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GLA 02852

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

January 10, 2011

FINAL

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1. **Call to order**
   The meeting was called to order by Richard at 7:05 p.m. at St. John's Church.
   PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President) Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Gerald Dubiel, Neil Kremer, Clare Parker, William Smith, and Rich Spallone (aka Rich).
   ABSENT: Daniel O'Connell and Paul Ranttalo.
   ALSO ATTENDING: Donna Lash (GLA Assistant Administrative Secretary), Danilee Howe and Steven Boise.

2. **Set Agenda**

3. **Approve Meeting Minutes for December 13, 2010**
   Discussion.
   MOTION: Sheridan motioned and Laura seconded to approve the December 13, 2010 minutes as written.
   Motion carried. (1 abstention: Clare, who did not attend the meeting.)

4. **Treasurer Reports - Budget Variance, Check & Deposit – SS**
   MOTION: Alyssa motioned and William seconded to accept the Treasurer's reports for December 2010. **Motion carried unanimously.**

5. **Officers' Reports - none**

6. **UNFINISHED BUSINESS**
   6.1 Managerial Committee – LB/AA
   6.1.1 Status of Complaints – RB
   Richard reviewed the status of the past complaint regarding the GLA's easement road being blocked by a locked gate on Kathleen Ramp's Parcel 97 (SG). Discussion.
   ACTION ITEM: ***Richard*** – Direct the GLA's attorney to draft a letter to Kathleen Ramp's attorney requiring her to honor the GLA's easement rights on her Parcel 97 (SG)..

   6.1.2 Status of Items for Attorney Review – LB
   The preparation of these items is in process.
   ACTION ITEM: ***Sheridan*** – Summarize State guidelines on independent contractors and provide a summary document for attorney review.

7. **NEW BUSINESS**
   7.1 Managerial Committee – LB/AA
   7.1.1 Review Level of Managerial Work - AA
   Alyssa commented on the large number of tasks that are being handled by the Committee since October and that the Committee is continuing the process of determining how it will handle all ongoing administrative work. Discussion.
   ACTION ITEM: ***Managerial Committee*** – Continue discussions to define the tasks of the Managerial Committee and how they will be delegated.

   7.1.2 Special Assessments for Unforeseen Expenses - AA
   Alyssa reviewed some of the past unforeseen expenses such as the flooding on roads in both North and South Glastonbury a couple of years ago, and the

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November 2010 blizzard. She pointed out how in the past, we have been able to cover these unforeseen expenses by taking funds from other budgeted administrative areas. However, this was only possible because there were volunteers handling these administrative duties, and it has become evident that we can no longer rely on volunteers with the required skills and availability to perform this type of work. The Board discussed the need to retain budgeted funds for administrative duties and to use the special assessment option to cover unforeseen expenses.

ACTION ITEM: ***Managerial Committee*** – In the January newsletter, introduce the idea of a special assessment to cover unforeseen snow removal costs and other emergency situation costs. This will also be used to replenish reserve funds that had been set aside for future snow removal expenses.

ACTION ITEM: ***Managerial Committee*** – Draft a proposal for a special assessment/snow removal contingency fund and list services that would be cut if a special assessment is not approved by Landowners. Bring proposal to February Board meeting.

ACTION ITEM: ***Richard*** – Review the GLA's Covenants & Bylaws to determine and list the GLA's required services to Landowners.

7.1.3 Clarify Telephone Tree Management / Messaging Service – LB

The Board discussed that there needs to be an organized management team to perform the many tasks associated with the GLA communicating messages to Landowners via the Telephone Tree (sent out by Maydell Goulart).

ACTION ITEM: ***Managerial Committee*** – Draft a job description and recommend a job assignment for managing the messages that the GLA will send through the Telephone Tree sent out by Maydell Goulart. Bring proposal to February 7 Board Meeting.

7.2 Roads & Weeds Committee – WS/RS

7.2.1 Snowplowing Authorization Process –WS

The Board discussed reasons to document the process/procedure which the Road Committee uses as a guideline when authorizing snowplowing contractors to do snow removal.

ACTION ITEM: ***Managerial & Road Committee*** – Draft a procedure to budget, select, and authorize independent snow removal contractors.

ACTION ITEM: ***Managerial Committee*** – Review and assess Road Committee plan for snow removal to determine cost effective procedures and efficient communication.

7.2.2 Michael Koltonow Snowplowing Concerns – WS

The GLA recently received a call from Michael Koltonow, who expressed his concerns about how the GLA administered snow plowing. Rich reported that he spoke with Michael and clarified the GLA's snow removal strategy and how it was based on resources and manpower. Rich reported that Michael gained a better understanding of how the GLA worked and was satisfied with the job the GLA snowplowing contractors were doing.

7.3 Community Committee – RB/LB

7.3.1 GLA Emergency Preparedness Subcommittee – WS/LB

7.3.1.1 Discuss GLA Emergency Preparedness Process

Discussion points included:

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a) The Road Committee needs to bring ideas to the Board to help with solving problems associated with emergency road related situations.
b) Develop procedures for the GLA to utilize notification methods to communicate with Landowners via our website, our message service and telephone trees when dealing with emergencies related to snow, fire, floods, etc. (Includes responding by letter)
b) Develop procedures for better communication between the GLA and contractors/helpers during emergencies (i.e. create a call center)

7.3.1.2 **Plan 1/26/11 GLA Emergency Preparedness Meeting**
ACTION ITEM: ***Managerial Committee*** - Coordinate January 26, 2011 Preparedness Meeting plans, handouts, refreshments and PowerPoint presentation with Laura and William. Review with Richard.
ACTION ITEM: ***Board Volunteers for Preparedness Meeting*** - Set up for meeting at 6 pm at St. John's so that meeting can begin at 6:30 pm.
ACTION ITEM: ***William*** - Provide easel for January 26 meeting.

a) Propose/vote on agenda

The Board determined that there will not be a formal agenda, but that the meeting will be designed to allow for expression of ideas from both Landowners and Board members.

b) Pre-meeting tasks (See Action Items under 7.3.1.2)

The following details were discussed, but not recorded in the minutes.

1) PowerPoint photo presentation
2) Notification
3) Identify materials needed / who will prepare them / assign tasks

c) Determine meeting personnel

The following details were discussed, but not recorded in the minutes.

1) Set up
2) Registration
3) Note-taking – William will take notes on the easel
4) Refreshments
5) Clean up

8. **Comment Period for Visiting Landowners – none**

9. **Adjournment** - The meeting adjourned at 8:48 pm.

10. **Next Board Meeting: February 7, 2011, 6:45 p.m. at St. John's Church**
[Note: The Feb. 7 meeting was cancelled and rescheduled for Feb. 21]
Reminder: Special GLA Emergency Preparedness Meeting on January 26, 6:30 p.m., St. John's Church.

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Agenda

January 10, 2011 - 6:45 p.m.

1. Call to order
2. Set Agenda
3. Approve December 13, 2010 Meeting Minutes
4. Treasurer's Reports – Budget Variance, Check & Deposit – SS
5. Officer Reports

6. UNFINISHED BUSINESS
   - 6.1 Managerial Committee – LB/AA
     - 6.1.1 Status of Complaints – RB
     - 6.1.2 Status of Items for Attorney Review – LB (1 min)

7. NEW BUSINESS
   - 7.1 Managerial Committee – LB/AA
     - 7.1.1 Review Level of Managerial Work - AA (5 min)
     - 7.1.2 Special Assessments for Unforeseen Expenses - AA (5 min)
     - 7.1.3 Clarify Telephone Tree Management / Messaging Service – LB (5 min)

   - 7.2 Roads & Weeds Committee – WS/RS
     - 7.2.1 Snowplowing Authorization Process –WS (5 min)
     - 7.2.2 Michael Koltonow Snowplowing Concerns – WS (2 min)

   - 7.3 Community Committee – RB/LB
     - 7.3.1 GLA Emergency Preparedness Subcommittee – WS/LB
       - 7.3.1.1, Discuss GLA Emergency Preparedness Process (20 min)
         - a) Notification (snow, fire, flood, other)
           (i.e. Website, message service, telephone trees)
         - b) Communication with and assisting contractors/helpers, (call center)
         - c) Responding to Landowner communication

       - 7.3.1.2 Plan 1/26/11 GLA Emergency Preparedness Meeting (10 min)
         - a) Propose/vote on agenda
         - b) Pre-meeting tasks
           1) PowerPoint photo presentation
           2) Notification
           3) Identify materials needed / who will prepare them / assign tasks
         - c) Determine meeting personnel
           1) Set up
           2) Registration
           3) Note-taking: Asst. Administrative Secretary
           4) Refreshments
           5) Clean up

8. Comment Period for Visiting Landowners
9. Adjournment
10. Next Board Meeting: February 7, 2011, 6:45 p.m. at St. John's Church (Reminder: Special GLA Emergency Preparedness Meeting: January 26, 6:30 p.m., St. John's Church)

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Glastonbury Landowner's Association

2010 Budget Variance Report

January through December 2010

	Jan - Dec 10	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	50.00			
105. Dwelling 2003	110.90			
106. Dwelling 2004	64.10			
110. NG Dwelling 2008	485.96			
110. SG Dwelling 2008	281.93			
111. NG Dwelling 2009	2,022.39			
111. SG Dwelling 2009	2,170.81			
112. NG Dwelling 2010	22,121.12	26,454.00	-4,332.88	83.6%
112. SG Dwelling 2010	17,640.62	18,622.00	-981.38	94.7%
125. Land Prior to 2000	50.00			
129. Land 2003	150.89			
130. Land 2004	304.11			
131. Land 2005	186.12			
132. Land 2006	132.00			
133. Land 2007	492.64			
134. NG Land 2008	457.18			
134. SG Land 2008	917.93			
135. NG Land 2009	2,313.38			
135. SG Land 2009	3,344.31			
136. NG Land 2010	27,171.27	29,765.00	-2,593.73	91.3%
136. SG Land 2010	29,831.52	33,012.00	-3,180.48	90.4%
150. GAV	9,359.00	9,359.00	0.00	100.0%
160. Finance Chrgs Late Accnts	833.19			
161. Penalties Late Accounts	385.15			
Total 100. Parcel Assessment Fees	120,876.52	117,212.00	3,664.52	103.1%
200. Project Review Fees				
201. Application Fee	275.00			
202. IF - House	850.00			
203. IF - Structures 200/800sf	300.00			
204. IF - Structures Over 800sf	350.00			
205. IF - Well	75.00			
206. IF - Driveway	150.00			
207. IF - Septic	150.00			
209. IF - Mobile Home	100.00			
213. IF - Minor Variance	50.00			
218. Mileage Impact Fee	335.00			
200. Project Review Fees - Other	0.00	3,325.00	-3,325.00	0.0%
Total 200. Project Review Fees	2,635.00	3,325.00	-690.00	79.2%
300. Roads				
301. CUT - Road Paving Loan	1,487.10	2,200.00	-712.90	67.6%
303. Snowplowing	150.00			
Total 300. Roads	1,637.10	2,200.00	-562.90	74.4%
400. Liens				
401. Landowner Filing Fee	150.00			
Total 400. Liens	150.00			
500. Interest Earned				
501. Savings Interest	64.56			
500. Interest Earned - Other	0.00	100.00	-100.00	0.0%
Total 500. Interest Earned	64.56	100.00	-35.44	64.6%
700. Other Income				
701. Miscellaneous	102.00			
703. Website Reality Listing	15.00			
708. Sale of computer	1,100.00			
Total 700. Other Income	1,217.00			

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Glastonbury Landowner's Association

2010 Budget Variance Report

January through December 2010

	Jan - Dec 10	Budget	$ Over Budget	% of Budget
800. NG Chip Seal Income				
801. Chip Seal-1 payment/dwell	847.75			
803. ChipSeal- 5 payments/dwel	15,326.99	18,050.00	-2,723.01	84.9%
804. ChipSeal-5 payments/land	2,666.18	3,610.00	-943.82	73.9%
805. ChipSeal GAV- 5 payments	3,103.00			
Total 800. NG Chip Seal Income	21,943.92	21,660.00	283.92	101.3%
Total Income	148,524.10	144,497.00	4,027.10	102.8%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	4,622.25			
A02B. South Glastonbury	1,652.50			
A02C. High South Glastonbury	4,731.00			
A02G. Dry Creek	352.50			
A02. Contractors - Snow Removal - Other	0.00	4,000.00	-4,000.00	0.0%
Total A02. Contractors - Snow Removal	11,358.25	4,000.00	7,358.25	284.0%
A03. Contractors - Weed Contrl	2,126.00	3,700.00	-1,574.00	57.5%
A05. Equipment Reg & Ins	2,939.50	2,500.00	439.50	117.6%
A06. Equipment Mtce				
A06. Truck #2	440.00			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	440.00	1,500.00	-1,060.00	29.3%
A08. Road Improvement Loan	30,225.28	30,225.00	0.28	100.0%
A09. Administration	44.01	155.00	-110.99	28.4%
A11. Miscellaneous				
A11A. Fuel	614.58	800.00	-185.42	76.8%
A11B. Sand	0.00	500.00	-500.00	0.0%
A11E. Quonset Hut Asset Expense	5,400.00	3,500.00	1,900.00	154.3%
A11. Miscellaneous - Other	600.00			
Total A11. Miscellaneous	6,614.58	4,800.00	1,814.58	137.8%
A12. Contractors - NG Road Wrk				
A12A. Aquarius Lane	500.00			
A12B. Aries Drive	924.00			
A12C. Capricorn Drive	2,409.00			
A12F. Gemini Road	1,479.00			
A12H-1. Orion Way Flood	950.00			
A12H. Orion Way	300.00			
A12I. Pisces Way	200.00			
A12J. Sirius Drive	930.00			
A12K. Taurus Road	1,429.00			
A12L. Venus Way	1,209.00			
A12W. Mowing North Glastonbury	0.00	300.00	-300.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#1	4,033.54			
Chip Seal Investor#2	4,619.50			
Chip Seal Investor#3	1,154.87			
Chip Seal Investor#4	10,000.00			
A12Y. ChSeal Investors payments - Other	0.00	19,807.91	-19,807.91	0.0%
Total A12Y. ChSeal Investors payments	19,807.91	19,807.91	0.00	100.0%
A12. Contractors - NG Road Wrk - Other	4,435.00	12,000.00	-7,565.00	37.0%
Total A12. Contractors - NG Road Wrk	34,572.91	34,107.91	465.00	101.4%

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Glastonbury Landowner's Association

2010 Budget Variance Report

January through December 2010

	Jan - Dec 10	Budget	$ Over Budget	% of Budget
A13. Contractors - SG Road Wrk				
A13B. Arcturus Drive	5,670.00			
A13D. Leo Drive	1,100.00			
A13E. Leo Lane	510.00			
A13G. Hercules Road	5,375.00			
A13J. Sagittarius Skyway	950.00			
A13W. Mowing South Glastonbury	0.00	300.00	-300.00	0.0%
A13. Contractors - SG Road Wrk - Other	5,665.00	14,000.00	-8,335.00	40.5%
Total A13. Contractors - SG Road Wrk	19,270.00	14,300.00	4,970.00	134.8%
A14. Roads/Common Land Ins	5,472.14	5,528.00	-55.86	99.0%
A15. Contingency Fund	324.00	2,000.00	-1,676.00	16.2%
Total A00. Roads & Weeds	113,386.67	102,815.91	10,570.76	110.3%
B00. Project Review				
B01. Contractors	412.50	2,600.00	-2,187.50	15.9%
B03 Sanitation Bond Refunds	1,577.50			
B04. Administration	0.00	725.00	-725.00	0.0%
Total B00. Project Review	1,990.00	3,325.00	-1,335.00	59.8%
C00-1 Legal Fees Contingency Fu	0.00	3,000.00	-3,000.00	0.0%
C00. Community/Complaints				
C01. Contractors	0.00	1,800.00	-1,800.00	0.0%
C03. Administration	211.00			
C04. Legal Fees	267.50	870.00	-602.50	30.7%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
Total C00. Community/Complaints	478.50	2,845.00	-2,366.50	16.8%
COO-2 Gen Op/Subcontractors				
COO-2.01 Gen. Managerial Duties	635.00	1,800.00	-1,165.00	35.3%
COO-2.02 Virtual Message/phone	179.45	700.00	-520.55	25.6%
COO-2.03 Virtual Message set-up	1,099.00	1,500.00	-401.00	73.3%
COO-2.04 copies & postage	0.00	175.00	-175.00	0.0%
Total COO-2 Gen Op/Subcontractors	1,913.45	4,175.00	-2,261.55	45.8%
D00. Recreation				
D03. PVRC				
D03A. PVRC Electricity	504.08	600.00	-95.92	84.0%
D03B. PVRC Liability Insurance	0.00	250.00	-250.00	0.0%
D03C. Mowing Weeds	0.00	100.00	-100.00	0.0%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
DO3F. Cement Pad	0.00	500.00	-500.00	0.0%
DO3G. Gen. Maint. & Repairs	85.32	300.00	-214.68	28.4%
Total D03. PVRC	589.40	1,990.00	-1,400.60	29.6%
D06. Miscellaneous	75.00			
Total D00. Recreation	664.40	1,990.00	-1,325.60	33.4%
F00. Website				
F01. Contractors - Dev & Mtce	150.00	1,355.00	-1,205.00	11.1%
F02. URL/Domain Fee	371.45	100.00	271.45	371.5%
Total F00. Website	521.45	1,455.00	-933.55	35.8%
G00. Liens				
G01. Lien Filing	69.75	350.00	-280.25	19.9%
G03. Administration	457.50	300.00	157.50	152.5%
G04. Credit Report Research	0.00	500.00	-500.00	0.0%
Total G00. Liens	527.25	1,150.00	-622.75	45.8%
J00. Other Projects				
J03.Policies & Procedures	1,917.75	2,400.00	-482.25	79.9%
Total J00. Other Projects	1,917.75	2,400.00	-482.25	79.9%

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Glastonbury Landowner's Association

2010 Budget Variance Report

January through December 2010

	Jan - Dec 10	Budget	$ Over Budget	% of Budget
K00. General Operating Expenses				
K01. Contractors - Admin Sec	1,499.50	5,980.00	-4,480.50	25.1%
K02. Contractors - Bookkeeper	3,090.00	3,600.00	-510.00	85.8%
K03. Contractors - Accountant	125.00	120.00	5.00	104.2%
K06. Office Supplies	1,089.17	950.00	139.17	114.6%
K07. Postage and Delivery	752.63	1,200.00	-447.37	62.7%
K08. Monthly Board Meetings	3,499.75	2,855.00	644.75	122.6%
K10. Cash Advance	0.00			
K11. Rent				
K11B. Storage/Boxes	295.00			
K11. Rent - Other	446.00	540.00	-94.00	82.6%
Total K11. Rent	741.00	540.00	201.00	137.2%
K12. Insurance				
K12A. GLA Board Liability Ins	1,341.00			
K12. Insurance - Other	0.00	1,342.00	-1,342.00	0.0%
Total K12. Insurance	1,341.00	1,342.00	-1.00	99.9%
K13. Taxes	354.85	317.00	37.85	111.9%
K14. Licenses and Permits	30.00	70.00	-40.00	42.9%
K15. Equipment Repair & Mtce	234.95			
K17. Equipment Purchases	359.85			
K18. Miscellaneous	42.80			
K19. Quarterly Newsletter	1,188.98	950.00	238.98	125.2%
Total K00. General Operating Expenses	14,349.48	17,924.00	-3,574.52	80.1%
L00. Other Expenses				
L01. Miscellaneous	418.02			
Total L00. Other Expenses	418.02			
M00. Annual Meeting/Elections				
M01. Contractors	120.00			
M03. Administration	412.50	890.00	-477.50	46.3%
M04. Postage and Delivery	440.59	400.00	40.59	110.1%
M05. Refreshments	212.00	200.00	12.00	106.0%
M06. Rent	75.00	75.00	0.00	100.0%
M07. Miscellaneous	175.85			
M08. Copies	219.96			
Total M00. Annual Meeting/Elections	1,655.90	1,565.00	90.90	105.8%
Reconciliation Discrepancies	0.00			
Total Expense	137,822.87	142,644.91	-4,822.04	96.6%
Net Ordinary Income	10,701.23	1,852.09	8,849.14	577.8%
Net Income	**10,701.23**	**1,852.09**	**8,849.14**	**577.8%**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

February 21, 2011

FINAL

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1. **Call to order**
   The meeting was called to order by Richard at 7:16 p.m. at St. John's Church.
   PRESENT: Richard Bolen (President) aka Richard, Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Gerald Dubiel (arrived: 7:40 p.m.), Clare Parker, Paul Ranttalo and Rich Spallone (aka Rich).
   ABSENT: Laura Boise (Vice President), Neil Kremer, Daniel O'Connell and William Smith.
   ALSO ATTENDING: Charlene Murphy (GLA Assistant Administrative Secretary), Ron Wartman, George Martin, Cami & Ben Bernard.

2. **Set Agenda**

3. **Approve Meeting Minutes for January 10, 2011.**
   MOTION: Janet motioned and Sheridan seconded to approve the January 10, 2011 minutes as written. **Motion carried.** (1 abstention - Paul Rantallo, who did not attend the meeting.)

4. **Treasurer's Reports - Budget Variance, Check & Deposit – SS**
   MOTION: Alyssa motioned and Janet seconded to accept the Treasurer's reports for January 2011. **Motion carried unanimously.**

5. **Officer Reports**
   5.1 Report on research re: list of services required by GLA Covenants/Bylaws – RB
   a) Road Research
   Richard Bolen reported on his research of the GLA Covenants/Bylaws and cited Sections 8h and 8c from the Glastonbury Covenants. Section 8h: "The Association is not obligated to provide maintenance or snowplowing in excess of the amount that has been paid by Landowners through the annual assessment." Section c: "limited by resources and equipment"
   Discussion included that the GLA has the responsibility of maintaining the roads to the best of its ability and within the limits of its income. The GLA does not have the authority to spend beyond the limits of its income. (Other points of discussion will be included in notes that will be attached to the minutes after further review)

6. **UNFINISHED BUSINESS**
   6.1 Managerial Committee – LB/AA
   6.1.1 Status of Complaints – RB
   6.1.1,1 GLA's K. Ramp/Parcel 97
   Discussion. Richard reported that he spoke with James Kozlik who is willing to help gather information regarding the easement on SG 97.

   6.1.2 Status of Items for Attorney Review – LB (1 min)
   6.1.2.1 Summary of guidelines for independent contractors vs. employees – SS
   Sheridan presented research from our accountant Kat Moody and the IRS guidelines describing how we can be in compliance with the issue of independent contactors vs. employees: (1). To be compliant as a state not-for-profit corporation, the GLA needs to hire independent contractors and treat them as subcontractors, not as employees. (2) The GLA needs to send 1099 forms to all independent contractors each year even though the GLA's former accountant (Tom Shellenberg) had once stated this was not needed. Further Discussion included that further research will be

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needed. *(Note: Other details of research presented by Sheridan will be documented and attached to the final approved meeting minutes of 2/21/11.)*

ACTION ITEM: ***Richard/Daniel***– Further research independent contractor/employee requirements for the not-for-profit status organization at the state level

MOTION: Alyssa motioned and Sheridan seconded that the GLA follow a policy that anyone doing work for the GLA must be established as an independent contractor and comply with all guidelines and regulations by the IRS and state laws. **Motion carried unanimously.**

ACTION ITEM: ***Road Committee***– Follow up to determine whether the snow plow drivers of our GLA trucks and other equipment are in compliance with independent contractor requirements.

UNANIMOUS AGREEMENT: The Board agreed that the GLA will send 1099 forms to all independent contractors each year.

ACTION ITEM: ***Charlene (Bookkeeper)*** - Create files on independent contractors who work for the GLA. Files will include copies of their workman's comp exempt status, the scope of work, written contracts for each independent contractor stating that the GLA provides no benefits, etc

ACTION ITEM: ***Charlene (Bookkeeper)*** –Acquire the appropriate1099 forms, gather needed information from independent contractors and send 1099 forms to all Independent Contractors working for the GLA each year. If time permits, send 1099 forms to independent contractors for 2010.

ACTION ITEM: ***Denise/Charlene*** – Incorporate new policies re: creating files on independent contractors and sending 1099 forms to them. Add these to the policy and procedure documents for the Treasurer and Bookkeeper.

7. **NEW BUSINESS**
   - **7.1 Project Review Committee – AA/RS**
     - **7.1.1 Lot 54-C (NG) Lori and Billy Guldan: Garage/Workshop – AA**

       Discussion. Gerald reported that he inspected the building site and the necessary setbacks will be met.

       Motion: Alyssa motioned and Paul seconded to approve the application for Lori and Billy Guldan's garage/shop building on Lot 54-C (NG) with the condition that if electricity is to be installed, the applicants will obtain an electrical permit, and any disturbed land will be reseeded after construction. **Motion carried unanimously.**

   - **7.2 Road & Weed Committee – WS/RS**
     - **7.2.1 Snow Removal & Contractors**

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7.2.1.1 Review proposal for procedures re: snow removal contractors –Road & Managerial Committees

a) New Procedure for Snow Contractors

To clarify the GLA's relationship with snow contractors and prevent misunderstandings between the GLA and the same, Richard proposed that prior to taking on any job for the GLA, a contractor must first acquire a GLA contract/agreement form signed by the Road Committee Chairs and by the contractor. The form would authorize the details of a specific job (ie designated location and time frame) and conditions of payment for that job, etc. Contractors would be required to include the form with their bill. Prior to payment, at least 2 GLA Board members (Committee Chairs?) would need to review and approve payment. The Treasurer will have a file for each Independent contractor that contains all necessary information regarding the contractor (ie. workman's comp exempt status, tax ID numbers, etc.)

ACTION ITEM: ***Charlene - (Acting as volunteer secretary for the Road Committee)*** - Draft a contractor authorization/agreement form and submit to Managerial Committee for formatting/finalization.

ACTION ITEM: ***Managerial Committee*** – Finalize contractor job authorization/agreement form and submit to Richard and Road Committee for final approval.

ACTION ITEM: ***Managerial Committee*** – Document new procedures for contractors and job authorization/agreement forms

b) **Contractor who billed the GLA without authorization**

Rich reported that billing protocol had been broken when a contractor, Steve Sirios billed the GLA for snow removal work but had not received authorization to do the job. Steve had been informed of the GLA's policy regarding authorization.

ACTION ITEM: ***Sheridan*** – Call Steve Sirios tomorrow. Give copy of Steve's bill to Richard Bolen.

ACTION ITEM: ***Richard*** – Draft a letter to Steve stating that he needs prior approval to remove snow and must submit a signed authorization form prior to working for the GLA. Give draft to Management Committee for finalization and mailing.

7.2.1.2 Report on research re: Road Committee plan for snow removal – Road & Managerial Committees

Discussion. See above.

7.4 Community Committee – RB/LB

7.4.1 GLA Emergency Preparedness Subcommittee WS/LB

7.4.1.1 Review January 26 Emergency Preparedness Meeting – WS/LB. Tabled.

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7.4.1.2 Review and vote on proposal for special assessment for snow removal/contingency fund – AA

Discussion points included: (1) Snow removal in January 2011 has already spent the entire year's snow removal budget. (2) In order to proceed with a Special Assessment needed to cover the unusually high snow removal expenses for this winter season, a letter must be drafted and mailed out with a ballot asking for Landowner approval of the proposed special assessment. (3) Suggestion that the special assessment be $50.00 per assessment with owners in High South (accessed by Hercules Road) paying a double assessment. This would bring in approximately $35,000. Special Assessments funds would be set aside for snow removal and road repair only. (4) Road Committee reported that the roads will be potholed and damaged by this season's heavy snow fall since this creates a lot of moisture on the road that cannot be absorbed by the frozen surface below. (5) Rich believes $35,000 is needed to pay for snow removal, repairs and for reserve for future weather emergencies. (6) The amount of the special assessment must be well justified. If the vote fails to pass it, the GLA will need to raise the assessments 10% in 2012's budget. This 10% would be about $12,000. (7) The GLA spent more than $12,000 in just the Thanksgiving storm.

Motion: Alyssa motioned and Gerald seconded to proceed with the special assessment of $50 per assessment and double this amount in High South. Denise will draft the special letter with input from the Managerial Committee, the Road Committee, the Treasurer and Bookkeeper. The letter will give the facts and figures to justify the amount being requested. The special meeting required for Landowner comment regarding the special assessment will be held at the earliest possible time depending on when this letter/ballot is mailed. **Motion carried unanimously.**

ACTION ITEM: ***Denise w/Managerial & Road Committees, Treasurer and Bookkeeper*** – Draft special assessment letter.

7.4.1.3 Discuss telephone tree management / messaging service for emergencies – LB

Discussion.

Procedure for Telephone Trees: One person will work with the Managerial & Road Committee to compose the emergency telephone trees. When the trees are completed, Clare will be the contact person to work with Maydell Goulart, who calls out the trees,

7.4.1.4 Discuss procedure for communication between the GLA & contractors/helpers during emergencies – Road & Management Committees

Discussion. This topic was covered to some extent in 7.2.1.1, the rest was tabled.

8. **Comment Period for Visiting Landowners**
9. **Adjournment 9:30 p.m.**
10. **Next Board Meeting: March 14, 2011, 6:45 p.m. at St. John's Church**

File: MtgMins 02 21 11
Drafts: 02 27 11; 03 05 11; 04 11 11 - FINAL
Final Approval: 04 11 11

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Agenda

February 21, 2011 - 6:45 p.m.

1. Call to order
2. Set Agenda
3. Approve January 10, 2010 Meeting Minutes
4. Treasurer's Reports – Budget Variance, Check & Deposit – SS (2 min)
5. Officer Reports
   - 5.1 Report on research re: list of services required by GLA Covenants/Bylaws – RB (5 min)
6. UNFINISHED BUSINESS
   - 6.1 Managerial Committee – LB/AA
     - 6.1.1 Status of Complaints – RB (5 min)
       - a) K. Ramp/Parcel 97 Letter
     - 6.1.2 Status of Items for Attorney Review – LB (1 min)
       - 6.1.2.1 Summary of guidelines for independent contractors vs. employees – SS/DO (1 min)
7. NEW BUSINESS
   - 7.1 Project Review Committee – AA/RS
     - 7.1.1 Lot 54-C (NG) Lori and Billy Guldan: Garage/Workshop – AA (5 min)
   - 7.2 Road & Weed Committee – WS/RS
     - 7.2.1 Snow Removal & Contractors
       - 7.2.1.1 Review proposal for procedures re: snow removal contractors – Road & Managerial Committee (5 min)
       - 7.2.1.2 Report on research re: Road Committee plan for snow removal – Road & Managerial Committee (5 min)
   - 7.4 Community Committee – RB/LB
     - 7.4.1 GLA Emergency Preparedness Subcommittee – WS/LB
       - 7.4.1.1 Review January 26 Emergency Preparedness Meeting – WS/LB
       - 7.4.1.2 Review and vote on proposal for special assessment for snow removal/contingency fund – AA (15 min)
       - 7.4.1.3 Discuss telephone tree management / messaging service for emergencies – LB (5 min)
       - 7.4.1.4 Discuss procedure for communication between the GLA & contractors/helpers during emergencies – (Road & Management Committees)
8. Comment Period for Visiting Landowners
9. Adjournment
10. Next Public Board Meeting: APRIL 11, 2011, 6:45 p.m. at St. John's Church

(The traditional Board Orientation Meeting for Board Members will take place on March 14th)

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Glastonbury Landowner's Association

2010 Budget Variance Report

January 2011

	Jan 11	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	25.00			
102. Dwelling 2000	25.00			
106. Dwelling 2004	17.50			
112. NG Dwelling 2010	20.03			
112. SG Dwelling 2010	57.50			
113. NG Dwelling 2011	0.00	26,454.00	-26,454.00	0.0%
113. SG Dwelling 2011	0.00	19,195.00	-19,195.00	0.0%
125. Land Prior to 2000	25.00			
126. Land 2000	25.00			
130. Land 2004	17.50			
136. NG Land 2010	20.04			
136. SG Land 2010	57.50			
137. NG Land 2011	0.00	29,383.00	-29,383.00	0.0%
150. GAV	0.00	9,359.00	-9,359.00	0.0%
161. Penalties Late Accounts	2.00			
100. Parcel Assessment Fees - Other	28,226.90			
Total 100. Parcel Assessment Fees	28,518.97	84,391.00	-55,872.03	33.8%
137. SG Land 2011	0.00	33,012.00	-33,012.00	0.0%
200. Project Review Fees	0.00	3,325.00	-3,325.00	0.0%
300. Roads				
301. CUT - Road Paving Loan	0.00	1,480.00	-1,480.00	0.0%
Total 300. Roads	0.00	1,480.00	-1,480.00	0.0%
500. Interest Earned				
501. Savings Interest	4.46	60.00	-55.54	7.4%
Total 500. Interest Earned	4.46	60.00	-55.54	7.4%
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	1,899.34			
804. ChipSeal-5 payments/land	538.44			
800. NG Chip Seal Income - Other	0.00	21,913.00	-21,913.00	0.0%
Total 800. NG Chip Seal Income	2,437.78	21,913.00	-19,475.22	11.1%
Total Income	30,961.21	144,181.00	-113,219.79	21.5%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	480.00			
A02B. South Glastonbury	1,100.00			
A02C. High South Glastonbury	2,662.50			
A02G. Dry Creek	575.00			
A02. Contractors - Snow Removal - Other	0.00	4,000.00	-4,000.00	0.0%
Total A02. Contractors - Snow Removal	4,817.50	4,000.00	817.50	120.4%
A03. Contractors - Weed Contrl	0.00	3,300.00	-3,300.00	0.0%
A05. Equipment Reg & Ins	1,180.00	2,500.00	-1,320.00	47.2%
A06. Equipment Mtce				
A06. Truck #1	70.77			
A06. Truck #2	641.11			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	711.88	1,500.00	-788.12	47.5%
A08. Road Improvement Loan	0.00	30,225.00	-30,225.00	0.0%
A09. Administration	0.00	155.00	-155.00	0.0%
A11. Miscellaneous				
A11A. Fuel	0.00	800.00	-800.00	0.0%
A11B. Sand	0.00	500.00	-500.00	0.0%
A11E. Quonset Hut Asset Expense	191.14	2,260.00	-2,068.86	8.5%
A11F. Purchase Sickle Mower	0.00	1,640.00	-1,640.00	0.0%
Total A11. Miscellaneous	191.14	5,200.00	-5,008.86	3.7%

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Glastonbury Landowner's Association

2010 Budget Variance Report

January 2011

	Jan 11	Budget	$ Over Budget	% of Budget
A12. Contractors - NG Road Wrk				
A12W. Mowing North Glastonbury	0.00	300.00	-300.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	12,105.00	-12,105.00	0.0%
A12Y. ChSeal Investors payments	0.00	9,808.00	-9,808.00	0.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	0.00	36,213.00	-36,213.00	0.0%
A13. Contractors - SG Road Wrk				
A13W. Mowing South Glastonbury	0.00	300.00	-300.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	0.00	14,300.00	-14,300.00	0.0%
A14. Roads/Common Land Ins	0.00	5,528.00	-5,528.00	0.0%
A15. Contingency Fund	0.00	2,000.00	-2,000.00	0.0%
Total A00. Roads & Weeds	6,900.52	104,921.00	-98,020.48	6.6%
B00. Project Review				
B01. Contractors	0.00	2,600.00	-2,600.00	0.0%
B03 Sanitation Bond Refunds	150.00			
B04. Administration	0.00	725.00	-725.00	0.0%
Total B00. Project Review	150.00	3,325.00	-3,175.00	4.5%
C00-1 Legal Fees Contingency Fu	0.00	3,000.00	-3,000.00	0.0%
C00. Community/Complaints				
C04. Legal Fees	0.00	870.00	-870.00	0.0%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
C00. Community/Complaints - Other	0.00	1,800.00	-1,800.00	0.0%
Total C00. Community/Complaints	0.00	2,845.00	-2,845.00	0.0%
COO-2 Gen Op/Subcontractors				
COO-2.02 Virtual Message/phone	0.00	200.00	-200.00	0.0%
COO-2.03 Virtual Message set-up	480.38	975.00	-494.62	49.3%
COO-2.04 copies & postage	0.00	175.00	-175.00	0.0%
COO-2 Gen Op/Subcontractors - Other	0.00	1,800.00	-1,800.00	0.0%
Total COO-2 Gen Op/Subcontractors	480.38	3,150.00	-2,669.62	15.3%
D00. Recreation				
D03. PVRC				
D03A. PVRC Electricity	25.10	600.00	-574.90	4.2%
D03B. PVRC Liability Insurance	0.00	250.00	-250.00	0.0%
D03C. Mowing Weeds	0.00	100.00	-100.00	0.0%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
DO3F. Cement Pad	0.00	1,000.00	-1,000.00	0.0%
DO3G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. PVRC	25.10	2,490.00	-2,464.90	1.0%
Total D00. Recreation	25.10	2,490.00	-2,464.90	1.0%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	247.12	100.00	147.12	247.1%
Total F00. Website	247.12	455.00	-207.88	54.3%
G00. Liens				
G01. Lien Filing	0.00	350.00	-350.00	0.0%
G03. Administration	0.00	300.00	-300.00	0.0%
G04. Credit Report Research	0.00	500.00	-500.00	0.0%
Total G00. Liens	0.00	1,150.00	-1,150.00	0.0%
J00. Other Projects				
J03.Policies & Procedures	0.00	2,440.00	-2,440.00	0.0%
Total J00. Other Projects	0.00	2,440.00	-2,440.00	0.0%

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Glastonbury Landowner's Association

2010 Budget Variance Report

January 2011

	Jan 11	Budget	$ Over Budget	% of Budget
K00. General Operating Expenses				
K01. Contractors - Admin Sec	0.00	5,980.00	-5,980.00	0.0%
K02. Contractors - Bookkeeper	405.00	3,300.00	-2,895.00	12.3%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	48.60	950.00	-901.40	5.1%
K07. Postage and Delivery	0.00	1,200.00	-1,200.00	0.0%
K08. Monthly Board Meetings	0.00	2,855.00	-2,855.00	0.0%
K11. Rent	446.00	540.00	-94.00	82.6%
K12. Insurance				
K12A. GLA Board Liability Ins	0.00	1,342.00	-1,342.00	0.0%
Total K12. Insurance	0.00	1,342.00	-1,342.00	0.0%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	0.00	70.00	-70.00	0.0%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K19. Quarterly Newsletter	375.00	950.00	-575.00	39.5%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	1,274.60	18,715.00	-17,440.40	6.8%
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	0.00	400.00	-400.00	0.0%
M05. Refreshments	0.00	200.00	-200.00	0.0%
M06. Rent	0.00	75.00	-75.00	0.0%
M08. Copies	0.00	125.00	-125.00	0.0%
Total M00. Annual Meeting/Elections	0.00	1,690.00	-1,690.00	0.0%
Total Expense	9,077.72	144,181.00	-135,103.28	6.3%
Net Ordinary Income	21,883.49	0.00	21,883.49	100.0%
Net Income	**21,883.49**	**0.00**	**21,883.49**	**100.0%**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

March, 2011

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There was no meeting held in March 2011.

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

April 11, 2011

FINAL

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1. **Call to order**
   The meeting was called to order by Richard Bolen at 7:35 p.m. at St. John's Church.
   PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President) arrived 7:50 p.m., Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Gerald Dubiel, Neil Kremer, Clare Parker, and Rich Spallone (aka Rich) arrived 8:00 p.m..
   ABSENT: Daniel O'Connell, Paul Ranttalo and William Smith.
   ALSO ATTENDING: Charlene Murphy (Meeting Assistant)

   GENERAL CONSENSUS: It was agreed that in order to help the Board to know when quorum will be reached, any Board member who will be late or unable to attend a meeting shall contact another Board member by e-mail or phone ahead of time.

2. **Set Agenda**
   Added: 7.1.3 Project Review – NG 22-A, Sheridan Stenberg Greenhouse
   Added: 6.2.2 Road & Weed - Quonset Hut status and request to complete.

3. **Approve Meeting Minutes for February 21, 2011**
   Discussion. Edits include the removal of 2 question marks on page 2; page numbers need to be changed.
   MOTION: Sheridan motioned and Gerald seconded to approve the Feb. 21 minutes as amended. **Motion carried.** (1abstention - Neil Kremer, who did not attend the meeting.)

4. **Treasurer Reports - Budget Variance, Check & Deposit – SS**
   a) Follow-up on Snowplowing Bill from Steve Sirois
   Sheridan reported that she spoke with Steve Sirois regarding the bill for snowplowing work that had not been authorized by the Road Committee. She discussed with Steve that the GLA had explained to him the authorization requirement prior to his work, and both came to terms that the GLA would not issue payment for that bill.

   b) Dry Creek Road Snowplowing Bills
   The Board discussed the possibility of sending the GLA's bills for snow removal on Dry Creek Road to Park County.
   ACTION ITEM: ***Charlene*** – Check with William and Rich about billing Park County for snow removal on Dry Creek Road.

   c) February 2011 Treasurer Reports
   The February reports that were prepared for the March meeting had been e-mailed to the Board for review in March. Since the March meeting was cancelled, however, the February reports were not printed out and distributed to the Board as hard copies.

   d) March 2011 Treasurer Reports
   MOTION: Alyssa motioned and Clare seconded to approve the Treasurer reports for March 2011. **Motion carried unanimously.**

5. **Officer Reports**
   5.1 Proposal to replace April newsletter w/upcoming special assessment letter – AA
   Discussion. Alyssa reported that the Managerial Committee was unable to complete many pending projects due to people's overloaded schedules and unforeseen personal issues. It was suggested that instead of doing a Spring Newsletter, the usual weed spraying and grading information be mentioned in the Special Assessment letter/mailing/ballot. The

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Final Approval: 05 10 11

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Board expressed concern about the delay in getting out Special Assessment letter, the administrative budget and agreed that it would like to have Denise commit to more hours of GLA work. Also discussed was the possibility of offering a $200 incentive bonus to help Denise expedite her work and obtain her independent contractor designation.

ACTION ITEM: ***Alyssa & Laura*** - Ask Denise if she can commit more hours to GLA work, and if a $200 incentive bonus would be helpful in obtaining theindependent contractor status.
ACTION ITEM: ***Laura, Richard and Janet*** - Meet to create a process of communication between the Managerial Committee and the Board to determine how correspondence and communication about pending tasks (such as letter-writing) can better flow, and perhaps compile a set of simple template letters.

6. UNFINISHED BUSINESS

6.1.1 Status of items for attorney review – LB et al

6.1.1.1 Research concerning independent contractors vs. employees
See February 21, 2011 Meeting Minutes re: federal requirements.

6.1.1.1.1 Update re: research of state requirements – RB
Discussion. Daniel O'Connell has not completed research on state requirements.
ACTION ITEM: ***Daniel*** - Research state requirements concerning independent contractors vs. employees.

6.1.1.1.2 Determine if GLA contractors are in compliance with independent contractor requirements –AA
The Board reviewed how it appears that all of the administrative contractors meet the independent contractor requirements. However, there is still a question concerning snowplow drivers of GLA trucks.
ACTION ITEM: ***Road Committee*** - Meet and make a recommendation regarding the independent contractor status of snowplow drivers of GLA trucks.

6.1.1.1.3 Update on 1099 forms – CRM/SS
Discussion. Charlene reported that there was not enough time to send out 1099 forms for 2010. She will acquire the software and information to do this on time for the upcoming 2011 tax year.

6.1.1.1.4 Job titles for GLA independent contractors – AA
Discussion. Alyssa stated that since the GLA does not have employees, any job titles or references to the independent contractors we use should reflect this. Some suggestions were as follows:
"Managerial Support" or "Administrative Support" as a title for Denise;
"Bookkeeping Services" and "Board Meeting Assistant" for Charlene.
ACTION ITEM: ***Alyssa*** **–** Discuss job title possibilities with Denise.

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Final Approval: 05 10 11

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6.1.1.1.5 GLA snow plow trucks/equipment ownership issues– AA
Discussion.
ACTION ITEM: ***Road Committee*** – Meet to discuss the snowplow trucks/equipment ownership issues; present recommendations at May Board Meeting.

6.2 Road & Weed Committee- WS/RS

6.2.1 Proposal for Meeting to Discuss Snow Removal & Contractors - AA
Alyssa proposed the following:

(a) Road Committee will meet to review & document the following:
- **Management procedure for facilitating snow removal using dispatchers. Clear guidelines for hiring snowplowers.**
- **Procedure for snow removal contractors to use.**
- **Procedure for communication between the GLA & contractors/helpers during emergencies.**

(b) Present above documents to the Board for review and final approval
Discussion.
ACTION ITEM: ***Road Committee*** – If possible, meet before the May 9 Board meeting to discuss items listed in 6.2.1 above and present to Board.

6.2.2 Quonset Hut Status and Request - GD
Discussion. Gerald reported that Paul needs two more hours to complete work on the Quonset hut door, estimated to cost $150.00.
MOTION: Alyssa motioned and Sheridan seconded to approve $150 to complete the work on the Quonset hut door. **Motion carried unanimously.**

7. NEW BUSINESS

7.1 Project Review Committee – AA/RS

7.1.1 Parcel 8 (NG)/ E & R Properties, LLC, Ronalee Johnson: Greenhouse – AA
Alyssa reviewed the project and noted that the Tenant-in-Common owner, Svend Andersen, had also signed the application. Gerald did the on-sight inspection of the building site and verified that the necessary setbacks are met.
MOTION: Alyssa motioned and Rich seconded to approve Ronalee Johnson's greenhouse application on Parcel 8 (NG) with the following conditions: (a) any disturbed land be reseeded, and; (b) if electrical service is to be installed, an electrical permit must be obtained. **Motioned carried unanimously.**

7.1.2 Lot 36-C (NG)/ Aija-Mara Accatino: Garage & Small Addition – AA
Alyssa reviewed the application. Discussion included: (a) Due to the small lot size and existing house placement, the garage would encroach on the 15-foot setback from the subdivision's private access road and public utility easement by approximately 3 feet; (b) The garage would not be in the easement, but 12 feet away from it rather than the required 15 feet per GLA Covenants, Section 6.02, and; (c) A minor variance process must take place to ensure no member of the subdivision would be opposed to the garage placement.
MOTION: Alyssa motioned and Clare seconded that Aija-Mara Accatino's garage and sunroom application on Lot 36-C (NG) be approved with the following conditions: (a) Disturbed land be reseeded; (b) Necessary electrical permits be obtained, and; (c) GLA's variance process reveals there is no member of Parcel 36

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subdivision, who opposes to the garage setback of 12 feet from the road. **Motion carried.** (2 abstentions - Rich & Gerald, due to conflict of interest.)
ACTION ITEM: ***Alyssa*** – Conduct minor variance process for Aija-Mara Accatino's Lot 36-C (NG) garage 12-foot setback.

7.1.3 Lot 22-A (NG)/ Sheridan Stenberg - Greenhouse
Discussion.
MOTION: Alyssa motioned and Rich seconded to approve Sheridan Stenberg's application for a greenhouse on Lot 22-A (NG) with the condition that any disturbed land be reseeded. **Motion carried unanimously.**

7.2 Community Committee – RB/LB
7.2.1 GLA Emergency Preparedness Subcommittee – WS/LB
7.2.1.1 Review Jan. 26, 2011 Emergency Preparedness Meeting – WS/LB
Tabled.

8. Comment Period for Visiting Landowners. None

9. Adjournment: 9:21 p.m.

10. Next Public Board Meeting: May 9, 2011, 6:45 p.m. at St. John's Church.

File: MtgMins 04 11 11
Draft (s): 04 14 11, 05 05 11, 05 07 11, 05 09 11; 02 11 12-FINAL
Final Approval: 05 10 11

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Agenda

April 11, 2011 - 6:45 p.m.

