



Minutes of the BLPOA Fall Membership Meeting Association Park Saturday, August 29, 2026

Agenda:

- Pledge of allegiance
- Board member introductions & opening remarks - Kerry Vachon, President BLPOA
- Motion to approve Spring 2026 Meeting Minutes
- Introduction of Board Candidates
- Proposed Bylaws (from Spring meeting)
- Election/Voting
- Proposed Bylaws (New)
- Dam update – Jeff Marshall, Chairman, Dam Association
- Reports from Directors
- Treasurer Reports & 2027 Proposed Budget
- New Business
- Election & Bylaws Results
- Motion to Adjourn

Pre-Meeting:

- Board members were available before the meeting for questions and/or concerns. In attendance were: Kerry Vachon (President), Laura Melanson (Vice President), Mary Vinagro (Treasurer), Lisa Giannelli (Asst Treasurer), Janice Hohenstein (Secretary), Gary Provencal (Association Park), Sheila Amero (At Large 1), Jeff Marshall (Beaches), Peter Moulton (Keys), Steve Bischof (Lake Safety), Paul Petelle (Asst Roads) and Tim Booth (Roads).
- Members were checked in as they arrived: 98 households signed in, plus 6 were represented by proxy.
- Meeting packets included: meeting agenda, Spring 2026 Membership Meeting Minutes, proposed bylaw changes, 2026 financial projections estimated for year-end, aging report for unpaid dues, 2027 proposed budget, CPA audit for 2023-2025, ballots for Board election and Bylaws proposed in the spring and scheduled for a vote.
- Meeting information was emailed and published on Facebook 15 days prior to the meeting.
- BLPOA merchandise was available for purchase.
- Refreshments were served.



Call To Order by Kerry Vachon (President) at 10:14 AM

The meeting kicked off with the Pledge of Allegiance.

Kerry Vachon introduced the current BLPOA board members and thanked the membership for attending. Required quorum was met with greater than 50 members in attendance.

Kerry referred members to the 2026 Spring Meeting Minutes in the packet. No questions were raised. Motion to accept was made (Bill D.) and seconded (Annie B.) to accept the Fall Membership Meeting Minutes. **VOTE:** Accepted unanimously.

Introduction of Board candidates: Anyone running for office had the opportunity to introduce themselves.

Proposed Bylaws Changes: Laura Melanson read the 5 Bylaw changes/additions proposed at the Spring meeting, modified based on membership input at the spring meeting. Kerry clarified that proposal #3 regarding parking on BLPOA roads would exclude Fisher Road, which is not governed or maintained by the BLPOA. This was in response to a question received from a member shortly before the meeting. Kerry also clarified that any member with penalties applied due to violation(s) of bylaws would return to good standing once fines are paid. No amendments were proposed from membership. Proposed bylaw language is included in the Appendix.

Voting: the meeting was paused to allow time for voting for Board candidates and Bylaw changes. Votes were counted for the BOD election by VP Laura Melanson and Member Pam Gelardi. Votes were counted for Bylaws changes by Asst Treasurer Lisa Gianelli and Member Lynda Kuhne.

New Proposed Bylaws: Shortly before the call to meeting announcement was sent on 8/14, the Board received 2 bylaw proposals from members to be presented during this meeting. Each was signed by 25 or more members in good standing as required by bylaw.

Submitted by Brian Strange, read by Kerry Vachon in Brian's absence, regarding boating safety. Any feedback on this proposal should be sent to Brian or any member of the Board. Proposed bylaw language is included in the Appendix. The Board did not take a position on this proposal.

Submitted and presented by Sean Sutton, regarding BOD Meeting Minutes. Proposed bylaw language is included in the Appendix.

Kerry presented comments from the Board's recent meeting regarding this proposal. All 11 members in attendance expressed concern, and do not support this proposal as currently written. The Board members agree that sharing information is a positive, and something we have been working to do more frequently, as demonstrated by surveys for feedback on proposals, the President's letter to summarize activities in the off-season, and presentations of additional financial

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materials at membership meetings, such as year-end P&L's and this this year's audit report. Concerns expressed are: increasing the administrative burden on an all-volunteer board, longer meetings resulting from the need to go in and out of private session on confidential topics, possibility for words taken out of context leading to criticism, resulting in risk of current and future volunteers being reluctant to seek a Board position. Beginning in September, Board will share our monthly agenda along with motions and decisions recorded.

Treasurer Reports (Mary Vinagro):

Mary explained the reports included in the packet. Projection for YE 2026 is to finish with \$18K surplus. Beaches line item is over by \$12K due to the project at Fireplug Beach. The Collections A/R report is included, we are currently just under \$24K with some recent payments, the lowest it has been in quite some time. Lisa is continuing with the collections process, including referrals to the attorney when necessary. The CPA audit report is included in the packet. Contact Mary with any questions on anything presented.

