

**Carlin Bay Property Owners Association, Inc.
c/o Sentry Management Inc.
1110 Park Place, Suite 101
Coeur d'Alene, Idaho 83814
admin@cbpoa.info
May 20, 2025**

Dear Carlin Bay Property Owner, We are pleased to announce that the 2025 Annual General Meeting (AGM) will be held on Saturday, June 21, 2025, starting promptly at 9:00 AM. Registration will open at 8:30 AM. The meeting will be held at the Grange on Main Street, Harrison, Idaho 83833.

There is (1) vacancy to be filled this year, for a three-year term. You will receive an election packet when you arrive at the AGM that will include information about the nominees and information about the election process. Ballots will be passed out to each member present as well as to proxy holders at the AGM in keeping with the CC&R's and Standing Rules.

There are four motions for your consideration this year submitted by individual members. You may cast your vote in one of three ways:

1. Complete the enclosed ballots and return your vote in the enclosed envelope to Sentry Management, Inc. These ballots (and proxies) must arrive in the Sentry Management office no later than Wednesday, June 18, 2025. You may also fax or email your signed ballots or proxies directly to Sentry Management at 208- 676-8603, or jgera@sentrymgt.com.
2. Bring your ballot with you and cast your vote at the meeting.
3. Fill out and return the proxy form or signed ballot by the above-named deadline.

Ballots will be tallied by Sentry Management. Results will be mailed, emailed and/or posted on the Web site when available after AGM.

If you do not understand a motion please email the Board at bod@cbpoa.info. Please do NOT call Sentry Management for motion information.

A proxy form is enclosed if you would like to have someone else vote for you or if you cannot attend the AGM but still wish to be represented at the meeting. A proxy is also good for any floor motions or nominations that may arise at the meeting. Please remember that your personal vote always takes precedence over your proxy, so you may still send in a vote on a given motion and also have a Proxy at the meeting for floor motions or nominations. You may also assign your Proxy to the Board and they will vote on your behalf.

Items enclosed with this AGM packet include:

1. Welcome letter
2. Standing Rules for June 21, 2025 AGM
3. Proxy form with instructions
4. Tentative agenda
5. The Board of Director's report and other leadership reports
6. Candidate Statement and Ballot for Candidate
7. Motions designated Exhibit A – D + Ballot for Exhibits A – D and Ballot for Motions
8. A self-addressed envelope for the return of proxies/motions/ballots CBPOA.

Board of Directors: Tammy Nagel, President	Ginger Jacobsen, Secretary
Curt Carrender, Vice President	Joan Noel, Treasurer
Mike McClung, Member-at-Large	

Please feel free to send us an email at bod@cbpoa.info with your questions or concerns. If you would like a return phone call, let us know your phone number and someone will call you.

Thanks

CARLIN BAY PROPERTY OWNERS ASSOCIATION

STANDING RULES For Annual General Meeting June 21, 2025

Voting Representation

Consistent with the Bylaws and CC&Rs, members in good standing may choose to mail in a ballot, be present or to be represented by a designated proxy at the meeting. Members in good standing may designate the Board of Directors or a person of their choosing to speak for them and/or cast their votes at the meeting. All proxies must be designated by filling out and signing the Proxy Form provided for that purpose by the submission deadline. All ballots must have been received by Sentry Management Inc. offices by Wednesday June 18, 2025

Ballots will be distributed to eligible voters at the meeting.

Quorum

In keeping with Idaho Statue and consistent with CBPOA documents, a minimum of 10% of the eligible votes must be represented in person or by proxy in order to do business.

Also, in keeping with Idaho Statue and consistent with CBPOA documents, unless one-third (1/3) or more of the voting power is present in person or by proxy, the only matters that may be voted upon at a meeting of members are those matters that are described in the meeting notice.

Motions Mailed to the Membership

Motions presented by the Board of Directors or a member of CBPOA were mailed to all members in good standing for their consideration.

Motions cannot be amended at the meeting unless the 1/3 rule above is met.

The author of the motion will have up to three (3) minutes to present their motion. Up to five (5) minutes will be allocated for debate. Debate may be extended up to two additional five (5) minute periods if the body so chooses.

Voting will take place by ballot, in person or by proxy at the meeting. Sentry Management will count votes after the meeting and they will report the results.

