

**FOREST LAKE PROPERTY OWNERS' ASSOCIATION
BOARD OF DIRECTORS
MEETING MINUTES
August 3, 2024**

I. CALL TO ORDER

Vito Manzella/President called the meeting of the Forest Lake Property Owners Association ("FLPOA") Directors to order at 9:00 a.m.

II. ROLL CALL

Board Members Present: Vito Manzella ("Manzella"), Gene Ross ("Ross"), Ilene Smith ("Smith"), Pat Gordon ("Gordon"), Mike Woloson ("Woloson"), Matthew Winberg ("Winberg"), Phil Cole ("Cole"), Don Whitmire ("Whitmire")

Board Members Absent: Tracy Reitzloff (Excused) ("Reitzloff")

III. SAVIN LAKE SERVICES, INC. (Guy Savin, President) PRESENTATION

Link to Savin 2024 lake treatment proposal online at forestlakemi.com (Lake Management). Discussion as to nuisance aquatic plants (such as, but not limited to, Eurasian Milfoil and Coontail), if not treated could overcome lake. Sediment traps, cleaning out annually helps prevent dredging, must be maintained. Dredging discussion, removes sediment, dredge inlet areas, hydraulic most cost effective, discussion as to changing the dredging location(s) as necessary.

IV. REVIEW OF MEETING MINUTES

July 13, 2024, Meeting Minutes approval tabled for further review/clarification.

V. DIRECTOR REPORTS

A. Ross - Vice President, Insurance, Fish Stocking, Legal- Reviewing insurance. Resident logging settlement complete, agreed to grind the stumps involved at our cost for up to \$1,000.00. Completed for \$750.00.

Moved by Smith, seconded by Gordon, motion carried to borrow up to \$600.00 from the Dinner Club fund to secure the band for the "Music in the Park" event being held on August 24, 2024, with the intention to paying it back once proceeds/donations are collected at the event.

Voting Yes: Manzella, Ross, Smith, Woloson, Cole, Whitmire, Gordon, Winberg

Voting No: None

Speaking to HammerTyme to get a proposal to fix the Ring Neck Park boat launch road this fall. Discussion as to Whippoorwill and Wolverine roads, both need attention/repair.

Moved by Ross, seconded by Winberg, motion carried to repair the gas pump on the FLPOA owned gas tank for expenses up to \$1,200.00 which will take approximately 5 months to recover the cost with gas bulk purchasing.

Voting Yes: Manzella, Ross, Smith, Woloson, Cole, Whitmire, Gordon, Winberg

Voting No: None

B. Smith – Treasurer, Finance, Activities) – Software program Sage, \$2,100.00 year paid through February, discussion to keep the program as the staff is comfortable with it, it is paid through February, and it serves our purposes. Discussion as to FLPOA draft budget 2024/25. No logging revenue, so running Association at a further deficit. Discussion as to providing department monthly/yearly expenditures, how can we accomplish it. Discussion as to fund creations and adherence. Discussion as to changing bank account signors (Mercantile Bank).

C. Reitzloff – Secretary, Parks and Recreation, Docks – See Report attached hereto.

D. Whitmire – Maintenance, Parks Maintenance, Forestry – Maintenance required on tractors, lawn mowers, etc. Discussion as to “Maintenance Assessment”, in need of revenue. Campground bath house needs repair. Need to prioritize Association repairs, numerous. Discussion, more volunteer days could help keep dues down and keep up with repairs.

E. Cole – Security, Boat Launch – Review of Security duties/job, what above and beyond services could be revenue producing? (ie., lost dog retrievals, out of town checks, good will checks). Why is security in charge of bathroom supplies? Emergency Calls? Beach issues. Discussion as to resident requests not in Security’s job description (ie., propone checks, checking mail, package retrieval). Security inspects campground sites before and after cabin rentals (increase \$250.00 deposit, \$50.00 late charge). Working on a designated dog access. Surveillance cameras need to be made operational. Need a reliable vehicle, winter months make it difficult. Cabin short-term rentals, no boat launch access key should be provided to landlord, fines. Discussion as to card readers at boat launch. Security utilizes call logs and they are available for review.

