CCC Association Minutes

Board of Directors Meeting | Friday, September 25, 2026 | 9:00 AM | Charlevoix Township Hall

Call to Order

Vincent Mastrovito called the meeting to order at approximately 9:00 AM. A quorum of the Board (five of seven members, a majority being four) was confirmed, with Marcel Gensler participating by phone.

Roll Call

Board Present: Vincent Mastrovito (President), Cheri Hoffman, Curt Brock, Phil Pratt, Marcel Gensler (by phone), Ben Bergman (arrived late) | Absent: Mike Heneka

Association Manager: Jean Musilek

Also present: Co-owners JB Hoyt, Tom Moody, Larry and Connie Foss, Chris and Christine Benson, Bernie and Sandra Ward, Glenn Wachler, Kelly Ward, Dennis and Jeanne Phelps, and Anita Murz

Committee Appointments

The Board voted to renew the appointments of the Architecture Review Board and the Grounds Committee.

Vote: Unanimous — Architecture Review Board and Grounds Committee appointments renewed.

Financial Matters

a. Road Resurfacing — Final Cost and Road Reserve

The road resurfacing project is complete. Total project cost was reported at $318,845 (approximately $320,000), believed to include the reconstruction of the roughly 300-foot section at the Country Club Drive / North Country Club Drive intersection [confirm against invoices held by Jean Musilek]. Jean Musilek reported that approximately $5,000 remains in the Road Reserve.

The Board stated its intent to continue the semi-annual Road Reserve contribution going forward to rebuild the reserve for future road replacement. It was noted that reserve funds may only be used for the purpose for which they were established. [Confirm whether a formal vote was taken.]

b. Website Financial Transparency

A Co-owner asked why project cost and financial information was not available on the Association website. Discussion noted that website content has not historically had defined Board guidance. The Board agreed that an updated annual budget and balance sheet will be posted to the password-protected area of the website at the end of each fiscal year. Jean Musilek reported the updated budget is now posted.

- Action: Jean Musilek to post the annual budget and balance sheet to the website at each fiscal year-end.
- Action: Jean Musilek to correct the date on the posted Co-owner Directory (current file is labeled 2025) and move the directory link higher on the Contact Information page.

Clubhouse Drive / Main Entrance Repaving — October 7 Meeting

The Board announced an October 7, 2026 meeting at Shanahan's with [golf course ownership — confirm name] for the presidents of all associations. The golf course plans to repave the main entrance and Clubhouse Drive, and the associations are expected to share in the cost because they use the road. Per the planned unit development (PUD) documents, the golf course is responsible for a portion of the cost [one-third or one-half — confirm] with the remainder spread among the associations. The Association pays a lower share than other associations because Country Club Drive serves as the required second ingress/egress under the PUD. The current annual ingress/egress fee is approximately $7,000 [confirm exact figure] and has not changed in several years. It was noted the Association has never received an accounting of the golf course's road maintenance expenses.

Items the Board will raise at the October 7 meeting:

- Condition and appearance of the entrance street lights, including lights left on during the day.
- Semi-trucks serving the restaurant backing down Brownie Brook Lane, causing wear to the Association's road, including the new pavement seam.
- Golf course noise and conduct, including amplified music and profanity during outings, and the need for additional restroom facilities.
- Traffic management during the Clubhouse Drive repaving (previously completed one half at a time).

Street lamps: The Association has two to three spare lamp posts in storage, and no additional inventory is needed at this time.

PUD documents: Cheri Hoffman holds the original Purchaser Information book provided to original owners.

- Action: Scan the Purchaser Information book and post it to the Association website.

Grounds

a. Stop Sign — North Country Club Drive at Country Club Drive

A request was presented to install a stop sign at the top of the hill where traffic from North Country Club Drive turns right onto Country Club Drive. Commercial vehicles and trailers are cutting the corner over the curb and damaging the grass, and vehicles taking the corner without slowing present a risk to pedestrians, children, and pets.

