

L.C.P.O.A MEETING MINUTES Monday, September 26, 2016 - 7:00pm

Meeting called to order at 7:04pm

Pledge of Allegiance

Board members in attendance: Mike Olszewski, Paul Bates, Robert Shelby, Dennis Blain, John Gosinski, Coleen Crampton, Thomas Stachnik, Ron Phelps, Dave Dahl

Board members absent: None

Activities Committee Report: Desirae Dukate, Karen Kiss & Jenn Slat; They just had a meeting before this one with other members who were interested in helping. Here is a list of activities they are thinking about:

1. The Summer Kick-off will be around the same time we will do the Garage Sale
2. Various Craft Events, they are looking at some different ones as well as some craft events for kids.
3. Different types of Food Trucks
4. Picnic & Light Up The Nights for around the same weekend in August
5. They'd like to do a Casino (Adult) type bus trip
6. Christmas Lights Contest for the 2nd week in December with prize money allocated for winners. They are working on a process on how to award & vote for winners.
7. They'd like to offer a Boater's Safety Course in the spring with Ben Rowe, an officer that patrols the lake. He said he would be willing to come in & instruct the course for our lake members. The course would be free & he would need 4 hours 1 day & 2 on another. We'd like to do this on a Friday evening & Saturday morning & he could do as many as 50 people at one time.

Mike Olszewski motioned to allow the activities committee to schedule a Boater's Safety Course for next year with Ben Rowe as the instructor, Coleen Crampton 2nd, all in favor, motion passed.

8. Another new event they'd like to add yet is Winterfest in January or February were they will offer Hot Chocolate Bar, Chili Cook-off, bon fire, ice skating, possibly ice sculpting, and a few other events.

They'd also like to push for a lake side pavilion at one of our parks. They are getting a lot of good feedback from members about the events & they are also telling them they need a lake side pavilion. The committee would like to thank the members and the board for their support this past year.

Once they get all of their information together they will add it to their Facebook Page (Lake Columbia Activities) and to Nextdoor. We will also like to have it added to the LCPOA Web page and in the Columbian.

Open Discussion:

Henry Sikes-Hill-n-Shores: Weeds are really bad this year & is wondering if we should be talking about sonar again. Would like to know why they could not come into their bay to spray. He said they came in 2 times & was told they could not spray there because of the type of weed that was there. Too many people were talking at once so the

conversation was inaudible. He'd like us to extend our treatment period. Then John Gosinski told him we will check into it for next year.

Terri Marquardt-Royal Shores: She has a quick question about why we are over budget for Contract Labor-Maintenance & Maintenance/Repair-Parks & Buildings & we still have a few months left in the year, how did this get approved or did we just go over budget? Ron explained that our accountants made us put the repair of the dam into Contract Labor instead of Maintenance-Dam so this is why the Maintenance-Dam category is \$24,500 under budget. That is why if we take the totals for Maintenance/Parks & Lake Expenses we are actually under budget between the 2 categories. We only have roughly one more month where we will be paying for Parks & Maintenance & Contract Labor. Terri Marquardt said on a side line to that, we have a fairly large maintenance for parks expense & she was told at a prior meeting she was told that it was cheaper for us to contract out this work than it was to hire a maintenance person. Ron explained that a lot of the \$85,000.00 has to do with updating Southern Shores Park. John explained that our maintenance person never did any of the things that are listed in updating the parks, he only cut lawns & cleaned bathhouses. A member who did not identify them self asked if we had something detailed showing what was spent on each park for both Contract Labor-Maintenance & Maintenance/Repair-Parks & Buildings? Yes, we have a General Ledger listing for each expense as well as a spreadsheet for each park we have updated. Coleen asked Ron if he knew what the total amount was that we have spent on Southern Shores Park updates this year. Ron answered, "not off the top of his head but if Coleen had asked him a couple of days ago he would have had the information for her." Some of the improvements were bought much earlier this year & have come in on a monthly basis so the bottom number was constantly changing. Coleen would like us to have something to provide the members telling them what we have spent at the completion of a park project. Someone in the audience asked if we have something separate that tells us what we allotted to each separate park. John replied that we did & he was sure that we had one in the office. Someone else in the audience asked if these things were fairly accessible via computer to the general population. John replied that members can come into the office to see a General Ledger. Another member who did not identify himself suggested that for projects of \$10,000 or more shouldn't they be itemized, how are they itemized. He would like us to make these items public & easily accessible. Ron does not think the association's expenses should be available to the general public. He would be ok if there was something that only our members could log into, so our members could have access, but not the general public. This could become a problem when we wanted to get competitive bids because everyone would have access to what we are currently paying for things. This could potentially raise the fees we are paying to vendors or make it so we are always having to accept low bids for everything which could create the potential for shoddy work from vendors. Someone mentioned that we should look into giving members private log-in numbers to our web site so they could get easy access to some of our financial information. Robert Shelby responded that his suggestion was noted & we will have discussion.

