Ess Lake Association Board of Directors Meeting Minutes*

*Subject to approval at next BoD meeting: January 23, 2027

Date: October 17, 2026 Time: 10:00 am

Agenda

I. Meeting was Called to Order @ 10:00am
   a. Roll Call: All board members present:
      - Cheryl Leach
      - Mark Pollard
      - Ilze Liepa
      - Sharon Quist
      - Cheryl Perrigo
      - Diana Campbell
      - Aimee Smith – audio only

II. Approval of Minutes from Board Mtg July 25, 2026: Ilze Liepa
   - Motion to approve minutes as submitted: Sharon Quist
   - 2nd: Mark Pollard
   - Approval: All board members

III. Approval of Agenda
   a. Additions to Agenda: none
      - Motion to approve agenda as presented: Sharon Quist
      - 2nd: Mark Pollard
      - Approval: All board members

IV. Call to the Public: Ground rules; none in attendance

V. Officer Reports:
   a. President: Cheryl Leach
      i. Board Goals – goals reviewed and updated. Status summarized below. Updated file available on website.
         1. Set ’26-27 Budget: is set and on expenditures on track
         2. Address weed issue in canal: Obtain quote in March / decision at April Meeting.
         3. Canal maintenance: Dredging permit request submitted. No response from EGLE.
         4. Tennis Court maintenance: need to align next steps with pickleball players
         5. Park A / Norway Ct: see update below under Canal and Lake Water committee report
         6. Outlots Maintenance: see update below under Outlots
         7. Improve association communication: Email sent after July meeting, another to be sent after this meeting.
      - Motion to accept the goals as updated: Mark Pollard
      - 2nd: Cheryl Perrigo
      - Approval: All board members

      i. Release of Lien – All outstanding dues are now paid in full and lien has been released.

      ii. Articles of incorporation – Update has now been approved and recorded with State of Michigan. PDF to be uploaded to website.

      iii. Letter of violation – letter was sent to member where a camping tent was set up in front yard for a duration well exceeding the allowed 14 days / year. Tent was taken down.

   b. Treasurer: Sharon Quist
      i. Sharon reviewed the Financial Report and Payment of Bills for period July 25 – Oct 17, 2026
         - Motion to approve the financial report and payment of bills as presented: Cheryl Perrigo
         - 2nd: Mark Pollard
         - Approval: All Board Members

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ii. Budget Revision: the 2026-2027 budget was amended to reflect the latest expenditures. Proposal to move $2000 from unscheduled funds and $1000 from savings to Outlot Maintenance line item to cover tree removal.
    - Motion made to amend the budget as proposed: Ilze Liepa
    - 2nd: Cheryl Perrigo
    - Approval: All board members

VI. Committee Reports:

a. Building Committee: Mark Pollard reported no new requests received.

b. Canal and Lake Water: Mark Pollard

i. Forest Restoration Report – Initial response from USDA was received. Request of funds exceeded available funds; therefore, our request is not approved for funding at this time. We will plan to continue to progress the work on Norway Ct/Park A as recommended by the Service Forester, utilizing volunteer labor and donations for tree purchases. All volunteer hours need to be recorded, for potential future reimbursement of labor hours and equipment usage. Details to be discussed at Jan 23, 2027 meeting.

c. Outlot Maintenance/Tennis Court: Diana Campbell

i. Review Bids for tree/limb removal – 2 bids were received and reviewed for removal of dead/dying trees and dead limbs on the lakeside outlots. Quote from Above All Tree service was significantly lower than from Trapper's Tree Trimming. Agreed that stumps would not ground, and will be revisited when budget allows. Association members are willing to volunteer to remove the dead trees once felled to help reduce costs.
    - Motion made to move forward with Above All Tree Service, with requote needed to confirm final cost aligned with above discussion: Sharon Quist
    - 2nd: Mark Pollard
    - Approval: All board members

