Ess Lake Association Board of Directors Meeting Minutes

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

Minutes

- Call to Order: Meeting was called to order at 10:15

- Roll Call – Board Members Present:
  - Cheryl Leach
  - Mark Pollard – via audio
  - Ilze Liepa
  - Sharon Quist
  - Jim Badour – via zoom
  - Cheryl Perrigo
  - Aimee Smith – via zoom

- Approval of Minutes: Board Mtg January 24, 2026: Ilze Liepa – minutes approved as written
  - Motion to approve: Cheryl Perrigo
  - 2nd: Sharon Quist
  - Approval: All board members

- Approval of Agenda: Ilze Liepa requested the following changes to the agenda
  a. add topic under New business "Hill Ct Maintenance"
  b. add committee topic "by-laws"
  c. move the following items from New Business to Outlot report out:
     i. Remove leaning tree on Outlot/Private Park A
     ii. Stump Removal Outlot/Park B
  - Motion to approve agenda as amended: Sharon Quist
  - 2nd: Cheryl Perrigo
  - Approval: All board members

- Call to the Public: Ground rules – none in attendance

- Officer Reports:
  a. President: Cheryl Leach
     i. 2025-2026 Board Goals and progress were reviewed. Full update can be found on the website, progress summarized:
        1. Set '25-26 Budget: Budget is set and expenditures on track
        2. Review Insurance Policy: Complete, see final report immediately below.
        3. Address Duckweed: 3 spray applications complete in 2025. See separate topic under "New business" for 2026 plan.
        4. Tennis / PB court repair: still need 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: Forest mulching (by Oncite) done in November 2025.

6. Canal Plan: Long term plan progressing with Canal Committee. See separate agenda topic below.
7. Available Grants: USDA forestry grant application submitted for Norway Ct restoration. See separate agenda topic below under “Canal and Lake Water”.
8. Road Signs: Complete October 2025.

ii. Final report on Insurance Policy Review:

   i. Increase the Liability limits to 2,000,000/$4,000,000
   ii. Increase the Directors and Officer’s coverage to $500,000
   iii. Total increase prorated for remainder of current policy term is $129.00

- Motion to approve the revised insurance policy: Ilze Liepa
- 2nd: Cheryl Perrigo
- Approval: All board members

b. Treasurer: Sharon Quist
   i. Financial Report and Payment of Bills - Sharon reviewed the financial report and Bills Paid for period 1/24/26-4/25/26.
   ii. 2025-2026 Budget Amendment 4/25/2026 – Cheryl Leach reviewed the budget updated to reflect the latest expenditures.

- Motion to approve the Financial Report, payment of Bills and budget as presented: Cheryl Perrigo
- 2nd: Jim Badour
- Approval: All board members

- Committee Reports:

a. Building Committee: Mark Pollard.
   i. Kleinow Shed – lot 35/36 – two locations are under consideration, if alternative across the lot line is chosen, lot cannot be sold as separate vacant lot without relocation of the shed.

- Motion to approve shed: Sharon Quist
- 2nd: Cheryl Perrigo
- Approval: All board members

b. Correspondence/Website: Jim Badour/Ilze Liepa – nothing to report. Jim will add announcement of Bears in the area to the website.

c. Canal and Lake Water: Mark Pollard
   i. Update on Required Permits – Mark continues to prepare the packet required for EGLE permit to dredge the canal. Board agrees that the permit request should also include the west and north sections.
   ii. Update on Norway Court Enhancement Project: USDA Farm Service Agency Grant – Mark completed the application and USDA Farm Service representative was on sight for a review of the property on Friday, Apr 17. A report of the findings will be available in 3+ months, which will describe what other requirements will have to be met to qualify for the funding.

(~$5400). Initial feedback during the visit is that additional trees will need to be removed from the island, and some new trees will have to be planted along Norway Ct. Board agrees to take no further action until the report is available.

d. Outlot Maintenance/Tennis Court: Ilze Liepa
    i. Long Lake lot – raked, court cleaned and net is up, notice is out to the PB players. Entry driveway has been graded. Adirondack chair broken last fall by falling branch will be replaced from the outlot budget. Request received for refreshing the beach sand. Ilze to investigate cost for next meeting and bring proposal.
    ii. Remainder of lots in good shape, just need leaf / branch pickup to be ready for summer. Ilze to send email to volunteers for community clean up day, May 16.
    iii. Park B entry is soft but OK – agreed to continue to monitor
    iv. Request for Stump Removal Outlot/Park B – stumps remain from trees removed after the ice storm, in the wooded buffer to the north of the outlot. Ilze to ask if any volunteers are available to cut down the smaller stumps. Removal of the larger stump tabled for more discussion.
    v. Request to remove leaning tree on Outlot/Private Park A – leaning tree is not obvious, Jim Badour to get the tree marked.
    vi. Park A has flooded various times this spring. Jim Badour to share pictures. Discuss at next meeting to determine if action needs to be taken.
    vii. Board confirms OK to plant donated native seedlings on outlot at end of Norway Ct.
    viii. Aimee Smith to arrange for Port-a-John to be delivered to the Long lake lot just prior to Memorial Day thru the end of September.

e. By-laws: Ilze Liepa
    i. Ilze reviewed a proposal for a 5-year By-law review/update process. The small graphic below summarizes the proposal. Board provided positive feedback. Ilze requested that the rest of the board review the proposal in detail and provide recommendations for change. Ilze will continue to refine the process, bring back for approval at next meeting, and then present at the Annual meeting. Specific topic on next meeting agenda will be to approve Association vision and mission statements referenced in the process proposal.

- Old Business:
    a. Requests approved by email vote prior to the meeting were formally approved.
        i. Badour Dock request
            1. Motion to approve: Sharon Quist
            2. 2nd: Ilze Liepa
            3. Approval: All board members except Jim Badour abstain
        ii. Hoskins Tree Removal
            1. Motion to approve: Cheryl Perrigo
            2. 2nd: Sharon Quist
            3. Approval: All board members
        iii. Kleinow Tree Removal
            1. Motion to approve: Sharon Quist
            2. 2nd: Cheryl Perrigo
            3. Approval: All board members
    b. Tree Removal on Island (leaning over canal): Removed February 2026 – Mark thanked the volunteers who did this.
    c. Articles of Incorporation: Cheryl Leach – still progressing finalization and recording.

- Tabled Items – none

- New Business:
    a. Savin Lake Proposal – Board received a quote from Savin Lake Services, the company who sprayed for weeds in the canal in 2025, to do so again in 2026 for a cost of $3200. The board agreed to take no action on the quote at this time, as Mark Pollard is progressing the permit for dredging.
    b. "Adopt A Lake" Monitoring Program – Ilze Liepa reviewed the details of this program. Board agreed that this would be beneficial and would cover the cost of registering if a volunteer could be identified to lead this effort. Ilze to send email to association. Ilze also to send a separate email to Ken Ward, as he had mentioned this program in the past.
    c. Hill Ct Maintenance – Ilze Liepa stated that Hill Ct will graded and graveled. Cost will be covered by the residents.

- Next Meeting Dates: June 13, 2026 and Association Meeting July 4, 2026
- Meeting was adjourned at 11:20.

Written and Submitted by Ilze Liepa

Signed Ilze Liepa