

Dogwood Lake Lot Owners Association Monthly Board Meeting & Spring Informational Meeting

4/26/2025

Presented by Dogwood Lake Board of Directors



- Call to Order
- Moment of silence for members who have passed



Agenda

- Monthly Meeting
 - ► Introduction of Board Members
 - ▶ Reading of Minutes from March Meeting, Secretary accomplishments
 - ► Treasurer's Report & Financial Position
 - ► Pool Project Update
 - ► Committee & Caretakers' reports
 - Activities Update
 - ► Old Business
 - ► New Business
- Spring Informational Meeting



Introduction of Board Members

President: Dana Walker

Vice President: Marsha Meyer

▶ Treasurer: Sheri Metcalf

Secretary: Eadie Schillinger

Lake Committee: Keith Antoff

Park Maintenance: Shane Metcalf

Environmental: Tom Bauer

Caretakers: Don Tayon and Michelle Zeitz

Activities: Kathy Antoff/Maria Gholson

president@dogwoodlakes.net

vicepresident@dogwoodlakes.net

treasurer@dogwoodlakes.net

secretary@dogwoodlakes.net

lakecommittee@dogwoodlakes.net

maintenance@dogwoodlakes.net

environmental@dogwoodlakes.net

caretaker@dogwoodlakes.net

activities@dogwoodlakes.net

Use these established emails to contact board members or support



Pool Project Status

Date	Received	Paid	Budget	Performance to budget	Paid to		Number	Collected/Due
10/3/24	\$15,400.00		Dauget	to budget	i did to	Lots Anticipated to pay	365	
10/7/24	, ,, ,,,,,,,,	\$1,980.00	\$1,980.00	\$0.00	Lehman	Lots Paid	355	
10/14/24		\$7,920.00		·	Lehman	Budgeted Shortfall	-10	
10/16/24	\$5,040.00							
10/16/24		\$5,502.50	\$5,502.50		Hidden Valley	(388 total lots, At risk - 23, Budget based on 365 paying lots)		
11/1/24	\$4,380.00					Lots Billed	388	\$54,320.00
				Ç		Assessment Shortfall	-33	\$(4,620.00)
11/15/24		\$6,952.50	\$5,502.50	(1,450.00)	Hidden Valley			
12/5/24	\$4,130.00							
1/1/25	\$14,730.00							
2/1/25		\$7,856.00	\$7,856.00	\$0.00	Summit Plaste			
1/1 - 4/17/2025	\$6,020.00							
4/24/25		\$5,891.70	\$5,891.70	\$0.00	Summit Plaster	-		
			\$5,891.70		Summit Plaster	-		
Overage Allowance*			\$8,500.00		As Needed			
Total	\$49,700.00	\$36,102.70	\$49,044.40					
* Unknown bi	d increases/u	nknown repa	nirs/hardwar	e replacements	s/non-payment			

(\$134.37 rounded to \$140.00 on anticipated 365 paying lots)



Pool Project Status, cont.

Project	Category	Funding Needed	Funding Received	Balance	Notes
Funding Rcvd 9/1 - 10/31/2024			\$20,440	\$20,440	
Lehman Contract/COI	Walls			\$20,440	Completed
Deposit to Lehman	Payments	\$1,980		\$18,460	Completed
Install Hydrostatic Plugs	Floor Repair			\$18,460	Completed
Repair Walls	Walls			\$18,460	Cold weather delay
Hidden Valley Contract/COI	Main Drain			\$18,460	Completed
Summit Contract/COI	Floor Repair			\$18,460	Completed / may adjust for finish options
Balance to Lehman	Payments	\$7,920		\$10,540	Paid 10/21/2024 - SM
Deposit to Hidden Valley	Payments	\$5,502		\$5,038	Paid 10/29/24 - SM
Payments Received	Receiveables		\$4,380	\$9,418	
Concrete Blasting/Repairs	Floor Repair			\$9,418	Delayed for Hidden Valley
Replace Main Drain	Main Drain			\$9,418	Dependent on weather
Balance to Hidden Valley	Payments	\$6,953		\$2,466	Completed
Payments Received	Receivables		\$4,130	\$6,596	
Payments Received	Receivables Due		\$25,370	\$31,966	Balance Due on 1/1/2025
Unpaid Assessments	Receivables Past Due		(\$4,620)	\$27,345.50	33 Unpaid
Deposit to Summit	Payments	\$7,856		\$19,490	\$7,855.50 (40% Deposit) paid 01/30/25-SM
Floor Replastering/Finish	Floor Repair			\$19,490	Dependent on weather
	Payments/blasting	\$5,892		\$13,598	\$5891.70 (2nd payment) 4/24/25 - DW
	Payments/finish	\$7,778		\$5,820	Estimated Due at Completion w/upgrade
	TOTAL	\$43,880	\$49,700	\$5,820	