1. Call to order
2. Set Agenda
3. Approve Feb. 21, 2011 Meeting Minutes
4. Treasurer's Reports – Budget Variance, Check & Deposit – SS (2 min)
5. Officer Reports
   - 5.1 Proposal to replace April newsletter w/upcoming special assessment letter – AA (2 min)
6. UNFINISHED BUSINESS
   - 6.1 Managerial Committee – LB/AA
     - 6.1.1 Status of items for attorney review – LB et al
       - 6.1.1.1 Research concerning independent contractors vs. employees
         - 6.1.1.1.1 Update re: research of state requirements – RB
         - 6.1.1.1.2 Determine if GLA contractors are in compliance with independent contractor requirements –AA (3 min)
         - 6.1.1.1.3 Update on 1099 forms – CRM/SS (1 min)
         - 6.1.1.1.4 Job titles for GLA independent contractors – AA (5 min)
         - 6.1.1.1.5 GLA snow plow trucks/equipment ownership issues – AA (15 min)
   - 6.2 Road & Weed Committee- WS/RS
     - 6.2.1 Proposal for Meeting to Discuss Snow Removal & Contractors (AA – 2 min)
       - (a) Meet to review & document the following:
         - Management procedure for facilitating snow removal
         - Procedure for snow removal contractors to use
         - Procedure for communication between the GLA & contractors/helpers during emergencies
       - (b) Present above documents to the Board for review and final approval
7. NEW BUSINESS
   - 7.1 Project Review Committee – AA/RS
     - 7.1.1 Parcel 8 (NG)/ E & R Properties, LLC, Ronalee Johnson: Greenhouse – AA (5 min)
     - 7.1.2 Lot 36-C (NG)/ Aija-Mara Accatino: Garage & Small Addition – AA (10 min)
   - 7.2 Community Committee – RB/LB
     - 7.2.1 GLA Emergency Preparedness Subcommittee – WS/LB
       - 7.2.1.1 Review January 26 Emergency Preparedness Meeting – WS/LB (5 min)
8. Comment Period for Visiting Landowners
9. Adjournment
10. Next Public Board Meeting: May 9, 2011 6:45 p.m. at St. John's Church

MtgAgenda 04 11 11
Draft: 04 07 11; 04 10 11; 04 11 11

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Glastonbury Landowner's Association

2010 Budget Variance Report

January through March 2011

	Jan - Mar 11	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	25.00			
102. Dwelling 2000	120.00			
103. Dwelling 2001	5.00			
106. Dwelling 2004	35.00			
110. SG Dwelling 2008	10.00			
111. NG Dwelling 2009	50.00			
111. SG Dwelling 2009	125.47			
112. NG Dwelling 2010	848.69			
112. SG Dwelling 2010	1,378.58			
113. NG Dwelling 2011	0.00	26,454.00	-26,454.00	0.0%
113. SG Dwelling 2011	0.00	19,195.00	-19,195.00	0.0%
125. Land Prior to 2000	25.00			
126. Land 2000	120.00			
127. Land 2001	5.00			
130. Land 2004	35.00			
131. Land 2005	60.00			
134. SG Land 2008	10.00			
135. NG Land 2009	50.00			
135. SG Land 2009	230.47			
136. NG Land 2010	919.76			
136. SG Land 2010	2,332.77			
137. NG Land 2011	0.00	29,383.00	-29,383.00	0.0%
150. GAV	2,339.75	9,359.00	-7,019.25	25.0%
160. Finance Chrgs Late Accnts	44.24			
161. Penalties Late Accounts	71.27			
100. Parcel Assessment Fees - Other	56,523.93			
Total 100. Parcel Assessment Fees	65,364.93	84,391.00	-19,026.07	77.5%
137. SG Land 2011	0.00	33,012.00	-33,012.00	0.0%
200. Project Review Fees				
201. Application Fee	25.00			
204. IF - Structures Over 800sf	200.00			
200. Project Review Fees - Other	0.00	3,325.00	-3,325.00	0.0%
Total 200. Project Review Fees	225.00	3,325.00	-3,100.00	6.8%
300. Roads				
301. CUT - Road Paving Loan	347.46	1,480.00	-1,132.54	23.5%
303. Snowplowing	30.00			
Total 300. Roads	377.46	1,480.00	-1,102.54	25.5%
500. Interest Earned				
501. Savings Interest	17.04	60.00	-42.96	28.4%
Total 500. Interest Earned	17.04	60.00	-42.96	28.4%
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	5,928.23			
804. ChipSeal-5 payments/land	1,577.94			
805. ChipSeal GAV- 5 payments	3,103.00			
800. NG Chip Seal Income - Other	0.00	21,913.00	-21,913.00	0.0%
Total 800. NG Chip Seal Income	10,609.17	21,913.00	-11,303.83	48.4%
Total Income	76,593.60	144,181.00	-67,587.40	53.1%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	736.25			
A02B. South Glastonbury	1,220.00			
A02C. High South Glastonbury	9,661.50			
A02G. Dry Creek	901.25			
A02. Contractors - Snow Removal - Other	0.00	4,000.00	-4,000.00	0.0%
Total A02. Contractors - Snow Removal	12,519.00	4,000.00	8,519.00	313.0%
A03. Contractors - Weed Contrl	0.00	3,300.00	-3,300.00	0.0%
A05. Equipment Reg & Ins	1,180.00	2,500.00	-1,320.00	47.2%

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Glastonbury Landowner's Association

2010 Budget Variance Report

January through March 2011

	Jan - Mar 11	Budget	$ Over Budget	% of Budget
A06. Equipment Mtce				
A06. Truck #1	558.08			
A06. Truck #2	641.11			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,199.19	1,500.00	-300.81	79.9%
A08. Road Improvement Loan	7,556.32	30,225.00	-22,668.68	25.0%
A09. Administration	0.00	155.00	-155.00	0.0%
A11. Miscellaneous				
A11A. Fuel	310.00	800.00	-490.00	38.8%
A11B. Sand	0.00	500.00	-500.00	0.0%
A11E. Quonset Hut Asset Expense	191.14	2,260.00	-2,068.86	8.5%
A11F. Purchase Sickle Mower	0.00	1,640.00	-1,640.00	0.0%
Total A11. Miscellaneous	501.14	5,200.00	-4,698.86	9.6%
A12. Contractors - NG Road Wrk				
A12W. Mowing North Glastonbury	0.00	300.00	-300.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	12,105.00	-12,105.00	0.0%
A12Y. ChSeal Investors payments	0.00	9,808.00	-9,808.00	0.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	0.00	36,213.00	-36,213.00	0.0%
A13. Contractors - SG Road Wrk				
A13W. Mowing South Glastonbury	0.00	300.00	-300.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	0.00	14,300.00	-14,300.00	0.0%
A14. Roads/Common Land Ins	0.00	5,528.00	-5,528.00	0.0%
A15. Contingency Fund	0.00	2,000.00	-2,000.00	0.0%
Total A00. Roads & Weeds	22,955.65	104,921.00	-81,965.35	21.9%
B00. Project Review				
B01. Contractors	0.00	2,600.00	-2,600.00	0.0%
B03 Sanitation Bond Refunds	400.00			
B04. Administration	0.00	725.00	-725.00	0.0%
Total B00. Project Review	400.00	3,325.00	-2,925.00	12.0%
C00-1 Legal Fees Contingency Fu	0.00	3,000.00	-3,000.00	0.0%
C00. Community/Complaints				
C04. Legal Fees	125.00	870.00	-745.00	14.4%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
C00. Community/Complaints - Other	0.00	1,800.00	-1,800.00	0.0%
Total C00. Community/Complaints	125.00	2,845.00	-2,720.00	4.4%
COO-2 Gen Op/Subcontractors				
COO-2.01 Gen. Managerial Duties	490.00			
COO-2.02 Virtual Message/phone	14.95	200.00	-185.05	7.5%
COO-2.03 Virtual Message set-up	480.38	975.00	-494.62	49.3%
COO-2.04 copies & postage	0.00	175.00	-175.00	0.0%
COO-2 Gen Op/Subcontractors - Other	0.00	1,800.00	-1,800.00	0.0%
Total COO-2 Gen Op/Subcontractors	985.33	3,150.00	-2,164.67	31.3%
D00. Recreation				
D03. PVRC				
D03A. PVRC Electricity	75.30	600.00	-524.70	12.6%
D03B. PVRC Liability Insurance	0.00	250.00	-250.00	0.0%
D03C. Mowing Weeds	0.00	100.00	-100.00	0.0%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
D03F. Cement Pad	0.00	1,000.00	-1,000.00	0.0%
D03G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. PVRC	75.30	2,490.00	-2,414.70	3.0%
Total D00. Recreation	75.30	2,490.00	-2,414.70	3.0%

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Glastonbury Landowner's Association

2010 Budget Variance Report

January through March 2011

	Jan - Mar 11	Budget	$ Over Budget	% of Budget
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	256.12	100.00	156.12	256.1%
Total F00. Website	256.12	455.00	-198.88	56.3%
G00. Liens				
G01. Lien Filing	38.00	350.00	-312.00	10.9%
G03. Administration	0.00	300.00	-300.00	0.0%
G04. Credit Report Research	0.00	500.00	-500.00	0.0%
Total G00. Liens	38.00	1,150.00	-1,112.00	3.3%
J00. Other Projects				
J03.Policies & Procedures	0.00	2,440.00	-2,440.00	0.0%
Total J00. Other Projects	0.00	2,440.00	-2,440.00	0.0%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	0.00	5,980.00	-5,980.00	0.0%
K02. Contractors - Bookkeeper	1,087.50	3,300.00	-2,212.50	33.0%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	147.76	950.00	-802.24	15.6%
K07. Postage and Delivery	22.37	1,200.00	-1,177.63	1.9%
K08. Monthly Board Meetings	256.51	2,855.00	-2,598.49	9.0%
K11. Rent				
K11B. Storage/Boxes	75.00			
K11. Rent - Other	446.00	540.00	-94.00	82.6%
Total K11. Rent	521.00	540.00	-19.00	96.5%
K12. Insurance				
K12A. GLA Board Liability Ins	0.00	1,342.00	-1,342.00	0.0%
Total K12. Insurance	0.00	1,342.00	-1,342.00	0.0%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	0.00	70.00	-70.00	0.0%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K19. Quarterly Newsletter	375.00	950.00	-575.00	39.5%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	2,410.14	18,715.00	-16,304.86	12.9%
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	0.00	400.00	-400.00	0.0%
M05. Refreshments	0.00	200.00	-200.00	0.0%
M06. Rent	0.00	75.00	-75.00	0.0%
M08. Copies	0.00	125.00	-125.00	0.0%
Total M00. Annual Meeting/Elections	0.00	1,690.00	-1,690.00	0.0%
Total Expense	27,245.54	144,181.00	-116,935.46	18.9%
Net Ordinary Income	49,348.06	0.00	49,348.06	100.0%
Net Income	**49,348.06**	**0.00**	**49,348.06**	**100.0%**

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Glastonbury Landowner's Association

2010 Budget Variance Report

January through February 2011

	Jan - Feb 11	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	25.00			
102. Dwelling 2000	75.00			
106. Dwelling 2004	35.00			
110. SG Dwelling 2008	10.00			
112. NG Dwelling 2010	100.67			
112. SG Dwelling 2010	217.50			
113. NG Dwelling 2011	0.00	26,454.00	-26,454.00	0.0%
113. SG Dwelling 2011	0.00	19,195.00	-19,195.00	0.0%
125. Land Prior to 2000	25.00			
126. Land 2000	75.00			
130. Land 2004	35.00			
134. SG Land 2008	10.00			
136. NG Land 2010	193.99			
136. SG Land 2010	599.50			
137. NG Land 2011	0.00	29,383.00	-29,383.00	0.0%
150. GAV	2,339.75	9,359.00	-7,019.25	25.0%
160. Finance Chrgs Late Accnts	6.94			
161. Penalties Late Accounts	14.97			
100. Parcel Assessment Fees - Other	48,295.36			
Total 100. Parcel Assessment Fees	52,058.68	84,391.00	-32,332.32	61.7%
137. SG Land 2011	0.00	33,012.00	-33,012.00	0.0%
200. Project Review Fees	0.00	3,325.00	-3,325.00	0.0%
300. Roads				
301. CUT - Road Paving Loan	347.46	1,480.00	-1,132.54	23.5%
Total 300. Roads	347.46	1,480.00	-1,132.54	23.5%
500. Interest Earned				
501. Savings Interest	4.46	60.00	-55.54	7.4%
Total 500. Interest Earned	4.46	60.00	-55.54	7.4%
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	4,168.23			
804. ChipSeal-5 payments/land	1,402.24			
805. ChipSeal GAV- 5 payments	3,103.00			
800. NG Chip Seal Income - Other	0.00	21,913.00	-21,913.00	0.0%
Total 800. NG Chip Seal Income	8,673.47	21,913.00	-13,239.53	39.6%
Total Income	61,084.07	144,181.00	-83,096.93	42.4%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	480.00			
A02B. South Glastonbury	1,200.00			
A02C. High South Glastonbury	6,442.50			
A02G. Dry Creek	695.00			
A02. Contractors - Snow Removal - Other	0.00	4,000.00	-4,000.00	0.0%
Total A02. Contractors - Snow Removal	8,817.50	4,000.00	4,817.50	220.4%
A03. Contractors - Weed Contrl	0.00	3,300.00	-3,300.00	0.0%
A05. Equipment Reg & Ins	1,180.00	2,500.00	-1,320.00	47.2%
A06. Equipment Mtce				
A06. Truck #1	558.08			
A06. Truck #2	641.11			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,199.19	1,500.00	-300.81	79.9%
A08. Road Improvement Loan	7,556.32	30,225.00	-22,668.68	25.0%
A09. Administration	0.00	155.00	-155.00	0.0%

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Glastonbury Landowner's Association

2010 Budget Variance Report

January through February 2011

	Jan - Feb 11	Budget	$ Over Budget	% of Budget
A11. Miscellaneous				
A11A. Fuel	0.00	800.00	-800.00	0.0%
A11B. Sand	0.00	500.00	-500.00	0.0%
A11E. Quonset Hut Asset Expense	191.14	2,260.00	-2,068.86	8.5%
A11F. Purchase Sickle Mower	0.00	1,640.00	-1,640.00	0.0%
Total A11. Miscellaneous	191.14	5,200.00	-5,008.86	3.7%
A12. Contractors - NG Road Wrk				
A12W. Mowing North Glastonbury	0.00	300.00	-300.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	12,105.00	-12,105.00	0.0%
A12Y. ChSeal Investors payments	0.00	9,808.00	-9,808.00	0.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	0.00	36,213.00	-36,213.00	0.0%
A13. Contractors - SG Road Wrk				
A13W. Mowing South Glastonbury	0.00	300.00	-300.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	0.00	14,300.00	-14,300.00	0.0%
A14. Roads/Common Land Ins	0.00	5,528.00	-5,528.00	0.0%
A15. Contingency Fund	0.00	2,000.00	-2,000.00	0.0%
Total A00. Roads & Weeds	18,944.15	104,921.00	-85,976.85	18.1%
B00. Project Review				
B01. Contractors	0.00	2,600.00	-2,600.00	0.0%
B03 Sanitation Bond Refunds	400.00			
B04. Administration	0.00	725.00	-725.00	0.0%
Total B00. Project Review	400.00	3,325.00	-2,925.00	12.0%
C00-1 Legal Fees Contingency Fu	0.00	3,000.00	-3,000.00	0.0%
C00. Community/Complaints				
C04. Legal Fees	0.00	870.00	-870.00	0.0%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
C00. Community/Complaints - Other	0.00	1,800.00	-1,800.00	0.0%
Total C00. Community/Complaints	0.00	2,845.00	-2,845.00	0.0%
COO-2 Gen Op/Subcontractors				
COO-2.02 Virtual Message/phone	0.00	200.00	-200.00	0.0%
COO-2.03 Virtual Message set-up	480.38	975.00	-494.62	49.3%
COO-2.04 copies & postage	0.00	175.00	-175.00	0.0%
COO-2 Gen Op/Subcontractors - Other	0.00	1,800.00	-1,800.00	0.0%
Total COO-2 Gen Op/Subcontractors	480.38	3,150.00	-2,669.62	15.3%
D00. Recreation				
D03. PVRC				
D03A. PVRC Electricity	50.20	600.00	-549.80	8.4%
D03B. PVRC Liability Insurance	0.00	250.00	-250.00	0.0%
D03C. Mowing Weeds	0.00	100.00	-100.00	0.0%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
DO3F. Cement Pad	0.00	1,000.00	-1,000.00	0.0%
DO3G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. PVRC	50.20	2,490.00	-2,439.80	2.0%
Total D00. Recreation	50.20	2,490.00	-2,439.80	2.0%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	247.12	100.00	147.12	247.1%
Total F00. Website	247.12	455.00	-207.88	54.3%
G00. Liens				
G01. Lien Filing	0.00	350.00	-350.00	0.0%
G03. Administration	0.00	300.00	-300.00	0.0%
G04. Credit Report Research	0.00	500.00	-500.00	0.0%
Total G00. Liens	0.00	1,150.00	-1,150.00	0.0%

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Glastonbury Landowner's Association

2010 Budget Variance Report

January through February 2011

	Jan - Feb 11	Budget	$ Over Budget	% of Budget
J00. Other Projects				
J03.Policies & Procedures	0.00	2,440.00	-2,440.00	0.0%
Total J00. Other Projects	0.00	2,440.00	-2,440.00	0.0%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	0.00	5,980.00	-5,980.00	0.0%
K02. Contractors - Bookkeeper	765.00	3,300.00	-2,535.00	23.2%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	135.16	950.00	-814.84	14.2%
K07. Postage and Delivery	5.34	1,200.00	-1,194.66	0.4%
K08. Monthly Board Meetings	226.51	2,855.00	-2,628.49	7.9%
K11. Rent	446.00	540.00	-94.00	82.6%
K12. Insurance				
K12A. GLA Board Liability Ins	0.00	1,342.00	-1,342.00	0.0%
Total K12. Insurance	0.00	1,342.00	-1,342.00	0.0%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	0.00	70.00	-70.00	0.0%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K19. Quarterly Newsletter	375.00	950.00	-575.00	39.5%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	1,953.01	18,715.00	-16,761.99	10.4%
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	0.00	400.00	-400.00	0.0%
M05. Refreshments	0.00	200.00	-200.00	0.0%
M06. Rent	0.00	75.00	-75.00	0.0%
M08. Copies	0.00	125.00	-125.00	0.0%
Total M00. Annual Meeting/Elections	0.00	1,690.00	-1,690.00	0.0%
Total Expense	22,074.86	144,181.00	-122,106.14	15.3%
Net Ordinary Income	39,009.21	0.00	39,009.21	100.0%
Net Income	**39,009.21**	**0.00**	**39,009.21**	**100.0%**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

May 9, 2011

FINAL

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1. **Call to order**
   The meeting was called to order by Laura Boise at 7:00 p.m. at St. John's Church.
   PRESENT: Laura Boise (Vice President) Janet Naclerio (Secretary), Daniel O'Connell, Clare Parker, Paul Ranttalo, William Smith, and Rich Spallone (aka Rich).
   Alyssa Allen, Gerald Dubiel and Neil Kremer arrived 7:50 pm.
   ABSENT: Richard Bolen, Sheridan Stenberg.
   ALSO ATTENDING: Charlene Murphy (Meeting Assistant), Val O'Connell (Landowner), and Danilee Howe (Neighbor).

2. **Set Agenda**
   Add 7.4.2. Questions re: Collection Committee (DKO)

3. **Approve Meeting Minutes for April 11, 2011**
   Discussion. Two minor edits. First edit, 5.1, remove "expedite her work and." Second edit, 6.1.1.1.3 remove the extra word, "have."
   MOTION: Janet motioned and Clare seconded to accept the April 11, 2011 minutes as amended. **Motion carried.** (3 Abstentions: Paul; William and Daniel, who did not attend the meeting.)

4. **Treasurer's Reports - Budget Variance, Check & Deposit – SS**
   Charlene presented reports in Sheridan's absence.
   UNANIMOUS AGFREEMENT: The Board approved the April 2011Treasurer's Reports

5. **Officer Reports**
   5.1 Special Assessment Letter – LB/RB/AA
   5.1.1 Proposed revisions based on Attorney input – LB
   Discussion points: (1) Laura reported conversation with our attorney, who confirmed that Landowners who do not live in High South cannot legally vote for a special assessment amount that would be higher for High South Landowners than for themselves. Only High South Landowners could vote for an additional increase for the High South owners. (2) A new special assessment motion will need to be voted on in order to override the motion made in February regarding the special assessments. (3) The Board agreed to set the precedent of proceeding carefully in the process of establishing a special road assessment. (4) The Board discussed wording and points that should be contained in the letter. (Note Taker has copy of main points discussed.)
   ACTION ITEM: ***Laura*** – Work with Richard and the Managerial Committee to develop the special assessment letters based on attorney input and accurate figures of amount spent on snow removal in each area. The estimate of repair costs will be divided equally among all areas. Email letter draft to the Road Committee for approval. Then email to the entire Board for vote of approval.
   ACTION ITEM: ***Road Committee*** - Submit an estimate of repair costs to paved and gravel roads to Laura.

6. **UNFINISHED BUSINESS**
   6.1 Managerial Committee – LB/AA
   6.1.1 Procedure for communication between Managerial Committee & Board, etc. – (LB/AA/RB/JN) Tabled.

   6.1.2 Update re: GLA Job Titles for administrative personnel – AA Tabled.

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Final Approval: 06 27 11

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6.2 Project Review Committee – AA/RS

6.2.1 Update re: Variance on Garage Setback for Lot 36-C (NG) - Aija-Mara Accatino – AA

Alyssa reported that she contacted all the neighbors on parcel NG 36 and no one was opposed to the variance for the garage setback for lot NG 36-C, therefore the previous motion to approve the variance with this condition was fulfilled.

6.3 Road & Weed Committee - WS/RS

6.3.1 Proposal re: Management Details for Snowplowing & Contractors. Tabled.

6.3.2 Report on Independent Contractor Status of GLA Snowplow Drivers Tabled.

6.3.3 Recommendations re: snowplow trucks/equipment ownership issues

Action Item: ***Road Committee*** – Review independent contractor issue as it applies to the snowplow trucks and drivers and make a recommendation to the Board.

6.3.4 Weed Spraying (WS) - ***Added to the agenda***

William is a member of the County Weed Management Committee. He needs to step down from that position and asked if anyone on the Board would be interested in taking it on. The next County Weed Management Committee meeting will be held in the Forest Service building, 2:00 p.m., Tuesday, May 10, 2011.

7. NEW BUSINESS

7.1 Project Review Committee – AA/RS

7.1.1 Parcels 90 & 91 (SG) – Pete & Cyrese Erickson - 5 Residences – AA

Alyssa described the proposed plans for the Ericksons, which includes 5 dwellings to be used by their family. Since they own 2 original, undivided parcels, the Master Plan allows them to have 4 full-time residences. If the two parcels were subdivided into two lots on #90 and two lots on #91, there could be a house and guesthouse on each lot, for a total of 8 dwellings (4 houses and 4 guesthouses.) Since their proposed plan is to build a total of 5 dwellings, they would have to go through a major variance process. Alyssa reported that the Ericksons were already willing to agree not to develop any more dwellings on either of their parcels, limiting the dwellings to the proposed 5 on Parcel 91. The Board also discussed that the plat map they submitted did not show the correct road easement location, which had been changed in 2003, and they would have to move the buildings or work with the GLA to possibly relocate the easement cul-de-sac. Road access was discussed and Alyssa reported that the Ericksons had indicated that they would be willing to improve Upper Sagittarius Skyway at their own expense, and that they were not expecting road maintenance and snowplowing services from the GLA.

UNANIMOUS CONSENT: The Board agreed that Alyssa should proceed with the variance process for the additional building on Erickson Parcels 90 & 91 SG. An agreement would be drawn up describing that the Erickson's will not further develop beyond the 5 proposed dwellings, and this agreement runs with the land.

ACTION ITEM: ***Alyssa*** – Proceed with the variance process for the Ericksons

ACTION ITEM: ***Project Review Committee*** – Inform Cikan Architects that the plat map being used shows the incorrect easement location and explore what can be done to move buildings out of the easement.

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7.2 Community Committee – RB/LB

7.2.1 GLA Emergency Preparedness Subcommittee – WS/LB

7.2.1.1 Review January 26 Emergency Preparedness Meeting – WS/LB
The Board concluded that there had been adequate discussion concerning the meeting and further discussion was not needed.

7.3 Road & Weed Committee – WS/RS

7.3.1 Research re: Billing Park County for GLA Snowplowing of Dry Creek Road – CRM/WS/RS Tabled.

7.3.2 Discuss Proposal for Rural Special Improvement Districts w/Park County Governing Body – WS Tabled.

7.4 Collections Committee – RB/SS /RS/CRM

7.4.1 Report on research, meeting, and attorney recommendations Tabled. (Richard was not present to give an update).

7.4.2 Questions re: Collection Committee (DK0) ***Added to the agenda***
Discussion/questions included: (1) The role of the Collection Committee, (2) The proposal for Committee members to sign a confidentiality agreement, and; (3) Daniel requested to join the Committee.
UNANIMOUS AGREEMENT: The Board approved Daniel's joining the Collection Committee.
UNANIMOUS AGREEMENT: The Board approved the creation of a confidentiality/conflict of interest form to be created for each Collection Committee member to sign.
ACTION ITEM: ***Janet/ Charlene/Denise*** – Write a Confidentiality/Conflict of interest agreement for the Collection Committee.
ACTION ITEM: ***Charlene*** - Send Collection Committee information to Daniel.

8. Comment Period for Visiting Landowners

9. Adjournment 10:00 PM

10. Next Public Board Meeting: June 13, 2011 6:45 p.m. at St. John's Church

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Final Approval: 06 27 11

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Agenda

May 9, 2011 - 6:45 p.m.

1. Call to order
2. Set Agenda
3. Approve April 11, 2011 Meeting Minutes
4. Treasurer's Reports – Budget Variance, Check & Deposit – SS (2 min)
5. Officer Reports
   - 5.1 Special Assessment Letter – LB/RB/AA
     - 5.1.1 Proposed revisions based on Attorney input – LB (5 min)
6. UNFINISHED BUSINESS
   - 6.1 Managerial Committee – LB/AA
     - 6.1.1 Procedure for communication between Managerial Committee & Board, etc. – (LB/AA/RB/JN)
     - 6.1.2 Update re: GLA Job Titles for administrative personnel – AA (2 min)
   - 6.2 Project Review Committee – AA/RS
     - 6.2.1 Update re: Variance on Garage Setback for Lot 36-C (NG) - Aija-Mara Accatino – AA (1 min)
   - 6.3 Road & Weed Committee - WS/RS
     - 6.3.1 Proposal re: Management Details for Snowplowing & Contractors
     - 6.3.2 Report on Independent Contractor Status of GLA Snowplow Drivers
     - 6.3.3 Recommendations re: snowplow trucks/equipment ownership issues
7. NEW BUSINESS
   - 7.1 Project Review Committee – AA/RS
     - 7.1.1 Parcels 90 & 91 (SG) – Pete & Cyrese Erickson - 5 Residences – AA (20 min)
   - 7.2 Community Committee – RB/LB
     - 7.2.1 GLA Emergency Preparedness Subcommittee – WS/LB
       - 7.2.1.1 Review January 26 Emergency Preparedness Meeting – WS/LB (5 min)
   - 7.3 Road & Weed Committee – WS/RS
     - 7.3.1 Research re: Billing Park County for GLA Snowplowing of Dry Creek Road – CRM/WS/RS
     - 7.3.2 Discuss Proposal for Rural Special Improvement Districts w/Park County Governing Body – WS (5 mins)
   - 7.4 Collections Committee – RB/SS /RS/CRM
     - 7.4.1 Report on research, meeting, and attorney recommendations (5 min)
8. Comment Period for Visiting Landowners
9. Adjournment
10. Next Public Board Meeting: June 13, 2011 6:45 p.m. at St. John's Church

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through April 2011

	Jan - Apr 11	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	25.00			
102. Dwelling 2000	120.00			
103. Dwelling 2001	5.00			
106. Dwelling 2004	55.90			
107. Dwelling 2005	49.10			
110. SG Dwelling 2008	10.00			
111. NG Dwelling 2009	77.66			
111. SG Dwelling 2009	343.16			
112. NG Dwelling 2010	1,596.90			
112. SG Dwelling 2010	1,869.56			
113. NG Dwelling 2011	13,760.97	26,454.00	-12,693.03	52.0%
113. SG Dwelling 2011	11,119.04	19,195.00	-8,075.96	57.9%
125. Land Prior to 2000	25.00			
126. Land 2000	120.00			
127. Land 2001	5.00			
130. Land 2004	55.89			
131. Land 2005	126.99			
132. Land 2006	155.23			
133. Land 2007	145.00			
134. SG Land 2008	169.00			
135. NG Land 2009	77.66			
135. SG Land 2009	585.32			
136. NG Land 2010	1,760.11			
136. SG Land 2010	3,200.87			
137. NG Land 2011	18,443.08	29,383.00	-10,939.92	62.8%
137. SG Land 2011	20,895.84	33,012.00	-12,116.16	63.3%
150. GAV	4,679.50	9,359.00	-4,679.50	50.0%
160. Finance Chrgs Late Accnts	202.95			
161. Penalties Late Accounts	246.44			
Total 100. Parcel Assessment Fees	79,926.17	117,403.00	-37,476.83	68.1%
200. Project Review Fees				
201. Application Fee	100.00			
203. IF - Structures 200/800sf	300.00			
204. IF - Structures Over 800sf	200.00			
200. Project Review Fees - Other	0.00	3,325.00	-3,325.00	0.0%
Total 200. Project Review Fees	600.00	3,325.00	-2,725.00	18.0%
300. Roads				
301. CUT - Road Paving Loan	347.46	1,480.00	-1,132.54	23.5%
303. Snowplowing	30.00			
Total 300. Roads	377.46	1,480.00	-1,102.54	25.5%
500. Interest Earned				
501. Savings Interest	23.78	60.00	-36.22	39.6%
Total 500. Interest Earned	23.78	60.00	-36.22	39.6%
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	8,589.04			
804. ChipSeal-5 payments/land	1,768.52			
805. ChipSeal GAV- 5 payments	3,103.00			
800. NG Chip Seal Income - Other	0.00	21,913.00	-21,913.00	0.0%
Total 800. NG Chip Seal Income	13,460.56	21,913.00	-8,452.44	61.4%
Total Income	94,387.97	144,181.00	-49,793.03	65.5%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through April 2011

	Jan - Apr 11	Budget	$ Over Budget	% of Budget
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	736.25			
A02B. South Glastonbury	1,220.00			
A02C. High South Glastonbury	9,661.50			
A02G. Dry Creek	901.25			
A02. Contractors - Snow Removal - Other	0.00	4,000.00	-4,000.00	0.0%
Total A02. Contractors - Snow Removal	12,519.00	4,000.00	8,519.00	313.0%
A03. Contractors - Weed Contrl	0.00	3,300.00	-3,300.00	0.0%
A05. Equipment Reg & Ins	1,180.00	2,500.00	-1,320.00	47.2%
A06. Equipment Mtce				
A06. Truck #1	558.08			
A06. Truck #2	641.11			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,199.19	1,500.00	-300.81	79.9%
A08. Road Improvement Loan	7,556.32	30,225.00	-22,668.68	25.0%
A09. Administration	0.00	155.00	-155.00	0.0%
A11. Miscellaneous				
A11A. Fuel	310.00	800.00	-490.00	38.8%
A11B. Sand	0.00	500.00	-500.00	0.0%
A11E. Quonset Hut Asset Expense	191.14	2,260.00	-2,068.86	8.5%
A11F. Purchase Sickle Mower	0.00	1,640.00	-1,640.00	0.0%
Total A11. Miscellaneous	501.14	5,200.00	-4,698.86	9.6%
A12. Contractors - NG Road Wrk				
A12W. Mowing North Glastonbury	0.00	300.00	-300.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	12,105.00	-12,105.00	0.0%
A12Y. ChSeal Investors payments	0.00	9,808.00	-9,808.00	0.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	0.00	36,213.00	-36,213.00	0.0%
A13. Contractors - SG Road Wrk				
A13W. Mowing South Glastonbury	0.00	300.00	-300.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	0.00	14,300.00	-14,300.00	0.0%
A14. Roads/Common Land Ins	0.00	5,528.00	-5,528.00	0.0%
A15. Contingency Fund	0.00	2,000.00	-2,000.00	0.0%
Total A00. Roads & Weeds	22,955.65	104,921.00	-81,965.35	21.9%
B00. Project Review				
B01. Contractors	0.00	2,600.00	-2,600.00	0.0%
B03 Sanitation Bond Refunds	400.00			
B04. Administration	0.00	725.00	-725.00	0.0%
Total B00. Project Review	400.00	3,325.00	-2,925.00	12.0%
C00-1 Legal Fees Contingency Fu	0.00	3,000.00	-3,000.00	0.0%
C00. Community/Complaints				
C04. Legal Fees	125.00	870.00	-745.00	14.4%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
C00. Community/Complaints - Other	0.00	1,800.00	-1,800.00	0.0%
Total C00. Community/Complaints	125.00	2,845.00	-2,720.00	4.4%
COO-2 Gen Op/Subcontractors				
COO-2.01 Gen. Managerial Duties	490.00			
COO-2.02 Virtual Message/phone	29.90	200.00	-170.10	15.0%
COO-2.03 Virtual Message set-up	480.38	975.00	-494.62	49.3%
COO-2.04 copies & postage	0.00	175.00	-175.00	0.0%
COO-2 Gen Op/Subcontractors - Other	0.00	1,800.00	-1,800.00	0.0%
Total COO-2 Gen Op/Subcontractors	1,000.28	3,150.00	-2,149.72	31.8%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through April 2011

	Jan - Apr 11	Budget	$ Over Budget	% of Budget
D00. Recreation				
D03. PVRC				
D03A. PVRC Electricity	100.40	600.00	-499.60	16.7%
D03B. PVRC Liability Insurance	0.00	250.00	-250.00	0.0%
D03C. Mowing Weeds	0.00	100.00	-100.00	0.0%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
D03F. Cement Pad	0.00	1,000.00	-1,000.00	0.0%
D03G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. PVRC	100.40	2,490.00	-2,389.60	4.0%
Total D00. Recreation	100.40	2,490.00	-2,389.60	4.0%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	256.12	100.00	156.12	256.1%
Total F00. Website	256.12	455.00	-198.88	56.3%
G00. Liens				
G01. Lien Filing	38.00	350.00	-312.00	10.9%
G03. Administration	0.00	300.00	-300.00	0.0%
G04. Credit Report Research	0.00	500.00	-500.00	0.0%
Total G00. Liens	38.00	1,150.00	-1,112.00	3.3%
J00. Other Projects				
J03.Policies & Procedures	0.00	2,440.00	-2,440.00	0.0%
Total J00. Other Projects	0.00	2,440.00	-2,440.00	0.0%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	0.00	5,980.00	-5,980.00	0.0%
K02. Contractors - Bookkeeper	1,372.50	3,300.00	-1,927.50	41.6%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	176.06	950.00	-773.94	18.5%
K07. Postage and Delivery	110.37	1,200.00	-1,089.63	9.2%
K08. Monthly Board Meetings	380.26	2,855.00	-2,474.74	13.3%
K11. Rent				
K11B. Storage/Boxes	75.00			
K11. Rent - Other	461.00	540.00	-79.00	85.4%
Total K11. Rent	536.00	540.00	-4.00	99.3%
K12. Insurance				
K12A. GLA Board Liability Ins	0.00	1,342.00	-1,342.00	0.0%
Total K12. Insurance	0.00	1,342.00	-1,342.00	0.0%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	15.00	70.00	-55.00	21.4%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K19. Quarterly Newsletter	375.00	950.00	-575.00	39.5%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	2,965.19	18,715.00	-15,749.81	15.8%
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	0.00	400.00	-400.00	0.0%
M05. Refreshments	0.00	200.00	-200.00	0.0%
M06. Rent	0.00	75.00	-75.00	0.0%
M08. Copies	0.00	125.00	-125.00	0.0%
Total M00. Annual Meeting/Elections	0.00	1,690.00	-1,690.00	0.0%
Total Expense	27,840.64	144,181.00	-116,340.36	19.3%
Net Ordinary Income	66,547.33	0.00	66,547.33	100.0%
Net Income	**66,547.33**	**0.00**	**66,547.33**	**100.0%**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

June 13, 2011

FINAL

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1. **Call to order**
   The meeting was called to order by Richard Bolen at 7:05 p.m. at St. John's Church.
   PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President) Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Gerald Dubiel, Daniel O'Connell, Paul Ranttalo, William Smith, and Rich Spallone (aka Rich).
   ABSENT: Neil Kremer and Clare Parker
   ALSO ATTENDING: Charlene Murphy (Meeting Assistant), Tim Brockett, Walter and Regina Wunsch, Val O'Connell, Danilie Howe, Chuck Tanner, Peter Naclerio, Frank Cikan, and Mary Ann Svehla of Cikan Architects, P.C.

2. **Set Agenda**
   The following agenda items were added:
   5.1.1 Daniel requested a discussion on contract obligations as pertaining to the project review proposal of Parcels 90 & 91 (SG).
   7.2.4 Formation of a legal officer position, change the word "committee" to "officer" in this agenda item.

3. **Approve Meeting Minutes for May 9, 2011** Tabled.

4. **Treasurer's Reports - Budget Variance, Check & Deposit – SS**
   MOTION: Laura motioned and Janet seconded to accept the Treasurer's reports for May 2011. **Motion carried. (1 abstention – Daniel)**

5. **Officer Reports**
   5.1 Proposed Policy for Handling Legal Issues and E-mail Communication – LB
   a) Proposal for handling legal issues: Laura reported that due to differing interpretations of our Covenants and Bylaws among some Board Members, she spoke with Hertha Lund, our attorney, who advised that any questions be presented to her for legal interpretation. Then, based on this legal advice, policies will be drafted, discussed and approved or disapproved by the Board's vote.
   b) E-mail communication among Board Members: Laura reported that Hertha advised that e-mail not be used as a means to discuss important issues. She recommended that the GLA hire Alanah Griffith (an attorney who specializes in homeowner association law) to draft a policy regarding e-mail communication that the Board can then vote to adopt. When the Board develops a policy based on our attorney's advice; that policy will be reviewed by the attorney before the Board votes on it.

   MOTION: Laura motioned and Alyssa seconded to send legal questions to the attorney and use the legal advice given to create policies. (We can create a policy for e-mail communications that are not based on weighty issues that require deliberation among the whole Board.) **Motion carried. (9 in favor; 1 opposed – Daniel).**

   ACTION ITEM: ***Board*** – Submit questions along with any documentation to Richard to be forwarded to the attorney.

   5.1.1 Contract Obligations
   Daniel stated that a contract is being made between the GLA and the Ericksons as part of the conditions for potentially approving the Erickson's building project on Parcels 90 & 91 (SG), and that according to the Bylaw Article VI-B, a contract must be less than 5 years or it requires 51% membership approval.

File: MtgMins 06 13 11
Draft (s): 06 21 11; 06 23 11; 07 12 11; 09 21 11; 10 31 11-FINAL
Final Approval: 10 17 11; See attached edited draft showing approved edits by Board on 10 17 11.

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before, during and after their construction activities for any damage they cause to the association roads leading to their parcels. **[Superceded by refinements made at June 27, 2011 meeting.]**

6. Snow plowing of the last .6 of a mile of Upper Sagittarius Skyway will be paid for by the Ericksons when they need access.
7. Each dwelling will have impact fees for construction.
8. Each dwelling pays an assessment.
9. The GLA is not obligated to provide any road maintenance.
10. Property is not to be resold as a Commercial Lodging facility such as a B&B or guest ranch because of road impact.
11. Variance grants permission to build 5 dwellings as stated in the Ericksons'site plan with the 25-foot setback for 3 of the dwellings.
12. Ericksons must adhere to their site plan as they proceed with the buildings regarding size and location. The first phase is for buildings 2 and 5, which are shown in the current application.
13. Ericksons will submit application details and individual project review forms for the other 3 buildings when they are ready to proceed with phase 2.
14. Outbuilding development will be limited and the Ericksons will submit a project review application for any future outbuildings.
15. Limit commercial activity
16. Require the Ericksons' attorney to draw up an agreement that addresses all the Board's concerns and requirements.
17. Hertha will review this agreement.

MOTION: Daniel motioned and William seconded to table the Erickson's project review until some of these issues are sorted out such as what agreement we will make with the Ericksons. **Motion carried. (6 in favor; 3 opposed)**
Discussion.
AMENDMENT TO ABOVE MOTION: William motioned and Gerald seconded to amend Daniel's motion that tabled the variance on five buildings until more information is gathered and instead allow "phase one" of the project that includes buildings 2 and 5 to go forward using a new project review form. **Motion did not carry. (3 in favor – William, Gerald & Daniel; 5 opposed.)**

GENERAL CONSENSUS AGREEMENT: The Board agreed to meet on Monday, June 20, 2011 at 7:00 pm to continue deliberations on this variance.

ACTION ITEM: ***Janet*** – Contact Eileen Story to determine if St. John's Church can be booked on June 20 and inform the Board of the outcome.

6.2 Community Committee – RB/LB

6.2.1 Review 2010 Letters from J. Johnson requesting ban of fireworks in Glastonbury

The Board reviewed Johnson's letters proposing that fireworks should be banned from Glastonbury as they have seriously disturbed her pets and are a potential fire hazard. The Board did not agree to limit the use of fireworks in Glastonbury. Discussion included: (1) Fireworks are not allowed in Golden Age Village where J. Johnson lives but are allowed on Glastonbury private land; (2) It is up to individual Landowners to use fireworks responsibly and limit the fire hazard, (3) Since shooting firearms is allowed on GLA private land and fireworks are an

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accessible to all association Landowners. The Ericksons are willing to pay for snow removal on Upper Sagittarius Skyway when they need access in winter.
f) Alyssa said that a fire fill tank of 20,000 gallons would be installed close to the cul-de-sac, and this cistern could be used for fire protection for all High South properties. Alyssa mentioned how Greg Coleman pointed out that a development with a watered green lawn is easier to protect than dry grass in a fire. She showed photos of the building site that illustrated how all trees are much more than 100 feet away.
g) Alyssa reported on the input from four neighboring Landowners submitted on the variance response forms. None of the adjacent Landowners were opposed to the variance. The owners of Parcel 89 said he agrees with the variance. The owners of Parcel 92 indicated that they liked the residential nature of the project. The owner of Parcel 93 responded, "it is an appropriate use of land and preserves the natural resources." Tim Brockett, owner of Parcel 88A, says he approves the compound in principal, has no problem with a residential compound, but hopes it doesn't turn into a subdivision or commercial operation. His concerns are possible fire hazard of buildings being 25–30 feet apart, road not being accessible to fight a fire in winter, large enough septic and drain field for large family, wants to move the project 500 feet to the hilltop and have no buildings on Parcel 90.

6.1.1.2 Further Discussion Points
a) The idea of a conservation easement to be placed on Parcel 90;
b) Whether or not to ban all buildings on 90 or just dwellings;
c) Whether or not to limit outbuildings on either Parcel;
d) Whether the Forest Service need to be contacted since property borders their land;
e) The Erickson's attorney could draw up an agreement that would run with the land and restrict any future residential development on Parcel 90 and restrict future commercial use of the residential cluster on Parcel 91 into perpetuity;
f) The GLA would review any future outbuilding projects on either Parcel;
g) Hertha Lund will review any agreement presented by the Erickson's attorney
h) The variance has to do with the density of dwellings per parcel
i) Whether or not the Erickson's have a valid hardship or need for a variance. Daniel stated that the Board cannot offer a variance based on the Erickson's not using Parcel 90, and felt that the steep terrain does not bar them from using their land.
j) Daniel questioned the number of variances for the Erickson's project review.

6.1.1.3 The Board listed a number of conditions that would be required in order to give preliminary approval for the variance as follows:
1. Limit number of dwellings on both parcels to five dwellings on Parcel 91 and no dwellings on Parcel 90.
2. Ownership of Parcels 90 and 91 stays as one ownership entity and will not be subdivided.
3. Must follow state/county laws regarding sanitation, septic, drain fields, etc.
4. The GLA doesn't regulate fire protection, therefore the Ericksons will abide by all fire regulations.
5. The last .6 of a mile of Sagittarius Skyway is considered a jeep trail and is not maintained by the Association. Any improvements to the road will be done voluntarily by the Ericksons' at their own expense, and they are responsible

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ACTION ITEM: ***Richard*** - Consult the attorney about how Bylaw Article VI-B applies to the conditions of the Erickson's potential project approval.

5.2 Update on Special Assessment Letter – LB/RB/AA/Road Committee

Discussion included: (1) The Road Committee determined that an additional special assessment of $90 for the 69 High South Landowners would cover the costs of snow removal in High South for the 2010 – 2011 snow season; (2) The $90 is in addition to the $30 per assessment that all Glastonbury Landowners will be asked to approve by vote, and; (3) There is a need to contact all Landowners by phone before the letter goes out to encourage them to vote.

ACTION ITEM: ***Charlene*** – Work with William, Rich and Managerial Committee to draft the special assessment letter. Send final draft to all Board Members.

ACTION ITEM: ***Board*** – Organize a team to contact High South Landowners regarding the $90 proposed assessment and all Landowners about the $30 special assessment and encourage them to vote to approve these assessments when the letter comes to them.

6. UNFINISHED BUSINESS

6.1 Project Review Committee – AA/RS

6.1.1 Update re: Parcels 90 & 91 (SG) – Pete & Cyrese Erickson - 5 Residences – AA

6.1.1.1 Overall Review and Discussion

a) Alyssa enumerated the ways that impact on the community is being reviewed including fire safety, sanitation, ground water, road usage, view shed, etc. and how she has investigated potential problems by contacting Mike Inman at the Park County Planning office, Greg Coleman with the Paradise Valley Fire Department and Barbara Woodbury the County Sanitarian. A site evaluation will be done by C&H Engineering and will have to show that there will be no pollution to Gol Meier Creek and that drain fields will meet State/County requirements.

b) Alyssa showed a new site map that uses the correct plat map and how the proposed buildings have been moved out of the easement. In addition to the variance requests for the dwellings to be placed on Parcel 91 only and the additional 5th dwelling, there is also a variance request to decrease the setback requirement for three buildings from 50 to 25 feet on the Common-Use land boundary and Forest Service boundary due to the steepness of the terrain.

c) Val O'Connell expressed concern about one foundation vs. more than one foundation for each of the five buildings. The architects stated there is only one foundation for each building.

d) Alyssa and Cikan Architects said that the Ericksons are willing to establish some sort of an agreement that nothing will be built on Parcel 90, and that this would run with the land. The Ericksons chose to place the five dwellings in a cluster so that they will serve as a gathering place for family and will reduce development impact on the land. It is important to the Ericksons to preserve the natural environment by avoiding long driveways and scarring the land with cuts and fills. They will use stone and recycled wood materials in the buildings to fit in with surrounding land.

e) The Erickson want to be good neighbors and contribute to the community by improving the section of Upper Sagittarius Skyway to the cul-de-sac at their own expense. These road improvements would make the Common Land more

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American tradition, limiting their use could be considered taking away Landowner rights, and; (4) It was suggested that a phone tree be sent out with a friendly reminder about fireworks safety.
ACTION ITEM: ***Charlene*** – Work with Managerial Committee to send out a phone tree (via Maydell Goulart) reminding Landowners to use fireworks carefully, etc.
ACTION ITEM: ***Managerial Committee*** – Respond to J. Johnson.

7. NEW BUSINESS

7.1 Project Review Committee – AA/RS

7.1.1 Parcel 52 (NG)/Legacy Ranch – Driveway – AA

Alyssa explained that the proposed development was only for the beginning of the driveway and entry point on Aquarius Lane, and that once the rest of the driveway was determined, the owner would submit an updated map. Gerald had inspected the site and verified that the visibility requirements had been met and that no culvert is needed.
MOTION: Alyssa motioned and Gerald seconded to approve Parcel 52 (NG) Legacy Ranch driveway with the condition that an updated site map will be submitted when the rest of the driveway location has been determined. **Motion carried unanimously.**

7.1.2 Parcel 74 (SG)/Alyssa & Richard Allen – Greenhouse – AA

Alyssa reviewed that due to the location of the existing house, which is 35 feet from the boundary, the proposed greenhouse on the southeast corner would have to be 37 feet from the boundary. Gerald verified the setback distances. Alyssa requested that the sanitation bond be waived since there will be minimal construction debris and no outside contractors will be used. Laura suggested that the impact fee be reduced to $50 due to the size of the project.
MOTION: Sheridan motioned and Gerald seconded to approve Alyssa & Richard Allen's application for a greenhouse on Parcel 74 (SG) with the condition that disturbed land be reseeded and an electrical permit be obtained if needed. The sanitation bond is waived and the impact fee reduced to $50. **Motion carried. (1 abstention – Alyssa)**

7.2 Miscellaneous Questions & Considerations – RB/DKO & Board

7.2.1 Dissolving of the Collection Committee – RB/DKO

At a private Board meeting, the Board approved the formation of the Collection Committee as an advisory committee to the Board. Daniel stated that he believed it should have been formed at a public meeting and that the minutes of February 21, 2011 should ~~to~~ reflect that the committee was formed out-of-order in a private meeting. **[See the meeting minutes for July 14, 2011, which will contain attorney clarification about this situation.]**

7.2.2 Proposal re: Handling Past Due Assessments - RB

1) Richard reviewed the following steps and information that could be used for handling past due assessments:
(a) Send a demand collection letter to all lien accounts. This would be the final offer before turning the account over to a collection agency or collection attorney. (b) Our Bylaws state that any costs incurred in collecting will be added to what is owed. (c) Action Collection Services Inc. of Bozeman charges 35% of amount

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collected, which is added by contract. The agency would not charge us anything; instead, their fee is taken from what they collect. The agency employs two attorneys. (d) Richard reviewed what he learned from two attorneys who handle collections.

• Attorney Rick Landers does collection work with homeowner associations using lien foreclosures and pursing judgments. He recommends a title search, costing $100, to check for a clear title. He charges $175 per hour plus costs, a lawsuit filing fee of $125, and he requires a $2,000 retainer.

• Attorney Alanah Griffith does collection work and she recommends justice court rather than foreclosures. She estimates about $800 per collection. Richard said that Alanah offered to train someone in the paperwork procedures and how to do further collections to keep down the costs to the GLA.

2) Board Discussion Points

a) Richard said that the Board could use a collection agency to pursue collection of smaller lien accounts.

b) Valery voiced concern about the need for a collection agency for any reason. She stated that collection agencies cannot legally seize a debtor's assets, bank accounts, or paychecks, nor publicly disclose the debt. Their services are mainly used to find people, write letters and make phone calls.

c) Richard proposed that an attorney could be used to collect from out-of-state Landowners who would be concerned about being sued in Montana.

d) Foreclosure vs. judgments. Richard reported that both attorneys did not like the foreclosure process.

e) Judgments in justice court can be very effective.

f) Foreclosure may not be very effective and could be used as a last resort because the Homestead Act of Montana allows for an exemption to owners losing their home up to $250,000 if they are living in it as a primary residence. Careful research will be needed before we can consider using foreclosure as a method of collection.

g) There are websites such as "reportcard.com" that are useful for further research.

h) A three-layer approach was suggested.

1. Send a strongly-worded letter to all lien accounts.
2. On a case-by-case basis, determine whether to use a collection agency, an attorney, or do nothing for hardship situations.
3. Pursue foreclosure as a last resort.

i) Daniel suggested that a legal officer deal with liens.

7.2.3 Eisvang Response Letter (6/10/11) to the GLA – SS Tabled.

7.2.4 Formation of Legal Officer Position – DKO Tabled.

7.2.5 Legal Status of GLA Committees – DKO Tabled.

7.2.6 Procedure for developing the GLA Agenda – AA Tabled.

7.2.7 Procedure re: letters writing, etc. – AA Tabled.

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7.2.8 Secretarial Duties – JN
Daniel commented that the Secretary should take the meeting minutes. Janet clarified that she always takes the minutes in her own personal notebook and oversees the minutes being taken by another minute-taker. This is the policy that was in place on the Board when she became the Secretary nine years ago. Its purpose being that the Secretary should be actively participating in the meeting.

8. **Comment Period for Visiting Landowners**
Val O'Connell said she would submit a list of 15 legal things that she is concerned about in addition to a list of 15 legal concerns regarding the Erickson application.

9. **Adjournment: 10:35 p.m.**

10. **Next scheduled Board Meetings:** June 20, 2011, 7:00 p.m. at St. John's Church, and July 11, 2011, 6:45 p.m. at St. John's Church.

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Agenda

June 13, 2011 - 6:45 p.m.

