

**FOREST LAKE PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS
MEETING MINUTES
September 30, 2023**

I. CALL TO ORDER

Daniel LeFevre/President called the meeting of the Forest Lake Property Owners Association ("FLPOA") Directors to order at 9:01 a.m.

II. ROLL CALL

Board Members Present: Daniel LeFevre ("LeFevre"), James Kelly ("Kelly"), Debra Wojie ("Wojie"), Gene Ross ("Ross"), Tracy Reitzloff ("Reitzloff"), Ron Swagman ("Swagman"), Matthew Winberg ("Winberg"), Pat Gordon ("Gordon")
Absent (excused): Vito Manzella ("Manzella")

III. REVIEW OF PREVIOUS MEETING MINUTES

Moved by Ross, seconded by Swagman, motion carried to approve the July 1, 2023, Meeting Minutes as presented.

**Voting Yes: LeFevre, Kelly, Ross, Wojie, Reitzloff, Winberg, Swagman, Gordon
Voting No: None
Absent: Manzella**

Moved by Kelly, seconded by Swagman, motion carried to approve the July 8, 2023 (Annual) Meeting Minutes as presented.

**Voting Yes: LeFevre, Kelly, Ross, Wojie, Reitzloff, Winberg, Swagman, Gordon
Voting No: None
Absent: Manzella**

Moved by Ross, seconded by Swagman, motion carried to approve the August 12, 2023, Meeting Minutes as presented.

**Voting Yes: LeFevre, Kelly, Ross, Wojie, Reitzloff, Winberg, Swagman, Gordon
Voting No: None
Absent: Manzella**

IV. DIRECTOR REPORTS

A. Dam Safety (LeFevre)

i. See Update attached hereto and #50 on the website. Final spillway design to go out to bid is currently projected to be November 17, 2023. Overall completion target - August 2024. Filter blanket system being considered at the base of the dam, testing via monitoring wells (to be installed) will determine necessity. Recent quote for several new 6" replacement stop-logs (\$500,000.00), due to high cost asking for other considerations. GEI believes we can cut this cost at

least in half. Spicer has responded to EGLE comments regarding the spillway demolition permit, and we expect final authorization from EGLE in early-October. We have posted requests for demolition bids and FLLAB will meet in mid-October to review same. Grant discussion. Stamos grant first installment (\$400,000.00) is expected this coming week. Discussion as to FLPOA approving invoices. LeFevre states the agreement was just signed, will seek confirmation. Review of outstanding grants. Hopeful bids returned by January 2024. When the prior board issued the Forest Lake Special Assessment, received good collection. Once we receive \$655,000.00 back, will need a \$100,000.00 contingency buffer (until the remaining option 4 Special Assessment funds are received), to begin dredging. Considering a bond to cover the remaining Option 4/10-year Special Assessment payback (totaling \$200,000.00). Forest Lake Special Assessment was structured for spillway, dredging and/or docks. Spillway costs are rising and governmental organizations/regulatory agencies driving up the cost. Ray Daniels has been a huge asset to the Forest Lake Level Authority Board. Awaiting FLLAB Procedures Manual outlining obligations/responsibilities of dam/spillway property (mowing, stop log operation, etc.).

Moved by LeFevre, seconded by Ross, motion carried to consent to the funding to date of the Forest Lake Level Authority Board pursuant to the Fund Sharing Agreement.

Voting Yes: LeFevre, Kelly, Ross, Wojie, Reitzloff, Winberg, Swagman, Gordon

Voting No: None

Absent: Manzella

B. Legal, Lake Ecology, Fish Stocking, Insurance (Swagman) –

i. Savin weed killer drone video (<https://www.forestlakemi.com/dock-repair-dredging-udpate>)

Weeds were sprayed via drone on September 22, 2023. After three (3) week point weeds will be mechanically removed and allowed to decay. Ringneck's access road has been washed/rutted out, will need to be repaired. Ringneck's pond will also need to be repaired/cleaned out, repair road to access dam/pond repaired quoted a not to exceed in the amount of \$40,000.00. This is an income generated area, repairs are necessary and will only increase in costs. Table Ringneck road repair, look into bank solutions.

