

MINUTES

COBMOOSA SHORES ASSOCIATION BOARD

October 14, 2023 9:00 a.m. Stony Lake Inn, Stony Lake, MI

(As is the Board's custom, Association members in attendance contributed to the meeting whenever they wished)

CALL TO ORDER: 9:00 a.m. by President Ed Dedic

TRUSTEES PRESENT: Rich Campbell, Ed Dedic, Paul Jordan, Bob Lieckfield, Dennis McKelley, Tim Pieri, Bill Raffall, and Jack Spoors

TRUSTEES ABSENT: Tom Boersma

OTHERS PRESENT: (in person) Jill Dedic, Mark Hendrickson, Sandy McKelley, Janis Morrison, Rick Slagter; (on line) Sara Collins, Tom Spees, and Rick Zane

COMMUNICATIONS: Edward Dedic

- 9-11-2023 *Jill Dedic*

Shuffleboard equipment left out and damaged in Cobmoosa Park. Jack Spoors disposed of the broken equipment and purchased replacements of higher quality

- 10-5-2023 *Jeff Frazine - Ropes at South Beach Access*

Jeff had offered to continue to store these. The Beach Committee chose to handle this.

- 10-12-2023 *Mary Browning - Trash Container issues*

No sign will be placed by the Board in the park. As ever, people should remove their own trash.

- 10-12-2023 *Tom Spees - Speeding Issues*

This is a perennial issue. A reminder will be sent out via News and Notes.

- *Notice of the memorial service for Patrick Cavera, founding member of Cobmoosa.*

Mr. Cavera was one of the original signatories for the Association and an early Board trustee, and passed away recently.

OFFICER REPORTS

SECRETARY: Paul Jordan

- *August Minutes*

The draft Minutes have been posted on the bulletin board and website for about three weeks.

MOTION: To adopt the September 2023 Board meeting minutes as posted. Motion made by Paul Jordan with a second by Rich Campbell. The motion passed without dissent.

- *Maintaining a collection for important acts of the Association*

The Board requested that the secretary research the Board's past decision regarding when to impose a lien on property due to delinquent dues. (Decided at the August 2022 meeting to impose a lien after 3 years.) There is currently no place where trustees and members can go to easily find similarly important official acts of the Association.

MOTION: In order on an ongoing basis to inform the membership of important official acts of the Cobmoosa Shores Association and its Board, the Secretary of the Association shall maintain a collection of non-routine decisions by the Association and its Board and post an updated version of that collection on the Association website at the end of each year. The motion was made by Paul Jordan with a second by Tim Pieri. It was adopted without dissent.

- *FYI: HB 4313: a bill to enable conversion of a Summer Resort Association to a non-profit*

This bill in the House would make it easier for the incorporation of a body originally incorporated under the Summer Resort Act to be incorporated as a Michigan non-profit corporation.

TREASURER: Bob Lieckfield

October Financial Summary

Category	23/24 Budget		YTD September	Projected Balance	Percent Remaining
Income	\$ 51,105.00		\$ 36,240.50	\$ (14,864.50)	29%
Expenses					
Roads	\$ 24,000.00		\$ 3,123.00	\$ 20,877.00	87%
Trees	\$ 2,400.00		\$ -	\$ 2,400.00	100%
Beach and Parks	\$ 3,630.00		\$ 1,260.00	\$ 2,370.00	65%
Insurance	\$ 3,750.00		\$ 3,356.00	\$ 394.00	11%
Administration	\$ 3,730.00		\$ 87.48	\$ 3,642.52	98%
Communications	\$ 2,000.00		\$ 847.86	\$ 1,152.14	58%
Legal/Professional	\$ 6,825.00		\$ 303.00	\$ 6,522.00	96%
Taxes	\$ 840.00		\$ 220.94	\$ 619.06	74%
Social	\$ 600.00		\$ 327.98	\$ 272.02	45%
Contingencies	\$ 3,330.00		\$ -	\$ 3,330.00	100%
TOTAL	\$ 51,105.00		\$ 9,526.26	\$ 36,971.47	72%
Checking Account	\$ 26,859.72				
Money Market	\$ 21,550.84				
Petty Cash	\$ 160.99				
Total Cash on Hand	\$ 48,571.55				

