

Minutes of the Lake Arrowhead Property Owners Association

Board of Directors Meeting — September 12, 2026

I. Call to Order & Roll Call

The meeting was called to order at approximately 8:00 a.m. in Lancaster Hall and via Google Meet / Zoom conference.

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

Approval of Meeting Minutes:

Approval of the August 10, 2026 Board Meeting minutes was deferred pending corrections to deed restrictions committee assignments and committee chair listings.

II. Announcements & Open Floor

- **Randy Burroughs:** Expressed frustration regarding financial transparency, requesting detailed state tax returns for the past 3 to 4 years rather than the provided expenditure reports; raised objections regarding payroll expenses, specifically Cindy's campground compensation (\$7,804 in 2024–2025), maintenance building telephone costs, and roadway lighting expenses; requested tax documents by Wednesday under threat of legal action. Karoline Kinjorski clarified that the detailed expenditure report provided contains complete payroll data, and confirmed that small claims collection records extend back six years.
- **Dorothy James:** Inquired about the status and cost of the recently mailed deed restriction package, noting that neither she nor her son received packets at their respective mailing addresses. Argued that Article 13 of the 1964 restrictions specifies 10-year successive cycles which she asserted places the next revision window at 2034, claiming association funds were improperly spent on legal counsel.
- **Karoline Kinjorski (Clarification on Covenants):** Read Article 13 covenant language establishing that restrictions extend automatically for successive 10-year periods unless an instrument modifying covenants is executed and recorded prior to the expiration of such period, confirming legal counsel verified the timing is valid. Addressed mailing logistics, confirming over 650 first-lot packages were mailed, and offered replacement packets for verified addresses. Clarified that voting requires one ratification per lot, necessitating mutual agreement among joint deed owners.

- **Board Communication & Vendor Contracts:** Announced a standard operational protocol ensuring all written member inquiries, phone calls, and text messages receive acknowledgment or a formal response within 72 hours (3 business days). Reported a locked-in propane contract at \$1.89 per gallon effective through September 30, 2027.

III. Officer Reports

- **President / Vice President:** Emphasized operational efficiency, requesting that board members address administrative items and minutes revisions prior to regular board meetings to keep sessions productive and on schedule.
- **Treasurer (Financial Report as of August 31, 2026):**
 - Dues collection was budgeted at an assumed 95% collection rate (\$277,000 budgeted out of \$292,000 billed); collections are currently at 93% of the budgeted 95%.
 - Announced a pending budget amendment to adjust the reserve fund transfer line item from \$27,000 to \$44,000 to properly reflect primary lot dues revenue.
 - A bad debt write-off totaling \$38,501 was processed following a six-year review of uncollectible accounts in accordance with statutory limitations.
 - Highlighted budget variances: road maintenance repair and materials have reached \$24,000 against a \$15,000 annual budget; equipment maintenance reached \$16,000 against a \$12,000 budget; and payroll expenses stand at 65% of budget at the fiscal year midpoint.
 - Account balances: general fund checking holds approximately \$24,000; money market account holds \$89,000; and the reserve fund balance stands at approximately \$65,000.
- **Secretary:** Requested that all board members submit suggested edits to draft minutes prior to meetings to ensure prompt revisions, member distribution, and official office filing.

IV. Committee Reports

- **Building Control (Troy Gahm):** Reported several active applications for minor, non-controversial projects with no pole barns or complex issues pending.
- **Building Maintenance (Paul Cutting):** Written report submitted for board review; ongoing facility repairs noted.
- **Collections:** Reported \$36,787 collected to date in dues; collection letters for accounts under \$1,000 will be initiated in October, followed by formal presentations and liens for delinquencies exceeding \$1,000.
- **Communications (Rachel Wheaton & Ron Race Sr.):** Facebook page operates smoothly. Reaffirmed association policy that the official LAPOA website is the sole authorized channel for official business; warned members against unofficial third-party platforms and confirmed an educational notice will be published in the newsletter and website.
- **Deed Restrictions Committee:** Lori's daughter volunteered as an independent third party to track incoming signature envelopes anonymously by subdivision until November 30 to

maintain member privacy. Confirmed informational office hours and notary sessions will occur every other Tuesday from 6:30 p.m. to 8:00 p.m. through the end of November, with remote Google Meet access.

