

**Lake Winona Civic Association
Board Meeting Minutes
January 12, 2026**

1. Call to Order
2. Meeting was called to order by President Cortney Davis at 19:02
3. Roll Call:
 - a. Board Members Present: President Cortney Davis, VP Rich D'Amico, Treasurer Frank Elia, Trustees: John Traglia, Tricia Traglia, Tom Clark, Dan Thompson, Eric Bellanca
 - b. Community Members: Christian Fuentes, Debbie Kellen, Janine Farrell, Keith Davis, Janet McNamara, Rick Schneider, Mike Olo, Billy Murray, Kurt Kumetz
4. Salute to the Flag

Opening Dialogue:

The President started the meeting by greeting the community and thanking them for their attendance.

General Summary:

- Treasury Transition: The treasury role has been transferred to Frank, who has full access to essential financial tools.
- Document Storage: Google Drive folder created for easy access to important documents, ensuring transparency for board members.
- Community Meetings: Two community meetings will be planned for 2026, dates TBD, enhancing participation
- 2026 Budget Planning: Budget relies on contract costs for services; Frank will assess income against receipts to refine financial planning.
- Facility Repairs: Urgent clubhouse repairs are underway, focusing on critical fixes to ensure safety and prevent further damage.
- Memorial Initiative: Community began discussion on options to create memorial for Allyson Legora, to honor her legacy.

Board Operations and Administration

The board successfully transitioned the treasury role to Frank Elia, who now has full access to bank accounts, QuickBooks, and invoicing, ensuring smooth financial management moving forward.

- Frank confirmed readiness to take on treasury duties immediately, with only a temporary pause on the treasurer email due to GoDaddy forwarding issues.

- The November 17th and December 15th meeting minutes were approved and will be posted on the website promptly to maintain community engagement and record accuracy.
- Monthly board meetings are open to Lake Winona community members to attend, and will have a limited period of time on the agenda dedicated to community present questions / comments; a process that is similar to town council meetings.
- The board plans to hold two community meetings in 2026, one in spring and one in fall.. Dates will be finalized by the group soon.

Contract Management and Budgeting

The board reviewed multiple contracts critical for 2026 operations, focusing on lake management, landscaping, insurance, and repair services.

- The two-year lake management contract with a reputable local provider will likely be renewed or extended, pending a proposal; the provider has maintained excellent water quality and rapid response, saving costs compared to previous vendors.
- Local landscaping is split between Pete Mannherz (mowing / leaves) and Dennis Pappa (brush and rough areas), both praised for reliability and community responsiveness; pricing confirmation is pending for budget inclusion.
- Snow removal - board considered contracting on a per diem basis for winter parking lot and walkway clearing, especially if winter rentals increase. Board members will gather contractor quotes to evaluate costs.
- The 2026 budget and dues structure will rely heavily on pending contract costs, especially insurance, which is expected to be clarified after February; Frank will review income versus actual receipts to refine planning and will evaluate payment structure options, such as the 2025 three-payment plan for dues, which received positive community feedback.
- QuickBooks implementation may allow automated invoices and additional payment options like credit cards or ACH, improving convenience but requiring cost analysis to avoid burdening the community with fees. Availability of these options TBD and will be evaluated by Frank Elia.
- Rental fees for clubhouse use, currently \$275 with \$150 cleaning fee, may be revisited to ensure cost recovery while maintaining quality service; damage inspection and deposits are standard to protect assets.

Dam Project and Engineering Oversight

The dam repair project is advancing with the loan approved by the state legislature and a finalized co-borrowing agreement with the municipality acting as cosigner, enabling funding access.

- Engineer John Ritchie/FPA, highly recommended for his DEP expertise and local knowledge, is preparing a detailed proposal due mid to late January 2026,

outlining engineering studies required for DEP approval, including GeoProbe testing to understand bedrock conditions.

- The proposal may be phased with installment payments drawn from the loan, but timing will be managed to minimize premature interest accrual; the board will monitor communication closely and share updates without overloading all members.
- The board recognizes the complexity and expense of the project and intends to balance due diligence with practical constraints, avoiding unnecessary exploratory fees while seeking the best pathway to compliance and repair.

Facility Repairs and Improvements

The clubhouse exterior requires urgent repairs to prevent further damage and safety risks, with an emphasis on cost control and prioritizing critical fixes.

- Immediate needs include installing gutters/downspouts, repairing holes to prevent rodent intrusion, and replacing warped / melted siding.
- Tom has solicited and is finalizing negotiations with five contractors offering a wide range of pricing and expertise; final contractor recommendation will balance cost, professionalism, and insurance/licensing credentials before board approval in early 2026.
- Safety-related masonry repairs on stairs and patios are a priority for phase two; board members debated the feasibility and cost of installing a new door for summer bathroom access, weighing community benefit against vandalism risk and insurance implications.
- The clubhouse deck has several broken boards posing rental hazards; Eric and Rich will repair these boards before the first rental on March 21, 2026 to ensure guest safety.
- The board is considering whether some projects, like the bathroom door or enhanced handicap access, require further discussion and possibly budgeting for the next meeting.

Communication, Community Engagement, and Memorial Initiatives

Board members emphasized enhancing community involvement through clearer event scheduling, volunteer committees, and communication channels.

- The board will finalize spring and fall community meeting dates soon and encourages members to propose event schedules and volunteer roles for standing committees such as Beach, Civic Interest, Entertainment, Finance, Maintenance, and Lake (as indicated in ByLaws).
- There is intent to form a communication committee to manage newsletters, welcome initiatives, and community outreach, tapping into volunteers already expressing interest.
- In response to a recent community loss, the board supports creating a memorial bench or a small book exchange library near the playground in honor of Allyson

Legora, a local teacher and athlete who passed away at 21; this aligns with her educational legacy and community ties.

- The board discussed a life event fund budget line item to support community members during births, deaths, or illnesses, balancing the need for defined use, transparent management, and potential online donation mechanisms; further discussion is planned to define scope and controls.
- Suggestions include possible temporary donation boxes near the memorial site and leveraging local carpentry or school woodshop projects to reduce costs while fostering community involvement.

Technology and Email System Management

Technical issues with some of the @lakewinona.org emails forwarding to former board members raised security and privacy concerns.

- The problem stemmed from a legacy misconfiguration involving multiple hosting providers, where forwarding addresses were not properly updated, causing sensitive information to be sent to unauthorized recipients.
- Board members are investigating the domain's registration history and hosting arrangements to fully resolve the issue and prevent recurrence; Frank and others have personal emails on sensitive logins as a backup.
- The board recognizes the importance of secure, reliable communication channels to protect sensitive data and maintain operational integrity.

Adjournment: 20:15

Meeting Minutes written and submitted by Dan Thompson (Trustee) in the absence of Secretary James Allen.