1. Call to order
2. Set Agenda
3. Approve May 9, 2011 Meeting Minutes
4. Treasurer's Reports – Budget Variance, Check & Deposit – SS (2 min)
5. Officer Reports
   - 5.1 Proposed Policy for Handling Legal Issues and e-mail Communication – LB (5 min)
   - 5.2 Update on Special Assessment Letter – LB/RB/AA/Road Committee
6. UNFINISHED BUSINESS
   - 6.1 Project Review Committee – AA/RS
     - 6.1.1 Update re: Parcels 90 & 91 (SG) – Pete & Cyrese Erickson - 5 Residences – AA (30 min)
   - 6.2 Community Committee – RB/LB
     - 6.2.1 Review 2010 Letters from J. Johnson request ban of fireworks in Glastonbury *(Letter will be emailed as well as distributed at meeting)*
7. NEW BUSINESS
   - 7.1 Project Review Committee – AA/RS
     - 7.1.1 Parcel 52 (NG) – Legacy Ranch – Driveway – AA (2 min)
     - 7.1.2 Parcel 74 (SG) – Alyssa & Richard Allen – Greenhouse – AA (2 min)
   - 7.2 Miscellaneous Questions & Considerations – RB/DKO & BOARD
     - 7.2.1 Dissolving of the Collections Committee - RB/DKO (2 min)
     - 7.2.2 Proposal re: Handling Past Due Assessments - RB (10 min)
     - 7.2.3 Eisvang Response Letter (6/10/11) to the GLA - SS (5 min)
     - 7.2.4 Formation of Legal Advisory Committee – DKO (2 min)
     - 7.2.5 Legal Status of GLA Committees - DKO (2 min)
     - 7.2.6 Procedure for developing the GLA Agenda – AA (1 min)
     - 7.2.7 Procedure re: letter writing, etc. – AA (1 min)
8. Comment Period for Visiting Landowners
9. Adjournment
10. Next Public Board Meeting: July 11, 2011 6:45 p.m. at St. John's Church

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through May 2011

	Jan - May 11	Budget	$ Over Budget	% of Budget
D00. Recreation				
D03. PVRC				
D03A. PVRC Electricity	125.50	600.00	-474.50	20.9%
D03B. PVRC Liability Insurance	0.00	250.00	-250.00	0.0%
D03C. Mowing Weeds	0.00	100.00	-100.00	0.0%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
DO3F. Cement Pad	0.00	1,000.00	-1,000.00	0.0%
DO3G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. PVRC	125.50	2,490.00	-2,364.50	5.0%
Total D00. Recreation	125.50	2,490.00	-2,364.50	5.0%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	256.12	100.00	156.12	256.1%
Total F00. Website	256.12	455.00	-198.88	56.3%
G00. Liens				
G01. Lien Filing	38.00	350.00	-312.00	10.9%
G03. Administration	0.00	300.00	-300.00	0.0%
G04. Credit Report Research	0.00	500.00	-500.00	0.0%
Total G00. Liens	38.00	1,150.00	-1,112.00	3.3%
J00. Other Projects				
J03.Policies & Procedures	0.00	2,440.00	-2,440.00	0.0%
Total J00. Other Projects	0.00	2,440.00	-2,440.00	0.0%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	0.00	5,980.00	-5,980.00	0.0%
K02. Contractors - Bookkeeper	1,695.00	3,300.00	-1,605.00	51.4%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	183.96	950.00	-766.04	19.4%
K07. Postage and Delivery	110.37	1,200.00	-1,089.63	9.2%
K08. Monthly Board Meetings	477.76	2,855.00	-2,377.24	16.7%
K11. Rent				
K11B. Storage/Boxes	75.00			
K11. Rent - Other	461.00	540.00	-79.00	85.4%
Total K11. Rent	536.00	540.00	-4.00	99.3%
K12. Insurance				
K12A. GLA Board Liability Ins	0.00	1,342.00	-1,342.00	0.0%
Total K12. Insurance	0.00	1,342.00	-1,342.00	0.0%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	15.00	70.00	-55.00	21.4%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K19. Quarterly Newsletter	375.00	950.00	-575.00	39.5%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	3,393.09	18,715.00	-15,321.91	18.1%
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	0.00	400.00	-400.00	0.0%
M05. Refreshments	0.00	200.00	-200.00	0.0%
M06. Rent	0.00	75.00	-75.00	0.0%
M08. Copies	0.00	125.00	-125.00	0.0%
Total M00. Annual Meeting/Elections	0.00	1,690.00	-1,690.00	0.0%
Total Expense	36,014.91	144,181.00	-108,166.09	25.0%
Net Ordinary Income	65,968.25	0.00	65,968.25	100.0%
Net Income	**65,968.25**	**0.00**	**65,968.25**	**100.0%**

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through May 2011

	Jan - May 11	Budget	$ Over Budget	% of Budget
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	736.25			
A02B. South Glastonbury	1,220.00			
A02C. High South Glastonbury	9,661.50			
A02G. Dry Creek	901.25			
A02. Contractors - Snow Removal - Other	0.00	4,000.00	-4,000.00	0.0%
Total A02. Contractors - Snow Removal	12,519.00	4,000.00	8,519.00	313.0%
A03. Contractors - Weed Contrl	0.00	3,300.00	-3,300.00	0.0%
A05. Equipment Reg & Ins	1,180.00	2,500.00	-1,320.00	47.2%
A06. Equipment Mtce				
A06. Truck #1	558.08			
A06. Truck #2	641.11			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,199.19	1,500.00	-300.81	79.9%
A08. Road Improvement Loan	15,112.64	30,225.00	-15,112.36	50.0%
A09. Administration	0.00	155.00	-155.00	0.0%
A11. Miscellaneous				
A11A. Fuel	310.00	800.00	-490.00	38.8%
A11B. Sand	0.00	500.00	-500.00	0.0%
A11E. Quonset Hut Asset Expense	341.14	2,260.00	-1,918.86	15.1%
A11F. Purchase Sickle Mower	0.00	1,640.00	-1,640.00	0.0%
Total A11. Miscellaneous	651.14	5,200.00	-4,548.86	12.5%
A12. Contractors - NG Road Wrk				
A12W. Mowing North Glastonbury	0.00	300.00	-300.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	12,105.00	-12,105.00	0.0%
A12Y. ChSeal Investors payments	0.00	9,808.00	-9,808.00	0.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	0.00	36,213.00	-36,213.00	0.0%
A13. Contractors - SG Road Wrk				
A13W. Mowing South Glastonbury	0.00	300.00	-300.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	0.00	14,300.00	-14,300.00	0.0%
A14. Roads/Common Land Ins	0.00	5,528.00	-5,528.00	0.0%
A15. Contingency Fund	0.00	2,000.00	-2,000.00	0.0%
Total A00. Roads & Weeds	30,661.97	104,921.00	-74,259.03	29.2%
B00. Project Review				
B01. Contractors	0.00	2,600.00	-2,600.00	0.0%
B03 Sanitation Bond Refunds	400.00			
B04. Administration	0.00	725.00	-725.00	0.0%
Total B00. Project Review	400.00	3,325.00	-2,925.00	12.0%
C00-1 Legal Fees Contingency Fu	0.00	3,000.00	-3,000.00	0.0%
C00. Community/Complaints				
C01. Contractors	0.00	800.00	-800.00	0.0%
C04. Legal Fees	125.00	870.00	-745.00	14.4%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
C00. Community/Complaints - Other	0.00	1,000.00	-1,000.00	0.0%
Total C00. Community/Complaints	125.00	2,845.00	-2,720.00	4.4%
COO-2 Gen Op/Subcontractors				
COO-2.01 Gen. Managerial Duties	490.00			
COO-2.02 Virtual Message/phone	44.85	200.00	-155.15	22.4%
COO-2.03 Virtual Message set-up	480.38	975.00	-494.62	49.3%
COO-2.04 copies & postage	0.00	175.00	-175.00	0.0%
COO-2 Gen Op/Subcontractors - Other	0.00	1,800.00	-1,800.00	0.0%
Total COO-2 Gen Op/Subcontractors	1,015.23	3,150.00	-2,134.77	32.2%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through May 2011

	Jan - May 11	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	25.00			
102. Dwelling 2000	120.00			
103. Dwelling 2001	5.00			
106. Dwelling 2004	55.90			
107. Dwelling 2005	49.10			
110. SG Dwelling 2008	10.00			
111. NG Dwelling 2009	77.66			
111. SG Dwelling 2009	343.16			
112. NG Dwelling 2010	1,866.71			
112. SG Dwelling 2010	1,900.58			
113. NG Dwelling 2011	14,588.68	26,454.00	-11,865.32	55.1%
113. SG Dwelling 2011	12,178.64	19,195.00	-7,016.36	63.4%
125. Land Prior to 2000	25.00			
126. Land 2000	120.00			
127. Land 2001	5.00			
130. Land 2004	55.89			
131. Land 2005	126.99			
132. Land 2006	155.23			
133. Land 2007	145.00			
134. SG Land 2008	169.00			
135. NG Land 2009	77.66			
135. SG Land 2009	585.32			
136. NG Land 2010	2,013.04			
136. SG Land 2010	3,231.88			
137. NG Land 2011	19,933.83	29,383.00	-9,449.17	67.8%
137. SG Land 2011	22,671.31	33,012.00	-10,340.69	68.7%
150. GAV	4,679.50	9,359.00	-4,679.50	50.0%
160. Finance Chrgs Late Accnts	235.45			
161. Penalties Late Accounts	268.60			
Total 100. Parcel Assessment Fees	85,719.13	117,403.00	-31,683.87	73.0%
200. Project Review Fees				
201. Application Fee	100.00			
203. IF - Structures 200/800sf	300.00			
204. IF - Structures Over 800sf	200.00			
200. Project Review Fees - Other	0.00	3,325.00	-3,325.00	0.0%
Total 200. Project Review Fees	600.00	3,325.00	-2,725.00	18.0%
300. Roads				
301. CUT - Road Paving Loan	672.21	1,480.00	-807.79	45.4%
303. Snowplowing	30.00			
Total 300. Roads	702.21	1,480.00	-777.79	47.4%
500. Interest Earned				
501. Savings Interest	32.03	60.00	-27.97	53.4%
Total 500. Interest Earned	32.03	60.00	-27.97	53.4%
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	9,782.94			
804. ChipSeal-5 payments/land	2,043.85			
805. ChipSeal GAV- 5 payments	3,103.00			
800. NG Chip Seal Income - Other	0.00	21,913.00	-21,913.00	0.0%
Total 800. NG Chip Seal Income	14,929.79	21,913.00	-6,983.21	68.1%
Total Income	101,983.16	144,181.00	-42,197.84	70.7%

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

June 27, 2011- a continuation of the June 13, 2011 meeting

FINAL

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(Note: The same agenda for the June 13th meeting was used for the June 27th meeting. In the June 27th minutes below, the phrase "See 6/13/11 minutes" indicates that the agenda item was addressed on June 27 and can be found in the June 13th minutes.)

1. **Call to order**
   The meeting was called to order by Richard at 7:12 p.m. at St. John's Church.
   PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President) Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Gerald Dubiel, Neil Kremer arrived 7:35 p.m., Daniel O'Connell, Clare Parker, Paul Rantallo, William Smith, and Rich Spallone (aka Rich).
   ALSO ATTENDING: Charlene Murphy (Meeting Assistant), Robert & Kristi Sones, Donna Lash, Chris Williams, Val O'Connell, Debbie & Ken DeGraaf, Kathie Garcia, Charlotte Mizzi, Marjorie Lombard, Jim Phipps, Lisa Buford, Peter Naclerio, Rudy Parker, Tim Brockett, Frank Maglio, Danilie Howe, Attorney Susan Swimley, Frank Cikan, Mary Ann Svehla, and Eric Howe.

2. **Set Agenda**

3. **Approve Meeting Minutes for May 9, 2011**
   Discussion.
   MOTION: William motioned and Gerald seconded to approve the May 9, 2011 meeting minutes as written. **Motion carried. (2 abstentions – Daniel & Sheridan)**

4. **Treasurer's Reports - Budget Variance, Check & Deposit** (See 6/13/11 minutes.)

5. **Officer Reports**
   5.1 Proposed Policy for Handling Legal Issues & E-mail Communication
   (See 6/13/11 minutes.)

   5.2 Update on Special Assessment Letter – LB/RB/AA/Road Committee
   (See 6/13/11 minutes.)

6. **UNFINISHED BUSINESS**
   6.1 Project Review Committee
   6.1.1 Update re: Parcels 90 & 91 (SG) – Pete & Cyrese Erickson - 4 Residences
   (Note: this is a continuation of the June 13 discussion on this project. See June 13 Meeting Minutes for details regarding Part 1 of the review. Part 2 of this discussion is stated below.)
   Alyssa reported that as a result of input from Attorney Susan Swimley, the Erickson's have changed their variance request from 5 dwellings to 4 dwellings. Alyssa distributed copies of a document summarizing the current variance request. In addition, a document from Cikan Architects summarizing the findings of Attorney Swimley had been distributed to the Board via e-mail earlier that day, and a hardcopy of this document was distributed to each Board member at the meeting along with the revised site plan of 4 dwellings.
   Various aspects were covered as follows:
   a) Alyssa reviewed some of the historical information of what has occurred with the project so far, and how the Erickson's have shown their intent to contribute to the community by already establishing an agreement with the GLA giving them permission to make improvements to the GLA roads leading to their property at

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their own expense. The Erickson's understand that the GLA is not obligated to maintain the road and provide snow removal on upper Sagittarius Skyway.

b) Attorney Swimley presented her findings of how the Erickson's revised variance project of 4 dwellings meets the requirements of the GLA Covenants, Master Plan and Bylaws.

1. The variance requesting that the 2 allowed dwellings from Parcel 90 be moved to Parcel 91 was due to the hardship of topography. Between the 2 Parcels, the only area of flat land is on Parcel 91 where the proposed dwellings would be clustered. There would be no harm to the community because the dwelling density would stay the same between the 2 Parcels, with no added impact to the GLA roads. The cluster of dwellings would minimize scarring to the land by avoiding large cuts and fills, and have less visual impact on neighboring properties.
2. The variance requesting a 25-foot setback rather than the 50-foot setback is also due to the hardship of topography. In order to place the dwellings on the flat building site the 25-foot setback is required, and it would be a hardship to move the buildings to the 50-foot setback due to the steep terrain and limited flat area for building. There is no harm done by this setback variance because there is still ample distance to the Common Use land and its access and use is not affected. Three of the buildings are one story high and all the buildings are designed to blend into the landscape.
3. Master Plan Section 4.2.4 regarding one variance process does not apply because the Erickson's are not asking to reduce the acreage or to increase the number of lots. Tracts are not changing size and density remains the same.
4. When there is ambiguity regarding the meaning of covenants, the general rule is to decide in favor of the owner being allowed to exercise their constitutional right to use their property.

c) Attorney Swimley answered questions from Landowners and Board Members, and responded to a number of concerns as follows:

- A good job was done in the Covenants regarding the road obligation issue, and the GLA Road Policy adequately addresses the concern of the GLA having liability to provide more in road services than it is capable of.
- Native American privileges do not apply to this project because this land is not designated as Native American land such as a reservation.
- The potential conditions of the project approval do not require a contract with the GLA.
- In order to make sure that any future owner of the property must abide by any conditions established with the Erickson's, the GLA could require that the Erickson's give full disclosure of any conditions that are part of the project approval to any potential buyer in the future.
- Should the development be used commercially in the future, there would not be additional obligation for the GLA to provide road services. Maintenance of the roads is an obligation to a reasonable standard, and the standard is set by the GLA.

d) The Erickson's Architect, Frank Cikan, clarified that the Erickson's "Bambeday" document was not intended to be a part of the project or the variance information, but was strictly to be used by him to understand how the Erickson's

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wanted to use space. This document was created by the Erickson's so that Frank could incorporate their ideas into the design, but it does not reflect the actual project as it has evolved into the current design being presented.

e) Frank Cikan answered questions from Landowners and Board Members, and commented on a number of concerns as follows:

- Observing the 50-foot setback would have a significant impact on the design. A medicine wheel is surrounded by buildings like a plaza. Requiring a 50-foot setback would crowd the separation distance of buildings and cause an additional hardship of necessitating a 20-foot high retaining wall on the side where the land slopes down.
- Regarding the issue of hardship created by placing 2 dwellings on each parcel rather than a cluster on one parcel, access to Parcel 90 would be difficult due to terrain. Without the cluster design, the medicine wheel concept would no longer exist, and the whole design around this motif would be gone.

f) Other issues discussed by the Board included the following:

- The development possibly being used for a commercial lodging facility or corporate retreat which would have heavy impact on the roads.
- The necessary documents would need to be in place to protect the GLA from liabilities regarding road services.
- The assessments to be billed would include 4 house assessments and 2 land assessments.
- As a way to ensure that no further dwellings would be built on Parcel 90, the 2 allowed dwellings for Parcel 90 could be billed in the assessments as pertaining to this Parcel. Essentially, each Parcel would be billed for 1 land assessment and 2 dwelling assessments.
- Multi-family dwellings refer to separate families, not families of origin. The design intent of the Erickson project is not to have multi-family dwellings.
- The possibility that the pre-Master Plan setback distance of 25 feet could be grandfathered-in since the Erickson's bought their parcels prior to the Master Plan being adopted.
- The project will be done in 2 phases. At this point, the Board is reviewing a site plan of 4 buildings, which includes the specific details of the first 2 buildings proposed for Phase 1. When the other 2 buildings for Phase 2 are intended to be built, the detailed plans will be submitted for review by the Board.
- Any future outbuildings would be reviewed through the GLA project review process.
- Impact fees for the variance request need to be adjusted on the application to reflect the actual costs incurred by the GLA in processing the application.
- The Erickson's are making a big contribution to the community by pledging to improve the roads thru the canyon of Hercules and the portion of upper Sagittarius Skyway and the parking area for the Common Use land.

g) Various comments from Landowners at the meeting included the following:

- Tim Brockett suggested that the Erickson's subdivide both parcels and place a dwelling on each of the 4 lots, close together in the middle of the acreage to avoid a variance. He is concerned with future commercial use if the Erickson's sell.

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- Deb DeGraaf asked if the easement and access to GLA Common Use Land and National Forest Land will still exist. The Board clarified that the parking area and easement/access will remain the same.
- Val O'Connell asked why a driveway is a hardship. Attorney Swimley stated an extra driveway on Parcel 90 is a hardship due to the slope, the cuts and fills required. Rich stated that blasting of solid rock would be required as well.
- Kathie Garcia stated she was involved with the Master Plan Committee for a long time. The intention of the Master Plan was never to limit families from living on the same property. And the community goal is beauty and harmony in an enlightened community. She is concerned that the Board's delay in granting this variance is a problem due to the short building season.
- Charlotte Mizzi stated she has no problem with the project. She worked on the Master Plan for years and is glad to see more families moving here.

MOTION 1: Janet motioned and William seconded that the Board wait to vote on this project until Hertha Lund can be present at the July 11 meeting to answer questions and give advice about this variance.
Discussion. Discussion included that a list of written questions will be given to Hertha to research prior to the next meeting. The date of the meeting may change, as it will be based on Hertha's availability.
Motion 1 failed (4 in favor; 6 opposed).

MOTION 2: Daniel motioned to table this entire variance project until Hertha can come to our meeting in person. **Motion 2 failed (was not seconded).**

MOTION 3: Alyssa motioned and Rich seconded to grant a conditional, preliminary approval for the variance project with contingencies that must be met for the preliminary approval to be valid.
Discussion. Discussion included how this approval with contingencies will allow the Erickson's attorney to move forward with fulfilling the Board's requirements and to work on addressing the Board's concerns. Hertha Lund will be involved in reviewing the project and will also present her findings in person and answer the Board's legal questions. No building is allowed until the conditions of the preliminary approval are met.

1ST AMENDMENT TO MOTION 3: William proposed an amendment to the motion and Laura seconded that language be included in the variance approval that this is a residential project.

2ND AMENDMENT TO MOTION 3: William proposed another amendment to the motion and Alyssa seconded that for clarification the main residence that was previously labeled #5 is now re-labeled to #4, and the garage/dwelling remains #2. The architectural drawings and site plan showing the placement of the four dwellings will be a part of the project variance documentation and included in the motion. Therefore, the residential variance project to be approved is for a site plan of 4 dwellings located on Parcel 91, with the architectural details provided for Phase 1 buildings labeled #2 and #4.

This conditional preliminary approval is based on the following contingencies:

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1. The GLA and the Erickson's attorney will formulate a Road Policy Acknowledgement that protects the GLA into perpetuity regarding its obligation to provide road services to upper Sagittarius Skyway.
2. The project and all proposed documents and agreements will be reviewed by the GLA's attorney, Hertha Lund, for her approval before the preliminary approval can be valid, and adjustments to the project can be made to incorporate any recommended changes.
3. The preliminary approval for this project is based on residential use. A legal way to constrain commercial activity such as a B&B or commercial lodging facility will be established. This agreement will extend into perpetuity in case the property is sold.
4. Applicable assessments for 2 dwellings and 1 land assessment will be charged equally on each of the Parcels 90 and 91.
5. A legal way to limit any further dwellings on Parcel 90 will be established and will run with the land.
6. A reasonable basis for maintaining the roads impacted by the Erickson's construction activities will be established, and the Erickson's will agree to remedy any damage to the roads caused by their construction activities throughout the 2 different phases of the project.
7. The Erickson's will agree to pay the GLA for extra expenses related to the processing of this variance, such as our attorney coming to the July meeting.
8. Once the contingencies for approval are met, the standard conditions of approval will be added such as obtaining necessary permits and reseeding disturbed land.

Discussion: 1) Board members discussed the fact that Daniel O'Connell has threatened in an e-mail sent to the Board on June 11 that any Board Member who votes in favor of this project will be sued. The Board expressed concern that this threat fosters fear and intimidation. 2) Daniel then stated that this is an incomplete project review application document. He feels it does not meet the criteria of a hardship and he stated that he will sue based on the project as it now stands. **Motion 3 carried. (7 in favor; 2 opposed; 2 Abstentions: Laura and Gerald.)**

Clarification: This Motion 3 that carried includes the motion, the amendments and the conditions as listed above for Motion 3.

ACTION ITEM: ***Richard*** – Contact Hertha requesting her involvement in reviewing the Erickson project and her attendance at the July meeting. Contact the Board regarding the best meeting date based on Hertha's schedule.

ACTION ITEM: ***Alyssa*** – Work with Richard and other Board Members to prepare a packet of information about the Erickson project for Hertha's review.

ACTION ITEM: ***Alyssa*** – Contact the Erickson's regarding the adjustments that need to be made to the variance impact fee to reflect the actual costs incurred by the GLA in processing the application.

6.2 Community Committee – RB/LB

6.2.1 Review 2010 Letters requesting ban of fireworks (See 6/13/11 minutes.)

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7. **NEW BUSINESS**

7.1 Project Review Committee – AA/RS

7.1.1 Parcel 52 (NG) – Legacy Ranch – Driveway – AA (See 6/13/11 minutes.)

7.1.2 Parcel 74 (SG) – R. Allen – Greenhouse – AA (See 6/13/11 minutes.)

7.2 Miscellaneous Questions & Considerations – RB/DKO & Board

7.2.1 Dissolving of the Collections Committee - RB/DKO (See 6/13/11 minutes.)

7.2.2 Proposal re: Handling Past Due Assessments - RB (See 6/13/11 minutes.)

7.2.3 Eisvang Response Letter (6/10/11) to the GLA - SS

Discussion included: (a) Review of Eisvang's 6/10/11 letter in response to the GLA's 5/11/11 letter; (b) Sheridan reported the Eisvangs have paid up back due assessments for two of their properties and have stated they will not pay back due assessments for their other 3 properties, (c) The GLA will file liens on these 3 properties; (d) The Board needs a collection procedure so that it can act to collect GLA Landowner lien accounts; (e) Rich asked the Board to take the steps needed to legally form a Collection Committee so that a collection procedure can be formulated and acted on. (See section 7.2.8 below regarding formation of committees.)

ACTION ITEM: ***Richard*** - Outline a collection policy to be voted on by the Board at the July meeting.

7.2.4 Formation of Legal Advisory Committee – DKO Tabled.

7.2.5 Legal Status of GLA Committees – DKO Tabled.

7.2.6 Procedure for developing the GLA Agenda – AA Tabled.

7.2.7 Procedure re: letters writing, etc. – AA Tabled.

7.2.8 Formation of Committees – AA - ***added to agenda***

Based on Rich's comment in section 7.2.3e and Daniel's belief that the Collection Committee, which was formed by the Board several months ago, was formed illegally. Alyssa reported the following: According to preliminary information that Alyssa is aware of from Hertha and according to our Bylaws, the Collection Committee had been formed legally. Daniel requested that all of Hertha's comments be put in writing for the Board's review.

ACTION ITEM: ***Richard*** - Request from Hertha that her comments be put in writing regarding the forming of committees and all other pertinent information.

8. **Comment Period for Visiting Landowners**

9. **Adjournment: 10:41 pm**

10. **Next Public Board Meeting: July 11, 2011 6:45 p.m. at St. John's Church.**
NOTE: The July 11 date was changed to July 14.

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Agenda

June 13, 2011 - 6:45 p.m.
and continued on:
June 27, 2011 - 7: 00 p.m.

1. Call to order
2. Set Agenda
3. Approve May 9, 2011 Meeting Minutes
4. Treasurer's Reports – Budget Variance, Check & Deposit – SS (2 min)
5. Officer Reports
   - 5.1 Proposed Policy for Handling Legal Issues and e-mail Communication – LB (5 min)
   - 5.2 Update on Special Assessment Letter – LB/RB/AA/Road Committee
6. UNFINISHED BUSINESS
   - 6.1 Project Review Committee – AA/RS
     - 6.1.1 Update re: Parcels 90 & 91 (SG) – Pete & Cyrese Erickson - 5 Residences – AA (30 min)
   - 6.2 Community Committee – RB/LB
     - 6.2.1 Review 2010 Letters from J. Johnson request ban of fireworks in Glastonbury *(Letter will be emailed as well as distributed at meeting)*
7. NEW BUSINESS
   - 7.1 Project Review Committee – AA/RS
     - 7.1.1 Parcel 52 (NG) – Legacy Ranch – Driveway – AA (2 min)
     - 7.1.2 Parcel 74 (SG) – Alyssa & Richard Allen – Greenhouse – AA (2 min)
   - 7.2 Miscellaneous Questions & Considerations – RB/DKO & BOARD
     - 7.2.1 Dissolving of the Collections Committee - RB/DKO (2 min)
     - 7.2.2 Proposal re: Handling Past Due Assessments - RB (10 min)
     - 7.2.3 Eisvang Response Letter (6/10/11) to the GLA - SS (5 min)
     - 7.2.4 Formation of Legal Advisory Committee – DKO (2 min)
     - 7.2.5 Legal Status of GLA Committees - DKO (2 min)
     - 7.2.6 Procedure for developing the GLA Agenda – AA (1 min)
     - 7.2.7 Procedure re: letter writing, etc. – AA (1 min)
8. Comment Period for Visiting Landowners
9. Adjournment
10. Next Public Board Meeting: July 11, 2011 6:45 p.m. at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

July 14, 2011

FINAL

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1. **Call to order**
   The meeting was called to order by Richard Bolen at 7:04 p.m. at St. John's Church.
   PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President) Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Gerald Dubiel, Neil Kremer, Daniel O'Connell, Clare Parker, Paul Ranttalo, William Smith, and Rich Spallone (aka Rich).
   ALSO ATTENDING: Charlene Murphy (Meeting Assistant), Danilie Howe, Tim Brockett, Charlotte Mizzi, Peter Naclerio, Ian Scott, Ben Van der Vegt, Val O' Connell, Atty. Hertha Lund, Bjorn Boyer, Frank Cikan, Mary Ann Svehla, Eric Howe and Atty. Susan Swimley.

2. **Set Agenda**
   Items Added to New Business:
   7.1 Petition from Glastonbury Landowners for a Special Meeting - RB
   7.3.4 Proposal for Landowner Participation – DKO
   7.3.5 Review Website Committee Duties - AA

3. **Approve Meeting Minutes for June 13, 2011 & June 27, 2011**
   Janet asked for clarification on 6.1.1.3 "Amendment to above motion" on June 13, 2011 minutes, page 4. She requested that the names of the three Board members who voted "yes" should be listed. The Board clarified that William, Daniel and Gerald voted "yes" to this particular amendment to the motion. Daniel then passed out hard copies of his edits to the June 13, 2011 minutes. It was decided by consensus to postpone reviewing the June minutes until the end of the meeting to make the best use of the visiting attorney's time. [Due to lateness of meeting, review of minutes did not take place but was postponed.]
   ACTION ITEM: ***Daniel*** - Send an electronic file of his June 13, 2011 meeting minute edits to Charlene for distribution.

4. **Treasurer's Reports - Budget Variance, Check & Deposit Detail – SS**
   Comments by Daniel: (a) Suggested Alyssa be paid using her business name; (b) Requested that Alyssa send a copy of her independent contractors certificate to the Board; (c) Requested a copy of the meeting minutes in which Managerial Committee was formed and payment to contractors was discussed.
   MOTION: Laura motioned and Sheridan seconded to accept the June 2011 Treasurer's Reports. **Motion carried.** (1 opposed – Daniel)
   ACTION ITEM: ***Alyssa*** - Send copy of Independent Contractor's exemption certificate to the Board.
   ACTION ITEM: ***Denise*** - Send excerpt of meeting minutes to the Board where the Managerial Committee was formed and payment of contractor were discussed.

5. **Officer Reports**
   5.1 Update on Special Assessment Letter – LB/RB/AA/Road Committee
   Discussion. Updated information from Road Committee has been added. Final draft of letter will be sent to the Board when completed.

   5.2 Update on Questions to be Submitted for Attorney Review – RB Tabled.

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6. UNFINISHED BUSINESS

6.1 Project Review Committee – AA/RS

6.1.1 Continuation of Project Review for Parcels 90 & 91 (SG) – Pete & Cyrese Erickson - 4 Residences – AA

Review by Alyssa of Updated Application

An update to the Erickson's application (dated 6/27/11) was distributed to the Board. It showed that the number of residences was reduced from 5 to 4. Certain areas on the application where changes had been made were initialed by Mr. Erickson, and included an update to the impact fees to be charged so these would be based on the actual administrative and legal costs incurred by the GLA in processing the variance. A new site map with building footprints for the 4 residences was included. Alyssa briefly summarized the status of the project and reviewed the preliminary, conditional approval that was granted by the Board at the June 27, 2011 meeting.

Comments/Counsel from Hertha Lund, attorney

Hertha Lund came to the meeting at the request of the Board to advise the Board regarding the Erickson's project that she reviewed prior to the meeting. She began by giving an overview of how the Board was to interpret the Association's governing documents. She pointed out that the Bylaws state that the Board has the power to interpret all the provisions of the Bylaws, and such interpretation shall be binding on all parties. If there is a conflict between the Articles and the Bylaws, the Articles shall control. In the hierarchy of these documents the Articles are number one, followed by the Covenants, then the Bylaws and finally, the Master Plan.

Hertha described how the Covenants are an overarching document that pertains to how a property can be developed, and section 4.2 of the Master Plan describes how the Board is to apply certain criteria when reviewing a building project with a proposed variance to the Master Plan. She confirmed that the Board has the right to grant variances, and as the Board goes through a variance process, it must make a determination based on factual findings in order to grant a variance.

Hertha addressed how she does not have a conflict of interest by advising the Board regarding the Erickson's building project. She mentioned how she has represented the Board on and off for the past four years, and that she represents the Board as an entire Board, rather than certain individual Board Members.

Montana Law re: Recording of Meetings

Hertha also stressed that it is important to ask for permission to record a meeting in Montana or it is a criminal violation. At this point in the meeting, she requested that no one record the meeting.

Attorneys Hertha Lund and Susan Swimley Respond to Questions from the Board, Landowners and Guests

Commercial Activity: Hertha stated that the GLA's governing documents allow certain types of commercial activity. An applicant can agree to limit certain types of commercial activities and the Board can take that into consideration for a variance. This limitation would then become a covenant for that parcel/lot and runs with the land.

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Contracts & Hardships: The Board can enter into contracts. The Board has the power to determine what it believes is a hardship when considering a variance, and may require conditions and restrictions before granting a variance.
Fire Codes: It is the County's job to enforce fire codes.
Multi-Family Dwellings: Valery O'Connell expressed concern that the five children living with the parents in the four dwellings constitute a multi-family dwelling. Susan Swimley stated that it is the job of the applicant to meet criteria of the governing documents, which is why she recommended that the Erickson's change their original plan from 5 dwellings to 4. Hertha stated that the Board has to determine, based on the governing documents and the definitions, if this project is a multi-family dwelling. Laura stated that the intent of the multi-family wording in the Master Plan was to prevent apartments and condominiums.
Subdividing: Daniel O'Connell stated that the Erickson's should subdivide the two parcels and exhaust all possibilities before asking for a variance. Hertha stated that it is not required by the governing documents that the Erickson's exhaust all possibilities before applying for a variance.
Road Access: Peter Naclerio expressed concern that the GLA would be liable to maintain 12-month road access to the end of Sagittarius Skyway if this variance were granted. Hertha stated that the Road Policy is very clear and the GLA will not be liable to maintain 12-month access.
Commercial Use: Tim Brockett expressed concern that the 4 dwellings could be used in the future for a retreat or other commercial use, especially if the property sold. Susan Swimley stated that future owners would be bound by any agreement between the GLA and the Erickson's to limit commercial use. If a future owner wanted to use the property for commercial purposes they would have to apply for a variance.
Conservation Easements & Limiting Development: Hertha stated she does not recommend conservation easements, and this did not have to be pursued for this variance. Daniel O'Connell raised the concern that limiting future dwellings on Parcel 90 is a limiting of property rights. Susan Swimley stated that the Erickson's are free to choose to limit development for themselves more than the Board can limit them. The Erickson's can choose to restrict all future dwellings on Parcel 90 and are free to adopt restrictive covenants for their own land that would be established in addition to the GLA Covenants.

Private Meeting Break with Hertha
Hertha asked guests to leave for a few minutes so that she could speak privately to the Board. Daniel was also asked to leave because of his suit against 8 Board members. Guests were asked to return at 8:35 pm.

Public Meeting Resumes
A. PROPOSED MOTION REGARDING ERICKSON VARIANCE:
Richard turned the chairing of the meeting over to Vice-President, Laura Boise, in order to read his proposed draft motion. After this, Board members contributed additional findings of fact and clarifications as follows:

Suggested changes to Richard's motion
1. Alyssa added a finding of fact that there is a need for the Erickson family to be close together. It would be a hardship for the family to have the buildings located on two parcels, thousands of feet apart given the harsh winter climate.

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2. Clare added a finding of fact that the Erickson's respect for the land makes them not want to unnecessarily scar the land with long driveways, cuts and fills.
3. William suggested that the language in the motion referring to dwellings or buildings be changed to "residential dwellings" or "buildings for residential use" instead of the word "buildings" or "dwellings" throughout the motion.
4. William also suggested that we add for clarification at the end of #7: "visual impact on common land *due to topography.*"
5. Alyssa mentioned that language could be added that the two parcels with the 4 dwellings will remain in one ownership interest. The covenant for these two parcels could state this.

Comments/objections/questions from Daniel O'Connell:
1) Daniel stated that the findings of fact are harmful to the rest of the community and the community was not invited into the discussion. He said that since common land borders these properties, all Glastonbury landowners should be able to comment on this variance.
2) Daniel believes there is no hardship to grant the variance because the Erickson's could subdivide or do a family conveyance and be free to do what they want to do. They could build their four dwellings close together on the two parcels and avoid the variance process altogether. He thinks the project was not handled correctly. He wants the Board to know they are setting precedent by granting this variance. Alyssa stated as a finding of fact that there have been two attorneys, Hertha Lund and Susan Swimley, who have thoroughly reviewed the project as it relates to the GLA governing documents.
3) Daniel asked how many variances are a part of the motion. In response, Alyssa listed the two variances as follows: Variance #1: The 2 dwellings allowed on Parcel 90 will be moved to Parcel 91. Variance #2: The 50-foot setback is being reduced to 25 feet.

End of Discussion

B. FINAL MOTION WITH BOARD ADDITIONS TO APPROVE THE ERICKSON VARIANCE PROJECT BASED ON FINDINGS OF FACT, AND VOTE:

MOTION: Richard motioned and Paul seconded to approve the Erickson's variance project on Parcels 90 & 91 (SG) based on the following findings of fact.

These findings are in addition to what the Board has found and determined as conditions for approval of this variance in previous Board meetings, specifically, the motion made at the June 27, 2011 meeting.

Section 4.2 Criteria:
1. Exceptional circumstances exist over which the Landowner has no control in that both lots have significant severe slopes which severely restrict the landowner's ability to locate any structure on the properties other than the chosen site which is a relatively flat portion of Lot 91.
2. The variance is not materially detrimental to neighboring properties. With the clustering of the residential dwellings the visual impact is significantly reduced as to the neighboring private landowners. The clustering of four

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residential dwellings is not materially detrimental to the commonly-owned land and the proponents will construct an improved road making access to the common land much easier, thus allowing people who are entitled to enjoy the common land easier access. The same is true for forest service access since that is through the common land.

3. The variance is the minimum possible remedy for the particular circumstance. The two large lots owned by the Erickson's are granted four dwellings. By placing the four dwellings in one location there is no increase in the number of dwellings while reducing the overall impact to the adjacent private land, reducing road cuts and fills and increasing access to the common land and forest service land. In the absence of the variance both lots would be subject to construction including cutting, filling and blasting which would be more visible and cause a greater impact on the community.
4. The variance meets all local, county and state requirements.
5. The variance does not seek a reduction in acreage from the minimum acreage and does not increase the number of lots/tracts beyond that which was established in the Residential Topographical Areas and Density Schedule.

Section 4.0 Criteria:

6. The special and unusual circumstances related to these lots are the fact that there is very little naturally flat area which lends itself to building without significant cuts and fills and that the lots are adjacent to commonly-owned land and forest service land instead of privately owned lots. Requiring the owner to put two dwellings per lot causes an undue hardship by requiring the owner to interrupt the natural topography. The interruption and need to cut and fill to build two dwellings on each lot is an unnecessary hardship when the same number of dwellings can be located on a naturally flat area which does not require the changing of the landscape to construct the same number of dwellings.
7. The variance request is not materially detrimental to the neighboring properties. Reducing the setback from 50 feet to 25 feet does not affect any private land since the setback is adjacent to forest service boundary and the common land so there is no visual impact on any private land. The 25-foot setback does not affect the use of common land or forest service land. There will be very little, if any, visual impact on the common land due to topography.
8. The variance is the minimum possible remedy under the circumstance. The original covenants allowed a 25-foot setback. The 25-foot setback is consistent with the original setback requirements before the newer 50-foot setback requirements were changed but there are no private dwellings affected by the 25-foot setback. The Master Plan allows the 50-foot setback be reduced where the 50-foot setback is not possible. In order to get the appropriate separation of dwellings for both visual impact and fire protection there is not sufficient space without significant excavation and radically changing the design concept. The variance is the minimum possible under the circumstance as it would otherwise force the Erickson's to make significant alterations to the terrain and to their planned residential dwellings.
9. The self-imposed restriction on lot 90 which would be granted for enforcement by the GLA or other 3rd party does not require an amendment to the Master Plan. The offer to file a restriction simply informs everyone that no dwellings will be constructed on lot 90.

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10. There appear to be no increases in fire risk caused by the variance request. These residential dwellings will not be constructed in a heavily forested area, and by clustering them rather than having them separated onto two lots, there is no increase in fire danger.
11. There are no alternate provisions for processing a variance request when the property is adjacent to common land.
12. Neither of the requests for variance presented seek a variance as contemplated in Section 4.2.4 of the Master Plan in that no reduction of acreage is sought nor is there a change to the density.

Additional Findings:

13. The Erickson's have a need to be close together and it would be a hardship to locate the residential dwellings on two parcels with thousands of feet between them, especially given the harsh winter climate.
14. The Erickson's respect for the land makes it undesirable for them to unnecessarily scar the land with long driveways, cuts and fills.

Motion carried. (10 in favor; 1 abstained - Laura, who was chairing the meeting and, therefore, could not vote; 1 opposed - Daniel)

Hertha stated that the findings of fact would be sent to the Ericksons.
ACTION ITEM: ***Alyssa*** – Send findings of fact to the Ericksons.

Daniel O'Connell's Additional Comments regarding Erickson Project
Daniel wants the record to show that he believes the Erickson project breaks two dozen GLA laws and is the reason in part for his lawsuit. He stated that the 8 Board members have not yet been served because he is not stopping with the restraining order and he is still working on his suit.

Documentation of the Erickson's Variance Approval
Tim Brockett requested copies of the agreement for his records.
Hertha stated that the variance will be a document that all can review.

ACTION ITEM: ***Alyssa*** – When final approval is given for meeting minutes, send copy of Erickson's Variance Approval to Tim Brockett. Have copies available for Landowner Review if requested.

6.2 Legal Status of GLA Committees – DKO

6.2.1 Collection Committee Status – RB

Alyssa clarified that according to Hertha, the committees recently formed by the GLA Board are legal. Hertha stated that it is completely up to the Board whether it wants to form a committee in a private meeting. Therefore, the GLA Collection Committee (formed on a private Board Meeting with a majority approval vote of 7) is legal.

Availability of Membership Records per the GLA Bylaws
Daniel asked Hertha about the member records being available to the membership. Hertha quoted the Bylaws, Article 8 page 13, section I. Inspection of Books. "The financial reports and membership records of the Association shall be available at the principal office of the Association for inspection at reasonable times by any member." Hertha said she would have advised the Board to make financial records available to any member to look at in order to comply with the Bylaws. But she

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also stated the Bylaws are silent as to whether it was legal or illegal to give a copy of the records to a non-Board Member.

6.3 Update on Handling of Past Due Assessments & Collection Policy – RB

Richard presented background on the need to adopt a collection policy for lien accounts. The GLA Covenants, Section 11.06, allows the Association to try to collect the full amount owed to the GLA in addition to any fees from the collection process. Richard suggested a collection procedure that begins by sending lien accounts a final, 30-day warning letter offering to work out a payment plan. After 30 days the account would be turned over to a collection agency or a collection attorney. A collection agency does not cost the Association any out-of-pocket expenses. The Agency adds their 35% fee on top of what the past due assessments owed. The letter would be carefully worded and outline specific actions and a time frame. The Board has always been willing to work with hardship cases and would encourage such Landowners to work out a payment plan. The 30-day warning letter would be approved by the Board. The letter should state that a collection agency would add 35% and a collection attorney costs a certain amount per hour.

MOTION: Sheridan motioned and Janet seconded to adopt a collection policy that starts with a 30-day warning letter and then uses a collection agency or collection attorney to contact Landowners with lien accounts more than one year old. The letter will be presented to the Board for review.

Discussion included:

- Tim Brockett suggested the 30-day warning letter should state that a payment plan with the GLA would not be offered after the 30 days are up.
- The Collection Committee agreed to discuss Tim's suggestions.
- Val O'Connell expressed concern a Collection agency could be harsh with the landowners.

Motion Carried. (10 in *favor*, 1 opposed – Daniel)

6.4 Update on Eisvang Past Due Assessments - SS

Sheridan reported the Eisvangs paid on 2 lots; next week liens will be placed on the 3 lots that have delinquent assessments, which the Eisvangs have chosen not to pay.

7. NEW BUSINESS

7.1 Petition for Special Meeting

Richard reported that a petition from Glastonbury Landowners had just been given to him prior to the meeting. The petition requested that a Special Meeting be held for the purpose of removing Daniel O'Connell from the Board.

Janet read from the Bylaws, Article V, Section C regarding special meetings.
"A special meeting must be called when a petition signed by 5% of the Membership Interests outstanding and eligible to vote at the time has been presented to any member of he Board of Directors. Notice of any such Special Meeting shall state the hour, date and place of the meeting and shall further precisely state the reason of such meeting and said Special Meeting held shall be strictly confined to the matters set forth in the notice."

Discussion included:

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It must be verified whether the Landowners, who signed the petition, are in good standing and if the 5% requirement has been met.
If the petition is valid, then a Special Meeting could be held between August 13 and 20. Daniel indicated he was available any time.

ACTION ITEM: ***Janet & Sheridan*** – Verify the members in good standing & if the 5% requirement has been met.
ACTION ITEM: ***Janet*** - If the petition meets the requirements of the Bylaws, give a copy of the petition to Daniel.
ACTION ITEM: ***Janet*** – If the Special Meeting will be required, contact St. John's Church for possible dates.
ACTION ITEM: ***Richard*** – If the Special Meeting will be required, draft a letter announcing the Special Meeting.

7.2 Project Review Committee – AA/RS

7.2.2 Lot 33-C (NG) – Chris Williams – Storage Building – AA

Discussion.
MOTION: Alyssa moved and Sheridan seconded to approve the storage building on NG 33C with the condition that they reseed any disturbed land.
Motion Carried. (10 in favor, 1 opposed – Daniel)

7.3 Miscellaneous Questions & Considerations – RB/DKO & Board

7.3.1 Formation of Legal Officer Position – DKO Tabled.
7.3.2 Procedure for Developing the GLA Agenda – DKO Tabled.
7.3.3 Procedure re: letters writing, etc. – DKO Tabled.
7.3.4 Landowner participation in Board Meetings - DKO

Daniel suggested that: (1) Landowners be able to comment before every vote rather than during the "Comment Period" at the end of each meeting;
(2) Landowners receive all handouts given to Board Members, and; (3) The Board meeting minutes should be posted on the GLA website.
Laura stated that our attorney has recommended that the meeting minutes not be posted on the website.
MOTION: Daniel motioned that a "Landowner Comment Period" be allowed before every vote of the Board and not just at the end of the meeting; that Landowners be given all handouts; and meeting minutes and committee minutes be posted on the website. **Motion failed.** (No one seconded the motion)

Discussion included how some board members wanted each part of the previous motion to be separated into individual motions.

MOTION: Daniel motioned and William seconded that Landowner comments be allowed before every vote.

Discussion included some of the following points:
• The Board was elected to represent the Landowners.
• If a Landowner takes the time to attend a meeting, he should be heard.
• Laura reviewed that Landowner comments during meetings worked well for a number of years. There has also been a reasonable awareness by the person chairing the meeting as to why Landowners came to the meeting and they have been allowed to participate and make comments throughout the meeting. More

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recently, frequent interruptions by Landowners attending the meeting have become disruptive to the Board.

Motion did not carry. (1 in favor, 10 opposed) **[Board - Did William voted yes?]**

MOTION: Daniel motioned and Rich seconded that Landowners receive all handouts that the Board receives at meetings.

Discussion included:
3-4 copies of the Meeting Agenda and the Budget Variance Report are available to review by Landowners who attend the Board meetings.
Motion did not carry. (1 in favor, 10 opposed) **[Board - Did Rich vote yes?]**

ACTION ITEM: ***Richard*** - Ask our attorney which specific documents that are given to Board members at each meeting should also be made available for Landowners who attend meeting.

MOTION: Daniel motioned that the minutes of Board and Committee Meetings be posted on the GLA website. **Motion failed.** (No one seconded the motion)

7.3.5 **Website Committee duties - AA**
Alyssa reported that Daniel is not sending out the agendas as he is supposed to do as the Website Committee Chair. There is a climate of a lack of trust and respect from Daniel and it has been very difficult for the Board to get its work done.

Daniel stated that he did not send out the June 27th meeting notification to agenda subscribers in protest.

MOTION: Alyssa motioned and Gerald seconded that Daniel be removed from the Website Committee and that he turn over all passwords and any administrative information. **Motion carried.** (8 in favor, 2 opposed and 1 abstention)
[Board – who was opposed and who abstained?]

8. **Comment Period for Visiting Landowners**
   • Val O'Connell said that she felt she was denied participation in the Board meeting, including not being given all handouts given to the Board, and the meeting minutes of Board and Committee meetings should be posted on the website.
   • Tim Brockett acknowledged the public service of the Board and his appreciation of the incredible amount of patience and thorough work the Board has done on the Erickson project variance. He appreciates the collection issue being addressed.

9. **Adjournment.** Meeting was adjourned at 10:26 pm.

10. **Next Public Board Meeting: August 8, 2011, 6:45 p.m. at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Agenda

July 14, 2011 - 6:45 p.m.

1. Call to order
2. Set Agenda
3. Approve June 13, 2011 & June 27, 2011 Meeting Minutes
4. Treasurer's Reports – Budget Variance, Check & Deposit – SS (2 min)
5. Officer Reports
   - 5.1 Update on Special Assessment Letter – LB/RB/AA/Road Committee (2 min)
   - 5.2 Update on Questions to be Submitted for Attorney Review – RB (2 min)
6. UNFINISHED BUSINESS
   - 6.1 Project Review Committee – AA/RS
     - 6.1.1 Continuation of Project Review for Parcels 90 & 91 (SG) – Pete & Cyrese Erickson - 4 Residences – AA (30 min)
   - 6.2 Legal Status of GLA Committees – DKO (5 min)
     - 6.2.1 Collection Committee Status – RB (2 min)
   - 6.3 Update on Handling of Past Due Assessments & Collection Policy – RB (5 min)
   - 6.4 Update on Eisvang Past Due Assessments - SS (5 min)
7. NEW BUSINESS
   - 7.1 Project Review Committee – AA/RS
     - 7.1.1 Lot 33-C (NG) – Chris Williams – Storage Building – AA (2 min)
   - 7.2 Miscellaneous Questions & Considerations – RB/DKO & Board
     - 7.2.1 Formation of Legal Officer Position – DKO (2 min)
     - 7.2.2 Procedure for Developing the GLA Agenda – DKO (2 min)
     - 7.2.3 Procedure re: letters writing, etc. – DKO (2 min)
8. Comment Period for Visiting Landowners
9. Adjournment
10. Next Public Board Meeting: August 8, 2011 6:45 p.m. at St. John's Church

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through June 2011

	Jan - Jun 11	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	25.00			
102. Dwelling 2000	120.00			
103. Dwelling 2001	5.00			
106. Dwelling 2004	55.90			
107. Dwelling 2005	49.10			
110. SG Dwelling 2008	10.00			
111. NG Dwelling 2009	227.66			
111. SG Dwelling 2009	343.16			
112. NG Dwelling 2010	2,123.48			
112. SG Dwelling 2010	2,110.71			
113. NG Dwelling 2011	16,112.98	26,454.00	-10,341.02	60.9%
113. SG Dwelling 2011	13,108.40	19,195.00	-6,086.60	68.3%
125. Land Prior to 2000	25.00			
126. Land 2000	120.00			
127. Land 2001	5.00			
130. Land 2004	55.89			
131. Land 2005	126.99			
132. Land 2006	155.23			
133. Land 2007	145.00			
134. SG Land 2008	169.00			
135. NG Land 2009	227.66			
135. SG Land 2009	585.32			
136. NG Land 2010	2,225.27			
136. SG Land 2010	3,442.01			
137. NG Land 2011	21,524.92	29,383.00	-7,858.08	73.3%
137. SG Land 2011	23,601.06	33,012.00	-9,410.94	71.5%
150. GAV	4,679.50	9,359.00	-4,679.50	50.0%
160. Finance Chrgs Late Accnts	246.45			
161. Penalties Late Accounts	274.58			
Total 100. Parcel Assessment Fees	91,900.27	117,403.00	-25,502.73	78.3%
200. Project Review Fees				
201. Application Fee	100.00			
203. IF - Structures 200/800sf	300.00			
204. IF - Structures Over 800sf	200.00			
200. Project Review Fees - Other	0.00	3,325.00	-3,325.00	0.0%
Total 200. Project Review Fees	600.00	3,325.00	-2,725.00	18.0%
300. Roads				
301. CUT - Road Paving Loan	672.21	1,480.00	-807.79	45.4%
303. Snowplowing	30.00			
Total 300. Roads	702.21	1,480.00	-777.79	47.4%
500. Interest Earned				
501. Savings Interest	39.76	60.00	-20.24	66.3%
Total 500. Interest Earned	39.76	60.00	-20.24	66.3%
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	11,341.68			
804. ChipSeal-5 payments/land	2,194.22			
805. ChipSeal GAV- 5 payments	3,103.00			
800. NG Chip Seal Income - Other	0.00	21,913.00	-21,913.00	0.0%
Total 800. NG Chip Seal Income	16,638.90	21,913.00	-5,274.10	75.9%
Total Income	109,881.14	144,181.00	-34,299.86	76.2%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through June 2011

	Jan - Jun 11	Budget	$ Over Budget	% of Budget
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	736.25			
A02B. South Glastonbury	1,220.00			
A02C. High South Glastonbury	9,661.50			
A02G. Dry Creek	901.25			
A02. Contractors - Snow Removal - Other	0.00	4,000.00	-4,000.00	0.0%
Total A02. Contractors - Snow Removal	12,519.00	4,000.00	8,519.00	313.0%
A03. Contractors - Weed Contrl	0.00	3,300.00	-3,300.00	0.0%
A05. Equipment Reg & Ins	1,180.00	2,500.00	-1,320.00	47.2%
A06. Equipment Mtce				
A06. Truck #1	558.08			
A06. Truck #2	641.11			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,199.19	1,500.00	-300.81	79.9%
A08. Road Improvement Loan	15,112.64	30,225.00	-15,112.36	50.0%
A09. Administration	0.00	155.00	-155.00	0.0%
A11. Miscellaneous				
A11A. Fuel	310.00	800.00	-490.00	38.8%
A11B. Sand	0.00	500.00	-500.00	0.0%
A11E. Quonset Hut Asset Expense	341.14	2,260.00	-1,918.86	15.1%
A11F. Purchase Sickle Mower	0.00	1,640.00	-1,640.00	0.0%
Total A11. Miscellaneous	651.14	5,200.00	-4,548.86	12.5%
A12. Contractors - NG Road Wrk				
A12W. Mowing North Glastonbury	0.00	300.00	-300.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	12,105.00	-12,105.00	0.0%
A12Y. ChSeal Investors payments	0.00	9,808.00	-9,808.00	0.0%
A12. Contractors - NG Road Wrk - Other	2,640.00	12,000.00	-9,360.00	22.0%
Total A12. Contractors - NG Road Wrk	2,640.00	36,213.00	-33,573.00	7.3%
A13. Contractors - SG Road Wrk				
A13W. Mowing South Glastonbury	0.00	300.00	-300.00	0.0%
A13. Contractors - SG Road Wrk - Other	5,487.50	14,000.00	-8,512.50	39.2%
Total A13. Contractors - SG Road Wrk	5,487.50	14,300.00	-8,812.50	38.4%
A14. Roads/Common Land Ins	0.00	5,528.00	-5,528.00	0.0%
A15. Contingency Fund	0.00	2,000.00	-2,000.00	0.0%
Total A00. Roads & Weeds	38,789.47	104,921.00	-66,131.53	37.0%
B00. Project Review				
B01. Contractors	270.00	2,600.00	-2,330.00	10.4%
B03 Sanitation Bond Refunds	400.00			
B04. Administration	0.00	725.00	-725.00	0.0%
Total B00. Project Review	670.00	3,325.00	-2,655.00	20.2%
C00-1 Legal Fees Contingency Fu	0.00	3,000.00	-3,000.00	0.0%
C00. Community/Complaints				
C01. Contractors	0.00	800.00	-800.00	0.0%
C04. Legal Fees	125.00	870.00	-745.00	14.4%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
C00. Community/Complaints - Other	0.00	1,000.00	-1,000.00	0.0%
Total C00. Community/Complaints	125.00	2,845.00	-2,720.00	4.4%
COO-2 Gen Op/Subcontractors				
COO-2.01 Gen. Managerial Duties	990.00			
COO-2.02 Virtual Message/phone	59.80	200.00	-140.20	29.9%
COO-2.03 Virtual Message set-up	480.38	975.00	-494.62	49.3%
COO-2.04 copies & postage	0.00	175.00	-175.00	0.0%
COO-2 Gen Op/Subcontractors - Other	0.00	1,800.00	-1,800.00	0.0%
Total COO-2 Gen Op/Subcontractors	1,530.18	3,150.00	-1,619.82	48.6%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through June 2011

	Jan - Jun 11	Budget	$ Over Budget	% of Budget
D00. Recreation				
D03. PVRC				
D03A. PVRC Electricity	150.60	600.00	-449.40	25.1%
D03B. PVRC Liability Insurance	0.00	250.00	-250.00	0.0%
D03C. Mowing Weeds	0.00	100.00	-100.00	0.0%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
D03F. Cement Pad	0.00	1,000.00	-1,000.00	0.0%
D03G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. PVRC	150.60	2,490.00	-2,339.40	6.0%
Total D00. Recreation	150.60	2,490.00	-2,339.40	6.0%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	256.12	100.00	156.12	256.1%
Total F00. Website	256.12	455.00	-198.88	56.3%
G00. Liens				
G01. Lien Filing	38.00	350.00	-312.00	10.9%
G03. Administration	0.00	300.00	-300.00	0.0%
G04. Credit Report Research	0.00	500.00	-500.00	0.0%
Total G00. Liens	38.00	1,150.00	-1,112.00	3.3%
J00. Other Projects				
J03.Policies & Procedures	0.00	2,440.00	-2,440.00	0.0%
Total J00. Other Projects	0.00	2,440.00	-2,440.00	0.0%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	0.00	5,980.00	-5,980.00	0.0%
K02. Contractors - Bookkeeper	1,972.50	3,300.00	-1,327.50	59.8%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	189.46	950.00	-760.54	19.9%
K07. Postage and Delivery	110.37	1,200.00	-1,089.63	9.2%
K08. Monthly Board Meetings	710.26	2,855.00	-2,144.74	24.9%
K11. Rent				
K11B. Storage/Boxes	75.00			
K11. Rent - Other	461.00	540.00	-79.00	85.4%
Total K11. Rent	536.00	540.00	-4.00	99.3%
K12. Insurance				
K12A. GLA Board Liability Ins	1,341.00	1,342.00	-1.00	99.9%
Total K12. Insurance	1,341.00	1,342.00	-1.00	99.9%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	15.00	70.00	-55.00	21.4%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K19. Quarterly Newsletter	375.00	950.00	-575.00	39.5%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	5,249.59	18,715.00	-13,465.41	28.1%
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	0.00	400.00	-400.00	0.0%
M05. Refreshments	0.00	200.00	-200.00	0.0%
M06. Rent	0.00	75.00	-75.00	0.0%
M08. Copies	0.00	125.00	-125.00	0.0%
Total M00. Annual Meeting/Elections	0.00	1,690.00	-1,690.00	0.0%
Total Expense	46,808.96	144,181.00	-97,372.04	32.5%
Net Ordinary Income	63,072.18	0.00	63,072.18	100.0%
Net Income	**63,072.18**	**0.00**	**63,072.18**	**100.0%**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

August 8, 2011

FINAL

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1. **Call to order**

The meeting was called to order by Richard Bolen at 7:10 p.m. at St. John's Church.
PRESENT: Richard Bolen (President) aka Richard, Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Gerald Dubiel, Neil Kremer, Daniel O'Connell, Clare Parker, Paul Ranttalo, William Smith, and Rich Spallone (aka Rich).
ABSENT: Laura Boise (Vice President).
ALSO ATTENDING: Charlene Murphy (Meeting Assistant), Denise Orr Kirk (Meeting Assistant after Agenda Item #3), Tim Brockett and Val O'Connell.

