

Minutes of the
Pinewoods Association Annual Meeting
July, 28 2018

1. The meeting was called to order by Curt DeVoe, President of the Association. Also in attendance were Association Treasurer, Jane Hoey and Secretary, Paul Brown (via Skype). A quorum was called for and established with 68% of the Association shares represented either in person or by proxy.
2. Nomination and approval of new shareholders. Duncan and Kathy Lawrence proposed to transfer two of their shares to be jointly held by Jordan Lawrence and Caryn Lentz. Alex Eubanks was proposed to own 1 new share, purchased by Bitsy. Both proposals were approved with general approbation.
3. Curt DeVoe recognized and honored the following Pinewoods community deaths, births and marriages.
 - a. A moment of silence was held to honor the passing away of Susie Sisco Abraham and Katie Speiden
 - b. The births of: Elizabeth Katherine Almirall (AKA Libby or Lil Bit) to Nat and Joslyn (Lawrence) Almirall; Nicholas (Nico) Christopher Lee Guttridge to Chris and Blair (Cochran) Guttridge; and Luca Sinclair Hoeksema to Craig and Coe (Will) Hoeksema was celebrated.
 - c. The marriage of Killian and Summer Wade was announced and celebrated.
4. Curt DeVoe called for a motion to approve the minutes of the 2017 Annual Meeting. The motion was made and seconded from the floor, then approved unanimously by a voice vote.
5. Curt DeVoe provided his President's report:
 - a. The major project has been to establish a financial budget for 2019 and a structure for budgeting and managing the Association's finances going forward.
 - b. A cost saving measure was taken to reduce our insurance deductible to \$500 per occurrence.
 - c. Various personnel issues were managed in the dining hall.
 - d. Curt thanked the Pinewoods community for the opportunity to serve, noting that it has deepened and strengthened his ties with all the Association members. He encouraged all members to serve, in their time.
6. Jane Hoey provided her Treasurer's report:
 - a. The financial statements of the association were presented.
 - b. Meals are up significantly so far this year.
 - c. The Association has 431 dues paying shares.
 - d. Profit and Loss. The Association is running at a loss. Last year, expenses outpaced income by approximately \$12,000. This year expenses are running, so far, \$3000 in excess of income.
 - e. At the start of the season when expenses are high and revenue has yet to be collected the checking account has been getting too low. This year we hit a low balance of \$1300 in checking.

- f. A discussion of the financial reports took place. Why has the dining hall payroll increased? Minimum Wage has increased by law. Also, Kathy's husband had been working for us as a contractor and paid in a separate category, now has been moved onto the payroll. Why have Accounting fees increased? Partially due to the special assessment which required the sending and collecting of an unusual invoice.
 - g. Frank Cochran suggested that going forward interim financial statements be sent to the members.
 - h. Summing up. The association is not in trouble financially, but nothing is being saved for future renovations or contingencies. More revenue is needed and it needs to occur earlier in the season to avoid checking account lows at the start of camp.
7. Committee Reports:
- a. Nomination of new board members. New board member Jody Foster, Secretary; Paul Brown III, Treasurer; Jane Hoey, President. Motion was made for this slate of board members to be elected. Seconded and approved.
 - b. Memorial Fund. Anne Sloan reported there is over \$9,000 in the fund. Expenditures have focused on the Dining Hall area and Library. A ramp was built to the dining hall and benches were placed outside the Library. The fund will contribute to the Centennial celebration by paying for the printing of a book. The fund also intends to aid in the renovation of the tennis courts. Members wishing to contribute to the fund can send a check to the accountant with "Memorial Fund" on the memo line.
 - c. Library. Lucy Cochran thanked everyone for their contributions to the library and for adults coming with their children.
 - d. Archives. No report. This committee is no longer functioning as all the records of the association have gone digital.
 - e. Dining Hall. Louisa Lawrence reported meals were up last year to 10,795. She noted that it is VERY important to alert Kathy of your family's arrivals and departures so she can adequately purchase supplies and cook without waste. It is also important to order alternative meals one day ahead of time. The cooks cannot accommodate last minute requests at time of meal. Please fill out Dining Hall sheets by breakfast time on Wednesday to give our faithful bean counters (Kate and Bitsy) the time to tally everything for the accountant. This year huge special thanks go out to Bitsy and dining hall employee emeritus, Kate, for filling in in the dining hall when we were short-handed! Kathy and the dining hall staff were introduced and given a round of applause for the excellent efforts!
 - f. Building and Grounds. Duncan Lawrence reported that we historically spend \$10k to \$12K per year on B&G. This year was a light year at only approx. \$6K in expenditures. Thanks were given to Chris Robinson, Ed Babcock, and John Fink for their contributions to the committee. This year the main works performed were: the purchase and installation of new mailboxes (thanks to Bitsy and Kate once again for selecting, purchasing, and lettering the boxes!); improving drainage at various locations; fixing floors and coolers in the Dining Hall; making the side entrance more accessible; fixing doors and windows; road grading and adding bumps. There were no damaging tree falls this year. The decision was made not to move forward with a new raft. Next year the committee plans a major project to resurface the Dining Hall floor at an anticipated cost