C. Campground, Office, Activities (Kelly)

FLPOA office accounting software system is outdated, needs to be replaced/updated. Estimated web-based system at \$5,000.00/year plus conversion costs. Discussion as to office team leader.

D. Parks & Recreation

i. Dead/dying tree removal

See FLPOA Parks Report attached hereto. Park maintenance discussed and placed on to the maintenance department's schedule. Sand Hill Crane Fishing dock repair/restoration will be handled by Hammertyme. Dangerous tree removal in parks/common areas discussed below in Maintenance.

E. Maintenance (Ross) – Many dead and diseased trees posing threats/liability in our parks/common areas, most are black oaks with no monetary value other than firewood. Received multiple quotes. Looking to accept bid, \$70.00/tree (\$6,400.00), covered from logging proceeds.

Moved by Ross, seconded by Reitzloff, motion carried to hire Red Removal Tree Service, sign a contract in an amount no greater than \$6,500.00 and the removal of no more than the agreed upon ninety-two (92) trees.

Voting Yes: LeFevre, Kelly, Ross, Wojie, Reitzloff, Winberg, Swagman, Gordon

Voting No: None

Absent: Manzella

F. Security, Communications (Manzella)

G. Refuse, Merchandise (Wojie)

H. Liens & Foreclosures (Winberg) – Continues to contact and visit homes of delinquent members, these actions have prompted several to pay outstanding amounts. Special assessment delinquencies at this date total approximately \$77,135.00.

I. Clubhouse, Storage Area (Gordon)

Working on responsibilities of position(s). Security has started storage area inventory. Discussion as to carpet replacement in the clubhouse. Suggests a deferred maintenance budget plan category/place marker.

V. NEW BUSINESS

A. Motion 4: Authorize temporary storage of logs, wood chips and spoils from downstream spillway demolition area.

Moved by Ross, seconded by Winberg, motion carried to authorize the temporary storage of logs/wood chips and spoils from the downstream spillway demolition on to Forest Lake property common grounds and this temporary storage site will be reviewed by maintenance prior to storage/placement.

Voting Yes: LeFevre, Kelly, Ross, Wojie, Reitzloff, Winberg, Swagman, Gordon

Voting No: None

Absent: Manzella

B. Motion 5: Approve Forest Lake – Lake Level Easement and Forest Lake – Lake Level Maintenance Agreements.

Presented to us today, Forest Lake – Lake Level Easement which states we own the dam/spillway property, but the Lake Level Board will have to maintain. The Lake Level Board requires our permission to enter said property without trespassing. We have spent considerable money on spillway repair/maintenance in the past.

Moved by Ross, seconded by Reitzloff, motion carried to approve the Forest Lake – Lake Level Dam Easement Agreement and Forest Lake – Lake Level Maintenance Agreement.

Voting Yes: LeFevre, Ross, Wojie, Reitzloff, Winberg, Swagman, Gordon
Voting No: None
Absent: Manzella
Abstain: Kelly

C. Annual Dues Plan

- i. Review FYE 2021-2023 year-end financial statements.**
- ii. Review prospective November 4, 2023, motion to issue a ballot for annual dues increase.**

Review proposed ballot card, discussion as to amounts/increments. Once approved, ballots will be made available in the office, mail, email blast, electronically, in person at the meeting. Review past/future/current budget/expenses. Dues have not been increased in almost twenty (20) years and discussion as to inflation. Discussion as to amending the Bylaws to better align with Restrictive Covenants and removing the up to three (3) votes per property owner. Ballots out on or about November 5, 2023. Spillway demolition bids opened by Spicer October 17, 2023. Spillway design ninety percent (90%) complete. Once demolition is completed, spillway construction may not begin until early-May.