New Motions Offered at the Meeting

Motions made and seconded at the AGM must be submitted in written form within two weeks of the AGM and will be vetted by an attorney.

All new motions must be vetted and certified by the Association attorney before being declared for a valid vote. Upon the attorney's approval, legal motions will be mailed to the membership for a vote.

Ballots will go to Sentry Management for counting and they will report the results.

The author of the motion will have up to three (3) minutes to present their motion at the current AGM.

Up to five (5) minutes will be allocated for debate, 90 seconds per person. Debate may be extended up to two additional five (5) minute periods if the body so chooses.

Parliamentary Authority

Robert's Rules of Order, Newly Revised, will be the parliamentary authority for the meeting.

2/3 positive vote required to pass (financial expenditure).

Carlin Bay Property Owners Association

2025 Annual General Meeting

PROXY FORM

I/we, the undersigned, being the legal owner(s) of a lot or lots in Carlin Bay Property Owners Association and a member or members of Carlin Bay Property Owners Association, Inc., an Idaho non-profit corporation, do hereby constitute and appoint:

(please print)

Appointee may be the Board of Directors OR a person who will be present at the meeting. If there is no person indicated in the line above, the proxy will be exercised by the Board of Directors.

Agent for me/us, and in my/our name, place and stead, to vote as my/our proxy at the Annual General Meeting of the members to be held on June 21, 2025. Unless sooner revoked, this proxy provides full power to cast the vote(s) that my/our membership would entitle me/us to cast if I/we were personally present, and to further authorize said proxy designee to act for me/us and in my/our name and stead as fully as I/we could act if I/we were present, giving to my/our proxy full power of substitution and revocation. I understand this form must arrive at the Sentry Management, Inc. offices by Wednesday, June 18, 2025 in order to be valid.

IN WITNESS WHEREOF, I/we have executed this proxy on the _____ day of _____, 2025.

Member Name(s) – please print clearly

Member signature(s)

Note: Each owner is allowed one vote per each assessed property.

Place Label Here

You can mail (self-addressed envelope), email or fax your proxy/motion/ballot to:

CBPOA, C/O Sentry Management Inc.
1110 Park Place, #101
Coeur d'Alene, ID 83814
Fax 208-676-8603
jgera@sentrymgt.com

CARLIN BAY PROPERTY OWNERS ASSOCIATION
2025 ANNUAL GENERAL MEETING
June 21, 2025 9:00 AM
Harrison Grange, Harrison, Idaho

AGENDA

Call to Order Meeting is called to order with summary comments by President Tammy Nagel.

Introductions – Board members, Committee members, Sentry Management representative(s), etc.

Adopt Agenda & Standing Rules Proposed Agenda and Standing Rules will be handed out at the welcome desk upon sign-in.

Annual Reports – Annual Reports were mailed out prior to the AGM. There will be time for questions and answers regarding each report.

Member Motions - Four Member Motions were submitted for consideration and included in the packet.

Motion – Exhibit A, Amendment to Bylaws Sections **B 16.00 Principal Duties, B 99.00 Approval of Bylaws** and CCR Section **C 99.00 Approval** (Voting and Vote Tabulation) - Ginger Jacobsen

Motion – Exhibit B, Amendment to CCR Section **C 60.00 Special Rules - Vessel Registration and Storage** (CBPOA Additional Insured on Watercraft) - Marina Committee

Motion – Exhibit C, Proposal for Roads Maintenance Funding (RMF) - Dan and Janet Rife

Motion – Exhibit D, Proposal for Approval of loan of \$200,000 to fulfill the 2022 AGM motion to pave all roads including Edgewater Road - Paige Bassett

Election of Officers, see election packet (one Board position up for election) Nomination(s) from the floor. Members present at the AGM vote by ballot.

Motions from the floor – (See the procedure described in the Standing Rules).

Members' open forum

Adjournment

**Carlin Bay Property Owners Association
Board of Directors Report
Prepared for the June 21, 2025 Annual General Meeting**

Dear Members,

As we prepare for the upcoming Annual General Meeting on June 21, 2025, I am pleased to share this report outlining key updates, decisions, and priorities from your Board of Directors (BoD) over the past year.

AGM Voting Review

The BoD had reviewed and overturned the voting outcome from June 2024 AGM. This action was taken after a thorough evaluation. This evaluation included discussions with our attorney, discussions with members, and consideration of our longstanding practices. This action ensures that we align with the best interests of our community and adhere to our governing documents.

