

**Lake of the Pines Association
Inc.
7257 Ashard Road Lake, MI 48632
Phone: (989) 588-9304 Fax: (989) 588-4145**

**Lake of the Pines Board Meeting Notes
August 12th, 2023**

OPENING

Rick McCombe called the meeting to order at 10:00 am. There were 30 Association Members present. Rick started the meeting, joined by all present, by saying the Pledge of Allegiance to the Flag.

<u>2021-2024</u>	<u>2022-2025</u>	<u>2023-2026</u>
Cindy LaFave	Geri Shaw	Cheryl Dziurkowski
Rick McCombe	Teri Morrow-Sutton	Jon Thomas
Open	David Lynch	Clayton Basler
Rod Saunders	Larry Gibson	Dave Borle

ROLL CALL

Roll Call was taken. Larry Gibson, Dave Lynch, and Jon Thomas were absent and excused. All other board members present.

WELCOME

Thank you all for attending our BOD meeting and welcome Deb Van Dyke association member that is joining our meeting for the first time.

APPROVAL OF MINUTES

Motion was made by **Teri Morrow-Sutton**, and second by **Rod Saunders**, to accept the Minutes of Board of Directors June Meeting July 8th, 2023. Vote taken. **Motion was unanimously passed.**

ANNOUNCEMENTS

- LOP Circle of Friends (John Machnak) is hosting a Golf Outing August 12, 2023 – 52 people in attendance.
- LOP Men's Club will be hosting Beer, Roasted Corn, Brats & Karaoke on Saturday September 2, 2023. Fireworks in the evening.
- LOP Circle of Friends (Jon Thomas) will be hosting a Stock the Lake with Fish Fundraiser Breakfast on September 3, 2023 in the Rec. Hall from 8:00 am until 11:00 am
- LOP Women's Club MMI Picnic was a great success and very rewarding. Thank you to all who helped out.

OFFICER'S REPORTS

PRESIDENT'S REPORT – Rick McCombe

- Bridge leading into the campground is in need of repair. We received the report from Spicer Engineering who inspected our bridge. They said our bridge is safe for up to 4.3 tons of total weight. Main concern is with the weight of a fully loaded 5th wheel trailer. We had a DTE truck go over the bridge which weighed 25 tons, so our bridge has been load tested. Clay Basler went under the bridge when someone was driving their trailer over the bridge and the bridge was not flexing so that is a good thing.
- We are searching for a construction company to give us direction on repairing the bridge. Spicer Engineering does not do the actual repairs but recommended that we drive pilings into the creek bed to support the outside beams. We're anticipating a big expense for this repair.

VICE PRESIDENT'S REPORT – Rod Saunders

- Our fall Adopt-A-Highway obligation dates this year fall between September 23, 2023 and October 1, 2023. We will send out an email requesting volunteers when a date is set.

SECRETARY'S REPORT – Cheryl Dziurkowski

- Currently, we have \$1,699 in our fireworks fund for this year. A Big "Thank you" to all who have generously donated into the donations can (\$639) in the LOP office. Donations were given by LOP Women's Club, LOP Men's Club, LOP Circle of Friends and individuals. We also have Wally returning this year to display our fireworks. We will continue to collect for the fireworks in the LOP office until August 19, 2023.

TREASURER'S REPORT – Cindy LaFave

- **Motion** was made by **Rod Saunders**, and seconded by **Teri Morrow-Sutton** to approve the bills from July totaling \$31,801.23. Vote taken. **Motion was unanimously passed.**
- **Motion** was made by **Cheryl Dziurkowski**, and seconded by **Rick McCombe** to approve purchasing a new 9' x 9' Maintenance Garage Door from Central Michigan Garage Door Co. for \$1,675 to replace the current garage door on the front the Maintenance Garage. Vote taken.