of \$8,000. The overall budget for building and grounds next year has been proposed at \$21K. \$2K of that is for new chairs in the Dining Hall. The committee has been very diligent in the maintenance of wood rot, going around the major facilities and making repairs as found. An upcoming major project and expense will be the replacement of the Dining Hall roof. This is anticipated to cost \$30K and there is no contingency fund for that purpose at present. The salad bar is also under review and will eventually need to be replaced. Discussion followed. Members requested that the committee review methods to remove roots from the paths. Ed's responsibilities as the caretaker were discussed. It was suggested that he maintain written documentation of his time spent on association duties and helping members with side projects.

- g. HLPOA report. Howie Schultz reported that numerous Pinewoods members attended the most recent meeting of the Higgins Lake Property Owner's Association. Each member contributes \$90 per year to this Association in dues. Interested members can find a wealth of information at www.HLPOA.org. The Association has of late been sponsoring voluntary boat washes to help defend against invasive species. One of the biggest current sources of concern is the planned building of a large marina by the Amvet organization. This marina project will be challenged in court on the basis that it violates the Riparian rights of other property owners. Another big issue that HLPOA has been involved with is the attempted reduction in swimmer's itch. There has in fact been a drastic reduction in the reported number of SI cases year over year. The reduction in numbers of Mergansers on the lake via removal programs has been cited as a causal factor in the reduction of SI cases.
- h. North Shore Environmental Group. Curt read out an email from Phil Will concerning this new group. Its primary purpose is to help improve lake quality. Members are asked, at the very least, to visit www.HLNSEG.org to sign up for email bulletins in order to stay aware of lake environmental issues. If possible, members are encouraged to join and support the group. Contact Phil Will for more information.
- i. Roscommon Community Foundation. Kathy Lawrence reported on this group, the goal of which is to circulate funds back into the local community. Donations are encouraged. Donor funds can be designated for use in preferred areas, for example, the lake, the library, etc.
- j. Fire and Safety. Jean Lawrence reported that the local fire department checked out the camp and made sure all the reservoirs are charged. Please add to the opening and closing list of every cottage to check and ensure the proper working order of all fire safety equipment. Concerning dead oaks. It is only allowed to remove them during the months November through April. Please take note.
- k. Communication. Email blasts to all members will henceforth become the responsibility of the current Association Secretary. Phil Will does an excellent job and will continue to maintain the Pinewoods Directory which now exists as a cloud based Google Doc. Members are encouraged to keep a copy of this Google Doc and update it as necessary with any changes in address, phone or email for members of their family as well as regular guests. For changes in email please also notify the Pinewoods Secretary – for the year ahead, Jody Foster.

- l. Tennis Committee Report. Ann Cass reported the committee has been looking into bids to resurface the courts. They have been in contact with a recommended contractor - McKearny Asphalt in this regard. Initial estimates range between \$20k and \$25k per court. The question was asked, "What about the Paddle Tennis Court?" This is on the Will/Wade property so they would need to be consulted. It was noted that each court is under trees. As part of the refurbishment tree cutback and also water drainage issues need to be addressed as well. Curt noted that he plans to be involved in the ongoing pursuit of Tennis Court refurbishment options.
 - m. Trail Report. Howie Shultz reported that the trails are in good shape. Please report to Howie or Larry Bennett any issues or concerns with the trails.
 - n. Centennial Celebration. Lilly Fink reported that the articles of incorporation for the Pinewoods Association were filed in 1919, making 2019 the Centennial. Celebrations will kick off next summer the week of the annual meeting with "Pinewoods: the Musical" being written and directed by Alyssa Taylor Wendt and Paul Brown III and continue through the conclusion of the following summer, ending in a big party summer of 2020. Ann Taylor and Bethie Schultz are hard at work making a commemorative book filled with recollections and remembrances. Lilly encouraged all members to make suggestions and participate in classic Pinewoods group activities such as "The Pinewoods Occasional Ping Pong Tournament," a Paul's Store day, a viewing of the "Creature from Black Water" monster movie, a golf scramble at Ye Olde country club, etc.
8. New Business:
- a. The purpose and use of the old Dining Hall dorm (now referred to as the Dining Hall Annex) was discussed. Dining hall staff once resided above the dining hall, then, due to safety concerns, were moved into a separately constructed building. Now, none of the staff stay overnight and the use of the building is limited to daytime use by the dining hall staff. The staff now requires just a single room to change, take naps in during the day between meals and occasionally shower. The other three rooms are available to be re-purposed. Over the last several years the board has made the extra rooms available, for a nominal donation, to use as overflow. To help make the rooms nicer for this purpose, at the start of this season, Ann and Mary Taylor donated about \$800 in furnishings, linens, etc. to make the rooms more decorous. Bitsy, Kate, Alex, and Jack also donated many items and a good bit of elbow grease. All agree that the rooms are now much improved in appearance although further improvement such as new carpet, would certainly be welcome if the Annex is to get expanded use by the members. This coming year is an experimental year to see if the Annex can indeed become a useful overflow facility for members with occasional need for extra rooms - without becoming a taxing burden on the Association in terms of extra maintenance and while also provided a place for dining hall staff between meals. To this end all members who can benefit are invited to reserve rooms (there are three, each with its own bathroom) in the upcoming season. The Treasurer, Paul Brown, will keep track of reservations (first come, first served). A donation per room night is suggested for members who chose to take advantage of the facility. The board is still studying what level of donation is suggested but currently is leaning towards around \$25 per room night. Members using