Hwy 97 Water Leak and Repairs

Earlier this year, a significant water leak on Hwy 97 led to temporary water rationing for several members. We are grateful that this issue was resolved using Department of Environmental Quality (DEQ) funds, sparing the community from direct financial burden.

Financial Planning and Management

We've formed a new Finance Committee to strengthen our budgeting process and financial oversight. This committee was instrumental in developing the 2025 budget. In parallel, we collaborated with Jan Tymeson to open a Certificate of Deposit (CD) and a Broker Liquid Account to maximize interest earnings on funds allocated toward the DEQ loan.

Architectural Review and Development Guidelines

The BoD continues to partner closely with the Architectural Landscape Review Committee to ensure thoughtful development and compliance. The ARLC and the Board worked together to refine the Before You Build document to provide clearer, more practical guidance for members planning construction projects.

Construction Bond Enforcement

The Board is working diligently to enforce the required \$20,000 construction bond, which helps protect our roads during building activity. This policy supports long-term infrastructure sustainability and accountability for those undertaking major projects.

Community Participation Encouraged

We encourage all members to consider serving on a committee. Your involvement strengthens the association and ensures a broad range of voices are represented in our decisions.

Road Maintenance Plans

Repairs are scheduled for this summer to address road dips on Sunset Shores CR and Hanson Road. These efforts are part of our ongoing commitment to maintain safe and accessible roads throughout the association.

Wastewater System Upgrade

The most recently approved project is the installation of a telemetry system for our Wastewater System. This system will provide real-time alerts to our Wastewater Manager, Jerry Sebbby, and his crew if the pumps malfunction, allowing for faster response and prevention of waste overflow.

Looking Ahead

We are pleased to report that there are no major issues at this time. Your Board remains focused on preserving and improving the quality of life in Carlin Bay, guided by a sense of responsibility, transparency, and community spirit.

Thank you for your continued trust and engagement.

Warm regards,
Tammy Nagel
President, Carlin Bay Property Owners Association

AGM 2025 Water Report

Construction Phase 2 Status at time of this writing

- 1) Reservoir 4 should be completed by Memorial Day and On Line shortly there after
- 2) All 3 backup generators are operational. They are located at reservoir 2, water treatment plant and at the lake pumps. This will let us produce and pump water to all 3 zones during a power outage.
- 3) Marina driveway is paved and completed
- 4) Water main that feeds Ridgeview Loop will be replaced starting June 1st
- 5) Fire hydrant that was damaged on Timberlane will be replaced with new hydrant in June 1st time frame
- 6) Demo of old treatment plant will occur August September time frame

Operations

- 1) Filters 1 & 2 had spots of rust in filter bay. They were sanded and repainted
- 2) The new treatment plant is running very well and producing very safe clean water
- 3) Total storage capacity was 90,000 gallons with new reservoir it is 180,0000 gallons
- 4) Production capacity is 175 gallons per minute per filter

Personnel

- 1) Roy Peich has joined the water team and has become a valuable asset to our community
- 2) With regret we have learned that Dan and Janet Rife are retiring from water after 18 years of operating our water system. They will be missed

Jerry Sebbby
Mobile Phone 208-970-2503

Wastewater Report 2025

Our wastewater system consists of your septic tank, that is connected to our community collection system, which is a network of pipes and lift station pumps, that move our wastewater to our wastewater lagoons. Our wastewater is stored in the lagoons until summer, at which time we pump the wastewater out of the lagoons, treat it with chlorine, and use it to irrigate our forest area that is dedicated for wastewater land application.

Over the past year our wastewater collection system has been working well most of the time, but there have been some control and pump breakdowns that, had team member Mike Holiman not been available to deal with, may have caused a lengthy system outage. As our system ages, the controllers in our lift stations are becoming more problematic.

Also, among the challenges we face with our wastewater collection system, the lack of real-time knowledge of equipment breakdowns is a serious issue. Given that we have a series of lift stations that move our wastewater up hill to the lagoons, a failure of one lift station in that chain can result in a wastewater overflow spill if the lift stations below it continues pumping. This is something that has happened but has been noticed and stopped before becoming a catastrophe. The only lift station pumps failure alarm we have now are a red light and an audible alarm at that particular lift station. If no one sees or hears the alarm, and reports it, a serious, or even catastrophic wastewater spill could occur. This is an especially big problem in the winter, when there are days when no one may see a lift station.