F. Gordon – Office, Merchandise, Storage Area, Clubhouse/Pavilion – Met with the office staff, took job descriptions. Copy of schedule available. Campground residents should not be storing items at campground entrance, begin utilizing storage area. Corn Roast, privately organized, discussion as to raffle. Discussion as to the use of Clubhouse by Forest Lake residents for community events. Must be opened to all members in good standing if rental fee waived, promoting a gathering of members. If dues increase fails, amenities such as these may not be available. Monthly newsletter consisting of director updates and events.

G. Winberg – Liens and Foreclosures, Campground, Fish Stocking

Moved by Winberg, seconded by Ross, motion carried to brine the campground and storage area roads at a cost of up to \$650.00 to help keep the dust down for the guests, especially with the brush pile opening and closing.

Voting Yes: Manzella, Ross, Smith, Woloson, Cole, Whitmire, Gordon, Winberg

Voting No: None

Delinquent dues, a year past due only, will send out notices and a second notice as a reminder. Northern Legal Collections states collections are going well, receiving a lot of payments. We have collected approximately \$30,000.00 to date. Discussion as to constructing a sand bar/boater’s beach.

H. Woloson – Lake Ecology, Fish Stocking

I. President/Manzella – President, Dam Safety, Refuse, Legal, Boater Safety, Communications

- i. Show lake pictures and video from drone (FLPOA.Lake Level Board.Pictures)
- ii. Power run into campground – temporary, 7 poles placed. Meter on trailer, tied into our electricity, will be reimbursed.
- iii. ATV/Golf Cart Bypass – eliminating traffic for construction.
- iv. Staff. Do we have the right people working for us? Review hours sheet, over-time submissions.
- v. SWAT analysis meetings. Will help set and achieve goals. SWAT analysis form review, explanation.
- vi. Ring Camera password recovery set up under employee's personal cell phone. Need to change to a Forest Lake owned cell phone/email as well as password recovery.

Moved by Manzella, seconded by Woloson, motion carried to have all Forest Lake Device passwords and recovery passwords tied to Forest Lake owned devices and emails (Security cell phones and/or office email) effective immediately.

Voting Yes: Manzella, Ross, Smith, Woloson, Cole, Whitmire, Gordon, Winberg

Voting No: None

- vii. Ox Roast P&L packet, despite reduction in attendance, generated extra revenue. Gordon suggests heavier duty utensils or bring your own steak knives.
- viii. Board Contact Information. Look online and at the attached sheet, verify the information.

VI. NEW BUSINESS

A. FLPOA Activity:

Moved by Cole, seconded by Gordon, motion carried to authorize payment of Schulze, Oswald, Miller & Edwards PC invoice #752908504 for quarterly accounting services, payroll tax forms dated June 30, 2025 and July 9, 2024 in the amounts of \$5,090.00 and \$1,825.00 (\$6,815.00 total).

Voting Yes: Manzella, Ross, Smith, Woloson, Winberg, Gordon, Cole, Whitmire

Voting No: None

Moved by Cole, seconded by Ross, motion carried to authorize payment of Rhodes McKee (Legal Services litigation threat) May 2, 2024 invoice #414885 in the amount of \$1,575.00 for services rendered April 16, 2024.

Voting Yes: Manzella, Ross, Smith, Woloson, Winberg, Gordon, Cole, Whitmire

Voting No: None

B. Proposed Annual Dues adjusted plan discussion. Finalizing the ballot. Confirm timing.

Discussion as to rolling out a yearly CPI dues increase. Discussion as to capital campaigns (pledges/donations, at-will). Discussion as to explanation to membership of what capital expenses are necessary coming up and what cuts will be made. Drafted by the 24th.

Moved by Cole, seconded by Ross, motion carried to approve the proposed dues increase ballot dated August 1, 2024 as presented. Change ballot card to year 1: \$290.00 and perpetual CPI increases thereafter.

