

**Board of Directors Meeting
Charlevoix Country Club Association
April 26, 2022
Meeting Minutes**

Attendees

Board of Directors: Terry Lunn
Jerry Paga (phone)
Mike Heneka (phone)
Cheri Hoffman
Eric Eide
Curt Brock
Phil Pratt (phone)

Other Attendees: Tom Moody
Cathy Moody
Steve Hall
Marsha Hall
JB Hoyt
Beth Weaver (phone)
Pam Ziegler
Marilyn Paga (phone)
Jean Musilek

Meeting began at 9:05 a.m. President Terry Lunn called meeting to order and reviewed planned agenda, including both new and old business.

Summary includes the following:

- Bylaws Update/Revisions: Cheri Hoffman
 - Cheri and JB had a follow up conversation with the attorney last week regarding the Bylaws. He expects to return the revised document to Cheri. As part of this effort, the attorney is also adding in verbiage to allow voting rights for homeowners at the northwest property on Country Club Dr. Cost related to bylaws and additional changes isn't final at this time.
- Discussion: Questions have been raised regarding survey stakes that have been placed at the back entrance to the subdivision. The work done to date was so engineers could give a cost estimate to two houses on Meanderline Rd. that are considering going to city sewer system. No work can be conducted unless we grant an easement. The proposed sewer line would be bored underneath our common area at the north entrance and not impact any units in the association.
- Grounds Committee: JB Hoyt, Tom Moody, Vince Mastervito
 - Charter for new Grounds Committee was reviewed with BOD
 - New Grounds Committee will include Common Elements Landscaping committee
 - This committee will be responsible for managing all care for the common elements and roads. They will serve as interface between BOD and Charlevoix Maintenance (Jake) or any other contractors we have engaged.

- Roads – Jean requested a cost estimate from multiple contractors last year for resurfacing association roads. Elmer’s was only company who responded to the request and his quote came in at just over \$200,000.
- A new Common Grounds reserve fund will be implemented to cover costs for new signage and upgrades to any of the common areas (including landscaping) that are required. This will be maintained separately from the road reserve.
- A charter for the new Grounds Committee was approved by BOD. Discussions regarding reserve funds was deferred until Budget review.
- Speedbumps/speedhumps:
 - Speedhumps were piloted last year throughout our association.
 - Verbal comments BOD has received indicated that speedhumps did decrease traffic on Country Club Dr. Going forward a more permanent installation will be required to decrease road deterioration in those areas. NOTE: A survey of homeowners will be conducted to get additional input whether homeowners want speedhumps on their own specific road. Jean Musilek will send out the survey which should be completed by May 6th and will be taken as input to the BOD prior to this year’s installation.
 - During this discussion, an accident on North Country Club Dr. this past winter was discussed. Accident report indicated that it was a result of driver distraction and speed.
 - Grounds Committee will review signage throughout our association to ensure it is standard and in necessary positions.
- Budget Update: Cheri Hoffman
 - Status review of actual expenditures as of April 20th; fiscal year concludes on April 30.
 - Current budget doesn’t allow for improvements in common grounds. Board discussed having both a Common Grounds reserve as well as the Road reserve going forward.
 - The BOD reviewed several proposals regarding homeowner dues for next year. Budget requirements are higher for multiple reasons: increase in snow clearance, sanding and salting, implementation of a Common Grounds reserve, as well as inflation. The proposed budget for FY2023 reflects the following Association Dues:

Improved Lots (with House)	Unimproved Lots (without house)
\$450 Association dues (paid 2x/yr)	\$225 dues Association (paid 2x/yr)
\$100 Road reserve (paid 2x/yr)	\$100 Road reserve (paid 2x/yr)
\$50 Road reserve (paid 2x/yr)	\$50 Road reserve (paid 2x/yr)
TOTAL: \$1200 Association Dues/yr	TOTAL: \$750 Association Dues/yr

- BOD made a motion and seconded it to accept the budget
- A motion was made to conclude the meeting and was seconded.