Chuck Barnes-Hill N Shores: He'd like to know why we were under budget for Weed Control on our budget. Ron Phelps explained that this figure only covers what we have paid through the end of August and we had another weed treatment after this date. Robert Shelby asked if we are planning to do sonar again? Ron explained this will depend on what the specialists recommend. At the end of each spraying season they give us their evaluation of this past year and their recommendations for the upcoming

years. We should be receiving this from them within the next couple weeks or so. When we put the budget together, we always keep this in mind.

John Dale-Cambridge Shores: He feels weed treatments depends on a lot of variables from weather to water temperature to chemicals available. He'd like to suggest the board bring someone in to instruct them on Roberts Rules of orders. He also wanted to recommend Harry for the George Award for raking the weeds from the park shoreline & from in front of his neighbor's shoreline. He continued on to say if the weeds were left there & not raked they would start to rot and smell like rotting fish until they were removed. John stated that Harry sent something to the board about putting something into the budget to help with cleaning up this issue.

Diane Ponagai-Bayview Shores: She can't believe how we don't have money to hire someone for security or to help clean the lake but we are talking about putting a pavilion on the lake because the activities committee wanted to be on the water. Instead of hiring someone to pick the weeds up for them the board threw trash cans at them and told the members to pick them up themselves. John explained that the cans were put there on a trial basis so we could see if they would help the situation. Obviously it's not working so they will look at the budget to see if they can add something to it to help with this issue. The lake weeds were bad this year everyone agrees with this. Our weed treatment people have told us that it was the worst year they have seen across the entire lower Michigan area.

John Dale-Cambridge Shores: It was brought to John Dale's attention, by someone that was using the park, that the parking lot next to the ramp was being checked on a regular basis but the lot next to the park was being ignored & wondered if there was a double standard. John Gosinski answered that he would check with Andrea to see if this has been happening since she has been doing some security runs at the parks. Coleen stated that she did not realize the board had authorized that. Robert Shelby stated the board will check into it.

Mary Bonkowski-Cambridge Shores: She would like to complain that the docks and ramp chains were taken out too early. John explained that Dan usually takes them out the 2nd week in September & we kept them in 1 week later. We usually try to watch the weather to make sure it isn't going to get too cold for the guys removing them. John said we could probably keep the chains up longer but the buoys need to come out with the docks due to maintenance issues. We do still have one dock up at Waverly. Robert Shelby stated her concerns were noted and we will be addressing it.

Harry Breniser-Cambridge Shores: He had a question about what the Policy to enforce violations for people who don't comply which is listed in the New Business section of this agenda. He wanted to know what it concerned. Thomas Stachnik explained he is the one who had it put on the agenda, because he would like to know what punishments we have when someone is caught without a decal on their boat or vehicle. The answer Thomas gave did not relate to his question. His question is will the board be addressing the issue of people using the lake bottom without the board's permission, like mooring their boats anywhere or placing rocks walls along the lake bottom. Will they be addressing this issue for next year? Dennis Blain asked Harry if he thought there was a difference between mooring a boat and anchoring a swim raft to the bottom of the lake. Harry said he just wanted the board to set some guidelines for this issue. He feels the board needs to decide what will be allowed and what will not be

allowed. Robert Shelby reworded what Harry asked by saying he wanted the board to set rules and tolerances for what would be allowed regarding the lake bottom. Robert also stated this was on the agenda and the board would be discussing it.

