

Big Sandy Homeowners' Association Annual Minutes

Meeting Date: July 11, 2026

1. Meeting Logistics and Attendance

- Meeting Called to Order By: Ed Lewis at 09: 02 AM
- Total Resident Units Present in Person: 16
- Total Resident Units Proxies Submitted: 10

Attendance Detail

Attended In Person			Attended by Proxy		
No.	Member Name	Rd. No.	No.	Member Name	Rd. No.
1	Brown, Charlie; Brown, Donna	6	1	Dehner, George; Dehner, Patricia	190
2	Bushway, Deborah	40	2	Forman, James; Forman, Adele; Dumas, Brenda	18
3	Civita, Maria	29	3	Fraser, Bob; Fraser, Anne; Fraser, Jayne	22
4	Dailey, Claudette; Dailey, Richard	60	4	Laverty, Ruth	165
5	Grant, Sean	33	5	Manganello, Carla; Allen, Jeff	14
6	Jamison, TC	151	6	Meyers, Jim; Meyers, Trish	181
7	Lewis, Ed	179	7	Osgood, George; Osgood, Joann	30
8	Maeder, Bruce; Maeder, Sandy	25	8	Paget, Brendan; Paget, Caitlin	164
9	McDonnell, Mike	11	9	Straw, Hope; Straw, Chris	185
10	Miller, Eric; Miller, Janice	191	10	Grant, Gordon; Grant Nancy	194
11	Mishkin, Paul; Mishkin, Linda	155			
12	Paget, Paul; Paget, Clare	198			
13	Powers, Barbara	158			
14	Prince, Sandy; Prince, Susan	8			
15	Villanucci, Al; Villanucci, Debbie	159			
16	Webster, Nance; Curtis, Ryan	65			

2. Establishment of Quorum

Status: Quorum Met at 93% [28 Total Residential Units and there were 26 represented for voting]

3. Directors' Report

Presented By: Ed Lewis

Welcome new members TC and Kayte Jamison and Paul and Barbara Powers.

Acceptance of 2025 Annual Meeting Minutes

- **Motion:** A motion was made and seconded to accept the minutes of the 2025 Annual Meeting.
- **Discussion:** No additional discussion was recorded.
- **Vote Outcome:** The motion was approved unanimously.

4. Lakes Environmental Association Presentation

Mary Jewett from the Lakes Environmental Association (LEA) provided an informative presentation on protecting Highland Lake and preventing the spread of invasive aquatic plants. She discussed a recent enforcement case in which a kayaker launching on Highland Lake was found transporting invasive species on his kayak. After multiple opportunities to inspect and remove the vegetation before launching, the individual was found guilty of three violations: failing to display the required invasive species sticker, transporting invasive aquatic vegetation, and launching with invasive vegetation. A \$600 fine was imposed. Fortunately, LEA conducted a comprehensive survey of Highland Lake following the incident and found no evidence that the invasive species had become established in the lake. Additional surveys will continue this year to ensure the lake remains free of invasive species.

To help residents recognize invasive plants, Mary provided photographs of the invasive species that was found on the kayak. These photos will be posted on the Big Sandy website as an educational resource. She encouraged all residents to contact LEA if they have questions about identifying suspicious aquatic plants, noting that there are currently nine invasive aquatic plant species of concern in Maine. Mary's email mary@mainelakes.org.

Mary also reviewed shoreline zoning regulations and emphasized the importance of protecting the lake's water quality by preserving natural forested buffers, minimizing lawn areas near the shoreline, and replacing turf grass with native vegetation whenever possible. She explained that Highland Lake's water quality is continuously monitored using a floating buoy that records environmental data, with results available through LEA's live data website at [LEA Highland Lake Live Data](#). Current monitoring indicates that Highland Lake's water levels have remained average to slightly below average while maintaining good overall water quality.

The Big Sandy Homeowners Association appreciates the valuable work of the Lakes Environmental Association and encourages members to support LEA's ongoing efforts to protect and preserve Highland Lake for future generations.

Action Required: The LEA presentation was informational only and required no action by the Association.

5. Treasurer's Report

- Presented By: Ed Lewis Director of Finance

The Association remained in a strong financial position during the 2025–2026 fiscal year, with total expenses of **\$14,043.93**, ending the year only **\$44 over the \$14,000 budget**. The largest expenditure was road maintenance, which accounted for nearly two-thirds of all expenses and remained under its budgeted amount. Other operating costs, including snow plowing, insurance, and administrative expenses, were well controlled, with only common area and beach maintenance exceeding budget slightly. Overall, the Association has managed its finances responsibly while maintaining the community's infrastructure. The proposed 2026–2027 budget of **\$12,985** reflects anticipated reductions in road and beach expenses, while the proposed dues increases would provide an opportunity to strengthen reserve funds and better prepare for future capital needs and ongoing maintenance.