Proposed Budget for 2027:

Mary presented the proposed budget with planned income of ~218K and expenses of ~214K, close to a break-even plan. Roads line item increased to \$100K to continue with more improvements, the maintenance and plowing contract will remain the same next year. Invasives increases to \$41K to cover anticipated Milfoil treatment next year. Dale G asked about notating uncollected funds on the balance sheet and came to an agreement with Mary about leaving separated, but included in reporting since we are on a cash basis. Motion to approve by Beth Harney, seconded by Sandy Jenks. **VOTE:** Accepted, 1 No vote.

Dam Associate Update (Jeff Marshall):

Jeff explained the preventative maintenance being done on the dam this season by NH Dams. Boards are scheduled to be removed starting 10/15. Next year it might be possible to keep the lake level up for a couple of weeks longer. The State has still not given clear guidance on any work to be done to minimize a potential flood. The Dam Association is researching an updated estimate to rebuild the existing spillway to be proactive. Jeff responded to discussion among members on Facebook regarding the lake level, and is happy to meet with anyone to discuss an issue. Possible that docks can settle, making it appear like a higher water level. The dam is checked every day. If a board is removed to drop the level, it can be very slow to refill. Without rain, the only source is the springs within the lake area.

Roads (Tim Booth):

The roads are in decent shape, approximately 37 loads of material spread so far this year. Major project on Robinhood to raise the road, create drainage on the sides, then placed road pack on Robinhood, Maid Marion, and Nottingham. Final step will be calcium in that area, but need to wait for some moisture – conditions have been too dry. There is 14K left in this year's budget, target areas are the end of Beverly Hills and the end of Emerald Point.

Excess Reserves Follow-Up (Kerry Vachon):

Kerry continued the conversation from our spring meeting, reiterating that \$200K or 1 year of projected expenses is a good number for reserves level. Board discussed priorities and consensus is to prioritize lake-impacting projects, then Roads. Jeff already reviewed the research happening for the spillway, and the

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approved budget accounts for Invasives treatment next year. Tim has been reviewing projects which could be accomplished this year for the Roads and proposed the following for September/October:

1. Resolve Vachon drainage issues: currently all draining to one side, plan is to install a pipe to split drainage path, and also address the large puddle at the bottom of Vachon.
2. Cut back the tree branches to keep the roads at planned width. This is a safety issue impacting visibility. Plan is to cut back trees and brush encroaching on the roads and clear out the drainage ditches with leaf blowers. This will hopefully reduce impact of downed limbs during snow season.

Request to membership to approve \$39K for these 2 projects. Based on current projections, \$18K will come from this year's budget surplus, plus \$21K from Reserves (pending year-end actuals). Membership motion to approve, seconded. **VOTE:** Approved unanimously.

Russ B asked about prioritizing the secondary road for the West Side. Board supports the concept of this project. The estimate exceeds current reserve levels by a significant amount and requires further review to present funding options to membership for approval. Possibilities include a special reserve account dedicated to this project, or a special assessment.

Invasive Species (Paul Petelle & Kerry Vachon): Paul, Kerry and Steve Bischof have been covering the vacant Director-Invasives position on the Board. Divers pulled milfoil last month, and the plan is to schedule a treatment next year, as more has been marked with blue markers. State inspectors will be out in two weeks to survey so we can plan for permits next year. Brittle Naiad treatment was a more positive story. The boat launch area was treated, and no other sites were found. Hopefully we are able to stay ahead of this by ensuring that boats are cleaned thoroughly before entering the lake.

Election Results (Laura Melanson):

The following were re-elected to serve on the Board: President: Kerry Vachon, Treasurer: Mary Vinagro, Assistant Roads: Paul Petelle, Keys: Peter Moulton, Beaches: Jeff Marshall, Communications: Steve Consolmagno, At Large 1: Sheila Amero. Carol Provencal joins as Assistant Secretary. Thank you to all who volunteered.

Beaches (Jeff Marshall):

Jeff thanked members who have helped out with cleaning up beaches this year, and reminded all that any member can use any beach, not limited by neighborhood. He has received some complaints about people being confronted by neighbors. Jeff reported on work done this year at Fireplug to resolve erosion issues and replacing picnic tables across some of the beaches. Members expressed concerns about Fireplug, particularly access for the Fire Department. Jeff explained the split-rail fence is designed as break-away in case of emergency and was selected for that reason instead of large rocks like Vachon. Member recommended a locked gate with a key for the Fire Department. Jeff proposed removing the center section to allow vehicle access. In case of emergency a fire truck would be able to knock down the fence driving through.