Voting Yes: Manzella, Ross, Smith, Woloson, Winberg, Gordon, Cole, Whitmire

Voting No: None

C. Maple Ridge Road Rental Home– Discussion. Empty.

D. FLPOA Board of Director Terms (for reference only)

i. Expiring 7/2025: Reitzloff, Manzella, Cole and Smith (appointment by the Board.

ii. Expiring 7/2026: Ross and Woloson

iii. Expiring July/2027: Winberg, Gordon, Whitmire

VII. SCHEDULE OF UPCOMING MEETINGS

a. September 21, 2024 at 9:00 a.m. (closed)

b. October 19, 2024 at 9:00 a.m. (open)

c. November 9, 2024 at 9:00 a.m. (closed)

Moved by Smith, seconded by Gordon, motion carried to change employee payroll schedule to bi-weekly pay periods beginning September 1, 2024.

Voting Yes: Manzella, Ross, Smith, Woloson, Winberg, Gordon, Cole, Whitmire

Voting No: None

Discussion as to free activities held at the Clubhouse/Pavilion. Activity director cannot exclude a member in good standing without good cause. Free events are open to all members.

VIII. ADJOURNMENT

The meeting was adjourned by unanimous vote at 2:14 p.m.



Tracy L. Reitzloff, Secretary

Approved: October 19, 2024

August 1, 2024

Property Owner Name

Address

City, State, Zip

Dear Property Owner Name:

The Board of Directors of the Forest Lake Property Owners' Association of Arenac County has authorized the distribution of the enclosed Annual Dues Vote Ballot pursuant to Section 6 of the Restrictive Covenants of Forest Lake Subdivisions and Article III and Article VII of our Revised Bylaws.

On November 5, 2023, a previous ballot was authorized for a \$150.00 increase starting at \$320.00 on April 1, 2024, and increasing to \$360.00 on April 2, 2028. Through March 31, 2024, a total of 1,342 votes were received, with 763 (56.9%) voting YES for the proposal and 579 (43.1%) voting No against the proposal. A quorum of at least 60% of members voting was reached, and the vote fell short of the 66.7% needed to authorize the dues increase. Many members took the time to provide valuable feedback to the Board of Directors. Some of the most common themes of those voting "No" votes was,

- 1) "The year One increase was too large."
- 2) "We want the list of delinquent owners to be made public" (Done)
- 3) I'm not voting yes until the work on the dam is started (Started)

Following the results of the last vote, we carefully reviewed our budget and reassessed what level of annual dues increase our members will support to find a middle balance. The results are included in a new proposal that is outlined on the attached ballot card. We have also identified expense cuts that will be implemented effective April 2, 2025, if the proposed annual dues increase fails. The proposed \$80.00, year one increase will add approximately \$75,000 to our revenue. Should the proposed \$80.00 increase fail, the Board of Directors will reduce our \$200,000 annual payroll by \$75,000 which will include:

- Reducing our office payroll from about \$70,000 to \$40,000 by cutting office hours from 5 days a week (M, T, Th, F & Sa) to 3 days a week (specific days TBD).
- Reducing our maintenance budget from about \$80,000 to \$50,000 by cutting hours by about 40%.
- Reducing our security budget from \$50,000 to \$20,000 by cutting hours by about 60%.
- Pay to use - Certain now free services will be assigned a fee to use.

The Board of Directors recommends approving the annual dues increase. Approval would avoid the need to implement the cost cuts outlined above. About 80% of our members maintain a permanent residence outside Forest Lake. All of us rely on hiring members of our community to support our members and care for the assets of FLPOA. Please return your ballot to the FLPOA office no later than September 13, 2024.

Sincerely,

Forest Lake Property Owners' Association

FOREST LAKE PROPERTY OWNERS' ASSOCIATION

8/1/2024

Internal Use

Tracy L. Reitzloff, Secretary

Parks and Docks Report

August 3, 2024

Parks:

I visited the parks again. Everything looks great! Thank you Maintenance and volunteers!

Ringneck's road needs work before we open for the 2025 season. It may not be traversable by truck/trailer/boat unless addressed. Gene mentioned he would speak with Hammertyme about this. Also, the low voltage hanging wires need to be heightened or removed.

The beaches at Sand Hill Crane and Ringneck will need to be cleaned up before May 1, 2025.