Report Acceptance: The Treasurer's Report was accepted as presented.

6. Road Committee Report

Presented By: Mike McDonnell

Mike McDonnell presented the Road Committee report, noting that the association's roads are currently in very good condition, which he described as uncommon. He reported that the road budget remains in good standing and explained that the committee's work is approximately 20% proactive and 80% reactive, with maintenance decisions driven by road conditions rather than a fixed schedule. He addressed questions about the need for annual road grading, explaining that grading is essential for maintaining the road's crown and proper water drainage. Entering winter with a well-structured road helps prevent water and ice from compromising the road base. Because there is only a limited window each year to perform this work, the committee carefully evaluates conditions before making maintenance decisions and strives to be responsible stewards of association resources. Current non-urgent issues, including encroaching vegetation along the roads and asphalt, overhanging branches, and two large trees that have been identified as concerns. These items have previously been placed on the back burner while higher-priority road maintenance needs are addressed, however now these items are also being discussed by the Road Committee. Due to the road's current condition, the committee plans to postpone full road grading this year while still securing a contractor to ensure the association remains on the schedule when grading becomes necessary. The long-term goal is to perform grading every other year if the road structure remains stable. The committee is also considering performing limited touch-up maintenance, which would require less heavy equipment, although those plans remain under discussion by the Road Committee.

7. Snow Plowing Report

Presented By: Eric Miller

The Snow Plowing Report noted that the association contracted with Justin Osborne of Black Diamond Property Management for snow removal during the past winter. Justin provided a level of service that exceeded the terms of the contract, delivering excellent snow removal throughout the season. The total seasonal cost was **\$6,450.00**, with the association covering **25%** of the expense and the remaining **75%** shared among **19 participating residential units**. Additional contributions toward snow removal were received from the Lombard family, who contributed **\$350.00**, and the Webster family, who contributed **\$50.00**, despite not participating under the same cost-sharing arrangement.

Looking ahead to the upcoming winter season, Justin Osborne has agreed to continue providing snow removal services under one of two proposed contract options. The first option would maintain the enhanced level of service experienced this past winter, including plowing or sanding with **1 inch or more of snowfall**, maintaining a wider roadway with **two passable lanes**, and providing prompt response to residents, at a seasonal cost of **\$8,439.00**. The second option would follow the existing contract terms, with plowing beginning at **2.5 inches of snowfall** and sanding performed only as needed, at a seasonal cost of **\$6,729.00**. These contract proposals will be discussed and voted on during the **New Business** portion of the annual meeting. Justin also confirmed that the seasonal fee for individual driveway plowing contracts will be **\$390.00**.

8. Dock Manager's Report

Al Vallanucci presented the Dock Director's Report, noting that several members have relocated to different dock slips, while **two slips remain available** for any members who may be interested. Members wishing to inquire about an available slip were encouraged to contact him directly. He also reported that the docks are in good overall condition. As part of

ongoing maintenance and improvements, a **new gate was constructed and installed** this year to enhance the dock facilities.

9. New Business

Voting Procedures

Discussion: Susan Prince proposed the use of paper ballots for Association voting to address confusion that occurred during the prior year's voting process. Ed Lewis, on behalf of the Board of Directors, acknowledged the prior confusion and proposed conducting votes by roll call instead of paper ballot when needed.

Motion: A motion was made and seconded to institute roll call voting whenever the outcome of a vote is uncertain.

Vote Outcome: The motion was approved.

Snow Removal Funding and Contract Approval

During **New Business**, the membership considered a proposal to transition from the Association paying **25%** of the annual snow removal costs to assuming **100% or 50%** of the expense beginning with the **2027–2028** winter season. Prior to the discussion, **Ed Lewis** reviewed the Association's financial position, noting that a projected budget surplus of **\$1,015.00**, along with unused Road Committee funds, would be transferred to the reserve account. He also reported that the Director of Finance and Treasurer are in the process of moving reserve funds from a checking account into a certificate account, with the long-term goal of building the reserve balance to **\$20,000**. It was noted that modest annual dues increases would help strengthen the Association's reserves over time. Members were also reminded that the Association's fiscal year runs from **April 1 through March 31**, and that any approved changes to Association funding for snow removal would take effect the following fiscal year.