ii. Review Survey of Outlots: The 3 Ess Lake lakeside Outlots were surveyed on 9/16/2026. The lots had likely not been surveyed in more than 40 years, and over time some of the adjacent property owners have encroached on the outlots with personal property. Also, it is clear that garages on Lots 173 and 127 do not meet set back requirements. These structures were built decades ago. Permanent/Visible stakes will be installed at the 4 corners of each of the outlots.
    - Motion was made to grant a permanent variance "Grandfather" to Lots 127 and 173 for the location of their garages with respect to the side lot line: Mark Pollard
    - 2nd: Sharon Quist
    - Approval: All board members

    Cheryl Leach to send 3 letters as a result of the discussion:
    1. To all adjacent property owners to inform them of the survey, and if personal property encroaches, to remove in a timely manner
    2. To Lot 127 with a permanent variance for side-line setback
    3. To Lot 173 with a permanent variance for side-line setback

d. Bylaw Review Committee: Ilze Liepa

i. Reviewed Current restriction change requests. Agreed to progress all 4 items currently on the list for further consideration.
    1. Short Term rental restrictions
    2. Expected maintenance/upkeep of property and structures

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3. Lawn fertilizer usage
4. Re-write / Clarify current section 4.04.

ii. Variance Process Discussion - Ilze reviewed an initial draft of a Variance Process Discussion Document, which could be used by the board during variance discussions. The document has proposed discussion points in a three-step process: (1) Review the restriction (2) Review the variance request (3) Align on outcome. Ilze will continue to refine the document and send to the Board for review prior to the January 23, 2027 meeting.

VII. Old Business:

a. Requests approved by email vote prior to the meeting were formally approved.
   i. McBee Tree Removal
      - Motion to approve: Sharon Quist
      - 2nd: Ilze Liepa
      - Approval: All board members
   ii. Johnson 3 Season Room
      - Motion to approve: Diana Campbell
      - 2nd: Cheryl Perrigo
      - Approval: All board members
   iii. Tauriainen Shed
      - Motion to approve: Sharon Quist
      - 2nd: Mark Pollard
      - Approval: All board members

VIII. Tabled Items

- Variance Process Discussion – Motion was made to move under By-law committee report out: Ilze Liepa
- 2nd: Mark Pollard
- Approval: All board members

IX. New Business:

a. Security will run from November 1, 2026, to March 31, 2027.
   - Motion made to contract John Quist for Security for 2026-2027: Mark Pollard
   - 2nd: Cheryl Perrigo
   - Approval: All, except abstain by Sharon Quist.

   Discussion: For future security contracts, roles and responsibilities will be reviewed, realigned and documented as necessary.

b. Correspondence and website:
   i. Newsletter timing and content: Ilze reviewed the proposed timing and content of the newsletter, 1st draft out Dec 1st, 2 loops of review through December, and final newsletter for approval and printing available 1st week of January. Target is <3 pages and larger font than last year.

   <u>Strawman of content:</u>

   a. Intro
   b. Message from the President
   c. Treasurer Update
   d. Website Update
   e. Canal & Lake Committee Report
   f. By-Law committee report
   g. Outlot update
   h. Pickleball Play

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i. Security Patrol
j. HOA Business Items

ii. Website updates
    i. Pavilion calendar booking through website – agreed we need a Pavillion Usage Policy before adding a booking option. Cheryl Leach to draft a policy.
    ii. Ilze will send the following documents to Jim Badour after each meeting for upload: Approved Minutes, Draft minutes, board goals, financial report, budget. Sharon will send directory to Jim when updates are available.
    iii. Ilze will work with Jim to update the following areas of the website: Local Area info, Donation page, Association Property Info.

X. Adjournment: meeting was adjourned at: 12:20pm

Upcoming Meeting Dates: January 23, 2027, April 24, 2027, June 26, 2027 and Annual Meeting July3, 2027

Written and Submitted by Ilze Liepa

Signed Ilze Liepa

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