Discussion points included: stop signs are frequently ignored throughout the community; a spring-loaded delineator post may better address curb cutting; icing on the shaded hill in winter; and the corner being used for snow storage by the plow contractor, which could damage the post. Options discussed included removing the sign seasonally or using a removable sleeve-mounted post. Vincent Mastrovito noted a simple speed check: at 15 mph a vehicle takes roughly five seconds to pass from the start of one lot to the end of the next, and faster times are regularly observed.

Vote: 5–1 — Stop sign approved. (Yes: Mastrovito, Pratt, Brock, Bergman, Gensler; No: Hoffman)

- Action: Grounds Committee to install the stop sign and address winter plowing and snow storage at that corner.

b. Noise — Fireworks and Deer Deterrent Devices

Complaints were received regarding loud mortar-style fireworks set off within the community after midnight, and regarding electronic deer deterrent devices that emit a high-pitched sound around the clock, affecting neighbors, visitors, and pets.

Fireworks are legal under Michigan law. JB Hoyt noted that Charlevoix Township has no noise ordinance because such rules are practically unenforceable, and the Sheriff's Department will not enforce one; these matters are generally best resolved neighbor to neighbor. It was noted the Association may adopt rules more restrictive than state law, but not less. It was also noted that some fireworks originate outside the Association (golf course, barn).

Decision: An email notice will be sent to all Co-owners once a year, at the beginning of each year, asking Co-owners to be considerate of neighbors and to refrain from late-night fireworks and the use of audible deer deterrent devices.

- Action: Jean Musilek to send an annual email notice to all Co-owners at the beginning of each year.

Old Business — 2027 Community Garage Sale

Decision: A community garage sale will be held in 2027 only if a Co-owner volunteers to organize it by January 1, 2027. The event has traditionally been held on the second weekend of June.

Speed Bumps and Traffic Calming

Speed humps were not installed in 2026 due to the road resurfacing project. JB Hoyt presented the Grounds Committee's research. The existing speed humps are gradual and designed for speeds around 25 mph, and did not meaningfully slow traffic. Speed bumps are shorter and more abrupt and are designed to slow traffic to 5–10 mph (comparable to Traverse City airport). For effectiveness, bumps should be spaced no more than 300 feet apart.

Cost estimate: Approximately nine bumps on Country Club Drive, from Country Club Court to Clubhouse Drive, at approximately $10,500 including spring-base side delineator posts to prevent drive-arounds. Annual installation and removal is approximately $1,800–$2,000. Pricing is from spring 2026 and may be 5–10% higher today. Proposed bumps are two inches high to accommodate low-clearance vehicles. Funding would come from the operating budget (dues), not reserve funds.

Discussion points:

- Concern about drilling into the new pavement; Tom Moody confirmed some cracking is unavoidable with bolt-down units. No suitable non-drilled option was identified.
- JB Hoyt recommended repeating the Co-owner survey conducted when the Grounds Committee was formed. Vincent Mastrovito stated that Association counsel confirmed traffic calming is a Board decision under the By-Laws, and that the Board decides for the community as a whole rather than street by street.
- Co-owner opinions were divided, including views on property value impact and whether bumps should be placed on all roads or Country Club Drive only.
- Gates: Estimated at $25,000–$35,000 per gate, plus 15–20% annual maintenance. The PUD requires a second ingress/egress, and emergency vehicles would drive through a gate rather than stop for a code. A gate would require a special assessment and Co-owner approval for capital expenditures on common elements [confirm required percentage in governing documents].
- Sidewalks: Not feasible. The 10-foot road easement is for utilities only, and any expansion would require consent from every Co-owner.

There was confusion over the scope of the motion (Country Club Drive only versus all roads, and number of bumps), and no vote was taken.

Decision: Tabled, to be revisited by the Board at the Spring 2027 Board meeting. Speed bumps will not be installed in the meantime. Lead time is approximately one month, with installation typically in May, so a spring decision will not delay the 2027 season.

Other Business

JB Hoyt asked whether minutes from the Board meeting held after the Annual Meeting have been posted. It was confirmed that the Board meeting minutes and the Annual Meeting minutes have both been posted to the Association website.

Adjournment

Vincent Mastrovito motioned to adjourn. Cheri Hoffman seconded. Meeting adjourned at 10:17 AM.

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