We have been trying for years to find a telemetry communication solution that would work with our collection system, some parts of which are located in places not having reliable cellular service, which is the common communication link in such systems. We were recently given a proposal from Bigfoot Technical Services, a firm that has provided such services for our water system, for a system that will give us real-time knowledge and control we need and replace our problematic controllers with current state-of-the-art hardware. That system would use radios, rather than cellular communication. This proposal was presented to the BOD and they have, thankfully, found a way to fit it in the budget. Installation will be done over the next couple months, and we will then be much better equipped to prevent a costly wastewater spill.

With regard to our lagoon and land application system, we are pleased to report that repairs made to the irrigation pump intake system by our wastewater team members, completed in the October 2023, worked very well and allowed us to complete our land application for 2024 in record time.

CBPOA requires that members have their septic tanks pumped out and inspected at least every five years, and more often than that for higher occupancy households. This is very important as our system is designed to handle just the liquid effluent from your septic tank. A poorly functioning tank could clog up our system, so please have it pumped out and inspected as required.

Wastewater Team Members

Jerry Sebby
Mike Holiman
Alan Wire
Samuel Lasko

Marina Update AGM 2025

Marina Manager: Steve McClain

Members: Steve McClain, Ginger Jacobsen, Robert Johnston, Kevin Cozad, Tami Drake, Susie Banks, Dave Banks, John Armando

I would like to thank my committee members for their commitment to keeping our Marina the jewel of Lake Coeur d' Alene.

The current gate code is 4040 and will be changed to 4547 before the AGM.

This year Harrison Dock Builders installed new floats under some of the fingers that were sinking.

The marina gate which was damaged from the water leak repair has been fixed and installed. Thank you to Staci Hacking and Jan Rife for painting the gate. The marina driveway has been repaired and paved. Gravel has been filled in on the north area of the parking area. This project was at no cost to the membership and paid via ARPA funds under the water project as the damage was caused from a water line break that has been repaired.

Mike McClung volunteered and built a new kayak/canoe rack this winter. Thank you, Mike. We should be able to house 24 to 30 kayaks/canoes with both racks. Thanks to Ginger Jacobsen for painting the new rack. The old and new racks have been moved further down the beach towards the launch ramp. The cost for storing your kayak/canoe for the season is \$50 per vessel or \$100 per year. Please pay Sentry Management and get your sticker from Susie Banks 208.699.9350. Kayak/Canoes without a sticker will not be able to be stored on the beach or rack.

A CCR change will be brought before the membership to ensure that motorized watercraft in our marina have insurance and make CBPOA an additional insurer. Please vote yes.

We have new metal picnic tables on the beach. These tables were paid by members in our association who donated the funds. The cost for both tables was \$2098.00. Thank you for your donations. The Johnstons also donated a picnic table which is down by the dog beach to be used by our membership.

The marina covers are back up and the portapotty is back in its house. If you have a marina cover and you see a tear, please let Steve know so that it can get fixed for the following season. Members are responsible for the cost of the repair.

The Marina/Beach cleanup will be 7 June 2025, starting at 10am. Come on down and get to meet your neighbors. Bring rakes, brooms, buckets, old rags and week whackers. Brats will be served at high noon. Bring a dish to share.

The Appetizerfest is planned for 30 August at 3:00 pm. Bring chairs, drinks, and an appetizer to share. It's a great time to reminisce with your friends and neighbors in Carlin Bay and a nice touch to the end of the summer season.

Architectural Committee Projects for 2024-2025

- **New Residential Projects Reviewed & Approved By Architectural Committee – Not Started**

Nilan Residence – Ridgeview Loop Lot 345 Block 1

- **Prior Approved New Residential Construction – Not Started**

Nilan Residence – Ridgeview Loop Lot 345 Block 1

Scheidt Residence – 15147 Sunset Shores Circle

- **Currently Under Construction:**

Carrender Shop – 13820 S Edgewater Drive

LH Homes – 13788 S Hanson Rd.