Tim Reguero-Southern Shores: He has listened to a number of people that there is no reason that you cannot put a decal on their cars. Many people lease their vehicles for personal or work related reasons and are not allowed to put decals on them. It was explained to him that all he needed to do was put either the decal or his membership card on his dash so it can be seen when he uses the park.

John Dale-Cambridge Shores: He had a point of information regarding swim rafts. The association may own the lake bottom but the waters are still owned by the state and in order to moor a swim raft overnight, a permit has to be issued from the DNR.

Ed Ponagai-Bayview Shores: Who made the decision to pull out the buoys so early this year? John Gosinski explained we have always taken the buoys out the same time each year. The 2nd weekend of September. This year we actually waited 1 more week. Ed stated Michigan law states you have to protect the "No Wake" areas and "Swim Areas" till first ice. Usually mid November. John thanked Ed for the information and will check into it for next year.

Henry Sikes-Hill N Shores: asked what we were doing about high grass and lawn complaints. Robert Shelby answered that we have a letter that goes out and gives them so many days to request people to mow when needed. Ron explained that after that there is pretty much nothing we can do except get an attorney involved. John Dale stated that when he was on the board they had to sue a member for not cutting his lawn and after the association won the law suit he was asked if he was going to not cut his lawn again and he answered, no do you want to pay to take me to court again.

OFFICERS REPORTS:

President: None

Vice President: None

Secretary:

Mike Olszewski asked for approval of the Regular Minutes from August 22, 2016

Coleen Crampton Motioned to accept the Regular Minutes from August 22, 2016 with changes, **Dave Dahl 2nd**, All in Favor, Motion Carried.

Mike Olszewski asked to table the Executive Minutes from August 22, 2016.

Mike Olszewski asked for approval of the DEQ Special Board Meeting Minutes from August 19, 2016.

Dennis Blain Motioned to accept the DEQ Special Board Meeting Minutes from August 19, 2016, **Thomas Stachnik 2nd**, All in Favor, Motion Carried.

Treasurer:

As of August 31, 2016, the Lake Columbia Property Association had total assets of \$1,473,659. The Cash on hand as of 8/31/16 was \$760,287 of which \$379,900 is marked for Lake Management Reserve and \$111,450 is in reserve for the Dam. Our Cash on Hand decreased by \$83,181 during the month of August.

The leading expenses for the month of August were Park expenditures of \$45,720 for the installation of the Archwood seawall, weed and algae treatment, lawn and building care, and the Southern Shores' trees and lights installation, the next leading expense was the Granger Trash expense at \$34,057, legal fees for August totaled \$10,535 for the fence litigation, and the picnic expense of \$3,000.

Review of the LCPOA 2016 Annual Budget at the end of August 2016 found everything in line with the exception of Legal Routine as previously reported.

Dennis Blain motioned to approve the 9-19-16 Treasurer's report. Thomas Stachnik 2nd. All in favor, motion passed.

