

Meeting of the Lake Arrowhead Property Owners Association Board of Directors

Date: Saturday, September 12, 2026

Time: 8:00 a.m.

Place: Meeting Room in Lancaster Hall

I. Call the Meeting to Order

- **Pledge of Allegiance**
- **Roll Call and Attendance**
- **Approval of Meeting Minutes:** August 10, 2026 Board of Directors Meeting Minutes

II. Announcements / Open Floor

- **Disclaimer:** Public comment is invited at this time. Each speaker is limited to a maximum of three (3) minutes. Please state your full name and property address for the record. The Board is here to listen to your concerns; however, please note that the Board may not provide an immediate response or engage in dialogue during this session.

III. Officer Reports

- **President** (Dave Johnston)
- **Vice President** (Chris Speen)
- **Treasurers** (Lori Lancaster / Donna Pavelka) — Financial report as of August 31, 2026
- **Secretary** (Karoline Kinjorski)

IV. Committee Reports

ID	Committee	Lead / Co-Lead	Summary / Notes
A	Building Control	Troy Gahm / Matt Daly	
B	Building Maintenance	Paul Cutting	

ID	Committee	Lead / Co-Lead	Summary / Notes
C	Campground	Cindy Smith / Rachel Wheaton	
D	Collections	Donna Pavelka / Lori Lancaster	
E	Communications	Rachel Wheaton / Ron Race Sr.	
F	Deed Restrictions	Katie Warner	
G	Emergency Preparedness	Katie Warner	
H	Environment & Zoning	Dan Burroughs / Troy Gahm / Matt Daly	
I	Forestry	Gary Smith / Dan Burroughs	
J	Long-Range Planning	Gary Smith / Paul Cutting / Tom Rozycki	
K	Minerals / Gas Wells	Dave Johnston	
L	Parks, Lakes, and Safety	Ron Race Sr. / Rachel Wheaton	
M	Parliamentary / Bylaws / History	Ron Race Sr. / Chris Speen / Lori Lancaster	
N	Personnel	Donna Pavelka / Lori Lancaster	

ID	Committee	Lead / Co-Lead	Summary / Notes
O	Pool & Facilities	Paul Cutting	
P	Real Estate	Troy Gahm	
Q	Roads, Grounds, & Equipment	Chris Speen / Dan Burroughs	
R	Resolutions	Troy Gahm / Karoline Kinjorski	
S	Security Cameras & Technology	Ron Race Sr. / Karoline Kinjorski	
T	Social Committee	Rachel Wheaton	
U	Newsletter	Donna Pavelka	
V	Webmaster	Katie Warner	

V. Unfinished Business

1. **Maintenance Building Canopy & Roof Reconstruction:** Review of engineering design schematics, drainage flashing solutions, and vendor estimates.
2. **Covered Sand/Salt Storage Structure:** Discussion of project pricing (\$40x50 ft structure) and Amish timber/labor bids.
3. **Member Communication Response Procedure:** Adoption of formal standard operating procedure to acknowledge member communications within 7 days.
4. **Delinquent Accounts & Liens:** Posting of accounts in arrears at the office window and filing of legal property liens.
5. **Boat Launch Light & Utility Credits:** Status of electrical repairs, LED conversion, and DTE/Great Lakes Energy credits.

VI. New Business

1. **Roads Personnel Wage Adjustment (Tim Wheaton):** Consideration of market wage adjustments for heavy equipment operator/caretaker.
2. **Roads and Maintenance Assistant Position & Vehicle Licensing Requirements:** Discussion and authorization to hire seasonal/permanent roads assistance; review of driver licensing, CDL/chauffeur standards, equipment operator qualifications, and vehicle registration/licensing compliance.
3. **Campground Management & Staffing for 2027:** Planning long-term campground management, bathroom sanitation coverage, and compensation structures.
4. **Trail & Road Engineering Proposal (Fleis & VandenBrink):** Consideration of professional engineering services proposal for 10 priority spot locations (\$3,500 NTE allowance per location; \$35,000 total cap).
5. **Roadway Tree Trimming & Equipment Evaluation:** Comparison of professional tree contractor bids (\$400+/hr) versus purchase of used tractor PTO brush cutter attachment (~\$14,000).
6. **Membership Polling on Road Improvement Dues Increase:** Discussion of conducting a member survey regarding roads funding and capital project assessments.
7. **Lake Arrowhead Water Quality Study:** Consideration of proposals from environmental testing firms to reinstate annual lake ecological and water quality health studies.
8. **Invasive Phragmites Treatment:** Schedule confirmation for fall herbicide application under the 50% cost-share program.
9. **West End Park Fencing, Signage, & Boundary Review:** Evaluation of park boundaries, use policies, signage, and reported member encroachments.
10. **Accessory Buildings Moratorium Review:** Discussion regarding the prior board motion prohibiting accessory buildings pending deed restriction approval.
11. **Deed Restrictions Amendment Process & Status:** Review of status, return timelines (November 30 deadline), and attorney file documentation.
12. **Bylaw Amendment Proposal — Board Size (13 Members):** Recommendation to establish a 13-member board with staggered 3-year terms.
13. **Bylaw Amendment / Policy Proposal — Annual Meeting Early Voting:** Consideration of three-way voting procedures (mail-in/drop-off, early in-person, meeting day) for bylaw amendments.

VII. Second Open Floor

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VIII. Adjournment

Next Scheduled Board Meeting: Saturday, October 10, 2026 at 8:00 a.m. in Lancaster Hall

Meeting Access Information

In-Person: Lancaster Hall, 9837 Colwell Avenue

Google Meet Video Call Link: <https://meet.google.com/gos-ajxx-kuv>

Dial-in via Phone: (US) +1 240-883-7475 | **PIN:** 367 511 953#