

DRAFT
Glastonbury Landowners Association
Board of Directors Meeting Minutes
January 8, 2007
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1. Call to order.

The meeting was called to order by Laura Boise at 7:10 p.m., at Golden Ratio Woodworks.

PRESENT: Laura Boise (President), Timothy Brockett (Vice-President), Janet Naclerio (Secretary), Charlene Murphy (Treasurer), Edward Anderson, Charlotte Mizzi, Orlando Johnson, Dan Kehoe, Jr., Neil Kremer, Francis Regan and Rich. Spallone.

ABSENT: William Smith

ALSO ATTENDING: Denise Orr (GLA Administrative Secretary). Landowners: James Kozlik, Frances Owen and Charles Barker.

2. Opening Prayer – Charlene Murphy

3. Set Agenda.

4. Reading and Disposition of Minutes.

November 6, 2006 Meeting Minutes:

MOTION: Janet motioned and Francis seconded to approve the November 6, 2006 meeting minutes with amendments. **Motion carried.** (2 abstentions: Charlotte & Edward)

December 5 and 11, 2006 Meeting Minutes: TABLED.

5. Treasurer's Report – Charlene Murphy

Charlene distributed and reviewed the “2006 Variance Report “(Jan-Dec 2006); “December 2006 Bank Transactions,” “2007 Budget Projections (Draft).”

ACTION ITEM: *Charlene:* Request from Ronda a simplified balance sheet to reflect amount in arrears.

5.1 Review assessment waivers re: homes destroyed in fires-Charlene

MOTION: Charlene motioned and Dan seconded to approve the waiver of 2007 dwelling assessments on South Glastonbury Lots 88-A, 85 and 87.

Motion carried. (2 abstentions – Neil, Tim and Laura)

Tract 78, SG Request for Home Assessment Waiver Request, 11/29/06 Letter

The Board reviewed pictures and reports concerning a home which had minor fire damage.

MOTION: Tim motioned and Charlotte seconded to deny the request for waiving the assessment on the Tract 78 (SG) dwelling. **Motion carried.** (2 abstentions: Laura and Neil.)

ACTION ITEM: *Denise/Charlene:* Draft /send letter to Tract 78 (SG).

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ACTION ITEM: *Denise/Ronda:* Create waiver application form and document policy re: assessment waivers.

5.2 Updated forms: check request, cash advance & accounting codes-DO

Denise distributed updated “Check Request” and “Cash Advance” forms based on newly added accounting codes to these forms.

5.3 Vote for additional approval verification requested by Bank of Rockies-JN

New Policy re: Authorization of Check Signers at Bank of the Rockies:

MOTION: Charlene motioned and Janet seconded to approve the establishment of a new GLA policy, effective January 8, 2007 and into the future: The GLA Executive Committee (President, Vice-President, Secretary and Treasurer) will automatically be authorized as check signers on the GLA’s checking account. Each GLA Executive Committee member will also have access to the GLA savings account, safe deposits box and loan information. Any check over \$750.00 is to be signed by two Executive Committee members. Additionally, Denise Orr, the current GLA Administrative Secretary will have access to the safe deposit box as long as she is employed by the GLA.

Motion carried. (1 abstention – Laura)

New Internal Policy re: Executive Committee Members Banking Guidelines

MOTION: Charlene motioned and Tim seconded to approve the following policy to be enforced within the GLA: The Executive Committee will initially obtain approval from the GLA Treasurer in writing, via email or fax before accessing either the checking or savings account and, if the Treasurer is unavailable the remaining three Executive Committee members should unanimously grant this approval. This internal policy should also carry over to the safe deposit box and must be in writing, via e-mail or fax. The same guidelines apply if the Treasurer is unavailable and the remaining three executive committee members unanimously grant their approval.

Discussion.