OPERATIONS REPORTS

A. MAINTENANCE:

1. Seawall & Dam Update: Paul Bates stated he met with Kristi Bellfy, the contractor from R & L Trucking last week, she finished her work at the Dam and he has taken pictures of her finished work (which was attached to the board members packets). He felt she has completed our recommendations with the 1 on 2 slope with the equal size rip rap inside of the dam fence. The job was finished according to the DEQ's recommendations so a check was issued to R & L Trucking.
2. Discuss monthly dam inspection, John Gosinski stated no problems exist to date.
3. Docks, Buoys & Steps removed: Coleen Crampton stated this is the 2nd year that we have had several, several complaints about the removal of the docks. She said "last year it was explained away with we need to do it before it gets too cold" and she still feels we should bid out the removal of the buoys and docks and not just delegate it to someone". She stated, "with the nice weather extending into the fall like it has been, she thinks the earliest that the buoys should be taken out is mid September or 1st of October and she thinks the docks should be left out at least till the 1st of October and she thinks the chains are being taken down way too soon." She stated she doesn't go out and do them or does she know how much of an involvement there is to remove them but she cannot see any reason why it would be a big deal to take the chains and locks off so she thinks that we should leave them on at least until there is the first indication of snow." Robert Shelby stated this was noted and we have had a lot of discussion on this in the last 20 minutes and it is noted that we will be reviewing this as a board for next year. We are in a long term (2year) contract with the maintenance contract so we will talk more about it then. Coleen stated that the 2 year contract was only for the lawn mowing and does not include all of these other things.
4. Trash Cans picked up: Trash cans are picked up when we winterize the bathhouses and we leave the bathhouse at Southern Shores open for the Trunk or Treat event that is held there on Halloween night. We usually start the winterization process the 2nd week in October. Mike Olszewski would like to know if we can leave the trash cans out a little longer because people who go for walks with their dogs have been leaving the filled dog bags in the grills instead of the trash cans. He is hoping if we leave the trash cans out a bit longer, people will use the cans instead of the grills as a place to leave their dog's droppings. We leave the can at Castlewood out all year for the ice fishermen. If we were to leave all of the cans out all year we will have to pay to have access to the cans plowed so Granger has access to them. The office will check to see if there is an extra fee to leave them out at the parks till Thanksgiving weekend. (Please let the office know if Granger does not empty cans at the parks or at your home so we can communicate the problem with Granger and hopefully find a solution.)

5. Bathhouses will be winterized and locked beginning the 2nd week of October except for Southern Shores that will remain open until after the Trunk or Treat event, October 31.

B. MISCELLANEOUS:

1. Financial Policy & Procedures: Robert Shelby apologized to everyone that it took him 90 days to put the policies & procedures together. He said, "the committee was very scientifically put together. Everyone who volunteered was put on the committee." The members of the committee consist of Rick Longo from Bayview Shores, Mike Hauer from Bayview Shores, Cindy Lena from Royal Shores, Bob Dresselhouse from Royal Shores and Robert Shelby from Sherwood Shores. They met virtually via web-ex & telephone conferences. Their purpose was to put together policy & procedures for putting together an RFP, how to receive an RFP, putting together a check writing policy, putting together credit card policy and petty cash. To his knowledge there is no written policy right now. Robert Shelby distributed the final draft and there were many changes contributed by the committee. He sent it out to the board 6 days ago for their redline contributions. He realizes that may not be enough time to vote on it. He sent an email out this morning that he would at least like to open it up for discussion, it is lengthy. Anybody who wants a copy can give him their email and he can send it out as a draft. Robert Shelby then asked if there was any open discussion. Ron Phelps pointed out where it says under authorized check signers it should read board of directors, not president. He also added that it's not a credit card, it's a debit card. It shouldn't just be on-line purchases, it's also used for postage and bulk mail fees for the Columbian, gas for the boat & truck, chain for the buoys, plumbing issues, picnic supplies, candy, cleaning supplies and so forth. So if we could just change where it reads "on-line" to "small purchases", because it strictly says on-line everywhere and some things are on-line but most of it is not. Robert Shelby answered the committee's intent for office supplies and even postage, things like that more on-line creates a paper trail and we could budget on an annual basis and the office manager could manage that budget using as any on-line purchases but again this is not approved yet. John Gosinski asked Ron if he was in favor of the office using the debit card for purchases they have been using them for? He answered, yes the office and the association. It's not always just the office, members have helped buy picnic supplies in past years. Coleen Crampton asked, "would that be able to be taken out of petty cash though?" Ron Phelps answered, "he would rather have the debit card used because there will be a paper trail. His preference would be for the petty cash to only be used to make change for people coming in." Ron Phelps continued with the issue of check signing, he doesn't have any issues with needing 2 signers for checks or for payments needing to be authorized, but feels communication needs to be better. For example, he sent an email to Robert for a signature for the taxes that had to go out & never got a response from him. The office also sent an e-mail asking him to come in to sign the check. Robert responded that he would be in but he never showed up. Robert explained that he thought he was answering Ron's e-mail, not the offices, and they would be signing all of the checks today anyway. Ron explained that if Robert would have communicated that he could not be in to sign we could have contacted Mike but that never happened. According to what was passed last month, Mike, the secretary, was supposed to be used as the 2nd signer only if Robert, the president, or Ron, the treasurer, was not available. The recurring services, like Consumers & Frontier, should be set up as auto-pay. If passed, this policy will only go into effect after this season is over.