Bylaws Voting Results (Lisa Giannelli):

Note: proposed bylaw language is included in the Appendix

Changes to bylaws require a 75% approval by members in attendance:

1. Approved @ 75.8% (72 Yes, 23 No votes) (re: rules for boat keys)
2. Defeated @ 64.2% (61 Yes, 34 No votes) (re: septic inspections)
3. Defeated @ 72.6% (69 Yes, 26 No votes) (re: parking on BLPOA roads)
4. Defeated @ 68.1% (64 Yes, 30 No votes) (re: registration for rental property)
5. Defeated @ 67.0% (63 Yes, 31 No votes) (re: advertising rental property)

New Business:

- Pam Gelardi requested the Board consider moving the gate at Association Park closer to the boat launch instead of gating the parking area at the road. This would improve access for anyone with mobility issues.
- DJ at the Park event is scheduled for 6 pm.

Motion to adjourn accepted at 11:46 am (Motion by Joni O, second by Annie B) **VOTE**: Unanimous.

Respectfully submitted,
Janice Hohenstein
BLPOA Secretary



APPENDIX



Proposed bylaws changes presented for the BLPOA membership meeting on 8-29-2026 including suggestions from spring 2026 meeting presentation.

Modification to existing rules:

1) Article III, Section 10, General Powers, Rules, #2 Regarding access and the availability of gate keys to the BLPOA private boat launch area

Current Wording: "The key may not be loaned out to any other person than family and specifically not to renters."

New Wording: "The key may not be loaned out to any other person than family and specifically not to renters, **and owners shall not open gates for non-family members, or any paying guests, to launch their own boats.**"

Rationale: This adds more clarity and plugs the loophole in the rule, while helping protect our lake from external environmental issues (ie invasive species, etc.)

New Additions to Article III, Section 10 under rules (no existing wording)

Regarding All properties:

- 2) Septic systems: Whenever a property is sold and there is a transfer of ownership, the new owner must show a certificate of inspection, including that the system is well functioning and supports the documented occupancy.

Rationale: Many properties abut our lake. Failing septic systems are one of the largest causes of nutrient pollution in terms of phosphorus and nitrogen in the water which can lead to algae blooms, cyanobacteria, declining water clarity, damage to fish habitats and health risks for swimmers. At the present time, cash sales do not require septic inspections as this currently only applies to waterfronts or mortgage/financing transactions.

- 3) Parking: All parked vehicles must in no way obstruct travel on the roads, and there is no overnight parking on the roads.

Rationale: Blocking our roads reduces visibility and creates safety hazards.



Regarding rental properties:

- 4) All rental properties must be registered with the BLPOA. Registrations include owner's home address and contact information, including a 24 hour emergency contact number; number of bedrooms, and maximum number of guests. Registrations must be updated annually. There is no charge for this registration.

Rationale: Contact information for current owners becomes known to all Board members in case of an emergency, or any issues arising that affect the community and need to be addressed.

- 5) When advertising a rental property, the number of bedrooms must be included, and this number must be consistent with number of bedrooms listed on the property card with the Town of Wakefield, and does not exceed the septic system's approved bedroom capacity. In addition, the number of available parking spaces must be listed.

Rationale: Helps prevent overloading the septic system and any environmental consequences. Number of bedrooms is more objective versus an estimate of how many it sleeps. Available parking spaces so that renters are not surprised and wind up needing to park on the street.

Other:

Failure to comply with proposed rules 2 through 5 results in the following penalties:

- a. 1st offense: written warning
- b. 2nd offense, or if the problem is not corrected 30 days after the written warning: \$500 fine
- c. 3rd offense, or if the problem is not corrected 60 days after the written warning: \$1,000 fine (\$500 previous + additional \$500)
- d. 4th offense, or if the problem is not corrected 90 days after the written warning: \$1000 fine plus member becomes "not in good standing" i.e. loss of gate key for boat launch, loss of voting rights, etc.

Rationale: Individual property owners may need an incentive to comply.



Proposed bylaw for the 2026 Fall BLPOA membership meeting:

We have an unsafe boating problem. Concerns include safety, irreversible shoreline erosion and invigorate bacteria levels (Cyanobacteria.) We need to act.

The membership should have the opportunity to vote for a bylaw that will restrict the privilege of boat ramp access to members found in violation of this proposed bylaw.

The proposed bylaw may be enforced when cited by Law Enforcement or, when sanctioned by the BLPOA board, based on the requirements of Section III:

- I. **Violating RSA 270-D:2 Section VI – (NH Boating Safe passage laws) – The board may:**
1st infraction*: 18 months probationary use of boat ramp
2nd infraction**: (within 18 months) – A one (1) year privilege removal.
*Once a probationary infraction is completed without incident, it will be erased and not be used for subsequent violations.

