

Carleton Shores Association - Board of Directors Meeting
Wednesday June 10, 2026

Attendees: Jane Akin (via Zoom), Jayne Burke, Ed Collupy, Bill Darrow, Mike Doak, Greg Dundorf (partial), Maria Michaud, Mike Myers, Kandi Zarba

Absent: Erin Brooks

Guest: Beth Van Duzer (partial)

The meeting was called to order just after 6:00pm.

Introduction: Beth Van Duzer, potential Clerk for the HOA, stopped by to meet the board and introduce herself.

Minutes

The Board meeting minutes from May 19, 2026, were reviewed. Ed C noting latest updates. Motioned for acceptance by Bill D and seconded by Jayne B. Accepted unanimously.

The Board meeting minutes for the Executive Session from May 19, 2026, were reviewed. Ed C noting no edits/updates received on first draft. Motioned for acceptance by Mike D and seconded by Mike M. Accepted unanimously.

Treasurers Report as of 06/10/2026

Treasurer's report was given by Greg D.

Balances:

- | | |
|--------------------|---------------|
| ○ Checking Account | \$ 37,000.39 |
| ○ Money Market | \$ 140,537.35 |
| ○ Escrow | \$ 20,100.00 |
| ○ Total | \$ 177,637.74 |
- Greg D responded to question about (\$3000.) reported in 'Funds Transferred to/from Money Market' along with the two entries (\$2000. & \$5000.) reported in Monday Market Account as related to the \$10000. transfer from Checking to Money Market reported last month.
 - It was recommended and agreed by the Board that Greg D should move the \$13,650 in a new line item ('County Recording Fees') to 'Professional Fees' line and add a footnote on this particular expense.

- Outstanding Dues - one of two is expected to be received after outreach by Jayne B. Greg D will confirm with these owners that the contact info he has on file is accurate.

Another homeowner remains due. Ed C motioned to move to Executive Session to discuss, seconded by Kandi Z, and agreed to unanimously. After discussion and guidance Ed C motioned to leave Executive Session, seconded by Jayne B and agreed upon unanimously.

- Greg D mentioned that two invoices (>\$11,000) that have been paid have not cleared the account yet. These are related to road work by Kee.
- During this discussion Jane A commented on the discussions she's had with the County and Town regarding Beach Water Testing. The Town has begun to be more active in monitoring compliance after being reportedly interrupted by moving to the new Town Hall and other personnel matters.
- Insurance - Greg D is continuing to follow up with 2 companies for quotes to update our policies. The expiration date for current policies is July 8, 2026; committee recommended we extend it on a month-to-month basis if decision can't be made ahead of the date. Ed C offered any help Greg may need.

Committee Reports

- Area Development
 - 33 Oak Ridge – Just prior to convening, notice was received from Ron C that owners did not like original plans and have since submitted new ones. The Committee has agreed acceptable and is not recommending any escrow since no heavy trucks, digging or foundation work. Jayne B asked that Committee review the plans and send yay/nay back to her.

Mike M also agreed to review with Ron C the role and procedural steps the Committee is to follow.

 - 8 Oak Ridge – they've received approval for solar panels from the town's Historic District Committee, but our HOA committee has not sent along a recommendation. Mike M recommended the committee meet with homeowner(s) and then send along their recommendation to board to vote on.
 - 1 Weather Vane Lane – Bill D asked about expected completion date which led to some discussion about the property.
 - Pending home sales:
 - 29 Oak Ridge, active
 - 2 Jillson, active

- Roads and Grounds – Mike M provided the update:
 - Mowing has begun and will continue 2x/month
 - Beach parking lot security will be on Friday's & Saturdays, 7pm – 11pm. Reporting from company is being sent to Mike M, who will inform board members of any issues.
 - Smith's have taken down 6-7 old pine trees that were weak and should help visibility coming out of Joy Lane.

Old Business

- Status of STR Deeds – Ed C moved that the discussion be held in Executive Session, seconded by Jayne B. Discussion was related to the status of certain lots being in the Association and next steps. After discussion concluded and on a motion for Kandi Z, seconded by Jayne B, the Board adjourned from Executive Session.
- Review of New Neighbor Welcome Process – No one is aware of Chris R meeting with any of the new neighbors; therefore, board members (Maria M & Kand Z) will move ahead. Kandi Z reviewed the documents she's pulled together to provide to new neighbors including Helpful Tips, By-laws, and plan to point to the website for board meeting dates and newsletter. Mike D asked about providing the Directory and it was agreed that this would be emailed to the new neighbors.

New Business

- Beach Parking Lot Volunteers – to date sign-up is weak. Some board members added their names to the list. Reminder will be sent out and notice of need put on bulletin board.
- Long Term Rentals –
 - 11 Weather Vane – all documents in order and board approved. Ed C will inform homeowner
 - 21 Oak Ridge – request just ahead of meeting. Jayne B will send to board for approval via email
- July 4th – Same security plan as in past years. Jayne B will work with Deb W and Beth vD to issue a password the early morning of July 4th. A reminder of this will be sent out with request for sign-up for parking lot coverage on weekends.

Mike M recommended, if there were to be fireworks provided by neighbors that they not be allowed to use the association's staircase to the beach; board agreed.

- Neighbor Summer Gathering – Bill D will be hosting this on July 25th, 4pm – 7pm. Mike M will get with Bill D on details and many agreed that they can provide tables, etc. as needed.
- Feedback from Neighbors – Kandi Z was asked why board votes do not include notation in minutes as to who voted which way. The neighbor provided reasoning to know who stands where board member votes are asked for. After discussion, the board's recommendation is that the neighbor should be advised that they can attend any board meeting to learn that detail and that we would not change reporting in minutes.

Bill D asked about enforcement of bylaws which was discussed with some background on the matter provided by longer term board members.

This portion of the agenda was also discussed and agreed that going forward the only items to go into minutes will be those where the neighbor has asked that item be brought up to the board or the board member commits to the neighbor that it would be brought up.

Upcoming Meeting schedule for FY 25: *Please note the updates.*

- Tuesday July 14- Jane A; Ed C noted he would not be able to attend and will seek someone from board to take notes that he can recap into minutes.
- August 11 or 12 – TBD
- August 23 – Annual Meeting
- September – TBD

Adjourn

The meeting was adjourned on motion by Bill D and seconded by Mike M. Unanimous acceptance.

Draft Submitted by:
Ed Collupy, Secretary
7/13/2026