2. **Set Agenda**

Daniel requested an addition to the agenda: 8.4 PVRC lawnmower.

3. **Meeting Minutes**

3.1 Discuss Meeting Minute-Taker – AA

Alyssa explained that Charlene recently started working full time at another job and is unable to continue to take the meeting minutes. Denise Orr Kirk is willing to take the minutes until a replacement is found. Discussion.
MOTION: Whereas Charlene is no longer available to take meeting minutes through Pegasus Business Visions Inc., Alyssa motioned and Sheridan seconded that the Board hire Denise Orr Kirk for this position. **Motion carried unanimously.**
Note: At this point Charlene passed the minute-taking to Denise but remained in attendance for the rest of the meeting.

3.2 Review Process for Drafting & Distributing Meeting Minutes to Board & Landowners – JN/AA

Janet gave a report regarding the process used for drafting meeting minutes due to Daniel's questioning of the process. Denise added that the process currently being used has been developed over the years for practicality and efficiency. It was reviewed that guidelines developed by the Board regarding what should be contained in the minutes are followed in drafting the minutes document, and any initial edits are minimal and are done for legal purposes as well as for accuracy, punctuation and grammar. Meeting content, motions, etc. are not altered, and this initial editing process minimizes the extra work that would be involved in having duplicate edits from various Board members.

4. **Approve June 13, 2011, June 27, 2011 & July 14, 2011 Meeting Minutes. Tabled.**

Discussion. Daniel asked the Board to review a document he created with his edits to the June minutes. He expressed that more details of discussion items should have been contained in the minutes such as the details of opposing views. In addition, Daniel motioned (no one seconded his motion) to follow an option in the Bylaws that allows the officer position of Secretary to be filled by a non-board member so that whoever becomes the Minute-taker in the future would also become the Secretary. He withdrew the motion.

5. **Treasurer's Reports – Budget Variance, Check & Deposit – SS**

5.1 2010/2011 - Snow Plowing Procedure and Expenses - DKO

Daniel contended that the Road and Weed Committee acted wrongfully by allowing snowplowing efforts to continue in High South Glastonbury during the November and winter storms after the snowplowing budget had been spent. The other members of the Board responded to Daniel's position as follows: (a) the Road and Weed Committee acted appropriately by snowplowing, given the circumstances of the intense and unusual snow season, even though it meant exceeding the snowplow budget. (b) Rich reviewed

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that the GLA's written policy is to plow when at least 4 inches of snow has accumulated on the roads and this happened continually throughout the 2010/11 winter. Daniel voiced that he wanted to change this policy.

5.2 B. Dowbenko Payment Proposal – SS

The Board reviewed Barbara Dowbenko's letter of July 28, 2011 which described past and current hardship issues and the request to pay back in one lump sum all past due assessments on her North Glastonbury Lot 1-B property with all finance fees waived. Extensive discussion.

MOTION: William motioned and Sheridan seconded to accept Barbara Dowbenko's letter of July 28, 2011 concerning her past due assessments on Lot 1-B (NG) as a basis for finding of facts and that: (1) The GLA Board will accept past due assessment fees of $3,257 from Barbara *plus* any out-of-pocket expenses for filing the lien on her Lot 1-B, North Glastonbury; (2) All finance charges will be waived, and; (3) GLA's lien on Lot 1-B will be released when payment of past due assessments is received. **Motion carried unanimously.**

5.3 Approve Treasurer's Reports – Budget Variance, Check & Deposit – SS

Discussion.

MOTION: Janet motioned and Clare seconded to accept the Treasurer's reports for July 2011, with minor amendments. **Motion carried.** (10 in favor; 1 opposed – Daniel)

6. Officer Reports

6.1 Review of Independent Contractors, Duties and Pay – RB/AA/DKO

Alyssa distributed a copy of the administrative tasks that she has charged for. Discussion included:

a) Daniel O'Connell's issues concerning:

1) The legality of payments to Alyssa Allen for administrative work and reimbursement to her for equipment purchases for GLA use.
2) The legality of payments to Rich Spallone for snow plowing because he is a member of the Road and Weed Committee;

b) Members of the Board stated:

1) They had expected Alyssa to be paid for administrative duties when the Managerial Committee was formed and that at that time they had discussed that the money was in the administrative budget to pay for her services. Appreciation to Alyssa for her administrative help was expressed and it was once again confirmed that it was the Board's decision to pay her for this help. Several Board members decided to make a formal motion concerning this issue as follows:

   MOTION: Sheridan motioned and Gerald seconded that the Board approves paying Alyssa up to $20 per hour [for administrative tasks,] based on the amount allocated in our budget [for administrative tasks.] **Motion carried.** (1 abstention - Alyssa and 1 opposed - Daniel)
2) It was acknowledged that we have a small community and therefore a small pool of skilled and available snow plowers to draw from. Over the years, the GLA has sought out qualified people to snow plow and has announced openings for this position in both North and South Glastonbury. However, few have responded, and so members of the Board such as Rich and Paul have taken on this job out of necessity. It was also acknowledged that Rich has stated on numerous occasions that he is not attached to snow plowing in South Glastonbury if someone else wants the job.

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6.2 Attorney Questions and Answers – RB Tabled.

6.3 August 17 Special Meeting, Planning & Agenda – RB
Richard briefly reviewed the basic order of events to take place at the special meeting petitioned for by Landowners concerning the possible removal of Daniel O'Connell from the Board of Directors. Per our attorney's guidance: the President will run the meeting assisted by the Secretary. Other Board members may attend as Landowners, but not as Board members. Daniel will be given 30 minutes to address Landowner attendees. Attendees will also have the opportunity to speak and engage in a question and answer period. The hired administrative secretary will count the votes.

7. UNFINISHED BUSINESS

7.1 Project Review Committee – AA/RS

7.1.1 Update - Parcels 90 & 91 (SG)/Pete & Cyrese Erickson Variance – AA
Alyssa stated that the Ericksons are focusing on road improvements at this point.

7.2 Website Committee – AA

7.2.1 Select Additional Committee Members – AA
Discussion. Since Daniel was no longer on the website committee, another director was needed to serve on the committee. Laura expressed she is willing to be on the Website Committee at this time.

7.2.2 Status of GLA Websites, Registration of Domain Names, Login & Passwords – AA/DKO
Alyssa mentioned that all domain name hosting, and website administrative information was needed by the Website Committee and asked Daniel to pass on this information. Daniel agreed to pass this on if Alyssa would call him.
ACTION ITEM: ***Alyssa*** – Call Daniel regarding website administrative information.

7.2.2.1 Discussion re: mygla.org – AA/DKO
Various Board members brought up that the domain name, MyGLA.org, was being used personally by Daniel. Background: the GLA gave permission to Daniel as the website committee chair to purchase this domain name on behalf of the GLA in 2010. Financial records show that this domain name was paid for by the GLA. Although the GLA did not approve any content being posted on this website for the time being, it was the Board's understanding that it was intended for the GLA's use. Recently, the Board learned that Daniel was using this website to post his personal opinions and recordings of GLA board meetings. When challenged, Daniel said, "Sue me!"

7.2.3 Virtual Message Service – Account Info, Login & Password – AA/DKO
Alyssa requested account information, login and password information from Daniel, who said Alyssa could e-mail or phone him for this information, or get it directly Voice Nation.

ACTION ITEM: ***Alyssa*** – Call Daniel regarding Voice Nation Administrative information.

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7.3 Legal Status of GLA Committees – DKO
Daniel expressed his view that the GLA Committees are not legal and should be voted upon each year with the new Board.

7.4 Collection Committee
7.4.1 Review Possible Collection Methods – RB - Tabled.

8. NEW BUSINESS
8.1 Project Review Committee – AA/RS
8.1.1 Parcel 49 (SG)/Forest & Theresa Johnson – Factory-Built home placement – AA
Alyssa reviewed the project.
Motion: Alyssa motioned and Sheridan seconded to approve the placement of Forest & Theresa Johnson's factory-built home on Parcel 49 (SG) with conditions that the proper septic, electrical, plumbing permits be obtained, the land be reseeded after construction and that the Johnson's fulfill their commitment to remove the existing manufactured home after the new one has been installed.
Discussion.
Motion carried unanimously. (Daniel did not vote on this motion as he left the meeting at 9:10 prior to the motion carrying.)

8.2 Managerial Committee – LB/AA
8.2.1 Review Tasks and Purpose – AA
Alyssa and other Board members reviewed the following points: (a) The creation of the Managerial Committee and it's tasks was approved in 2010 by the Board in order to more efficiently accomplish administrative tasks. (b) Alyssa was placed on the Managerial Committee to perform important tasks that Laura and other Board members were no longer able to perform without pay.

8.2.2 Procedure for Developing the GLA Agenda – DKO - Tabled.

8.2.3 Procedure re: letter writing, etc. – DKO - Tabled.

8.2.4 PVRC Lawnmower – DKO (added to the agenda) - Tabled.

8.3 Road & Weed Committee
8.3.1 Leo Drive Cul-de-Sac Drainage – RS/WS
Brief discussion concerning whether the drainage situation needs attention.

9. Comment Period for Visiting Landowners
Tim Brocket commented that the Dowbenko settlement decision (see agenda item #5.2 above) didn't take into account the interests of other GLA Landowners and how they are affected when a fellow Landowner does not pay his/her assessments.

10. Adjournment: 9:30 p.m.

11. Next Public Board Meeting: September 12, 2011 6:45 p.m. at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Agenda

August 8, 2011 - 6:45 p.m.

1. Call to order
2. Set Agenda
3. Meeting Minutes
   - 3.1 Discuss Meeting Minute Taker – AA (5 min)
   - 3.2 Review Process for Drafting & Distributing Meeting Minutes to Board & Landowners – JN/AA (10 min)
4. Approve June 13, 2011, June 27, 2011 & July 14, 2011 Meeting Minutes
5. Treasurer's Reports – Budget Variance, Check & Deposit – SS (2 min)
   - 5.1 B. Dowbenko Payment Proposal – SS (2 min)
6. Officer Reports
   - 6.1 Review of Independent Contractors, Duties and Pay – RB/AA/DKO (10 min)
   - 6.2 Attorney Questions and Answers – RB (5 min)
   - 6.3 August 17 Special Meeting, Planning & Agenda – RB (10 min)
7. UNFINISHED BUSINESS
   - 7.1 Project Review Committee – AA/RS
     - 7.1.1 Update - Parcels 90 & 91 (SG) – Pete & Cyrese Erickson Variance – AA (2 min)
   - 7.2 Website Committee – AA
     - 7.2.1 Select Additional Committee Members – AA (2 min)
     - 7.2.2 Status of GLA Websites, Registration of Domain Names, Login & Passwords – AA/DKO (2 min)
     - 7.2.3 Virtual Message Service – Account Info, Login & Password – AA/DKO
   - 7.3 Legal Status of GLA Committees – DKO (5 min)
   - 7.4 Collection Committee
     - 7.4.1 Review Possible Collection Methods – RB (5 min)
8. NEW BUSINESS
   - 8.1 Project Review Committee – AA/RS
     - 8.1.1 Parcel 49 (SG) – Forest & Theresa Johnson – Factory-Built home placement – AA (5 min)
   - 8.2 Managerial Committee – LB/AA
     - 8.2.1 Review Tasks and Purpose – AA (2 min)
     - 8.2.2 Procedure for Developing the GLA Agenda – DKO (2 min)
     - 8.2.3 Procedure re: letters writing, etc. – DKO (2 min)
   - 8.3 Road & Weed Committee
     - 8.3.1 Leo Drive Cul-de-Sac Drainage – RS/WS (3 min)
9. Comment Period for Visiting Landowners
10. Adjournment
11. Next Public Board Meeting: September 12, 2011 6:45 p.m. at St. John's Church

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TO: All Glastonbury Landowners
FROM: Janet Naclerio, Glastonbury Landowners Association, Inc. Secretary
DATE: August 31, 2011
RE: **Results of Special Meeting Held on August 17, 2011 for the Proposed Removal of Daniel O'Connell from the Glastonbury Landowners Association Board of Directors**

Approximately 65 Landowners from North and South Glastonbury attended the August 17 Special Meeting to consider the proposed removal of Daniel O'Connell from the Board of Directors. North Glastonbury Landowners signed-in and were given ballots for themselves and for other NG Landowners who had designated them to be their proxies. The meeting included an opportunity for Daniel, Landowners, and the GLA Attorney to speak and ask questions. At the end of the meeting, votes were cast and then tallied. The voting results of 86 in favor of the removal, versus 6 against, was announced by the Secretary, and indicated that Daniel O'Connell be removed from the Board of Directors by majority vote, effective immediately. Voting details are as follows:

1) **TOTAL "NO" VOTES (Voted NOT to Remove) = 6**
   Included: **1** vote from meeting attendee; **5** votes from absentee ballots

2) **TOTAL "YES" VOTES (Voted to Remove) = 86**
   Included: **42** votes from meeting attendees; **3** votes from absentee ballots;
   41 votes from NG Landowners who gave their proxies to a number of NG meeting attendees

3) **TOTAL "NON-VOTE" (Chose Not to Vote) = 2**
   Included: **1** vote from a meeting attendee
   1 vote from a NG Landowner who designated his/her proxy to a NG meeting attendee

4) **PROXY DETAILS** – ***Proxies were designated as follows:***
   Included: **0** Proxy votes designated by NG Landowners to the GLA Board of Directors
   42 Proxy votes were designated by absent NG Landowners to other NG Landowner meeting attendees, who voted on their behalf at the meeting.

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through July 2011

	Jan - Jul 11	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	25.00			
102. Dwelling 2000	120.00			
103. Dwelling 2001	55.00			
106. Dwelling 2004	55.90			
107. Dwelling 2005	84.10			
110. SG Dwelling 2008	10.00			
111. NG Dwelling 2009	227.66			
111. SG Dwelling 2009	366.83			
112. NG Dwelling 2010	2,316.90			
112. SG Dwelling 2010	2,153.29			
113. NG Dwelling 2011	16,999.57	26,454.00	-9,454.43	64.3%
113. SG Dwelling 2011	14,083.70	19,195.00	-5,111.30	73.4%
125. Land Prior to 2000	25.00			
126. Land 2000	120.00			
127. Land 2001	55.00			
130. Land 2004	55.89			
131. Land 2005	161.99			
132. Land 2006	230.23			
133. Land 2007	235.63			
134. SG Land 2008	328.00			
135. NG Land 2009	227.66			
135. SG Land 2009	759.32			
136. NG Land 2010	2,374.14			
136. SG Land 2010	3,675.59			
137. NG Land 2011	22,478.29	29,383.00	-6,904.71	76.5%
137. SG Land 2011	24,862.87	33,012.00	-8,149.13	75.3%
150. GAV	4,679.50	9,359.00	-4,679.50	50.0%
160. Finance Chrgs Late Accnts	457.35			
161. Penalties Late Accounts	322.35			
Total 100. Parcel Assessment Fees	97,546.76	117,403.00	-19,856.24	83.1%
200. Project Review Fees				
201. Application Fee	150.00			
203. IF - Structures 200/800sf	350.00			
204. IF - Structures Over 800sf	200.00			
206. IF - Driveway	75.00			
200. Project Review Fees - Other	0.00	3,325.00	-3,325.00	0.0%
Total 200. Project Review Fees	775.00	3,325.00	-2,550.00	23.3%
300. Roads				
301. CUT - Road Paving Loan	672.21	1,480.00	-807.79	45.4%
303. Snowplowing	30.00			
Total 300. Roads	702.21	1,480.00	-777.79	47.4%
400. Liens				
401. Landowner Filing Fee	50.00			
Total 400. Liens	50.00			
500. Interest Earned				
501. Savings Interest	45.90	60.00	-14.10	76.5%
Total 500. Interest Earned	45.90	60.00	-14.10	76.5%
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	12,089.21			
804. ChipSeal-5 payments/land	2,249.58			
805. ChipSeal GAV- 5 payments	3,103.00			
800. NG Chip Seal Income - Other	0.00	21,913.00	-21,913.00	0.0%
Total 800. NG Chip Seal Income	17,441.79	21,913.00	-4,471.21	79.6%
Total Income	116,561.66	144,181.00	-27,619.34	80.8%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through July 2011

	Jan - Jul 11	Budget	$ Over Budget	% of Budget
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	736.25			
A02B. South Glastonbury	1,220.00			
A02C. High South Glastonbury	9,661.50			
A02G. Dry Creek	901.25			
A02. Contractors - Snow Removal - Other	0.00	4,000.00	-4,000.00	0.0%
Total A02. Contractors - Snow Removal	12,519.00	4,000.00	8,519.00	313.0%
A03. Contractors - Weed Contrl	0.00	3,300.00	-3,300.00	0.0%
A05. Equipment Reg & Ins	2,360.00	2,500.00	-140.00	94.4%
A06. Equipment Mtce				
A06. Truck #1	558.08			
A06. Truck #2	641.11			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,199.19	1,500.00	-300.81	79.9%
A08. Road Improvement Loan	15,112.64	30,225.00	-15,112.36	50.0%
A09. Administration	240.00	155.00	85.00	154.8%
A11. Miscellaneous				
A11A. Fuel	310.00	800.00	-490.00	38.8%
A11B. Sand	0.00	500.00	-500.00	0.0%
A11E. Quonset Hut Asset Expense	341.14	2,260.00	-1,918.86	15.1%
A11F. Purchase Sickle Mower	0.00	1,640.00	-1,640.00	0.0%
Total A11. Miscellaneous	651.14	5,200.00	-4,548.86	12.5%
A12. Contractors - NG Road Wrk				
A12B. Aries Drive	393.00			
A12C. Capricorn Drive	830.00			
A12F. Gemini Road	210.00			
A12I. Pisces Way	210.00			
A12J. Sirius Drive	393.00			
A12K. Taurus Road	394.00			
A12L. Venus Way	210.00			
A12W. Mowing North Glastonbury	0.00	300.00	-300.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	12,105.00	-12,105.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#1	4,033.53			
Chip Seal Investor#2	4,619.50			
Chip Seal Investor#3	1,154.87			
A12Y. ChSeal Investors payments - Other	0.00	9,808.00	-9,808.00	0.0%
Total A12Y. ChSeal Investors payments	9,807.90	9,808.00	-0.10	100.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	12,447.90	36,213.00	-23,765.10	34.4%
A13. Contractors - SG Road Wrk				
A13B. Arcturus Drive	2,007.50			
A13D. Leo Drive	960.00			
A13G. Hercules Road	2,520.00			
A13W. Mowing South Glastonbury	0.00	300.00	-300.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	5,487.50	14,300.00	-8,812.50	38.4%
A14. Roads/Common Land Ins	0.00	5,528.00	-5,528.00	0.0%
A15. Contingency Fund	0.00	2,000.00	-2,000.00	0.0%
Total A00. Roads & Weeds	50,017.37	104,921.00	-54,903.63	47.7%
B00. Project Review				
B01. Contractors	270.00	2,600.00	-2,330.00	10.4%
B03 Sanitation Bond Refunds	400.00			
B04. Administration	0.00	725.00	-725.00	0.0%
Total B00. Project Review	670.00	3,325.00	-2,655.00	20.2%
C00-1 Legal Fees Contingency Fu	0.00	3,000.00	-3,000.00	0.0%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through July 2011

	Jan - Jul 11	Budget	$ Over Budget	% of Budget
C00. Community/Complaints				
C01. Contractors	82.50	800.00	-717.50	10.3%
C03. Administration	270.00			
C04. Legal Fees	125.00	870.00	-745.00	14.4%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
C00. Community/Complaints - Other	0.00	1,000.00	-1,000.00	0.0%
Total C00. Community/Complaints	477.50	2,845.00	-2,367.50	16.8%
COO-2 Gen Op/Subcontractors				
COO-2.02 Virtual Message/phone	74.75	200.00	-125.25	37.4%
COO-2.03 Office Equipment	480.38	975.00	-494.62	49.3%
COO-2.04 copies & postage	0.00	175.00	-175.00	0.0%
COO-2 Gen Op/Subcontractors - Other	990.00	1,800.00	-810.00	55.0%
Total COO-2 Gen Op/Subcontractors	1,545.13	3,150.00	-1,604.87	49.1%
D00. Recreation				
D03. PVRC				
D03A. PVRC Electricity	240.50	600.00	-359.50	40.1%
D03B. PVRC Liability Insurance	0.00	250.00	-250.00	0.0%
D03C. Mowing Weeds	0.00	100.00	-100.00	0.0%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
DO3F. Cement Pad	0.00	1,000.00	-1,000.00	0.0%
DO3G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. PVRC	240.50	2,490.00	-2,249.50	9.7%
Total D00. Recreation	240.50	2,490.00	-2,249.50	9.7%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	256.12	100.00	156.12	256.1%
Total F00. Website	256.12	455.00	-198.88	56.3%
G00. Liens				
G01. Lien Filing	78.31	350.00	-271.69	22.4%
G03. Administration	367.50	300.00	67.50	122.5%
G04. Credit Report Research	1.50	500.00	-498.50	0.3%
Total G00. Liens	447.31	1,150.00	-702.69	38.9%
J00. Other Projects				
J03.Policies & Procedures	0.00	2,440.00	-2,440.00	0.0%
Total J00. Other Projects	0.00	2,440.00	-2,440.00	0.0%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	1,762.50	5,980.00	-4,217.50	29.5%
K02. Contractors - Bookkeeper	2,197.50	3,300.00	-1,102.50	66.6%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	216.56	950.00	-733.44	22.8%
K07. Postage and Delivery	769.77	1,200.00	-430.23	64.1%
K08. Monthly Board Meetings	927.98	2,855.00	-1,927.02	32.5%
K11. Rent				
K11B. Storage/Boxes	150.00			
K11. Rent - Other	461.00	540.00	-79.00	85.4%
Total K11. Rent	611.00	540.00	71.00	113.1%
K12. Insurance				
K12A. GLA Board Liability Ins	1,341.00	1,342.00	-1.00	99.9%
Total K12. Insurance	1,341.00	1,342.00	-1.00	99.9%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	15.00	70.00	-55.00	21.4%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K19. Quarterly Newsletter	510.00	950.00	-440.00	53.7%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	8,351.31	18,715.00	-10,363.69	44.6%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through July 2011

	Jan - Jul 11	Budget	$ Over Budget	% of Budget
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	0.00	400.00	-400.00	0.0%
M05. Refreshments	0.00	200.00	-200.00	0.0%
M06. Rent	0.00	75.00	-75.00	0.0%
M08. Copies	0.00	125.00	-125.00	0.0%
Total M00. Annual Meeting/Elections	0.00	1,690.00	-1,690.00	0.0%
Reconciliation Discrepancies	0.00			
Total Expense	62,005.24	144,181.00	-82,175.76	43.0%
Net Ordinary Income	54,556.42	0.00	54,556.42	100.0%
Net Income	**54,556.42**	**0.00**	**54,556.42**	**100.0%**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

September 12, 2011

FINAL

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1. **Call to order**
   The meeting was called to order by Richard at 7:15 p.m. at St. John's Church.
   PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President), Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Gerald Dubiel, Paul Ranttalo, and Rich Spallone (aka Rich).
   ABSENT: William Smith.
   ALSO ATTENDING: Denise Orr Kirk (Meeting Minute-taker), Charlene Murphy, Tim Brockett, Val O'Connell, Daniel O'Connell, Danilee Howe, and Eric Howe (guest).

2. **Set Agenda**

3. **Approve Meeting Minutes for June 13, 2011, June 27, 2011, July 14, 2011 & August 8, 2011 Meeting Minutes - Tabled.**

4. **Treasurer Reports - Budget Variance, Check & Deposit – SS**
   MOTION: Gerald motioned and Laura seconded to accept the Treasurer's reports for August 2011. **Motion carried unanimously.**

5. **Officer Report**

   5.1 August 17, 2011 Special Meeting – Voting Results – RB
   Richard submitted the voting results and details of the 8/17/11 Special Meeting as recorded on a blue-colored half-sheet, dated 8/31/11, and included in the 8/31/11 election mailing to all GLA Landowners. These votes resulted in the removal of Daniel O'Connell from the Board of Directors. (See attached.)

   5.2 Neil Kremer & Clare Parker Resignations – RB
   The Board received e-mail letters from Clare Parker, dated 8/24/11, and Neil Kremer, dated 8/29/11, in which they resigned from their positions on the Board. Clare and Neil also spoke to some Board members explaining that other obligations would keep them from completing their terms of office. Discussion included attorney's advice that since it was so close to the annual meeting, the Board was not obligated to fill those seats.
   MOTION: Sheridan motioned and Alyssa seconded to accept the resignation letters of Clare Parker and Neil Kremer. Motion carried unanimously.
   Discussion.
   UNANIMOUS AGREEMENT: The Board agreed that it did not need to assign replacements for Neil and Clare prior the Annual Meeting.

   5.3 Attorney Questions and Answers – RB
   Richard reported that the Board's questions and the attorney Hertha Lund's responses were sent to each Board member via e-mail, and asked if there were any questions. No questions or further discussion.

   5.4 Clarification re: Status of Collection Committee – RB
   Background: The status of the Collection Committee is being clarified in response to Daniel O'Connell's position that the GLA Board acted illegally in the formation of the Collection Committee and other related actions. Discussion included: (a) Richard reported that our attorney reviewed the formation of the Collection Committee and concluded it was formed legally in a private meeting; (b) Alyssa also explained that the GLA Bylaws state that a majority vote (which is 7 in our case) is required to form a committee. This requirement had been met in the formation of the Collection Committee;

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(c) Richard stated that the Collection Committee needs to resume working and that he, as President, should not chair the committee.
Discussion.
UNANIMOUS AGREEMENT: Sheridan will be new chair of Collection Committee.

5.5 E-Mail Motion:

5.5.1 July 27, 2011 e-mail vote re: hiring Attorney Rick Landers – RB
Alyssa presented the documentation of the Board's e-mail vote to approve hiring Rick Landers to represent the Board. 10 Board members voted by e-mail to approve hiring Rick Landers, one gave his verbal approval and one abstained – Daniel.

6. UNFINISHED BUSINESS

6.1 Project Review Committee – AA/RS

6.1.1 Update - Parcels 90 & 91 (SG) – Pete & Cyrese Erickson – AA
Erik Howe, the Erickson's builder, reported on road work done thus far at the Erickson's site. He also stated that the Erickson's excavator could possibly coordinate with our fall graders and save the GLA money. Discussion.
ACTION ITEM: ***Rich*** – Contact Erickson's excavator regarding proposal to possibly coordinate with our fall graders.

7. NEW BUSINESS

7.1 Project Review Committee – AA/RS

7.1.1 Parcel 30-D (NG)/ Robert & Mary Wallace – Guesthouse – AA
Alyssa reviewed the Wallace's application for a part-time guesthouse and their request to have their sanitation bond reduced from $250 to $175 due to the small scope and location of the project.
Discussion included: (a) The Wallace's are on a payment plan for one of the their lots in SG based on conditions of financial hardship, and; (b) it appears there is no longer a financial hardship and, therefore it would be reasonable to ask the Wallace's to bring their assessments up-to-date as a condition of approval.
MOTION: Alyssa motioned and Sheridan seconded to approve Robert & Mary Wallace's application for a guesthouse on Parcel 30-D (NG) with the conditions that disturbed land is reseeded and their past due and current assessments be paid in full.
Also, the Wallace's sanitation bond will be reduced from $250 to $175. **Motion carried.** (1 abstention – Paul)

7.1.2 Proposal for GLA to establish guesthouse assessment – AA
Discussion surrounding whether guesthouses should be assessed and what amount would be reasonable if partially assessed.
ACTION ITEM: ***Charlene*** – Research guesthouse issue.
ACTION ITEM: ***Board*** – Clarify the meaning of a "dwelling."

7.1.3 Proposal to develop survey re: assessments for apartments & businesses – AA
Discussion included asking the membership if they want apartments and businesses to be assessed.
ACTION ITEM: ***Alyssa*** - Draft a survey regarding potential apartment and business assessments for GLA board review.

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7.1.4 Eyesore near Parcel 84/(SG) – GD ***(added to agenda)***

Discussion regarding eyesore and unwanted knapweed on a property near Parcel 84 (SG).

ACTION ITEM: ***Gerald*** - Determine the ownership and parcel number of the property near Parcel 84 that is an eyesore and has knapweed; then inform Managerial Committee.

ACTION ITEM: ***Managerial Committee/Denise*** – Draft a letter (based on the GLA's weed notification form letter) to owner of the parcel near Parcel 84 concerning knapweed growth and eyesore on his property once further information is received.

7.2 Managerial Committee – LB/AA

7.2.1 Proposal for Administrative Contractor – AA

Alyssa expressed the need for the GLA to pursue further administrative help due to the amount of tasks required, and so that she could be relieved of her duties. It was determined that the GLA will send out a phone tree asking interested people to apply to work as an administrative contractor.

ACTION ITEM: ***Alyssa*** – Post a telephone tree seeking administrative help.

7.2.2 Special Assessment Letter – AA

Discussion.

ACTION ITEM: ***Denise/Alyssa*** – Finalize special assessment letter, include announcement that a special meeting regarding the proposed 3 special assessments will take place following the November 12, 2011 Annual Meeting.

7.3 Road & Weed Committee – RS/WS

7.3.1 North Glastonbury Sign – GD

Gerald reported that the sign at the north end of Capricorn needs new posts.

ACTION ITEM: ***Paul*** – Bring a bid for the repair of the Capricorn sign to the Road Committee for consideration.

7.3.2 Liberty Lane culvert erosion – GD

Discussion.

ACTION ITEM: ***Road Committee*** – Investigate Liberty Lane culvert erosion.

7.3.3 Dry Creek pothole – AA

Alyssa reported that she spoke to Marty Malone, one of the County Commissioners about the Dry Creek pothole that formed over the past winter. Marty later responded that he confirmed with Ed Hillman that maintenance of Dry Creek Road is Park County's responsibility.

ACTION ITEM: ***Rich*** - Call Ed Hillman to remind him to repair the Dry Creek pothole.

7.4 Budget Committee – SS/Executive Committee

7.4.1 Determine meeting date for budget planning committee – SS

Discussion.

ACTION ITEM: ***Budget Committee*** - Meet Monday, 9/19, 7 p.m. at Sheridan's home.

ACTION ITEM: ***Sheridan*** - Inform Charlene about 9/19 budget meeting.

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ACTION ITEM: ***Denise*** – E-mail 9/19 budget meeting notice to Board & Charlene.

7.5 Election Committee – SS/Board

7.5.1 Update re: Board candidate nominations – SS/DOK

Discussion.

ACTION ITEM: ***Denise*** - Send Board members their prior biographies.

7.5.2 October Election Mailing – SS/DOK

Discussion.

ACTION ITEM: ***Managerial Committee/Denise*** - Combine assessment letter ballot with upcoming election mailing.

7.6 Community Committee

7.6.1 PVRC – Complaint re: Animals on soccer field – LB

It was reported that the Soccer Association has complained about Sabrina Hanan riding her horse on the soccer field. Allegedly, Sabrina has stated her horse is not damaging the field and refuses to avoid riding/grazing the horse on the field.

Discussion.

ACTION ITEM: ***Janet*** – Research insurance policy to determine if there is some kind of liability concerning animals on soccer field.

ACTION ITEM: ***Denise*** – Ask Charlene if she has the PVRC lease.

7.6.2 Update on Kathleen Ulrich property issues – LB

Discussion included: (a) Ulrich has resumed living in her house; (b) Kathy Garcia, Ulrich's neighbor, stated Ulrich has questionable people living at her home; (c) Barbara Woodbury, County Sanitarian, had written to Ulrich giving her an ultimatum to install a compliant septic system; (d) Gerald reported seeing unsafe electric wires lying above ground on Ulrich property, and; (e) It may require an engineer to condemn the unsafe dwelling.

ACTION ITEM: ***Gerald/Managerial Committee*** – Draft a letter to K. Ulrich concerning unsafe electrical wires. Ask William about condemning the building.

ACTION ITEM: ***Laura/Denise*** – List bullet points re: Ulrich property history.

ACTION ITEM: ***Gerald*** – Take current pictures of Ulrich property and give to Laura & Denise.

ACTION ITEM: ***Board*** – At a future meeting, determine whether the Board should again seek attorney assistance re: Ulrich property.

7.6.3 Abandoned Car at Gravel Pit (added to agenda)

Discussion. Paul identified the vehicle as being owned by Debora Mack.

ACTION ITEM: ***Paul*** – Call D. Mack re: car at North Glastonbury gravel pit.

8. Comment Period for Visiting Landowners

Tim Brockett: Suggested that the GLA set up a system of fines for eyesore properties, abandoned cars and past due assessments.

Val O'Connell: Challenged the Board with a myriad of questions concerning the Soccer Field that the Board responded to in part, but was unable to answer all of them due to litigation.

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Daniel O'Connell: Stated his opinions regarding many topics already referred to in his lawsuit(s) against the GLA. Also stated dogs are more of the problem on the soccer fields than horses.

9. **Adjournment 9:30 p.m. Next Board Meeting: October 17, 2011, 6:45 p.m. at St. John's Church.**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Agenda

September 12, 2011 - 6:45 p.m.

1. Call to order

2. Set Agenda

3. Approve June 13, 2011, June 27, 2011, July 14, 2011 & August 8, 2011 Meeting Minutes

4. Treasurer's Reports – Budget Variance, Check & Deposit – SS (2 min)

5. Officer Reports
   - 5.1 August 17, 2011 Special Meeting – Voting Results – RB (2 min)
   - 5.2 Neil Kremer & Clare Parker resignations – RB (1 min)
   - 5.3 Attorney Questions and Answers – RB (2 min)
   - 5.4 Clarification re: Status of Collection Committee – RB (2 min)
   - 5.5 E-Mail Motion:
     - 5.5.1 July 27, 2011 e-mail vote re: hiring Attorney Rick Landers – RB (1 min)

6. UNFINISHED BUSINESS
   - 6.1 Project Review Committee – AA/RS
     - 6.1.1 Update - Parcels 90 & 91 (SG) – Pete & Cyrese Erickson – AA (3 min)

7. NEW BUSINESS
   - 7.1 Project Review Committee – AA/RS
     - 7.1.1 Parcel 30-D (NG) – Robert & Mary Wallace – Guesthouse – AA (3 min)
     - 7.1.2 Proposal for GLA to establish guesthouse assessment – AA (2 min)
     - 7.1.3 Proposal to develop survey re: assessments for apartments & businesses – AA (2 min)
   - 7.2 Managerial Committee – LB/AA
     - 7.2.1 Proposal for Administrative Contractor – AA (5 min)
     - 7.2.2 Special Assessment Letter – AA (2 min)
   - 7.3 Road & Weed Committee – RS/WS
     - 7.3.1 North Glastonbury Sign – GD (2 min)
     - 7.3.2 Liberty Lane culvert erosion – GD (2 min)
     - 7.3.3 Dry Creek pothole – AA (1 min)
   - 7.4 Budget Committee – SS/Executive Committee
     - 7.4.1 Determine meeting date for budget planning committee – SS (1 min)
   - 7.5 Election Committee – SS/Board
     - 7.5.1 Update re: Board candidate nominations – SS/DOK (2 min)
     - 7.5.2 October Election Mailing – SS/DOK (2 min)
   - 7.6 Community Committee
     - 7.6.1 PVRC – Complaint re: Animals on soccer field – LB (5 min)
     - 7.6.2 Update on Kathleen Ulrich property issues – LB (3 min)

9. Comment Period for Visiting Landowners

10. Adjournment

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through August 2011

	Jan - Aug 11	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	145.00			
102. Dwelling 2000	240.00			
103. Dwelling 2001	175.00			
104. Dwelling 2002	120.00			
105. Dwelling 2003	120.00			
106. Dwelling 2004	175.90			
107. Dwelling 2005	216.10			
108. Dwelling 2006	132.00			
109. Dwelling 2007	290.00			
110. NG Dwelling 2008	159.00			
110. SG Dwelling 2008	10.00			
111. NG Dwelling 2009	425.66			
111. SG Dwelling 2009	366.83			
112. NG Dwelling 2010	2,564.56			
112. SG Dwelling 2010	2,190.79			
113. NG Dwelling 2011	18,140.85	26,454.00	-8,313.15	68.6%
113. SG Dwelling 2011	14,688.92	19,195.00	-4,506.08	76.5%
125. Land Prior to 2000	145.00			
126. Land 2000	240.00			
127. Land 2001	175.00			
128. Land 2002	120.00			
129. Land 2003	120.00			
130. Land 2004	175.89			
131. Land 2005	293.99			
132. Land 2006	396.00			
133. Land 2007	534.49			
134. NG Land 2008	317.00			
134. SG Land 2008	328.00			
135. NG Land 2009	599.66			
135. SG Land 2009	759.32			
136. NG Land 2010	2,812.84			
136. SG Land 2010	3,713.09			
137. NG Land 2011	23,949.30	29,383.00	-5,433.70	81.5%
137. SG Land 2011	25,659.19	33,012.00	-7,352.81	77.7%
150. GAV	4,679.50	9,359.00	-4,679.50	50.0%
160. Finance Chrgs Late Accnts	1,027.62			
161. Penalties Late Accounts	434.93			
Total 100. Parcel Assessment Fees	106,641.43	117,403.00	-10,761.57	90.8%
200. Project Review Fees				
201. Application Fee	150.00			
203. IF - Structures 200/800sf	350.00			
204. IF - Structures Over 800sf	200.00			
206. IF - Driveway	75.00			
200. Project Review Fees - Other	0.00	3,325.00	-3,325.00	0.0%
Total 200. Project Review Fees	775.00	3,325.00	-2,550.00	23.3%
300. Roads				
301. CUT - Road Paving Loan	995.73	1,480.00	-484.27	67.3%
303. Snowplowing	30.00			
Total 300. Roads	1,025.73	1,480.00	-454.27	69.3%
400. Liens				
401. Landowner Filing Fee	175.00			
Total 400. Liens	175.00			
500. Interest Earned				
501. Savings Interest	52.61	60.00	-7.39	87.7%
Total 500. Interest Earned	52.61	60.00	-7.39	87.7%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through August 2011

	Jan - Aug 11	Budget	$ Over Budget	% of Budget
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	13,636.06			
804. ChipSeal-5 payments/land	2,579.83			
805. ChipSeal GAV- 5 payments	3,103.00			
800. NG Chip Seal Income - Other	0.00	21,913.00	-21,913.00	0.0%
Total 800. NG Chip Seal Income	19,318.89	21,913.00	-2,594.11	88.2%
Total Income	127,988.66	144,181.00	-16,192.34	88.8%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	736.25			
A02B. South Glastonbury	1,220.00			
A02C. High South Glastonbury	9,661.50			
A02G. Dry Creek	901.25			
A02. Contractors - Snow Removal - Other	0.00	4,000.00	-4,000.00	0.0%
Total A02. Contractors - Snow Removal	12,519.00	4,000.00	8,519.00	313.0%
A03. Contractors - Weed Contrl	1,849.50	3,300.00	-1,450.50	56.0%
A05. Equipment Reg & Ins	2,360.00	2,500.00	-140.00	94.4%
A06. Equipment Mtce				
A06. Truck #1	558.08			
A06. Truck #2	641.11			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,199.19	1,500.00	-300.81	79.9%
A08. Road Improvement Loan	22,668.96	30,225.00	-7,556.04	75.0%
A09. Administration	240.00	155.00	85.00	154.8%
A11. Miscellaneous				
A11A. Fuel	310.00	800.00	-490.00	38.8%
A11B. Sand	0.00	500.00	-500.00	0.0%
A11E. Quonset Hut Asset Expense	341.14	2,260.00	-1,918.86	15.1%
A11F. Purchase Sickle Mower	0.00	1,640.00	-1,640.00	0.0%
Total A11. Miscellaneous	651.14	5,200.00	-4,548.86	12.5%
A12. Contractors - NG Road Wrk				
A12B. Aries Drive	393.00			
A12C. Capricorn Drive	830.00			
A12F. Gemini Road	210.00			
A12I. Pisces Way	210.00			
A12J. Sirius Drive	852.00			
A12K. Taurus Road	394.00			
A12L. Venus Way	210.00			
A12W. Mowing North Glastonbury	0.00	300.00	-300.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	12,105.00	-12,105.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#1	4,033.53			
Chip Seal Investor#2	4,619.50			
Chip Seal Investor#3	1,154.87			
A12Y. ChSeal Investors payments - Other	0.00	9,808.00	-9,808.00	0.0%
Total A12Y. ChSeal Investors payments	9,807.90	9,808.00	-0.10	100.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	12,906.90	36,213.00	-23,306.10	35.6%
A13. Contractors - SG Road Wrk				
A13B. Arcturus Drive	2,007.50			
A13D. Leo Drive	960.00			
A13G. Hercules Road	2,520.00			
A13W. Mowing South Glastonbury	0.00	300.00	-300.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	5,487.50	14,300.00	-8,812.50	38.4%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through August 2011

	Jan - Aug 11	Budget	$ Over Budget	% of Budget
A14. Roads/Common Land Ins	5,406.28	5,528.00	-121.72	97.8%
A15. Contingency Fund	0.00	2,000.00	-2,000.00	0.0%
Total A00. Roads & Weeds	65,288.47	104,921.00	-39,632.53	62.2%
B00. Project Review				
B01. Contractors	270.00	2,600.00	-2,330.00	10.4%
B03 Sanitation Bond Refunds	650.00			
B04. Administration	0.00	725.00	-725.00	0.0%
Total B00. Project Review	920.00	3,325.00	-2,405.00	27.7%
C00-1 Legal Fees Contingency Fu	1,340.00	3,000.00	-1,660.00	44.7%
C00. Community/Complaints				
C01. Contractors	112.50	800.00	-687.50	14.1%
C03. Administration	270.00			
C04. Legal Fees	1,125.00	870.00	255.00	129.3%
C05. Miscellaneous/copies	28.08	175.00	-146.92	16.0%
C00. Community/Complaints - Other	0.00	1,000.00	-1,000.00	0.0%
Total C00. Community/Complaints	1,535.58	2,845.00	-1,309.42	54.0%
COO-2 Gen Op/Subcontractors				
COO-2.02 Virtual Message/phone	89.70	200.00	-110.30	44.9%
COO-2.03 Office Equipment	480.38	975.00	-494.62	49.3%
COO-2.04 copies & postage	0.00	175.00	-175.00	0.0%
COO-2 Gen Op/Subcontractors - Other	990.00	1,800.00	-810.00	55.0%
Total COO-2 Gen Op/Subcontractors	1,560.08	3,150.00	-1,589.92	49.5%
D00. Recreation				
D03. PVRC				
D03A. PVRC Electricity	319.39	600.00	-280.61	53.2%
D03B. PVRC Liability Insurance	0.00	250.00	-250.00	0.0%
D03C. Mowing Weeds	0.00	100.00	-100.00	0.0%
D03D. Lawn Mower Maint.	200.00	240.00	-40.00	83.3%
DO3F. Cement Pad	0.00	1,000.00	-1,000.00	0.0%
DO3G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. PVRC	519.39	2,490.00	-1,970.61	20.9%
Total D00. Recreation	519.39	2,490.00	-1,970.61	20.9%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	256.12	100.00	156.12	256.1%
Total F00. Website	256.12	455.00	-198.88	56.3%
G00. Liens				
G01. Lien Filing	78.31	350.00	-271.69	22.4%
G03. Administration	367.50	300.00	67.50	122.5%
G04. Credit Report Research	1.50	500.00	-498.50	0.3%
Total G00. Liens	447.31	1,150.00	-702.69	38.9%
J00. Other Projects				
J03.Policies & Procedures	0.00	2,440.00	-2,440.00	0.0%
Total J00. Other Projects	0.00	2,440.00	-2,440.00	0.0%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	1,762.50	5,980.00	-4,217.50	29.5%
K02. Contractors - Bookkeeper	2,422.50	3,300.00	-877.50	73.4%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	501.00	950.00	-449.00	52.7%
K07. Postage and Delivery	769.77	1,200.00	-430.23	64.1%
K08. Monthly Board Meetings	987.98	2,855.00	-1,867.02	34.6%
K11. Rent				
K11B. Storage/Boxes	150.00			
K11. Rent - Other	461.00	540.00	-79.00	85.4%
Total K11. Rent	611.00	540.00	71.00	113.1%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through August 2011

	Jan - Aug 11	Budget	$ Over Budget	% of Budget
K12. Insurance				
K12A. GLA Board Liability Ins	1,341.00	1,342.00	-1.00	99.9%
Total K12. Insurance	1,341.00	1,342.00	-1.00	99.9%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	15.00	70.00	-55.00	21.4%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K19. Quarterly Newsletter	510.00	950.00	-440.00	53.7%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	8,920.75	18,715.00	-9,794.25	47.7%
M00. Annual Meeting/Elections				
M01. Contractors	67.50			
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	2.16	400.00	-397.84	0.5%
M05. Refreshments	0.00	200.00	-200.00	0.0%
M06. Rent	0.00	75.00	-75.00	0.0%
M08. Copies	46.99	125.00	-78.01	37.6%
Total M00. Annual Meeting/Elections	116.65	1,690.00	-1,573.35	6.9%
Reconciliation Discrepancies	0.00			
Total Expense	80,904.35	144,181.00	-63,276.65	56.1%
Net Ordinary Income	47,084.31	0.00	47,084.31	100.0%
Net Income	**47,084.31**	**0.00**	**47,084.31**	**100.0%**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

October 17, 2011

FINAL

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1. **Call to order**
   The meeting was called to order by Richard Bolen at 7:04 p.m. at St. John's Church.
   PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President), arrived 8:45 p.m., Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Gerald Dubiel, arrived 7:45 p.m. Paul Ranttalo, and Rich Spallone (aka Rich).
   ABSENT: William Smith.
   ALSO ATTENDING: Charlene Murphy (Meeting Assistant), Daniel and Val O'Connell, Tim Brockett.

2. **Set Agenda:** Item #3 was moved to the end of the meeting.

3. **Approve June 13, 2011, June 27, 2011 & July 14, 2011 Meeting Minutes**
   3.1 June 13, 2011 Minutes (see page 4)
   Discussion regarding page 4, agenda item number 6.1.1.3 – motion to allow phase one of Erickson building project on Parcel 91 (SG). Janet described the importance of documenting how individual board members voted on this issue.
   MOTION: Janet motioned and Laura seconded to approve the June 13, 2011 minutes with the amendment to list the three names of the Board members who voted "yes" to the motion to allow phase one of the Erickson building project.
   Motion Carried. (5 in favor, 2 opposed)

   3.2 June 13, 2011 Minutes (see page 6)
   MOTION: Sheridan motioned and Alyssa seconded the spelling corrections on page 6, section f, "losing" and "homes." **Motion carried unanimously.**

   3.3 June 27, 2011 Minutes
   MOTION: Sheridan motioned and Paul seconded to approve the June 27, 2011 minutes.
   Motion carried unanimously.

   3.4 July 14, 2011 Minutes
   MOTION: Sheridan motioned and Gerald seconded to approve the July 14, 2011 minutes.
   Motion carried unanimously.

4. **Treasurer's Reports – Budget Variance, Check & Deposit – SS**
   MOTION: Janet motioned and Alyssa seconded to approve the September Treasurer's Reports. **Motion carried unanimously.**

5. **Officer Reports – None.**

6. **UNFINISHED BUSINESS**
   6.1 Project Review Committee – AA/RS
   6.1.1 Update – Parcel 30-D (NG)/Robert & Mary Wallace Guesthouse - AA
   Discussion. It was reported that the Wallace's paid in full all assessments due on all of their properties, which was a condition for preliminary approval for their guesthouse project reviewed at the September 12, 2011 meeting.

   6.1.2 Update – Parcels 90 & 91 (SG) – Pete & Cyrese Erickson - AA
   Rich reported that the road work paid for voluntarily by the Ericksons on upper Sagittarius Skyway was done very well using many loads of gravel. The grading of

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Hercules was done before the numerous gravel trucks brought the gravel to upper Sagittarius Skyway.

ACTION ITEM: ***Rich*** - Contact Eric Howe about grading Hercules Road, and repair to alleged dame done to roads by gravel trucks.

6.1.3 Approve Findings of Fact document regarding the Erickson Project – Parcels 90 & 91 (SG) – AA ***(added to agenda)***

Alyssa distributed a "Findings of Fact" document that listed the details about the research and facts that were deliberated upon by the Board prior to their making a decision on the project. Discussion.

MOTION: Alyssa motioned and Gerald seconded to approve the Findings of Fact document dated October 18, 2011. **Motion carried unanimously.**

6.2 Budget Committee – SS

6.2.1 Review & Approve 2012 Budget

Discussion.

MOTION: Sheridan motioned and Rich seconded to accept the 2012 cash flow budget with the amendment to move $500 from the Emergency Road Fund to the Quonset Hut to cover the expense of reinforcing the entry door. **Motion carried unanimously.**

6.3 Managerial Committee – AA/LB

6.3.1 Proposal for Administrative Contractor

The GLA sent out a phone tree asking for interested people to apply to work as an administrative contractor. Sandra Irby from SG was the only one who responded and applied for the position. As an independent contractor, she would charge $15/hour while training and then $20/hr as an independent contractor. Alyssa reviewed Sandra's skills and how she would be valuable to the Board. She would be asked to work on a project-by-project basis, and will be trained to replace Denise as minute-taker. Discussion.

