

**Glastonbury Landowners Association, Inc.**  
**Board of Directors Meeting Minutes - Final**  
**October 7, 2013**  
***CONFIDENTIAL – DO NOT COPY***

**1. Call to Order**

The meeting was called to order by Richard Bolen at 7:06 p.m. at St. John's Church. Laura gave the opening prayer.

**PRESENT:** Richard Bolen (President), Alyssa Allen (Vice President), Sheridan Stenberg (Treasurer), Janet Naclerio (Secretary), Laura Boise, Gerald Dubiel (arrived at 7:20 pm), Scott McBride (left at 9:40 pm), William Smith (left at 9:43 pm).

**ABSENT:** Sean Halling, Ken Haug, Rich Spallone (aka Rich), Paul Ranttalo.

**ALSO ATTENDING:** Nathan & Ashley (Minnick Management, Inc.)

Landowners: Daniel & Valery O'Connell, Charlene Murphy, Jerry Ladewig, Donna Lash Anderson, Ia Williams.

**2. Set Agenda**

**3. Approve Meeting Minutes – September 16, 2013**

**MOTION:** Sheridan motioned and William seconded to approve the September 16, 2013 meeting minutes with the edits to remove the word "Motion" from 5.1.1., add William Smith, Rich Spallone, Sheridan Stenberg Charlene Murphy, and Gerald Dubiel to those in attendance at the September 9<sup>th</sup> Road Committee meeting under 5.4, and to add the word "that" to 5.8. **Motion carried.** Abstentions: Scott, Richard, and Laura who were not present on September 16, 2013.

**4. Visiting Landowner Input Period**

No landowner input was given.

**5. Officer and Committee Reports**

**5.1 Executive Committee Report**

**5.1.1 Treasurer's Reports: Budget Variance, Check & Deposit – SS**

Sheridan presented the Treasurer's reports. **MOTION:** Scott motioned and Laura seconded to approve the September 2013 Treasurer's reports. **Motion carried unanimously.**

**MOTION:** Janet motioned and Alyssa seconded to approve the August 2013 Treasurer's reports. **Motion carried.** Abstentions: Richard, Scott, and Laura who were not present on September 16, 2013.

**5.1.2 2014 Budget Meeting - SS**

Sheridan reported that there was a budget meeting on September 19, 2013, in which she, Laura, Alyssa, and Charlene met to discuss the draft budget for 2014.

**5.1.3 Progress with New Accounting Structure - SS**

Sheridan reported that on Friday, September 20<sup>th</sup>, Nathan (Minnick Management, Inc.), Alyssa, Bob Storey, and she met to review the new accounting structure. Sheridan commented that the new accounting structure is very detailed and will assist in even clearer reporting to the Landowners.

**5.2 Election Committee Report – SS**

Sheridan reported that everything is on schedule for the annual meeting. She is still gathering volunteers and is specifically looking for volunteers to count ballots. Many who counted in the past are now candidates so she is continuing to look into the volunteer pool.

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**5.3 Managerial Committee Report - AA**

Alyssa discussed the file organization project and how it can be paid for with funds that were previously set aside in savings for procedures and operations. Alyssa reported she has further clarified with Minnick Management that they will work on organizing records as a special project at a rate of \$20 per hour, as long as the work can be done without having to remove personnel from their office, or meet rush deadlines. She explained the project will begin after the annual meeting.

**5.4 Road and Weed Mgmt Committee Report – WS/RS**

William reported that the fall grading has been completed in South Glastonbury but grading in North Glastonbury is still in the process of being completed due to weather conditions. He noted that upper Gemini is in process of being repaired due to water related damage. William also presented the 2<sup>nd</sup> edition of the *Pavement Management Guide*. He suggested it was time for the GLA to obtain this guide as it provides many operational procedures and guidelines that can be referred to for overseeing road maintenance. **MOTION:** William motioned and Laura seconded that the GLA purchase the 2<sup>nd</sup> edition of the *Pavement Management Guide* at the cost of \$114. **Motion carried unanimously.**

**5.5 Project Review Committee Report – AA/RS**

Alyssa discussed the ongoing efforts to bring the project review process into strict compliance with the governing documents. As mentioned in previous meetings, legal counsel has confirmed that according to the covenants any projects under 200 sq./ft. must be reviewed by the Board and the current practice of not reviewing small projects is not in compliance. Alyssa clarified that the Master Plan requires that the board must give approvals to projects and retracted her previous proposal, which was tabled, to have small projects reviewed and approved only by the Project Review Committee.

**5.6 Website Committee Report – SM**

Scott reported that he has updated the links that no longer work along with other information that was outdated. He sent the changes to Rudy Parker for implementation.

**5.7 Governing Document Committee Report- AA**

Alyssa reviewed the process of how amending the Governing Documents is accomplished and mentioned several individuals who have expressed interest in being on such a committee that would gather landowner input and offer suggestions. She proposed waiting till the December 2013 meeting with the new Board members before appointing committee members.

