Board of Directors Meeting Charlevoix Country Club Association January 6, 2022 Meeting Minutes

Attendees

Board of Directors: Terry Lunn

Jerry Paga

Mike Heneka (phone)

Cheri Hoffman Eric Eide Curt Brock

Phil Pratt (phone)

Other Attendees: John Cotanch

Jeanne Cotanch Marsha Hall JB Hoyt Marilyn Paga

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 reviewed the work that Bylaws committee has been doing. The bylaws update
 was a followup to the last CCC Association annual meeting (July, 2021) at the request of
 the Board of Directors. Bylaws have not been updated since originally developed in
 1991 and some sections were out of date.
 - O Team focused on 3 key areas: Transparency and Communications, Short Term Rentals and Architectural Control
 - Transparency: Board has taken additional steps to increase transparency and communications with homeowners.
 - Short Term Rentals: Process and rules were defined to manage short term rentals within our association.
 - Architectural Review Committee: Proposal was developed to restructure committee functions, clarification provided on process and timeline for managing requests.
 - Additionally, current bylaws do not include electronic communications to homeowners.
 - O Next steps:
 - Bylaws committee will review proposed changes in an open forum (1/20/22) which is available to all Co-Owners for attendance/input.
 - Bylaws changes require 66 2/3% approval to pass.

- Board of Directors to review revised Bylaws document following Open Forum, prior to sending for Attorney review.
- O No action taken by BOD at this time. Further discussion will be tabled until next meeting (after Open Forum sessions).

• Term Limits and Election Process: JB Hoyt

- O Reviewed proposed process outlined in revised bylaws for election of homeowners to Board of Directors and length of terms.
- O No action taken by BOD at this time. Further discussion will be tabled until next meeting (after Open Forum sessions).

• Property and Grounds Management:

- O Discussion regarding how to handle going forward. Proposal discussed regarding appointing a committee that would work with outside contractors to handle onsite issues. Landscape committee will be part of new committee instead of separate committee going forward.
- O Followup:
 - Ensure current maintenance contractor is adequately insured (Terry Lunn will send note to Jean Musilek)
 - Have JB Hoyt, Tom Moody, Landscape Committee develop proposed roles and responsibilities for the new committee
- O No further action taken by BOD at this time. Further discussion will be tabled until next meeting.

Trailers/Boats being stored on Homeowner units:

- O Ensure compliance/consistency across whole Association
- O Followup/Action: BOD will have Jean Musilek send a letter to all homeowners reminding them of Association policy

• Open Discussion:

- O Discussion regarding winter road maintenance practices currently used for sanding/salting roads in our association.
- O Followup/Action: Terry Lunn will talk to Charlevoix Maintenance (Jake) regarding current winter road maintenance policy.

Speedbumps:

- Open discussion regarding experience we had in first year following speed bump installation. Installation method should change for this year to ensure less road deterioration.
- O Followup/Action: BOD has requested that Jean Musilek get cost for revised installation method (using sleeves, screws and plastic plugs).

• Road Reserve:

- O Discussion regarding current road reserve status and the current status of Association roads. BOD determined that Association should get estimates to find out current cost of replacing Association roads and adequacy of road reserve to fund improvement.
- O Followup/Action:
 - Jean Musilek to get 3 quotes for seal coating, as well as resurfacing of roads.
 - Jean Musilek to explore other options to current trash service (ie, smaller trucks or new service provider)

Next BOD Meeting will be held on April 7, 2022. A Special BOD Meeting may be called prior to April to review Conformed Bylaws as necessary.