The membership first considered two proposed snow removal contracts from **Justin Osborne of Black Diamond Property Management**. The first proposal, at **\$6,729**, would continue the current contract level of service with plowing beginning at **2.5 inches** of snowfall and sanding only as needed. The second proposal, at **\$8,439**, would provide an enhanced level of service, including plowing or sanding with **1 inch or more** of snowfall, maintaining two passable travel lanes, and improved responsiveness to residents. During discussion, members and directors emphasized that Justin consistently provided exceptional service, often exceeding contract expectations, and that Big Sandy is one of his first priorities during snow events. Although one member suggested soliciting competitive bids, the Road Committee explained that the higher level of snow removal has contributed significantly to preserving the road surface by reducing ice buildup and winter deterioration. This improved maintenance was cited as a primary reason road grading was not necessary this year, resulting in an estimated **\$4,200 savings** while improving safety, ensuring emergency vehicle access, and extending the life of the road. Following discussion, the membership voted to approve the **\$8,439 enhanced snow removal contract**.

Motion: A motion was made and seconded to approve the enhanced snow removal contract with Justin Osborne of Black Diamond Property Management at an annual cost of \$8,439.

Vote Outcome: The motion was approved.

The membership then considered the proposal for the Association to fund **100% or 50% of the annual snow removal contract** beginning with the **2027–2028** season. Approval of the proposal **100%** would increase annual dues by **\$225**, bringing total annual dues to **\$725**. Approval of the proposal **50%** would increase annual dues by **\$75**, bringing total annual dues to **\$575**, payable no later than **January 1, 2028**. During discussion, **Ed Lewis** read into the record a letter from longtime property owner **Robert Fraser**, who expressed strong support for Association-funded snow removal. Mr. Fraser reflected on the history and development of Big Sandy, noting the significant increase in property values, the growth in year-round residency, and the importance of maintaining reliable road access for property protection, emergency response, and public safety. He emphasized that all property owners benefit from year-round road maintenance regardless of whether they personally use their properties during the winter months. Additional discussion reinforced that road maintenance and snow removal are closely connected, with consistent winter maintenance helping preserve the road structure while providing safe access for residents and emergency responders. Although one member recalled that the road had historically been closed and gated during the winter, directors noted that more than two-thirds of the membership now uses their properties during the winter season, with several families residing in the community year-round, making that approach no longer practical. Members also agreed that all property owners benefit from protecting the value and accessibility of their properties and should therefore share equally in the cost of snow removal. Following

discussion, the motion for the **Association to assume 100% of annual snow removal costs beginning with the 2027–2028 season** was seconded and **approved by the membership with the support of 19 residential units**.

Motion: A motion was made and seconded for the Association to assume 100% of annual snow removal costs beginning with the 2027–2028 winter season.

Vote Outcome: The motion was approved by the membership with the support of 19 residential units and 6 opposing.

10. Election of Officers

Office	Elected Officer
Director / President	Paul Mishkin
Director	Ed Lewis
Director	Al Villanucci
Treasurer	Trisha Meyers
Secretary	Barbara Powers

Motion: A motion was made and seconded to bring the slate of officers to a vote.

Vote Outcome: The slate of officers was approved by unanimous vote.

11. Dues and Assessments

The Directors recommended a base dues increase of \$50 to strengthen reserves, together with additional funding approved under New Business for Association-funded snow removal. The Association’s fiscal year runs from April 1 through March 31.

- **Dues Calculation:** The approved annual dues amount of \$775 was calculated by adding the prior annual dues amount, the \$50 base increase recommended to build reserves, and the additional snow removal funding approved by membership.
- **Final Annual Dues:** \$775.00.
- **Motion:** A motion was made and seconded to approve the final annual dues amount.
- **Vote Outcome:** The motion was approved almost unanimously.
- **Follow-up:** An updated budget analysis will be conducted by Ed Lewis and distributed.

12. Common Courtesies

The Board reminded members of Big Sandy Common Courtesies intended to promote safety, cleanliness, and respect throughout the community. Members and guests were asked to observe the 15-mph speed limit on all Association roads, including while operating ATVs, because walkers, children, bicyclists, and pets regularly use the roads. Additional speed limit signage will be discussed and implemented as appropriate. Members were also reminded to leave the beach clean after each use, remove personal belongings and trash, and respect quiet hours from 11:00 p.m. to 7:00 a.m. The Association’s Common Courtesies are posted on the website and will be redistributed to members as a reminder of community expectations.

13. Meeting Adjournment

- **Motion:** A motion was made to adjourn the meeting at 11:13 a.m.
- **Vote Outcome:** The meeting was adjourned.
- **Minutes Submitted By:** Barbara Powers, Secretary.

14. Summary of Official Actions Taken

1. The minutes of the 2025 Annual Meeting were approved unanimously.
2. Roll call voting was approved for use whenever the outcome of a vote is uncertain.
3. The enhanced snow removal contract with Justin Osborne of Black Diamond Property Management at an annual cost of \$8,439 was approved.
4. The Association’s assumption of 100% of annual snow removal costs beginning with the 2027–2028 winter season was approved with the support of 19 residential units.
5. The slate of officers was approved by unanimous vote.
6. The final annual dues amount of \$775 was approved almost unanimously.