- **Real Estate (Troy Gahm):** Reported 10 residential homes currently listed for sale within Lake Arrowhead, with 3 recent closings. Noted listings are driven primarily by personal life changes rather than community dissatisfaction. Coordinated distribution of current and proposed governing documents to local title agencies and brokerages.
- **Emergency Preparedness:** Recommended removing the ad-hoc committee from the standing agenda. Noted that the association AED is out of service due to water damage. Identified a conflict between a prior two-thirds spending motion and Article 7, Section 13 of the bylaws requiring a simple majority for board actions.
- **Environment & Zoning (Dan Burroughs & Troy Gahm):** Reported 10 property addresses to Otsego County Zoning for blight, abandoned vehicles, and trash. Debated internal warning letters versus direct county reporting; agreed that Troy Gahm will coordinate with Dan Burroughs to maintain centralized administrative records and filing in the association office.
- **Forestry & Long-Range Planning (Dan Burroughs):** Scheduled selective timber cutting along the main road corridor and zoned acreage for October in coordination with state forestry personnel; details to be featured in the newsletter.
- **Minerals / Gas Wells (Dave Johnson):** Well production and operations continue steadily without issues.
- **Parks, Lakes, and Safety (Ron Race Sr.):** Scheduled common dock removal for after October 15 in accordance with lake regulations.
- **Personnel:** Discussed establishing a standardized employee hiring protocol, ensuring open positions are posted publicly, and uploading all personnel policies to the shared board Google Drive.
- **Pool & Facilities:** Pool winterization scheduled after October 15. In-house replacement of the facility pool heater resulted in approximately \$1,500 in labor savings.
- **Roads, Grounds, and Equipment (Chris Speen & Dan Burroughs):** Addressed severe storm washouts and exposed main gas lines; confirmed Amerigas responsibility under utility agreements. Commended caretaker Tim for performing extensive road grading and storm triage in-house. Confirmed the 1989 International truck is scheduled for online auction through Repocast in early October.
- **Resolutions (Troy Gahm & Karoline Kinjorski):** Reviewed incoming complaint processes; reiterated adoption of a 72-hour acknowledgment policy and updating online complaint forms.
- **Security Cameras & Technology:** Campground Wi-Fi upgrades completed, increasing data speeds to 520 Mbps. Temporary demo camera active pending manufacturer replacement. Newly acquired Meeting Owl and Google Meets conferencing operational for under \$500; old teleconferencing equipment to be listed for sale online.
- **Social Committee (Rachel Wheaton):** Annual member Hayride scheduled for Saturday, October 24, 2026, meeting at 3:30 p.m. at the maintenance barn and departing at 3:45 p.m., organized by Jeremy Bernard. Emphasized the event is strictly for members and

families and prohibited from public radio advertisement. Plans underway to clean and install safety guardrails in the maintenance barn loft for youth activities.

- **Newsletter & Webmaster:** Submissions for the upcoming newsletter are due by Monday via email or Word document.