John would like to see Ron Phelps on this committee that has been set up and the people who are on it should be made more acquainted with the projects we do and how

our contractors need to be compensated. Some of our contractors may not be able to wait a month before receiving payment. Robert said it may not be a month it will be 30 days from when an invoice is submitted and this time frame would be stipulated in the RFP when the contract is signed. If Ron would like to have a conference call with the members of the committee that should not be a problem. Robert asked if there were any other objections. John responded that we have never had any issues with our vendors being paid before now. Until recently they have always been paid when or shortly after their job was finished. They have never had to wait for a signature on a check until now. Robert responded that we were dealing with 2 boards ago as check signers and we had to wait 2 months to get the banks to change this over. Robert does not feel it is a big thing for a contractor to wait 29 days for a check. The policy he has proposed says the board can make minor changes as long as they don't change the principle of the objective. He feels we only need to be doing business with suppliers and vendors who can wait 29 days to get 50% of their money. His little company sometimes has to wait 180 days to get paid and he doesn't like it.

Dennis asked if there was anything we can do to speed up the process of getting new check signers on the accounts. Ron explained that there really wasn't any way of speeding this up. But one way to reduce the time would be reducing the number of banks we have. The FDIC requirements are higher now so we should be able to do it. He is also suggesting that we put some type of clause in that says certain people have check signing privileges until new signers are in place. Robert Shelby answered that the day after the annual meeting the new board members would have to go to the bank. There was discussion about how to make the process quicker. Robert Shelby mentioned that he went to a First Merit near his main residence and they said he could sign it there and do it electronically. He signed the papers and then got a phone call from Brooklyn saying they won't accept that. 2 weeks had gone by. Discussion about putting a clause in the policy that states the 3 signers continue signing for 60 days after annual meeting to allow time for new officers to become signers on all the accounts. Robert Shelby suggested another 20 minute meeting in a week or 2 to review it. Terri Marquardt asked as far as this policy getting adopted do you have to have 5 to 4? Robert Shelby answered you need a minimum of 5 votes. Discussion about past committees and how we vote on suggestions. Robert Shelby requested that everyone on the board review the policy and mark it up with your suggestions. We will bring it back to you in voting form. Committee would like to set a date of Oct 8 for redline comments.

2. Discuss 2017 Budget items-John Gosinski explained that they need to plan projects for next year, security, weed control stuff or weed clean up policy we put that in the budget. Come up with a rough draft for next month. Robert Shelby asked if we have a list of everything that is done and specific dates and target dates, a budget template? John Gosinski answered we basically have the same things on the budget every year. Coleen Crampton asked if we are completed with all the major park renovations? John Gosinski answered we have Karen ct yet which is a big one, the other side of Southern Shores, then a lot of little parks throughout. Mike Olszewski asked what work are we doing with Castlewood? John answered the fencing is scheduled to go in this week. Mike Olszewski asked why he wasn't informed about the fencing? John answered it was already paid for, it's out back & it was approved 3 years ago. An unidentified member asked who were the 3 contractors who bid on the project? Dennis Blain answered Millennium Fencing, Allen Fencing and a company out of Howell. Mike asked if they have the permit for the layout of the new fence. John answered they do. Discussion about the perimeters changing and going to the water's edge. John Gosinski explained

