

**Glastonbury Landowners Association, Inc.**  
**Board of Directors Meeting Minutes**

May 8, 2017

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**1. Call to Order**

The meeting was called to order by Dennis at 7:00 p.m. at Emigrant Hall.

**PRESENT:** Dennis R. (President), Dan K. (Vice President), Mark S. (Treasurer), Charlene M. (Secretary), Newman B., Gerald D., Richard J., Leo K., Kevin N., Paul R. (Paul left 10:00 p.m.)

**ABSENT:** Charlotte M.

**Landowners:** Donna A., Sven A., Charles B., Miriam B., Steve B., Debbie B., Tim B., John C., Claudette D., David H., Dorothy K., Michael L., Michele M., Chuck M., Sally M., Fran N., Vern N., Jeff R., Bob S., Kristi S., Chad S., Linda U., Ron W., Chris W., Ia W., Regina W.

**2. Set Agenda**

Charlene added 5.6.6, Elect NG Director to Road Management Committee

Dennis added 5.1.3, Education of the board

**3. Visiting Landowner Input Period**

**4. Unfinished Business**

**4.1 Road Maintenance of GAV, follow up**

**Action Item:** *More research by the legal committee regarding settlement agreement from 1998, between CUT and GLA. Follow up in June BOD meeting.*

**5. Officer and Committee Reports**

**5.1 President's Report – DR**

**5.1.1 Resignation of Director Ed D.**

Dennis reported Ed D. resigned May 2, 2017.

**5.1.2 Filling vacancy of SG Director**

**Action Item:** *Modify newsletter announcement of the board vacancy to include positing candidate bios on the website. Vote at Special Meeting of the Board before the regular meeting on June 12 to fill the vacancy.*

**5.1.3 Education of the board**

Handout of definitions. 1. Self-dealing, 2. Fiduciary duty 3. Conflict of Interest.

**Action Item:** *Dennis to provide ongoing board education.*

**5.2 Project Review Committee Report – GD / KN**

**5.2.1 SG 41-D, Driveway extension and drain field replacement/repair.**

**Motion:** Leo motioned and Kevin seconded by email vote, April 22, 2017, to approve immediate repair of the drain field for health reasons. **Motion passed** (11 in favor; see email voting record attached). **Motion:** Kevin motioned and Gerald seconded to approve the 300-foot new driveway with the requirement of reseeding any disturbed land. Voice vote. **Motion passed unanimously.**

**5.2.2 Procedure for drain field repair. Motion:** Kevin motioned and Mark seconded that a replacement drain field requires a PR application and Form C and provide a Park County permit. Roll call vote. **Motion passed unanimously.**

**5.2.3 Discuss requiring PR applicants to include their private subdivision covenants.**

**Action Item:** *PR committee review the PR instructions for possible revision related to private interior subdivision covenants to be submitted for 30-day review by landowners.*

**5.3 Treasurer's Reports – MS**

**5.3.1 Highlights: P&L, Bal Sheet, Dep/Check Details, Cust Bal Sum for Apr 2017**

**Motion:** Dan motioned and Paul seconded to approve the April Treasurers reports. Roll call vote. **Motion passed unanimously.**

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**Action Item:** *Mark to ask accountant Micah, to add a column to P&L budget performance cash of the previous year for comparison.*

**5.3.2 Electronic Payment Option**

**Motion:** Leo motioned and Dan seconded to set up a PayPal account using Master Card, Discover and American Express, not Visa, as a six-month test. Roll call vote. **Motion passed unanimously.**

**5.4 Finance Committee Report – MS**

**5.4.1 Letter for NG8 A-3**

**Motion:** Charlene motioned and Leo seconded to send the letter with revisions. Roll call vote. **Motion passed unanimously.**

**5.4.2 Six lien warning letters**

**Action Item:** Mark will file 6 liens on landowners who are delinquent for 2016.

**5.4.3 Next Collection steps**

**Action Item:** *Mark to send the Treasurer's Delinquency Letters to delinquent accounts in June with collection procedure. Demand Letters from the collection attorney in July.*