Eason Residence – 14487 Sunset Shores Circle

- **Other Structures Reviewed & Approved by Architectural Committee**

Eason Shop – 14487 Sunset Shores Circle – Approved site plan

- **Upcoming Known Projects – In Process**

Luther Shop – Initial contact has been made, awaiting shop drawings & Site plan

- **Completed Projects for 2024/2025**

Jayne's Shed – 13606 S Hanson Rd

Seville Deck – 15140 E Sunset Shores Circle

The Architectural Committee reviews for compliance with CBPOA requirements and then recommends approval to the Board for final approval and collection of necessary fees.

The committee updated the most current version of the Before you Build document to ensure that homeowners/Builders comply with the CCR requirements.

Members of the Architectural Committee:

Chris Cozad – 2024 - Present

John Learman - 2024 - Present

Kellie Bassett – 2025 - Present

Julie Beck – 2025 – Present

Financial Committee

Members

Ross Fetter

Scott McCrea

Troy Tymesen

Scott Pelokla

Joan Noel : recently withdrew from committie

Committee established and format established by Tammy

Accomplishments

Suggestion to board to divest funds to multiple banks for FDIC insurance max of 250k

Suggestion to board to put saving funds into CDs , projected increase in income of approx. 13 k per year

Review and suggestions for budget

Review of water loan contract policy regarding use of funds

Currently working on establishing a suggested policy for boards use of saved and official reserve funds

Create letter to community regarding reserve study and current community financial condition

Reserve Study

Committee: Ross Fetter

Created component list of items in community

Estimated values and expected life of components

Created reports of expected future cash flow needs

Assisted in preparation of letter to community regarding Reserve study

Insurance Committee

Members

Phil Noel : recently withdrew from committee

Joan Noel : recently withdrew from committee

Ross Fetter

Kevin Cozad : recently joined

Contacted multiple companies for insurance quotes

Negotiated and received 2 quotes(one company withdrew quote after we accepted it)

Obtained quotes on umbrella policies for additional 5 and 10 mill

Updated policy wording of addresses of our covered locations

BOARD OF DIRECTORS ELECTION BALLOT

Carlin Bay Property Owners Association
Annual General Meeting – June 21, 2025

There is one (1) position open on the Board of Directors and one (1) nomination that has been received.

There may be additional nominations made from the floor of the AGM. Nominations from the floor can only be made with the consent of the person being nominated. If the position is not filled by the election, the Board of Directors will make an appointment to fill the empty position.

VOTE FOR ONE (1):

ROBERT JOHNSTON, for a three (3) year term

in favor: _____

NOMINATION FROM THE FLOOR, for a three (3) year term

(write in name)

in favor: _____

NOMINATION FROM THE FLOOR, for a three (3) year term

(write in name)

in favor: _____

Place Label Here

Signed **(must be signed to be counted)** _____

Dated _____

CANDIDATE STATEMENT CARLIN BAY PROPERTY OWNERS BOARD MEMBER – 2025

Name: **Robert W. Johnston**

Date: **6 May 2025**

Address: **14454 S. Carlin Bay Road, Harrison, ID 83833**

How many months/years have owned property or lived in CBPOA? **10+ years**

Have you ever served on any Board of Directors or CBPOA Board before? **No. I have worked closely with numerous Board of Directors for several decades and I have served on various committees.**

If yes, how many years did you serve? **N/A**

Where? **N/A**

Tell us why you wish to serve on the Board: **To serve each and every member of the Carlin Bay community with the goal of enriching everyone's experience in our community and making our community an enjoyable and pleasant life experience.**

Recommended qualifications for applicants:

Each Board member should have a basic understanding of the CC&R's, Bylaws and Land Use Plan of the Association. **Yes**

Each Board member is to be current on monthly assessment fees and in good standing with the Association. **Yes**

Each Board member should have the temperament to work with folks with a wide variety of perspectives. **Yes**

Our Board is a working board so members need to be willing to dedicate several hours per month to the Association. Additional time may be required depending on projects and other Board responsibilities. **Yes**

Signature:



Date: **6 May 2025**

This statement must be received no later than **Friday, May 2, 2025** to have your name added to the voting ballot at the annual meeting.

BALLOT
2025 Annual General Meeting
June 21, 2025

Place Label Here

Please mark each vote with an "X" in the appropriate square. Leave both squares blank to abstain. If both squares are marked, no vote will be cast.

EXHIBIT A: Bylaws Sections B16.00 and B99.00 and CC&R Section C 99.00 Addendums to clarify voting and tabulation procedures.

