

## **CSOPOA Annual Meeting Minutes**

- **Date:** January 18, 2026
- **Time:** 11:00 AM (Called to Order)
- **Location:** Charlotte Shores Marina
- **Meeting Type:** Annual Membership Meeting

### **Attendees:**

- **Board Members Present:** Joe Dunlap, President, John Andrews, VP, Ray Atwood, Treasurer, Diane Gleason, Director, Mike Baluja, Director
- **Board Members Absent:** Carolyn Niblock, Secretary, John Hall, Director
- **Quorum:** 21 member residents were present plus the Board (attach sheet). A quorum was not required due to no proposed by-law changes.

### **1. Call to Order & Approval of Previous Minutes**

- President, Joe Dunlap called the meeting to order at 11:01.
- Pledge of Allegiance was led.
- President Dunlap Introduced all the Board members present.
- A moment of silence was observed in memory of neighbor residents lost during the past year.
- A motion was made to approve the minutes from the 2025 annual meeting held on January 14 2025.
  - **Motion: Rick Ludwig**
  - **Second: Dan Crant**
  - **Motion Carried**

### **2. Reports**

- **Treasurer's Report:** (See Attached Financial Report).

Treasurer Ray Atwood presented the Profit & Loss (P&L) Report. He noted there were no major repairs or capital investments in 2025, routine maintenance and utilities only. Tree removal and trimming at the marina were completed during the year too, which partially contributed to the fee increase approved last year.

Seawall repairs were completed and would be discussed later in the meeting by President Dunlap. No questions were raised by the membership.

Treasurer Atwood indicated that printed copies of the financial report were available. He also noted he is exploring electronic payment options for dues in the future.

- A motion was made to approve the Treasurer's Report:
    - **Motion by Diane Gleason**
    - **Seconded by Shelley Crant**
    - **Motion Carried**
  - **Old Business:** None
- 3. New Business**
- **Topic: Picnic Date**
    - Discussion: The annual picnic is scheduled for Saturday, March 21, 2026, at noon. Treasurer Atwood volunteered again to serve as chef. Menu suggestions were discussed, including a Mexican taco bar (i.e. fish, pulled pork, chicken, etc.)
  - **Topic: Seawall Repairs**
    - Discussion: President Dunlap reported that the seawall project, spanning multiple years, had been done at a cost of \$27,000 – exceeding one years of annual dues collected. This expense was the primary reason for the fee increase last year.
    - The repairs focused on the oldest section of the seawall, believed to be original, running from the flag to the dock, where a curved section had begun to fail.
    - The work has been completed.

**4. Election of Board Members:**

- President Dunlap indicated that we have seven residents that have agreed to serve. Six current members and one new one. Diane Gleason is stepping down and Shelley Crant has agreed to serve. He

asked whether anyone else would like to serve on the board in which case we would have an election. No one volunteered.

Motion was made to approve the proposed Board of Directors (Mike Baluja, Ray Atwood, Carolyn Niblock, John Andrews, Joe Dunlap, John Hall, and Shelley Crant).

- A Motion was made to approve the Board:

- **Motion by Dave Dillon**
- **Seconded by Tim Gleason**
- **Motion Carried**

## **5. Open Forum / Resident Input**

- Resident Mike Murphy inquired whether we were going to work on the boat ramp. He indicated that there's a piece broken off and when backing in at low tide, his trailer was damaged.
- Action Item: President Dunlap agreed to have the boat ramp inspected.

## **6. Adjournment**

- President Dunlap asked if any new residents were present.
  - Nika Hess introduced herself and thanked the Board for their service. No other new residents were present.
  - President Dunlap made a Motion to adjourn the meeting:
    - **Motion Carried**

Meeting adjourned at 11:15.

*Prepared by Diane Gleason*