Agenda

- ▶ Informational Meeting
 - ► Important Reminders
 - ► General Park Overview
 - Board Overview
 - ► Accomplishments for the year & Projects in work
 - ► Governing Documents Overview & Changes
 - ► Communication & Meetings
 - ► Facebook, Text, Website
 - Monthly Meting
 - ► Annual Meeting Overview
 - ► Review of 5-year plan



Important Reminders:

- Speed limit through the park is always 10 mph
- No drivers under 16 unless accompanied by an adult
- Many lot improvements require permits from both Dogwood and Warren County. Review the Lot Improvement Policy.
- Lot Owners are responsible for their guests at all times and only immediate family is permitted in the park overnight without the owner present
- No prohibited items in dumpsters; please adhere to posted signs, break down boxes, no outside trash or trash piled on the ground
- No smoking, food or glass inside the pool fence; under 14 must be accompanied by an adult
- Swimming is in big lake only; no lifeguards on duty; swimming under 16 must be accompanied by an adult



General Park Overview

- Incorporated as a non-profit organization in the State of Missouri in 1977
- 389 of 389 lots owned
- Governed by Covenants, By-Laws, Rules & Regulations as well as various supporting Procedures & Processes
 - ► These cover lot ownership, access, voting, meetings, lot improvements and use restrictions, etc.
 - Lot owners are encouraged to read and understand theses documents thoroughly.
 - Any questions on these documents should be addressed to secretary@dogwoodlakes.net



- Board Overview Consists of 4 Officers & 3 Committee Chairs
 - Board Officers
 - President (Dana Walker 2025)
 - Duties:
 - Set agendas and preside over meetings
 - ▶ Set goals for management of DWL
 - ► Manage caretaker contract
 - ► Sign legal documents for DWL
 - ▶ Vice President (Marsha Meyer 2026)
 - Duties:
 - ▶ Act as substitute in President's absence
 - Oversee Activities Committee
 - Oversee Treasurer's accounting records
 - Assist with fundraising efforts



- Board Overview Cont.
 - Board Officers
 - Secretary (Eadie Schillinger 2025)
 - Duties -
 - ▶ Manage all record keeping, policy and procedural changes
 - Manage elections
 - ► Record and report meeting minutes
 - ► Manage Suggestions & Complaints
 - ► Treasurer (Sheri Metcalf 2027)
 - Duties:
 - ► Manage all Dogwood payables and receivables
 - Record and report on park budget, fundraisers, reserve account, carry over funds



Board Committee Chairs

- ► Environmental Committee Chair (Tom Bauer 2026)
 - ▶ Perform lot inspections and ensure compliance to Dogwood governing documents and environmental issues
 - ► Approve Permits
 - ► Manage sewer plant and contractor
 - ► Coordinate with DNR for sewer plant regulations



- Board Committee Chairs cont.
 - ► Lake Committee Chair (Keith Antoff- 2026)
 - ▶ Monitor the condition of the lake and recommend improvements
 - ▶ Determine when/if fish stocking is necessary
 - ► Create underwater structures and place in position
 - Arrange for volunteers for lake clean-up activities
 - ▶ Testing lake water quality
 - Vegetation Control
 - Oversee maintenance of Dam. Prepare for and participate in DNR Dam Inspections and permit process
 - ► Manage cameras and gate



- Board Committee Chairs cont.
 - ► Maintenance Committee Chair (Shane Metcalf 2027)
 - Develop a priority list for areas and facilities that need repair, replacement, etc.
 - ▶ Develop plans for & manage projects including obtaining bids, pricing, and acquisition of materials
 - Arrange for volunteers to assist with projects as needed
 - Oversee maintenance of pool and water system
 - ▶ Apply for well permit renewal, prepare for, and participate with the DNR during their inspection