IN FAVOR (Yes) _____ OPPOSE (No) _____

EXHIBIT B: CC&R Section C 60.00 Addendum to require additional insured named on watercraft Insurance policies.

IN FAVOR (Yes) _____ OPPOSE (No) _____

EXHIBIT C: Motion for proposal of Roads Maintenance Fund.

IN FAVOR (Yes) _____ OPPOSE (No) _____

EXHIBIT D: Motion to approve a loan to pave Edgewater Road.

IN FAVOR (Yes) _____ OPPOSE (No) _____

Signed **(must be signed to be counted)** _____
Date _____

EXHIBIT A

Ginger Jacobsen submits the following proposal to be voted on at the 2025 Annual General Meeting.

Background: To make changes to the ByLaws and CC&Rs, the Association has voted with the approval of two-thirds of the concerned membership at a general and special meeting since 2000. In 2012 there were two motions to change the voting process in the ByLaws and CC&Rs. The motions were to change B 16.00 and C 99.00 to require the approval of two thirds vote of all eligible property owners. Both motions failed. The membership has continued to vote using the approval of two thirds of the concerned membership voting at a general and special meeting.

Proposal: To clarify the voting process in the ByLaws and CC&Rs to reflect the way the Association has voted in the past and to clarify the voting tabulation. To define "Concerned Property Owner" for the purpose of voting and vote tabulation.

Proposed Change: I propose an addendum to Section **B 16.00 Principal Duties** which will define a "Concerned Property Owner". This addition is shown below as an addition to **B 16.00 d)** and is in red in its submitted form for clarification. No other changes are submitted for B16 a) through f).

Proposed Change: I propose an addendum to section **B 99 Approval of ByLaws** in the by-laws and section **C 99 Approval** in the CC&Rs to change the wording from "General Members" to "Concerned Property Owners". This is shown below in red and underlined in its submitted form for clarification.

B 16.00 Principal Duties

The principal duty of the Association is to function as a non-profit service provider and facilities manager dedicated to Page 2 of 31 carrying out the organizational purposes described in the uniform protective Covenants, Conditions, and Restrictions (CC&R's). The Association shall make assessments, facilitate collections, and disperse funds consistent with its dedicated non-profit duties as a service provider and facilities manager operating for the exclusive benefit of the affected property owners.

The Association members shall elect a governing body of the Corporation, known as a Board of Directors, and that governing body shall attend to the organizational purposes described in the uniform Covenants, Conditions, and Restrictions (CC&R's) and shall carry out the principal duties of the Association and shall have the following authorities:

- a) The Board of Directors may suspend membership privileges and voting rights of a property owner for cause or for any period during which any assessment against the owner's property remains unpaid or delinquent.
- b) The Board of Directors shall act in a lawful manner in matters pertaining to the peace, safety, comfort, health, and general welfare of the property owners.
- c) The Board of Directors may elect to advance payment of pass-through taxes or other appropriate fees, and thereafter assess the property owners on an individual, group or general basis.
- d) The Board of Directors may change, revise or modify the existing "Articles of Incorporation" or "Covenants, Conditions and Restrictions," but only after obtaining a two-thirds (2/3) VOTE of the concerned property owners. **For voting purposes only: A Concerned Property Owner is defined as a property owner in good standing who actively participates in the management of the association by submitting a vote, a nomination, or a survey response when called upon to do so in person, by ballot, or by proxy. Tabulation will be based on those submittals only.**
- e) The Board of Directors may increase general assessments, but only to a limit not to exceed five percent (5%) annually. Any increase exceeding five percent (5%) annually must be supported by a two-thirds (2/3) VOTE of the concerned property owners at a general membership meeting.
- f) The Board of Directors may create Standing Committees on a permanent basis and Advisory Committees on a temporary basis and thereafter delegate duties to such committees
- f) The Board of Directors may create Standing Committees on a permanent basis and Advisory Committees on a temporary basis and thereafter delegate duties to such committees.

B 99.00 Approval of ByLaws

By a proper and lawful VOTE of the General Members, and by review and APPROVAL of the Board of Directors, the Association established these revised By Laws as of May 15, 2000. Any substantive or procedural modification to these By Laws requires a formal VOTE by the ~~General Members~~ **Concerned Property Owners** in which a minimum "two-thirds" majority supporting the change must be recorded.