**6. UNFINISHED BUSINESS**

**6.1 Project Review Fee Schedule – AA (added to agenda)**

Alyssa presented a new fee schedule for Project Reviews. She proposed that any structure 200 sq./ft. or less would have no impact fee or sanitation bond and the application fee would be \$10. Any structure over 200 sq./ft. would have the usual \$25 application fee and the impact fee and sanitation bond would be determined by square footage within the new fee schedule. **MOTION:** Alyssa motioned and Gerald seconded to present the new project review fee schedule to landowners via the October mailing, with the amendment that a ‘sanitation bond’ will now be called a ‘construction bond;’ and after thirty days notice is given to the landowners per due process, the fee schedule will be implemented. William motioned and Alyssa seconded to amend the previous motion to add that the Board intends to notify landowners of approved/disapproved project reviews by

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publishing on the GLA website and to get feedback at the annual meeting. **Motion carried unanimously.**

**7. NEW BUSINESS**

**7.1 Executive Committee**

**7.1.1 Lot 43-3 NG/ Bashore Assessment Payoff & Lien Release Proposal - AA**

Alyssa explained that Lot 43-3 NG was sold in a tax sale in March 2006. After doing some research, she confirmed that the Association was given proper notice by Eric Bashore regarding the tax deed, but did not take any action. The new owner, Eric Bashore, has contacted the Board to clear up past amounts due and to get the lien released. The owner proposed paying all the back dues, principals, and fines since he took ownership in March 2006. Alyssa reported she received legal counsel that the association cannot require that Eric pay assessments prior to March 2006, and that the Board is in a position to accept his proposal of approx. \$6,000 because approx. \$3,690 is considered uncollectible. After discussion, the issue was tabled to receive further legal counsel.

**7.1.2 Proposed 2014 Budget - SS/AA**

Sheridan reported that a budget meeting was held and attended by herself, Laura, Alyssa and Charlene. She explained that according to the proposed budget, even more money would be spent on roads than ever before and assessments would not be raised. William noted that there has been good communication with the Road Committee to help establish and meet the goals of road maintenance. The Board discussed the likelihood of insurance premiums being raised this coming June 2014 due to the ongoing litigation and the need to build a reserve fund to cover the extra costs. Sheridan mentioned that there could be a special assessment to cover those costs at the appropriate time if necessary. The board agreed that the landowners need to be informed of the potential increase in insurance premiums at the annual meeting. **MOTION:** William motioned and Gerald seconded to raise assessments by 10 percent to build a reserve fund. 4 in favor (William, Gerald, Scott, & Richard) 4 opposed (Sheridan, Janet, Alyssa, Laura). Motion failed.

**7.1.3 Presidents Letter - RB**

Richard presented that he and Alyssa are working on a President's letter to go out with the next mailing and that a draft would be sent to the board for comments and input prior to finalizing.

**7.1.4 Litigation Documents on GLA Website - AA**

Alyssa proposed putting the litigation documents on the website in order to let the landowners know what is really going on with the ongoing litigation. **MOTION:** Alyssa motioned and Sheridan seconded to post the litigation documents on the GLA website and to create a binder of the documents to have at every Board meeting for landowners to review. **Motion carried unanimously.**

**7.1.5 November Monthly Meeting Date - AA**

Alyssa proposed moving the next Board meeting to Wednesday, November 6th or another day that week instead of November 4<sup>th</sup> since she would be away on November 4th. Discussion. The Board agreed to change the date to Tuesday, November 5th.

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**7.2 Project Review Committee**

**7.2.1 Parcel 57 SG / Kremer House, Well & Driveway - AA**

Alyssa presented the Kremer's application for a house/cabin, well and driveway. It was noted that there are no variances being requested and Gerald verified that the setbacks have been met. **MOTION:** Alyssa motioned and Gerald seconded to approve Kremer's house, well, and driveway application with the conditions that the necessary plumbing and electrical permits be obtained and that all disturbed land be reseeded. **Motion carried unanimously.**

**7.2.2 Lot 30-E NG/ Ranttalo Shed - AA**

Gerald presented Paul Ranttalo's shed application. Gerald verified that the setbacks have been met. **MOTION:** Alyssa motioned and Gerald seconded to approve Ranttalo's shed with the condition that all disturbed land be reseeded. **Motion carried unanimously.**

**7.2.3 Lot 25-D SG/ Diehl Garage - AA**

Alyssa presented Denise Diehl's garage application and noted that there is a small change, which is that she will be paying the full impact fee. Gerald verified that the setbacks have been met. **MOTION:** Alyssa motioned and Sheridan seconded to approve Diehl's garage application with the condition that all disturbed land be reseeded and necessary permits be obtained. **Motion carried unanimously.**

**8. Comment Period for Visiting Landowners**

Charlene Murphy, Daniel and Valery O'Connell commented on various matters.

**9. Closed session**

9.1 Discussion of lawsuits – RB/Board

**10. Meeting Adjourned at 10:01 p.m.**

**11. Next Board Meeting: November 5<sup>th</sup>, 2013 at St. John's Church**