President

- Accomplishments
 - ► Created a report to track all ongoing projects
 - Worked with Treasurer and Vice President to obtain new insurance coverage; increased common property values, added umbrella policy and D&O at lower than previous policy
 - ▶ Renewed caretaker contract and Grace trash contract
- Projects in work
 - Project management and tracking of pool renovation project



Vice President

- Accomplishments
 - ▶ BH1 and BH2- major renovations have been completed. There are a few minor touchups that will be completed soon
 - ▶ BH3- New shower curtains, rings and shower heads have been installed. We will need an additional fundraiser to begin the painting and electrical work



Secretary

- Accomplishments
 - ▶ Updated Rules & Regulations and Lot Ownership & Park Access Policy
 - ► Completed Dam Emergency Action Plan
 - Created new policy for utility connections
 - Drafted a New Owner Presentation
 - ▶ Maintained Website & Text List
 - ▶ Eliminated hand-out and posted information as direct links on website
- Projects in work
 - ▶ Develop Cross Training Plan
 - ▶ Develop Master Key & Password list
 - ► Complete New Owner Presentation



Treasurer

- Accomplishments
 - ▶ Increased our Reserve Fund (Money Market) by \$2,450
 - ▶ December 2024 All income from 2024 fines/fees were deposited into Reserves
 - ▶ Opened a caretaker account at Missouri Bank
 - Caretaker account is a transfer account When funds are necessary for a Dogwood purchase, the funds will be transferred from the General Account into the Caretaker account
 - ▶ Benefits The transfer is immediate & eliminates gift card fees typically \$4.94-\$7.95 each purchase (\$42.61 in 2024)
- Projects in work
 - ▶ Documenting Treasurer's processes



2024 Year End Financial Status

Budget Remaining	\$	11,598.03		
December Purchases posted in January		,		Funds added to 2025 Budget line items to cover these items
Caretaker Electric Repair			\$ 2,488.26	Funds added to Caretaker House 2025 budget line Item
BH1 Door Replacement			\$ 605.40	Funds added to Misc. Park Maintenance 2025 budget line item
Rock used in 2024			\$ 1,514.56	
Unused Sewer Budget			\$ 1,407.61	Carried Over to 2025
Unused Lake Budget			\$ 3,256.61	Carried Over to 2025
Moved to Reserve Replenish line item			\$ 2,325.59	
Total	\$	11,598.03	\$ 11,598.03	



- 2024 Year End Financial Status, cont.
 - ▶ All 2024 balances in the separated funds were carried over into 2025:
 - ▶ Bath house Fund \$2,665.25
 - ► Electric Fund-\$619.96
 - ► Gate Fund \$1498.57
 - ► Lake Fund \$1495.85
 - ▶ Pool Project \$13,315.00
 - ► Sewer Project \$4,148.76
- Reminder Special Assessments stay with the lot Annual dues are are assigned to the current owner and are prorated for new lot owners from date of sale



- Lot Assessment Status (as of April 24)
 - ▶ 389 lots billed -- \$165,197 (One lot prorated)
 - ▶ 349 Collected -- 148,262
 - ▶ 41 Remaining -- \$16,935 (2 lots partial payments)
 - ► Late Fees -- \$137.50 Collected
- Pool Assessment Status
 - ▶ 388 lots billed -- \$54,320
 - ▶ 355 collected -- \$49,700
 - ▶ 33 remaining \$4,620
 - ► Late Fees \$700 Collected



Environmental Committee

- ► Tanks
 - ► Tanks usually emptied on Mondays
 - Leave checks payable to Mission Septic in drop box to the right of clubhouse door
 - Prices for 2025 350-gallon tank \$60, 1000-gallon tank \$150
- Reminder Permits must be completed fully and approved for planned projects
 - ▶ Reference DWL-POL-001 Lot Improvement Policy for projects requiring a permit.
 - ► May also need a permit from Warren County



