

Glastonbury Landowners Association
Board of Directors Meeting Minutes
December 10, 2007
FINAL
CONFIDENTIAL – DO NOT COPY

1. Call to order and opening prayer.

The meeting was called to order by Laura Boise at 6:58 p.m., at St. John's Church.

Janet gave the opening prayer

PRESENT: Laura Boise (President), Richard Bolen, aka Richard (Vice-President), Janet Naclerio (Secretary), Charlene Murphy, aka CRM, (Treasurer), Gerald Dubiel, Dan Kehoe, Charlotte Mizzi (aka CM), Paul Rantalo, William Smith and Rich Spallone (aka Rich)

ABSENT: Alyssa Angelis and Randy Mosness

ALSO ATTENDING: Denise Orr (GLA Administrative Secretary) and Landowners: Dorothy and Leo Keeler, Chuck and Sally Muto, Valerie O'Connell and Francis Owen.

2. Set Agenda

3. Reading and Disposition of Minutes – Review Procedure of Approval of Meeting Minutes Via E-Mail

Monthly Schedule For Minutes, Agenda and Action Items

First Week of the month

Final Meeting Agenda is e-mailed to the Board, GLA web site & subscribers.

Second Week of the month

a) Monday Evening Board meeting. (During the meeting, Board members will note the Action Items for which they are responsible)

b) 1-2 Days following the Board Meeting: Action Items from the meeting are e-mailed to the Board.

Third Week of the month:

a) Draft of Minutes is e-mailed to the Board for edits or approval.

b) Exec. Committee receives agenda items from Board and develops Agenda for next meeting

c) Agenda Draft is e-mailed to Board for review

Fourth Week of the month

a) Meeting Minutes Draft is approved via e-mail and finalized.

**b) Agenda Meeting Draft is finalized
(2-week cut off for receiving project review items)**

4. Treasurer's Report - CRM

4.1 Reports: Budget Variance, Check and Deposit

Charlene reviewed the above reports for November 2007.

MOTION: Janet motioned and Charlotte seconded to approve the Treasurer's Reports.

Motion carried unanimously.

4.1.2 Update on Master Plan Funds Reimbursement.

Charlene reported that progress is being made in the preparation of receipts.

Glastonbury Landowners Association
Board of Directors Meeting Minutes
December 10, 2007
FINAL
CONFIDENTIAL – DO NOT COPY

4.1.3 Xerox Machine Research

Charlene reviewed that money had been set aside in 2008 Budget for a xerox machine.

ACTION ITEM: Charlene will contact William Chase for his consultation regarding the purchase of a xerox machine suited to the GLA's needs.

5. Officers' Reports

5.1 Executive Committee

5.1.1 Discuss potential time change for meetings (i.e. 6:45 - 9:45 p.m.)

Discussion.

UNANIMOUS AGREEMENT: The Board agreed that future Board meetings will be scheduled to start at 6:45 p.m. and end at 9:30 p.m.

ACTION ITEM: Denise to send meeting schedule to the Board and to Dan to post on the GLA website.

5.1.2 Review List of Unfinished Business Carried Forward (see 5.1.3)

5.1.3 Discuss overall Board goals and Committee goals with timelines

ACTION ITEM: Committee chairs need to list 2008 goals and projected timelines for accomplishing them.

Shelter Clean Up

ACTION ITEM: *Laura*- Check with Hertha concerning shelter letter.

ACTION ITEM: *Board* - Send to Dan any complaints regarding shelters.

ACTION ITEM: *Dan* - Make a spread sheet check list for each shelter.

Posting Existing GLA Signs

ACTION ITEM: *JT/William* - Post signs in early spring

ACTION ITEM: *William* - Order "No Forest Service Access" signs

5.1.4 Discuss who wants to serve on the Ad-Hoc Research Committee

(Approved by former Board on 11-12-07 for purpose of investigating procedures used by other landowner associations to enforce their covenants).

Dan and Alyssa volunteered to work on the Ad-Hoc Research Committee.

5.1.5 Orientation Binder Review/Update

ACTION ITEM: *Denise* - Make updated copies of Orientation Binder materials for outdated binders.

ACTION ITEM: *Denise* - Add to all Orientation Binders:

- a) New stamped Master Plan.
- b) Administrative Secretarial role, including all correspondence needs to be reviewed by Secretary and Administrative Secretary.
- c) Confidentiality information; meeting norms
- d) 2008 Board Meeting schedule
- e) Flow chart for minutes, agenda, etc.