Motion carried. (1 abstention – Laura)

5.4 Elimination of Weed Reimbursement Policy

MOTION: Charlotte motioned and Edward seconded to eliminate the GLA’s weed reimbursement policy. **Motion carried.** (1 opposed – Charlene; 2 abstentions - Laura and Janet)

ACTION ITEM: *Denise:* Notify Edward to eliminate weed reimbursement policy from website.

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6. Officers' Reports

6.1 GLA Vision Statements

7. UNFINISHED BUSINESS – Committee Reports

7.1 Project Review – Tim Brockett/Rich Spallone (Co-Chairs)

7.1.1 Sherry Stenberg 22A-1 (NG)/Road Access Application – TB/JK

Tim reviewed and referenced his January 5, 2007 e-mail to the Board that included correspondence between Mike Spencer, a land planner for Park County, and him concerning this issue (attached). Jim Kozlik distributed an e-mail from Mike Spencer, dated, January 2, 2007 concerning prescriptive uses of easement. (attached). Discussion.

MOTION: Tim motioned and Rich seconded to deny the request for public access to Sherry Stenberg's subdivision, Parcel 22 (NG).
Discussion.

Amendment: Tim motioned and Rich seconded to add to the above motion: "This decision is based on the Covenants for the Community of Glastonbury, dated September 26, 1997." **Amendment carried.** (1 abstention- Laura)
Amended motion carried. (1 abstention – Laura)

7.2 Road /Weed – William Smith/Rich Spallone (Co-Chairs). TABLED.

7.2.1 Vote approval of posting any GLA road signs not previously approved

7.2.2 Follow-up on guard rail damage – WS

7.2.3 Proposal for sanding

7.3 Community Committee – Laura Boise/Francis Regan (Co-Chairs).

7.3.1 Discuss Action Strategy for Unresolved Complaints. Tabled.

7.3.2 Valery & Daniel O'Connel's Easement Issue - LB

Discussion.

UNANIMOUS AGREEMENT: The Board is not willing to handle the expense of consulting an attorney concerning this issue.

ACTION ITEM: Laura/Denise: Draft/send a letter, which includes a quote from the Covenants, to the O'Connells.

ACTION ITEM: Laura: Ask William Smith to document the GLA's responsibility for road easements.

7.3.3 Eleanor Schieffelin Complaint. Tabled.

7.3.4 Ev Johnston Complaint – Discuss unresolved issues.

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Tim reviewed that he had contacted Johnston concerning issues in Johnston's complaint. Discussion.

ACTION ITEM: *Tim/Denise:* Draft/mail letter to 5 Tenants in Common on Parcel 84 (SG) addressing the unregistered vehicles and shipping container.

7.3.5 Security Sub-Committee-LB/FR

ACTION ITEM: Francis/Laura will present proposal at February meeting.

7.4 Budget Committee – Executive Committee

7.4.1 Review new 2007 Annual Budget “Draft”(Originally approved 11/6/06)

Charlotte and Charlene reviewed the draft.

ACTION ITEM: *Charlene:* Prior to February meeting, Charlene will e-mail updated budget draft to Board members for a final vote.

7.5 Master Plan (LUMP) Committee Report – Neil Kremer (Chair).

7.5.1 MP Mailing from November 2006

Neil reviewed responses received from the MP ballot mailing.

7.5.2 Telephone Call Canvassing

Neil reviewed. The Board generally agreed that further telephone canvassing prior to January 12, would not be worthwhile based on the plan for a new mailing and meeting. (See New Business, 7.5.2 below.)

7.6 Recreation – Janet Naclerio/Edward Anderson (Co-Chairs) TABLED.

7.6.1 Letter of Appreciation to PVRC

7.6.2 Update re: Donation of Building to PVRC

8. NEW BUSINESS: Committee Reports

8.1 Project Review – Tim Brockett/Rich Spallone (Co-Chairs). TABLED.

8.1.1 Discuss GLA road budget.

8.1.2 Vehicle insurance

8.1.3 Follow-up on weed reimbursement grant income

8.1.4 2007 Projected Road Work Checklist

8.2 Road /Weed – William Smith/Rich Spallone (Co-Chairs). TABLED.

8.2.1 Propose recommendations based on meeting with M. Spencer

8.3 Master Plan (LUMP) Committee Report – Neil Kremer (Chair)

8.3.1 Committee Update

Neil distributed “Re: Changes to Master Plan Draft 11/11/06: (to vote on).”