C 99.00 Approval

By a proper and lawful VOTE of the General Members, and by review and APPROVAL of the Board of Directors, the Association established these revised uniform protective Covenants, Conditions and Restrictions (or CC&R's) as of May 15, 2000. Any substantive or procedural modification to these CC&R's requires a formal VOTE by the ~~General Members~~ **Concerned Property Owners** in which a minimum "two-thirds" majority supporting the change must be recorded.

EXHIBIT B

ADDITIONAL INSURED NAMED ON WATERCRAFT INSURANCE POLICIES

Submitted by: CBPOA Marina Committee

Background: To ensure up-to-date insurance coverage on all motorized watercraft moored in the marina.

Proposal: Require all members/lessors to add CPBOA as Additional Insured to insurance policies.

Proposed Change: We propose an addendum to Section **C 60.00 Special Rules - Vessel Registration and Storage** which will require all members/lessors with motorized watercraft in the marina to name Carlin Bay Property Owners Association as an Additional Insured on their insurance policy. This addition is shown below in red and is underlined in its submitted form for clarification. No other changes are submitted for **C 60 b)** through **k)**.

Fifth Amendment – dated June 2008

Sixth Amendment – dated July 2010

C 60.00 Special Rules – Vessel Registration and Storage

By a proper and lawful VOTE of the General Members, the Association maintains the following special rules:

a) Regardless of type, category or use, all watercraft operating or stored in or about the private marina must comply with the following requirements:

- maintained and operated in a safe, lawful manner at all times
- adequately insured to recognized levels of coverage by naming Carlin Bay Property Owners Association as an Additional Insured for all members/lessors with motorized watercraft in the marina.
- properly registered with the regulating authorities
- must lawfully display current watercraft identification numbers.

EXHIBIT C

22 April 2025

Subject: Proposal for Road Maintenance Funding (RMF) and Ballot for Voting

Dear CBPOA Member,

Background: We are now starting our 25th year as a community. Janet and I have been members this entire time. Until 2023/24, the CBPOA members have been dealing with dirt roads, deteriorating chip seals, potholes, uneven surfaces, and deteriorating road foundations. With work from the Board of Directors and other members, we finally now have paved roads, although one road (Edgewater) remains fully gravel packed, graded, but unpaved. The paving of Edgewater is another issue at this point, as the effort of this proposal and vote is for another reason.

Proposed: It is time to think about funding for the maintenance of our paved roads. If we do not think ahead, we all will pay maximums at one time in the future each time the situation for road maintenance arises. A funding which is initiated and builds over time, much like the Marina Area Funding (MAF), will take much of the large cost hit away from each of us.

We have discussed this subject with other Association members and they are as concerned as we are. First, let us tell you, neither Janet or I are members of the road committee, nor are we advocating anything other than for the love of this community by bringing this to all of your attention.

The proposal for the Road Maintenance Fund (RMF) is offered for your consideration. We feel that it is the best way to ensure our roads are maintained without an all at once heavy hit to the membership.

We thank you for your participation in this effort and together we can make our community even better.

Dan and Janet Rife

Dear CBPOA Member and CBPOA Board Members:

The following is a proposal and ballot for creating a Carlin Bay Property Owners Association (CBPOA) Road Maintenance Fund (RMF). It is being brought to your attention because with no funding available, any monetary funds for the maintenance of Association roads will:

1) Come out of the General Fund, and 2) Require an Association wide membership assessment to pay for the effort.

The CBPOA roads are owned and used by all members, either daily or occasionally. You will also note in the following motion that the majority of the funding, after the initial starting assessment, will come from those sited directly on Association roads. There is also a cap on the fund and a replenishment factor involved so that the fund can not become over weighted and burdensome to the members.

This fund will also allow your Board of Directors (BOD) to deal directly and quickly with road maintenance and safety issues.

If passed, the goal of road maintenance under the RMF should follow the dialog as expressed in the textual content of the following three guidelines.

RMF Explanation – Guidelines to be followed by the CBPOA BOD

1. CBPOA road maintenance herein is specific for maintaining the private paved roads within the Carlin Bay Property Owners Association properties. It is a fund that will be used only for "maintenance" of the CBPOA private paved roads. It shall not be used for any new road paving/construction as it is a maintenance only fund for existing paved roads.