MOTION Alyssa motioned and Janet seconded to contract with Sandra Irby as an independent contractor on a project-by-project basis and begin training as the meeting minute-taker on December 12, 2011. **Motion carried unanimously**

ACTION ITEM: ***Richard/Sandra*** – Work together to establish a contract for Sandra.

6.4 Election Committee – SS/Board

6.4.1 Update re: Election Mailing

Discussion. It was reported that the election letter and special assessment letter were mailed together to all Landowners on October 12.

6.5 Community Committee - LB

6.5.1 Update on Kathleen Ulrich property issues

Discussion. Over the years the GLA has sent letters to Ulrich about problems associated with her property.

ACTION ITEM: ***Paul*** - Call the electrical inspector regarding the possible unsafe wiring in Ulrich home.

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7. **NEW BUSINESS**

7.1 Road & Weed Committee – WS/RS

7.1.1 Snow plowing and motion to hire employees

Discussion included the need to hire two employees to drive the GLA trucks and that having local employees would be a benefit to the snowplowing efforts of the association. Drivers will need snowplowing experience and a clean driving record.
MOTION: Rich motioned and Sheridan seconded for the GLA to hire employees to drive the two GLA-owned snow plow trucks with the following provisions: wages will be $20 per hour, and a phone tree will be sent out to advertise the positions. **MOTION carried unanimously.**
ACTION ITEM: ***Alyssa/Richard*** - Draft a phone tree message regarding snowplowing positions and facilitate it being sent out.

8. **Comment Period for Visiting Landowners**

Tim Brockett: Re: the Erickson's work on the roads. He observed the delivery of approximately 75 loads of gravel weighing around 80,000 pounds, and believes this has caused existing gravel to be packed into the road base. Tim requested that the Ericksons be asked to do another grading and put more gravel down in certain places.
Daniel O'Connell: (a) Concerned that the Kathleen Ulrich eyesore issue should not be discussed in a public meeting. (b) Believes Rick Landers is being paid too much. (c) Referenced the Articles, #6 General Powers, "that board members can't vote as proxies or do anything else as a landowner."
Val O'Connell: (a) Requested to see check detail report; Richard declined as the board has only approved the budget variance report to be given to landowners; (b) Suggested a phone tree be sent to ask for help for Kathleen Ulrich.

9. **Adjournment 9:25 p.m.**

10. **Next Public Board Meeting: November 7, 2011 6:45 p.m. at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Agenda

October 17, 2011 - 6:45 p.m.

1. Call to order
2. Set Agenda
3. Approve June 13, 2011, June 27, 2011 & July 14, 2011 Meeting Minutes
4. Treasurer's Reports – Budget Variance, Check & Deposit – SS (2 min)
5. Officer Reports
6. UNFINISHED BUSINESS
   - 6.1 Project Review Committee – AA/RS
     - 6.1.1 Update – Parcel 30-D (NG – Robert & Mary Wallace Guesthouse – AA (1min)
     - 6.1.2 Update – Parcels 90 & 91 (SG) – Pete & Cyrese Erickson – AA (2 min)
   - 6.2 Budget Committee – SS/Executive Committee
     - 6.2.1 Review & Approve 2012 Budget – SS (3 min)
   - 6.3 Managerial Committee – LB/AA
     - 6.3.1 Proposal for Administrative Contractor – AA (5 min)
   - 6.4 Election Committee – SS/Board
     - 6.4.1 Update re: Election Mailing – SS (1 min)
   - 6.5 Community Committee
     - 6.5.1 Update on Kathleen Ulrich property issues – GD (3 min)
7. NEW BUSINESS
   - 7.1 Road & Weed Committee – RS/WS
     - 7.1.1 Snow plowing and motion to hire employees – GD (5 min)
8. Comment Period for Visiting Landowners
9. Adjournment
10. Next Public Board Meeting: November 7, 2011 6:45 p.m. at St. John's Church

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through September 2011

	Jan - Sep 11	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	145.00			
102. Dwelling 2000	240.00			
103. Dwelling 2001	237.50			
104. Dwelling 2002	120.00			
105. Dwelling 2003	120.00			
106. Dwelling 2004	175.90			
107. Dwelling 2005	251.10			
108. Dwelling 2006	132.00			
109. Dwelling 2007	290.00			
110. NG Dwelling 2008	159.00			
110. SG Dwelling 2008	166.00			
111. NG Dwelling 2009	425.66			
111. SG Dwelling 2009	540.83			
112. NG Dwelling 2010	2,671.88			
112. SG Dwelling 2010	2,511.84			
113. NG Dwelling 2011	18,946.66	26,454.00	-7,507.34	71.6%
113. SG Dwelling 2011	15,329.10	19,195.00	-3,865.90	79.9%
125. Land Prior to 2000	145.00			
126. Land 2000	240.00			
127. Land 2001	237.50			
128. Land 2002	120.00			
129. Land 2003	120.00			
130. Land 2004	175.89			
131. Land 2005	328.99			
132. Land 2006	396.00			
133. Land 2007	670.63			
134. NG Land 2008	317.00			
134. SG Land 2008	802.00			
135. NG Land 2009	599.66			
135. SG Land 2009	1,281.32			
136. NG Land 2010	2,900.12			
136. SG Land 2010	4,416.14			
137. NG Land 2011	24,929.93	29,383.00	-4,453.07	84.8%
137. SG Land 2011	26,824.64	33,012.00	-6,187.36	81.3%
150. GAV	7,019.25	9,359.00	-2,339.75	75.0%
160. Finance Chrgs Late Accnts	1,787.05			
161. Penalties Late Accounts	546.64			
Total 100. Parcel Assessment Fees	116,320.23	117,403.00	-1,082.77	99.1%
200. Project Review Fees				
201. Application Fee	200.00			
202. IF - House	1,300.00			
203. IF - Structures 200/800sf	350.00			
204. IF - Structures Over 800sf	200.00			
205. IF - Well	75.00			
206. IF - Driveway	225.00			
207. IF - Septic	75.00			
213. IF - Minor Variance	50.00			
214. IF - Major Variance	300.00			
218. Mileage Impact Fee	825.00			
200. Project Review Fees - Other	0.00	3,325.00	-3,325.00	0.0%
Total 200. Project Review Fees	3,600.00	3,325.00	275.00	108.3%
300. Roads				
301. CUT - Road Paving Loan	995.73	1,480.00	-484.27	67.3%
303. Snowplowing	30.00			
Total 300. Roads	1,025.73	1,480.00	-454.27	69.3%
400. Liens				
401. Landowner Filing Fee	275.00			
Total 400. Liens	275.00			
500. Interest Earned				
501. Savings Interest	59.43	60.00	-0.57	99.1%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through September 2011

	Jan - Sep 11	Budget	$ Over Budget	% of Budget
Total 500. Interest Earned	59.43	60.00	-0.57	99.1%
700. Other Income				
701. Miscellaneous	50.00			
Total 700. Other Income	50.00			
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	14,362.51			
804. ChipSeal-5 payments/land	2,655.00			
805. ChipSeal GAV- 5 payments	3,103.00			
800. NG Chip Seal Income - Other	0.00	21,913.00	-21,913.00	0.0%
Total 800. NG Chip Seal Income	20,120.51	21,913.00	-1,792.49	91.8%
Total Income	141,450.90	144,181.00	-2,730.10	98.1%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	736.25			
A02B. South Glastonbury	1,220.00			
A02C. High South Glastonbury	9,661.50			
A02G. Dry Creek	901.25			
A02. Contractors - Snow Removal - Other	0.00	4,000.00	-4,000.00	0.0%
Total A02. Contractors - Snow Removal	12,519.00	4,000.00	8,519.00	313.0%
A03. Contractors - Weed Contrl	1,849.50	3,300.00	-1,450.50	56.0%
A05. Equipment Reg & Ins	2,360.00	2,500.00	-140.00	94.4%
A06. Equipment Mtce				
A06. Truck #1	558.08			
A06. Truck #2	641.11			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,199.19	1,500.00	-300.81	79.9%
A08. Road Improvement Loan	22,668.96	30,225.00	-7,556.04	75.0%
A09. Administration	240.00	155.00	85.00	154.8%
A11. Miscellaneous				
A11A. Fuel	310.00	800.00	-490.00	38.8%
A11B. Sand	0.00	500.00	-500.00	0.0%
A11E. Quonset Hut Asset Expense	341.14	2,260.00	-1,918.86	15.1%
A11F. Purchase Sickle Mower	0.00	1,640.00	-1,640.00	0.0%
Total A11. Miscellaneous	651.14	5,200.00	-4,548.86	12.5%
A12. Contractors - NG Road Wrk				
A12B. Aries Drive	393.00			
A12C. Capricorn Drive	830.00			
A12F. Gemini Road	210.00			
A12I. Pisces Way	210.00			
A12J. Sirius Drive	852.00			
A12K. Taurus Road	394.00			
A12L. Venus Way	210.00			
A12W. Mowing North Glastonbury	400.00	300.00	100.00	133.3%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	12,105.00	-12,105.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#1	0.00			
Chip Seal Investor#2	4,619.50			
Chip Seal Investor#3	1,154.87			
A12Y. ChSeal Investors payments - Other	4,033.53	9,808.00	-5,774.47	41.1%
Total A12Y. ChSeal Investors payments	9,807.90	9,808.00	-0.10	100.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	13,306.90	36,213.00	-22,906.10	36.7%
A13. Contractors - SG Road Wrk				
A13B. Arcturus Drive	2,007.50			
A13D. Leo Drive	960.00			
A13G. Hercules Road	2,520.00			
A13W. Mowing South Glastonbury	325.00	300.00	25.00	108.3%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through September 2011

	Jan - Sep 11	Budget	$ Over Budget	% of Budget
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	5,812.50	14,300.00	-8,487.50	40.6%
A14. Roads/Common Land Ins	5,406.28	5,528.00	-121.72	97.8%
A15. Contingency Fund	0.00	2,000.00	-2,000.00	0.0%
Total A00. Roads & Weeds	66,013.47	104,921.00	-38,907.53	62.9%
B00. Project Review				
B01. Contractors	3,100.00	2,600.00	500.00	119.2%
B03 Sanitation Bond Refunds	900.00			
B04. Administration	0.00	725.00	-725.00	0.0%
B05. Legal Fees	3,110.25			
Total B00. Project Review	7,110.25	3,325.00	3,785.25	213.8%
C00-1 Legal Fees Contingency Fu	1,485.00	3,000.00	-1,515.00	49.5%
C00. Community/Complaints				
C01. Contractors	112.50	800.00	-687.50	14.1%
C03. Administration	270.00			
C04. Legal Fees	3,835.75	870.00	2,965.75	440.9%
C05. Miscellaneous/copies	28.08	175.00	-146.92	16.0%
C00. Community/Complaints - Other	0.00	1,000.00	-1,000.00	0.0%
Total C00. Community/Complaints	4,246.33	2,845.00	1,401.33	149.3%
COO-2 Gen Op/Subcontractors				
COO-2.02 Virtual Message/phone	104.65	200.00	-95.35	52.3%
COO-2.03 Office Equipment	480.38	975.00	-494.62	49.3%
COO-2.04 copies & postage	0.00	175.00	-175.00	0.0%
COO-2 Gen Op/Subcontractors - Other	990.00	1,800.00	-810.00	55.0%
Total COO-2 Gen Op/Subcontractors	1,575.03	3,150.00	-1,574.97	50.0%
D00. Recreation				
D03. PVRC				
D03A. PVRC Electricity	426.23	600.00	-173.77	71.0%
D03B. PVRC Liability Insurance	0.00	250.00	-250.00	0.0%
D03C. Mowing Weeds	0.00	100.00	-100.00	0.0%
D03D. Lawn Mower Maint.	200.00	240.00	-40.00	83.3%
DO3F. Cement Pad	0.00	1,000.00	-1,000.00	0.0%
DO3G. Gen. Maint. & Repairs	65.00	300.00	-235.00	21.7%
Total D03. PVRC	691.23	2,490.00	-1,798.77	27.8%
Total D00. Recreation	691.23	2,490.00	-1,798.77	27.8%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	256.12	100.00	156.12	256.1%
Total F00. Website	256.12	455.00	-198.88	56.3%
G00. Liens				
G01. Lien Filing	78.31	350.00	-271.69	22.4%
G03. Administration	367.50	300.00	67.50	122.5%
G04. Credit Report Research	1.50	500.00	-498.50	0.3%
Total G00. Liens	447.31	1,150.00	-702.69	38.9%
J00. Other Projects				
J03.Policies & Procedures	0.00	2,440.00	-2,440.00	0.0%
Total J00. Other Projects	0.00	2,440.00	-2,440.00	0.0%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	1,762.50	5,980.00	-4,217.50	29.5%
K02. Contractors - Bookkeeper	2,715.00	3,300.00	-585.00	82.3%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	507.60	950.00	-442.40	53.4%
K07. Postage and Delivery	769.77	1,200.00	-430.23	64.1%
K08. Monthly Board Meetings	987.98	2,855.00	-1,867.02	34.6%
K11. Rent				
K11B. Storage/Boxes	150.00			
K11. Rent - Other	461.00	540.00	-79.00	85.4%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through September 2011

	Jan - Sep 11	Budget	$ Over Budget	% of Budget
Total K11. Rent	611.00	540.00	71.00	113.1%
K12. Insurance				
K12A. GLA Board Liability Ins	1,341.00	1,342.00	-1.00	99.9%
Total K12. Insurance	1,341.00	1,342.00	-1.00	99.9%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	15.00	70.00	-55.00	21.4%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K19. Quarterly Newsletter	510.00	950.00	-440.00	53.7%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	9,219.85	18,715.00	-9,495.15	49.3%
M00. Annual Meeting/Elections				
M01. Contractors	67.50			
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	2.16	400.00	-397.84	0.5%
M05. Refreshments	0.00	200.00	-200.00	0.0%
M06. Rent	0.00	75.00	-75.00	0.0%
M08. Copies	46.99	125.00	-78.01	37.6%
Total M00. Annual Meeting/Elections	116.65	1,690.00	-1,573.35	6.9%
Reconciliation Discrepancies	0.00			
Total Expense	91,161.24	144,181.00	-53,019.76	63.2%
Net Ordinary Income	50,289.66	0.00	50,289.66	100.0%
Net Income	**50,289.66**	**0.00**	**50,289.66**	**100.0%**

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October 18, 2011
Findings of Fact for the Erickson Project

Re: Findings for the Erickson Project and related variance for Parcels 90 & 91 SG

In considering the Erickson project, the Board found the following facts:

From GLA Board of Directors Meeting June 13, 2011:

1. Alyssa Allen investigated potential problems and ways the Erickson project would affect fire safety, sanitation, ground water, road usage, view shed, etc. by contacting Mike Inman at the Park County Planning office, Greg Coleman with the Paradise Valley Fire Department, and Barbara Woodbury the County Sanitarian. Furthermore, a site evaluation will be done by C&H Engineering which will have to show that there will be no pollution to Golmeyer Creek and that drain fields will meet State/County requirements as a condition for project construction.

2. The architects have stated that there is only one foundation for each building.

3. To reduce developmental impact on the land, the cluster of buildings will be built in one consolidated location on Parcel 91 with an agreement, in the form of a covenant running with the land, that no building will take place on Parcel 90 into perpetuity. This will be done to preserve the natural environment by avoiding long driveways and scarring the land with cuts and fills. Ericksons will use stone and recycled wood materials in the buildings to fit in with the surrounding land.

4. Ericksons have agreed to improve the section of Upper Sagittarius Skyway to the cul-de-sac at their own expense. This will make the common use land more accessible to all landowners. Ericksons will pay for snow removal on Upper Sagittarius Skyway when they need access in the winter.

5. A fire fill tank of 20,000 gallons will be installed close to the cul-de-sac, and this cistern could be used for fire protection for all High South properties at the discretion of the Fire Department. Greg Coleman of the Paradise Valley Fire Department pointed out that a development with a watered green lawn is easier to protect than dry grass in the event of a fire. Photos of the building site showed that all trees are much more than 100 feet away from building site.

6. Input submitted by neighboring landowners on variance response forms indicated that none of the adjacent landowners objected to the variance request. One non-adjacent landowner gave negative feedback.
   a. Owner of Parcel 89 stated that he agrees with the project.
   b. Owners of Parcel 92 indicated that they liked the residential nature of the project.
   c. Owner of Parcel 93 responded that "it is an appropriate use of the land and preserves the natural resources."

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d. Tim Brocket, non-adjacent owner of Parcel 88A, stated that he was concerned that allowing for the residential compound would harm the view shed, open Glastonbury to high density development, cause a fire hazard, and potentially pollute the common land and Golmeyer Creek. He recommended that the project be moved to the top of the hill or the corner of Parcel 90 and 91 so that a variance would not be needed. Tim has also stated that he approves the variance in principle, and has no problem with a residential compound, but was concerned that it would turn into a subdivision or commercial operation.

7. At this meeting, the Board approved a list of conditions to be met for approval of the variance:
    a. Limit number of dwellings on both parcels to five (later changed to four) dwellings on Parcel 91 and no dwellings on Parcel 90. This agreement would be drawn up by the Erickson's attorney and also restrict future commercial use of the residential cluster.
    b. Ownership of both parcels stays as one ownership entity and cannot be subdivided.
    c. Must follow state/county laws regarding sanitation, septic, drain fields, etc.
    d. The GLA does not regulate fire protection, therefore the Ericksons will abide by all fire regulations.
    e. The last .6 miles of Sagittarius Skyway is considered a jeep trail and is not maintained by the GLA. Any improvements to the road will be done voluntarily by the Ericksons at their own expense. The Ericksons are responsible for any damage they cause to the association roads leading to their parcels before, during, and after their construction activities.
    f. Snow plowing of the last .6 miles of Upper Sagittarius Skyway will be paid for by the Ericksons when they need access.
    g. Each dwelling will have impact fees for construction.
    h. Each dwelling pays an assessment.
    i. The GLA is not obligated to provide any road maintenance.
    j. Property is not to be resold as a Commercial Lodging facility such as a B&B or guest ranch because of road impact.
    k. Variance approval is for permission to build 5 (later changed to 4) dwellings as stated in the Erickson's site plan with the 25-foot setback for 3 of the dwellings.
    l. Ericksons must adhere to their site plan as they proceed with the buildings regarding size and location. The first phase is for buildings 2 and 5 (later changed to 2 and 4), which are shown in the application.
    m. Ericksons will submit application details and individual project review forms for the other 3 (later changed to 2) buildings when they are ready to proceed with Phase 2.
    n. Outbuilding development will be limited and the Ericksons will submit a project review application for any future outbuildings.
    o. Limit commercial activity.

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p. Require the Ericksons' attorney to draw up an agreement that addresses all the Board's concerns and requirements.
q. Have Hertha Lund, GLA attorney, review the agreement.

8. The conditions of this variance request were tabled until the meeting on June 27, 2011, therefore the variance was not voted on.

From GLA Board Meeting on June 27, 2011:

9. The Ericksons changed their variance request from 5 dwellings to 4 dwellings. Documents reflecting the updated variance request were distributed to members of the Board. Documents from Cikan Architects summarizing the findings of Attorney Susan Swimley, outlining the variance requests, were also distributed to the Board along with the revised site plan of 4 dwellings.

10. Ericksons reaffirmed their commitment to make improvements to GLA roads leading up to the proposed building sites at their own expense.

11. Ericksons reaffirmed their understanding that the GLA is not obligated to maintain the road and provide snow removal on Upper Sagittarius Skyway.

12. Susan Swimley presented evidence on the hardship of topography that would exist if the buildings were located on Parcels 91 and 90, how the overall density between the two parcels would stay the same, that there would be no added impact to the roads, that the cluster of buildings would minimize scarring to the land, and there would be less visual impact on neighboring properties.

13. The 25-foot variance was requested due to a topographical hardship. If a 50-foot setback was used, it would force the project to be constructed on steep terrain. The 25-foot setback is to allow the project to be constructed on the flat terrain of the site. There is still ample room from the common use area and the access point to the common land is not affected. Three of the buildings are one story high and all the buildings are designed to blend into the landscape.

14. The project does not change the tract size and density remains the same.

15. The conditions of the project do not require the GLA to enter into a contract with the Ericksons.

16. Should the development become commercial in the future, the GLA is not obligated to provide road services. Maintenance of the roads is an obligation to a reasonable standard, and the standard is set by the GLA.

17. The "Bambeday" document is not a reflection of the actual variance request and should only be used by the architect to understand the general design principles the Ericksons were seeking with their project.

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18. Architect Frank Cikan stated that developing the project on two parcels would disallow the use of the medicine wheel design and destroy the medicine wheel concept and, therefore, the whole design around the motif would be gone.

19. Necessary documents ensuring that the GLA be protected from road liability would need to be in place before approval.

20. The assessments to be billed would include 4 house assessments and 2 land assessments.

21. As a way to ensure that no further dwellings would be built on Parcel 90, the 2 allowed dwellings for Parcel 90 could be billed in the assessments as pertaining to this parcel. Essentially, each parcel would be billed for 1 land assessment and 2 dwelling assessments.

22. Multi-family dwellings refer to separate families, not families of origin. The design intent of the Erickson project is not to have multi-family dwellings.

23. Board will review site plans for the 4 buildings, which includes the specific details of the first 2 buildings proposed for Phase 1. When the other 2 buildings for Phase 2 are intended to be built, the detailed plans will be submitted for review by the Board.

24. Any future outbuildings would need to be reviewed through the GLA project review process.

25. Impact fees for the variance request would need to be adjusted on the application to reflect the actual costs incurred by the GLA in processing the application.

26. The Board approved a preliminary variance approval based on the following contingencies:
    a. The GLA and the Erickson's attorney will formulate a Road Policy acknowledgement that protects the GLA into perpetuity regarding its obligation to provide road services to Upper Sagittarius Skyway. The policy will indicate that the Ericksons acknowledge and accept the GLA Road Policy, and that the GLA is not obligated to provide an increase in road maintenance and snowplowing services over the current and historical levels of service, regardless of any road improvements made to Hercules Drive and/or Sagittarius Skyway. The road policy document will reference Covenant 8.01(c) and the GLA Road Policy. The document will include that no snow removal or maintenance services are required by the GLA between Parcels 88 and 93 on Sagittarius Skyway, since this area had not been intended for year-round access. This road policy will run with the land in the event that the Ericksons transfer their property.
    b. The project and all proposed documents and agreements will be reviewed by Hertha Lund, GLA attorney, for her approval before the preliminary

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approval can be valid, and adjustments to the project can be made to incorporate any recommended changes.

c. The preliminary approval for the project is based on residential use. A legal way to constrain commercial activity such as a B&B or commercial lodging facility will be established. If, in the future, any commercial use of the property is contemplated (that requires licensing of any kind or has an impact on road usage, water, sewer, or noise), it shall require approval by the GLA, and at the Board's discretion; this may include a "High South" neighborhood area review prior to any commercial activity being allowed. Any commercial activity will be reviewed under applicable regulations at the time. This agreement will extend into perpetuity in case the property is sold.
d. Applicable assessments for 2 dwellings and 1 land assessment will be charged equally on each of the Parcels 90 and 91.
e. A legal way to limit any further dwellings on Parcel 90 will be established and run with the land.
f. No further dwellings shall be allowed beyond this four dwelling development on either Parcel 90 or 91. This covenant shall run with the land.
g. A reasonable basis for maintaining the roads impacted by the Erickson's construction activities will be established, specifically but not limited to Hercules Drive and Sagittarius Skyway, and the Erickson's will agree to remedy any damage to the roads caused by their construction activities throughout the 2 different phases of the project. Appropriate repairs, as shown by the GLA, will be made at the Erickson's expense.
h. The Erickson's will agree to pay the GLA for extra expenses related to the processing of this variance, such as attorney costs incurred at the July 14, 2011 meeting.
i. Once the contingencies for approval are met, the standard conditions of approval will be added such as obtaining necessary permits and reseeding disturbed land.

27. The motion to approve a preliminary variance was passed.

<u>From GLA Board Meeting on July 14, 2011:</u>

28. An update to the Erickson's application (dated 6/27/11) was distributed to the Board showing how the number of residences was reduced from 5 to 4. Certain areas on the application where changes had been made were initialed by Mr. Erickson, and included an update to the impact fees to be charged so these would be based on the actual administrative and legal costs incurred by the GLA in processing the variance. A new site map with building footprints for the 4 residences was included.

29. Attorneys Hertha Lund and Susan Swimley responded to questions from the Board, Landowners and Guests. The following points were covered:
    a. Commercial Activity: Hertha stated that the GLA's governing documents allow certain types of commercial activity. An applicant can agree to limit

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certain types of commercial activities and the Board can take that into consideration for a variance. This limitation would then become a covenant for that parcel/lot and runs with the land.

b. Contracts & Hardships: The Board can enter into contracts. The Board has the power to determine what it believes is a hardship when considering a variance, and may require conditions and restrictions before granting a variance.
c. Fire Codes: It is the County's job to enforce fire codes.
d. Multi-Family Dwellings: Valery O'Connell expressed concern that the five children living with the parents in the four dwellings constitute a multi-family dwelling. Susan Swimley stated that it is the job of the applicant to meet criteria of the governing documents, which is why she recommended that the Erickson's change their original plan from 5 dwellings to 4. Hertha stated that the Board has to determine, based on the governing documents and the definitions, if this project is a multi-family dwelling. Laura stated that the intent of the multi-family wording in the Master Plan was to prevent apartments and condominiums.
e. Subdividing: Daniel O'Connell stated that the Erickson's should subdivide the two parcels and exhaust all possibilities before asking for a variance. Hertha stated that it is not required by the governing documents that the Erickson's exhaust all possibilities before applying for a variance.
f. Road Access: Peter Naclerio expressed concern that the GLA would be liable to maintain 12-month road access to the end of Sagittarius Skyway if this variance were granted. Hertha stated that the Road Policy is very clear and the GLA will not be liable to maintain 12-month access.
g. Commercial Use: Tim Brockett expressed concern that the 4 dwellings could be used in the future for a retreat or other commercial use, especially if the property sold. Susan Swimley stated that future owners would be bound by any agreement between the GLA and the Erickson's to limit commercial use. If a future owner wanted to use the property for commercial purposes they would have to apply for a variance.
h. Conservation Easements & Limiting Development: Hertha stated she does not recommend conservation easements, and this did not have to be pursued for this variance. Daniel O'Connell raised the concern that limiting future dwellings on Parcel 90 is a limiting of property rights. Susan Swimley stated that the Erickson's are free to choose to limit development for themselves more than the Board can limit them. The Erickson's can choose to restrict all future dwellings on Parcel 90 and are free to adopt restrictive covenants for their own land that would be established in addition to the GLA Covenants.

30. The following motion was made and voted on:
Section 4.2 Criteria:

a. Exceptional circumstances exist over which the landowner has no control in that both lots have significant severe slopes which severely restrict the landowner's ability to locate any structure on the properties other than the chosen site which is a relatively flat portion of Lot 91.

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b. The variance is not materially detrimental to neighboring properties. With the clustering of the residential dwellings the visual impact is significantly reduced as to the neighboring private landowners. The clustering of four residential dwellings is not materially detrimental to the commonly-owned land and the proponents will construct an improved road making access to the common land much easier, thus allowing people who are entitled to enjoy the common land easier access. The same is true for forest service access since that is through the common land.
c. The variance is the minimum possible remedy for the particular circumstance. The two large lots owned by the Ericksons are granted four dwellings. By placing the four dwellings in one location there is no increase in the number of dwellings while reducing the overall impact to the adjacent private land, reducing road cuts and fills and increasing access to the common land and forest service land. In the absence of the variance both lots would be subject to construction including cutting, filling and blasting which would be more visible and cause a greater impact on the community.
d. The variance meets all local, county and state requirements.
e. The variance does not seek a reduction in acreage from the minimum acreage and does not increase the number of lots/tracts beyond that which was established in the Residential Topographical Areas and Density Schedule.

Section 4.0 Criteria:

f. The special and unusual circumstances related to these lots are the fact that there is very little naturally flat area which lends itself to building without significant cuts and fills and that the lots are adjacent to commonly-owned land and forest service land instead of privately owned lots. Requiring the owner to put two homes per lot causes an undue hardship by requiring the owner to interrupt the natural topography. The interruption and need to cut and fill to build two dwellings on each lot is an unnecessary hardship when the same number of dwellings can be located on a naturally flat area which does not require the changing of the landscape to construct the same number of dwellings.
g. The variance request is not materially detrimental to the neighboring properties. Reducing the setback from 50 feet to 25 feet does not affect any private land since the setback is adjacent to forest service boundary and the common land so there is no visual impact on any private land. The 25-foot setback does not affect the use of common land or forest service land. There will be very little, if any, visual impact on the common land due to topography.
h. The variance is the minimum possible remedy under the circumstance. The original covenants allowed a twenty-five foot setback. The 25-foot setback is consistent with the original setback requirements before the newer 50-foot setback requirements were changed but there are no private dwellings affected by the 25-foot setback. The Master Plan allows the 50-foot setback be reduced where the 50-foot setback is not possible. In

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order to get the appropriate separation of buildings for both visual impact and fire protection there is not sufficient space without significant excavation and radically changing the design concept. The variance is the minimum possible under the circumstance as it would otherwise force the Ericksons to make significant alterations to the terrain and to their planned residential dwellings.

i. The self-imposed restriction on Lot 90, which would be granted for enforcement by the GLA or other 3rd party, does not require an amendment to the Master Plan. The offer to file a restriction simply informs everyone that no dwellings will be constructed on Lot 90.
j. There appear to be no increases in fire risk caused by the variance request. These residential dwellings will not be constructed in a heavily forested area, and by clustering them rather than having them separated into two lots, there is no increase in fire danger.
k. There are no alternate provisions for processing a variance request when the property is adjacent to common land.
l. Neither of the requests for variance presented seek a variance as contemplated in Section 4.2.4 of the Master Plan in that no reduction of acreage is sought nor is there a change to the density.
m. For the Ericksons to build on two separate lots would be an undue hardship in that it would force the family to live apart, at a distance of over 1,000 feet. This distance is hard to cover, especially in the wintertime. Allowing them to construct a cluster of residential dwellings in close proximity would alleviate this unnecessary hardship.
n. The Erickson's respect for the land makes it undesirable for them to unnecessarily scar the land with long driveways, cuts and fills.
o. The previous conditions established by the Board stand.

31. The variance was approved per the above motion.

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

November 7, 2011

FINAL

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1. **Call to order**
   The meeting was called to order by Richard Bolen at 7:11 p.m. at St. John's Church.
   PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President), Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, William Smith, and Rich Spallone (aka Rich).
   ABSENT: Gerald Dubiel and Paul Ranttalo.
   ALSO ATTENDING: Charlene Murphy (Meeting Assistant), Bob and Kristi Sones, William and Sandra Irby, Sally Muto, Val and Daniel O'Connell, Tim Brockett, Chris Williams, and Danilee Howe.

2. **Set Agenda:** Agenda Item 6.5.1 was tabled because Gerald was not present.

3. **Approve August 8, 2011, September 12, 2011 & October 17, 2011 Meeting Minutes – Tabled.**

4. **Treasurer's Reports – Budget Variance, Check & Deposit – SS**
   MOTION: Alyssa motioned and Rich seconded to approve the October Treasurer's Reports. **Motion Carried Unanimously.**

5. **Officer Reports**

6. **UNFINISHED BUSINESS**

   6.1 Project Review Committee – AA/RS

   6.1.1 Proposal to develop Landowner survey re: assessments for guesthouses, apartments & businesses. - AA
   Background: The idea for developing a survey was suggested in response to Bob Quesenberry's written concerns about alleged inequities in how assessments are charged for guesthouses, apartments and businesses. The survey has not been developed yet. Discussion.
   ACTION ITEM: ***Alyssa*** - Develop a survey for Landowners to give input on possible additional assessments for guesthouses, apartments and businesses.

   6.2 Election Committee – SS/Board

   6.2.1 Review Updated Election Mailing
   Clare Parker, as corporate owner of Parcel 35A – SG, withdrew the nomination of Ed Dobrowski, a SG candidate representing the corporation. As a result, an updated list of SG candidates was mailed to all South Glastonbury Landowners.

   6.2.2 Vote for candidates
   Discussion. Alyssa explained the procedure for determining how the Board votes when a Landowner designates his proxy to the Board: (a) At the Board meeting prior to the elections, each Board member votes confidentially on ballots for North and South Glastonbury. (b) The Secretary and meeting assistant tally these votes and documents them. (c) When a Landowner designates his/her proxy to the Board, a representative of the Board (usually the President if he isn't a current candidate) will vote to reflect the documented outcome of the Board majority's vote.

File: MtgMins 11 07 11
Draft:1 12 11; 02 06 12; 02 09 12; 04 18 12; 04 27 12 – FINAL
Final Approval: 04 23 12

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6.2.3 Determine GLA Board Proxy Representative to cast Board Vote
Discussion.
UNANIMOUS AGREEMENT: At the Annual Meeting/Elections of November 12, 2011, Janet (Secretary) will cast the ballot in accordance with the Board majority's vote whenever a Landowner designates the Board as his/her proxy.

6.2.4 Vote to approve Draft Agenda the Annual Meeting/Elections – SS/Board
Discussion.
MOTION: Sheridan motioned and William seconded to approve the draft agenda for the November 12, 2011 Annual Meeting/Elections with amendments. **Motion carried unanimously.**

6.2.5 Review/discuss content of Annual Meeting committee reports – Officers/Committee Chairs
Discussion included Treasurer's report and Road Committee's handout.

6.2.6 Finalize assignments and details for conducting Annual Meeting
Discussion.
ACTION ITEM: ***Sheridan & Board*** - Set up Friday at 7:00 p.m. Arrive Saturday at 8:00 to 8:15 a.m.
ACTION ITEM: ***Charlene*** - Set up AV system.
ACTION ITEM: ***William*** - Bring maps to Annual Meeting.
ACTION ITEM: ***Denise*** – Train Registration Table & Ballot personnel Fri eve.

6.2.7 Handouts for copying must be submitted to Denise by Wed. a.m., Nov. 9.

6.3 Special Meeting re: Special Assessments

6.3.1 Discuss/determine meeting personnel and oversight
Discussion.

6.3.2 Vote for Special Assessment for All Landowners & Special Assessment for High South Landowners
Discussion. The Board voted on each assessment for Landowners who may designate their proxy to the Board.

6.3.3 Determine GLA Board Proxy Representative to cast Board Vote
Discussion.
UNANIMOUS AGREEMENT: Janet (Secretary) will cast the ballot in accordance with the Board majority's vote whenever a Landowner designates the Board as his/her proxy.

6.3.4 Vote to approve Agenda for Special Meeting
Discussion.
UNANIMOUS AGREEMENT: The Board approved the November 12, 2011 Special Meeting agenda as amended.

6.3.5 Finalize assignments and details for conducting Special Meeting
Discussion included review of final assignments, etc.

6.3.6 Handouts for copying must be submitted to Denise by Wed a.m. Nov. 9.

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6.4 Road & Weed Committee

6.4.1 Update re: Snowplowing employees and contractors

Discussion. (a) The GLA sent out a phone tree advertising snowplowing positions. Two North Glastonbury Landowners, Chris Williams and Richard Mead, applied and both are capable drivers. (b) Paul Ranttalo no longer wants to snow plow; (c) Ed Dobrowski is willing to continue snowplowing in South. A backup will be needed for South.

UNANIMOUS AGREEMENT: The Board will announce snowplowing positions at Annual Meeting and await further applicants.

6.5 Community Committee

6.5.1 Update on Kathleen Ulrich property issues – Tabled.

7. NEW BUSINESS

8. Comment Period for Visiting Landowners)

Tim Brockett: (a) Offered input regarding assessments for apartments, guesthouses and businesses. He stated the GLA Covenants allow for a flat tax, so to ask *more* assessments from businesses and apartments would become a progressive tax. His understanding is that GLA's founders wanted to encourage free enterprise and so businesses are allowed. (b) Tim proposed that each candidate be allowed to speak for 10 minutes at the Annual Meeting plus time for questions after each speech. (c) Tim was disturbed by the number of interruptions from the O'Connell's during the meeting. He commented that there should be a zero tolerance policy for interruptions while any board member is speaking. If someone interrupts and is called out of order, the policy should be "one strike and you're out." (d) He asked the Board to counter sue for frivolous lawsuits and to foreclose on the property of landowners who bring frivolous lawsuits against the GLA and waste the GLA's funds.

Sandra Irby: Commented that the emotional outbursts at past meetings were difficult for her so she hasn't attended meetings for a few years. Sandra thought tonight's meeting was a three ring circus with interruptions and can understand why the Board needs to tighten it up.

Daniel O'Connell: (a) Passed out a document called "GLA Landowner's Bill of Rights." (see copy in file) (b) He stated the proposed landowner survey (see 6.1.1 above) is inappropriate as the Master Plan forbids apartments. (c) He stated that proxy votes given by landowners to the Board are not legal.

Valerie O'Connell: (a) Stated that the assessment survey for guest homes, businesses and apartments is illegal. (b) She is concerned about the designation of Landowner proxies to the Board.

9. Adjournment 8:45 p.m.

10. Next Public Board Meeting: January 9, 2011, 6:45 p.m. at St. John's Church
Reminder: Annual Meeting/Elections: Sat, Nov. 12, 8:45 a.m. - Noon, Emigrant Hall, followed by Special Meeting re: Special Assessments: Noon - 1:00 p.m., Emigrant Hall.
December 12, 2011: Possible short public board meeting (TBD) prior to Orientation Meeting for Board Members Only

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Agenda

November 7, 2011 - 6:45 p.m.

1. **Call to order**
2. **Set Agenda**
3. **Approve August 8, 2011, September 12, 2011 & October 17, 2011 Meeting Minutes**
4. **Treasurer's Reports – Budget Variance, Check & Deposit – SS (2 min)**
5. **Officer Reports**
6. **UNFINISHED BUSINESS**
   - **6.1 Project Review Committee – AA/RS**
     - **6.1.1 Proposal to develop Landowner survey re: assessments for guesthouses, apartments & businesses – AA (2 mins)**
   - **6.2 Election Committee – SS/Board**
     - **6.2.1 Review Updated Election Mailing – SS (1 min)**
     - **6.2.2 Vote for candidates – SS/JN (2 min)** *(Confidential voting results to be used by GLA Board Representative when Landowner designates GLA Board as proxy)*
     - **6.2.3 Determine GLA Board Proxy Representative to cast Board Vote**
     - **6.2.4 Vote to approve Agenda for Annual Meeting/Elections**
     - **6.2.5 Review/discuss content of annual meeting committee reports – Officers/Committee Chairs**
     - **6.2.6 Finalize assignments and details for conducting Annual Meeting**
     - **6.2.7 Handouts for copying must be submitted to Denise by Wed am, Nov. 9**
   - **6.3 Special Meeting re: Special Assessments**
     - **6.3.1 Discuss/determine meeting personnel and oversight**
     - **6.3.2 Vote for Special Assessment for All Landowners & Special Assessment for High South Landowners** *(Confidential voting results to be used by GLA Board Representative when Landowner designates GLA Board as proxy)*
     - **6.3.3 Determine GLA Board Proxy Representative to cast Board Vote**
     - **6.3.4 Vote to approve Agenda for Special Meeting**
     - **6.3.5 Finalize assignments and details for conducting Special Meeting**
     - **6.3.6 Handouts for copying must be submitted to Denise by Wed am, Nov. 9**
   - **6.4 Road & Weed Committee – RS/WS**
     - **6.4.1 Update re: Snow plowing employees and contractors – WS/GD (5 min)**
   - **6.5 Community Committee**
     - **6.5.1 Update on Kathleen Ulrich property issues – GD/PR (3 min)**
7. **NEW BUSINESS**
8. **Comment Period for Visiting Landowners**
9. **Adjournment**
10. **Next Public Board Meeting: January 9, 2011, 6:45 p.m. at St. John's Church Reminder: Annual Meeting/Elections: Sat, Nov. 12, 8:45 a.m. - Noon, Emigrant Hall, followed by Special Meeting re: Special Assessments: Noon - 1:00 p.m., Emigrant Hall. December 12, 2011: Possible short public board meeting (TBD) prior to Orientation Meeting for Board Members Only**

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through November 2011

	Jan - Nov 11	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	195.00			
102. Dwelling 2000	240.00			
103. Dwelling 2001	240.00			
104. Dwelling 2002	180.00			
105. Dwelling 2003	120.00			
106. Dwelling 2004	175.90			
107. Dwelling 2005	264.00			
108. Dwelling 2006	154.10			
109. Dwelling 2007	290.00			
110. NG Dwelling 2008	159.00			
110. SG Dwelling 2008	166.00			
111. NG Dwelling 2009	425.66			
111. SG Dwelling 2009	633.33			
112. NG Dwelling 2010	3,198.62			
112. SG Dwelling 2010	2,569.23			
113. NG Dwelling 2011	22,010.87	26,454.00	-4,443.13	83.2%
113. SG Dwelling 2011	16,930.05	19,195.00	-2,264.95	88.2%
125. Land Prior to 2000	195.00			
126. Land 2000	240.00			
127. Land 2001	240.00			
128. Land 2002	180.00			
129. Land 2003	120.00			
130. Land 2004	175.89			
131. Land 2005	341.88			
132. Land 2006	418.11			
133. Land 2007	670.63			
134. NG Land 2008	317.00			
134. SG Land 2008	802.00			
135. NG Land 2009	599.66			
135. SG Land 2009	1,373.82			
136. NG Land 2010	3,253.11			
136. SG Land 2010	4,473.53			
137. NG Land 2011	28,005.60	29,383.00	-1,377.40	95.3%
137. SG Land 2011	29,309.16	33,012.00	-3,702.84	88.8%
150. GAV	9,359.00	9,359.00	0.00	100.0%
160. Finance Chrgs Late Accnts	2,010.87			
161. Penalties Late Accounts	665.27			
Total 100. Parcel Assessment Fees	130,702.29	117,403.00	13,299.29	111.3%
200. Project Review Fees				
201. Application Fee	200.00			
202. IF - House	1,300.00			
203. IF - Structures 200/800sf	350.00			
204. IF - Structures Over 800sf	200.00			
205. IF - Well	75.00			
206. IF - Driveway	225.00			
207. IF - Septic	75.00			
213. IF - Minor Variance	50.00			
214. IF - Major Variance	300.00			
218. Mileage Impact Fee	825.00			
200. Project Review Fees - Other	0.00	3,325.00	-3,325.00	0.0%
Total 200. Project Review Fees	3,600.00	3,325.00	275.00	108.3%
300. Roads				
301. CUT - Road Paving Loan	1,306.89	1,480.00	-173.11	88.3%
303. Snowplowing	30.00			
Total 300. Roads	1,336.89	1,480.00	-143.11	90.3%
400. Liens				
401. Landowner Filing Fee	275.00			
Total 400. Liens	275.00			

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through November 2011

	Jan - Nov 11	Budget	$ Over Budget	% of Budget
500. Interest Earned				
501. Savings Interest	70.55	60.00	10.55	117.6%
Total 500. Interest Earned	70.55	60.00	10.55	117.6%
700. Other Income				
701. Miscellaneous	350.00			
Total 700. Other Income	350.00			
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	16,780.33			
804. ChipSeal-5 payments/land	2,759.45			
805. ChipSeal GAV- 5 payments	3,103.00			
800. NG Chip Seal Income - Other	0.00	21,913.00	-21,913.00	0.0%
Total 800. NG Chip Seal Income	22,642.78	21,913.00	729.78	103.3%
Total Income	158,977.51	144,181.00	14,796.51	110.3%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	736.25			
A02B. South Glastonbury	1,220.00			
A02C. High South Glastonbury	9,661.50			
A02G. Dry Creek	901.25			
A02. Contractors - Snow Removal - Other	0.00	4,000.00	-4,000.00	0.0%
Total A02. Contractors - Snow Removal	12,519.00	4,000.00	8,519.00	313.0%
A03. Contractors - Weed Contrl	1,849.50	3,300.00	-1,450.50	56.0%
A05. Equipment Reg & Ins	2,360.00	2,500.00	-140.00	94.4%
A06. Equipment Mtce				
A06. Truck #1	558.08			
A06. Truck #2	641.11			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,199.19	1,500.00	-300.81	79.9%
A08. Road Improvement Loan	30,225.28	30,225.00	0.28	100.0%
A09. Administration	465.00	155.00	310.00	300.0%
A11. Miscellaneous				
A11A. Fuel	310.00	800.00	-490.00	38.8%
A11B. Sand	125.00	500.00	-375.00	25.0%
A11C. Sign Posts	4,335.79			
A11E. Quonset Hut Asset Expense	341.14	2,260.00	-1,918.86	15.1%
A11F. Purchase Sickle Mower	0.00	1,640.00	-1,640.00	0.0%
A11. Miscellaneous - Other	70.00			
Total A11. Miscellaneous	5,181.93	5,200.00	-18.07	99.7%
A12. Contractors - NG Road Wrk				
A12B. Aries Drive	1,003.00			
A12C. Capricorn Drive	1,490.00			
A12F. Gemini Road	820.00			
A12I. Pisces Way	535.00			
A12J. Sirius Drive	1,662.00			
A12K. Taurus Road	1,129.00			
A12L. Venus Way	535.00			
A12W. Mowing North Glastonbury	400.00	300.00	100.00	133.3%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	12,105.00	-12,105.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#1	0.00			
Chip Seal Investor#2	4,619.50			
Chip Seal Investor#3	1,154.87			
A12Y. ChSeal Investors payments - Other	4,033.53	9,808.00	-5,774.47	41.1%
Total A12Y. ChSeal Investors payments	9,807.90	9,808.00	-0.10	100.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	17,381.90	36,213.00	-18,831.10	48.0%

GLA 02982

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through November 2011

	Jan - Nov 11	Budget	$ Over Budget	% of Budget
A13. Contractors - SG Road Wrk				
A13B. Arcturus Drive	3,392.50			
A13D. Leo Drive	2,435.00			
A13E. Leo Lane	270.00			
A13G. Hercules Road	2,520.00			
A13W. Mowing South Glastonbury	325.00	300.00	25.00	108.3%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	8,942.50	14,300.00	-5,357.50	62.5%
A14. Roads/Common Land Ins	5,406.28	5,528.00	-121.72	97.8%
A15. Contingency Fund	0.00	2,000.00	-2,000.00	0.0%
A16. Employee Expenses				
A16.A MontananState Fund	390.34			
Total A16. Employee Expenses	390.34			
Total A00. Roads & Weeds	85,920.92	104,921.00	-19,000.08	81.9%
B00. Project Review				
B01. Contractors	3,100.00	2,600.00	500.00	119.2%
B03 Sanitation Bond Refunds	1,150.00			
B04. Administration	0.00	725.00	-725.00	0.0%
B05. Legal Fees	2,881.75			
Total B00. Project Review	7,131.75	3,325.00	3,806.75	214.5%
C00-1 Legal Fees Contingency Fu				
C00-1 A General Legal /Services	1,214.50			
C00-1 B O'Connell Lawsuit	6,344.30			
C00-1 Legal Fees Contingency Fu - Other	0.00	3,000.00	-3,000.00	0.0%
Total C00-1 Legal Fees Contingency Fu	7,558.80	3,000.00	4,558.80	252.0%
C00. Community/Complaints				
C01. Contractors	352.50	1,800.00	-1,447.50	19.6%
C03. Administration	270.00			
C04. Legal Fees	2,128.25	870.00	1,258.25	244.6%
C05. Miscellaneous/copies	28.08	175.00	-146.92	16.0%
Total C00. Community/Complaints	2,778.83	2,845.00	-66.17	97.7%
COO-2 Gen Op/Subcontractors				
COO-2.02 Virtual Message/phone	134.55	200.00	-65.45	67.3%
COO-2.03 Office Equipment	480.38	975.00	-494.62	49.3%
COO-2.04 copies & postage	0.00	175.00	-175.00	0.0%
COO-2 Gen Op/Subcontractors - Other	1,325.00	1,800.00	-475.00	73.6%
Total COO-2 Gen Op/Subcontractors	1,939.93	3,150.00	-1,210.07	61.6%
D00. Recreation				
D03. PVRC				
D03A. PVRC Electricity	539.47	600.00	-60.53	89.9%
D03B. PVRC Liability Insurance	0.00	250.00	-250.00	0.0%
D03C. Mowing Weeds	0.00	100.00	-100.00	0.0%
D03D. Lawn Mower Maint.	200.00	240.00	-40.00	83.3%
DO3F. Cement Pad	0.00	1,000.00	-1,000.00	0.0%
DO3G. Gen. Maint. & Repairs	140.00	300.00	-160.00	46.7%
Total D03. PVRC	879.47	2,490.00	-1,610.53	35.3%
Total D00. Recreation	879.47	2,490.00	-1,610.53	35.3%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	256.12	100.00	156.12	256.1%
Total F00. Website	256.12	455.00	-198.88	56.3%
G00. Liens				
G01. Lien Filing	116.94	350.00	-233.06	33.4%
G03. Administration	405.00	300.00	105.00	135.0%
G04. Credit Report Research	1.50	500.00	-498.50	0.3%
Total G00. Liens	523.44	1,150.00	-626.56	45.5%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through November 2011

	Jan - Nov 11	Budget	$ Over Budget	% of Budget
J00. Other Projects				
J03.Policies & Procedures	0.00	2,440.00	-2,440.00	0.0%
Total J00. Other Projects	0.00	2,440.00	-2,440.00	0.0%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	2,605.00	5,980.00	-3,375.00	43.6%
K02. Contractors - Bookkeeper	3,446.25	3,300.00	146.25	104.4%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	745.74	950.00	-204.26	78.5%
K07. Postage and Delivery	825.14	1,200.00	-374.86	68.8%
K08. Monthly Board Meetings	1,844.19	2,855.00	-1,010.81	64.6%
K11. Rent				
K11B. Storage/Boxes	225.00			
K11. Rent - Other	461.00	540.00	-79.00	85.4%
Total K11. Rent	686.00	540.00	146.00	127.0%
K12. Insurance				
K12A. GLA Board Liability Ins	1,341.00	1,342.00	-1.00	99.9%
Total K12. Insurance	1,341.00	1,342.00	-1.00	99.9%
K13. Taxes	344.49	317.00	27.49	108.7%
K14. Licenses and Permits	15.00	70.00	-55.00	21.4%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K18. Miscellaneous	197.75			
K19. Quarterly Newsletter	510.00	950.00	-440.00	53.7%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	12,560.56	18,715.00	-6,154.44	67.1%
L00. Other Expenses				
L01. Miscellaneous	300.00			
Total L00. Other Expenses	300.00			
M00. Annual Meeting/Elections				
M01. Contractors	360.00			
M03. Administration	1,111.25	890.00	221.25	124.9%
M04. Postage and Delivery	432.42	400.00	32.42	108.1%
M05. Refreshments	172.26	200.00	-27.74	86.1%
M06. Rent	75.00	75.00	0.00	100.0%
M07. Miscellaneous	101.96			
M08. Copies	281.55	125.00	156.55	225.2%
Total M00. Annual Meeting/Elections	2,534.44	1,690.00	844.44	150.0%
Reconciliation Discrepancies	0.00			
Total Expense	122,384.26	144,181.00	-21,796.74	84.9%
Net Ordinary Income	36,593.25	0.00	36,593.25	100.0%
Net Income	**36,593.25**	**0.00**	**36,593.25**	**100.0%**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

December 12, 2011

FINAL

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1. **Call to order**
   The meeting was called to order by Richard Bolen at 8:33 p.m. at St. John's Church.
   PRESENT: Richard Bolen (President) aka Richard, Janet Naclerio (Secretary), Alyssa Allen, Gerald Dubiel, Kenneth Haug, Sean Halling, Paul Ranttalo, William Smith, Rich Spallone (aka Rich), Scott McBride (via phone).
   ABSENT: Laura Boise (Vice President), Sheridan Stenberg (Treasurer).
   ALSO ATTENDING: Charlene Murphy (Meeting Assistant), Sandra Irby (Meeting Assistant); Landowners: Tim Brockett, Val O'Connell, Daniel O'Connell.

2. **Set Agenda**

3. **Meeting Minutes**
   3.1 Discuss Meeting Minute-Taker (AA)
   Discussion included: (a) Charlene was no longer able to do the meeting minutes and Sandra Irby was willing to take her place; (b) Janet, as Secretary, also takes notes and oversees minutes, and; (c) Meetings can be recorded only by the minute taker for the sole purpose of the accuracy of the minutes.

