

Petite Lake Highwoods Association

Annual Meeting minutes for 10/15/2022

1. **Meeting called to order:** 9:25am
2. **Officers Present:** Bob Leavitt, Shannon Turk, Joe Kozlowski, Sam Terranova, Amanda Wood, Lauren Hart
3. **Officers Absent:** none (Mary Sena emailed her resignation to the board)
4. **Introduction of new members:** Dakota Schnieder & Jessica Klinecicz, Erica and Michael Currie, Doug Study
5. **Present and Adopt agenda:**
6. **Read and approve minutes from 10/2/2021 meeting:** Robin Aerne motioned to accept, Lou Aerne seconded, all ayes
7. **Election of Officers:**

Bill Brooks volunteered to preside over the election of new officers.

- A. President - Matt Loar nominated Bob Leavitt. Matt Langellier seconded, Bob accepts
 - B. Vice President - Amanda Wood nominated Shannon Turk, Joe Kozlowski seconded, Shannon accepts
 - C. Treasurer - Lauren Hart nominated Amanda Wood, Shannon Turk seconded, Amanda accepts
 - D. Secretary - Sam Terranova nominated Lauren Hart, Shannon seconded, Lauren accepts
 - E. Beach Commissioner - Matt Loar nominates Joe Kozlowski, Bob Leavitt seconded, Joe accepts
 - F. Park Commissioner - Amanda Wood nominates Sam Terranova, Mary Brooks seconded, Sam accepts
 - G. Road Commissioner - Lou Aerne nominated Dakota Schneider, Anthony Lucein seconded, Dakota accepts.
- 8. Public Comments:**
- 1) Randy Reuter suggested having the meeting earlier in the fall (temp at the time of today's meeting was 30 degrees)
 - 2) Matt Loar asked about putting a pavilion in the park (which had been discussed at the 10/2/21 meeting).
 - a) Sam Terranova mentioned coming to a meeting to brainstorm ideas
 - b) Robin Aerne thinks the proposed area for the pavilion is in a flood plain and that could be a concern
 - i) Robin Aerne thinks if the pavilion is a permanent structure, it may be hard to get a permit
 - 3) Anthony Lucin mentioned the stop sign the the corner of Highwoods and Forest

9. President's Report:

Thanked the current board and welcomed our new Road Commissioner; Dakota Schneider

10. Other Reports:

Joe Kozlowski:

- reported that there is a lot of damage to the piers at the main park and there's an area that's going to require some attention at the south end of the piers, main park. Joe would like to wait until the boats are out and it freezes to do the work on the pier. At the North Park, the pier also needs attention. However, the ground is too soft to do a post pier, he attempted to fix it last year, but the post has sunk again. He proposes cutting the end of the existing pier off in the winter, and then replacing it with a roll-out pier in the spring.
 - Bob Leavitt proposes budgeting for a new pier
 - Robin Aerne made a motion to budget \$2000.00 for a roll out pier
 - Bill Brooks seconded

Sam Terranova

Sam has been working on keeping up with the park maintenance and attempting to keep the additions that are made down there (benches, picnic tables) low maintenance

11. Treasurer's Report, audit report and budget

Amanda Wood :

- 16 homes are delinquent on paying their association fees . She would like to put liens on the homes owing two or more years and including any fees the association has to pay to place a lien on the home as well.
 - Amanda explained the process of everything that has to be done in order to place a lien on a property. She also explained that the Association has to pay a fee of around \$70.00 for each lien placed.
 - Dawn Langellier said she will help Amanda with getting the liens placed.
 - Amanda explained when she sends out the yearly association bills, she makes the homeowners that are delinquent aware that they have a lien on their home.
 - Barb Bradley asked if the homes that are behind could possibly be in a "hard-ship" position. Amanda told her no one has contacted her in regards to that.
 - Robin Aerne mentioned as a way of avoiding the \$70 fee, you can fill out the lien paperwork and send it to the past due accounts showing that it's ready to be filed if they don't bring their account current.
 - Randy Reuter also volunteered to help with placing liens.
- Barb Bradley questioned the special assessments, and if that was possibly the reason people aren't paying their association dues. Bob Leavitt explained that we have to do a special assessment because the bylaws state it is \$15 a year (which was decided several years ago), so

we have to raise it so we can pay for everything that needs to be done within the association.

- Amanda reviewed the actual versus budgeted report and explained to everyone that we need to get out of the negative by either removing some of the things we don't use, or increasing the annual dues.
 - Bob suggested increasing the dues \$10 per household.
 - Amanda mention that everything we pay for within the association increases annually. For example: the PO box, the beach license, the porta potty.
 - Barb Bradley questioned "if we increased the annual dues, would people with multiple lots have to pay extra for each of their lots?"
 - Amanda explained the increase would only be for lots with homes on them. Each additional lot would still only be \$15.00
 - Items not used on the current budget include: newsletters, distribution costs, emergency fund
 - Matt Lauer motioned to raise the assessment fee \$20 per household. Justin Hart seconded. All ayes.
- Weed abatement - last year the association only did one application. It will need to be increased to two applications next year.
- Amy Hagedorn, Dawn and Matt Langellier signed the budget.

12. Acceptance of Proposed Budget:

Bob motion to approve budget as presented. Lou Aerie motioned, Joe Kozlowski seconded. All ayes.

13. Old Business

- Bob Leavitt asked for a committee to help update the bylaws so we can make changes. Asked if anyone would like to spearhead.
 - Lou Aene asked how many households are needed for "super majority"? Bob Leavitt thinks it's 60%.
 - Barb Bradley would be willing to help
 - Bob Leavitt has some ideas for updating the by-laws
 - Bob suggested putting some notices on facebook to see if anyone would be interested.
 - Bonnie suggested putting a notice in with the association bill.

14. New Business

Sam Terranova - the concrete at the basketball court/ bottom of the boat ramp, the top of the boat ramp and the stairs leading down to the park needs to be repaired. He would like to get some quotes (at least 3) for repairs, and he'll present them at the next board meeting.

15. Adjourn: 10:12am

Submitted by: Lauren Hart, secretary