they are replacing the old corner pieces at the water's edge then a 4 foot opening then continue down the left side. A member asked how many openings? Dennis answered every 40' there will be a 4' opening and then big openings on the ends. Discussion continued & Mike Olszewski asked, "why he didn't know about the fence going in over there?" John answered, you weren't on the board when it was approved." Mike added, "you guys had a meeting a month ago at Castlewood park, why wasn't I invited?" John answered, "we met with the township last Monday at 2:00." Mike feels because he doesn't agree with it he wasn't invited. Mike accused John of violating the code of ethics. John Gosinski asked Ron Phelps if he was invited. Ron answered, "no but I knew the fences were going to go up." More inaudible discussion. Robert Shelby stated we should move on.

3. Switch from Frontier to Comcast-John Gosinski mentioned that the girls in the office are having problems with the internet service and would like to switch to Comcast. Robert Shelby asked the price difference. Peggy, office staff, answered Frontier just came in today to check the condition of our system so we haven't had a chance to compare competitors prices. We just wanted to put it out there so you guys are aware that we're going to possibly switch. Ron Phelps said we will wait to get the numbers and then vote.

C. COMMITTEE REPORTS:

1. Playground/Park Improvements-Dennis Blain reported that everything is going good.
2. Building Control Committee Approvals-Robert Shelby reported 1 house, 1 garage that's it. Robert Shelby asked who is on that committee? John Gosinski answered Paul Bates, himself, Dennis Blain and Bob Callison.

NEW BUSINESS:

A. Thomas Brown - Dredging Approval, Robert Shelby received a letter stating that Thomas has filed for his own permit to dredge in front of his own house. There's a lot of good reasons and poor reasons in Robert's opinion. He's looking for board approval. Thomas Stachnik asked if we own the bottom of the lake & the DEQ says the owner of the bottom of the lake has to apply for the permit how can Tom Brown apply? John Gosinski answered they will let him do it if he has the approval of the association. Robert Shelby mentioned we will only approve what the DEQ will allow. Thomas Stachnik asked if we found out where he is going to put the spoils. John Gosinski answered the DEQ will give us a report. John Gosinski suggested we tell the DEQ we agree verbally. Then have our lawyer draw something up, a hold harmless agreement. Coleen Crampton asked if we received anything from Jeff at the DEQ about our meeting last month. John Gosinski answered we just got it today & will send it out to the board shortly. Ron asked if we dredge in Southern Shores, will giving this approval affect our cost? John Gosinski thinks once Thomas does it others may want to follow suit. Discussion regarding language of the motion.

Robert Shelby motioned that we give Thomas Brown permission to dredge in front of his house and on the property that is a part of the LCPOA unplatted property, subject to them meeting the DEQ guidelines and requirements. This permission is also pending Mr. & Mrs. Brown & their contractor's signatures on a hold harmless agreement that the LCPOA attorney, Marty Lozier will draft. Further that the LCPOA & it's affiliates will be named as additionally insured on the contractor's insurance policy. Coleen Crampton 2nd. 8 board members in favor, Thomas Stachnik was a nay vote, motion passes.

B. Policy to Enforce Violations for people who don't comply - Thomas Stachnik suggested that we give fines to violators. Discussion about security and towing. John Gosinski suggested to add money to Security line item on the budget for next year.

C. Future Park Placement & Boat Mooring/Usage for Parks - Thomas Stachnik thinks we need to have a vote at the end of the year from the membership & if the membership votes they don't want boat mooring at the parks, he won't say another thing about it. There was discussion about whether it would fail and how they should survey the membership. Robert Shelby suggested that Thomas is very passionate about this subject & he should take the lead & put together a package. More discussion continued. John Gosinski suggested Thomas put something together and includes a survey in the next Columbian.

Robert Shelby motioned to adjourn at 9:14pm. Coleen Crampton 2nd. All in Favor, Motion carried.

Signed & Approved 10-24-2016:



Michael Olszewski, LCPOA Secretary

