping up prior-year accounts; legal property liens will be pursued on select delinquent accounts. The delinquent accounts list will be posted in the office window upon staff return.
- **Emergency Preparedness:** Discussed establishing a protocol for office generator deployment during extended power outages exceeding 3 hours.
- **Environment & Zoning (Troy Gahm):** Documented high- and low-priority property blight/trash complaints with Otsego County.
- **Forestry & Long-Range Planning:** Select timber cut planned for late winter (January/February) on frozen ground. Confirmed that funds ($20,000/year) previously allocated for electrical work will be placed in a dedicated Campground Reserve Fund for

long-term improvements.

- **Minerals / Gas Wells:** Gas well production remains stable.
- **Parks, Lakes, and Safety:** Account funds remain untouched and intact for the incoming committee.
- **Personnel:** Discussion held regarding market wage increases for caretaker Tim (23 years of service).
    - Posting for the seasonal roads helper position will proceed when administrative staff returns.
- **Pool & Facilities:** Failed water heater condemned.
    - **Motion** by Dave Johnston to approve a budget not to exceed $2,000 for replacement/upgrades seconded by Paul Cutting, **passed unanimously.** .
    - Addressed hygiene issues and vandalism in the pool restroom.
- **Real Estate (Troy Gahm):** Property values up 8.9% year-to-date due to low inventory. Discussed disclosure guidelines regarding proposed deed restrictions to prospective buyers.
- **Roads, Grounds, and Equipment (Dan Burroughs & Chris Speen):**
    - Red truck sale delayed due to Fifth Third Bank lien release processing.
    - Mike Mason graded main gate road washouts and hauled stone.
    - Professional tree trimming/grinding quotes will be solicited for road clearance safety.
    - Established a policy that vehicles parked in the road right-of-way (66 ft) will be towed at owner's expense; warning notice to appear in the upcoming newsletter.
    - Sand Storage Structure: Discussed building a 40x50 ft covered structure (estimated 20,000–25,000) to protect sand/salt materials from weather loss. Ed Wenz offered to assist with sourcing Amish material/labor quotes. Formal vote deferred pending pricing.
- **Security Cameras & Technology:** Camera upgrade project complete, including campground Wi-Fi restoration and office VPN/firewall. Board accepted a $1,500 donation from Ed Wenz toward the project.
- **Newsletter & Webmaster:** Submissions for the upcoming newsletter are due by the first week of September. Researching Lakes of the North website login system costs.

V. Committee Appointments

Motion to approve committee chair and support assignments:

- **Building Control:** Troy Gahm, Matt Daly (co-chairs)
- **Building Maintenance:** Paul Cutting
- **Campground:** Cindy Smith (Chair), Rachel Wheaton (Support)
- **Collections:** Donna Pavelka, Lori Lancaster
- **Communications:** Rachel Wheaton, Ron Race Sr.
- **Deeds Restrictions Committee**: Katie Warner
- **Emergency Preparedness:** Katie Warner
- **Environment & Zoning:** Dan Burroughs (Chair), Troy Gahm (Support), Matt Daly
- **Long-Range Planning:** Gary Smith, Dan Burroughs, Paul Cutting, Tom Rozycki (non-board member)
- **Minerals / Gas Wells:** Dave Johnson
- **Parks, Lakes, and Safety:** Ron Race Sr. (Chair)
- **Parliamentary, Bylaws, and History:** Ron Race Sr., Chris Speen, Lori Lancaster

- **Personnel:** Donna Pavelka, Lori Lancaster
- **Real Estate:** Troy Gahm
- **Roads, Grounds, and Equipment:** Chris Speen, Dan Burroughs
- **Resolutions:** Troy Gahm, Karoline Kinjorski
- **Security Cameras:** Ron Race Sr.
- **Social Committee:** Rachel Wheaton
- **Technology:** Karoline Kinjorski
- **Newsletter:** Donna Pavelka
- **Webmaster:** Katie Warner

Motion passed unanimously.

VI. Unfinished & New Business

- **Lake Study Initiative:** Discussion on reinstating an annual professional lake water quality and weed health study (last completed ~10 years ago). Prior reports to be shared for scope review.
- **Phragmites Treatment:** Treatment contract confirmed under a 50% cost-share program ($2,400 Association share) targeted for October 5, 2026. Riparian rights deed documentation verified for treatment access.
- **Deed Restrictions Mailing:** Cyn Huyghe reported that the proposed amended deed restrictions (including anti-waiver clause and subdivision-specific signature sheets) were mailed to all property owners with a return deadline of November 30, 2026. Significant discussion followed regarding the process and timing of the distribution without prior new-board review. Ron inquired if correspondence with the lawyer had been added to the legal file for board members to review, Dawnna reported they were not yet but in the process of being added.
    - **Motion of Disapproval:**
        - **Motion** by Rachel Wheaton, seconded by Chris Speen, to formally record the Board's disapproval of mailing the deed restrictions package without advance review by the current board. Motion passed (Katie Warner and Donna Pavelka opposed; Karoline Kinjorski abstained).
- **Motion for Meeting Owl Purchase:** Motion by Katie Warner, seconded by Karoline Kinjorski to authorize the purchase of an Owl 360-degree video conference unit for LAPOA meetings with a budget not to exceed $1,500. Motion seconded and passed unanimously.

VII. Second Open Floor

- **Edward Wenz:** Reaffirmed frustration regarding the deed restriction mailing process and reiterated support for market-rate wage adjustments for maintenance staff.
- **Tom Rozycki:** Recommended creating a written SOP for annual campground water line blowouts, obtaining DTE/Great Lakes credits and converting the boat launch light to LED, and establishing a formal written employee-initiated request procedure for market pay corrections.

VIII. Adjournment

The meeting adjourned at approximately 10:06 p.m.

Next scheduled Board of Directors meeting: September 7, 2026.
Respectfully Submitted,
Karoline Kinjorski, LAPOA Secretary