**5.5 Secretary's Report – CRM**

**5.5.1 Board Committees and Advisory Committees**

Discussed

**5.5.2 General Liability Insurance for contractors**

**Action Item:** *GLA will require proof of liability insurance when any road bid is submitted.*

**5.5.3 Newsletter**

**Motion:** Charlene motioned Mark seconded to approve edits to article on board vacancy and to send out the newsletter.

**Motion:** Leo motioned and Mark seconded to have all old GLA newsletters put on the website and given to Tim B. as part of his doc request. **Motion carried** (Roll call vote: 7 in favor; 1 opposed- Dan; 1 abstention- Newman).

**5.5.4 Admin Tasks & July 10 BOD meeting**

**Motion:** Charlene motioned and Kevin seconded to change the July board meeting to July 17 and the Project Review meeting to July 10. Voice vote. **Motion passed unanimously.**

**5.6 Road /Weed Management Committee Report – PR / DR**

**5.6.1 Three Evaluation Bids from CTA Engineering re: Capricorn, Gemini and Hercules**  
Postpone discussion until after committee meeting.

**5.6.2 Report Capricorn drainage problem near North Entrance.**

Refer to committee.

**5.6.3 Bailey Paving patch bid**

Calls to four paving companies made, one bid received. Refer to committee.

**5.6.4 Newsletter article on weed spraying**

Discussed during 5.5.3

**5.6.5 Five-year road plan**

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**Motion:** Leo motioned and Mark seconded to add Tim Brockett to the Road and Weed Committee. Voice vote. **Motion passed unanimously.**

**Action Item:** *Next Road and Weed Committee meeting Tuesday, May 30, 2017 at 145 Hercules Rd. 7:00 p.m.*

**5.6.6 Elect NG Director to Road Management Committee**

**Motion:** Leo motioned and Mark seconded to vote Richard and Dennis on the Road Management committee and Dennis as the only Road Management Committee Chairman and Road and Weed Committee chairman.

**5.7 Communications and Technology Committee Report – NB**

**5.7.1 Next meeting date**

**Action Item:** *Next meeting is Tuesday, May 16, 2017, at 12 Gemini Rd. 7:00 p.m.*

**5.8 Legal Committee Report – DR/DK**

**5.8.1 Review letter from Attorney Alanah Griffith, April 10, 2017**

This attorney letter does not state attorney client privilege.

**Motion:** Leo motioned and Kevin seconded to post this letter on the website. Roll Call vote. **Motion carried** (9 in favor).

**5.8.2 "Confidentiality stamp" on BOD emails**

**Motion:** Leo motioned and Dan seconded to remove the current confidentiality stamp on the board and info emails. Roll call vote. **Motion carried** (9 in favor).

**Action Item:** *Dan will remove the Stamp which is a Google signature. If an email is confidential board members must type confidential at the top of the email.*

**5.8.3 Confidentiality and conflict of interest agreements**

**Action Item:** *Newman and Dan will compile materials to create a Board Education Packet on confidentiality and conflict of interest.*

**5.9 Governing Documents Committee Report – LK**

**5.9.1 Report on Covenant and Master Plan enforcement from committee meeting**

**Action Item:** *Board direction given to the Governing Document committee to investigate the potential of patterning an enforcement procedure along the lines of the collection procedure.*

**5.10 Election Committee Report – CRM / KN**

**5.10.1 One vote per candidate and cumulative voting, gather information.**

Refer to Election Committee meeting, Mon., May 22, 2017, 7:00 p.m. at 12 Gemini Rd.

**5.10.2 Newsletter announcement**

Discussed during 5.5.3

**6. NG and SG Ombudsman report**

**7. Approve Meeting Minutes, 04 10 2017**

**Motion:** Charlene motioned and Kevin seconded to approve the minutes. Voice vote. **Motion passed unanimously.**

**8. Visiting Landowner input period**

**9. NEW BUSINESS**

**10. Adjournment**

Dennis adjourned the meeting at 11:45 p.m.

**11. Next BOD Meeting: June 12, 2017**