the facility will be responsible for leaving the rooms as clean as they found them (washing the linens, putting out the garbage, etc.), and ensuring there is no smoking on the premises. The board plans to budget an appropriate amount for maintenance and upkeep, keep track of how much use is made and how much is received in donations to the general fund as a result. Based on results over the next year or two the board will take further decisions concerning the use of the Annex. Interested members contact Paul Brown for more information and to reserve nights for next season.

9. Budget Discussion:

- a. Curt presented a proposed draft budget for 2018 and recognized David Dewey for his huge efforts in helping to draft same.
 - b. Member discussion ensued. It was generally felt that the association does need more revenue and that a strong budgeting process needs to be carried out every year with methods to maintain continuity as board members come and go. It was agreed that a strong finance committee needs to be in place. Curt felt that the retiring President, having three years of experience with the Association's finances should co-chair the Finance Committee the year after retiring from the board. He agreed to do that himself and appointed David Dewey as the other co-chair for the year ahead. Other members currently listed as part of the Finance Committee would be asked to participate in a much more active Finance Committee, namely Trevor Wade, Phil Will and Robin Link. Any other members interested in helping with the Committee were invited to contact one of the Co-chairs.
 - c. There was enough uncertainty about caretaking expenses and how they are allocated that it was agreed to table any rise in caretaking rates.
 - d. Some members felt that raising Dining Hall rates would penalize families and inhibit the attendance of younger generations. There was no consensus about raising Dining Hall rates. Frank Cochran proposed that the board consider "A different category of Board Rate, one that would be a Family Rate, including all children in the family at double the cost normally charged for one adult." It was clear that many members wanted Dining Hall charges to only cover the variable expenses directly associated with serving meals in order to hold those costs down. Many felt that Member Dues should be the primary vehicle for covering other costs like capital improvements, repairs, etc.
 - e. After one motion was tried and then rescinded due to lack of consensus, a motion was made by David Dewey and seconded by Frank Cochran. This motion was that, "The Board shall be authorized to raise Membership Dues up to a maximum of \$150 per year per share, with \$100 to be billed in the first (Fall) installment, and the balance to be billed in the second (Spring) installment." This motion was carried unanimously with one abstention. The board stated that they would have the finance committee revisit the budget and advise them as to the exact amount of increase necessary, not to exceed the maximum authorized. While that budgeting process is ongoing, the \$100 first installment will be billed in the Fall.
10. Monica McCreary was recognized and put forward her proposal that the Association should build a dog park. She offered to personally pay for the fencing and gates and asked other members to consider contributing as well. The board referred this idea to the Building and Grounds committee for further study and recommendations.

11. The members expressed heartfelt thanks once more to Ann Taylor, Mary Taylor, Katie, Jack and Alex Eubanks for their donations and improvements to the Dining Hall Annex; Bitsy and Katie for the new mailboxes; and Curt DeVoe for all his hard work as President of the Association.
12. The Bank Resolution was read out, as follows: Be it resolved that: All acts done, actions taken, contracts entered into, and all matters and things done or performed by the members of the Board of Directors of record, individually and/or collectively, in the performance of their duties as Board Members and in furtherance of the business of the Corporation, hereby are approved and ratified as the acts of and for Pinewoods Association;
The Stockholders, in order to further the purpose of the Association, hereby authorize the Board of Directors to expend and commit during the year such amounts that they may find necessary and proper to conduct the efficient and legal operation of the Dining Hall through a period between the Annual Meeting and the next Annual Meeting; also such amounts as they may find necessary and proper for maintenance, including but not limited to the emergency repairs for all Association property not to exceed the amount of \$5,000.00;
The Board of Directors is authorized to manage, and to engage and direct Robin Smith-Martin and Jamie Snyder of Smith & Associates, CPA as the Association's accountants to manage, all necessary accounts with Chemical Bank, or such other bank as the Board may select from time to time, and to execute all resolutions and other documents and provide all information required by such bank for this purpose.
Such motion was seconded and carried unanimously.
13. There being no further new business, Curt DeVoe adjourned the meeting.

Minutes submitted by Paul Brown, Secretary of the Pinewoods Association.