2. Maintenance of our paved roads involves functional checks, servicing, and the repairing or replacing of necessary surfaces and sub-surfaces. Proper maintenance will ensure that association roads are in good condition for drivers, passengers, and pedestrians. It involves regular maintenance to fix issues like uneven surfaces, potholes, cracks, side area gravel retainment and signage. For the purposes of defining this funding effort and road maintenance, snow removal is not considered road maintenance. The main goal of road maintenance is to ensure long lasting roads, safety of all road users, prevent vehicle damage, and reduce traffic congestion.

3. Road maintenance can be classified into three types: routine, periodic, and emergency. Routine maintenance includes tasks that are done frequently, such as pothole patching, crack sealing, and sign repairs. Periodic maintenance involves less frequent but more extensive work like asphalt resurfacing. Emergency maintenance addresses urgent issues that require immediate action to secure the area and restore at least partial operation of the road.

Thank you for your consideration of this important road funding issue.

Your return of the Road Maintenance Fund ballot with your choice of Yes or No is needed and is appreciated.

Carlin Bay Property Owners Association (CBPOA) Motion for consideration –

1. That the CBPOA Road Maintenance Funding (RMF) account be initially opened and funded with a one time assessment of \$10.00 per each CBPOA property within the Association. This assessment will be for the initial year of 2025 irrespective of a property location within the Association..

2. This account is to be funded yearly thereafter starting in year 2026 by assessing each CBPOA property owner per month as follows:

a. Association members properties located on all internal roads will be assessed \$5.00 per month (\$60.00 per year).

b. Association members properties located on external roads (Carlin Bay Road, Parker Road will be assessed \$1.00 per month (\$12.00 per year).

3. This yearly maintenance charge, for the entire year, will be billed at the same time as the normal billing that is sent to each CBPOA member as a part of the normal billing per month for all CBPOA members.

4. The CBPOA Board of Directors shall have the discretion and control of all funding, road maintenance decisions, accounting, and expenditures for the Road Maintenance Fund (RMF) account.

5. If and when the Road Maintenance Fund reaches a total of \$20,000.00 or more, at the end of the entire year, payments by the membership into the fund will cease. When the fund drops below \$18,000.00, the CBPOA Board of Directors shall have the funding restarted, for the remainder or entire year, until the maximum is reached.

The following BALLOT is used to create a Road Maintenance Funding account as stated above. This voting ballot requires a simple majority vote (50.1%) to be passed.

CBPOA Member Name

Number of Votes _____

Please mark or check either Yes or No below and return this ballot for consideration.

_____ **YES** In favor - Motion to assess members for the Road Maintenance Fund

_____ **NO** Not in favor - Motion to assess members for the Road Maintenance Fund.

Member Signature

EXHIBIT D

MOTION TO PAVE EDGEWATER

Most of the private roads in the Carlin Bay HOA were either originally paved or intended to be paved, first by the developer and later by the HOA. In the past, Edgewater had at least some paved surface similar to the other private roads in the HOA. Unfortunately, there was always an excuse to exclude maintaining or re-paving it because there were never enough funds.

At the 2022 AGM a motion was passed by an oral vote to use temporarily available Capital Improvement Funds to fix the damaged marina and then pave the roads.

Concerned that in the past Timber Lane was always being overlooked, an addition to the motion was proposed that **Timber Lane and all private roads should be included.** The motion and addition to pave all roads was passed.

After fixing the marina and paving all the other roads including Timber Lane, Edgewater was again dropped because the funds ran out.

A motion was submitted at the 2024 AGM to borrow \$200,000 to fulfill the 2022 AGM obligation to pave Edgewater but no details on what the cost to each individual property would be every month, how long the loan payments would go on or a reminder of the 2022 vote obligation to paving was provided in the motion. That motion for the loan without repayment information did not pass.

This motion today is not to approve paving. That motion to pave passed in 2022. **Today the motion is to approve a loan of \$200,000** for 6 years at an approximate interest rate of 7% to be paid monthly. **Cost to each individual parcel will be approximately \$20.00 per month.**

This motion will provide 3" of paving over 3" of base and improve the drainage on the sides of the road. While the underlying road bed may not meet ideal standards and icing will always be a challenge to the local home owners, the road is constantly being used by people throughout our HOA, Now that the marina is fixed it is time to replace those funds and pave Edgewater.

April 22, 2025