Whippoorwill Dock Area will need posts run along the bottom edge of the parking area to avoid potential issues/accidents. The picnic table should be moved from the uneven driveway area and placed on the grassy, flat surface. Also, due to the roadway being put in and erosion, it is now dangerous getting down to the docks, we need to install at least a few steps with a railing.

Wolverine access road and hill are starting to pose a problem with accessibility and liability. We should consider installing a better sloped walkway and/or include some steps with a railing. Hammertyme is working there so maybe this is already in the works. Please advise.

I encourage you all to visit Whippoorwill and Wolverine and attempt to make it down to the docks. Just trying to head off any problems.

Docks:

I am in the process of editing the Dock Rental Agreement and will present it to the Board for the September meeting. I would like to place the Dock Rental Agreement and rental fee on the September agenda for discussion and possible vote. I am proposing increasing the dock rental to \$400.00 as was previously discussed. A dock's life is approximately 10 years with a \$4,000.00 cost to replace. Let's discuss as this was a preliminary discussion.

I would like to meet with Tammy/Jeri in the office and Phil (Maintenance) to discuss re-numbering sequence and designated day dock locations as we have removed and added. I would like to speak with Phil prior to maintenance renumbering the docks.

I would like to discuss Day Docks. How many do we need and where?

For purposes of dock re-numbering conversation, there is a dock missing at Wolverine, in the middle, are we adding back or creating a beach area/dog access? Are we going to be able to add back the docks missing at the dam once siphons are removed?

I am out of town until August 13th with minimal service. If there are any questions/comments, email me and I will check when able. See you in September!

ANNUAL DUES VOTE BALLOT CARD

The following Dues increase proposal is for the purpose of holding a vote of the membership of the Forest Lake Property Owners' Association voting for dues increase for the next fiscal year beginning April 1, 2025. Per the Bylaws and Restrictive Covenants, Members with privileges (By-Laws Article 2 & 3), that own multiple lots will have their vote multiplied up to the number of lots owned with a maximum of 3 votes (1 per lot up to 3). Favorable results will be based on achieving a member quorum of 60% participating in the vote and a 66.7 % yes vote of those members.

PROPOSAL: The present annual assessment of \$170.00 shall be increased to \$290.00 in five stages.

Increase	Amount	Commencing	Total
Year 1	\$80.00	April 1, 2025	\$250.00
Year 2	\$10.00	April 1, 2026	\$260.00
Year 3	\$10.00	April 1, 2027	\$270.00
Year 4	\$10.00	April 1, 2028	\$280.00
Year 5	\$10.00	April 1, 2029	\$290.00

The Treasurer shall set aside \$15.00 from each annual assessment collected through the fiscal year ending March 31, 2029. Said funds to be added to and made part of a maintenance reserve fund. Use of maintenance reserve funds shall be restricted to the repair and replacement of capital assets of the Association. Is this enough?

CHOOSE ONLY ONE OF THE FOLLOWING OPTIONS:

Any member in good standing may cast one ballot between August 13, 2024, and March 31, 2025. Voting for more than one choice will invalidate this ballot.

- To vote **FOR** the above proposal
- To vote **AGAINST** the above proposal
- To **PROXY** your vote to the Board of Directors and within accordance of Michigan Law.

BALLOTS MUST BE SIGNED AND DATED TO BE VALID.

Signed: _____

Date: _____

Printed Name: _____

8/1/2024

Internal Use



rhoades
mckee
attorneys

office: 616.235.3500
fax: 616.233.5269
rhoadesmckee.com

55 Campau Avenue NW
Suite 300
Grand Rapids, MI 49503

April 16, 2024

Forest Lake Property Owners Association
Attn: Daniel LeFevre, President
daniel.lefevre@att.net

Invoice #: 411885
Client #: 112766
Matter #: 0001

INVOICE SUMMARY

For services rendered through March 31, 2024

RE: Forest Lake Dam/Spillway - Arenac County

Total Professional Services	\$ 1,575.00
Total Costs Advanced	<u> \$.00</u>
TOTAL THIS INVOICE	\$ 1,575.00