   UNANIMOUS AGREEMENT: Sandra Irby will be the Meeting Minute-Taker as an independent contractor (with Charlene as a backup for the December 12, 2011, meeting only).

4. **a) Review/vote on Policy for Board Meeting Conduct (RB/AA)**
   Alyssa read a new proposed policy for Board Meeting Conduct. Edits were discussed and incorporated.
   MOTION: Janet motioned and Gerald seconded to accept the "Policy for Board Meeting Conduct" as amended.
   Discussion. William suggested additional edits.
   MOTION: Janet motioned and Sean seconded to accept the "Policy for Board Meeting Conduct" as amended and with additional edits.* **Motion carried unanimously.**
   *(*Amendments and edits to "Policy for Board Meeting Conduct" will be shown in track changes and will be attached to the final copy of the meeting minutes.)*

   b) Attending Landowner's Non-Compliance with Tape Recording Policy *(added to agenda)*
   The newly approved "Policy for Board Meeting Conduct" (see 4a above) contains a clause which prohibits recording GLA Board Meetings, with the exception of the Note-Taker. Therefore, Richard asked Daniel and Val O'Connell (meeting attendees) to turn off their recording device to comply with this clause. They refused to comply, arguing that they had a right to record under state law.
   Discussion.
   Richard then asked the O'Connells to leave the meeting, and they refused with argumentation.
   Discussion.
   UNANIMOUS AGREEMENT: The Board agreed that Richard should call the Sheriff's Office to ask for someone to escort Daniel and Valery O'Connell from the Board Meeting premises.

   c) Meeting Break: Approximately 9 - 9:45 p.m. *(added to agenda)*

File: MtgMins 12 12 11
Draft (s): 12 15 11; 12 26 11; 12 31 11; 01 02 12; 01 03 12; 02 14 12 – FINAL
Final Approval: 02 13 12

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During the break, Richard called the Sheriff's office. 2 deputies arrived and the O'Connells were escorted from the meeting.

5. **Approve August 8, 2011, September 12, 2011, October 17, 2011 & November 7, 2011 Meeting Minutes – Tabled.**

6. **Treasurer's Reports – Budget Variance, Check & Deposit**
Charlene presented the November 2011 Treasurer's Reports in Sheridan's absence.
MOTION: Alyssa motioned and Rich seconded to approve the Treasurer's Reports for November 2011. **Motion carried unanimously.**
Discussion.
UNANIMOUS AGREEMENT: The Board agreed to William's request that the name "PVRC" be removed from the Treasurer's reports and replaced with the word "Parkland" as this seems to more accurately reflect the GLA's ownership of the soccer field and surrounding acreage.
ACTION ITEM: ***Charlene*** – Change the name of "PVRC" to "Parkland" on the Treasurer's reports. [As appropriate]

6.1 Voluntary Contribution Fund
Charlene reviewed the idea of creating a fund that the GLA could set up for Landowners to donate money toward helping other Landowners who are unable to pay their assessments due to financial hardships. The GLA could provide options to donate money, to be a recipient, or to apply on someone's behalf.
Discussion included: (a) The GLA would be better served by having an independent, non-profit organization to handle a contribution fund, and (b) The Board determined that there was not enough time to research, propose and implement this idea by January 2012.
ACTION ITEM: ***Charlene*** - Research how the power company or other assistance programs function with hardship customers and present this research in support of a "Voluntary Contribution Fund" at a future Board Meeting.

7. **Formation of New Board, Establish Officer & Committee Chairs/Members**
7.1 Nominate/vote for officer positions, committee chairs and members
a) Officers
Richard turned the Meeting Conductor Chair over to Alyssa for the election of officers.
Discussion.
UNANIMOUS AGREEMENT: The Board approved Richard Bolen as President, Laura Boise as Vice President, Janet Naclerio as Secretary and Sheridan Stenberg as Treasurer.

b) Committee Chairs/Members
Richard returned to chairing the meeting. Discussion.
UNANIMOUS AGREEMENT: The Board agreed that the following Board members will fill the following committee positions.

All Board Members (Ongoing & New)
All Board members serve on the Election Committee and help with the Annual Meeting and Elections.

Ongoing Board Members
Janet: Resigned from Recreation & PVRC committees.
All Others: Will retain their committee positions of the previous year.

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New Board Members

Kenneth: Road & Weed; Website
Sean: Road & Weed, Community
Scott: Managerial, Community.

Scott left meeting at 10:29 p.m.

7.2 Vote to approve 2012 Board Meeting dates

Discussion

UNANIMOUS AGREEMENT: The Board agreed on the following corrections and selections to the draft list of Board Meeting Dates for 2012.

January: change date to January 9
July: change to July 9
October: change to October 15
Other months: Remain as noted on the draft list of 2012 Board Meeting dates.

Paul left meeting at 10:30 p.m.

7.3 Review/edit Board contact list

ACTION ITEM: ***Alyssa*** - Email the draft of the Board Contact List to each Board member, who can then reply with changes/additions to his/her contact information.

8. UNFINISHED BUSINESS

8.1 Election Committee – SS/Board

8.1.1 Review Annual Meeting and Election Results – Board - Tabled.

8.2 Special Meeting re: Special Assessments (November 12, 2011)

8.2.1 Review Special Meeting and Voting Results – Board

Discussion. It was noted that more Landowners needed to vote in order to reach the correct percentage of votes needed for passing the 3 special assessments. Even if everyone who had voted concerning the special assessments had actually voted ***in favor*** of them, there still would not have been enough votes to pass them.

8.3 Road & Weed Committee

8.3.1 Update re: Snow plowing employees and contractors – Tabled.

8.4 Community Committee (RB/LB)

8.4.1 Update on Kathleen Ulrich property issues - Gerald

Gerald reported that the State of Montana Electrical Inspector said they could not do anything about the dangerous power line above ground on the Ulrich property. Discussion included: (a) Safety concern issues; (b) The GLA's budget in relation to the cost of taking action on Covenant violations, and; (c) The Board has already attempted over the years to try to correct the Ulrich property issues. It may be preferable at this stage for individual Landowners to take legal action on their own if they choose to do so.

9. NEW BUSINESS

9.1 Management Committee (AA/LB)

9.1.1 Susan Swimley's offer to purchase Meeting Norm Poster Content

Alyssa explained that Susan wants to use the meeting norm poster content to work

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with other landowner associations. With the GLA's permission, Susan would pay the GLA for each such use.
Discussion.
UNANIMOUS AGREEMENT: The Board agreed to accept Susan's proposal of paying the GLA for each use of GLA's Meeting Norm Poster content.
ACTION ITEM: ***Alyssa*** – Contact Susan Swimley and discuss/determine a reasonable fee for the meeting norm poster content.

10. **Comment Period for Visiting Landowners.** No comments.

11. **Adjournment – 10:53 p.m.**

12. **Next Public Board Meeting: January 9, 2012, 6:45 p.m. at St. John's Church.**

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Draft (s): 12 15 11; 12 26 11; 12 31 11; 01 02 12; 01 03 12; 02 14 12 – FINAL
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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Agenda

December 12, 2011 - 8:30 p.m.

1. Call to order

2. Set Agenda

3. Meeting Minutes
   3.1 Discuss Meeting Minute-Taker – AA (2 min)

4. Review/vote on Policy for Board Meeting Conduct – RB/AA (3 min)

5. Approve August 8, 2011, September 12, 2011, October 17, 2011 & November 7, 2011 Meeting Minutes

6. Treasurer's Reports – Budget Variance, Check & Deposit – CM (2 min)
   6.1 Voluntary Contribution Fund – CM (2 min)

7. Formulation of New Board, Establish Officer & Committee Chairs/Members (15 min)
   7.1 Nominate/vote for officer positions, committee chairs and members
   7.2 Vote to approve 2012 meeting dates
   7.3 Review/edit Board contact list

8. UNFINISHED BUSINESS
   8.1 Election Committee – SS/Board
      8.1.1 Review Annual Meeting and Election Results – Board (2 min)
   8.2 Special Meeting re: Special Assessments
      8.2.1 Review Special Meeting and Voting Results – Board (2 min)
   8.3 Road & Weed Committee – RS/WS
      8.3.1 Update re: Snow plowing employees and contractors – WS/GD (2 min)
   8.4 Community Committee
      8.4.1 Update on Kathleen Ulrich property issues – GD/PR (3 min)

9. NEW BUSINESS
   9.1 Management Committee – AA/LB
      9.1.1 Susan Swimley offer to purchase Meeting Norm Poster Content

10. Comment Period for Visiting Landowners

11. Adjournment

12. Next Public Board Meeting: January_____ (To Be Announced) 2012, 6:45 p.m. at St. John's Church

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Glastonbury Landowners Association

Policy

Re: Board Meeting Conduct

For Directors, Landowners and Guests

This policy has been established so that the Board may accomplish its business in an efficient and constructive manner, while allowing for uninhibited expression, the free-flow of ideas, and harmonious interactions among all in attendance.

By their attendance, at all meetings of the Board of Directors, all attendees, including Directors, Landowners and Guests, shall agree to conduct themselves according to the following guidelines:

1. Respect each person's input.
2. Be patient and understanding.
3. Be honest yet tactful.
4. Be open to suggestions and other viewpoints.
5. Listen without interrupting or holding side conversations.
6. Stay focused and on-task.
7. Do not monopolize the floor during discussions.
8. Allow differences to surface and resolve conflicts immediately through honesty and a sincere effort to understand.
9. When there is a disagreement with a person's view, provide the alternative view without making the other person wrong.
10. Take adequate time to fully explore and understand an issue before coming to conclusions.
11. Focus on the facts and keep personal biases out of discussions and decisions.
12. Give others the benefit of the doubt, rather than assuming wrongdoing or making accusations without knowing the facts.
13. Refrain from derogatory remarks about others.
14. Address others in a considerate, respectful, non-accusatory, non-interrogative manner.
15. Refrain from any disruptive behavior or noises such as loud whispering, giggling, pacing, shuffling papers, exaggerated gestures or any behavior that distracts people's attention from matters being discussed.

Landowner and Guest Participation:

There will be a designated time for Landowners to provide input and make comments at every regular monthly meeting. At the beginning of each meeting the President or presiding Officer will inquire if anyone attending has come to contribute regarding an existing agenda item, or to propose a new one. The Board will then determine how to best handle each issue. At the Board's discretion, Landowners and/or Guests may be recognized or called upon during the meeting, when deemed appropriate given the business at hand. (Note: The Board follows a certain protocol for placing items on the Agenda, and Landowners are encouraged to submit any agenda item they wish the Board to review at least two weeks prior to the meeting using the Agenda Request Form for Landowners.)

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Recording:

Due to the chilling effect that recording has on participation and the exchange of ideas, the Board has determined that the following will not be allowed by anyone in attendance unless given prior approval by the Board:

1. Photographing

2. Audio recording

3. Video recording

Only the Meeting Minute-taker is allowed to audio record the meeting for the purpose of ensuring accuracy of the meeting minutes. Any such recording will not be made available for any other purpose. The content of GLA board meeting audio recordings is the property of the GLA Board. After meeting minutes are approved by the Board, the recorded material will be overwritten, erased or disposed of.

Enforcement:

Attendees, including Board Members, who violate these guidelines and rules, or who are otherwise considered by the Board to be disruptive to the conduct of the meeting, may be given a warning by the Board and directed to cease such activity. If the attendee persists in his or her violation or disruptive behavior and/or activity, the presiding Officer may expel the attendee from the meeting and any future meetings as deemed necessary. If, after being expelled, the attendee refuses to leave, a Board Member will call the County Sheriff to have the attendee forcibly removed from the meeting.

Note: From time to time, this policy may be updated or revised by the Board.

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Glastonbury Landowners Association

Policy

Re: Board Meeting Conduct

For Directors, Landowners and Guests

DRAFT

This policy has been established so that the Board may accomplish its business in an efficient and constructive manner, while allowing for uninhibited expression, the free-flow of ideas, and harmonious interactions among all in attendance.

By their attendance at meetings of the Board of Directors, all attendees, including Directors, Landowners and Guests, shall agree to conduct themselves according to the following guidelines:

Sandra 12/12/11 9:06 PM
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Sandra 12/12/11 9:06 PM
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1. Respect each person's input.
2. Be patient and understanding.
3. Be honest yet tactful.

Sandra 12/12/11 9:06 PM
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4. Be open to suggestions and other viewpoints.
5. Listen without interrupting or holding side conversations.
6. Stay focused and on-task.
7. Do not monopolize the floor during discussions.
8. Allow differences to surface and resolve conflicts immediately through honesty and a sincere effort to understand.
9. When there is a disagreement with a person's view, provide the alternative view without making the other person wrong.
10. Take adequate time to fully explore and understand an issue before coming to conclusions.
11. Focus on the facts and keep personal biases out of discussions and decisions.
12. Give others the benefit of the doubt, rather than assuming wrongdoing or making accusations without knowing the facts.
13. Refrain from derogatory remarks about others.
14. Address others in a considerate, respectful, non-accusatory, non-interrogative manner.
15. Refrain from any disruptive behavior or noises such as loud whispering, giggling, pacing, shuffling papers, exaggerated gestures or any behavior that distracts people's attention from matters being discussed.

Landowner and Guest Participation:

Sandra 12/13/11 10:30 AM
Deleted:

There will be a designated time for Landowner to provide input and make comments at every regular monthly meeting. At the beginning of each meeting the President or presiding Officer will inquire if anyone attending has come to contribute regarding an existing agenda item, or to propose a new one. The Board will then determine how to best handle each issue. At the Board's discretion, Landowners and/or Guests may be recognized or called upon during the meeting, when deemed appropriate given the business at hand. (Note: The Board follows a certain protocol for placing items on the Agenda, and Landowners are encouraged to submit any agenda item they wish the Board to review at least two weeks prior to the meeting using the Agenda Request Form available on the website for Landowners.) [not currently there]

Sandra 12/12/11 8:59 PM
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Sandra 12/12/11 9:06 PM
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Recording:

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If, after being expelled, the attendee refuses to leave, a Board member will call the County Sheriff to have the attendee forcibly removed from the meeting.

Sandra 12/12/11 9:01 PM
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Sandra 12/12/11 9:01 PM
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Sandra 12/12/11 9:01 PM
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Note: From time to time, this policy may be updated or revised by the Board.

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GLA 02996

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

January, 2012

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There was no meeting held in January 2012.

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Glastonbury Landowners Association, Inc.

Board of Directors - Regular Meeting Minutes

February 13, 2012

FINAL

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1. **Call to order; opening prayer**
The meeting was called to order by Richard Bolen at 8:11 p.m. at St. John's Church and the opening prayer was said by Janet.
PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President), Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Sean Halling, Kenneth Haug, Scott McBride, Paul Ranttalo, William Smith
ABSENT: Gerald Dubiel, Rich Spallone (aka Rich)
ALSO ATTENDING: Sandra Irby (Administrative Contractor), Tim Brockett (Landowner), William Irby (Landowner)

2. **Set Agenda**

3. **Approve Meeting Minutes & Review Orientation Meeting Notes**
August 8, September 12, October 17, November 7, December 12, 2011; January 9, 2012

Only the December 12, 2011, minutes were ready for approval. Discussion. Richard said that the January 9 orientation meeting notes were not minutes and thus do not need to be approved. The other meeting minutes were tabled.
MOTION: William motioned and Janet seconded to approve the December 12, 2011, minutes as amended; see the attached version for changes approved by the Board. **Motion carried**. (2 abstentions: Laura and Sheridan were not present Dec. 12.)

4. **Officer and Committee Reports**

4.1 President's Report

4.1.1 Strategic Planning Meeting – RB
Richard discussed the purpose of the meeting and brainstorming goals for 2012. Laura suggested that Directors prepare before the meeting and come with ideas to share.

4.2 Treasurer's Reports

4.2.1 Budget Variance, Check Detail & Deposit Detail – SS
Sheridan presented the January 2012 reports.
MOTION: Alyssa motioned and Laura seconded to approve the January 2012 Treasurer's reports. **Motion carried unanimously.**
ACTION ITEM: ***Alyssa*** – Talk to Charlene to clarify budget codes for legal expenses. Discussion of Sheridan's research. The estimate for an independent audit based on the size and operation of the GLA is between $4700 and $5700. A formal audit of this type is not required of the GLA. A less expensive alternative is to have Alan Hearn, who has 20 years of accounting experience with nonprofits, do an independent financial review for an estimated $1,200. The purpose is to demonstrate fiscal responsibility to the Landowners through a third party process. Money for an audit was not budgeted this year.
MOTION: Laura moved and Kenneth seconded: 1) Hire Alan Hearn to prepare the GLA 2011 tax return; and 2) Include in the GLA 2013 budget a provision to have Alan Hearn prepare an independent financial review of the GLA for 2012. **Motion carried unanimously.**

4.2.2 E-mail vote on truck insurance – SS

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Discussion. The Board voted by e-mail to approve switching truck insurance for significant savings.
ACTION ITEM: ***Sheridan*** - Forward voting results for changing GLA's truck insurance to Sandra and report at the next meeting.

4.3 Road and Weed Committee Report

4.3.1 Dry Creek Road Damage from Johnson Mobile Home Removal – WS

Discussion. Sheridan reported that Craig Hansen, owner of Lot 32-C in South Glastonbury, saw the damage and a manufactured home at the side of Dry Creek Road and heard a Park County employee saying that damage had been done to the road. Forrest and Theresa Johnson, owners of Parcel 49 in South Glastonbury, had a singlewide manufactured home removed by a contractor.
ACTION ITEM: ***Alyssa*** – Give William Smith contact information for the contractor who moved the Johnson trailer so that William can report to Ed Hillman, the Park County Road Supervisor.
ACTION ITEM: ***William*** – Contact Ed Hillman, the Park County Road Supervisor, concerning the damage to Dry Creek Road by the contractor who moved the Johnson trailer.

4.4 Managerial Committee Report

4.4.1 Review of recent accomplishments and tasks at-hand – AA

Discussion. The one-page January 2012 newsletter was completed on time and was well received. Alyssa mentioned that much of the Committee's accomplishments will be covered later in the meeting. The Committee is working on streamlining operations.

5. UNFINISHED BUSINESS

5.1 Collection policy and procedure – SS/RB/AA

Discussion. Various aspects of the collection policy were reviewed, and Richard said he would like the Board to consider authorizing specific parameters within which the Treasurer can take action without having to bring the matter to the Board.
MOTION: Sheridan moved and Sean seconded that the Treasurer have the authority to negotiate the following with delinquent accounts: The current year's assessment must be paid by Dec. 31 in full; the past due amount needs to be paid within two years or it will be turned over for collection. **Motion carried unanimously**.

5.2 30-day collection letter – RB

Discussion. Two versions of the letter were handed out.
MOTION: Alyssa moved and Laura seconded to allow Richard, Sheridan and the Managerial Committee to finalize the collection letter. **Motion carried unanimously**.
[Scott left 9:38 pm; Laura left at 9:50 pm.]

6. NEW BUSINESS

6.1 2012 resolution for Directors authorized to sign checks – RB

Discussion. **MOTION**: Alyssa motioned and Sean seconded that the President, Vice President, Secretary and Treasurer are authorized to sign checks for 2012. **Motion carried unanimously**.

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6.2 Proposal for single signature check-writing limit – RB
Discussion. **MOTION**: Janet moved and Paul seconded that GLA checks over $5,000 require two authorized signatures. **Motion carried unanimously.**
ACTION ITEM: ***Alyssa*** – Verify that GLA needs the bank safety deposit box.
ACTION ITEM: ***Janet*** – Take the GLA motion concerning check signing and limit to the GLA's bank.

6.3 Project Review
6.3.1 Lot 10-E (NG), Ross & Monique Brunson, manufactured home placement – AA
Discussion. Alyssa reported that the Brunsons intend to remove their singlewide manufactured home from the property and replace it with a used, 9-year-old doublewide manufactured home. She pointed out that, according to the GLA Manufactured Home Standards, the doublewide is in compliance.
MOTION: Alyssa motioned and Sheridan seconded to approve the placement of a doublewide manufactured home on Lot 10-E North Glastonbury for Ross and Monique Brunson with the following conditions: 1) disturbed land be reseeded; 2) the existing singlewide home be removed from the property. **Motion carried**. [Abstention: Paul is involved in the project and declined to vote.]

6.4 Managerial Committee
6.4.1 Conference Phone Research – SM
Discussion. Alyssa presented since Scott had already left the meeting. The conference phone option would cost $200. The Board discussed waiting to decide until options for physical files and office location are explored and expenses overall reviewed.
ACTION ITEM: ***Managerial Committee, Sheridan and Richard*** – Conduct research and make a proposal for the GLA physical files and possible office location.

6.4.2 Director Conflict of Interest Statement review and vote – AA/RB
Discussion. **UNANIMOUS AGREEMENT:** The Board Member Conflict of Interest Statement was approved.

6.4.3 Director Confidentiality Agreement review and vote – AA/RB
Discussion. **UNANIMOUS AGREEMENT:** The Board Member Confidentiality Agreement was approved with minor edits.

6.4.4 Proposed Landowner Agenda Item Request Form – AA
Discussion. **UNANIMOUS AGREEMENT:** The Landowner Agenda Item Request Form was approved with minor edits.

6.4.5 Committee Meeting Minutes template – AA
Discussion. **UNANIMOUS AGREEMENT:** The Committee Meeting Minutes template was approved.

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ACTION ITEM: ***Managerial Committee*** – Finalize the above approved documents and implement them.
ACTION ITEM: ***Denise*** – Print copies of the finalized Conflict of Interest Statement and Confidentiality Agreement for Board members to sign at the March 12 meeting.

6.5 Road and Weed

6.5.1 Proposed Road Management Committee – WS/AA
Discussion. During a previous meeting, Bylaws Article VI, Section I – Committees was discussed and it had been noted that only all-Director committees have authority to take action and only to the extent authorized by the Board.
MOTION: Alyssa motioned and Sean seconded that a Road Management Committee be established; the Directors on it will be William and Rich, and the Committee is authorized to take action concerning road maintenance expenditures within their budget. **Motion carried unanimously.**

6.6 Website Committee

6.6.1 Possible new domain name for GLA website – AA
Discussion. **MOTION:** Alyssa motioned and Sheridan seconded that GLA purchase the domain name "GLAmontana.org." **Motion carried unanimously.**

6.7 Board Responsibilities – Tim Brockett, Landowner – Tabled.

7. **Comment Period for Visiting Landowners**
Landowner Tim Brockett commented on collections and confidentiality procedures.

8. **Adjournment – 10:48 pm**

9. **Next Regular Board Meeting: March 12, 2012, at St. John's Church**

File: MtgMinutes Regular 02 13 12
Draft (s): 02 14 12; 02 16 12; 03 12 12 - Final
Final Approval: 03 12 12

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

February 13, 2012 – 8:00 pm

1. **Call to order**

2. **Set Agenda**

3. **Approve Meeting Minutes & Review Orientation Meeting Notes**
   August 8, September 12, October 17, November 7, December 12, 2011; January 9, 2012

4. **Officer and Committee Reports**
   - 4.1 President's Report
     - 4.1.1 Strategic Planning Meeting – RB (1 min)
   - 4.2 Treasurer's Reports
     - 4.2.1 Budget Variance, Check & Deposit – SS (2 min)
     - 4.2.2 E-mail vote on truck insurance – SS (1 min)
   - 4.3 Road and Weed Committee Report
     - 4.3.1 Dry Creek Road Damage from Johnson Mobile Home Removal – WS (2 min)
   - 4.4 Managerial Committee Report
     - 4.4.1 Review of recent accomplishments and tasks at-hand – AA (2 min)

5. **UNFINISHED BUSINESS**
   - 5.1 Collection policy and procedure – SS/RB/AA (5 min)
   - 5.2 30-day collection letter – RB (3 min)

6. **NEW BUSINESS**
   - 6.1 2012 resolution for Directors authorized to sign checks – RB (2 min)
   - 6.2 Proposal for single signature check-writing limit – RB (2 min)
   - 6.3 Project Review
     - 6.3.1 Lot 10-E (NG), Ross & Monique Brunson, manufactured home placement – AA (5 min)
   - 6.4 Managerial Committee
     - 6.4.1 Conference Phone Research – SM (3 min)
     - 6.4.2 Director Conflict of Interest Statement review and vote – AA/RB (2 min)
     - 6.4.3 Director Confidentiality Agreement review and vote – AA/RB (2 min)
     - 6.4.4 Proposed Landowner Agenda Item Request Form – AA (2 min)
     - 6.4.5 Committee Meeting Minutes template – AA (2 min)
   - 6.5 Road and Weed
     - 6.5.1 Proposed Road Management Committee – WS/AA (3 min)
   - 6.6 Website Committee
     - 6.6.1 Possible new domain name for GLA website – AA (2 min)
   - 6.7 Board Responsibilities – Tim Brockett, Landowner (10 min)

7. **Comment Period for Visiting Landowners**

8. **Adjournment**

9. **Next Regular Board Meeting: March 12, 2012 at St. John's Church**

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Glastonbury Landowner's Association

2012 Budget Variance Report

January 2012

	Jan 12	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
108. Dwelling 2006	35.00			
111. SG Dwelling 2009	35.00			
112. NG Dwelling 2010	41.73			
113. NG Dwelling 2011	523.99			
113. SG Dwelling 2011	59.00			
114. NG Dwelling 2012	6,340.34	26,454.00	-20,113.66	24.0%
114. SG Dwelling 2012	5,424.02	19,195.00	-13,770.98	28.3%
132. Land 2006	35.00			
135. SG Land 2009	35.00			
136. NG Land 2010	41.74			
137. NG Land 2011	523.97			
137. SG Land 2011	59.00			
138. NG Land 2012	8,632.37	29,383.00	-20,750.63	29.4%
138. SG Land 2012	10,246.78	33,012.00	-22,765.22	31.0%
150. GAV	2,339.75	9,359.00	-7,019.25	25.0%
160. Finance Chrgs Late Accnts	2.72			
161. Penalties Late Accounts	36.15			
Total 100. Parcel Assessment Fees	34,411.56	117,403.00	-82,991.44	29.3%
200. Project Review Fees				
201. Application Fee	0.00	250.00	-250.00	0.0%
202. IF - House	0.00	3,075.00	-3,075.00	0.0%
Total 200. Project Review Fees	0.00	3,325.00	-3,325.00	0.0%
300. Roads				
301. CUT - Road Paving Loan	0.00	1,300.00	-1,300.00	0.0%
Total 300. Roads	0.00	1,300.00	-1,300.00	0.0%
500. Interest Earned				
501. Savings Interest	11.96			
500. Interest Earned - Other	0.00	78.00	-78.00	0.0%
Total 500. Interest Earned	11.96	78.00	-66.04	15.3%
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	2,789.70	16,051.00	-13,261 30	17 4%
804. ChipSeal-5 payments/land	950.00	2,759.00	-1,809.00	34 4%
805. ChipSeal GAV- 5 payments	3,103.00	3,103.00	0.00	100.0%
Total 800. NG Chip Seal Income	6,842.70	21,913.00	-15,070.30	31.2%
Total Income	41,266.22	144,019.00	-102,752.78	28.7%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	56.60			
A02B. South Glastonbury	119.92			
A02C. High South Glastonbury	760.00			
A02. Contractors - Snow Removal - Other	0.00	8,490.00	-8,490.00	0.0%
Total A02. Contractors - Snow Removal	936.52	8,490.00	-7,553.48	11.0%
A03. Contractors - Weed Contrl	0.00	2,000.00	-2,000.00	0.0%
A05. Equipment Reg & Ins	1,266.00	2,360.00	-1,094.00	53.6%
A06. Equipment Mtce				
A06. Truck #1	706.00			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	706.00	1,500.00	-794.00	47 1%
A08. Road Improvement Loan	0.00	30,225.00	-30,225.00	0.0%
A09. Administration	0.00	155.00	-155.00	0.0%
A11. Miscellaneous				
A11A. Fuel	0.00	600.00	-600.00	0.0%
A11B. Sand	150.00	250.00	-100.00	60.0%
A11E. Quonset Hut Asset Expense	0.00	500.00	-500.00	0.0%
Total A11. Miscellaneous	150.00	1,350.00	-1,200.00	11 1%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January 2012

	Jan 12	Budget	$ Over Budget	% of Budget
A12. Contractors - NG Road Wrk				
A12W. Mowing North Glastonbury	0.00	375.00	-375.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	9,124.00	-9,124.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#2	0.00	4,619.50	-4,619.50	0.0%
Chip Seal Investor#3	0.00	1,154.87	-1,154.87	0.0%
Chip Seal Investor#5	0.00	6,945.75	-6,945.75	0.0%
Total A12Y. ChSeal Investors payments	0.00	12,720.12	-12,720.12	0.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	0.00	36,219.12	-36,219.12	0.0%
A13. Contractors - SG Road Wrk				
A13W. Mowing South Glastonbury	0.00	375.00	-375.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	0.00	14,375.00	-14,375.00	0.0%
A14. Roads/Common Land Ins	0.00	5,500.00	-5,500.00	0.0%
A15. Contingency Fund	0.00	1,500.00	-1,500.00	0.0%
A16. Employee Expenses				
A16.B I.R.S.	29.26			
Total A16. Employee Expenses	29.26			
Total A00. Roads & Weeds	3,087.78	103,674.12	-100,586.34	3.0%
B00. Project Review				
B01. Contractors	0.00	250.00	-250.00	0.0%
B04. Administration	0.00	725.00	-725.00	0.0%
B07. Impact Fees used for roads	0.00	2,350.00	-2,350.00	0.0%
Total B00. Project Review	0.00	3,325.00	-3,325.00	0.0%
C00-1 Legal Fees Contingency Fu				
C00-1 B O'Connell Lawsuit	1,122.00			
C00-1 Legal Fees Contingency Fu - Other	0.00	3,000.00	-3,000.00	0.0%
Total C00-1 Legal Fees Contingency Fu	1,122.00	3,000.00	-1,878.00	37.4%
C00. Community/Complaints				
C01. Contractors	0.00	1,800.00	-1,800.00	0.0%
C04. Legal Fees	0.00	870.00	-870.00	0.0%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
Total C00. Community/Complaints	0.00	2,845.00	-2,845.00	0.0%
COO-2 Gen Op/Subcontractors				
COO-2.01 Gen. Managerial Duties	295.00			
COO-2.02 Virtual Message/phone	14.95	180.00	-165.05	8.3%
COO-2.04 copies & postage	0.00	175.00	-175.00	0.0%
COO-2 Gen Op/Subcontractors - Other	0.00	4,217.00	-4,217.00	0.0%
Total COO-2 Gen Op/Subcontractors	309.95	4,572.00	-4,262.05	6.8%
D00. Recreation				
D03. Parkland/Recreation				
D03A. Parkland Electricity	25.10	500.00	-474.90	5.0%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
D03F. Cement Pad	0.00	1,450.00	-1,450.00	0.0%
D03G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. Parkland/Recreation	25.10	2,490.00	-2,464.90	1.0%
Total D00. Recreation	25.10	2,490.00	-2,464.90	1.0%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	0.00	100.00	-100.00	0.0%
Total F00. Website	0.00	455.00	-455.00	0.0%
G00. Liens				
G01. Lien Filing	0.00	350.00	-350.00	0.0%
G03. Administration	0.00	300.00	-300.00	0.0%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January 2012

	Jan 12	Budget	$ Over Budget	% of Budget
G04. Credit Report Research	0.00	500.00	-500.00	0.0%
Total G00. Liens	0.00	1,150.00	-1,150.00	0.0%
J00. Other Projects				
J03.Policies & Procedures	125.00	2,440.00	-2,315.00	5.1%
Total J00. Other Projects	125.00	2,440.00	-2,315.00	5.1%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	0.00	5,980.00	-5,980.00	0.0%
K02. Contractors - Bookkeeper	465.00	3,600.00	-3,135.00	12.9%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	46.00	950.00	-904.00	4.8%
K07. Postage and Delivery	164.64	1,200.00	-1,035.36	13.7%
K08. Monthly Board Meetings	310.00	2,855.00	-2,545.00	10.9%
K11. Rent				
K11B. Storage/Boxes	0.00	300.00	-300.00	0.0%
K11. Rent - Other	360.00	240.00	120.00	150.0%
Total K11. Rent	360.00	540.00	-180.00	66.7%
K12. Insurance				
K12A. GLA Board Liability Ins	0.00	1,342.00	-1,342.00	0.0%
Total K12. Insurance	0.00	1,342.00	-1,342.00	0.0%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	0.00	70.00	-70.00	0.0%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K18. Miscellaneous	99.00			
K19. Quarterly Newsletter	80.00	950.00	-870.00	8.4%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	1,524.64	19,015.00	-17,490.36	8.0%
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	0.00	400.00	-400.00	0.0%
M05. Refreshments	7.28	200.00	-192.72	3.6%
M06. Rent	0.00	75.00	-75.00	0.0%
M08. Copies	0.00	125.00	-125.00	0.0%
Total M00. Annual Meeting/Elections	7.28	1,690.00	-1,682.72	0.4%
Total Expense	6,201.75	144,656.12	-138,454.37	4.3%
Net Ordinary Income	35,064.47	-637.12	35,701.59	-5,503.6%
Net Income	**35,064.47**	**-637.12**	**35,701.59**	**-5,503.6%**

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through December 2011

	Jan - Dec 11	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	195.00			
102. Dwelling 2000	240.00			
103. Dwelling 2001	240.00			
104. Dwelling 2002	180.00			
105. Dwelling 2003	120.00			
106. Dwelling 2004	175.90			
107. Dwelling 2005	264.00			
108. Dwelling 2006	154.10			
109. Dwelling 2007	290.00			
110. NG Dwelling 2008	159.00			
110. SG Dwelling 2008	166.00			
111. NG Dwelling 2009	425.66			
111. SG Dwelling 2009	662.48			
112. NG Dwelling 2010	3,255.39			
112. SG Dwelling 2010	2,676.71			
113. NG Dwelling 2011	22,651.99	26,454.00	-3,802.01	85.6%
113. SG Dwelling 2011	17,557.34	19,195.00	-1,637.66	91.5%
125. Land Prior to 2000	195.00			
126. Land 2000	240.00			
127. Land 2001	240.00			
128. Land 2002	180.00			
129. Land 2003	120.00			
130. Land 2004	175.89			
131. Land 2005	341.88			
132. Land 2006	418.11			
133. Land 2007	670.63			
134. NG Land 2008	317.00			
134. SG Land 2008	802.00			
135. NG Land 2009	773.66			
135. SG Land 2009	1,402.96			
136. NG Land 2010	3,500.88			
136. SG Land 2010	4,581.02			
137. NG Land 2011	29,028.72	29,383.00	-354.28	98.8%
137. SG Land 2011	30,461.70	33,012.00	-2,550.30	92.3%
150. GAV	9,359.00	9,359.00	0.00	100.0%
160. Finance Chrgs Late Accnts	2,178.75			
161. Penalties Late Accounts	690.01			
100. Parcel Assessment Fees - Other	60.00			
Total 100. Parcel Assessment Fees	135,150.78	117,403.00	17,747.78	115.1%
200. Project Review Fees				
201. Application Fee	225.00			
202. IF - House	1,300.00			
203. IF - Structures 200/800sf	350.00			
204. IF - Structures Over 800sf	200.00			
205. IF - Well	75.00			
206. IF - Driveway	225.00			
207. IF - Septic	150.00			
209. IF - Mobile Home	150.00			
213. IF - Minor Variance	50.00			
214. IF - Major Variance	300.00			
218. Mileage Impact Fee	950.00			
200. Project Review Fees - Other	0.00	3,325.00	-3,325.00	0.0%
Total 200. Project Review Fees	3,975.00	3,325.00	650.00	119.5%
300. Roads				
301. CUT - Road Paving Loan	1,306.89	1,480.00	-173.11	88.3%
303. Snowplowing	30.00			
Total 300. Roads	1,336.89	1,480.00	-143.11	90.3%
400. Liens				
401. Landowner Filing Fee	325.00			
Total 400. Liens	325.00			

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through December 2011

	Jan - Dec 11	Budget	$ Over Budget	% of Budget
500. Interest Earned				
501. Savings Interest	76.03	60.00	16.03	126.7%
Total 500. Interest Earned	76.03	60.00	16.03	126.7%
700. Other Income				
701. Miscellaneous	350.00			
Total 700. Other Income	350.00			
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	17,284.55			
804. ChipSeal-5 payments/land	3,139.45			
805. ChipSeal GAV- 5 payments	3,103.00			
800. NG Chip Seal Income - Other	0.00	21,913.00	-21,913.00	0.0%
Total 800. NG Chip Seal Income	23,527.00	21,913.00	1,614.00	107.4%
Total Income	164,740.70	144,181.00	20,559.70	114.3%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	829.45			
A02B. South Glastonbury	1,314.35			
A02C. High South Glastonbury	9,661.50			
A02G. Dry Creek	901.25			
A02. Contractors - Snow Removal - Other	0.00	4,000.00	-4,000.00	0.0%
Total A02. Contractors - Snow Removal	12,706.55	4,000.00	8,706.55	317.7%
A03. Contractors - Weed Contrl	1,849.50	3,300.00	-1,450.50	56.0%
A05. Equipment Reg & Ins	2,360.00	2,500.00	-140.00	94.4%
A06. Equipment Mtce				
A06. Truck #1	578.08			
A06. Truck #2	785.97			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,364.05	1,500.00	-135.95	90.9%
A08. Road Improvement Loan	30,225.28	30,225.00	0.28	100.0%
A09. Administration	540.00	155.00	385.00	348.4%
A11. Miscellaneous				
A11A. Fuel	363.00	800.00	-437.00	45.4%
A11B. Sand	125.00	500.00	-375.00	25.0%
A11C. Sign Posts	4,335.79			
A11E. Quonset Hut Asset Expense	341.14	2,260.00	-1,918.86	15.1%
A11F. Purchase Sickle Mower	0.00	1,640.00	-1,640.00	0.0%
A11. Miscellaneous - Other	70.00			
Total A11. Miscellaneous	5,234.93	5,200.00	34.93	100.7%
A12. Contractors - NG Road Wrk				
A12B. Aries Drive	1,003.00			
A12C. Capricorn Drive	1,490.00			
A12F. Gemini Road	820.00			
A12I. Pisces Way	535.00			
A12J. Sirius Drive	1,662.00			
A12K. Taurus Road	1,129.00			
A12L. Venus Way	535.00			
A12W. Mowing North Glastonbury	400.00	300.00	100.00	133.3%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	12,105.00	-12,105.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#1	0.00			
Chip Seal Investor#2	4,619.50			
Chip Seal Investor#3	1,154.87			
A12Y. ChSeal Investors payments - Other	4,033.53	9,808.00	-5,774.47	41.1%
Total A12Y. ChSeal Investors payments	9,807.90	9,808.00	-0.10	100.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	17,381.90	36,213.00	-18,831.10	48.0%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through December 2011

	Jan - Dec 11	Budget	$ Over Budget	% of Budget
A13. Contractors - SG Road Wrk				
A13B. Arcturus Drive	3,392.50			
A13D. Leo Drive	2,435.00			
A13E. Leo Lane	270.00			
A13G. Hercules Road	2,520.00			
A13W. Mowing South Glastonbury	325.00	300.00	25.00	108.3%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	8,942.50	14,300.00	-5,357.50	62.5%
A14. Roads/Common Land Ins	5,406.28	5,528.00	-121.72	97.8%
A15. Contingency Fund	0.00	2,000.00	-2,000.00	0.0%
A16. Employee Expenses				
A16.A MontananState Fund	390.34			
Total A16. Employee Expenses	390.34			
Total A00. Roads & Weeds	86,401.33	104,921.00	-18,519.67	82.3%
B00. Project Review				
B01. Contractors	3,100.00	2,600.00	500.00	119.2%
B03 Sanitation Bond Refunds	1,150.00			
B04. Administration	0.00	725.00	-725.00	0.0%
B05. Legal Fees	2,881.75			
Total B00. Project Review	7,131.75	3,325.00	3,806.75	214.5%
C00-1 Legal Fees Contingency Fu				
COO-1 A General Legal /Services	1,214.50			
COO-1 B O'Connell Lawsuit	7,950.80			
C00-1 Legal Fees Contingency Fu - Other	0.00	3,000.00	-3,000.00	0.0%
Total C00-1 Legal Fees Contingency Fu	9,165.30	3,000.00	6,165.30	305.5%
C00. Community/Complaints				
C01. Contractors	352.50	1,800.00	-1,447.50	19.6%
C03. Administration	270.00			
C04. Legal Fees	2,128.25	870.00	1,258.25	244.6%
C05. Miscellaneous/copies	28.08	175.00	-146.92	16.0%
Total C00. Community/Complaints	2,778.83	2,845.00	-66.17	97.7%
COO-2 Gen Op/Subcontractors				
COO-2.01 Gen. Managerial Duties	380.00			
COO-2.02 Virtual Message/phone	149.50	200.00	-50.50	74.8%
COO-2.03 Office Equipment	480.38	975.00	-494.62	49.3%
COO-2.04 copies & postage	0.00	175.00	-175.00	0.0%
COO-2 Gen Op/Subcontractors - Other	1,375.00	1,800.00	-425.00	76.4%
Total COO-2 Gen Op/Subcontractors	2,384.88	3,150.00	-765.12	75.7%
D00. Recreation				
D03. Parkland/Recreation				
D03A. Parkland Electricity	564.57	600.00	-35.43	94.1%
D03B. Parkl Liability Insurance	0.00	250.00	-250.00	0.0%
D03C. Mowing Weeds	0.00	100.00	-100.00	0.0%
D03D. Lawn Mower Maint.	200.00	240.00	-40.00	83.3%
DO3F. Cement Pad	0.00	1,000.00	-1,000.00	0.0%
DO3G. Gen. Maint. & Repairs	140.00	300.00	-160.00	46.7%
Total D03. Parkland/Recreation	904.57	2,490.00	-1,585.43	36.3%
Total D00. Recreation	904.57	2,490.00	-1,585.43	36.3%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	256.12	100.00	156.12	256.1%
Total F00. Website	256.12	455.00	-198.88	56.3%
G00. Liens				
G01. Lien Filing	116.94	350.00	-233.06	33.4%
G03. Administration	405.00	300.00	105.00	135.0%
G04. Credit Report Research	1.50	500.00	-498.50	0.3%
Total G00. Liens	523.44	1,150.00	-626.56	45.5%

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Glastonbury Landowner's Association

2011 Budget Variance Report

January through December 2011

	Jan - Dec 11	Budget	$ Over Budget	% of Budget
J00. Other Projects				
J03.Policies & Procedures	110.00	2,440.00	-2,330.00	4.5%
Total J00. Other Projects	110.00	2,440.00	-2,330.00	4.5%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	2,777.50	5,980.00	-3,202.50	46.4%
K02. Contractors - Bookkeeper	3,746.25	3,300.00	446.25	113.5%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	783.63	950.00	-166.37	82.5%
K07. Postage and Delivery	825.14	1,200.00	-374.86	68.8%
K08. Monthly Board Meetings	2,385.69	2,855.00	-469.31	83.6%
K11. Rent				
K11B. Storage/Boxes	275.00			
K11. Rent - Other	461.00	540.00	-79.00	85.4%
Total K11. Rent	736.00	540.00	196.00	136.3%
K12. Insurance				
K12A. GLA Board Liability Ins	1,341.00	1,342.00	-1.00	99.9%
Total K12. Insurance	1,341.00	1,342.00	-1.00	99.9%
K13. Taxes	344.49	317.00	27.49	108.7%
K14. Licenses and Permits	15.00	70.00	-55.00	21.4%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K18. Miscellaneous	197.75			
K19. Quarterly Newsletter	510.00	950.00	-440.00	53.7%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	13,662.45	18,715.00	-5,052.55	73.0%
L00. Other Expenses				
L01. Miscellaneous	300.00			
Total L00. Other Expenses	300.00			
M00. Annual Meeting/Elections				
M01. Contractors	360.00			
M03. Administration	1,561.25	890.00	671.25	175.4%
M04. Postage and Delivery	432.42	400.00	32.42	108.1%
M05. Refreshments	172.26	200.00	-27.74	86.1%
M06. Rent	75.00	75.00	0.00	100.0%
M07. Miscellaneous	101.96			
M08. Copies	281.55	125.00	156.55	225.2%
Total M00. Annual Meeting/Elections	2,984.44	1,690.00	1,294.44	176.6%
Reconciliation Discrepancies	0.00			
Total Expense	126,603.11	144,181.00	-17,577.89	87.8%
Net Ordinary Income	38,137.59	0.00	38,137.59	100.0%
Net Income	**38,137.59**	**0.00**	**38,137.59**	**100.0%**

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Glastonbury Landowners Association, Inc.

Board of Directors - Regular Meeting Minutes *FINAL*

March 12, 2012 – 7:00 pm

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1. **Call to order**
   The meeting was called to order by Richard Bolen at 7:02 p.m. at St. John's Church and the opening prayer was said by Janet.
   PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President), Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Gerald Dubiel, Sean Halling, Kenneth Haug, Scott McBride, Paul Ranttalo, Rich Spallone (aka Rich)
   ABSENT: William Smith
   ALSO ATTENDING: Sandra Irby (Administrative Contractor); Monty Lynch (Landowner); Tim Brockett (Landowner)

2. **Set Agenda**

3. **Approve Meeting Minutes**
   August 8, September 12, October 17, November 7, 2011; February 13, 2012
   MOTION: Gerald motioned and Scott seconded to approve the February 13, 2012, meeting minutes as amended. Motion carried. (2 abstentions: Rich and Gerald were not present Feb. 13.) The other minutes were tabled.

4. **Officer and Committee Reports**
   4.1 Executive Committee Report
   4.1.1 Strategic Planning Meeting Report – RB
   The Board met informally twice since the February 13 regular meeting to brainstorm goals for 2012. GLA administrative needs and assessment policy were recognized as priorities.

   4.1.2 Status of Bank Instructions – JN
   February 13 action item report: Janet needed to wait for approval of the February 13 minutes before taking the motion that carried concerning check signing and the authorization limit for the GLA officers to the bank. She will now bring the document to the Bank of the Rockies, since the February 13 minutes were approved.

   4.1.3 Treasurer's Reports: Budget Variance, Check & Deposit – SS
   Sheridan presented the February 2012 reports.
   Discussion. Funds not used for snow plowing are now being moved into reserves if not used at the end of the year to pay back other accounts from 2011's budget overage.
   MOTION: Scott motioned and Sean seconded to approve the February 13 Treasurer's reports. **Motion carried unanimously.**

   4.2 Road and Weed Committee Report
   4.2.1 Update on Dry Creek Road Damage – WS
   Alyssa obtained the name of the contractor who caused the damage to the road and provided this information to William. Sheridan reported for William that he has a call in to Ed Hillman, Park County Road Supervisor; he does not know anything more about the Dry Creek Road damage.

File: MtgMinutes Regular 03 12 12
Draft: 03 14 12; 03 20 12; 04 28 12
Final approval: 04 23 12

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4.3 Managerial Committee Report

4.3.1 HOA Management Options – AA/LB

The Committee is still conducting research and will report in detail on association management options prior to the April 9 meeting if possible. Discussion of financial and other aspects.

4.3.2 Sharepoint Meetings – AA

On March 7, the Managerial Committee met with Kenneth to explore Sharepoint, a web-based file management system, and discuss the GLA needs.

5. UNFINISHED BUSINESS

5.1 Executive Committee

5.1.1 Physical GLA Office/Storage Space – SS/RB

Sheridan reported that the rent on the office space next to Wildflour Bakery is $400/mo., which is too high for the GLA's budget. And, since St. John's Church in Emigrant is not interested in renting storage space to the GLA, no conclusion was reached.

5.1.2 Clarification of 2012 Officer Descriptions – RB

Discussion. The Board reviewed the officer descriptions given in the Bylaws.
MOTION: Sheridan moved and Laura seconded to approve that any additional duties for GLA elected officers beyond those stated in the Bylaws will be authorized by the Board for each year or from time to time. **Motion carried unanimously**.

5.1.3 Proposed Assessment/Collections Policy – SS

Sheridan read the entire policy draft aloud. Extensive discussion of various concerns and proposed changes.
MOTION: Sheridan motioned and Laura seconded to approve that, as per Covenant 11.06, the GLA will assess the 5% penalty and 1.5% monthly interest within one week of an account becoming over 30 days delinquent. Landowners will be informed of this policy ahead of time, and this policy will go into effect in January 2013. **Motion carried unanimously.**
MOTION: Sheridan motioned and Sean seconded to approve the following provision of the draft assessment policy: Follow a timeline that will move delinquent accounts through the lien process and onto the collection process if the landowner doesn't respond to the warning letters. 1) A 30-day Lien Warning letter is mailed within the first two weeks of February to accounts with outstanding balances from the previous year's assessments. After 20 days with no response, a 10-day Lien Warning Letter will be sent. 2) A lien will be filed within one week after an account has failed to respond to the 30-day Lien Warning letter. 3) A 30-day Collection Warning letter will be mailed within one week of a lien being filed. 4) The collection process begins one week after the 30-day period has passed with no response to the Collection Warning letter.
Discussion. **Motion carried unanimously.**

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MOTION (to clarify the motion of 2-13-12): Sheridan motioned & Scott seconded to approve that: The Treasurer may negotiate a payment plan with a landowner who is not a lien account. The terms of an acceptable payment plan will be such that: a) the current year's assessment will be paid in full by Dec. 31st. b) The past due amount must be paid in full within two years of signing the payment plan. c) The payments are made in equal monthly amounts. If a payment is missed a lien will be filed without notice 21 days after the missed payment per the payment plan agreement, and the 30-day Collection Warning letter will follow as outlined in the Assessment Policy. If a landowner with a lien account wants to propose a payment plan, his/her request will be presented directly to the Board for deliberation. **Motion carried unanimously**.

ACTION ITEM: ***Sheridan*** – Bring situations where the GLA did not follow through with provisions of past signed payment plan agreements to the Board to determine the next steps on an individual basis.

ACTION ITEM: ***Sheridan, Alyssa, Charlene, Sandra*** – Create a revised Payment Plan Form for review by the Board.

ACTION ITEM: ***Sheridan, Alyssa*** – The GLA Assessment/Collections Policy draft will be edited as amended above for specific provisions, given a final review in committee and proposed in its entirety at the April 9 Board meeting.

ACTION ITEM: ***Alyssa, Sheridan*** – Draft content for the April newsletter outlining the Assessment Policy which goes into effect in January 2013 and will assesses fees as per Covenant 11.06 rather than waiting until each following calendar year as has been done since 1998. Send this notice in every statement mailing in 2012, (April, July and Oct.) and discuss at the annual meeting in November.

5.1.4 GLA Goals for 2012 – RB

Richard would like to have the Board develop its mission & vision at some point. He asked directors to work outside of the monthly meetings on prioritizing goals. The Managerial Committee and Treasurer have already commenced work on some of their priorities.

ACTION ITEM: ***All Directors*** – Work individually or together to share ideas on prioritizing GLA goals for 2012 and report at the next monthly meeting.

5.1.5 GLA Truck Insurance Change – SS

The Board confirmed the e-mail vote on changing truck insurance to pay approximately half what insurance has cost in the past.

MOTION: Sheridan motioned and Sean seconded to approve that the GLA move their truck insurance from Progressive to Liberty Northwest. **Motion carried unanimously.**

6. NEW BUSINESS

6.1 Web Committee

6.1.1 Sharepoint for GLA Document Management and Website – AA/KH

Kenneth gave a Sharepoint demonstration to the Board. Discussion of capabilities and GLA needs. Sharepoint provides a secure and convenient way for Directors to access necessary documents at all times, without requiring administrative

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personnel to search for information and retrieve documents, thereby saving time and money. This is an opportune time since Kenneth will be creating the initial structure and site at no cost to the GLA during his term as a Director.
MOTION: Kenneth motioned and Alyssa seconded to approve subscribing to Apps4Rent.com's Sharepoint Silver Plan @ $8.95/month with 500 MB storage space, and, if necessary, upgrading to the Gold Plan @ $24.95/month with 3 GB storage; and transferring domain ownership of GLAOffice.org to GLA. **Motion carried unanimously.**

6.2 Managerial Committee

6.2.1 Director Meeting Attendance & Handouts – AA

Alyssa asked the Board members to let the Minutes-Taker know ahead of time if they will not be at the meeting so that extra copies of meeting materials are not made unnecessarily and wasted.