Environmental Committee

- Accomplishments
 - ► Completed infiltration repair on sewer plant
 - ► Replaced blower motor in plant
 - ► Rebuilt old blower for spare
 - ► Continued sourcing bar screen
 - ▶ Lot inspections and lot cleanup letters
 - ▶ Applied for sewer permit renewal with DNR (September inspection)
- Projects In work
 - ► Continuing to source bar screen
 - ► Evaluating blowers/replacements/spares according to 5-year plan
 - ▶ Pipe repairs/replacement in sewer plant per 5-year plan
 - ► Continuing to work with Mission Septic on DNR testing
 - ▶ Lot inspections with letters to follow



Lake Committee

- Accomplishments:
 - ► Camera Security System & Gate moved from Maintenance to Lakes
 - ▶ Made several repairs on the electric gate
 - ▶ New Cameras have been installed in the Clubhouse, the Gate and Dumpster
 - Bathhouse 3 Camera System installed
 - ▶ Installed new Wifi Router for the Gate and Dumpster Cameras
 - ▶ Previous Lake Chairperson completed installation of the new aeration system in August
 - Adjusted air flow over the winter to balance pressure at each head end, will continue to monitor the area to see if it is helping with the decay of leaves and debris.
 - Added pond dye to Upper lake and Mosquito Pond
 - Applied two algaecide treatments to the Upper Lake and Mosquito Pond
 - Inspected the lake dams after several large rains this spring.
 - ▶ Upper Dam has an area that we need to keep an eye on



Lake Committee

- Projects In Work:
 - Now that renovations are completed in Bathhouse 1 and 2, I will work on installing cameras at those locations in May
 - ► Monitoring aeration
 - ► Monitoring dam
 - ▶ Dock Replacement



Lake Committee

- ▶ 2024 Fishing & Swimming Regulations
 - Swimming only in large lake, swimming is at your own risk, no lifeguard on duty, under 16 must have adult supervision
 - ▶ No gas motors allowed in lake,
 - No baskets or other tackle left in lake,
 - No boats can be left in the lake or block common ground access,
 - ▶ No docks, habitat improvement or other changes to the lake permitted without Board approval

2025 Fishing Limits

- ▶ Bass under 14 inches no limit
- ▶ Bass 15 inches or larger catch and release only
- Catfish any size limit 6 daily
- Crappie & bluegill no limit
- ► Carp no limit



Park Maintenance

- Accomplishments:
 - ▶ Well & Pump House
 - ▶ Replaced failed pressure tanks in water system
 - ► Replaced well pump and motor under warranty after catastrophic equipment failure
 - ▶ Replace valves in malfunctioning filtration tanks
 - Bathhouses
 - ▶ Replaced several shut off valves (including BH1 & 2) and repaired leaks
 - ▶ Replaced hot water heater in BH3
 - Repainted exteriors
 - New door on bathhouse 1
 - Bathhouse 1 and 2 interior renovations



Park Maintenance

- Accomplishments:
 - ► Replaced caretaker house electric panel
 - Repainted parking lot playground parking moved
 - Playground
 - ▶ Added chains added to playground perimeter and
 - ► Re-mulched to proper depth
 - Moved playground parking area
 - Graded roads, added gravel and speed bumps



Park Maintenance

- Projects In Work
 - ► Clubhouse electric per 5-year plan
 - ► Continue to locate and replace shut off valves
 - ► Grade and gravel roads
 - ► Meet with lot owners on Bluejay
 - ► Map shut offs through the park



- Caretakers (Don Tayon and Michelle Zeitz)
 - Cell number: 636-251-2089
 - Duties include general park maintenance and daily operation of the following:
 - ▶ Daily maintenance of water supply, including repairs, testing and reporting
 - Respond to any park emergencies and relay information as needed
 - ► Trim limbs and cut brush
 - Cut grass and trim
 - ▶ Grade and maintain roads, keep ditches clear for drainage
 - ▶ Maintain and clean pool, bathhouses and clubhouse
 - Assist with project bids and contractors
 - ► Misc projects as needed



- Caretakers, duties (cont.)
 - ► Manage clubhouse operations and general administrative duties
 - Maintain and clean clubhouse and clubhouse bathrooms
 - ► Manage clubhouse till and product sales
 - Manage member records and gate devices
 - Manage day-to-day administrative tasks
 - ▶ Manage and respond to Dogwood inquiries for lot sales and information
 - Answer Dogwood phone during operating hours and cellphone during hours the clubhouse is closed
 - ▶ Manage rentals of clubhouse and ensure compliance to rental rules
 - Accept payments for lot dues and fines
 - ► Receive and process paperwork for permits
 - Receive and record lot sales and registered deeds



