

**Dogwood Lake Lot Owners Association
Monthly Board Meeting Minutes
March 9, 2025**

1. Dana Called the meeting to Order at 9:34 and introduced the Board members

2. Board Members:

Dana Walker, President
Eadie Schillinger, Secretary
Shane Metcalf, Lake
Tom Bauer, Environmental

Marsha Meyer, Vice President
Sheri Metcalf, Treasurer
Keith Antoff, Maintenance

3. Eadie read the Meeting Minutes from the December Meeting — Shane Motioned to Approve; Keith Seconded

4. Treasurer's Report –Sheri Metcalf

- a. Sheri read the treasurer report for Dec 2024 – Shane motioned to approve Keith seconded
- b. Transfer to reserves and carryovers – Some carryover was used to cover payments for work done in 2024. Carried some funds for projects that weren't completed in 2024. Also had an emergency electric repair at caretaker house from melted wires; replaced panel and breakers
- c. Sheri read the treasurer report for Jan 2025 – Shane motioned to approve, Keith seconded
- d. Sheri read the treasurer report for Feb 2025 – Eadie motioned to approve, Tom seconded

No longer accepting Zelle payments.

Any unpaid special assessments have been assessed a \$25 late fee and have been invoiced. Gate devices will be deactivated for unpaid assessments on April 1st.

Lot dues will assess a 10% late fee on April 2nd. Will risk having gate devices deactivated.

- e. Pool project status and financials; main drain completed, spring work to begin soon with Summit

5. Pool Project Status and Financials –

Will be back in April to complete concrete repairs. As long as we receive the remaining payments, we should have the work completed to open Memorial Day.

6. Committee Reports:

- a. Caretakers report – Don Tayon gave an overview of the activities he and Michelle performed in the month.
- b. Maintenance report – Shane Metcalf

We have not set on a date for turning on the water. Bob Ficor will install the new door for bathhouse 1. Please take a close look at your hydrants when you return to open up.

- c. Environmental report –Tom Bauer

Reminder that when you fill out permits, make sure its completely filled out.

Filed with DNR for our sewer permit inspection.

Shane asked when Joey is emptying tanks – supposed to be on Monday, but he has had trouble getting to lots and getting stuck in the park. Tank emptying information is available on FB, the website and on the drop box. Payments need to be dropped by Sunday at 5:00 pm.

Bar screen is in process, hopefully will have one soon.

- d. Lake report – Keith Antoff

Cable across the dam at Hickory Lane will be replaced prior to April 1st.

Has quotes for the new dock. Will select supplier by April

Working on camera installations

Planning a workday March 22nd & 23rd

e. Activities – Maria Gohlson

Maria & Kathy are our new co-chairs for activities. Next activity is the corn beef and cabbage dinner on March 22, \$10 per person. Will be having a meeting that day at 3:00 pm for anyone wants to volunteer on the activities committee.

Old Business

- Continuing work on all bathhouse interiors – working on the bathhouses, but the weather has stalled projects. Hope to finish by the end of April. Will be removing the glue from the floor & replacing the showerheads this weekend. March 29th will be finishing up. Contact Marsha if you want to volunteer.
- New lot owner informational meeting in work.

New Business

- We are checking the park for water leaks; please inspect your lots and hydrants for any signs of leaks
- Roll off will be here April 1 for month of April
- Grace contract has been renewed; in season 2 dumpsters/2 x week; roll offs in April and October; winter service will be only 1 pickup per week on single 8-yard dumpster
- Reminder do not blow leaves onto the road or fill ditches and swales during spring cleanup Burn pile is cleaned up and gone. Burn barrels can be purchased for use.
- Meeting minutes, financial reports and bathhouse renovation list are on outdoor board
- Please be sure to update any new contact information with the new lot owner's information form
- Spring Informational will be Saturday, April 26 at 10 am

7. Suggestions/Complaints – Eadie Schillinger

- Open Complaints One for dead tree on common ground open
- Open Suggestions – One informal suggestion to buy burn barrels for lot owners to purchase since the burn pile has been eliminated – Closed. Encourage lot owners to use the formal suggestion/complaint process to ensure documentation and follow-up. Forms have been updated and are available on the website and Teams.

8. Policies & Procedures in work

- Water line or sewer line connections and emergency repairs impacting park - Complete. Ready for signatures and release. Major points – requires 24-hour notice for planned work, shut-offs to be installed for new connections and repairs, inspection of work before covering it up (maintenance committee or caretaker), right of entry to lots for board if a significant leak is discovered, right to collect payment for repairs done by the park.
- Cross training documentation – Next to work when I get back in town.
- Lot Ownership and Access Policy - Complete. Ready for signatures and release. The main change is removing the requirement for the deed to be filed with Warren County before we recognize ownership. Ownership takes place the day the deed is signed/notarized. This was done on advice from our attorney.

Open Forum – Questions from floor and Teams attendees - Lot owners must use the microphone and give their name and lot.

Kevin Knipping (Lots 159 & 160)– are there plans to have the roads resurfaced. When the weather improves we will regrade and add gravel when needed.

Next Monthly Meeting – Will combine April meeting with the Spring Informational Meeting on Saturday, April 26 at 10:00 a.m.

Motion to Adjourn – Shane motioned to adjourn; Keith seconded. Adjourned at 10:32 a.m.