Invoice #: 411885

April 16, 2024

RE: Forest Lake Dam/Spillway - Arenac County

PROFESSIONAL SERVICES

Date	Description	
3/05/24	Correspondence and conference with client regarding addressing issues with property owner dispute with special assessment.	
3/05/24	Conference with D. LeFevre and B. Snelgrove regarding assessment issues. Examine documents regarding assessment methodology and project.	
3/07/24	Examine statute and recent cases regarding special assessment issues and prepare correspondence to client regarding same.	
	TOTAL PROFESSIONAL SERVICES	\$ 1,575.00
	TOTAL THIS INVOICE	\$ 1,575.00



rhoades
mckee
attorneys

office: 616.235.3500
fax: 616.233.5269
rhoadesmckee.com

55 Campau Avenue NW
Suite 300
Grand Rapids, MI 49503

April 16, 2024

Forest Lake Property Owners Association
Attn: Daniel LeFevre, President
daniel.lefevre@att.net

Invoice #: 411885
Client #: 112766
Matter #: 0001

REMITTANCE ADVICE

RE: Forest Lake Dam/Spillway - Arenac County

BALANCE DUE THIS INVOICE

\$ 1,575.00

All checks should be made payable to:
(Please return this advice with payment)

Rhoades McKee PC
Attn: Accounts Receivable
55 Campau Avenue NW, Suite 300
Grand Rapids, MI 49503

To pay your bill online visit:

<https://www.rhoadesmckee.com/payment-portal/>
(Visa, MasterCard, Discover & AmEx accepted)

To pay your bill by wire or ACH:

Email finance@rhoadesmckee.com

We greatly appreciate your business!

Invoices are due upon receipt
Tax ID: 38-2759173

Schulze, Oswald, Miller & Edwards PC

Phone: 989-685-2411
Fax: 989-685-2412

103 E. Main Street
P.O. Box 69
Rose City, MI 48654

rosecity@somecpa.com

Date: 06/30/24 **Invoice:** 752908504
Amount: \$5,090.00

FOREST LAKE PROPERTY OWNERS ASSOC
6180 BOBCAT TR.
ALGER, MI 48610-9499

Beginning Balance	\$0.00
Invoices	6,915.00
Receipts	0.00
Adjustments	0.00
Service Charges	0.00
Amount Due	\$6,915.00

This invoice is for the following services rendered for FOREST LAKE PROPERTY OWNERS ASSOC.

Accounting services	5,090.00
Accounting - Quarter ending 9/30/23	\$1,500
Payroll reports - Quarter ending 9/30/23	
Accounting - Quarter ending 12/31/23	\$1,690
Payroll reports - Quarter ending 12/31/23	
Year end reports: 16 W2s, 3 1099s	
Accounting - Quarter ending 3/31/24	\$1,900
Payroll reports - Quarter ending 3/21/24	
Cash Flow statement for year ending 3/31/24	

Billed Amount	\$5,090.00
Invoice Total	\$5,090.00

** includes tax return prep of \$1,825.00*

<u>07/09/2024</u>	<u>04/30/2024</u>	<u>03/31/2024</u>	<u>02/29/2024</u>	<u>01/31/2024+</u>	<u>Total</u>
6,915.00	0.00	0.00	0.00	0.00	\$6,915.00

Please return this portion with payment. Thank you for your prompt payment.

Invoice: 752908504 Date: 06/30/2024	Amount Due: \$6,915.00 Payment Amount: \$ _____ Payment Type: <input type="checkbox"/> Check <input type="checkbox"/> Cash	ID: 381981162 FOREST LAKE PROPERTY OWNERS ASSOC
Payments are due upon receipt of invoice.	Please make checks payable to Schulze, Oswald, Miller & Edwards PC - or - SOME CPA's.	

Schulze, Oswald, Miller & Edwards PC
120 N Ripley St
Alpena, MI 49707-2967
989-354-8707

July 9, 2024

CONFIDENTIAL

FOREST LAKE PROPERTY OWNERS ASSOC
OF ARENAC COUNTY
6180 Bobcat Trail
ALGER, MI 48610

For professional services rendered in connection with the preparation of the following tax forms
for year ending 3/31/24.

Amount due \$ 1,825.00

PLEASE MAKE CHECKS PAYABLE TO SOME CPAs

*Tammy -
This is included
in total amount
due on other invoice.*