

## Ess Lake Association Board of Directors Meeting Minutes \*

\*Subject to approval at next meeting: April 25, 2026

Date: January 24, 2026 Time: 10:00 am

### Agenda

- Call to Order: Meeting was called to order at 10:05am
- Roll Call – Board Members Present:
  - Cheryl Leach
  - Mark Pollard
  - Ilze Liepa
  - Absent without notice: Aimee Smith
  - Sharon Quist
  - Jim Badour
  - Cheryl Perrigo
- Approval of Minutes: Board Mtg October 18, 2025: Ilze Liepa – minutes approved as written
  - Motion to approve: Cheryl Perrigo
  - 2nd: Mark Pollard
  - Approval: All board members
- Approval of Agenda
  - a. Additions to Agenda - none
    - Motion to approve agenda as presented: Jim Badour
    - 2nd: Sharon Quist
    - Approval: All board members
- Call to the Public: Ground rules – none in attendance
- Officer Reports:
  - a. President: Cheryl Leach
    - 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: See separate agenda topic below.
      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: 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.
      8. Road Signs: Complete October 2025. Cheryl Leach sent a Thank You letter.
    - Report on Insurance Policy Review: The current insurance policy was reviewed with the insurance agent by Cheryl Leach and Sharon Quist. It is a commercial general liability coverage policy tailored specifically to a Homeowners Association as the business type. It

was confirmed as the appropriate type of coverage and policy to insure our association. However, it was noted that the numbers of owners covered is higher than our actual number of owners. Recommendation is to align the owner numbers and reallocate that funding to increase the Directors/officers errors and omissions liability to an appropriate level.

- Motion was made to revise the policy as recommended, with an annual total cost for the policy not to exceed \$1000. Motion made by Mark Pollard
- 2nd: Jim Badour
- Approval: All board members

b. Treasurer: Sharon Quist

- Financial Report – Sharon reviewed the financial report for period October 19, 2025 – January 24, 2026.
  - Motion to approve the financial report as presented: Cheryl Perrigo
  - 2nd: Jim Badour
  - Approval: All board members
- Payment of Bills - Sharon reviewed the bills paid in this same period.
  - Motion to approve the Bills Paid: Ilze Liepa
  - 2nd: Cheryl Perrigo
  - Approval: All board members
- 2025-2026 Budget Amended to reflect latest expenditures
  - Motion to amend the budget: Jim Badour
  - 2nd: Mark Pollard
  - Approval: All board members

• Committee Reports:

a. Building Committee: Mark Pollard

- No new requests.
- House on Lot 56 progressing, exterior complete.
- Shed on Lot 57 complete.
- Garage on Lot 136 not yet started.
- Fence on Lot 195 not yet started.
- Tree removal completed at numerous houses.

b. Correspondence/Website: Jim Badour/Ilze Liepa

- Website: many updates made. Directory update pending current purchase agreement progress on Lot 20/23. Agreed that documents (minutes, newsletters, treasurer reports, etc.) should be kept on the website for 5 years. Older documents can still be retrieved if needed from the Association Archives.
- Newsletter: initial feedback is that its is too long. Ilze to determine how to streamline for 2027.

c. Canal and Lake Water: Mark Pollard

- Update on Required Permits – Mark is progressing paperwork for dredging permit, targeting submission of the application to EGLE in May. Each property owner along the canal will be contacted to confirm what action they want taken along their frontage.

- Update on Norway Court Enhancement Project - OnCite forestry mulching services were contracted and completed in November. Thank you to association members who made donations. Mark has applied for a USDA Forest Restoration Program Grant which could, if approved, reimburse the association for up to 75% of the costs to restore the health of the land along Norway Ct. There will be an onsite land review in the spring, with final approval date TBD.
- d. Outlot Maintenance/Tennis Court: Ilze Liepa
  - Nothing new to report since last meeting. Agreed to continue to monitor Park B Entrance for washout, and Park A and B for spring flooding.
- Old Business:
  - a. Requests approved by email vote prior to the meeting were formally approved.
    - McBee Fence Request (lot 195)
      - Motion to approve: Ilze Liepa
      - 2nd: Jim Badour
      - Approval: All board members
  - b. Tree Removal on Island (leaning over canal):
    - Plan in place to remove. Completion TBD.
  - c. Articles of Incorporation (Geoff Denstaedt to complete) – No update from Geoff Denstaedt. Cheryl Leach to progress.
- Tabled Items - none
- New Business:
  - a. Remove leaning tree on Park A outlot – request was received from neighboring property owner to remove the tree leaning from the outlot over his property. Board to evaluate and develop plan prior to next meeting.
  - b. Stump Removal Park B outlot – request was received from neighboring property owner to clean up stumps and fill the un-even area. Board to properly evaluate the situation when snow melts.
  - c. Bylaws and restrictions ongoing review process – with the change to the bylaws of allowing amendments on a 5-year cycle (rather than prior 20-year cycle), it was discussed that that board should have standing committee and an ongoing review process for bylaw updates.
    - Motion to create a new standing committee: Sharon Quist
    - 2<sup>nd</sup>: Mark Pollard
    - Approval: All board members.

Ilze Liepa volunteered to lead this committee. Next steps: Ilze to review work done by previous bylaw committee and present a proposed process with 5-year cadence at the next board meeting. Target for completion of new process by June board meeting, with awareness presentation to all members at the annual association meeting in July.
  - d. “No Dumping” signs were purchased and received for installation along Norway Court. They will be installed once the snow melts. In the past, residents have dumped yard waste (leaves, branches, etc). As a reminder, no dumping is allowed on any outlot. Alternative for leaves and small brush is to burn.

- Upcoming Meeting Dates: April 25, 2026, and June 13, 2026
- Adjournment: Meeting was adjourned at 11:13am

Written and Submitted by Ilze Liepa

Signed Ilze Liepa

DRAFT