Ess Lake Association Board of Directors Meeting Minutes*

*Subject to approval at next meeting: January 24, 2026

Date: October 18, 2025   Time: 10:00 am

Minutes

- Call to Order: Meeting was called to order at 10:05am
- Board members present:

Cheryl Leach	Sharon Quist
Mark Pollard	Jim Badour via Zoom
Ilze Liepa	Cheryl Perrigo @ 10:50am

- Board members absent with notice:
  - Aimee Smith
- Minutes Approved as written; Board Mtg July 26, 2025
  - Motion to approve: Mark Pollard
  - 2nd: Sharon Quist
  - Approval: All board members
- Approval of Agenda
  - Motion to approve agenda as presented: Mark Pollard
  - 2nd: Sharon Quist
  - Approval: All board members
- Call to the Public: none in attendance
- Officer Reports:

a. President: Cheryl Leach

i. Board Goals for 2025-2026 and progress were reviewed. Current Goals can be found on the website, progress summarized:

1. Set '25-26 Budget: is set and on expenditures on track
2. Review Insurance Policy: targeted for week of October 20, 2025
3. Address Duckweed: 3 spray applications complete in 2025. Long term solutions under development, part of overall canal plan.
4. Tennis / PB court repair: plan to repair / patch in spring to address cracks and blisters. Develop long term funding plan for resurfacing. Donation fund established.
5. Dead trees on Norway Ct: Progressing. See separate agenda topic below.
6. Canal Plan: Long term plan progressing with Canal Committee. See separate agenda topic below.
7. Available Grants: FEMA and DNR grants investigated, none that can be realized.
8. Road Signs: Road commission installed new road signs, October 2025. Cheryl Leach to send a Thank You letter. Ilze Liepa requested to add a "No Thru Traffic" Sign at the Long Lake Outlot to curtail full-size wheeled vehicles attempting to get to Long Lake Rd. Mark Pollard to pursue new sign.

b. Treasurer: Sharon Quist

i. Financial Report: Sharon reviewed the financial report for period July 26-October 18, 2025.

        - Motion to approve the financial report: Mark Pollard
        - 2nd: Ilze Liepa
        - Approval: All board members
    ii. Payment of Bills: Sharon reviewed the bills paid in this same period.
        - Motion to approve the Bills Paid: Mark Pollard
        - 2nd: Ilze Liepa
        - Approval: All board members
    iii. 2025-2026 Budget Update: Sharon requested approval to Establish Norway Court Enhancement Fund to deposit donations, first donation check has been received.
        - Motion to create a new fund: Ilze Liepa
        - 2nd: Mark Pollard
        - Approval: All board members

- Committee Reports:
    a. Building Committee: Mark Pollard - No new requests
    b. Correspondence and Website: Jim Badour
    Ongoing updates/maintenance complete.   Page for donation funds (legal, Norway Ct, and PB / Tennis Ct) still under development.
        i. Website Responsibilities: Ilze Liepa agreed to transition into website updater as part of the secretary role prior to ’26-27 fiscal year.
        ii. Newsletter Preparation review by Ilze Liepa
            1. Target Timing set for newsletter.   1st draft out to Board on Dec 1, feedback and updates due Dec 15, Final Draft complete Dec 31, email approval by Jan. 9.
            2. Initial Content reviewed and agreed.
    c. Canal and Lake Water: Mark Pollard presented the results of the committee’s depth survey of the canal. Max depths along the entire canal range from 3 feet to 6 feet.   Next steps are to contact each of the lot owners to discuss interest in dredging / reshaping the canal, which will require access across property. Mark to present the overall plan at next board meeting.
        i. Canal Treatment/Spraying Follow Up: 3 applications of treatment were sprayed during the summer.   The treatment was effective not only on the duckweed, but also on the other bottom growing weeds throughout the entire canal.
        ii. Canal Committee Membership: Jon Laskowsky will be joining the committee
        iii. Update on Required Permits: current permit (wall) valid until 2028. Committee goal to submit for dredging permit in 1st half 2026.
    d. Outlot Maintenance/Tennis Court/Pavilion Repair: Ilze Liepa
    No issues to report.   Pavilion has been repaired at cost of $151. Dock has been removed from Long Lake.   PB/Tennis Ct surface is blistering, along with cracks that were previously noted. Will need to be repaired in spring.   Net will be removed when play is confirmed complete for the year.
    e. Legal Issues/Insurance Study: Sharon Quist and Cheryl Leach: No change on legal issue.   Sharon and Cheryl to schedule review of insurance policy week of October 20.

- Old Business:
    a. Requests approved by email vote prior to the meeting were formally approved.

i. Sparks Tree Removal, Lots 13,14,15
   - Motion to approve: Mark Pollard
   - 2nd: Ilze Liepa
   - Approval: All board members

ii. Green Tree Removal, Lots 138,140,141
   - Motion to approve: Sharon Quist
   - 2nd: Cheryl Perrigo
   - Approval: All board members

b. Tree on Island (leaning over canal) still requires removal. Contact will be made for quote from tree removal service who removed the tree at the Long Lake Outlot.

c. Park A Norway Court Improvements: Significant donations ($3250) have been confirmed for the Norway Ct. Enhancement Fund. Mark Pollard requested approval to go forward with 1st phase of forestry mulching which would be a swath along the canal. This required a budget line item be created to support this expenditure.
   - Motion to create a Budget Line item: Sharon Quist
   - 2nd: Jim Badour
   - Approval: All board members

   The board reviewed the budget and agreed to fund the new line item with $1600 from unscheduled funds line item.
   - Motion to fund line item: Mark Pollard
   - 2nd: Cheryl Perrigo
   - Approval: All board members

   Donations plus association funding will support 20 hours of mulching work. Mark Pollard to contact Oncite to schedule completion. Target date is still this fall.

d. Articles of Incorporation still incomplete. No update from Geoff Denstaedt. Cheryl Leach to progress.

- Tabled Items: none.
- New Business:

  a. Security for 2025-26 will run from November 1 – March 31. John Quist is willing to continue in the role. No one else has come forward.
     - Motion to approve John Quist as Security for ’25-26: Mark Pollard
     - 2nd: Jim Badour
     - Approval: All, except abstain by Sharon Quist.

- Future Meeting Dates reviewed: January 24, 2026, April 25, 2026, and June 20, 2026. June meeting date changed to June 13, 2026.
- Adjournment: Meeting was adjourned at 11:37am.
- Next meeting will be held on January 24, 2026, 10:00am, Leach Residence.

Written and Submitted by Ilze Liepa

Signed ______________________