Caretakers Accomplishments

- Rebuilt golf cart barriers and added benches by terrace
- Painted dormers on clubhouse
- Reworking drainage areas (keep leaves out of roadside ditches)
- Rebuilt firewood frame, currently full of split wood for use
- Donated and replaced clubhouse tables, purchased new chairs
- Replaced post barriers on dams, parking posts at playground



- Activities Committee (Maria Gholson & Kathy Antoff)
 - Duties
 - ▶ Record and report on Activities budget and spending
 - ► Coordinate with Board on Activities donations
 - Report monthly at Board Meetings
 - Post and communicate scheduled activities
 - ► Funding from 2024 Activities used to purchase
 - Pool chairs
 - Bike rack/signage
 - ▶ 3 metal picnic tables
 - ▶ 2 metal benches
 - ► Rope lights and t-bars for the dam
 - Clubhouse chairs



Planned activities for 2025

- April
 - ▶ Guided Foraging Walk today 1:00 p.m., Meet & Greet on the Terrace tonight 7:00 p.m.
- May
 - ► May 3 Muffins with Mom
 - ► Memorial Day Weekend Golf Cart Parage, Poker Run, BBQ Lunch Blind-draw Cornhole Tournament
- June
 - ▶ 6th Tacos on the Terrace
 - ▶ 14th Annual Fishing Tournament / Breakfast
 - 21st Kids Crafts with Kathy
- July
 - ▶ 4th of July Weekend Regatta & Lake Day Fun, Cornhole Tournament, Fireworks
 - ▶ July 19th Family Summer Fun



General Group Accomplishments

- Donated supplies and built corn hole area (no park expense)
- Pulled down and removed old guard shed
- Removed burn pile and cleaned up lake front
- Moved message board to be more visible



Governing Document Overview

- Declaration of Covenants of Dogwood Lake
- By-Laws of Dogwood Lake Lot Owners Association
- Dogwood Lake Campground Rules & Regulations
- ▶ Policies defined to implement & enforce preceding documents
 - ▶ DWL-POL-001 Lot Improvement Policy
 - ▶ DWL-POL-002 Lot Ownership and Campground Access Policy
 - ▶ DWL-POL-003- Board of Directors Responsibilities
 - ▶ Not numbered Guest Policy (will be DWL-POL-004 upon next revision)
 - ▶ DWL-POL-005 Utility Connection
- Procedures define how policies are are implemented
 - ▶ DWL-PRO-002 Maintenance of Water System
 - ▶ DWL-PRO-004 Violations & Assessing Fines
 - ▶ DWL-PRO-006 Activities
 - ▶ DWL-PRO-009 Elections Board of Directors & Proposals



Procedural Changes

- Changes to By-laws
 - ▶ Updated to move fine schedule to Rules & Regulations
- Changes to Rules & Regulations
 - Allow swimming in large lake and add rules for swimming, updated Roads and Traffic sections
 - ► Added sections on Burning and Respectful Conduct
 - ▶ Moved fine schedule from Bylaws and made changes to fine schedule
- Updated Ownership & Access Policy will be released after this meeting
- New Policy
 - ▶ Utility Connection Policy



- Dogwood Website (Eadie Schillinger)
 - ► The address of our website is www.dogwoodlakes.net
 - Primary purpose for maintaining the website is to provide useful information for current lot owners & potential buyers
 - Policies and Forms
 - Meeting Minutes
 - Recommended Services
 - Park Updates
 - Description of Dogwood Lake
 - Amenities
 - ► To post a lot for sale send information to <u>webadmin@dogwoodlakes.net</u>



- Dogwood Facebook Page (Eadie Schillinger)
 - Dogwood Lake Campground And Owners Association
 - ▶ Lot owners and immediate family members may join
 - ► Must answer the questions to be approved
- Text Notifications (Eadie Schillinger)
 - Notifications are sent for things such as inclement weather, water-shut offs, gate issues, etc.
 - ► To be added, send your name, lot number and mobile number to secretary@dogwoodlakes.net
 - ▶ Please do not respond to the text messages