Motion was unanimously passed. The folks at Central Michigan Garage Door Co. are donating the labor (\$325) to install the new front Maintenance Garage door and will preserve the old garage door for installation on the back of the Maintenance Garage. Volunteers are required to prep Maintenance Garage rear entrance to accept the preserved old front Maintenance Garage door. The folks at the Central Michigan Garage Door Co. will come back to install the previously removed front door to the prepped rear entrance door. Vote taken. **Motion was unanimously passed.**

- **Motion** was made by **Teri Morrow-Sutton**, and seconded by **Rod Saunders** to Change the “Rules and Regulation” verbiage that can be found on Page 3 under the heading **GUESTS MAY NOT BRING A GUEST IN ANY CASE** from “A property owner must be in residence or on the common property for his guests to utilize guest privileges. Guest passes and parking passes are to be issued to each individual. The property owner must request such from the office.” to “Guests passes and parking passes are to be issued from the LOP office at the request of the property owner or member. The guests are responsible for treating the Lake of the Pines common grounds with respect. Any and all damages and costs caused by the guests will be paid by the guests. If a guest does not pay, the property owner or member who sponsored the guest will be held responsible for any damages related to the actions of their guest. To remain a member in good standing, these costs must be paid. If not paid in a timely manner, a lien will be placed on the property and the member privileges will be suspended”. Vote taken. **Motion was unanimously passed.**
- **Motion** was made by **Teri Morrow-Sutton**, and seconded by **Rod Saunders** to Change the “Rules and Regulation” verbiage that can be found on Page 3 - Section C under the heading **LODGE AND RECREATION HALL** from “Members scheduling an event MUST be in attendance” to “Members sponsoring the event will be responsible for the facilities and any damages related to the actions of their guests. To remain a member in good standing, these costs must be paid. If not paid in a timely manner a lien will be placed on the property and the member privileges will be suspended”. Vote taken. **Motion was unanimously passed.**
- **Motion** was made by **Rick McCombe**, and seconded by **Rod Saunders** to Change the “Rules and Regulation” verbiage that can be found on Page 11 under the heading **TRAPPING** from “You must also obtain a permit from Lake of the Pines for trapping on common grounds” to “No trapping on LOP common grounds without the BOD approval and proper licenses and permits.” Vote taken. **Motion was unanimously passed.**
- **Shadowbrook Blight Update:** Court hearing concerning the Blight situation on Shadowbrook Drive took place on Wednesday, June 21st, 2023. The judge ruled in favor of Freeman Township and gave Mr. Marc Davis and his partner Dawn 60 days (August 21, 2023) to vacate the property with all of their belongings. If the property isn’t vacant, the sheriff’s department will assist Freeman Township in removing anything left behind that will be considered abandon property and will be disposed of by Freeman Township.
- Marc and Dawn found a new place and started to remove some of their belongings.
- LOP has a lien on the property to collect back association dues.

COMMITTEE’S REPORTS

EXECUTIVE’S REPORT – Rick McCombe

- We’re in the process of getting costs to install WIFI in the campground, Pontoon Island and the cabins. The WIFI is needed for security cameras. We need cameras because there’s been some shenanigans going on and the cameras would help us confront the people causing the problems. We’ll be installing a WIFI hub on a pole outside the Rec. Hall and the specifications say that it can reach a distance of 2.5 miles. Hopefully, that hub will be able to provide a strong enough signal in the campground otherwise we may have to install a 2nd hub. The installation will be managed with volunteers. We will rent a manlift with harnesses to ensure safety. Dave Borle will lead this effort. He will be working with Dave Lynch, Ted Lewis and possible George our maintenance man. **Motion** was made by **Teri Morrow-Sutton**, and seconded by **Cindy LaFave** to approve a not to exceed budget of \$1,200 to install the WIFI. Vote taken. **Motion was unanimously passed.**

ARCHITECTURAL’S REPORT – Clay Basler

- Pole Barn construction approval on Ridgeway

ECOLOGY’S REPORT – Jon Thomas (Absent)

- We got our PLM report back regarding E. coli. Typically, a red flag is raised when the E. coli is over 100(mL) and our Lake came in on the PLM report at a 6(mL) which is an excellent reading. The people at LOP are doing a good job making sure that their septic systems are functioning properly. Our lake water is safe for swimmers.
- New Legislature passed in the house and now moving to the senate to require each home owner to have a septic inspection every five years otherwise they will be fined \$500 for noncompliance.