Glastonbury Landowners Association
Board of Directors Meeting Minutes
December 10, 2007
FINAL
CONFIDENTIAL – DO NOT COPY

f) New list of Board; Officers and Committee Chairs, etc.

6. UNFINISHED BUSINESS (see 5.13 above)

7. NEW BUSINESS - Committee Reports

7.1 Project Review– AA/RS

7.1.1 Lot 30 SG: Scott Pitman – Subdivision. Tabled.

Note: Leo Keeler expressed his concerns about this subdivision and submitted a written document.

7.1.2 Lot 38-A1 SG: Lyda and Scott Matthews - Residence

Rich reviewed the application.

MOTION: Rich motioned and Richard seconded to let Lyda and Scott Matthews proceed with construction of their residence on Lot 38-A1 (SG) on the condition that the Matthews meet with Rich on the construction site so that Rich can determine if all construction and drain field requirements and conditions are being met and are up to standard. Rich will give preliminary approval to this application if all of these conditions are met. **Motion carried unanimously.**

ACTION ITEM: *Dan* - Accompany Rich for Matthews inspection.

7.2. Community – LB/RB No report.

7.3 Road/Weed – WS/RS

7.3.1 Discuss Quonset hut for storing sand

Discussion.

ACTION ITEM: *Exec Comm* - Add Quonset discussion to Spring Agenda.

ACTION ITEM: *WS/RS* - Sand storage placement discussions should include the Road Committee and PVRC members. Both committees should meet on site.

7.3.2 Private Property/No Hunting signs

Laura reported that she received a number of complaints regarding recent poachers on both North and South Glastonbury land. This is against GLA Covenants and is a serious safety problem.

ACTION ITEM: *Road Committee* - Include in the road budget funds for signs that read: “No Trespassing, Private Property, No Hunting, No Forest Service Access; Violators will be Prosecuted.”

ACTION ITEM: GLA hunting rule information, etc. (including how to contact the game warden) needs to be developed and posted on the GLA website.

ACTION ITEM: Locate a welder to reinforce our signs.

7.4 Election – CM

7.4.1 Brief Review/Evaluation of Annual Meeting - CRM

The Board discussed ways to reach quorum early so that the meeting can begin earlier and end earlier.

Glastonbury Landowners Association
Board of Directors Meeting Minutes
December 10, 2007
FINAL
CONFIDENTIAL – DO NOT COPY

ACTION ITEM: Explain in our newsletters and election letters that Annual Meetings need attendees to arrive early so that a quorum can be reached and the meeting can officially begin. Include in letter encouragement to vote via absentee ballot if attendance isn't planned as absentee ballots are included in quorum. Explain that the meeting will last three hours *once* quorum is reached. .

7.5 Master Plan/Shelter Reclamation Ad Hoc Committee – CM/DK

Charlotte and Dan plan to meet in the New Year.

7.6 Recreation – LB/CM/JN

Charlotte expressed reasons why she didn't feel that it was right for the Board to have elected Committee Chairs at the Orientation Meeting. Discussion. The Board did not want to vote to revise this voting procedure.

7.7 Architectural Sub-Committee – CM. No report.

7.8 Website - DK No report.

7.9 Budget Committee – Exec. Committee No report.

8. 2008 Quarterly Newsletters to Landowners

a) Dates for mailings. The 15th of January, April, June and September.

a. Review contents of January Newsletter mailing (i.e. election results, 2008 budget, etc) The letter will be mailed January 15.

ACTION ITEM: *Board* - Submit all reports for newsletter during the first week of January.

ACTION ITEM: Include in the January newsletter (1) The chipseal and repair report from the Annual Meeting; (2) NG Landowners will be asked to vote in the spring regarding chip sealing, etc (3) Ask landowners for their e-mail address and if they would like to subscribe to receiving the newsletter by e-mail .

ACTION ITEM: *N Glastonbury Road Committee (CM/CRM/WS/LB)*- will meet to discuss what they might be doing in the New Year (including an over-view of snowplowing) and document this for the newsletter.

9. Comment Period for Visiting Landowners. (See item 7.1.1 above)

10. Meeting Adjourned at 9 p.m. Next Meeting Date is January 14, 2008 at St. John's Church, 6:45 p.m.