

BIRCHWOOD SHORES CONDOMINIUM ASSOCIATION
FULL MEMBERSHIP MEETING FALL 2025 MINUTES

Date: 9/27/2025

Time: 2 PM

Location: Woodside Park, Hope Township

I. CALL TO ORDER

Meeting called to order by President Troy Osborn at 2:03 pm

II. Handouts

- 2/20/2025 Membership Meeting Minutes
- HOA Membership contact information sheet
- Treasurer's Report
 - 2025 expenses
 - 2026 expenses

III. Roll Call (name and number of lots represented)

Matt Schultz — 5 lots

Darlene Thompson; 2 lots

Roger Klemkosky— 3 lots

James Berg — 1

Carol Pearson — 1

Ryan Waugh-1

Brian Coons — 3

Bradford Coons - 1

Jason Kiss —1

Angela Siegfried (by phone) — 1

Brian Olsen - 1

John & Cora - 1

Cathy Saylor -1

Troy & Kelly Osborn — 1

Quorum required is 50% of lots represented, or 23 votes. We are one short.

Carol Pearson contacted Valerie Waugh(reflected above) by phone (1 lot) for proxy vote. Val agreed by text. NO OBJECTIONS to those attending about accepting digital proxy; Carol will follow up with written and signed proxy after the meeting.

23 of 46 lots are represented; quorum met.

AGENDA ITEMS

IV. Approval of Prior Meeting Minutes

1. Minutes from 2/20/2025 full membership meeting were distributed as a handout. No changes recommended. Brian Coons motioned to accept; Darlene Thompson seconds motion. Motion passed 23-0

V. POA Membership Contact Information

1. members asked to review the master contact list and correct any missing or incorrect info at some point during the meeting.

VI. Treasurer's Report

1. POA treasurer Cathy Saylor reported on 2025 budget status and proposed 2026 budget
2. October 2025— \$2789 in checking
 - a. Noted expected year-end balance of \$1252
 - b. Noted septic repair for bad flange; pump never shut off; explains high electric spend
 - c. Noted existing septic leak; no estimate on potential fix yet
 - d. No contingency for additional snowplowing through end of 2025
3. Proposed 2026 changes
 - a. increase in plowing; need contingency (\$95/plow; budgeted for 4 plows/month over winter months
 - b. increase in road repair (gravel)
 - c. Property taxes — added \$2K to existing \$140 for special assessment; hasn't been able to get a firm number on that so this is best guess
 - d. Cathy explained the benefits of two potential new software programs for HOAs, for ~\$70/month. Stresses importance of continuity of board and committee work; will sign up for a 30 day free trial.
 - e. Also noted the need for some contingency funds (currently have none) and noted the fact that we don't have a full understanding yet of what Bob and Anna did, vs. what we will have to take on to make the HOA self-managing. Pending expenses include
4. Discussion
 - a. John Pearson asked when CDs mature. Cathy explained the 6 month renewal schedule for both.

- b. Sue Berg asked if the proposed software is restricted by # of seats. Cathy explained seats are based on the number of lots in the POA. There is no fee to change information on seats (for example, when someone sells a lot, or is named to a board position)
- c. Carol Pearson (board secretary) reported her research on typical HOA dues in mid-Michigan and statewide; the current rate of \$50/month is extremely low compared to typical averages of \$100-250 for small HOA in this area, even with our limited amenities.
- d. Darlene Thompson feels 100% yearly increase is a lot at once. Suggested payment schedule.
- e. Matt Schultz notes raising dues by less than what would cover the 2026 budget doesn't leave room for contingencies and future planning.
- f. Troy raised the issue of the Clearwater bridge; erosion will have to be repaired and it will be an HOA expense. Matt talked about potentially doing an emergency temporary repair; offered to be on an ad hoc committee for that work.
- g. Cathy notes our biggest expenses are mowing and insurance. Suggests dues be paid twice yearly, in January and July. We also may need as infrastructure improvement rider for capital improvements projects
- h. POA will also need new mailboxes; Cathy will call for info/expenses.

There being no further discussion, Cathy motions to double the dues January 2026 / July 2026; Brian Coons seconds
 Vote Passes 23 - 0

NEW BUSINESS

VII. Committee Membership

1. Troy reviewed the three full committees and ad hoc, and asked for interested members. Reminded members they should meet just after this meeting and plan first committee meetings.
 - a. ByLaws — interested: Darlene Thompson, Cathy Saylor, Brian Olsen, Troy Osborn
 - b. Architectural Review — Kelly Osborn, Cathy Saylor, Jason Kiss, Susan Berg; Jason Seyfried
 - c. Drain Field — Matt Schulz, James Berg, Bill Robinson, Dave Sinek (possible? Berg asking)
 - i. Clearwater trail bridge (ad hoc) - Carol Pearson, (Matt will advise); Jeff Saylor; Bill Robinson

- j. Out lot reassignment (ad hoc) — Brian Coons; Bill Robinson; Bradford Coons; Sue Berg
- k. Channel Improvement (ad hoc) — south end of the West channel (lot 31-40) and East channel coffee dam (Lots 4 - 23) — Angela Seyfried; Darlene Thompson; Cathy Saylor

VIII. Preexisting agreements

- 1. Jason and Angela Seyfried (Lot 21)
 - a. Jason explained that Bob verbally okayed the idea of an aesthetically pleasing matching building recessed in ground (lake level) with possibly a pergola/deck for surf boat). Not sure of specifics. No drawings. Won't stick out into the canal; will be inset in their property.
 - b. Troy advises designs are submitted to the Architectural Committee. Will take into consideration that Bob gave verbal approval.
- 2. Bradley Coons "Bardominium"
 - a. Brad Coons explained his new building would be shaped like a house with a contemporary feel.
 - b. Troy said designs should be submitted to the Architecture Committee; the committee will take into account that this is a preexisting agreement.
- 3. Darlene Thompson storm drain issue
 - a. Darlene raised a new issue of needed improvements on the storm drain to the canal line. (Half of lot 7 and all the woods floods in heavy rains). Bob said he had already paid Bill to do those repairs. Troy will start that conversation with Bill.
- 4. No other preexisting agreements will be entertained.

IX. Infrastructure Improvements

- 1. Clearwater trail bridge — ad hoc committee formed (see above)
- 2. Road improvement request from Sonya (NAME?) for road resurfacing
 - a. Troy has two quotes that Sonya obtained for this work ~ \$260-275K
 - b. Matt Schultz suggests ballpark \$500K to do it properly and wouldn't recommend we do anything until 80% built to avoid construction damage.
 - c. No motion is made to vote on resurfacing the roads now.
 - d. Matt motions to table discussion for 5 years or until building rate is 80%; Cathy seconds. Motion carries 23-0.
- 3. Sewer leak; Troy will have a conversation with Bill about riding the tractor on roads. We need someone to come in for an estimate for the sewer problem.

X. SIDEBAR DISCUSSION

1. When items are brought up to add to Agenda for any meeting, the person bringing it up must be at the next meeting. If not, the item will be moved to the next meeting.
2. Big ticket items like road reworking will be made into committees.

Darlene motions adjournment; James Berg seconds. 23-motion

XI. ADJOURNMENT

1. Next full membership meeting will be scheduled for February 2026.
2. Darlene Thompson motions for adjournment; James Berg seconds motion. Motion carries 23-0.
3. Meeting adjourned at 4:04 pm
4. Meeting is followed by a potluck meal; many thanks to all who contributed and especially Jim and Sue Berg for the coneys!