V. Unfinished Business

- **Maintenance Building Overhang Replacement Design & Scope:**
 - Evaluated the replacement of the damaged maintenance building overhang. The previous \$4,500 replacement approval from May was determined inadequate due to insufficient flashing and schematic changes.
 - Reviewed slanted roof Design Option E (estimated at \$11,000), leaving an estimated \$4,000 balance beyond the \$7,100 insurance settlement.
 - **Motion** by Lori Lancaster, seconded by Ron Race Sr., to post the complete scope of work and specifications for the slanted roof overhang on Facebook for one week to solicit competitive bids from member contractors, and to authorize the board to vote electronically by simple majority once bids are received. **Motion passed unanimously.**
 - **Motion** by Karoline Kinjorski, seconded by Dan Burroughs, that based on updated construction and pricing data, the \$4,500 figure recorded in the May minutes is no longer valid and the project will proceed with three competitive bids. **Motion passed unanimously.**
- **Covered Sub-Structure Proposal:** Reviewed proposal submitted by Ed Wenz for a covered sand/salt storage structure. Tabled for the next meeting and the February 2027 budget planning session.
- **Member Communication Response Standard:** Adopted an administrative standard requiring all board officers to acknowledge and log member inquiries or complaints within three business days, routing correspondence to the appropriate committee chair.
- **Utility Credits & LED Lighting:** Discussed Great Lakes Energy commercial lighting tariffs; agreed to verify whether recent exterior fixture installations utilize LED technology to qualify for energy efficiency utility credits.

VI. New Business

- **Roads Personnel Wage Adjustment (Tim Wheaton):**
 - Dawnna presented an evaluation of road caretaker Tim's compensation (currently \$26.00/hour), presenting budget projections for hourly increases ranging from \$1.00 to \$5.00, alongside regional wage comparisons for municipal equipment operators and school bus drivers.
 - Katie Warner and Lori Lancaster expressed budgetary concerns regarding mid-year increases given existing payroll overruns and suggested addressing compensation during annual budget sessions or via health stipends.

- Dan Burroughs, Ron Race Sr., and Paul Cutting highlighted Tim's 22 to 23 years of loyal service, 24/7 storm availability, and the substantial replacement cost of external contractors.
- **Motion** by Chris Speen, seconded by Dan Burroughs, to increase Tim Wheaton's wage to \$30.00/hr retroactive to August 10, 2026.
- Vote: Passed 6/4/1 (4 opposed: Katie Warner, Donna Pavelka, Lori Lancaster, Karoline Kinjorski; 1 abstention: Rachel Wheaton).
- **Roads and Maintenance Assistant Position:**
 - Addressed hiring an ongoing part-time, on-call assistant maintenance operator for snow removal and storm support.
 - **Motion** by Katie Warner, seconded by Ron Race Sr., to authorize the executive committee to interview candidates and empower the board to vote electronically by simple majority regarding hiring and wage terms. **Motion passed unanimously by attendees.**
- **Stormwater Road Drainage Issue:** Addressed severe road drainage and driveway flooding affecting the residence at 799, resulting in sand and sediment washouts into a residential garage and septic field. Chris Speen and Dan Burroughs scheduled an on-site inspection for Sunday at 9:00 a.m.
- **Campground Operational Restructuring:**
 - Transitioned campground reservation inquiries from personal volunteer phone numbers to central office phone and email channels on the LAPOA website.
 - Shifted routine campground maintenance, mowing, and facility turnover to staff members under seasonal summer operations.
 - Confirmed seasonal water system shut-off for the first Saturday of October, with shower house blowout scheduled for November 1.
- **Long-Range Road Engineering Study & Dues Survey:**
 - Presented preliminary findings from an external engineering report evaluating permanent road reconstruction along 13.7 miles of association roads.
 - Permanent roadway fixes would require increasing annual member dues two- to threefold (projected \$85 to \$100 per month).
 - Karoline Kinjorski and Chris Speen will work together to draft an anonymous survey to be distributed via email and newsletter to poll membership support prior to formal assessment proposals.
- **Roadside Tree Corridor Trimming & Equipment:**
 - Reviewed commercial bids for cutting roadway tree corridors back to 16 feet along association roads (lowest contractor bid at \$300/hour, estimated total \$15,000–\$20,000). Noted oak trimming must occur in November/December.
 - Evaluated purchasing a used PTO-driven tree-cutting attachment for \$14,000 compatible with a 78+ HP tractor; requested maintenance history and tractor reliability data on the Mahindra before committing funds.
 - Announced the donation of a large PTO-driven commercial snowblower attachment to the association.

