

**Board of Directors Meeting
Charlevoix Country Club Association
September 29, 2023
Meeting Minutes**

Attendees

Board of Directors: Jerry Paga
Mike Heneka
Cheri Hoffman
Eric Eide
Curt Brock
Phil Pratt

Absent: Vince Mastrovito

Other Attendees: Jean Musilek
Marilyn Paga
Tom Moody
Cathy Moody
JB Hoyt

Meeting began at 10:00 a.m. President Jerry Paga called meeting to order and reviewed agenda.

Homeowner Complaints

- Several recent Co-Owner complaints have been received regarding violations of yard storage and/or vehicle parking concerns. The Board discussed the roles played by Jean Musilek as well as the Board in resolving these issues.
 - Bylaws allow for temporary parking if such vehicles do not exceed seven (7) days in any given thirty (30) day period
 - While Jean can continue to be the liaison for complaints, the Board is the decision-maker in determining whether such actions require further attention (further definition of Jean's revised role is attached)
 - Board discussed the approach they will use going forward
 - The first step will be determining if there is an infraction of the bylaws
 - If the infraction is general in nature or has multiple offenders (ie, speeding, storage issues, etc.), a letter will be sent by the Board reminding all homeowners of the bylaw with requested compliance
 - If the infraction continues, a letter will be sent to the specific homeowner that is not in compliance advising them of the bylaw that is being violated
 - If it is specific complaint from one neighbor regarding another's property compliance, the Board will ask if the complainant has talked to their neighbor regarding the issue
 - If they have spoken but can't come to a resolution, the Board will schedule a meeting with both parties to hear the complaint

Election Concerns/Issues:

- Revised bylaws required a new election process for Board of Directors roles. All Board positions now have term limits (3 years). After that time, (on a rotating term) positions must be opened to new candidates although prior Board member may run again.
- Question was raised regarding how to proceed if no one expresses interest in running for the open Board positions
 - While the Board can vary from 5-7 participants, if the process is going to result in an even number of Directors they may choose to solicit homeowners to run
 - Jean will send out a notice to homeowners as to which Board member positions will be open to new candidates sixty (60) days in advance of the Annual Meeting.
 - At thirty (30) days in advance of the Annual Meeting she will send out the ballot of candidates for voting.
 - Election is based on majority of votes received (assuming there is a quorum and meeting can be conducted)
 - All ballots must be returned prior to start of meeting

Grounds Committee Update:

- Flagstones are failing on the islands, are small and easy to displace. This requires constant oversight and replacing. Grounds Committee has asked for proposals to replace them with boulders. Work would be completed in Spring, 2024. Quotes were received by Charlevoix Maintenance and Landscape Logic. They are currently under review by the Grounds Committee.
 - A motion was made by Curt Brock to allow the Grounds Committee to select landscaping bid and seconded by Cheri Hoffman. Motion was approved by all Board members.
 - UPDATE: Subsequent to Board meeting, Landscape Logic advised the Grounds Committee that they may be able to complete the island work yet this fall. Cheri and Jean advised that budget funds would be available at this time if they are able to complete the work now.
- A contract has been negotiated with Charlevoix Maintenance (Jake) for winter plowing. Agreement for \$14,000 -- 34 plows based on the average number of plows in last few years). This bid covers sand and salt as well. Payments expected to be 50% upfront at signing of contract, 50% by Apr. 1st.
 - Cheri Hoffman made a motion to approve the contract, Phil Pratt seconded the motion. All Board members voted in favor of this contract.
- Roads Update: Rieth-Riley submitted an estimate of what it would cost to repair roads in our subdivision based on today's cost. Estimate was \$260,100 based on today's costs. All roads including Brownie Brook Ln. were in this estimate. Prior estimate from Elmer's several years ago was \$190,000 but did not include Brownie Brook Ln. Rieth-Riley estimates that we will not need to replace the road for 4 years based on current condition. Crack sealing will continue to be done on an interim basis as needed.
 - Cheri Hoffman (Treasurer) advised that we currently have (209,000 in our road reserve.) To ensure we have adequate funds available when necessary, road reserve dues will be increased by \$100 per year per lot. Increase will be collected as a \$50 payment, 2 times per year. The increase begins with the December, 2023 homeowner dues.
 - Cheri made a motion to increase the Road Reserve dues by \$100 per year, Mike Heneka seconded the motion. All Board members voted in favor of the increase.

Other Items:

- Changes have been made to Jean Musilek's job description due to addition of Grounds Committee. Her role now is Association Administrator as she handles communications and administrative work. (See attachment 1)

Attachment 1

CCC Home Owners Association

Association Administrator

September 29, 2023

Summary of Major Responsibilities and Duties:

- 1.) Collect, record and deposit Co-owner dues. Keep track of outstanding receivables and follow up.
- 2.) Prepare and Manage Association accounting records.
- 3.) Prepare and send semi-annual Association dues billings.
- 4.) Schedule and prepare communications, agendas, and documents for association meetings
- 5.) Pay vendor invoices and keep track of Association expenses.
- 6.) Work with Association's accountants to prepare tax returns and other filings.
- 7.) Maintain and update Association website
- 8.) Provide a communication liaison between Co-owners, Board of Directors, Architectural Review Committee, and Grounds Committee.
- 9.) Advise, facilitate and communicate Co-owner requests for new construction and improvements approvals to the Architectural Review Committee and communicate the committee's related responses
- 10.) Notify and advise Board of Directors of potential Co-owner violations of Association By-laws. Facilitate Board responses/resolutions to correct violations.