

COTTAGE LAKE BEACH CLUB

HOA MEETING MINUTES - 2023



HOA MEETING 12/21

Meeting called at 7:08p

Present members:

Mark Burfiend - Lyndsey Stewart - Donald Zimmerman - Bob Wright

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## FINANCIAL UPDATE

### CHECKING ACCOUNT

\$11,591.94

### SAVINGS ACCOUNT

\$10,003.93

## PENDING PROJECTS

- **Lake Lights** (Farrah)  
Request is submitted. Waiting on their response.
- **Dirt/seed** (Mark)  
Now is a good time of year to seed! Mark will handle before Oct 15.
- **Court Light** (DZ)  
DZ will ask Mike and Susan Maciejewski since they installed it
- **Park Gate** (Jorge)  
Pressure wash and paint black

## MISC. DISCUSSION

### **General updates:**

please slow down in the neighborhood! If you're walking, please stay aware of your surroundings and avoid the middle of the road.

### **Insurance Document Review**

How does the HOA policy apply to larger events, fireworks, etc?  
Our current insurance policy is available on the CLBC site (recent version from 2022).  
Graeme needs to remove policy numbers, Farrahs cell phone, etc and reupload.

Board is asking Lyndsey to get new quotes on increasing the:

- Directors and Officers Liability (Annual Aggregate Liability/Medical Expense Limit) \$1M to \$3M
- Scheduled Structures
- Unscheduled Structures (dock)

## ANNUAL MEETING

### **BEFORE THE MEETING**

Proxy letter will be prepared by **Mark**.

**Lyndsey** will print the letters.

**Mark** will stuff them and take to the post office.

**Farrah** will provide the address database to the board.

(**Donald** will work on a secure cloud storage for board documents)

**Lyndsey** will book the space at the library and check the A/V situation.

### **MEETING DETAILS**

**Annual Meeting - Jan 20th (Saturday) - 1p**

Hybrid option will be available.

Online link will be provided by **Mark**

### **OPEN POSITIONS:**

President:

Treasurer:

At Large: Three openings

- (a) Call of the meeting to order
- (b) Statement of notice of meeting or waiver of notice
- (c) Presentation of proxies
- (d) Announcement that a quorum is present
- (e) Reading and approval of the minutes of the previous meeting
- (f) Reports, if any, of officers
- (g) Reports, if any, of committees
- (h) Election of directors, if the meeting is an annual meeting or a meeting called for that purpose
- (i) Consideration of the specific purpose or purposes for which the meeting has been called (other than the election of directors), if the meeting is a special meeting
- (j) Transaction of such other business as may properly come before the meeting
- (k) Adjournment

## **NEW BOARD MEMBER VOTE**

## **AFTER THE MEETING**

Board will assign formal roles across new members after the annual meeting.

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Meeting closed at 8:22p. Notes recorded by Donald Zimmerman