D. Director Terms (for reference only)

- i. Expiring 7/2024: Swagman, Wojie, LeFevre, Gordon and Winberg.**
- ii. Expiring 7/2025: Reitzloff, Manzella**
- iii. Expiring 7/2026: Ross and Kelly**

VI. SCHEDULE OF UPCOMING MEETINGS:

- a. November 4, 2023 at 9:00 a.m. (open to all members)
- b. December 9, 2023 at 9:00 a.m.
- c. January 13, 2024 at 9:00 a.m. (open to all members)
- d. February 10, 2024 at 9:00 a.m.
- e. March 9, 2024 at 9:00 a.m. (open to all members)
- f. April 13, 2024 at 9:00 a.m.
- g. May 11, 2024 at 9:00 a.m. (open to all members)
- h. June 8, 2024 at 9:00 a.m.
- i. July 13, 2024 at 9:00 a.m. (Annual Meeting)

VII. ADJOURNMENT

Adjourned at 11:58 a.m.


Tracy L. Reitzloff, Secretary
Approved: November 4, 2023

Tracy L. Reitzloff, Secretary

Parks Report/Future Budget

September 30, 2023

I will meet with several property owners in October to discuss park needs, future park ideas and possibly organize a Parks Clean-Up Day.

I have received requests relating to the parks. Some are: a designated area where dogs can access the water, kayak launch, pickle ball removable net, and an exercise/fitness course/trail. Pickleball court/net handled by Bill Hunt/Security and can be signed out in the office.

I hope to discuss future collaboration with the Garden Club and parks, hear ideas.

I am also in the process of drafting a Forest Lake Parks Survey.

I want to thank the maintenance department for their help with the parks. After visiting Whippoorwill and West End/Crane parks on August 26, 2023, I noted the following and asked G. Ross to have these items placed on maintenance's schedule (if not already on the schedule):

Whippoorwill:

1. The slide requires a fresh coat of paint.
2. Both swing sets need a fresh coat of paint and a few swing replacements.
3. The park signage posts require a fresh coat of paint. I will discuss with the Parks Committee, the area around the signage posts be cleared out and white landscaping rocks be placed so weeds do not continue to grow. Another option would be to remove the boards completely surrounding the signage and let the grass grow, leaving just the garden barrel for flowers.

West End/Crane Park:

1. The posts along the parking lot require a fresh coat of paint.
2. The sitting bench at the far end of the park requires a fresh coat of paint.
3. The fishing dock needs repair/new signage. (Hammertyme's responsibility? Or can maintenance handle? Discuss with Gene).
4. The pavilions need some paint touchups, and the cement pads should be power washed (lots of goose poop and stains). Discuss goose deterrents going forward (I know we used have speakers and props in the past).
5. The picnic tables in the pavilion need a fresh coat of paint. We could use a few picnic tables in the other pavilion (future expense).
6. The slide roof needs to be painted.

Gene Ross and I have discussed tree removal options at certain parks, etc. Another option would be to offer property owners the fallen trees for firewood in Whippoorwill, Ringneck, etc. They can fill out the Release in the office prior to removal.

Can the bridge in Whippoorwill be used/repaired.

Future Budget Items:

1. Ringneck down trees/playground/mowing?
2. Wolverine – add picnic table, bench(es)?
3. Funds for a Volunteer Clean-Up Day (waters, snacks, trash/refuse bags, disposal costs).
4. Dog Park, dock access. This access would not need to be an enclosed area, designated access area. Beach/low dock area where dogs can enter the water. Locations to consider: Ringneck, Wolverine, Highlands, Whippoorwill. These areas have the least traffic. Highlands, being the least traffic, has the potential for beach/dock entry. We would post “at your own risk” signage which would also state dogs are to remain under the immediate control of their owner.
5. Future parks suggestions have also been a fitness trail, kayak launch.

D. Wojie

Forest Lake Board Report

9-30-23

Merchandise:

No new winter clothing has been purchased for this season in hopes of selling what we already have on hand.

Refuse:

On September 28th two dumpsters at the storage area were closed for the winter. The two near the campground will be chained off on Nov. 3rd. I have already notified department heads of security and maintenance about the closures.

Other Info.

Craft Show Labor Day weekend: Table rental totaled \$260

Pancake Breakfast: Total profit \$134.90