6.3 Board Responsibilities – Tim Brockett, Landowner

Tim presented his ideas concerning Board responsibilities, volunteer committees, and landowner involvement.

7. Comment Period for Visiting Landowners

Monty Lynch introduced himself as a relatively new Glastonbury landowner and asked a few questions about the community.

8. Adjournment – 10:07 pm

9. Next Regular Board Meeting: April 9, 2012, at St. John's Church

File: MtgMinutes Regular 03 12 12
Draft: 03 14 12; 03 20 12; 04 28 12
Final approval: 04 23 12

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

March 12, 2012 – 7:00 pm

1. **Call to order**

2. **Set Agenda**

3. **Approve Meeting Minutes**
   August 8, September 12, October 17, November 7, 2011; February 13, 2012

4. **Officer and Committee Reports**
   - 4.1 Executive Committee Report
     - 4.1.1 Strategic Planning Meeting Report – RB (2 min)
     - 4.1.2 Status of Bank Instructions – JN (1 min)
     - 4.1.3 Treasurer's Reports: Budget Variance, Check & Deposit – SS (2 min)
   - 4.2 Road and Weed Committee Report
     - 4.2.1 Update on Dry Creek Road Damage – WS (1 min)
   - 4.3 Managerial Committee Report
     - 4.3.1 HOA Management Options – AA/LB (5 min)
     - 4.3.2 Sharepoint Meetings – AA (1 min)

5. **UNFINISHED BUSINESS**
   - 5.1 Executive Committee
     - 5.1.1 Physical GLA Office/Storage Space – SS/RB (3 min)
     - 5.1.2 Clarification of 2012 Officer Descriptions – RB (2 min)
     - 5.1.3 Proposed Assessment/Collections Policy – SS (10 Min)
     - 5.1.4 GLA Goals for 2012 – RB (5 min)

6. **NEW BUSINESS**
   - 6.1 Web Committee
     - 6.1.1 Sharepoint for GLA Document Management and Website – AA/KH (15 min)
   - 6.2 Managerial Committee
     - 6.2.1 Director Meeting Attendance & Handouts – AA (2 min)
   - 6.3 Board Responsibilities – Tim Brockett, Landowner (10 min)

7. **Comment Period for Visiting Landowners**

8. **Adjournment**

9. **Next Regular Board Meeting: April 9, 2012, at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors - Regular Meeting Agenda

March 12, 2012 – 7:00 pm

1. **Call to order**

2. **Set Agenda**

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4. **Officer and Committee Reports**
   - 4.1 Executive Committee Report
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     - 4.1.2 Status of Bank Instructions – JN (1 min)
     - 4.1.3 Treasurer's Reports: Budget Variance, Check & Deposit – SS (2 min)
   - 4.2 Road and Weed Committee Report
     - 4.2.1 Update on Dry Creek Road Damage – WS (1 min)
   - 4.3 Managerial Committee Report
     - 4.3.1 HOA Management Options – AA/LB (5 min)
     - 4.3.2 Sharepoint Meetings – AA (1 min)

5. **UNFINISHED BUSINESS**
   - 5.1 Executive Committee
     - 5.1.1 Physical GLA Office/Storage Space – SS/RB (3 min)
     - 5.1.2 Clarification of 2012 Officer Descriptions – RB (2 min)
     - 5.1.3 Proposed Assessment/Collections Policy – SS (10 Min)
     - 5.1.4 GLA Goals for 2012 – RB (5 min)

6. **NEW BUSINESS**
   - 6.1 Web Committee
     - 6.1.1 Sharepoint for GLA Document Management and Website – AA/KH (15 min)
   - 6.2 Managerial Committee
     - 6.2.1 Director Meeting Attendance & Handouts – AA (2 min)
   - 6.3 Board Responsibilities – Tim Brockett, Landowner (10 min)

7. **Comment Period for Visiting Landowners**

8. **Adjournment**

9. **Next Regular Board Meeting: April 9, 2012, at St. John's Church**

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through February 2012

	Jan - Feb 12	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
104. Dwelling 2002	50.00			
108. Dwelling 2006	35.00			
111. SG Dwelling 2009	35.00			
112. NG Dwelling 2010	65.10			
112. SG Dwelling 2010	7.97			
113. NG Dwelling 2011	664.04			
113. SG Dwelling 2011	673.91			
114. NG Dwelling 2012	10,458.21	26,454.00	-15,995.79	39.5%
114. SG Dwelling 2012	9,511.87	19,195.00	-9,683.13	49.6%
128. Land 2002	50.00			
132. Land 2006	35.00			
135. SG Land 2009	35.00			
136. NG Land 2010	65.12			
136. SG Land 2010	7.97			
137. NG Land 2011	664.04			
137. SG Land 2011	491.90			
138. NG Land 2012	14,994.54	29,383.00	-14,388.46	51.0%
138. SG Land 2012	17,429.40	33,012.00	-15,582.60	52.8%
150. GAV	2,339.75	9,359.00	-7,019.25	25.0%
160. Finance Chrgs Late Accnts	67.84			
161. Penalties Late Accounts	70.64			
100. Parcel Assessment Fees - Other	60.00			
Total 100. Parcel Assessment Fees	57,812.30	117,403.00	-59,590.70	49.2%
200. Project Review Fees				
201. Application Fee	0.00	250.00	-250.00	0.0%
202. IF - House	0.00	3,075.00	-3,075.00	0.0%
Total 200. Project Review Fees	0.00	3,325.00	-3,325.00	0.0%
300. Roads				
301. CUT - Road Paving Loan	298.60	1,300.00	-1,001.40	23.0%
Total 300. Roads	298.60	1,300.00	-1,001.40	23.0%
500. Interest Earned				
501. Savings Interest	24.96			
500. Interest Earned - Other	0.00	78.00	-78.00	0.0%
Total 500. Interest Earned	24.96	78.00	-53.04	32.0%
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	5,239.15	16,051.00	-10,811.85	32.6%
804. ChipSeal-5 payments/land	1,686.25	2,759.00	-1,072.75	61.1%
805. ChipSeal GAV- 5 payments	3,103.00	3,103.00	0.00	100.0%
Total 800. NG Chip Seal Income	10,028.40	21,913.00	-11,884.60	45.8%
Total Income	68,164.26	144,019.00	-75,854.74	47.3%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	160.38			
A02B. South Glastonbury	119.92			
A02C. High South Glastonbury	760.00			
A02. Contractors - Snow Removal - Other	0.00	8,490.00	-8,490.00	0.0%
Total A02. Contractors - Snow Removal	1,040.30	8,490.00	-7,449.70	12.3%
A03. Contractors - Weed Contrl	0.00	2,000.00	-2,000.00	0.0%
A05. Equipment Reg & Ins	1,313.00	2,360.00	-1,047.00	55.6%
A06. Equipment Mtce				
A06. Truck #1	1,057.27			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,057.27	1,500.00	-442.73	70.5%
A08. Road Improvement Loan	7,556.32	30,225.00	-22,668.68	25.0%
A09. Administration	0.00	155.00	-155.00	0.0%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through February 2012

	Jan - Feb 12	Budget	$ Over Budget	% of Budget
A11. Miscellaneous				
A11A. Fuel	177.18	600.00	-422.82	29.5%
A11B. Sand	150.00	250.00	-100.00	60.0%
A11E. Quonset Hut Asset Expense	0.00	500.00	-500.00	0.0%
Total A11. Miscellaneous	327.18	1,350.00	-1,022.82	24.2%
A12. Contractors - NG Road Wrk				
A12W. Mowing North Glastonbury	0.00	375.00	-375.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	9,124.00	-9,124.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#2	0.00	4,619.50	-4,619.50	0.0%
Chip Seal Investor#3	0.00	1,154.87	-1,154.87	0.0%
Chip Seal Investor#5	0.00	6,945.75	-6,945.75	0.0%
Total A12Y. ChSeal Investors payments	0.00	12,720.12	-12,720.12	0.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	0.00	36,219.12	-36,219.12	0.0%
A13. Contractors - SG Road Wrk				
A13W. Mowing South Glastonbury	0.00	375.00	-375.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	0.00	14,375.00	-14,375.00	0.0%
A14. Roads/Common Land Ins	0.00	5,500.00	-5,500.00	0.0%
A15. Contingency Fund	0.00	1,500.00	-1,500.00	0.0%
A16. Employee Expenses				
A16.B I.R.S.	29.26			
Total A16. Employee Expenses	29.26			
Total A00. Roads & Weeds	11,323.33	103,674.12	-92,350.79	10.9%
B00. Project Review				
B01. Contractors	0.00	250.00	-250.00	0.0%
B04. Administration	0.00	725.00	-725.00	0.0%
B07. Impact Fees used for roads	0.00	2,350.00	-2,350.00	0.0%
Total B00. Project Review	0.00	3,325.00	-3,325.00	0.0%
C00-1 Legal Fees Contingency Fu				
C00-1 B O'Connell Lawsuit	1,171.50			
C00-1 Legal Fees Contingency Fu - Other	0.00	3,000.00	-3,000.00	0.0%
Total C00-1 Legal Fees Contingency Fu	1,171.50	3,000.00	-1,828.50	39.1%
C00-2 Gen Op/Subcontractors				
C00-2.01 Gen. Managerial Duties	1,107.50	4,837.00	-3,729.50	22.9%
C00-2.02 Virtual Message/phone	29.90	180.00	-150.10	16.6%
C00-2.04 copies & postage	0.00	175.00	-175.00	0.0%
Total C00-2 Gen Op/Subcontractors	1,137.40	5,192.00	-4,054.60	21.9%
C00. Community/Complaints				
C01. Contractors	0.00	1,800.00	-1,800.00	0.0%
C04. Legal Fees	0.00	870.00	-870.00	0.0%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
Total C00. Community/Complaints	0.00	2,845.00	-2,845.00	0.0%
D00. Recreation				
D03. Parkland/Recreation				
D03A. Parkland Electricity	50.20	500.00	-449.80	10.0%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
D03F. Cement Pad	0.00	1,450.00	-1,450.00	0.0%
D03G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. Parkland/Recreation	50.20	2,490.00	-2,439.80	2.0%
Total D00. Recreation	50.20	2,490.00	-2,439.80	2.0%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through February 2012

	Jan - Feb 12	Budget	$ Over Budget	% of Budget
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	0.00	100.00	-100.00	0.0%
Total F00. Website	0.00	455.00	-455.00	0.0%
G00. Liens				
G01. Lien Filing	33.75	350.00	-316.25	9.6%
G03. Administration	120.00	300.00	-180.00	40.0%
G04. Credit Report Research	0.00	500.00	-500.00	0.0%
Total G00. Liens	153.75	1,150.00	-996.25	13.4%
J00. Other Projects				
J03.Policies & Procedures	670.00	2,440.00	-1,770.00	27.5%
Total J00. Other Projects	670.00	2,440.00	-1,770.00	27.5%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	150.00	5,980.00	-5,830.00	2.5%
K02. Contractors - Bookkeeper	825.00	3,600.00	-2,775.00	22.9%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	239.86	950.00	-710.14	25.2%
K07. Postage and Delivery	164.64	1,200.00	-1,035.36	13.7%
K08. Monthly Board Meetings	910.00	2,855.00	-1,945.00	31.9%
K11. Rent				
K11B. Storage/Boxes	50.00	300.00	-250.00	16.7%
K11. Rent - Other	360.00	240.00	120.00	150.0%
Total K11. Rent	410.00	540.00	-130.00	75.9%
K12. Insurance				
K12A. GLA Board Liability Ins	0.00	1,342.00	-1,342.00	0.0%
Total K12. Insurance	0.00	1,342.00	-1,342.00	0.0%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	0.00	70.00	-70.00	0.0%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K17. Equipment Purchases	243.50			
K18. Miscellaneous	99.00			
K19. Quarterly Newsletter	165.00	950.00	-785.00	17.4%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	3,207.00	19,015.00	-15,808.00	16.9%
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	0.00	400.00	-400.00	0.0%
M05. Refreshments	7.28	200.00	-192.72	3.6%
M06. Rent	0.00	75.00	-75.00	0.0%
M07. Miscellaneous	7.20			
M08. Copies	0.00	125.00	-125.00	0.0%
Total M00. Annual Meeting/Elections	14.48	1,690.00	-1,675.52	0.9%
Total Expense	17,727.66	145,276.12	-127,548.46	12.2%
Net Ordinary Income	50,436.60	-1,257.12	51,693.72	-4,012.1%
Net Income	**50,436.60**	**-1,257.12**	**51,693.72**	**-4,012.1%**

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GLA Administrative Services
Goal to establish GLA Office and issues to consider
February 23, 2012

Timely Goal: Establish GLA Office

The idea of a GLA office is not just a place for physical things. It is a concept of how services are offered to landowners and the board. This is a timely, and important issue because the board members who have been dealing with this have had an overwhelming burden; they need the support of the entire board. See the attached summary to become familiar with the type of activities required for basic GLA administration; it is not complete, but you'll get a sense of it.

Challenge to the GLA Board:

- Get clear on the services GLA administration requires
- Assess available funding from all areas of the budget
- Research and review options
- Make a decision by the April regular meeting

Decide what GLA needs: Explore the concept of an ideal GLA office and be prepared to discuss Monday, February 27.

Some questions to consider:

1. What do Landowners want from the GLA?
2. What services are necessary for GLA administration?
3. What level of authority is GLA comfortable giving to whoever provides those services?

   (Issue: is the person authorized to be proactively self-directed or is the work performed according to approved GLA processes with written material provided or directed by the Board? Or something in between? How much will the chosen option cost? Example: composes a letter & gets approval to send; receives draft from director and does only light editing; receives letter from director, substantially rewrites according to GLA standards, and gets approval to send; or just sends the letter received from a director.)
4. What money is already being spent for admin services from contractors and Board members?
5. How can the required admin services be streamlined, and thus less expensive?
6. Can any activities be dropped?

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GLA Administration Summary

February 23, 2012

(includes general project review, bookkeeping, and admin activities)

General Admin Functions

- Communication center: receive phone calls, e-mail, faxes and physical mail; copy and forward appropriately
- Maintain current Board member contact list, committee lists, meeting schedule
- Coordinating or acting upon legal matters under the direction of the board
- Process and mail correspondence using template letters or compose new ones
- Provide copies of forms, meeting schedule and other items for Landowners
- Coordinate and process all GLA mailings, both mass and individual, including newsletter
- Documentation of policies and procedures
- Maintain the necessary hard copy and electronic files
- Website: post Landowner & Board meeting schedule and other content as requested by Board & update as needed

Board Meetings (monthly & special)

- Coordinate the meeting agenda, notification, preparation and e-mailing of materials for review prior to meeting
- Set up and break down meeting room, provide handouts, attend meeting and take minutes
- Finalize minutes and keep accessible records of motions passed and new policies
- Track Board action items from meetings

Annual Meeting & Election

- Produce & mail notice and election materials
- Plan, organize and prepare for meeting site; oversee volunteer crew
- Provide Landowner attendees with handouts (annual financial reports, budgets, etc.)

Enforcement of Covenants

- Provide support to the Project Review Committee: track project reviews & status, and prepare materials for Board review; other duties as requested by the Board
- Process complaints: research, coordinate correspondence & track communications between Landowners and Board

Accounting Functions

- Bill & collect association assessments
- Send late notices for past due assessments
- File liens for non-payment of assessments
- Process & pay approved bills
- Maintain current database of property owners
- Provide escrow agent with account balances and charges relating to new ownership
- Maintain & reconcile GLA bank accounts
- Provide Board with monthly accounting statements including: budget comparison report, balance sheet, delinquent assessment report, activity statement, copies of paid bills

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GLA Budget	2012	2011		Description
	budget	budget	spent	
A09. Road and Weed Administration	155	155	540	Correspondence, Xeroxing, Mailing, etc. labor (special assessment 2011)
B01. Project Review Contractors	250	2,600	3,100	labor
B04. Project Review Administration	725	725	0	Correspondence, Postage and labor
C01. Community/Complaints - Contractors	1,800	1,800	353	Conflicts, Complaints & Disputes
C03. Community/Complaints - Administration	0	0	270	Writing, doing correspondence, etc. This could be merged w/C01.
C00-2 Subcontractors/Gen.Operations	4,217	1,800	1,375	Coordination, Oversight, Follow up, Research, Letter drafts, Contracts for Maint. & Repairs
C00-2.01 Gen.Managerial Duties	0	0	380	
F01. Web Contractors - Dev & Mtce	355	355	0	
G03. Lien Administration	300	300	405	Correspondence, Postage, Contractors
G04. Lien Credit Report/Research/Collection	500	500	2	Research & Collections
J03. Policy and Procedures project	2,440	2,440	110	labor
K01. Gen. Op. Exp: Contractors - Admin Sec	5,980	5,980	2,778	Correspondence, Mail Processing, Project Review Applications, Landowner/Board Requests, Mass Mailings
K02. Contractors - Bookkeeper	3,600	3,300	3,746	Financial accounting, landowner database
K08. Monthly Board Meetings	2,855	2,855	2,386	Meeting Minutes, Handouts, Refreshments
K19. Newsletters	950	950	510	labor, copies; postage & envelopes when nothing else is sent
K20. Motions Database	1,000	1,000	0	Board Motions & Meeting Agendas Database labor
M01. Annual Mtg/Election Contractors	0	0	360	
M03. Annual Mtg/Election Administration	890	890	1,561	Nomination & Election Packets, Meeting set-up & Coordination, Meeting Handouts
Total	$26,017	$25,650	$17,875	

GLA currently has 396 properties. One HOA management benchmark was $5 to $7 per property per month, although services can also be customized and bid. For 396 properties, that comes to between $23,670 and $33,264 annually, and will vary by services included in the bid.

GLA 03026

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HOA Benchmark for GLA: Elk Grove Community (http://www.elkgrovecommunity.org/)

West of Bozeman, MT – 300 properties, close to built out. Three elected board members; low participation, challenged by their own bylaws. HOA challenges are similar across the board. Their bylaws & covenants are available online to all site visitors. (2 more benchmarks can be forthcoming if Board desires.)

Luna Properties (http://www.lunaproperties.biz/hoa.htm) text from their website:

Are you a homeowner on the board of your HOA and find that you are spending way too much time dealing with the issues of your neighborhood? Let us run your HOA for you, so you don't have to. Take a look at our services listed below to get a better idea of what we can do for you and your HOA. References are available upon request.

Accounting Functions

- Bill & collect association assessments
- Send late notices for assessments that are past due
- File liens for non-payment of assessments and fines
- Process & pay bills
- Help draft yearly budget
- Maintain current database of property owners
- Provide escrow agent with account balances and charges relating to new ownership
- Maintain & reconcile bank accounts for the association
- Provide each board member with monthly accounting statements that would include the following:
    - Budget comparison report
    - Balance sheet
    - Delinquent assessment report
    - Activity statement
    - Copies of paid bills

Board Meetings

- Take meeting minutes; sort out motions, new policies & document
- Attend board meetings, provide data, copies of correspondence, etc.
- Answer questions pertaining to financial statements
- Advise and assist board to establish consistent Policies & Procedures
- Assist board with creating payment, collection & CC&R Enforcement Policy

Enforcement of Covenants, Conditions & Restrictions

- Track project reviews & status, do property inspections
- Perform regular inspections of the common areas & individual lots
- Send violation notices to property owners
- Provide board with copy of inspection report and violation notices
- Assist board in securing compliance of the violation
- Set up hearing with homeowner
- Refer Legal Counsel

Homeowner Meetings

- Print & mail residents notice of Homeowners meetings
- Attend Homeowners meetings
- Provide homeowners with annual financial reports and budgets
- Handles annual meeting/elections process

Miscellaneous

- Assist with maintenance, repairs & replacement of capital assets
- Mail Newsletters
- Welcome Packages for new homeowners

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

April 23, 2012 – 7:00 pm

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1. **Call to order**

The meeting was called to order by Richard Bolen at 7:03 p.m. at St. John's Church. This meeting inadvertently did not have an opening prayer.

PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President), Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Kenneth Haug, Scott McBride, Paul Ranttalo; William Smith arrived at 7:26 pm; Gerald Dubiel arrived at 7:37 pm

ABSENT: Rich Spallone (aka Rich), Sean Halling

ALSO ATTENDING: Sandra Irby (Administrative Contractor); Charlene Murphy, Val and Daniel O'Connell, Lucile and Ralph Yaney, Miriam Barker, Ian Scott (Landowners); Chris Kelley (Guest)

2. **Set Agenda**

3. **Approve Meeting Minutes**

August 8, September 12, October 17, November 7, 2011; March 12, 2012

Discussion of minor edits to the March 12, 2012, minutes.

MOTION: Sheridan motioned and Scott seconded to approve March 12, 2012, minutes as amended. **Motion carried**. Abstention: William was not present.

MOTION: Sheridan motioned and Alyssa seconded to approve the August 8, 2011, minutes. **Motion carried**. Abstentions: Scott, Laura and Ken were not present.

Discussion of minor edits to the September 12, 2011, minutes.

MOTION: Sheridan motioned and Paul seconded to approve the September 12, 2011, minutes as amended. **Motion carried.** Abstentions: Scott, William and Ken were not present.

Discussion of minor edits to the October 17, 2011, minutes.

MOTION: Alyssa motioned and Sheridan seconded to approve the October 17, 2011, minutes as amended. **Motion carried.** Abstentions: Scott, Ken and William were not present.

Discussion of minor edits to the November 7, 2011, minutes.

MOTION: William motioned and Alyssa seconded to approve the November 7, 2011, minutes as amended. **Motion carried**. Abstentions: Scott, Ken, Paul, Gerald were not present.

4. **Officer and Committee Reports**

4.1 Executive Committee Report

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

Sheridan presented the March 2012 reports. Sheridan noted that Chris Williams and James Emmart are new GLA employees who do snow plowing and that the GLA is on track with the budget so far this year.

MOTION: Alyssa motioned and Janet seconded to approve the budget variance, check and deposit reports. **Motion carried unanimously**.

4.1.2 Payment Plan form – SS

Sheridan said the payment plan form has been completed, as well as the new collection letter. No April newsletter went out with the quarterly statement due to lack of time and resources, but it is in draft form.

4.1.3 Collection Letter draft – RB

Richard reported that the collection letter had been worked on, and was close to completion.

ACTION ITEM: ***Sheridan*** – Reconvene the Collection Committee to complete its work.

File: MtgMins 04 23 12
Draft: 05 01 12; 05 08 12; 05 09 12
Final approval: 05 14 12

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4.2 Road and Weed Committee Report – WS

William reported that the Road and Weed Committee met on Friday, April 20. Rich, Sheridan, William and Paul attended. Discussion included taking down the snow fence along Dry Creek Road; selling the GLA's snow plow truck and put the funds toward the purchase of a single-axle DOT state-owned (Wyoming) snow plow truck; using magnesium chloride on Glastonbury roads, and the need to upgrade Jupiter Way to GLA road standards.

ACTION ITEM: ***William*** – Contact Walter Wunsch about taking down the snow fence.

4.3 Managerial Committee Report

4.3.1 Meeting with HOA Management Companies – AA/LB

Alyssa reported that on April 2 Sheridan, Laura, Alyssa, Richard, Janet, Gerald, Scott, Ken and Sandra met with two HOA management company representatives to explore options and services available.

4.3.2 Meeting with Kenneth re: Sharepoint design – AA/KH

On March 21, Alyssa, Laura, Scott and Sandra met to work on the GLA Sharepoint site plan; Ken participated in a portion by phone. A few days later Laura met with Ken to convey the page design and navigation concept, which Ken will use to begin the design of the GLA's Sharepoint site.

5. UNFINISHED BUSINESS

5.1 Executive Committee

5.1.1 GLA Goals for 2012 – RB

Nothing to report at this time.

5.2 Managerial Committee

5.2.1 HOA Management – AA/LB

Discussion. Charlene Murphy reported on the current status of the 2012 GLA budget and the feasibility of doing a six-month trial period of HOA management, beginning June 1, with Minnick Management. She projected the 2013 GLA budget and said that it appears doable, since the projected cost is comparable to past GLA administrative cost. Alyssa reported on Minnick Management's references, who are directors on association boards, including Baxter Springs Condominiums OA and West Winds HOA, which has over 400 units, both in Bozeman. The general comments indicated that they are excellent to work with and are highly recommended. Minnick manages over 40 associations and has decades of experience. An HOA management research and evaluation summary was presented which listed all avenues explored, including the option of hiring an administrative employee. It became obvious that Minnick Management had more to offer the GLA than the closest competitor, Luna Properties. Alyssa noted that there is a 60-day opt-out provision in the contract.

MOTION: Alyssa motioned and Gerald seconded that the GLA enter into a preliminary contract with Minnick Management for a six-month trial, with transition details to be worked out with the President and Managerial Committee; such contract will be within the general framework of what has already been proposed by Minnick Management. **Motion carried unanimously.**

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5.3 Project Review

5.3.1 Parcels 90 & 91 (SG)/Erickson Preliminary Approval fulfillment of conditions – AA

Discussion, much of it regarding potential commercial use of the property. Richard thought Susan Swimley should be more specific in the wording used in the restrictions that the Ericksons would be placing on their property.

ACTION ITEM: ***Alyssa*** – Contact Susan Swimley to work out more specific wording.

6. NEW BUSINESS

6.1 Project Review Committee – AA/RS

6.1.1 Lot 35-C (NG) - Alice Marie and Jim Phipps - Garage – AA

Alyssa presented the project and Gerald confirmed that the necessary setbacks would be met. Discussion.

MOTION: Alyssa motioned and Ken seconded that the Phipps proposed garage be approved with the conditions that disturbed land be re-seeded and that the electrical permit be obtained if applicable. **Motion carried.** Abstention: Paul, who is involved with the project.

6.1.2 Parcel 71 (SG) - Walter and Regina Wunsch - Addition – AA

Alyssa and William presented the project. Discussion.

MOTION: Alyssa motioned and Scott seconded that the proposed SPECTEC addition be approved with the conditions that disturbed land be reseeded and the necessary electrical permits be obtained. **Motion carried.** Abstention: William, who is involved with the project.

6.1.3 Parcel 61 (SG) - Scott and Valerie McBride - Greenhouse – AA

Scott presented the project, and Gerald confirmed that the necessary setbacks would be met. Discussion.

MOTION: Alyssa motioned and Sheridan seconded that the McBride proposed greenhouse be approved with the condition that disturbed land be re-seeded. **Motion carried.** Abstentions: Paul, who is involved in the project; Scott, owner of the property.

Discussion. It was noted that the fee for small projects may be too high.

ACTION ITEM: ***Project Review Committee*** – Rework fee schedule for small projects and present to the Board.

6.1.4 Lot 38-B (NG) - Ralph and Lucile Yaney - Factory-built home – AA

Lucile Yaney and Alyssa presented the Yaney's proposed project that would require a variance from the height limitation of 30 feet as described in the Master Plan. The Yaneys explained that the roof design required one section of the home to have a height of 32 feet, 8 inches. Alyssa noted that the Board needs neighborhood input concerning the variance. Richard said that, since aesthetics is the issue, the Yaney's illustration needs to be accurate for the neighbors to see. William suggested the Yaneys provide drawings that show how the building will appear from different vantage points based on the topography of the surrounding area.

MOTION: Laura motioned and Scott seconded to proceed with the variance process. **Motion carried.** Abstention: Gerald, who is involved with the project.

ACTION ITEM: ***Alyssa*** – Begin the variance process by working with the Yaneys to compile the necessary materials for neighborhood review.

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6.2 Community Committee

6.2.1 Chris Kelley/Ian Scott Proposal to Keep Horses on GLA Land – Chris Kelley, GAV Resident

Chris presented the proposal that he and Ian Scott be allowed to keep two horses on 14 acres of GLA land at the bottom of Sirius Drive next to Story Road and bordering the Murphy Ranch. They offered to pay for the fencing and asked to apply the fencing cost to a proposed GLA rental fee. The Board discussed the GLA covenant concerning use of common land and insurance liability issues. Richard read from the GLA Covenant 3.04 that the common land is a "non-exclusive easement" for all landowners, but it was pointed out that the land in question was not originally designated as Glastonbury common land. Chris will call Alyssa if he wants to pursue the project further.

6.3 Road Committee – WS *(added to agenda)*

6.3.1 Crack Sealing Proposal

William presented a proposal to seal cracks in the North Glastonbury paved road. Janet brought up that the Board had agreed in the past to get at least 2 or 3 bids before making decisions. Discussion.

6.3.2 Magnesium Chloride Proposal

William explained the benefits and method of improving the roads with magnesium chloride and presented a cost estimate and proposal to begin using it on Glastonbury roads. The comparison cost was from two years ago. Discussion.
ACTION ITEM: ***William*** – Get additional current bids for both proposals before requesting a Board vote.

7. Comment Period for Visiting Landowners

Daniel and Val O'Connell commented on various agenda items.

8. Adjournment – 11:24 pm

9. Next Regular Board Meeting: May 14, 2012, at St. John's Church

File: MtgMins 04 23 12
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Final approval: 05 14 12

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Glastonbury Landowners Association, Inc.

Board of Directors - Regular Meeting Agenda

April 23, 2012 – 7:00 pm

1. **Call to order**

2. **Set Agenda**

3. **Approve Meeting Minutes**
   August 8, September 12, October 17, November 7, 2011; March 12, 2012

4. **Officer and Committee Reports**
   - 4.1 Executive Committee Report
     - 4.1.1 Treasurer's Reports: Budget Variance, Check & Deposit – SS (2 min)
     - 4.1.2 Payment Plan form – SS (1 min)
     - 4.1.3 Collection Letter draft – RB (1 min)
   - 4.2 Road and Weed Committee Report
   - 4.3 Managerial Committee Report
     - 4.3.1 Meeting with HOA Management Companies – AA/LB (1 min)
     - 4.3.2 Meeting with Kenneth re: Sharepoint design – AA/KH (1 min)

5. **UNFINISHED BUSINESS**
   - 5.1 Executive Committee
     - 5.1.1 GLA Goals for 2012 – RB (3 min)
   - 5.2 Managerial Committee
     - 5.2.1 HOA Management – AA/LB (15 min)
   - 5.3 Project Review
     - 5.3.1 Parcels 90 & 91 (SG)/Erickson Preliminary Approval fulfillment of conditions – AA (5 min)

6. **NEW BUSINESS**
   - 6.1 Project Review Committee – AA/RS
     - 6.1.1 Lot 35-C (NG) - Alice Marie and Jim Phipps - Garage – AA (2 min)
     - 6.1.2 Parcel 71 (SG) - Walter and Regina Wunsch - Addition – AA (2 min)
     - 6.1.3 Parcel 61 (SG) - Scott and Valerie McBride - Greenhouse – AA (2 min)
     - 6.1.4 Lot 38-B (NG) - Ralph and Lucile Yaney - Factory-built home – AA (5 min)
   - 6.2 Community Committee
     - 6.2.1 Chris Kelley/Ian Scott Proposal to Keep Horses on GLA Land – Chris Kelley, GAV Resident - (7 min)

7. **Comment Period for Visiting Landowners**

8. **Adjournment**

9. **Next Regular Board Meeting: May 14, 2012, at St. John's Church**

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through March 2012

	Jan - Mar 12	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	20.00			
104. Dwelling 2002	60.00			
105. Dwelling 2003	40.00			
108. Dwelling 2006	109.90			
109. Dwelling 2007	145.00			
110. SG Dwelling 2008	159.00			
111. SG Dwelling 2009	218.10			
112. NG Dwelling 2010	98.50			
112. SG Dwelling 2010	101.57			
113. NG Dwelling 2011	1,163.38			
113. SG Dwelling 2011	1,669.58			
114. NG Dwelling 2012	12,637.04	26,454.00	-13,816.96	47.8%
114. SG Dwelling 2012	10,939.03	19,195.00	-8,255.97	57.0%
125. Land Prior to 2000	20.00			
128. Land 2002	60.00			
129. Land 2003	40.00			
132. Land 2006	109.89			
133. Land 2007	145.00			
134. SG Land 2008	159.00			
135. SG Land 2009	218.09			
136. NG Land 2010	98.51			
136. SG Land 2010	101.58			
137. NG Land 2011	1,163.40			
137. SG Land 2011	1,583.07			
138. NG Land 2012	17,173.42	29,383.00	-12,209.58	58.4%
138. SG Land 2012	19,052.01	33,012.00	-13,959.99	57.7%
150. GAV	2,339.75	9,359.00	-7,019.25	25.0%
160. Finance Chrgs Late Accnts	182.31			
161. Penalties Late Accounts	180.12			
100. Parcel Assessment Fees - Other	80.00			
Total 100. Parcel Assessment Fees	70,067.25	117,403.00	-47,335.75	59.7%
200. Project Review Fees				
201. Application Fee	25.00	250.00	-225.00	10.0%
202. IF - House	0.00	3,075.00	-3,075.00	0.0%
209. IF - Mobile Home	200.00			
Total 200. Project Review Fees	225.00	3,325.00	-3,100.00	6.8%
300. Roads				
301. CUT - Road Paving Loan	298.60	1,300.00	-1,001.40	23.0%
Total 300. Roads	298.60	1,300.00	-1,001.40	23.0%
500. Interest Earned				
501. Savings Interest	40.14			
500. Interest Earned - Other	0.00	78.00	-78.00	0.0%
Total 500. Interest Earned	40.14	78.00	-37.86	51.5%
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	7,366.57	16,051.00	-8,684.43	45.9%
804. ChipSeal-5 payments/land	1,686.25	2,759.00	-1,072.75	61.1%
805. ChipSeal GAV- 5 payments	3,103.00	3,103.00	0.00	100.0%
Total 800. NG Chip Seal Income	12,155.82	21,913.00	-9,757.18	55.5%
Total Income	82,786.81	144,019.00	-61,232.19	57.5%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	276.51			
A02B. South Glastonbury	270.88			
A02C. High South Glastonbury	1,478.75			
A02. Contractors - Snow Removal - Other	0.00	8,490.00	-8,490.00	0.0%
Total A02. Contractors - Snow Removal	2,026.14	8,490.00	-6,463.86	23.9%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through March 2012

	Jan - Mar 12	Budget	$ Over Budget	% of Budget
A03. Contractors - Weed Contrl	0.00	2,000.00	-2,000.00	0.0%
A05. Equipment Reg & Ins	1,313.00	2,360.00	-1,047.00	55.6%
A06. Equipment Mtce				
A06. Truck #1	1,137.27			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,137.27	1,500.00	-362.73	75.8%
A08. Road Improvement Loan	7,556.32	30,225.00	-22,668.68	25.0%
A09. Administration	0.00	155.00	-155.00	0.0%
A11. Miscellaneous				
A11A. Fuel	177.18	600.00	-422.82	29.5%
A11B. Sand	150.00	250.00	-100.00	60.0%
A11E. Quonset Hut Asset Expense	0.00	500.00	-500.00	0.0%
Total A11. Miscellaneous	327.18	1,350.00	-1,022.82	24.2%
A12. Contractors - NG Road Wrk				
A12W. Mowing North Glastonbury	0.00	375.00	-375.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	9,124.00	-9,124.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#2	0.00	4,619.50	-4,619.50	0.0%
Chip Seal Investor#3	0.00	1,154.87	-1,154.87	0.0%
Chip Seal Investor#5	0.00	6,945.75	-6,945.75	0.0%
Total A12Y. ChSeal Investors payments	0.00	12,720.12	-12,720.12	0.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	0.00	36,219.12	-36,219.12	0.0%
A13. Contractors - SG Road Wrk				
A13W. Mowing South Glastonbury	0.00	375.00	-375.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	0.00	14,375.00	-14,375.00	0.0%
A14. Roads/Common Land Ins	0.00	5,500.00	-5,500.00	0.0%
A15. Contingency Fund	0.00	1,500.00	-1,500.00	0.0%
A16. Employee Expenses				
A16.B I.R.S.	29.26			
A16C. Department of Revenue MT	2.00			
Total A16. Employee Expenses	31.26			
Total A00. Roads & Weeds	12,391.17	103,674.12	-91,282.95	12.0%
B00. Project Review				
B01. Contractors	0.00	250.00	-250.00	0.0%
B04. Administration	0.00	725.00	-725.00	0.0%
B07. Impact Fees used for roads	0.00	2,350.00	-2,350.00	0.0%
Total B00. Project Review	0.00	3,325.00	-3,325.00	0.0%
C00-1 Legal Fees Contingency Fu				
C00-1 A General Legal /Services	16.50			
C00-1 B O'Connell Lawsuit	6,451.40			
C00-1 Legal Fees Contingency Fu - Other	0.00	3,000.00	-3,000.00	0.0%
Total C00-1 Legal Fees Contingency Fu	6,467.90	3,000.00	3,467.90	215.6%
C00-2 Gen Op/Subcontractors				
C00-2.01 Gen. Managerial Duties	1,657.50	4,837.00	-3,179.50	34.3%
C00-2.02 Virtual Message/phone	44.85	180.00	-135.15	24.9%
C00-2.04 copies & postage	0.00	175.00	-175.00	0.0%
Total C00-2 Gen Op/Subcontractors	1,702.35	5,192.00	-3,489.65	32.8%
C00. Community/Complaints				
C01. Contractors	0.00	1,800.00	-1,800.00	0.0%
C04. Legal Fees	0.00	870.00	-870.00	0.0%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
Total C00. Community/Complaints	0.00	2,845.00	-2,845.00	0.0%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through March 2012

	Jan - Mar 12	Budget	$ Over Budget	% of Budget
D00. Recreation				
D03. Parkland/Recreation				
D03A. Parkland Electricity	75.30	500.00	-424.70	15.1%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
D03F. Cement Pad	0.00	1,450.00	-1,450.00	0.0%
D03G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. Parkland/Recreation	75.30	2,490.00	-2,414.70	3.0%
Total D00. Recreation	75.30	2,490.00	-2,414.70	3.0%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	0.00	100.00	-100.00	0.0%
Total F00. Website	0.00	455.00	-455.00	0.0%
G00. Liens				
G01. Lien Filing	33.75	350.00	-316.25	9.6%
G03. Administration	120.00	300.00	-180.00	40.0%
G04. Credit Report Research	15.00	500.00	-485.00	3.0%
Total G00. Liens	168.75	1,150.00	-981.25	14.7%
J00. Other Projects				
J03.Policies & Procedures	1,707.50	2,440.00	-732.50	70.0%
Total J00. Other Projects	1,707.50	2,440.00	-732.50	70.0%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	150.00	5,980.00	-5,830.00	2.5%
K02. Contractors - Bookkeeper	1,185.00	3,600.00	-2,415.00	32.9%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	251.66	950.00	-698.34	26.5%
K07. Postage and Delivery	164.64	1,200.00	-1,035.36	13.7%
K08. Monthly Board Meetings	1,530.00	2,855.00	-1,325.00	53.6%
K11. Rent				
K11B. Storage/Boxes	50.00	300.00	-250.00	16.7%
K11. Rent - Other	360.00	240.00	120.00	150.0%
Total K11. Rent	410.00	540.00	-130.00	75.9%
K12. Insurance				
K12A. GLA Board Liability Ins	0.00	1,342.00	-1,342.00	0.0%
Total K12. Insurance	0.00	1,342.00	-1,342.00	0.0%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	0.00	70.00	-70.00	0.0%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K17. Equipment Purchases	243.50			
K18. Miscellaneous	99.00			
K19. Quarterly Newsletter	165.00	950.00	-785.00	17.4%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	4,198.80	19,015.00	-14,816.20	22.1%
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	0.00	400.00	-400.00	0.0%
M05. Refreshments	7.28	200.00	-192.72	3.6%
M06. Rent	0.00	75.00	-75.00	0.0%
M07. Miscellaneous	7.20			
M08. Copies	0.00	125.00	-125.00	0.0%
Total M00. Annual Meeting/Elections	14.48	1,690.00	-1,675.52	0.9%
Total Expense	26,726.25	145,276.12	-118,549.87	18.4%
Net Ordinary Income	56,060.56	-1,257.12	57,317.68	-4,459.4%
Net Income	**56,060.56**	**-1,257.12**	**57,317.68**	**-4,459.4%**

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MEMO

To: The GLA Board
From: Charlene Murphy
Date: April 23, 2012

Re: Minnick Management Company
Projected 6-Month Expense for Minnick Management Company
$1871.50/mo x 6 (May-Nov) = $11,229

The figures below are based on the March 2012 Budget Variance Report. At this point, the GLA is $3,467.90 over budget for legal fees, and we will no doubt spend more. The Board will need to determine how this will be paid from GLA's budget. We could potentially pay Minnick Management Company from the following money in our budget:

C00-2 Gen Sub Contractor	3,489
C00 Community Complaints	2,845
D03F Cement Pad for soccer area	1,450
G00 Liens	981 *(left over thus far for 2012 budget; some will be used by Denise for work in recent months that is not yet billed)*
K01 Admin Secy	5,830 *(Denise will use a portion of this)*
K02 Bookkeeping	2,415 *(I will use about 400 in April)*
K08 Board Meetings	1,325 *(Sandra will use some of this)*
K20 Motions Database	1,000
General Operations $ in Savings Acct	7,245 *(this could be used)*
Total	**$26,580**

Some things to consider if we hire Minnick:

- 6 months = June though November. If we also hire them for December, that will be $1,871.50 more.
- A trial of 6 months would give the company the task of completing two statement mailings, two election mailings plus processing incoming nominations and ballots, preparation for and management of most aspects of the Annual Meeting/Elections, and assisting in preparation for the Board Orientation Meeting. After 6 months, the Board could evaluate Minnick's performance and Minnick could determine if they wish to continue GLA work.
- The election mailings and incoming ballots will be happening right in the middle of the 6-month trial period. It will be challenging logistically if we have to transfer all of this timely mail to Bozeman. Do we change the PO Box to the new address during the trial period?
- Decide whether or not to change the bank account for this trial period.
- The annual budget will need to be finalized prior to the end of the trial period. (Our Covenants require us to present our projected next year budget during the Annual Meeting/Elections in November.) How is this dealt with? Do we create 2 possible budgets, one with HOA management, one without?
- The Board would need to vote to transfer the $7,245 from GLA savings and to spend $11,229 for a 6-month trial.

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Proposal to keep horses on GLA land below the guard rail

For the board meeting scheduled April 17, 2012

Dear board members of the Glastonbury Landowners Association,

Please consider allowing Chris Kelley and Ian Scott, both residents in good standing of North Glastonbury, to keep two horses on the 14-acre parcel of land at the bottom of Sirius Drive.

This is the parcel of land that falls steeply away from the guard rail to the West, descends into wetlands and heavy brush next to Story Road to the East, borders Murphy's horse pasture to the North, and comes to a point at the hairpin turn to the South. (See the attached map.)

There is a large corrugated steel structure near the South entrance of the property which is used to store materials for road maintenance. This proposal would not interfere with that structure or any existing use of the property. And Chris and Ian will ensure the horses stay out of that structure.

Chris and Ian plan to trailer their horses to nearby public lands to ride on their free time. They also both have teenaged children who are too young to drive a motor vehicle but would love to ride their bikes down the hill to visit, feed and groom the animals throughout the summer months. This will create a magical opportunity for these kids who have long dreamed of caring for a horse they can call their own.

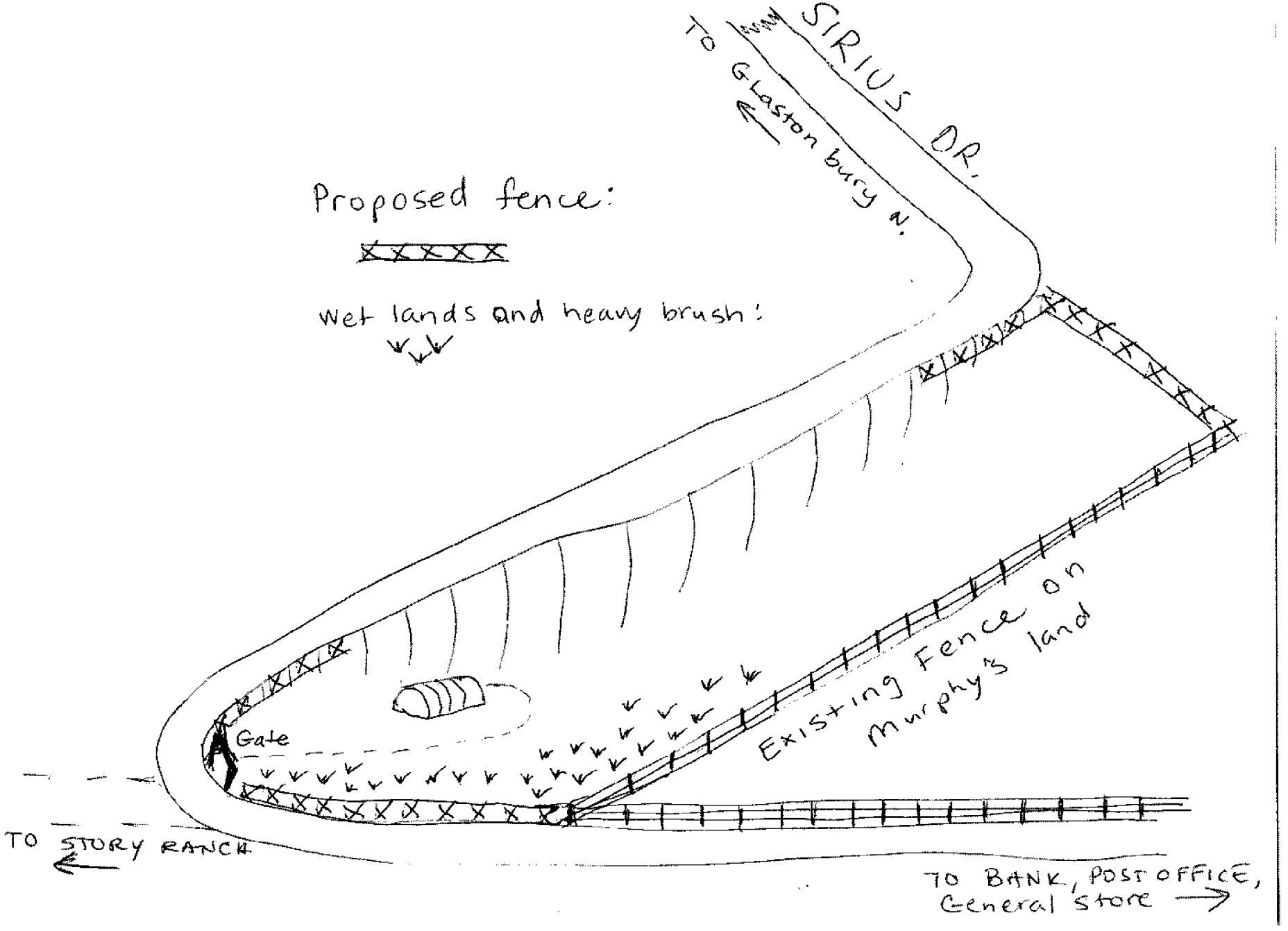
Chris and Ian will incur the costs to fence and gate the property in order to keep the horses from getting out. They will also sign any documents needed to waive the GLA of all liability for the health and welfare of themselves, their families, guests and horses.

While this property seems to have limited uses because of its extreme features (a near cliff on one side descending into a swamp on the other) it would be a perfect home for a couple of horses. The animals can water in the wetlands, graze the abundant grass in the bottomlands, roam the hillside, and shelter in the heavy underbrush.

Thanks so much for your time and consideration and we hope our proposal is acceptable.

# # #

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April 23, 2012 – HOA Management Research & Evaluation Summary
By Irby Enterprises USA, LLC

HOA management options explored:

1) Michelle Becker, Coldwell Banker Maverick Realty: handles property management for Bank of the Rockies; not to be a good fit for her right now, especially because of the GLA's monthly meeting schedule.
2) Above & Beyond, Bozeman: does not serve Paradise Valley.
3) Luna Properties, Bozeman: willing to serve GLA from Bozeman, but not willing to handle certain admin details such as landowner phone calls, without GLA contracting for full services.
4) Minnick Management, Bozeman: willing to serve GLA from Bozeman, doing as much virtually as possible. The 2 reasons he's willing to try a new area: 1) GLA is moving towards a virtual (i.e., ONLINE) office; 2) GLA is very specific and detailed about what is and is not included in their contract.
5) Mark Pesa, Livingston: referred by Above & Beyond; not good references
6) Ashley Kayser, Livingston: referred by Above & Beyond; doesn't do HOA management.
7) Marjorie Lombard, Pegasus: declined to bid – it would take her business in an entirely new direction and she does not currently have the resources; if Pegasus continues bookkeeping, they will raise their rate to a min of $20/hr, and be under contract.
8) Livingston Job Service consult about employee position with Skip Shiver: While he cannot advise on whether or not the GLA should hire an employee, he did offer the following suggestions.

When hiring an employee, consider carefully the added responsibilities GLA would have:

- Responsibility to provide a "safe & healthy workplace" even if in someone's home;
- Lack of security having GLA physical records in someone's home;
- Necessity to maintain awareness of changing HR law & requirements (eg. discrimination; for wrongful discharge, currently no limit on punitive damages);
- Cost and time investment for training, and ongoing nature of the need;
- Difficulty for a volunteer director to ascertain the quality of work, or even exactly what is being done and how;
- Likelihood of finding a part-time employee with appropriate skills who would proactively make GLA needs a priority;
- The employee's availability and reliability as the only person who performs all these duties without burn-out (illness, personal commitments, finding something better, etc.)

Also consider carefully the additional expenses GLA would have:

- The appropriate skill level & experience may command up to $25/hr.+30% payroll taxes;
  - @$25/hr for 20 hrs/wk = $26,000/yr., plus ~$7,800 in payroll taxes = $33,800/yr;
  - @$20/hr, it comes to $27,040/yr.
- GLA's admin job is not overtime exempt if duties go over 40 hrs/wk at any time;

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- Requirement for vehicle insurance & reimbursement of expenses for travel & mileage commuting to onsite meetings or running GLA errands;
- Without benefit package, it may be difficult to attract & keep a quality employee

The following are my thoughts about what outsourcing gives the GLA:

- Access to the professional expertise of a business with years of experience managing various administrative and legal aspects of property owner associations. (Susan Swimley gave Minnick a good reference.)
- Access to a variety of skill sets from a business with 8-9 (?) employees, and keeps GLA from being vulnerable to 1 person suddenly not being available.
- Reasonable availability during normal business hours.
- Opportunity to set the level of services that GLA needs and can budget for.
- Business location for GLA files.
- GLA Board retains the right to make decisions on how business is handled.
- Board of Directors has a solid base of operations with continuity into the future.

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

May 14, 2012

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1. **Call to order**
   The meeting was called to order by Richard Bolen at 7:14 pm at St. John's Church. Janet gave the opening prayer.
   PRESENT: Richard Bolen (President) aka Richard, Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Gerald Dubiel, Ken Haug, Paul Ranttalo, Laura Boise (Vice President) arrived at 7:26 pm.
   ABSENT: Sean Halling, Scott McBride, Rich Spallone (aka Rich), William Smith
   ALSO ATTENDING: Sandra Irby (Administrative Contractor), Nathan Minnick, James Ruddy (both from Minnick Management); Dan and Val O'Connell, Landowners

2. **Introduction of Minnick Management**
   Nathan Minnick, James Ruddy and the directors introduced themselves.

3. **Set Agenda**

4. **Approve April 23, 2012 Meeting Minutes**
   MOTION: Sheridan motioned and Alyssa seconded to approve the April 23, 2012, meeting minutes. **Motion carried unanimously.**

5. **Officer and Committee Reports**
   5.1 Executive Committee Report
   5.1.1 Treasurer's Reports: Budget Variance, Check & Deposit – SS
   The Board reviewed the Treasurer's Reports. **MOTION:** Janet motioned and Ken seconded to approve the April 2012 Treasurer's reports. **Motion carried unanimously.**
   5.1.2 President's Letter – RB
   Alyssa reported that the e-mail vote to approve the May 9, 2012 president's letter was unanimous.

   5.2 Road and Weed Committee Report – WS/RS – Tabled.

   5.3 Collection Committee Report – SS/RB
   Richard reported that the collection warning letter will be going out to the appropriate delinquent accounts.

   5.4 Managerial Committee Report – AA/LB
   Alyssa reported that someone put out a community telephone tree through Maydell Goulart, with the contact name of Sylvia, saying that the GLA was providing refreshments at a political forum. A telephone tree had to be sent out from the GLA to correct the error, saying that the GLA is not associated with any political or religious organizations and is not involved with the event.

