Ess Lake Association Board of Directors Meeting Minutes*

*Subject to approval at next BoD meeting: October 17, 2026

Date: July 25, 2026   Time: 10:00 am

Agenda

- Meeting was called to Order @ 10:04am

- Roll Call:
    a. All board members present:
        - Cheryl Leach
        - Mark Pollard
        - Ilze Liepa
        - Sharon Quist
        - Cheryl Perrigo
        - Aimee Smith
        - Diana Campbell

    b. Cheryl Leach welcomed new board member Diana Campbell

- Approval of Minutes: Board Mtg June 13, 2026, Annual Association Mtg July 4, 2026 and Board Mtg July 4, 2026 were approved
    a. Motion to approve 6/13 BoD minutes with correction on voting record on canal spraying: Cheryl Perrigo
        - 2nd: Mark Pollard
        - Approval: Aimee Smith, Cheryl Leach, Mark Pollard, Ilze Liepa, Cheryl Perrigo, Sharon Quist,
        - Abstain: Diana Campbell

    b. Motion to approve 7/4 Annual member minutes as submitted: Mark Pollard
        - 2nd: Sharon Quist
        - Approval: All board members

    c. Motion to approve 7/4 BoD minutes as submitted: Sharon Quist
        - 2nd: Mark Pollard
        - Approval: All board members

- Approval of Agenda
    a. Additions to Agenda: McBee Fence request added to Old Business, Tondreau shed request added to New Business, Variance Process discussion added to New Business
        - Motion to approve agenda as amended: Ilze Liepa
        - 2nd: Mark Pollard
        - Approval: All board members

- Call to the Public: none in attendance

- Officer Reports:
    a. President: Cheryl Leach
        i. Board Goals for 2026-2027: Cheryl Leach presented an initial draft of the proposed goals for the new fiscal year. The Board discussed and agreed on the following goals. File will be posted on the website.
            1. Set ‘26/27 Budget
            2. Address weed issues in canal
            3. Develop plans (short and long term) to maintain canal.
            4. Develop plan to repair and maintain Tennis / PB court.

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5. Continue to address the issue dead / dying trees on Park A (Norway Ct.) and Island.
6. Assess and develop plans for improving and maintaining outlots
7. Improve communication with association members

- Motion to approve new goals for '26/27 with modifications as discussed: Cheryl Perrigo
- 2nd: Mark Pollard
- Approval: All board members

ii. Set Budget Amounts 2026-2027: Cheryl Leach presented an initial draft of the proposed budget for the new fiscal year. The Board discussed and agreed on the budget. File will be posted on the website.

- Motion to approve a budget for '26/27 with modifications as discussed: Aimee Smith
- 2nd: Mark Pollard
- Approval: All board members

iii. Committee Assignments 2026-2027: Cheryl Leach proposed the following committee assignments for '26/27. All were aligned.

1. Outlot Oversight: Diana Campbell – Lead, Cheryl Perrigo - support, Long Lake Outlot – Aimee Smith
    - Ilze Liepa to transition list of volunteers and list of open items to Diana.
2. Building Committee – Mark Pollard lead
3. Canal and Lake Water Committee – Mark Pollard lead
4. By-law Committee – Ilze Liepa lead

b. Treasurer: Sharon Quist

i. Financial Report and Payment of Bills: Sharon reviewed the financial report and Bills Paid for period 7/4/26-7/25/26.

- Motion to approve the Financial Report and payment of Bills as presented: Ilze Liepa
- 2nd: Mark Pollard
- Approval: All board members

- Committee Reports:

a. Building Committee: Mark Pollard – no new requests

b. Canal and Lake Water: Mark Pollard

i. Final discussion on canal spraying 2026: Quote for 2 ($2400) vs 3 ($3200) spray applications was discussed, along with new commitments for donations from canal-front owners. Even with these new donations, the Association would have to add funds to cover cost for the spraying. Mark Pollard mentioned that the Duck Weed was not as bad this year as in prior years.

- Motion made to <u>not</u> spray the canal for weed control in 2026 CY: Sharon Quist
- 2nd: Aimee Smith
- Approval: All board members

Committee is requested to get a quote for 2027 weed control in time for discussion at 2nd Qtr 2027 BoD meeting.

ii. Forest Restoration Report: the final report from our USDA grant application is not yet available. Still awaiting final committee approval. The report will have the steps that we will have to complete to receive the grant funding. To be reviewed at next meeting.

c. Outlot Maintenance/Tennis Court:

i. Discussion of maintenance for outlots: Diana Campell to coordinate board member assessment of the outlots. Ilze Liepa to send Diana the list of previously discussed items.

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        ii. Survey of outlots – Board agrees to survey the Ess Lake outlots. Aimee Smith to contact Bob Marlatt.
        iii. Tree and Removals - Diana to contact tree removal services to get quotes after lots are surveyed.
    d. Bylaw Review Committee: Ilze Liepa
        i. Ilze has a list of initial change requests for the new by-law revision cycle. Currently the list has 2 new requests from members. She will bring this list for review at the next BoD meeting. She will also meet off-line with Cheryl Leach regarding lessons learned and requested changes from the last 2 revision cycles.

- Old Business:
    a. Requests approved by email vote prior to the meeting were formally approved.
        i. Rizzo Tree Removal
            - Motion to approve: Cheryl Perrigo
            - 2nd: Sharon Quist
            - Approval: All board members
        ii. Lokar Home Addition
            - Motion to approve: Ilze Liepa
            - 2nd: Cheryl Perrigo
            - Approval: All board members
        iii. Smith Variance
            - Motion to approve trailer usage on Lot 80 to securely store personal items from Mid-May to Mid-Oct: Sharon Quist
            - 2nd: Ilze Liepa
            - Motion made to amend the motion on the floor to approve the variance only though 2028: Mark Pollard
            - Approval: All board members
        iv. McBee Fence request:
            - Motion to approve: Sharon Quist
            - 2nd: Ilze Liepa
            - Approval: Aimee Smith, Cheryl Leach, Mark Pollard, Ilze Liepa, Cheryl Perrigo, Sharon Quist,
            - Abstain: Diana Campbell

- Tabled Items: none

- New Business:
    a. Discussion of remedy for delinquent dues: one member is currently delinquent $405. Late Fee notice to be sent, Cheryl Leach will add a Letter with a 60-day deadline, stating the next action taken will be small claims court.
    b. The remaining Meeting Dates for 2026-27 were set:
        1. October 17, 2026
        2. January 23, 2027
        3. April 24, 2027
        4. June 26, 2027
        5. Annual Meeting: July 3, 2027
    c. Tondreau Shed: Carol Tondreau sent an email request to the Board for a shed approval.
            - Motion to approve shed as requested: Ilze Liepa

- 2nd: Sharon Quist
- Approval: All board members

Approval letter will state that if lot 125 is sold as a vacant lot (separate from the residence), the shed will have to be removed.

d. Variance Process discussion – Tabled to Next Meeting.

i. Ilze Liepa to schedule a pre-meeting to develop talking points to help guide the discussion

- Next Meeting: October 17, 2026, 10:00am at Leach Residence.

- Adjournment called at 12:11pm.

Written and Submitted by Ilze Liepa

Signed Ilze Liepa

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