

**FOREST LAKE PROPERTY OWNERS' ASSOCIATION  
BOARD OF DIRECTORS  
MEETING MINUTES  
November 9, 2024**

**I. CALL TO ORDER**

Vito Manzella/President called the meeting of the Forest Lake Property Owners Association ("FLPOA") Directors to order at 9:00 a.m.

**II. ROLL CALL**

Board Members Present: Vito Manzella ("Manzella"), Gene Ross ("Ross"), Ilene Smith ("Smith"), Tracy Reitzloff ("Reitzloff"), Pat Gordon ("Gordon"), Mike Woloson ("Woloson"), Matthew Winberg ("Winberg"), Phil Cole ("Cole"), Don Whitmire ("Whitmire")

**III. REVIEW OF THE PREVIOUS MEETING MINUTES – OCTOBER 19, 2024**

Moved by Ross, seconded by Cole, motion carried to approve the October 19, 2024 Meeting Minutes as presented.

Voting Yes: Manzella, Ross, Smith, Reitzloff, Woloson, Cole, Whitmire, Gordon, Winberg

Voting No: None

**IV. MEMORIALIZE THE ELECTRONIC MOTIONS (SEE ATTACHED): None.**

Moved by Manzella, seconded by Reitzloff, motion carried to update the dues increase ballot with a final receipt date of March 15, 2025, at 5:00 p.m.

Voting Yes: Manzella, Ross, Smith, Reitzloff, Woloson, Whitmire, Gordon, Winberg

Voting No: None

Moved by Reitzloff, seconded by Whitmire, motion carried to approve the New Dock Construction Agreement as stated.

Voting Yes: Manzella, Ross, Smith, Reitzloff, Woloson, Cole, Whitmire, Gordon, Winberg

Voting No: None

**V. DAM OWNERS' INVOICES MOTION TO APPROVE FOR FLLAB (MONEY COMING FROM ARENAC COUNTY)**

Moved by Cole, seconded by Smith, motion carried to approve payment of YEO & YEO invoice # 600362 in the amount of \$2,4400.00 and Fahey Schultz Invoice #22985 in the amount of \$1,254.50.

Voting Yes: Manzella, Ross, Smith, Reitzloff, Woloson, Cole, Whitmire, Gordon, Winberg

Voting No: None

**VI. DUES PLAN UPDATE**

**A. Ballots mailed out.**

- B. Membership Committee (Chaired by Jill Snyder)**
- C. Dues Tracking Spreadsheet**

Moved by Manzella, seconded by Ross, motion carried to approve the July 13, 2024, August 3, 2024, and September 21, 2024, meeting minutes as prepared and presented.

Voting Yes: Manzella, Ross, Smith, Reitzloff, Woloson, Cole, Whitmire, Gordon, Winberg

Voting No: None

## **VII. BASEBALL FIELD (FISHER CONSTRUCTION STAGING AREA) PLANS/OPTIONS**

## **VIII. DIRECTOR REPORTS**

- A. Ross - Vice President, Insurance, Fish Stocking, Legal**
  - i. Hammertyme - Docks and cleaning retention ponds.**
  - ii. Rental House – Cleaned and ready to rent.**

Moved by Ross, seconded by Gordon, motion carried to reapply for dredging permit expiring March 1, 2025.

Voting Yes: Manzella, Ross, Smith, Reitzloff, Woloson, Cole, Whitmire, Gordon, Winberg

Voting No: None

### **B. Smith - Treasurer, Finance, Activities**

- i. Discuss/update budget YTD and the closing of safety deposit boxes.**

**C. Reitzloff – Secretary, Parks and Recreation, Docks –** Maintenance completed re-numbering of existing docks. The Dock Lists are being reconciled. New Dock Construction Contract will be sent to those members on the Dock Wait List.

- i. Review Dock Construction Agreement.**
- ii. Corporate Transparency Act –** Legal counsel determination, 501C4 reporting companies are exempt from this filing.

### **D. Whitmire – Maintenance, Parks Maintenance, Forestry –** Maintenance is very busy.

- i. Update of shoreline brush hog clean-up of common areas –** Mowing of the lake bottom west end.

**E. Cole – Security, Boat Launch –** Security, boat launch will be manned. Looking into key card access.

### **F. Gordon – Office, Merchandise, Storage Area, Clubhouse/Pavilion –** Report attached.

- i. Office staff update, discuss resignation and interviewing replacement.**
- ii. Office Duties –** Job description created
- iii. Recover Passwords are no longer tied to employee personal devices.**

Assisted Dues Committee – Mailing. Merchandise reduced 20%, new items beginning of the year.

**G. Winberg – Liens and Foreclosures, Campground, Fish Stocking –**

i. **Camp sites/Final P&L.** – Discuss reconciling the campsite numbering, cost. Working to allocate campground costs to the campground for an accurate profit and loss.

**H. Woloson – Lake Ecology, Fish Stocking –**

**I. President/Manzella – President, Dam Safety, Refuse, Legal, Boater Safety, Communications –**

- i. **SWAT Analysis – Discuss establishing a mission statement.**
- ii. **Trash Update/Rules/Income Ledger**
- iii. **Proposed Employee Christmas Dinner – To be held at the Clubhouse December**

**IX. FLPOA Board of Director Terms (for reference only)**

- Board.
- i. Expiring 7/2025: Reitzloff, Manzella, Cole and Smith (appointment by the Board.
  - ii. Expiring 7/2026: Ross and Woloson
  - iii. Expiring July/2027: Winberg, Gordon, Whitmire

**X. SCHEDULE OF UPCOMING MEETINGS**

- a. November 9, 2024 at 9:00 a.m. (closed)
- b. December – No Meeting
- c. January 11, 2025 at 9:00 a.m. (open)
- d. February 8, 2025 at 9:00 a.m. (closed)
- e. March 8, 2025 at 9:00 a.m. (closed)
- f. April 12, 2025 at 9:00 a.m. (open)
- g. May10, 2025 at 9:00 a.m. (closed)
- h. June14, 2025 at 9:00 a.m. (closed)
- i. July 12, 2025 at 9:00 a.m. (Annual Meeting – Open)

**VIII. ADJOURNMENT**

**The meeting was adjourned by unanimous vote at 10:46 a.m.**

  
Tracy L. Reitzloff, Secretary  
Approved: February 8, 2025

11-9-24

Office, Clubhouse, Merchandise, Storage Area

Pat Gordon'

Office:

- We received a letter of resignation from Jeri O'Leary. November 1 was her last day working. The position was posted in the office and on Facebook. I've received three resumes from interested parties that met the qualifications. Interviews are being scheduled for next Wednesday and I hope to fill the position by end of next week. Tami and Eleanor have picked up the extra days for the time being and Tami agreed to train/work with the new hire and I will have her work a day with Eleanor as well.
- Myself and Tami helped the Dues Committee with the putting the ballots together for mailing last week. Eighty four returned as of yesterday morning.

Merchandise:

- All merchandise in the office has been reduced 20% in an effort to reduce current inventory before purchasing additional. I hope to purchase new items at the beginning of next year.

Storage:

- We had an issue where a property owner brought in a pontoon boat when the area was opened for trash and parked it in the back near the rental house where we don't like to put storage. The only sticker on the boat was from 2021. Security questioned the man who claimed to have paid for the storage, and also claimed to have parked there for years (with no sticker?). Upon investigation, there was no registration for this year and the man was contacted and told he would have to follow the process and pay to store his property, and also that he would have to move it to the regular storage area. The man has since registered and paid and said he plans to come up and move it this Sunday. He and his wife also plan to purchase another storage section for their jet skis this weekend.