MAINTENANCE’S REPORT – David Lynch (Absent)

- No report

NOMINATING/BALLOTING REPORT – Geri Shaw

- No report

PERSONNEL’S REPORT – Teri Morrow-Sutton

- We’re currently updating job descriptions and policies. It’s expected to take a couple of months to complete before presenting revised documentation to the BOD for a vote.
- Please be respectful to the office staff. They are new and just following the LOP rules and regulations and covenants.
- Thank you to Kim Roy. Kim stepped up to fill in while Nancy Reager is on medical leave. It is a tremendous help because we didn’t have to train someone.

PUBLIC RELATIONS’S REPORT – Larry Gibson (Absent)

- No report

SPECIAL PROJECT'S REPORT – Teri Morrow-Sutton

- No report

FUTURE PLANNING'S REPORT – Dave Borle

- No report

UNFINISHED BUSINESS

- We are continuing to place liens on properties for back dues. We recently placed (30) liens on properties. If those 30 members paid their dues, we would have an extra \$14,000 in our account. We have some properties with liens on them since 2017 unfortunately. Please use LOPdues@gmail.com to communicate any issues with paying your dues. You can even start making smaller payments for next year if that would be helpful.

NEW BUSINESS

- Our Rec. Hall is in need of painting on the inside. We will be spray painting the walls and ceiling. Dave Wilamowski is a retired painter contractor and will help us. We need volunteers to prep the area for painting. Depending on the number of volunteers, we anticipate that it will take 4 or 5 days to complete the job. If you happen to go by a paint department at Lowe's, Home Depot, Sherwin Williams, Menards, etc. pick up a paint sample of a paint color of your choice and tape to the Rec. Hall wall. People can vote on your choice of color. Keep in mind that the trim is a dark wood so make sure the color coordinates with the dark wood. We're looking at a September time frame to get started.

SUB-COMMITTEE'S REPORTS

WOMEN'S CLUB REPORT – Geri Shaw

- Thank you to all who supported the MMI Picnic on August 4, 2023. The MMI Picnic is an allday event for local handicap adults. The Men's Club helped out just as much as the Women's Club.

MEN'S CLUB REPORT – Al Bywater (Absent)

- Men's Club will be hosting Beer, Roasted Corn, Brats & Karaoke on Saturday September 2, 2023. Fireworks in the evening.

LOP CIRCLE OF FRIENDS – Dave Lynch (Absent)

- Thank you to all who supported the Tiki Party on August 5, 2023. It was a huge success
- The LOP Circle of Friends group will be hosting a Golf Outing at Birch Valley Golf Course on August 12, 2023 at 9:00 a.m.
- The LOP Circle of Friends group will be hosting a Stock the Lake Fundraiser Breakfast on September 3, 2023 in the Rec. Hall from 8:00 am until 11:00 am

VOLUNTEER SECURITY PATROL REPORT – Leo Stevens (Absent)

- No report

ASSOCIATION TIME

Rick McCombe reminded everyone that Association Time is for members only and that you must state your name, subdivision and lot number. Please limit your time to three minutes.

Deb Van Dyke – Lot 406, 407, & 449 Birchwood

Comment/Question – Deb is working on an Action Research Topic at the university. She has chosen to study Lake of the Pines Pontoon Island for her final project. In addition, Deb is a CPA with the State of Michigan and offers her support to LOP in that capacity.

A bit of her report and request presented to LOP is as follows:

LOP is a large homeowner's association. There is a 300-acre community lake that is available to association members. However, there are limited boat slips on Pontoon Island, a convenient marina in the community's common area. There is more demand for the boat slips than are available for association members.

What is the best way to accommodate the high demand for boat slips so any association member who wants one can have one? Is there an opportunity to add more slips to Pontoon Island or another location in the common space? Or should the annual price for a boat slip increase to eliminate members who pay the low annual fee to hold their slip yet leave it vacant during the summer?

All stakeholders must be included in the resolution of this community opportunity. By encouraging participation, consensus will be obtained, satisfying the political requirements of the homeowner's association bylaws. In addition, the association board members should actively participate in the research team to ensure compliance with the bylaws. Data gathering must be completed to ensure all relevant information is considered when developing options for resolution. The board president will be contacted to obtain the history of Pontoon Island and learn about past efforts, if any, to expand the size. In addition, a financial review of financial statements specific to this business segment will be performed. After gathering data, interview questions will be developed to survey all members to determine interest in the options developed. This survey will include detailed information about each option so members can vote on which one to pursue. In addition, the monetary impact of each option is presented, so the money required and provided is considered when choosing the best option for the community. Survey results will be compiled and communicated at the next board meeting, which association members are welcome to attend.

