

**Charlevoix Country Club
Board of Directors Meeting Minutes**

October 28, 2024

Present were:

Board of Directors:

Jerry Paga - President
Vince Mastrovito – Vice President
Mike Heneka - Secretary
Cheri Hoffman - Treasurer
Eric Eide
Curt Brock
Phil Pratt

Other Attendees:

Tom Moody (Grounds Committee)
JB Hoyt (Grounds Committee)
John List (Arch. Control Committee)
Glen Wachler (Arch. Cont. Committee)
Jeanne Phelps (Arch. Cont. Committee)
Jean Musilek – CCC Assoc. Mgr.
Cathy Moody
Marilyn Paga

Absent: Tina Crook (input provided via letter)

The meeting was called to order at 10:00 am by President, Jerry Paga

- This meeting was called in response to multiple homeowner complaints concerning recent neighborhood violations of Architectural Control bylaws
 - Including fences, sheds, tree cutting, landscaping, yard art, etc.
 - Many changes are being made to homeowner properties without approval of the Architectural Control Committee
 - Bylaws are available the CCC website and available to all

- **Architectural Control Committee**
 - Architectural Control Committee consists of the following homeowners: John List (lead), Eric Eide, Jeanne Phelps, Tina Crook and Glen Wachler. The ACC is in place primarily to review new housing requests, monitor new home builds, and to ensure that all exterior changes to homes/lots/landscaping adhere to CCC bylaws. The approval process MUST be adhered to by all homeowners.
 - The ACC was not intended to be a “police force” but a group that will determine whether homeowner requests for new builds/changes are in compliance with association bylaws
 - At this time, we have multiple instances where homeowners have made changes to their property without ACC approval

- The most recent homeowner violation was a fenced yard that was installed to an existing home without any request for approval. Bylaw violations to other properties have also been observed and complaints received. Because of this, non-compliance to association bylaws must be addressed by the Board of Directors.

- ACC will check approval requests for other non-compliant situations. Appropriate letters will be sent to other homeowners who are determined to be in non-compliance with association bylaws.

- MOTION - Board of Directors, along with the Architectural Control Committee has determined that new owner will be sent a letter advising them that their fence is not in in compliance with association bylaws **and must be removed**. Jean Musilek will draft a letter to be sent to this homeowner following BOD and ACC review. Motion to send the letter was made by Cheri Hoffman and seconded by Mike Heneka. All Board members were in favor, none were opposed.

- NOTE: Cheri Hoffman advised the Board that we will be changing CCC Accountant to Jamie McLain

The meeting was adjourned at 11:00 a.m.