Monthly Board Meetings

- Best opportunity for lot owners to stay abreast of ongoing projects and status throughout the park
- Meetings are normally held the second Sunday of every month at 9:30 a.m.
- Consider Teams for monthly meetings; all monthly meetings are accessible to all owners along with the Facebook live streaming.
- Meeting minutes are recorded and accessible on DWL Website and Lot Owners Microsoft Team site
 - ► For access to Teams, send an email to treasurer@dogwoodlakes.net



- August Annual Meeting Saturday August 23th, 10:00 a.m.
 - ► Two Board Positions will be open
 - ▶ Call for nominations will be made, nominees must be members in good standing.
 - ► Lot owners may make proposals in advance
 - Complex projects or proposals will need research with costs and be provided to the Board in advance of the August Annual meeting -- Send to secretary@dogwoodlakes.net
 - Proposals & Nominations may be made from the floor during the meeting.
 - Proposals do not have to be in writing but must be clearly stated before the vote.
 - ▶ Nominees made from the floor must be present to accept the nomination
 - Absentee & Proxy Voting will be allowed absentee voting will not be anonymous



- August Annual Meeting Saturday August 23th, 10:00 a.m.
 - Election Timeline
 - ▶ June 1, 2025 Announcement of Election
 - ► Call for nominations & proposals
 - ▶ List of all qualified voters posted in clubhouse (Name & Lot Numbers)
 - ▶ July 10 Proposals & nominations are due to be included on the ballot.
 - ▶ Between July 10 & July 25 Announcement package will be prepared and mailed
 - ▶ Sent to address or email address on file
 - ▶ August 22 Absentee Ballots due, either by mail or deposited in ballot box in clubhouse.



5-Year Plan

- **2024**
 - ► Blower Replacement Sewer Motor Replacement & Rebuild \$6,000
 - ▶ Pool Repairs -- \$30,000 \$40,000 \$50,000 (special assessment)
 - ▶ Bar Screen for sewer plant -- \$2,000 Sourcing issue, moved to 2025
 - ► Lake Aeration \$6000 Completed early with donations

2025

- ► Sewer Pipe Replacement \$10,000 \$15,000 -- \$5,000 Estimate from Mission Septic
- ► Sewer Plant Motor \$1,200 Sewer plant blower \$6000 (\$4,149 carry-over)
- ► Lake Aeration -- \$6,000* (Moved to 2024 with donations!)
- ▶ Bar Screen for sewer plant -- \$2,000 Sourcing issue, moved from 2024
- ► Repair Water Shut Off Valves -- \$750 \$1000
- ► Clubhouse Electric -- \$6,700 \$7,500
- ▶ Begin dock replacement \$2,000 (\$3,257 carryover)



5-Year Plan (cont.)

- **>** 2026
 - ▶ Water Line on Blue Jay -- \$28,000 (special assessment)
 - ▶ 2nd Sewer Plant Blower/Motor \$7,200 (or rebuild)
 - ▶ Water Line Shut-off Valves (cont) \$750-\$1,000
 - ▶ 2 Water Line Flush Hydrants \$6,000
 - ▶ Dock Replacement (cont.) \$4,000
 - ► Lake Aeration (cont) \$5,000 reassess after first install (if unnecessary, consider beach project)
- **>** 2027
 - ► Guard Rails -- \$36,470 (special assessment)
 - ► Lake Aeration (cont.) \$3,000 (or beach project)



- 5-Year Plan (cont.)
 - **>** 2028
 - ▶ Beach Projects -- \$10,000
 - ► Wi-Fi Improvements -- \$6,000
 - ► Parking Lot Resurface -- \$30,000 (special assessment)
 - ▶ 2029 In planning stages
 - ► Water filtration upgrade?
 - ► Pickleball Court?
 - ▶ New wooden fence for pool?
 - Suggestions?



- Questions from the Floor
 - Lot owners must come up and use microphone, stating name and lot number
 - ► General questions or comments are limited to three minutes of floor time and lot owners will not be called upon a second time until all others have exercised their option to speak
- Next monthly meeting Saturday May 10th at 9:30 a.m.
- Adjourn