Permission is requested to complete a brief action research study to identify potential solutions to the high demand for boat slips at the LOP homeowner's association.

This will help to improve the homeowner's satisfaction with their association.

Answer – Per Rick McCombe – We encourage Deb to continue her research efforts and look forward to receiving her final study report. We remain available to support this effort

Kim Roy – Lot 236 & 237 - Birchwood

Comment – Kim, Bonnie & Sheila started to inspect boat slips on Pontoon Island for boat usage. During last inspection there were 24 missing boats from their boat slips that we documented. Kim & Sheila plan to repeat the inspection again next month to update their documentation. It clearly states on their contract “if boat slip is empty for two years you lose that boat slip”

Answer – Per Rick McCombe – I guess we haven’t been monitoring very well.

Answer – Per Cindy LaFave – Maybe we have to reword that contract to say that it must be occupied for 85% of the time between Memorial Day and Labor Day for a two-year period.

Answer – Per Connie Crawford – Some of the spots can’t support a Pontoon Boat because of their size. They can only support a small fishing boat.

Shelley McCombe - Lot 078 - Pinehurst

Question – Are the fireworks on September 2, 2023?

Answer – Per Cheryl Dziurkowski – Yes!

Question – So are the COF hosting a Breakfast for Stocking the Lake Fundraiser on September 3, 2023?

Answer – Per Norma Kagle – Yes!

Question – On 9&10 News, they had experts talking about Lake Leelanau having a milfoil problem and they treated it with burlap. Is that something we should look in to? **Answer**

– **Per Rick McCombe** – That sounds like something Jon Thomas can look into **Question** – Why is the COF Golf outing the same day as the BOD meeting?

Answer – Per Norma Kagle – That was the only date available

Answer – Per Cindy LaFave – Hopefully, they can book next year’s golf outing ahead keeping the BOD meetings in mind so that they won’t have it on the same day.

Connie Crawford - Lot 200-202 - Woodland Heights

Question – How much does campers pay for a camp site in our campground?

Answer – Per Kim Roy – \$25.00 for a campsite per night and \$30.00 per night for a shelter.

Question – How much money does the campground currently have in its account?

Answer – Per Cindy LaFave – The campground is in the red because it borrowed money from the general fund for the new showers & bathroom facilities.

Question – How are people eligible to camp in our campground?

Answer – Per Cindy LaFave – People have to be sponsored by a property owner or member whom requests guest passes and parking passes from the office

Question – Can’t we raise the price because of WIFI and bridge repair? \$25 is very cheap to rent a campsite. Its more expensive in a rustic campground.

Answer – Per Jan Mann – They just raised the campground rates from \$18 to \$25

Answer – Per Cindy LaFave – We’re planning to charge campers extra \$5.00 a day when they bring a boat because we currently don’t charge for that.

Sheila Coston Mc Elhaney – Lot 086 - Pinehurst

Question – Does anyone here camp at any other comparable campgrounds outside of LOP?

Answer – Per Kim Roy – \$25.00 per night and \$30.00 per night for a shelter

Comment – A document will be prepared by Sheila & submitted to the BOD depicting what other campgrounds pay to camp at their campgrounds.

Mike Peterson - Lot 161-152 - Birchwood

Question – Is there a weight limit on the bridge? My guest has a 37' motor home is LOP liable if there is a problem at the bridge? Will you communicate that information to people who reserved campsites?

Answer – Per Rick McCombe – Yes, a conservative weight limit of 4 tons but that doesn't include the tow vehicle.

Answer – Per Dave Borle – Don't bring that 37' motor home here. That bridge won't support it

Answer – Per Rick McCombe – We definitely need to communicate to the campers the weight limit restrictions that we have. We will also post signs.

Donna Saunders - Lot 126 & 127 – Tamarack Trails

Question – Is there a form? Can we put on that form that there is a weight limit restriction?