**Once served with a second offense, subsequent offenses will trigger a one (1) year privilege removal.
- II. **Violating RSA 265-A:2 Section II (Operating Under the Influence) – The board may: 1st infraction** will result in a two (2) year privilege removal.
2nd infraction will result in a five (5) year privilege removal.
- III. **Complaint sent by a member in good standing to the BLPOA Board.**
Any complaint of a boater referring to section I of this proposed bylaw sent to the BLPOA Board will be reviewed by the BLPOA Board. Complaints **MUST CONTAIN**: 1) video or photographs of the violation, 2) Three witnesses with a signed affidavit, and 3) A clear danger to people or the shoreline. When submitted to the Board under those requirements, the following actions will take place:
 - a. The Board will hold a vote to move forward with sanctions.
 - b. **If 50%, but less than 75% of the board votes in favor of sanctions, violators will be given a formal warning.**
 - c. If 75% or more of the Board votes in favor of sanctions, the member will be found responsible in violating section I of the proposed bylaw, and the board may take action.
- IV. **Boat Ramp Key**
Upon receiving a formal sanction from the BLPOA Board, that includes loss of boat ramp use, a failure to turn in the key will result in the following fines:
\$500 after 10 days, \$750 after 30 days, \$1500 after 45 days.
Lost keys incur the fine due at that time, plus the cost to replace keys for the membership.

The individuals signed below are requesting a bylaw change to allow removal of boat access key privilege upon a moving violation or under the influence violation from Law Enforcement or when the conditions above are met for the Board to vote on an occurrence.



Proposed bylaw for the 2026 Fall BLPOA membership meeting:

The undersigned members in good standing of the Belleau Lake Property Owners Association, Inc. hereby propose the following amendment to the Association Bylaws, pursuant to Article VIII, Section I, which requires no fewer than twenty-five (25) members in good standing to propose and amendment:

ADDITION OF NEW SECTION VI TO ARTICLE VI (MEETINGS):

The following new section shall be added to Article VI of the Bylaws:

SECTION VI: BOARD OF DIRECTORS MEETING NOTICE AND MINUTES

In addition to the notice required to Board members under Article III, Section VII, the Board of Directors shall also provide written notice of all Board meetings to the full membership no less than fifteen (15) days prior to said meeting. Notice shall include the date, time, location, and agenda of the meeting.

The Secretary shall record minutes of all Board of Directors meetings. Said minutes shall be made available to all members in good standing within thirty (30) days of the meeting. Minutes shall be distributed through the Association's newsletter, website, email, or by written request to the Secretary.

The Board of Directors may, by majority vote of Directors present, convene in private session during a Board meeting solely for the purpose of discussing the following matters: (1) pending or anticipated litigation or legal strategy; (2) active contract negotiations where disclosure would compromise the Association's bargaining position; or (3) matters involving the discipline or delinquency of a specific named member, where privacy protects that individual's rights.

Prior to entering private session, the Board shall announce the general subject matter to be discussed, without disclosing confidential details. Formal votes on matters discussed in private session may be taken during private session only when public disclosure of the vote would directly compromise the matter being discussed, such as ongoing litigation strategy or active contract negotiations. All other decisions shall be made by formal vote in the open portion of the meeting. The minutes shall note that a private session was held, the general subject discussed, the duration of the session, and whether any votes were taken.

RATIONALE:

This amendment ensures transparency and accountability of the Board of Directors to the membership it serves. Members currently have no guaranteed right to know when Board meetings are occurring or what decisions are being made between membership meetings. Requiring advances notice and timely distribution of minutes allows members to stay informed of Board actions taken on their behalf and strengthens trust between the Board and the membership.

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It should be noted that the recording of Board meeting minutes is already required under Article III, Section VI, which states that the Secretary shall attend and record all meetings of the Board of Directors. This amendment does not create any new administrative burden in that regard. It simply requires that minutes already being recorded be made available to the membership they serve.

It should also be noted that the fifteen (15) day notice requirement for Board meetings does not impede the Board's ability to act in urgent situations. Article IX, Section I already provides a mechanism for the Board to make decisions without convening a meeting, through a mail or email poll of Directors authorized by the President. Emergency decisions therefore do not require a meeting and are not affected by this amendment.

NEXT STEPS:

Per Article VIII, Section I and Article VI, Section III of the Bylaws, this proposed amendment must be included in the call to meeting with at least fifteen (15) days notice. It will be introduced at one membership meeting and voted on at the following membership meeting. Passage requires a three-fourths (3/4) vote of paid-up members present.