- **Lake Arrowhead Water Quality & Ecological Study Bids:**
 - **Motion** by Chris Speen, seconded by Karoline Kinjorski, to approve conducting a comprehensive lake water quality study for Lake Arrowhead during the 2027 fiscal year with a budget not to exceed \$3,500. **Motion passed unanimously.**
- **Lake Safety & Phragmites Treatment:** Craig reported common area Phragmites treatment scheduled for September 30 under a 50% state-funded program. Channel no-wake buoys scheduled for seasonal removal; speed and wake regulations to be published in the newsletter.
- **West End Park Boundary & Encroachment Discussion:**
 - Ron Race Sr. and Paul Cutting presented findings regarding private landscaping installations (retaining wall, planters, and decorative bricks) extending into the West End park common area, along with the removal of the park boundary fence.
 - Katie Warner detailed that retaining wall replacement and landscaping were installed as vital erosion control to mitigate catastrophic driveway and hill runoff, noting family maintenance and additions to the park.
 - **Motion** to table action regarding West End park landscaping and boundary fencing pending formal legal counsel review concerning association authority, easements, and liability protections. Traditional white boundary fences will be reinstalled this fall to clearly delineate park perimeters across the association.
- **Moratorium on Accessory Buildings and Pole Barns:**
 - Evaluated the temporary board moratorium on constructing standalone accessory buildings and pole barns.
 - Ron Race Sr. advocated rescinding the moratorium to return to 60-year historic practices pending the outcome of the member deed restriction vote, citing potential litigation risks.
 - Opposing board members raised concerns that lifting the moratorium permits commercial lot-flipping and standalone storage developments over residential homes.
 - **Motion** by Ron Race Sr., seconded by Dan Burroughs, to remove the moratorium on building pole barns and accessory buildings.
 - **Vote:** Motion passed 6/5 (5 opposed: Lori Lancaster, Donna Pavelka, Katie Warner, Karoline Kinjorski, Matt Daly).
- **Board Size Reduction Bylaw Proposal:**
 - **Motion** by Katie Warner, seconded by Donna Pavelka, to place a proposed bylaw amendment on the next annual meeting ballot reducing the Board of Directors from 14 to 13 members, utilizing staggered terms (4 seats in 2027, 4 seats in 2028, and 5 seats in 2029).
 - **Vote:** Motion passed (Opposed: Ron Race Sr., Paul Cutting, Dan Burroughs, Rachel Wheaton).
- **Permanent Early Voting Adoption:**

- **Motion** by Katie Warner, seconded by Karoline Kinjorski, to submit a bylaw amendment to membership making early voting a permanent election process for annual general meetings. **Motion passed unanimously.**

VII. Second Open Floor

- **Tom Rozycki:** Inquired whether approved county building permits would be invalidated by subsequent association rule adjustments (clarified that validly permitted work remains enforceable), and asked if smaller lakes are covered by the upcoming lake study (clarified that state subsidies apply strictly to Phragmites eradication).
- **Judy Race:** Encouraged strict enforcement of the three-minute comment limit to prevent lengthy meeting delays, and noted that overlapping conversations distort remote audio into loud noise; suggested providing refreshments for multi-hour sessions.
- **Edward Wenz (5172 Tacoma Trail):** Reasserted opposition to private encroachments on common parkland, emphasizing common properties belong equally to all members. Called for rigorous enforcement against unauthorized multi-camper setups on residential lots over holiday weekends.

VIII. Adjournment

Troy Gahm left the meeting at 10:22 a.m.

Motion to adjourn at 12:02 p.m. Meeting adjourned.

Ron Race Sr. confirmed that pursuant to Article 7 / Page 9 of association bylaws, a simple majority vote of directors present governs board actions.

Next scheduled Board of Directors Meeting: October 2026.

Respectfully Submitted,
Karoline Kinjorski, LAPOA Secretary