Answer – Per Kim Roy – Yes, along with requesting their email addresses

Don Mann - Lot 249-253 – Birchwood

Comment – This is not a state park, it is an association so you can't raise the prices higher than the state parks

Answer – Per Rick McCombe – We don't need to raise our prices to match the state parks but we should be competitive.

Answer – Per Cindy LaFave – We might be able to have two different rates – one for members and one for guests. It's something we can look into.

Alan Kagle - Lot 073 – Pinehurst

Comment – The electrical in the campground needs to be upgraded because the current 30A does not support the needs of the larger campers. We already have problems with popping circuit breakers.

Connie Crawford - Lot 200-202 - Woodland Heights

Comment – Always check the length of the campers when you take the reservation

Answer – Per Dave Borle – No, that's not true. Weight and length have nothing to do with each other.

Ben Downer - Lot 077 - Pinehurst

Question – We need a camp host next year. There is no discipline in the campground People come in late in the evening and dump their campers then leave

Answer – Per Cindy LaFave – Yeah someone saw a silver pick-up come into the campground with two large water reservoirs and pulled out a hose than they filled those reservoirs with water then left.

Clay Basler - Lot 207 & 208 - Birchwood Heights

Comment – During the last BOD meeting Clay suggested to have rotating campground host since we can't find a full-time host? Clay has volunteered to host the campground this year for the upcoming holiday from August 24, 2023 thru September 5, 2023 and again next year if we don't find a permanent host. Hopefully others will volunteer to host a week or two and that we can maintain some type of order in our campground. **Answer** – Thank you Clay

Cindi Downer - Lot 077 - Pinehurst

Question – Can we put that request for volunteer camp hosts in a newsletter?

Answer – **Per Rick McCombe** – Yes, we can get with the office staff to put an email out to our association members making a request for volunteer camp ground hosts

Donna Saunders - Lot 126 & 127 – Tamarack Trails

Comment – Communication is very important! I'm offering my services to automate LOP Association Management with a web-based portal called "WildApricot" because I have experience using that software. I am a volunteer Board Member of non-profit association to support Owners of Drive-In Movie Theatres – UDITOA (United Drive-In Theatre Owners Association). Similar to LOP, their processes were mostly manual. In March, 2023, I analyzed six different Association Management Systems (AMS) and provided my recommendation to the UDITOA Board of Directors about the most cost effective and feature-full solution to implement for UDITOA – it is called "WildApricot". I was given approval to convert UDITOA into WildApricot and that work was completed by May 31, 2023. Here is a link to the resulting portal I created: <https://uditoa.wildapricot.org>

Having completed a full implementation, I can attest to the following features of WildApricot:

1. Technical and user support was nothing short of EXCELENT!
2. Database design is flexible and was able to accommodate 99% of the "weird" requirements of UDITOA.
3. Credit card processing fees were reviewed by UDITOA treasurer. WildApricot credit card fees were less than previous provider.

To be clear – I don't enjoy any financial benefit by recommending WildApricot. I am not affiliated with WildApricot. I don't know anyone who works for WildApricot. I only had a positive experience using the software earlier this year and see a huge benefit to LOP membership and Board of Directors to convert to an AMS and I recommend WildApricot due to my previous positive experience. I am not offering my services to implement a different Association Management Software with which I have no experience.

Because I have already converted one organization onto WildApricot, I feel confident in my ability to convert LOP as long as I can get access to the following data:

1. Spreadsheet of LOP member data available electronically. The list below is my best guess on the type of data available, but would be adjusted as needed:
 - a. Member Name(s)
 - b. Email address

- c. Neighborhood name -- not sure what the right terminology is
 - d. Lot number(s)
 - e. Property Addresses at LOP
 - f. Number of votes
 - g. Mailing address
 - h. Phone number(s)
 - i. Membership status (such as active, not-in-good-standing, etc.)
 - j. Membership type
 - k. Membership fee due
 - l. Last payment date
 - m. Notes about member electronically available
 - n. Any other pertinent information electronically available
2. Membership fee structure
 3. Access to one or more Board of Directors (or Office Staff) with knowledge about how LOP Association Dues work, what the terminology is, and any other questions I may have during the conversion period.