Financial Highlights

- Outstanding Current Dues: \$7,402.50 (83% collected 10/1/2023)
- Past Due Accounts: \$1,480.00
- Apparel Income: \$273.00
- Capital Projects Financial Needs
 - 2024/2025: \$31,290
 - 2025/2026: \$30,862
 - 2026/2027: \$44,731

Reserve Project Summary

Plan Year	2024/2025	2025/2026	2026/2027	2027/2028
CSA Community Projects	\$13,000	\$5,000	\$5,000	\$20,000
Roads	\$16,800	\$16,920	\$21,660	\$16,800
Total Reserves Required (Inflation Adj)	\$31,290	\$24,167	\$30,862	\$44,731

No decision regarding whether to contract for bookkeeping services or make this part of the Treasurer's function was made. A motion will be prepared for consideration at the next meeting.

- *Electronic bill payments:* Bob Lieckfield

Treasurer Bob Lieckfield has discovered that although our official procedure requires the signatures of two Association officials, the CSA checking account was set up requiring only one signature. This allows us to take advantage of Huntington Bank bill payment software – Huntington sends payment to our vendors and provides detail on all payments made with date and amount. The motion below modifies our official procedure while being consistent with our bank account set up. The upper limit (\$1,000) is put in place to ensure that the CSA Board maintains a control of all expenditures >\$1,000, i.e., requires two CSA Board signatures. As current practice, a detailed report of all CSA expenses are provided to the CSA Board monthly. The following motion was offered to streamline our process on ~80% of routine invoice payments.

MOTION: Any expenditures under \$1,000 only require one signature [on the check or electronic payment authorization]. Moved by Bob Lieckfield with a second by Bill Rafaill. Voting 'Yes' were Jack Spoor, Paul Jordan, Dennis McKelley, Tim Pieri, Bob Lieckfield, and Bill Rafaill. Voting 'No' was Ed Dedic. The motion was adopted.

COMMITTEE REPORTS

ROADS: Edward Dedic

- *Road Conditions:*

Roads are holding up. Most potholes have been filled and areas graded earlier in September. Some repair work needs to be done on North Ottawa hill, north of Cobmoosa Park due to erosion. Material will need to be hauled, graded and compacted for the winter. Some repair work on Ridge Trail is also necessary, requiring material to be hauled, graded and compacted.

- *Fall Brining:*

No additional brining was required this year as we received a fair amount of rain over the past few weeks.

- *Preparing the Roads for Winter:*

Leaves are now starting to cover the roads and it is difficult to grade in these conditions. Severe areas will be addressed as needed to prepare for winter plowing. The speed barrels will be removed and returned to the center.

- *Yard Leaves and Debris:*

Reminder for members to please not rake or blow your leaves and/or yard debris into the road. It adds compost to the road bed and weakens the material as well as making it hard to maintain and grade. (A reminder will be sent out via the CSA eNewsletter and posted on the website in News and Notes.)

- *Sand and Salt Barrels:*

As soon as Hallack mixes the salt-sand mixture they will fill the barrels along the Cobmoosa roads. This normally happens around the first week of December.

TREES: Paul Jordan

Great Lakes Energy removed a dangerous dead beech in the roadway in front of Vanderhoff's after Chris complained to them. Thanks to the efforts of Jill Dedic, 35 dead hemlocks have been identified in the CSA roadway. So far 26 of these have been surveyed regarding their risk to safety or property to determine their priority for removal.

- *Oceana County Conservation District Grant Application Support*

Suzie Kroll, the director of the Oceana County Conservation District, has reached out to us for a letter of support for a federal grant.

