

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

May 24, 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)
Tina Crook (Arch. Cont. Committee)
Glen Wachler (Arch. Cont. Committee)
Jeanne Phelps (Arch. Cont. Committee)
Jean Musilek – CCC Assoc. Mgr. (phone in)
Cathy Moody
Marilyn Paga

Absent: none

● **Upcoming Annual Meeting Issues**

- Eric Eide and Phil Pratt are up for renomination in 2024. Both have advised that they plan to rerun for their open positions. Information on the Board openings will go out to the CCC homeowners along with budget around June 1st.

● **Architectural Control Committee**

- Two new members have joined the Architectural Control Committee: Jeanne Phelps and Glen Wachler. There was general discussion regarding the roles and responsibilities of the Architectural Control Committee. At this time, the ARC primarily reviews new housing requests or monitors new home builds to ensure that they meet CCC bylaws/guidelines. ARC generally reviews requests via email and periodically will meet at a new home site to assess any concerns regarding set-backs. Current CCC Bylaws have fairly general guidelines and ARC role has mostly been to determine adherence to them and assess any outliers (ie, siding, roofs, set-backs, etc.).

John List was selected to become the ARC Team Lead. Jean Musilek will continue to send new home requests to the ARC and will also copy the Board. John will communicate ARC approvals or any issues regarding new home plans or other requests that may require Board approval/input. The ARC has taken an action to develop a list of approved building materials and required set-backs that will be utilized in assessing all requests. This list will be housed on the CCC website for current members as well as individuals who may be purchasing property in our association.

- There was discussion regarding potential drainage issues due to a new home that is being build on Country Club Dr. The Charlevoix Building Inspector has been advised and is working with the homeowner to resolve any issues. Builders working outside of approved times was also raised and discussed. It will be addressed by adding the approved working hours for contractors to the new ARC Guidelines list. Start time will be at 7:00 a.m.

● **Grounds Committee – Tom Moody, JB Hoyt**

- Contractor who does landscaping work in our association was switched to Landscape Logic after bidding last fall. Work completed since last annual meeting includes: islands were reconfigured with boulders replacing the stacked landscape rocks, drainage issue addressed on Country Club Dr. This last winter was mild resulting in our spend for snow plowing being about 25% of planned budget. Unspent funds in this area will be allocated to the Road Reserve. Grounds Committee is exploring options for improving the back

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entrance. Landscape Logic will provide us with ideas and a proposal. Current road conditions are stable and don't require anything at this time. Curt Brock raised an issue regarding a culvert on North Country Club Dr. that gets clogged resulting in periodic draining issues. Tom and JB will review this area and recommend if anything is required.

● **Budget – Cheri Hoffman**

- At time of the meeting Actuals are through April 30th but had not been reviewed by the Accountant, so they are subject to change. 2024-2025 FY Budget was approved; there is no projected dues increase.

- MOTION: Cheri requested that the Board approve moving \$20,000 from profit (due to lower snowplowing costs) to the Road Reserve.

Phil Pratt made the motion to approve, Vince Mastrovito seconded the motion. All Board members were in favor.

- MOTION: Approve 2024-2025 FY Preliminary CCC Budget.

Vince Mastrovito made the motion to approve, Eric Eide seconded the motion. All Board members were in favor.