Each member must provide an email address to access the portal. Members can self-service features such as:

- A. Password reset
- B. Update their own profile data – such as phone number(s), mailing address, photos, etc.

If LOP doesn't have an email address for a member, I can still set up their online account with the information available at the time of conversion. Association dues billing could be automated to print an invoice from WildApricot for those members without email addresses. The invoice could include a field for them to provide their email address when they send in their payments. When new email addresses are provided, Office Staff would follow the documentation I would provide for them to update the member's email address and send them an automated "welcome" email with instructions on how to access the new LOP WildApricot.org online portal.

You can see WildApricot's functions/features using this link:

<https://www.wildapricot.com/features>

Pricing: <https://www.wildapricot.com/pricing> Note – there is a 10% discount if paying for one year in advance or a 15% discount if paying for two years in advance. Pricing is based on the number of Member Accounts. Member Accounts = the number of email addresses to be using the system. For example: Rod & Donna Saunders own 3 lots in LOP, but they would count for one Member Account. Both names – Rod Saunders and Donna Saunders – would be listed under this one account. You would also need to include "Admin" accounts into the number of members. I would suggest various groups have an admin account – such as Men's Club, Women's Club, Friends of LOP, etc. Each Board Member would also have Admin access, as would each Office Employee. Do you know how many "accounts" LOP would have given this

definition? I assume it is more than 500, so the dues would fall into the next membership level of up to 2000 members.

The list of functions/features does not call out “elections” or “polls”, but I can attest that is one of the big features required by UDITOA. Here is a link where you can see some technical details about this topic: https://gethelp.wildapricot.com/en/articles/1582-polls-elections-and-surveys?_ga=2.99752345.603307001.1657811424-628331080.1641396058&_gac=1.215687909.1654180072.CjwKCAjwvGUBhAzEiwASUMm4uuLF RvvlhiDqws35FT7CBVnnrhggld1qzxtWJyZGPe8Z5JlwHrpxoCZ7sQAvD_BwE

Admins can send an unlimited number of email communications to members using WildApricot. Administrators can see the statistics of email communications – such as % of emails opened.

Events can be documented in one place for members to easily see the events scheduled. Groups such as Men’s Club, Women’s Club, Friends of LOP, etc. can list their events here. Event administrators can automatically send reminder emails about events.

WildApricot allows a 60-day free trial. That amount of time will be sufficient for me to convert LOP to the new online system. It could take more than a year to get all members set up with an email address and using the system. And, to be clear, you won’t be able to “force” anyone to use the system.

Answer – Per Cindy LaFave – Maybe we can set up a couple of portable units for people that aren’t comfortable to log into the portal from home. This system would be similar to “My Chart” that hospitals currently use to communicate with their patients.

Ben Downer - Lot 077 - Pinehurst

Question – What is going on with the property at 3361 Pinehurst – Lot 082? People are living part time in a pole barn with kids. They don’t have a septic system, occupancy permit, 750 square feet of living space, electrical, running water and sewage system.

Answer – Per Cindy LaFave – I will speak to Harold on Monday to see if anything is being done to resolve the issue. The health department has been there already.

Vicki Shaw Brauner - Lot 296-299 – Tamarack Trails

Question – Can we get an agenda for these BOD meetings ahead of time so that we have any idea what is going to be discussed during the meeting and have an opportunity to prepare ahead of time?

Answer – Rick McCombe – Yes, that’s is a great idea. We will send out an agenda a couple of days before the future BOD meetings

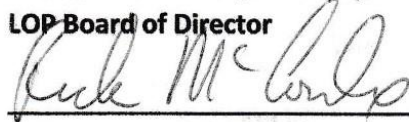
Closing

Motion was made by Rod Saunders, second by Teri Morrow Sutton to adjourn the meeting @ 11:18 AM. Vote taken. Motion was unanimously passed.

These meeting minutes were approved at the September 9, 2023 Lake of the Pines Board Meeting

Respectively recorded and transcribed by:

**Cheryl Dziurkowski, Secretary
LOP Board of Director**



**Rick McCombe, President
Lake of the Pines Board of Directors**



**Cheryl Dziurkowski, Secretary
Lake of the Pines Board of Directors**