

PINE SHADOW LAKE ASSOCIATION · BOARD OF DIRECTORS

Regular Board Meeting Minutes

Sample minutes for a fictional association. Names are fictional; all figures are example data.

Date and time	Tuesday, October 13, 2026, 6:30 p.m.	Location	Pine Shadow Town Hall (fictional) and video call
Presiding	Marge Halvorson, President	Recorder	Linda Bergquist, Secretary
Status	DRAFT, to be approved at the November 10, 2026 board meeting		

1. Attendance and quorum

Present (7)	Marge Halvorson (President), Dale Ostrom (Vice President), Linda Bergquist (Secretary), Tom Raatz (Treasurer), Gary Nyberg (AIS Chair), Sue Kowalski (Water Quality Chair), Pete Lundeen (Membership Chair, by video)
Absent (2)	Jim Sundberg and Carol Wendt, Directors (both excused)
Guests (2)	Ron Engstrom (member, Cedar Road) and Deb Pederson (member, North Shore Drive)

Quorum: 7 of 9 directors were present. The bylaws require a majority (5), so a quorum was established. President Halvorson called the meeting to order at **6:31 p.m.**

2. Approval of the agenda

MOTION: Approve the agenda as presented.

Moved: Ostrom **Seconded:** Kowalski **Vote:** 7 yes, 0 no **Result:** Carried

3. Approval of prior minutes (September 15, 2026)

One correction: the Water Quality report should read 10.4 feet for the September 1 Secchi reading, not 14.0 feet.

MOTION: Approve the September 15, 2026 minutes as corrected.

Moved: Raatz **Seconded:** Lundeen **Vote:** 7 yes, 0 no **Result:** Carried

4. Treasurer's report (example data)

Treasurer Raatz presented the report for **September 1–30, 2026.**

Operating checking	Amount
Beginning balance, September 1	\$14,862.15
Receipts: membership dues (9 households)	\$450.00
Receipts: donations	\$325.00
Disbursements: fall newsletter printing and postage	(\$412.38)
Disbursements: public access AIS signs (2)	(\$236.00)
Disbursements: website hosting, annual renewal	(\$144.00)
Disbursements: Secchi disk and sampling supplies	(\$58.40)
Ending balance, September 30	\$14,786.37
AIS reserve savings, September 30 (includes \$4.17 interest)	\$8,500.00
Total funds	\$23,286.37

Year to date, dues and Lake Steward contributions total **\$10,450** from 186 households (163 at \$50 and 23 at \$100), against a budget of \$10,000.

MOTION: Accept the treasurer's report and file it for the annual financial review.

Moved: Bergquist **Seconded:** Nyberg **Vote:** 7 yes, 0 no **Result:** Carried

5. Committee reports

AIS (Nyberg). The access greeter season ended Labor Day weekend: 61 volunteer shifts and about 1,120 boater contacts. Thirty-eight property owners reported checking docks and lifts at fall removal; no zebra mussels were found. Curly-leaf pondweed remains in the north bay. One quote has been received for a June 2027 aquatic plant survey (\$3,200); a second quote is being requested.

Water Quality (Kowalski). Volunteers took 10 Secchi readings from May 12 to September 22, averaging 11.2 feet. Phosphorus and chlorophyll-a have been sampled every other year, most recently in 2025. She recommends sampling three times every summer starting in 2027, at an estimated lab cost of \$420 per year.

Membership and Communications (Lundeen). 186 of 244 lakeshore properties are members (76%). Fourteen duplicate mailing addresses were removed. The winter newsletter draft was circulated to the board for review and will mail by December 1.

6. Old business

- **Public access signs:** Two replacement signs were installed September 24 (cost shown in the treasurer's report). Complete.
- **Bylaw review:** Ostrom will circulate draft amendments allowing electronic voting at the annual meeting before the November meeting.

7. New business

MOTION: Authorize up to \$3,200 from the AIS reserve for a June 2027 aquatic plant survey, contingent on a second quote received by January 15, 2027.

Moved: Nyberg **Seconded:** Ostrom **Vote:** 6 yes, 0 no, 1 abstain (Lundeen) **Result:** Carried

Discussion: Raatz noted the reserve would remain at about \$5,300. Lundeen abstained because a family member works for a firm that may submit a quote.

MOTION: Add three summer phosphorus and chlorophyll-a samples to the draft 2027 budget, up to \$450.

Moved: Kowalski **Seconded:** Raatz **Vote:** 7 yes, 0 no **Result:** Carried

MOTION: Keep 2027 dues at \$50 per household, with the \$100 Lake Steward level.

Moved: Raatz **Seconded:** Ostrom **Vote:** 5 yes, 2 no (Kowalski, Nyberg) **Result:** Carried

Discussion: Kowalski and Nyberg favored raising dues to \$60 to rebuild the AIS reserve. The board agreed to revisit dues at the June annual meeting.

MOTION: Hold the 2027 annual meeting on Saturday, June 19, 2027, at 9:30 a.m. at Pine Shadow Town Hall.

Moved: Bergquist **Seconded:** Lundeen **Vote:** 7 yes, 0 no **Result:** Carried

MOTION: Approve the winter newsletter for mailing, with final edits by the president.

Moved: Lundeen **Seconded:** Bergquist **Vote:** 7 yes, 0 no **Result:** Carried

8. Member comments

Ron Engstrom asked the board to remind members about weak ice near the Birch Creek inlet; it will be covered in the winter newsletter. Deb Pederson thanked the access greeters for a good season.

9. Action items

Action	Owner	Due
Get a second quote for the 2027 plant survey	Nyberg	Jan 15, 2027
Circulate draft bylaw amendments	Ostrom	Nov 10, 2026
Add sampling line to the draft 2027 budget	Raatz, Kowalski	Nov 10, 2026
Reserve Pine Shadow Town Hall for June 19, 2027	Bergquist	Nov 30, 2026
Post the annual meeting date on the website	Lundeen	Oct 31, 2026
Finalize and mail the winter newsletter	Lundeen, Halvorson	Dec 1, 2026

10. Next meeting and adjournment

The next regular board meeting is **Tuesday, November 10, 2026, at 6:30 p.m.** at Pine Shadow Town Hall and by video call.

MOTION: Adjourn the meeting.

Moved: Raatz **Seconded:** Kowalski **Vote:** 7 yes, 0 no **Result:** Carried. The meeting adjourned at 7:52 p.m.

Respectfully submitted,

Linda Bergquist, Secretary (fictional)