MOTION: To provide a letter of support to the Oceana County Conservation District for their application to the federal government for approximately \$200,000 to be used for reforestation and a limited amount of treatment for hemlock wooly adelgids in the county. The motion was made by Paul Jordan with a second from Bill Rafaill. The motion passed without dissent

BEACH, PARK, AND ENTRANCE: Tim Pieri and Jack Spoors

- Beach Fire Rings - Cleanup of Debris from Rings Clean up for debris removal

Fire rings have been removed, but the debris from the fires remains to be removed. A work group will be assembled to do so.

- October 31 is deadline for items to be removed from the beach
- Sign at front Entrance Blew down, new posts have been purchased and will be installed.
- South Access Porta John to be taken out at the end of the month

BUILDING: Rich Campbell Nothing new. See the previous month's minutes.

SOCIAL AND EVENT: Rich Campbell Nothing until the Memorial Day coffee.

COMMUNICATIONS: William Rafaill

There were no additions to the CSA calendar. Two eNewsletters were sent (September board minutes, reminder for the CSA October Board meeting with the agenda). Paul Jordan and I continue to work on the CSA email addresses for the eNewsletter and other Board communications to members by removing duplicates, deleting names of those no longer living in CSA, etc. The total number of email addresses is now 142. There were two website updates (October board meeting agenda posted to News & Notes, updated the Tree Problems page)

HISTORY: Edward Dedic

- *Historical Records:*

We have (6) boxes of records and historical artifacts from Sara Collins' garage to be reviewed by the historical committee, evaluated and archived electronically.

- *Scanner Hardware:*

On 8/8/2020, a motion was passed unanimously by the board to purchase a scanner and associated equipment for an amount not to exceed \$400 but was never purchased. We need to act on this purchase to allow the historical committee to begin this important work.

OLD BUSINESS:

- *Deed Restriction Renewal update* Edward Dedic

The work that has been done by Ruth Stevens and the volunteers is still being evaluated by the lawyers to determine not to exceed the expenditures authorized. A report and recommendations will be presented at the November Board meeting.

- *Bookkeeper Transition plan update* Edward Dedic Bob Lieckfield

Treasurer Bob Lieckfield recommended that the bookkeeping duties currently performed by retiring Lyn Richardson be assumed by the Treasurer.

- *South Beach Access Plan update* Timothy Pieri Jack Spoors

The committee defers any planning or decisions regarding the South Access stairs until next spring.

- *Parking Stickers Proposal update* Edward Dedic Jack Spoors

A new quote was gathered from the local printer for stickers without numbers as requested. This will be our third discussion on parking stickers.

MOTION: To allocate funds to purchase 1,500 removable parking stickers to be permanently used by Members. The motion was made by Jack Spoors with a second by Tim Pieri. Jack Spoors, Tim Pieri, Bill Raffail, Rich Campbell, Ed Dedic, Paul Jordan, and Dennis McKelley voted 'Yes'. Bob Lieckfield voted 'No'. (He clarified that this was not because he had a problem with purchasing the stickers.) The motion was adopted.

- *Budgeting: Reserve Plan Update* Bob Lieckfield

Bob discussed the process of developing this and presented it during the Treasurer's Report.

- *Committee and Volunteer Process Update* Edward Dedic Timothy Pieri

A [form exists on the website](#) for people to express their interest.

NEW BUSINESS:

- *Evaluate Potential for HOA Management Software* Edward Dedic

Ed introduced the idea for the board to consider an Management Software to provide and streamline the community with modern access to online payments, directory profile and privacy controls updated and managed by members, automated invoicing, email reminders, web page management, forums, blogs, interfaces with Google Workspace and allows streamlining of cumbersome processes the board currently undertakes and is difficult to transfer knowledge. Bob and Ed are reviewing (8) different products and will report at the November Board Meeting.

OTHER ITEMS:

MOTION to adjourn made by Jack Spoors with a second from Rich Campbell. The motion passed without dissent.

ADJOURNMENT: 10:46 a.m.

NEXT MEETING: November 11, 2023 9:00AM @ Stony Lake Inn

Respectfully submitted,

Paul Jordan, Secretary