

**FOREST LAKE PROPERTY OWNERS' ASSOCIATION  
BOARD OF DIRECTORS  
MEETING MINUTES**

**January 14, 2023**

**I. CALL TO ORDER**

Daniel LeFevre/President called the meeting of the Forest Lake Property Owners Association ("FLPOA") Directors to order at 9:02 a.m.

**II. ROLL CALL**

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

Board Members Not Present: None

**III. REVIEW OF PREVIOUS MEETING MINUTES**

**A. December 10, 2022, Board of Director/Meeting Minutes**

**Moved by Ross, seconded by Kelly, motion carried to approve the December 10, 2022, Meeting Minutes.**

**Voting Yes: LeFevre, Swagman, Kelly, Ross, Mancani, Wojie, Manzella, Winberg, Reitzloff**

**Voting No: None**

**V. DIRECTOR REPORTS**

**A. Dam Safety (LeFevre)**

**i. Spicer/GEI Meeting Update**

An informative meeting was held on January 13, 2023, between all pertinent parties. There is a lot of work to do regarding the inlet system, various siphoning options (risk remains). The upcoming science and data collection/analysis will tell us what direction to go regarding the siphon system and determine if a phased approach is possible. Lapham's designs were discussed, their designs are not necessarily defective but there may be a lack of data and assumptions having been relied upon. Soil borings will be repeated and completed. The State has put together a dam standard task force, new legislature will raise the requirement levels of dams in the State of Michigan. GEI's due diligence process will begin within the next ninety (90) days. LeFevre has proposed a phased spillway project, construction beginning spring 2023 and any necessary dam enhancements beginning at a later date. LeFevre states the dam's inlet system will be inspected. Swagman explains there is a culvert tube under/on the current dam that has not been inspected in fifty (50) years. USDA provided the grant funds to pay for Lapham's services. Manzella feels if the State changes dam standards, more grant money will become available. Swagman states two (2) years have passed while designing the spillway to meet State requirements, now these requirements will change. Swagman states during these two (2) years EGLE repeatedly asked for "correction requests", reviewed response(s) and responded with more correction requests. Swagman believes EGLE should have stated at some point that they did not like the spillway design and should have been clearer regarding data gathering requirements. Manzella states EGLE's job is not to design the spillway, but to

provide a permit. GEI Consultants will now be our engineering firm with Spicer being the owner's engineer/representative, will receive proposal to amend our agreement with them.

**Moved by LeFevre, seconded by Kelly, motion carried to approve the execution of the proposed GEI Consultants contract.**

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

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

**C. Campground, Office, Activities (Kelly)**

i. Accountant Financial Statement. The financial statements have been received. Will renew the CPA engagement with the additional provision of a termination notice timeframe. SBA, multiple case managers, provided documentation, received letter that we are good until the end of March 2023.

ii. Status of new rental contract  
Confirmation that renters will continue to provide an insurance rider (single event insurance policy worth \$1,000,000.00). Mancani confirms that a memorial is free of charge to property owners if another property owner passes away.

**D. Parks & Recreation**

Reitzloff continues to work with Kathy Ferguson and Shelly Cole, visiting parks and documenting needs/maintenance. There is a potential hazard at Whippoorwill needing attention, large tree(s) down around the bridge connecting Whippoorwill areas. Maintenance scheduled to visit the park, assess any hazard, and proceed accordingly. Discussion as to park sponsorship (leveled program), which would include sponsorship signage. Maintenance will install steps/slope from parking lot to dock entry at Whippoorwill.

**Moved by LeFevre, seconded by Reitzloff, motion carried to approve up to \$1,000.00 to be spent on tree and/or bridge removal in the ravine located at Whippoorwill Park/Playground area.**

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

**E. Maintenance (Ross)**

i. Logging Update

Sections 1, 2, 3 are now complete. Section 4 (Bryan's Trail, reduced scope: minimal cutting expected, watching closely) and Section 5 currently being logged. A letter was received by the Board signed by multiple residents asking to discontinue logging. Ross asks for up to \$5,000.00 to be allocated for the rental of a machine (grinder/mulcher) to clean up areas after logging. The woods within Forest Lake are dying and maintenance of them is necessary for the overall health of the forests going forward. In the aforementioned logging areas, there is to be a 50' no-cut buffer, 100' buffer certain cutting, remainder select cutting.

Moved by LeFevre, seconded by Ross, motion carried to approve the expenditure of up to \$5,000.00 for rental of clean-up equipment/operators to clean-up logging areas.

**Voting Yes:** LeFevre, Swagman, Manzella, Kelly, Reitzloff, Ross, Mancani, Wojie, Reitzloff  
**Voting No:** None

**F. Security, Communications (Manzella)**

Manzella states there are locks seizing up which need to be replaced. Manzella reminds the Board that the Forest Lake Facebook page is for official Forest Lake only.

**G. Refuse, Merchandise (Wojie) (See Report)**

FLPOA received a credit for days trash was not picked up due to a storm. Provided a merchandise inventory. Developing an online merchandise store.

**H. Liens & Foreclosures (Winberg)**

- i. Special Assessment payoff proposal.

Discussion as to the July 17, 2021, special assessment payment protocol. A Special Assessment Committee consisting of Winberg, Kelly and Reitzloff was formed to draft clear standard of operation for the office as it relates to special assessment and property purchases.

**I. Clubhouse, Storage Area (Mancani)**

**VI. NEW BUSINESS**

**A. Annual Dues Plan** – on hold pending tangible progress on spillway project. Data collection ongoing.

**B. Director Terms (for reference only)**

- i. Expiring 7/2023: Ross, Mancani and Kelly
- ii. Expiring 7/2024: Swagman, Wojie and LeFevre
- iii. Expiring 7/2025: Reitzloff, Manzella and Winberg

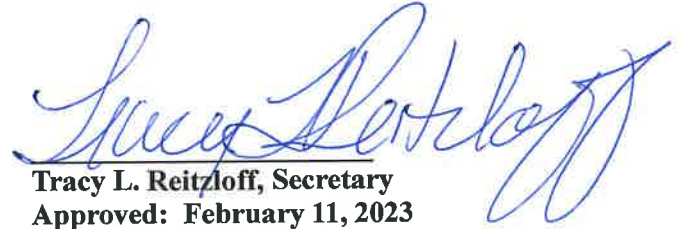
**VI. SCHEDULE OF UPCOMING MEETINGS**

- a. February 11, 2023 @ 9:00 am
- b. March 11, 2023 @ 9:00 am (Open to All Members)
- c. April 8, 2023 @ 9:00 am
- d. May 13, 2023 @ 9:00 am (Open to All Members)
- e. June 10, 2023 @ 9:00 am
- f. July 8, 2023 @ 9:00 am (Annual Meeting)

**XII. ADJOURNMENT**

**Moved by LeFevre, seconded by Wojie, motion carried to adjourn the January 14, 2023, Meeting at 11:11 a.m.**

**Voting Yes: LeFevre, Swagman, Kelly, Reitzloff, Ross, Mancani, Wojie, Manzella, Reitzloff**  
**Voting No: None**



**Tracy L. Reitzloff, Secretary**  
**Approved: February 11, 2023**