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Discussion.

MOTION: Neil motioned and Charlotte seconded to approve the changes on “Re: Changes to Master Plan Draft 11/11/06: (to vote on)” but agreed to keep rather than delete the last two lines under 1.6 Cottage Industries.

Motion carried. (1 abstention – Laura)

8.3.2 Master Plan Meetings and Mailing

The Board agreed to the following:

ACTION ITEMS:

- (1) **March 17: Conduct a Master Plan meeting in mid March**, during which landowners will review and vote on the final Draft Master Plan.
- (2) **January 24: Conduct a Master Plan Meeting for the Board**, 7 pm, at Charlotte’s home, to review final changes in Master Plan and strategize/plan the MP mailing for the March meeting. Denise to send e-mail meeting notice to all Board members.
- (3) **February 1:** Neil will send (via e-mail) the final contents of the “MP Package” (ie. Final Draft Master Plan, meeting invitation and ballot) to all Board members for approval.
- (4) **February 5** (during scheduled Board meeting): The Board will approve final changes and contents of MP Package.
- (5) **February 6:** Xerox contents of MP Mailing.
- (6) **February 7:** MP Package completed and mailed.

8.4 Election – Charlene Murphy/ ? (Co-Chairs). Tabled.

8.4.1 Brief Review of Annual Meeting/Discuss Facilitation Assistance

9. Comment Period for Attending Landowners.

10. Meeting Adjournment and Next Meeting. The meeting was adjourned at 10:16 p.m. with no further business. Next Meeting: February 5, 2007, 6:45 p.m., at Golden Ratio Cafeteria.

NEW ACTION ITEMS:

TR010807.1 *Charlene:* Request from Ronda a simplified balance sheet to reflect amount in arrears.

TR010807.2 *Janet/Denise:* Draft/send new policies to Bank of Rockies; document into GLA policies/procedures.

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- TR010807.3** *Denise:* Notify Edward to eliminate weed reimbursement policy from website. Draft simple statement.
- TR010807.4** *Denise/Charlene:* Draft /send waiver approval letters.
- TR010807.5** *Denise/Charlene:* Draft /send Tract 78 (SG) response.
- TR010807.6** *Denise/Ronda:* Create assessment waiver application form; document in GLA policies/procedures.
- PR010807** *Denise/Tim:* Draft/send Stenberg form.
- CM010807.1** *Laura/Denise:* Draft/send a letter to the O’Connells
- CM010807.2** *Laura:* Ask William Smith to document the GLA’s responsibility for road easements.
- CM010807.3** *Tim/Denise:* Draft/send letter to 5 landowners on Parcel 84 (SG).
- CM010807.4** *Francis/Laura:* Present security proposal at February meeting.
- CM010807.5** *Charlene:* E-mail updated budget draft to Board members, prior to February Board meeting for final vote of approval.
- CM010807.6** *Board:* Vote on budget sent by Charlene (prior to February meeting).
- MP010807.1** *Board:* Master Plan Meeting January 24. Denise e-mail notice to Board.
- MP010807.2** *Denise:* Work with Neil re: MP package and planning March MP meeting.
- MP010807.3** *Neil:* February 1, send (via e-mail) the final contents of the “MP Package” (ie. Final Draft Master Plan, meeting invitation and ballot) to all Board members for approval.
- MP010807.4** *Board:* Vote final changes to MP Package at February 5 meeting.
- MP010807.5** ? : February 6 - xerox contents of MP Package.
February 7- complete and mail MP Package.