   5.5 Website Committee Report – KH/AA
   Ken said that he gave Alyssa, Scott and Sandra Sharepoint usernames and passwords, and he will be sending these to the rest of the directors later this week. Directors can attend one of two meeting dates for training at Ken's home which should take about 30 minutes: Monday, May 21, or Thursday, May 24, at 7:00 pm. The Web Committee will meet this Thursday, May 17, to go over the page design and navigation. The GLA's online storage capacity is now 1 GB.
   ACTION ITEM: Ken will e-mail directions to his home at 18 Liberty Lane, North Glastonbury, for those attending the Sharepoint training meetings.

File: MtgMins 05 14 12
Drafts: 05 16 12; 05 24 12
Final Approval: 06 18 12

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6. UNFINISHED BUSINESS

6.1 Project Review – AA/RS

6.1.1 Lot 38-B (NG) - Yaney - Factory-built home variance – AA

Alyssa reported that there have been no new developments on the project.

6.1.2 Parcels 90 & 91 (SG) - Erickson Preliminary Approval fulfillment of conditions – AA

The Board reviewed documents prepared by Susan Swimley for meeting the requirements of the conditional preliminary approval. There was concern about possible future commercial uses of the property and previous input from landowners. The wording of the Use and Development Agreement, paragraph six, was edited from the third sentence to read as follows: "*In granting the variances and project approvals, the commercial uses of the property such as for a bed and breakfast or commercial lodging facility are prohibited.* [remainder of sentence deleted] *Should the property owner(s) wish to seek removal of this prohibition, the requested change must be approved by the Board.*" The rest of the paragraph remains the same.

MOTION: Alyssa motioned and Sheridan seconded,

Whereas Article 6 Section B2 of the GLA Bylaws states that the Board has the power and duty to enter into contracts and agreements, and that conditions a, b, and c of this section which require member approval of such contracts are not all present in the conjunctive and therefore do not apply;

Whereas the Board acknowledges that the Ericksons have met the criteria of the conditional, preliminary approval granted July 14, 2011, by way of the following agreements: Acknowledgment of Road Policy, the amended Use and Development Agreement, the Declaration of Building and Transfer Restrictions Easement, and the Road Maintenance Agreement;

Be it resolved that the Ericksons residential construction project on Parcel 91, South Glastonbury, is approved with the following conditions:
1. Reseed disturbed land; and
2. Obtain necessary electrical, plumbing and septic permits.

Motion carried unanimously.

6.2 Road Management Committee – WS/RS

6.2.1 Jupiter Lane Improvements

Alyssa gave background on Sheridan's subdivision project, which the GLA approved in 2006. Jupiter Way, a Tier 3 road, has not yet been brought up to the new Park County standards. William, Chair of the Road Committee, recommends upgrading the road to fulfill GLA's responsibility to provide access. Alyssa researched with William what other Tier 3 roads exist that are not up to Park County standards; there are no others in North or South Glastonbury. Laura questioned the cost and said that the GLA budgeted only for the Jupiter Way apron off Capricorn. There is a need to check the budget for the funds before proceeding. It was also brought up that there had been only one bid on the road work. Discussion.

ACTION ITEM: ***William*** – Get 2 bids on the Jupiter Way road work to present to the Board for review.

File: MtgMins 05 14 12
Drafts: 05 16 12; 05 24 12
Final Approval: 06 18 12

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7. NEW BUSINESS

7.1 Project Review Committee – AA/RS

7.1.1 Parcel 78 (SG) – Arthur and Candace Wittich Residence – AA

Alyssa presented the project. Discussion included that the Wittichs are not requesting any variances, the required setbacks are met, their application is complete and the GLA fees have been paid.

MOTION: Alyssa motioned and Sheridan seconded that the project be approved with the requirement that disturbed land be reseeded and the necessary electrical and plumbing permits be obtained. **Motion carried unanimously.**

7.2 Road Management Committee – WS/RS

7.2.1 Magnesium Chloride proposal – WS – Tabled.

7.3 Community Committee

7.3.1 Update on proposal for horses on GLA land – AA

Alyssa reported that Chris Kelley and Ian Scott are putting their project proposal on hold for now.

8. Comment Period for Visiting Landowners

Valery O'Connell made comments about various matters and asked a number of questions. Richard said no answers would be given to them at the meeting since they were involved in litigation. Daniel O'Connell also commented on various topics.

9. Adjournment – 8:56 pm

10. Next Board Meeting: June 11, 2012, at St. John's Church

File: MtgMins 05 14 12
Drafts: 05 16 12; 05 24 12
Final Approval: 06 18 12

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

May 14, 2012 – 7:00 pm

1. **Call to order**

2. **Introduction of Minnick Management**

3. **Set Agenda**

4. **Approve Meeting Minutes**
   April 23, 2012

5. **Officer and Committee Reports**
   - 5.1 Executive Committee Report
     - 5.1.1 Treasurer's Reports: Budget Variance, Check & Deposit – SS (2 min)
     - 5.1.2 President's Letter – RB (2 min)
       (Report on e-mail vote to approve)
   - 5.2 Road and Weed Committee Report – WS/RS (2 min)
   - 5.3 Collection Committee Report – SS/RB (1 min)
   - 5.4 Managerial Committee Report – AA/LB (1 min)
   - 5.5 Website Committee Report – KH/AA (1 min)

6. **UNFINISHED BUSINESS**
   - 6.1 Project Review – AA/RS
     - 6.1.1 Lot 38-B (NG) - Yaney - Factory-built home variance – AA (1 min)
     - 6.1.2 Parcels 90 & 91 (SG) - Erickson Preliminary Approval fulfillment of conditions – AA (5 min)
   - 6.2 Road & Weed Mgmt Committee – WS/RS
     - 6.2.1 Jupiter Lane Improvements

7. **NEW BUSINESS**
   - 7.1 Project Review Committee – AA/RS
     - 7.1.1 Parcel 78 (SG) – Arthur and Candace Wittich Residence – AA (5 min)
   - 7.2 Road & Weed Mgmt Committee – WS/RS
     - 7.2.1 Magnesium Chloride proposal – WS (1 min)
   - 7.3 Community Committee
     - 7.3.1 Update on proposal for horses on GLA land – AA (1 min)

8. **Comment Period for Visiting Landowners**

9. **Adjournment**

10. **Next Regular Board Meeting: June 11, 2012, at St. John's Church**

MtgAgenda 05 14 12

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through April 2012

	Jan - Apr 12	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	50.00			
104. Dwelling 2002	60.00			
105. Dwelling 2003	120.00			
106. Dwelling 2004	20.00			
108. Dwelling 2006	109.90			
109. Dwelling 2007	145.00			
110. SG Dwelling 2008	159.00			
111. SG Dwelling 2009	218.10			
112. NG Dwelling 2010	124.31			
112. SG Dwelling 2010	164.07			
113. NG Dwelling 2011	1,532.31			
113. SG Dwelling 2011	1,923.26			
114. NG Dwelling 2012	13,917.56	26,454.00	-12,536.44	52.6%
114. SG Dwelling 2012	12,685.95	19,195.00	-6,509.05	66.1%
125. Land Prior to 2000	50.00			
128. Land 2002	60.00			
129. Land 2003	120.00			
130. Land 2004	20.00			
132. Land 2006	109.89			
133. Land 2007	145.00			
134. SG Land 2008	159.00			
135. SG Land 2009	218.09			
136. NG Land 2010	124.33			
136. SG Land 2010	214.08			
137. NG Land 2011	1,532.30			
137. SG Land 2011	2,272.92			
138. NG Land 2012	18,982.38	29,383.00	-10,400.62	64.6%
138. SG Land 2012	21,369.32	33,012.00	-11,642.68	64.7%
150. GAV	4,679.50	9,359.00	-4,679.50	50.0%
160. Finance Chrgs Late Accnts	199.93			
161. Penalties Late Accounts	255.30			
100. Parcel Assessment Fees - Other	80.00			
Total 100. Parcel Assessment Fees	81,821.50	117,403.00	-35,581.50	69.7%
200. Project Review Fees				
201. Application Fee	25.00	250.00	-225.00	10.0%
202. IF - House	0.00	3,075.00	-3,075.00	0.0%
209. IF - Mobile Home	200.00			
Total 200. Project Review Fees	225.00	3,325.00	-3,100.00	6.8%
300. Roads				
301. CUT - Road Paving Loan	298.60	1,300.00	-1,001.40	23.0%
Total 300. Roads	298.60	1,300.00	-1,001.40	23.0%
400. Liens				
401. Landowner Filing Fee	56.82			
Total 400. Liens	56.82			
500. Interest Earned				
501. Savings Interest	56.36			
500. Interest Earned - Other	0.00	78.00	-78.00	0.0%
Total 500. Interest Earned	56.36	78.00	-21.64	72.3%
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	8,419.40	16,051.00	-7,631.60	52.5%
804. ChipSeal-5 payments/land	1,803.39	2,759.00	-955.61	65.4%
805. ChipSeal GAV- 5 payments	3,103.00	3,103.00	0.00	100.0%
Total 800. NG Chip Seal Income	13,325.79	21,913.00	-8,587.21	60.8%
Total Income	95,784.07	144,019.00	-48,234.93	66.5%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	380.29			

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through April 2012

	Jan - Apr 12	Budget	$ Over Budget	% of Budget
A02B. South Glastonbury	270.88			
A02C. High South Glastonbury	1,478.75			
A02. Contractors - Snow Removal - Other	0.00	8,490.00	-8,490.00	0.0%
Total A02. Contractors - Snow Removal	2,129.92	8,490.00	-6,360.08	25.1%
A03. Contractors - Weed Contrl	0.00	2,000.00	-2,000.00	0.0%
A05. Equipment Reg & Ins	1,313.00	2,360.00	-1,047.00	55.6%
A06. Equipment Mtce				
A06. Truck #1	1,137.27			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,137.27	1,500.00	-362.73	75.8%
A08. Road Improvement Loan	7,556.32	30,225.00	-22,668.68	25.0%
A09. Administration	0.00	155.00	-155.00	0.0%
A11. Miscellaneous				
A11A. Fuel	177.18	600.00	-422.82	29.5%
A11B. Sand	150.00	250.00	-100.00	60.0%
A11C. Sign Posts	223.00			
A11E. Quonset Hut Asset Expense	0.00	500.00	-500.00	0.0%
Total A11. Miscellaneous	550.18	1,350.00	-799.82	40.8%
A12. Contractors - NG Road Wrk				
A12J. Sirius Drive	75.00			
A12W. Mowing North Glastonbury	0.00	375.00	-375.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	9,124.00	-9,124.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#2	0.00	4,619.50	-4,619.50	0.0%
Chip Seal Investor#3	0.00	1,154.87	-1,154.87	0.0%
Chip Seal Investor#5	0.00	6,945.75	-6,945.75	0.0%
Total A12Y. ChSeal Investors payments	0.00	12,720.12	-12,720.12	0.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	75.00	36,219.12	-36,144.12	0.2%
A13. Contractors - SG Road Wrk				
A13W. Mowing South Glastonbury	0.00	375.00	-375.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	0.00	14,375.00	-14,375.00	0.0%
A14. Roads/Common Land Ins	0.00	5,500.00	-5,500.00	0.0%
A15. Contingency Fund	0.00	1,500.00	-1,500.00	0.0%
A16. Employee Expenses				
A16.B I.R.S.	127.68			
A16C. Department of Revenue MT	2.00			
Total A16. Employee Expenses	129.68			
Total A00. Roads & Weeds	12,891.37	103,674.12	-90,782.75	12.4%
B00. Project Review				
B01. Contractors	0.00	250.00	-250.00	0.0%
B04. Administration	0.00	725.00	-725.00	0.0%
B07. Impact Fees used for roads	0.00	2,350.00	-2,350.00	0.0%
Total B00. Project Review	0.00	3,325.00	-3,325.00	0.0%
C00-1 Legal Fees Contingency Fu				
C00-1 A General Legal /Services	16.50			
C00-1 B O'Connell Lawsuit	6,808.15			
C00-1 Legal Fees Contingency Fu - Other	0.00	3,000.00	-3,000.00	0.0%
Total C00-1 Legal Fees Contingency Fu	6,824.65	3,000.00	3,824.65	227.5%
C00-2 Gen Op/Subcontractors				
C00-2.01 Gen. Managerial Duties	2,397.50	4,837.00	-2,439.50	49.6%
C00-2.02 Virtual Message/phone	59.80	180.00	-120.20	33.2%
C00-2.04 copies & postage	0.00	175.00	-175.00	0.0%
Total C00-2 Gen Op/Subcontractors	2,457.30	5,192.00	-2,734.70	47.3%
C00. Community/Complaints				

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through April 2012

	Jan - Apr 12	Budget	$ Over Budget	% of Budget
C01. Contractors	0.00	1,800.00	-1,800.00	0.0%
C04. Legal Fees	0.00	870.00	-870.00	0.0%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
Total C00. Community/Complaints	0.00	2,845.00	-2,845.00	0.0%
D00. Recreation				
D03. Parkland/Recreation				
D03A. Parkland Electricity	100.40	500.00	-399.60	20.1%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
D03F. Cement Pad	0.00	1,450.00	-1,450.00	0.0%
D03G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. Parkland/Recreation	100.40	2,490.00	-2,389.60	4.0%
Total D00. Recreation	100.40	2,490.00	-2,389.60	4.0%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	0.00	100.00	-100.00	0.0%
Total F00. Website	0.00	455.00	-455.00	0.0%
G00. Liens				
G01. Lien Filing	84.76	350.00	-265.24	24.2%
G03. Administration	120.00	300.00	-180.00	40.0%
G04. Credit Report Research	60.00	500.00	-440.00	12.0%
Total G00. Liens	264.76	1,150.00	-885.24	23.0%
J00. Other Projects				
J03.Policies & Procedures	2,443.50	2,440.00	3.50	100.1%
Total J00. Other Projects	2,443.50	2,440.00	3.50	100.1%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	150.00	5,980.00	-5,830.00	2.5%
K02. Contractors - Bookkeeper	1,522.50	3,600.00	-2,077.50	42.3%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	530.04	950.00	-419.96	55.8%
K07. Postage and Delivery	254.64	1,200.00	-945.36	21.2%
K08. Monthly Board Meetings	1,785.00	2,855.00	-1,070.00	62.5%
K11. Rent				
K11B. Storage/Boxes	50.00	300.00	-250.00	16.7%
K11. Rent - Other	375.00	240.00	135.00	156.3%
Total K11. Rent	425.00	540.00	-115.00	78.7%
K12. Insurance				
K12A. GLA Board Liability Ins	1,341.00	1,342.00	-1.00	99.9%
Total K12. Insurance	1,341.00	1,342.00	-1.00	99.9%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	15.00	70.00	-55.00	21.4%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K17. Equipment Purchases	243.50			
K18. Miscellaneous	99.00			
K19. Quarterly Newsletter	165.00	950.00	-785.00	17.4%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	6,530.68	19,015.00	-12,484.32	34.3%
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	0.00	400.00	-400.00	0.0%
M05. Refreshments	7.28	200.00	-192.72	3.6%
M06. Rent	0.00	75.00	-75.00	0.0%
M07. Miscellaneous	7.20			
M08. Copies	0.00	125.00	-125.00	0.0%
Total M00. Annual Meeting/Elections	14.48	1,690.00	-1,675.52	0.9%
Total Expense	31,527.14	145,276.12	-113,748.98	21.7%
Net Ordinary Income	64,256.93	-1,257.12	65,514.05	-5,111.4%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through April 2012

	Jan - Apr 12	Budget	$ Over Budget	% of Budget
Net Income	64,256.93	-1,257.12	65,514.05	-5,111.4%

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GLA 03053

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

June 18, 2012

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1. **Call to order**
   The meeting was called to order by Richard Bolen at 7:06 p.m. at St. John's Church. William Smith gave the opening prayer.
   PRESENT: Richard Bolen (President) aka Richard, Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Gerald Dubiel, Sean Halling, Paul Ranttalo, William Smith, Rich Spallone (aka Rich).
   ABSENT: Scott McBride, Laura Boise (Vice President), Ken Haug
   ALSO ATTENDING: Nathan Minnick and James Ruddy (Minnick Management), Landowners: Charlene Murphy, Timothy Murphy, Ron Wartman, Kristi Sones, Bob Sones, Tom Barry, Darryl Windorski, Tim Brockett, Jeanne Campbell (Ombudsman), James Kozlik, Val O'Connell (arrived at 9:00 p.m.).
   Neighbor: Danilie Howe.

2. **Introduction of Minnick Management**
   Richard Bolen introduced James Ruddy and Nathan Minnick, describing that a 6-month trial period has begun in June with Minnick Management who will be handling administrative duties for the GLA.

3. **Board Meeting Conduct Policy**
   Janet Naclerio read the Board Meeting Conduct Policy.

4. **Set Agenda**

5. **Approve Meeting Minutes**
   Sheridan motioned and Gerald seconded to approve the May 14, 2012, meeting minutes. **Motion carried unanimously**. Abstentions: William, Rich and Sean who were not present May 14.

6. **Officer and Committee Reports**
   6.1 Executive Committee Report
   6.1.1 Treasurer's Reports: Budget Variance, Check & Deposit – SS
   Sheridan presented the May 2012 Treasurer's Reports. **MOTION:** Alyssa motioned and William seconded to approve the May 2012 Treasurer's reports. **Motion carried unanimously.**

   6.2 Managerial Committee Report – AA/LB
   Alyssa reported the committee's progress on transitioning administrative duties to Minnick Management and how items such as voice mail, post mail, communications, bookkeeping and payment processing, and other communications are handled. Alyssa also discussed the major task of organizing and then electronically indexing GLA records. It has been determined that working with Sandra Irby is the most beneficial option to handle this process.

   6.3 Project Review Committee Report – AA/RB
   Alyssa has been performing the administrative duties for project reviews (under a matter of necessity) and discussed how the basic administrative duties involved in processing applications is now being passed onto Minnick Management. For variances or other projects that require extra time it was determined that a modification of the Management Contract to allow Minnick Management to be paid for this additional level of work if needed. **MOTION:** Alyssa motioned and Sheridan seconded that project reviews

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requiring an administration of variances or unusual circumstances will be billed by Minnick Management to the GLA at the rate of $20/hour. **Motion carried unanimously.**

6.4 Road and Weed Mgmt Committee Report – WS/RS
William reported that missing signs in SG on Arcturus and Virgo Way have been ordered. 2 to 3 gradings of Hercules have been competed at the expense of the Ericksons, not the GLA.

6.5 Website Committee Report – KH/AA
Alyssa reported the continued work by Kenneth Haug to prepare the GLA's SharePoint service. Alyssa discussed her review and findings to propose a cost effective solution to bring the GLA website current through Rudy Parker as well as hosting through Dream Host. **MOTION:** Alyssa motioned and William seconded to approve having the GLA-MT.org website hosted on Dream Host for $5/month and have Rudy Parker make the basic changes so that the website can be brought current until the GLA no longer needs the site. Rudy is to be paid the customary amount of $20/hour. **Motion carried unanimously.**

7. UNFINISHED BUSINESS

7.1 Project Review – AA/RS

7.1.1 Lot 38-B (NG) - Yaney – Revised Factory-built home – AA
Alyssa reported that the Yaneys have decided not to pursue a variance and have elected to redesign to meet the 30-foot building height restriction. Existing mobile home dwelling of less than 1200 sq/ft on site will remain and be for occasional guest use only. William mentioned that the property would need to meet DEQ sanitation standards and that a note should be given on approval regarding the DEQ approved COSA restrictions to the Yaneys. It is not within the GLA's authority to determine DEQ qualifications.

Alyssa motioned and Sean seconded that the residence application for Ralph and Lucile Yaney, Lot 38-B NG, be approved with the following conditions: 1) electrical and plumbing permits be acquired, and septic if necessary; 2) disturbed land be reseeded; 3) the existing trailer home on the site be designated as occasional guest use only in accordance with the Land Use Master Plan. A note will be added to advise the Yaneys of the DEQ COSA restrictions to a single family residence dated November 1998. **Motion carried unanimously.** Abstentions: Gerald.

7.1.2 Dwelling Assessment – Covenant 11.03 – AA
Alyssa brought discussion on how Covenant 11.03 requires that each dwelling unit be assessed, and this is currently being applied to lots with 2nd residences, but not to guesthouses. Discussion on whether or not guesthouses should potentially be assessed in some fashion based not on the usages of a dwelling but on the existence of a dwelling as stated in the covenants.
ACTION ITEM: ***Alyssa/William*** – Determine if Land Use Master Plan review is due.

7.2 Road & Weed Mgmt Committee – WS/RS

7.2.1 Jupiter Way Improvements – WS
William reported on the status of the required upgrade to County standards of Jupiter Way and approach to Capricorn Drive. Richard noted that Sheridan's

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discussion in this matter would only be as landowner and not in a board capacity. In order to be sure of competitive pricing and to ensure equal opportunity amongst contractors William requested bids from three contractors. Two estimates were received and one respectfully declined to bid. Mike Adkins Construction bid $11,100 (Jupiter Way Road Work) & $1,500 (Jupiter Way Intersection Landing). Bainter Construction bid $21,742 (Jupiter Way Road Work) & $735 (Jupiter Way Intersection Landing). Discussion continued as to the GLA's responsibility to upgrade to County standards and, based on precedent with Tim Brockett, the potential to share costs of the project based on Sheridan's contract with Mike Adkins to have the work done at a lesser cost. Further discussion on how Mike Adkins' "bid" was nearly twice as high as his preferential customer price. Nathan pointed out that most of the associations he manages have found they get a better price when they stick with a contractor who has established a good track record of quality service at a good price, and is not asked to draw up bids on a continual basis. **MOTION:** Alyssa motioned and Janet seconded that the GLA will reimburse Sheridan 50% of the cost of the Jupiter Way improvements based on the quote from Mike Adkins of $5,900 and the apron work will be paid for by the GLA out of the NG chip seal funds as previously established. **Motion carried unanimously**. Abstentions: Gerald and Sheridan.

7.2.2 Crack Sealing for NG Asphalt – WS

Report from William regarding obtaining estimates for crack sealing asphalt in NG. Determination by committee that Paul's original bid of $14,500 is the best value. William recommended that Paul's bid of $14,500 be accepted for the crack sealing project of NG. Charlene Murphy, bookkeeper, reported that the budgeted funds are available for this project. **MOTION**: by William seconded by Sheridan that we accept Paul's bid to crack seal NG paved roads and use NG chip seal funds to pay. **Motion carried unanimously**. Abstentions: Paul.

8. NEW BUSINESS

8.1 Minnick Management – Details for working together – AA/NM

8.1.1 Nathan discussed the need to designate a GLA Director as main contact for Minnick Management to ensure efficient communication. Discussion on the process of bill payment/approval and the Treasurer's continued role of approval of payments. **MOTION:** Sheridan motioned and Gerald seconded to designate Alyssa to be the designated director to Minnick Management. **Motion carried unanimously.**

Discussion on more workflow items and how the board and management will work together. Nathan recommended the establishment of a petty cash fund to be held by Treasurer for incidentals. **MOTION:** Alyssa motioned and William seconded that the GLA establish a petty cash fund of $200 to be in the possession of the Treasurer. **Motion carried unanimously.**

8.2 Debit Card Usage Limit Adjustments – SS

Discussion. **MOTION:** Sheridan motioned and Sean seconded $0 for ATM use, $500 for point-of-sale use, and $500 for online use with the provision that if a larger amount is needed, the authorized signers on the bank account, (i.e. President, Vice President, Treasurer, Secretary) may request a temporary limit increase from the bank. **Motion carried unanimously.**

8.3 Credit/Debit card processing via Minnick Mgmt – NM

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Nathan reported that Minnick Management has the ability to accept credit card payments and asked the board if they would like this option. Nathan suggested that the board take into consideration the 3.25% processing fee and recommended potential conditions for accepting payments. **MOTION**: Sheridan motioned and Janet seconded to authorize Minnick Management to accept debit/cc payments in situations of arrears where there is a 12-month delinquency or a lien on a property. **Motion carried unanimously.**

8.4 July Newsletter content – AA
Alyssa noted newsletter items to include: 1) announce the 6-month trial period of Minnick Management and provide contact info; 2) 2013 GLA collection of assessments either one payment by the end of January or quarterly payments; 3) Lawsuit update.

8.5 Letter from Darryl Windorski – RB
Acknowledgement of Darryl's questions and concerns based on his interpretation of how the board and budget work as well as discussion with Darryl of general GLA operations.

9. Comment Period for Visiting Landowners
Tim Brockett spoke on how the board is elected by the landowners to be in charge of operations and this process is concurrent with the GLA's governing documents. Tim also spoke of how the landowners took away the power they loaned to one of the O'Connells by removing Daniel O'Connell from the board. He is concerned that the O'Connell's intent in suing the association is to gain control and take away the power loaned to the board from the landowners.

Valery O'Connell made comments about various matters.

10. Adjournment - 10:35 p.m.

11. Next Board Meeting: July 9, 2012, at St. John's Church

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GLA 03058

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

June 18, 2012 – 7:00 pm

1. **Call to order**

2. **Introduction of Minnick Management**

3. **Board Meeting Conduct Policy**

4. **Set Agenda**

5. **Approve Meeting Minutes**
   May 14, 2012

6. **Officer and Committee Reports**
   - 6.1 Executive Committee Report
     - 6.1.1 Treasurer's Reports: Budget Variance, Check & Deposit – SS (2 min)
   - 6.2 Managerial Committee Report – AA/LB (1 min)
   - 6.3 Project Review Committee Report – AA/RB (1 min)
   - 6.4 Road and Weed Mgmt Committee Report – WS/RS (1 min)
   - 6.5 Website Committee Report – KH/AA (1 min)

7. **UNFINISHED BUSINESS**
   - 7.1 Project Review – AA/RS
     - 7.1.1 Lot 38-B (NG) - Yaney – Revised Factory-built home – AA (3 min)
     - 7.1.2 Dwelling Assessment – Covenant 11.03 – AA (5 min)
   - 7.2 Road & Weed Mgmt Committee – WS/RS
     - 7.2.1 Jupiter Lane Improvements – WS (5 min)
     - 7.2.2 Crack Sealing for NG Asphalt – WS (5 min)

8. **NEW BUSINESS**
   - 8.1 Minnick Management – Details for working together
     - 8.1.1 Designate Director as main contact for Minnick
   - 8.2 Debit Card Usage Limit Adjustments – SS (3 min)
   - 8.3 Credit/Debit card processing via Minnick Mgmt – NM (5 min)
   - 8.4 July Newsletter content – AA (3 min)
   - 8.5 Letter from Darryl Windorski – RB (10 min)

9. **Comment Period for Visiting Landowners**

10. **Adjournment**

11. **Next Board Meeting: July 9, 2012, at St. John's Church**

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06/15/12

Glastonbury Landowner's Association

2012 Budget Variance Report

January through May 2012

	Jan - May 12	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	80.00			
104. Dwelling 2002	60.00			
105. Dwelling 2003	120.00			
106. Dwelling 2004	70.00			
108. Dwelling 2006	109.90			
109. Dwelling 2007	145.00			
110. SG Dwelling 2008	159.00			
111. SG Dwelling 2009	218.10			
112. NG Dwelling 2010	332.00			
112. SG Dwelling 2010	318.82			
113. NG Dwelling 2011	1,778.59			
113. SG Dwelling 2011	1,974.43			
114. NG Dwelling 2012	16,667.90	26,454.00	-9,786.10	63.0%
114. SG Dwelling 2012	12,838.95	19,195.00	-6,356.05	66.9%
125. Land Prior to 2000	80.00			
128. Land 2002	60.00			
129. Land 2003	120.00			
130. Land 2004	70.00			
132. Land 2006	109.89			
133. Land 2007	145.00			
134. SG Land 2008	159.00			
135. SG Land 2009	218.09			
136. NG Land 2010	332.02			
136. SG Land 2010	368.83			
137. NG Land 2011	1,778.79			
137. SG Land 2011	2,357.09			
138. NG Land 2012	22,047.89	29,383.00	-7,335.11	75.0%
138. SG Land 2012	22,525.07	33,012.00	-10,486.93	68.2%
150. GAV	4,679.50	9,359.00	-4,679.50	50.0%
160. Finance Chrgs Late Accnts	282.23			
161. Penalties Late Accounts	291.16			
100. Parcel Assessment Fees - Other	80.00			
Total 100. Parcel Assessment Fees	90,577.25	117,403.00	-26,825.75	77.2%
200. Project Review Fees				
201. Application Fee	50.00	250.00	-200.00	20.0%
202. IF - House	0.00	3,075.00	-3,075.00	0.0%
203. IF - Structures 200/800sf	100.00			
209. IF - Mobile Home	200.00			
Total 200. Project Review Fees	350.00	3,325.00	-2,975.00	10.5%
300. Roads				
301. CUT - Road Paving Loan	578.17	1,300.00	-721.83	44.5%
Total 300. Roads	578.17	1,300.00	-721.83	44.5%
400. Liens				
401. Landowner Filing Fee	56.82			
Total 400. Liens	56.82			
500. Interest Earned				
501. Savings Interest	72.95			
500. Interest Earned - Other	0.00	78.00	-78.00	0.0%
Total 500. Interest Earned	72.95	78.00	-5.05	93.5%
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	11,301.85	16,051.00	-4,749.15	70.4%
804. ChipSeal-5 payments/land	2,026.61	2,759.00	-732.39	73.5%
805. ChipSeal GAV- 5 payments	3,103.00	3,103.00	0.00	100.0%
Total 800. NG Chip Seal Income	16,431.46	21,913.00	-5,481.54	75.0%
Total Income	108,066.65	144,019.00	-35,952.35	75.0%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through May 2012

	Jan - May 12	Budget	$ Over Budget	% of Budget
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	380.29			
A02B. South Glastonbury	270.88			
A02C. High South Glastonbury	1,478.75			
A02. Contractors - Snow Removal - Other	0.00	8,490.00	-8,490.00	0.0%
Total A02. Contractors - Snow Removal	2,129.92	8,490.00	-6,360.08	25.1%
A03. Contractors - Weed Contrl	0.00	2,000.00	-2,000.00	0.0%
A05. Equipment Reg & Ins	1,313.00	2,360.00	-1,047.00	55.6%
A06. Equipment Mtce				
A06. Truck #1	1,137.27			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,137.27	1,500.00	-362.73	75.8%
A08. Road Improvement Loan	15,112.64	30,225.00	-15,112.36	50.0%
A09. Administration	0.00	155.00	-155.00	0.0%
A11. Miscellaneous				
A11A. Fuel	177.18	600.00	-422.82	29.5%
A11B. Sand	150.00	250.00	-100.00	60.0%
A11C. Sign Posts	223.00			
A11E. Quonset Hut Asset Expense	0.00	500.00	-500.00	0.0%
Total A11. Miscellaneous	550.18	1,350.00	-799.82	40.8%
A12. Contractors - NG Road Wrk				
A12J. Sirius Drive	75.00			
A12W. Mowing North Glastonbury	0.00	375.00	-375.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	9,124.00	-9,124.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#2	0.00	4,619.50	-4,619.50	0.0%
Chip Seal Investor#3	0.00	1,154.87	-1,154.87	0.0%
Chip Seal Investor#5	0.00	6,945.75	-6,945.75	0.0%
Total A12Y. ChSeal Investors payments	0.00	12,720.12	-12,720.12	0.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	75.00	36,219.12	-36,144.12	0.2%
A13. Contractors - SG Road Wrk				
A13W. Mowing South Glastonbury	0.00	375.00	-375.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	0.00	14,375.00	-14,375.00	0.0%
A14. Roads/Common Land Ins	0.00	5,500.00	-5,500.00	0.0%
A15. Contingency Fund	0.00	1,500.00	-1,500.00	0.0%
A16. Employee Expenses				
A16.B I.R.S.	127.68			
A16C. Department of Revenue MT	2.00			
Total A16. Employee Expenses	129.68			
Total A00. Roads & Weeds	20,447.69	103,674.12	-83,226.43	19.7%
B00. Project Review				
B01. Contractors	0.00	250.00	-250.00	0.0%
B04. Administration	0.00	725.00	-725.00	0.0%
B07. Impact Fees used for roads	0.00	2,350.00	-2,350.00	0.0%
Total B00. Project Review	0.00	3,325.00	-3,325.00	0.0%
C00-1 Legal Fees Contingency Fu				
C00-1 A General Legal /Services	16.50			
C00-1 B O'Connell Lawsuit	7,088.15			
C00-1 Legal Fees Contingency Fu - Other	0.00	3,000.00	-3,000.00	0.0%
Total C00-1 Legal Fees Contingency Fu	7,104.65	3,000.00	4,104.65	236.8%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through May 2012

	Jan - May 12	Budget	$ Over Budget	% of Budget
C00-2 Gen Op/Subcontractors				
C00-2.01 Gen. Managerial Duties	4,002.50	4,837.00	-834.50	82.7%
C00-2.02 Virtual Message/phone	74.75	180.00	-105.25	41.5%
C00-2.04 copies & postage	0.00	175.00	-175.00	0.0%
Total C00-2 Gen Op/Subcontractors	4,077.25	5,192.00	-1,114.75	78.5%
C00. Community/Complaints				
C01. Contractors	0.00	1,800.00	-1,800.00	0.0%
C04. Legal Fees	0.00	870.00	-870.00	0.0%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
Total C00. Community/Complaints	0.00	2,845.00	-2,845.00	0.0%
D00. Recreation				
D03. Parkland/Recreation				
D03A. Parkland Electricity	125.50	500.00	-374.50	25.1%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
D03F. Cement Pad	0.00	1,450.00	-1,450.00	0.0%
D03G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. Parkland/Recreation	125.50	2,490.00	-2,364.50	5.0%
Total D00. Recreation	125.50	2,490.00	-2,364.50	5.0%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	0.00	100.00	-100.00	0.0%
F03. Software	22.75			
F04. Miscellaneous	25.06			
Total F00. Website	47.81	455.00	-407.19	10.5%
G00. Liens				
G01. Lien Filing	84.76	350.00	-265.24	24.2%
G03. Administration	375.00	300.00	75.00	125.0%
G04. Credit Report Research	60.00	500.00	-440.00	12.0%
Total G00. Liens	519.76	1,150.00	-630.24	45.2%
J00. Other Projects				
J03.Policies & Procedures	2,643.50	2,440.00	203.50	108.3%
Total J00. Other Projects	2,643.50	2,440.00	203.50	108.3%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	270.00	5,980.00	-5,710.00	4.5%
K02. Contractors - Bookkeeper	1,980.00	3,600.00	-1,620.00	55.0%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	565.49	950.00	-384.51	59.5%
K07. Postage and Delivery	362.64	1,200.00	-837.36	30.2%
K08. Monthly Board Meetings	1,985.00	2,855.00	-870.00	69.5%
K11. Rent				
K11B. Storage/Boxes	125.00	300.00	-175.00	41.7%
K11. Rent - Other	375.00	240.00	135.00	156.3%
Total K11. Rent	500.00	540.00	-40.00	92.6%
K12. Insurance				
K12A. GLA Board Liability Ins	1,341.00	1,342.00	-1.00	99.9%
Total K12. Insurance	1,341.00	1,342.00	-1.00	99.9%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	15.00	70.00	-55.00	21.4%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K17. Equipment Purchases	243.50			
K18. Miscellaneous	99.00			
K19. Quarterly Newsletter	165.00	950.00	-785.00	17.4%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	7,526.63	19,015.00	-11,488.37	39.6%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through May 2012

	Jan - May 12	Budget	$ Over Budget	% of Budget
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	0.00	400.00	-400.00	0.0%
M05. Refreshments	7.28	200.00	-192.72	3.6%
M06. Rent	0.00	75.00	-75.00	0.0%
M07. Miscellaneous	7.20			
M08. Copies	0.00	125.00	-125.00	0.0%
Total M00. Annual Meeting/Elections	14.48	1,690.00	-1,675.52	0.9%
Total Expense	42,507.27	145,276.12	-102,768.85	29.3%
Net Ordinary Income	65,559.38	-1,257.12	66,816.50	-5,215.0%
Net Income	65,559.38	-1,257.12	66,816.50	-5,215.0%

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

July 9, 2012 – 7:00 pm

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1. **Call to Order**
   The meeting was called to order by Richard Bolen at 7:04 p.m. at St. John's Church. Janet Naclerio gave the opening prayer.
   PRESENT: Richard Bolen (President) aka Richard, Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Gerald Dubiel, Sean Halling, Paul Ranttalo, William Smith, Rich Spallone (aka Rich), Laura Boise (Vice President) arrived at 7:30.
   ABSENT: Scott McBride, Ken Haug
   ALSO ATTENDING: Nathan Minnick and James Ruddy (Minnick Management), Landowners: Timothy Murphy, Jeff and Jerry Ladewig, Daniel and Valery O'Connell.

2. **Introduction of Minnick Management**
   Richard Bolen introduced James Ruddy and Nathan Minnick with Minnick Management, Inc.

3. **Board Meeting Policies**
   3.1 Board Meeting Conduct Policy – read by Janet
   3.2 Length of Meeting Time
   Richard noted that meetings will adjourn at 9:00 p.m. and rescheduling may happen in order to accommodate agenda items not covered within the meeting time frame.
   3.3 Protocol for Acceptance of Agenda Items
   Alyssa discussed updating of agenda item submission forms with current contact information for Minnick Management, and how it would be beneficial for issues to first be handled through the appropriate committee for review prior to being placed on the agenda. Richard noted that this progression would help meetings run more efficiently.
   Action item: ***Alyssa*** – Proposal for agenda item procedures to be presented at the next meeting.

4. **Set Agenda**

5. **Approve Meeting Minutes**
   Sheridan motioned and Gerald seconded to approve the June 18, 2012, meeting minutes. **Motion carried unanimously**. Abstentions: Laura who was not present June 18.

6. **Officer and Committee Reports**
   6.1 Executive Committee Report
   6.1.1 Treasurer's Reports: Budget Variance, Check & Deposit - SS
   Sheridan presented the June 2012 Treasurer's Reports. Rich noted the Ericksons paid for additional road maintenance on Hercules Drive. Richard asked for clarification of how checks are distributed. Nathan reported that once bills are approved, checks are sent to the Treasurer for signature and submittal. **MOTION:** Janet motioned and Paul seconded to approve the June 2012 Treasurer's reports. **Motion carried unanimously.**

   6.2 Managerial Committee Report – AA/LB
   6.2.1 Fireworks Ban – e-mail/phone voting results
   Alyssa noted that the board unanimously approved banning fireworks through an e-mail vote due to the emergency nature of the situation and recommendation by the state fire marshal.

   6.2.2 Update on Various Issues
   Alyssa discussed how things are going with Minnick Management and how processes are being updated. Voice Nation could become unnecessary at some

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point with Minnick Management in place to handle inquiries. Alyssa noted the coordination of a meeting in August to work on updating forms and organizing files with willing directors, Sandra, and Denise.

6.3 Project Review Committee Report – AA/RB

Alyssa discussed how Project Review forms need updating and reworking for simplification and ease of use, and suggested that each form could be devoted to a single project type. Alyssa reported that Sandra could do this work in about 10 hours. Gerald mentioned that he would like to provide a site checklist for landowners so they know what is required for the site inspection. **MOTION:** Alyssa motioned and William seconded that the GLA contract with Irby Enterprises to revise and update the project review forms and process with a budget of $200 or less. Sandra will be supervised by the Project Review Committee and incorporate their changes and direction. Discussion: William noted the importance of not imposing review items that are above the GLA's oversight and duty. Laura mentioned the idea that updating be done in concurrence with state and country standards. **Motion carried unanimously.**

Action item: ***Alyssa*** – Work with Sandra on updating Project Review forms.

Action item: ***Gerald*** – Create a site inspection checklist for Alyssa to incorporate into new forms.

6.4 Road and Weed Mgmt Committee Report – WS/RS

Update by William that signs have been received for Arcturus and Virgo, and will be installed. Paul updated the board on the status of the crack sealing repair and that he will be obtaining the necessary equipment to commence work.

6.4.1 Parcel 81 SG Hansard weed infestation

Rich reported that upon inspection he saw that debris that had been on Parcel 81 previously has been cleaned properly by Mike Adkins, but there is a big problem with a heavy infestation of Knapweed that should be take care of. William noted that it would be best to simply turn this over to the County Weed Supervisor since the GLA encourages owners to control weeds but does not provide for the mitigation of them on individual owner's property. **MOTION**: Alyssa motioned and Gerald seconded that the GLA provide owner contact information for Parcel 81 SG to Clay Williams, the Park County weed supervisor, in order to address the Knapweed infestation issue. Discussion noted that ownership records are public record and accessible through the county. **Motion carried unanimously.**

6.5 Website Committee Report – KH/AA

Alyssa updated the board on work with Rudy Parker and that they are making progress on the GLA-MT.org website. Updating may possibly be done by the end of this week.

7. UNFINISHED BUSINESS

7.1 July Newsletter Draft – AA

Alyssa provided a draft of the newsletter for review and the board commenced a general discussion about the document.

ACTION ITEM: ***Alyssa*** – E-mail the latest Newsletter draft to the board with instructions to reply with comments or edits.

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8. NEW BUSINESS

8.1 Project Review – AA/RS

8.1.1 Lot 33-C (SG) - Ladewig – Residence - AA

Alyssa presented the Ladewig Project Review Application and noted that the Ladewigs and their architect have worked hard to ensure that the project is in compliance with all requirements. Gerald reported that the necessary setbacks are being met. **MOTION**: Alyssa motioned and Sheridan seconded that preliminary approval be given to Jeff and Jerry Ladewig, Lot 33-C (SG) for their residence, well, driveway and septic with the conditions that disturbed land be reseeded, and that the necessary electrical, plumbing and septic permits be acquired. Discussion: Paul inquired about the disposal of existing concrete foundation. William noted his recollection about a shared well and that all DEQ requirements would need to be followed for sharing or drilling of a new well. **Motion carried unanimously.**

8.2 Managerial Committee – AA/LB

8.2.1 Create Master Plan Committee – AA

Alyssa proposed that the board re-establish the Master Plan Committee due to the necessity of it being reviewed within five years according to Secton 5.2 of the Master Plan.

MOTION: Alyssa motioned and William seconded to reestablish and form the Master Plan Committee. **Motion carried unanimously.**

Alyssa then suggested that the committee be populated, and the board commenced a discussion on who would be willing to serve on the committee, recommending possible landowners who were previously involved and could be contacted. Laura volunteered to chair the committee and would ask Scott McBride if he would be willing to serve on the committee as well.

ACTION ITEM: ***Laura*** – Contact Scott McBride and landowners to find out if they are willing to serve on the committee.

General discussion by the board about potentially reviewing the GLA covenants through a committee. Board may look into this at the next meeting.

8.2.2 Review & Update Committee Membership – AA

Alyssa presented the existing committee list, and discussed the complications of having the entire board as members of a committee. Laura suggested smaller committees to promote interest by members. Alyssa noted that according to the Bylaws, a committee needs 2 directors, and only one would be required to be the chairperson. Richard expressed that the budget committee and executive committee should not be populated with the exact same members. William expressed that due to the road budget being a major share of the overall budget, a road committee member should be on the budget committee. General discussion and streamlining process commenced for each committee and an updated list of committees and members was drafted. **MOTION**: Alyssa motioned and Sheridan seconded that the board adopt the revised board committee membership and chairperson designations as discussed and edited. **Motion carried unanimously.**

ACTION ITEM: ***Alyssa*** – Revise and distribute new committee membership list to board via e-mail.

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9. **Comment Period for Visiting Landowners**
   Daniel and Valery O'Connell made comments about various matters.

10. **Adjournment at 8:55 p.m.**

11. **Next Board Meeting: August 13, 2012, at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

July 9, 2012 – 7:00 pm

1. **Call to Order**

2. **Introduction of Minnick Management**

3. **Board Meeting Policies**
   - 3.1 Board Meeting Conduct Policy
   - 3.2 Length of Meeting Time
   - 3.3 Protocol for Acceptance of Agenda Items

4. **Set Agenda**

5. **Approve Meeting Minutes**
   June 18, 2012

6. **Officer and Committee Reports**
   - 6.1 Executive Committee Report
     - 6.1.1 Treasurer's Reports: Budget Variance, Check & Deposit – SS (5 min)
   - 6.2 Managerial Committee Report – AA/LB (5 min)
     - 6.2.1 Fireworks Ban – e-mail/phone voting results
   - 6.3 Project Review Committee Report – AA/RB (1 min)
   - 6.4 Road and Weed Mgmt Committee Report – WS/RS (3 min)
     - 6.4.1 Parcel 81 SG Hansard weed infestation
   - 6.5 Website Committee Report – KH/AA (1 min)

7. **UNFINISHED BUSINESS**
   - 7.1 July Newsletter Draft – AA (5 min)

8. **NEW BUSINESS**
   - 8.1 Project Review – AA/RS
     - 8.1.1 Lot 33-C (SG) - Ladewig – Residence – AA (5 min)
   - 8.2 Managerial Committee – AA/LB
     - 8.2.1 Create Master Plan Committee – AA (3 min)
     - 8.2.2 Review & Update Committee Membership – AA (5 min)

9. **Comment Period for Visiting Landowners**

10. **Adjournment**

11. **Next Board Meeting: August 13, 2012, at St. John's Church**

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through June 2012

	Jan - Jun 12	Budget	$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	80.00			
104. Dwelling 2002	60.00			
105. Dwelling 2003	120.00			
106. Dwelling 2004	70.00			
108. Dwelling 2006	109.90			
109. Dwelling 2007	145.00			
110. SG Dwelling 2008	159.00			
111. SG Dwelling 2009	218.10			
112. NG Dwelling 2010	332.00			
112. SG Dwelling 2010	343.97			
113. NG Dwelling 2011	1,905.33			
113. SG Dwelling 2011	2,070.10			
114. NG Dwelling 2012	17,164.47	26,454.00	-9,289.53	64.9%
114. SG Dwelling 2012	13,152.40	19,195.00	-6,042.60	68.5%
125. Land Prior to 2000	80.00			
128. Land 2002	60.00			
129. Land 2003	120.00			
130. Land 2004	70.00			
132. Land 2006	109.89			
133. Land 2007	145.00			
134. SG Land 2008	159.00			
135. SG Land 2009	218.09			
136. NG Land 2010	332.02			
136. SG Land 2010	404.83			
137. NG Land 2011	1,905.55			
137. SG Land 2011	2,540.50			
138. NG Land 2012	22,544.46	29,383.00	-6,838.54	76.7%
138. SG Land 2012	23,219.02	33,012.00	-9,792.98	70.3%
150. GAV	4,679.50	9,359.00	-4,679.50	50.0%
160. Finance Chrgs Late Accnts	282.23			
161. Penalties Late Accounts	304.03			
100. Parcel Assessment Fees - Other	80.00			
Total 100. Parcel Assessment Fees	93,184.39	117,403.00	-24,218.61	79.4%
200. Project Review Fees				
201. Application Fee	50.00	250.00	-200.00	20.0%
202. IF - House	0.00	3,075.00	-3,075.00	0.0%
203. IF - Structures 200/800sf	100.00			
209. IF - Mobile Home	200.00			
Total 200. Project Review Fees	350.00	3,325.00	-2,975.00	10.5%
300. Roads				
301. CUT - Road Paving Loan	578.17	1,300.00	-721.83	44.5%
Total 300. Roads	578.17	1,300.00	-721.83	44.5%
400. Liens				
401. Landowner Filing Fee	56.82			
Total 400. Liens	56.82			
500. Interest Earned				
501. Savings Interest	89.04			
500. Interest Earned - Other	0.00	78.00	-78.00	0.0%
Total 500. Interest Earned	89.04	78.00	11.04	114.2%
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	11,922.50	16,051.00	-4,128.50	74.3%
804. ChipSeal-5 payments/land	2,026.61	2,759.00	-732.39	73.5%
805. ChipSeal GAV- 5 payments	3,103.00	3,103.00	0.00	100.0%
Total 800. NG Chip Seal Income	17,052.11	21,913.00	-4,860.89	77.8%
Total Income	111,310.53	144,019.00	-32,708.47	77.3%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through June 2012

	Jan - Jun 12	Budget	$ Over Bud...	% of Budget
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	380.29			
A02B. South Glastonbury	270.88			
A02C. High South Glastonbury	1,478.75			
A02. Contractors - Snow Removal - Other	0.00	8,490.00	-8,490.00	0.0%
Total A02. Contractors - Snow Removal	2,129.92	8,490.00	-6,360.08	25.1%
A03. Contractors - Weed Contrl	0.00	2,000.00	-2,000.00	0.0%
A05. Equipment Reg & Ins	1,313.00	2,360.00	-1,047.00	55.6%
A06. Equipment Mtce				
A06. Truck #1	1,137.27			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,137.27	1,500.00	-362.73	75.8%
A08. Road Improvement Loan	15,112.64	30,225.00	-15,112.36	50.0%
A09. Administration	0.00	155.00	-155.00	0.0%
A11. Miscellaneous				
A11A. Fuel	177.18	600.00	-422.82	29.5%
A11B. Sand	150.00	250.00	-100.00	60.0%
A11C. Sign Posts	223.00			
A11E. Quonset Hut Asset Expense	0.00	500.00	-500.00	0.0%
Total A11. Miscellaneous	550.18	1,350.00	-799.82	40.8%
A12. Contractors - NG Road Wrk				
A12B. Aries Drive	303.33			
A12F. Gemini Road	308.00			
A12I. Pisces Way	616.00			
A12J. Sirius Drive	378.33			
A12K. Taurus Road	611.34			
A12L. Venus Way	308.00			
A12W. Mowing North Glastonbury	0.00	375.00	-375.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	9,124.00	-9,124.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#2	0.00	4,619.50	-4,619.50	0.0%
Chip Seal Investor#3	0.00	1,154.87	-1,154.87	0.0%
Chip Seal Investor#5	0.00	6,945.75	-6,945.75	0.0%
Total A12Y. ChSeal Investors payments	0.00	12,720.12	-12,720.12	0.0%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	2,525.00	36,219.12	-33,694.12	7.0%
A13. Contractors - SG Road Wrk				
A13B. Arcturus Drive	1,810.00			
A13E. Leo Lane	740.00			
A13G. Hercules Road	2,230.00			
A13J. Sagittarius Skyway	770.00			
A13W. Mowing South Glastonbury	0.00	375.00	-375.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	5,550.00	14,375.00	-8,825.00	38.6%
A14. Roads/Common Land Ins	0.00	5,500.00	-5,500.00	0.0%
A15. Contingency Fund	0.00	1,500.00	-1,500.00	0.0%
A16. Employee Expenses				
A16.B I.R.S.	127.68			
A16C. Department of Revenue MT	2.00			
Total A16. Employee Expenses	129.68			
Total A00. Roads & Weeds	28,447.69	103,674.12	-75,226.43	27.4%
B00. Project Review				
B01. Contractors	0.00	250.00	-250.00	0.0%
B04. Administration	0.00	725.00	-725.00	0.0%
B07. Impact Fees used for roads	0.00	2,350.00	-2,350.00	0.0%
Total B00. Project Review	0.00	3,325.00	-3,325.00	0.0%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through June 2012

	Jan - Jun 12	Budget	$ Over Bud...	% of Budget
C00-1 Legal Fees Contingency Fu				
C00-1 A General Legal /Services	16.50			
C00-1 B O'Connell Lawsuit	10,003.43			
C00-1 Legal Fees Contingency Fu - Other	0.00	3,000.00	-3,000.00	0.0%
Total C00-1 Legal Fees Contingency Fu	10,019.93	3,000.00	7,019.93	334.0%
C00-2 Gen Op/Subcontractors				
C00-2.01 Gen. Managerial Duties	4,002.50	4,837.00	-834.50	82.7%
C00-2.02 Virtual Message/phone	89.70	180.00	-90.30	49.8%
C00-2.04 copies & postage	0.00	175.00	-175.00	0.0%
Total C00-2 Gen Op/Subcontractors	4,092.20	5,192.00	-1,099.80	78.8%
C00. Community/Complaints				
C01. Contractors	0.00	1,800.00	-1,800.00	0.0%
C04. Legal Fees	0.00	870.00	-870.00	0.0%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
Total C00. Community/Complaints	0.00	2,845.00	-2,845.00	0.0%
D00. Recreation				
D03. Parkland/Recreation				
D03A. Parkland Electricity	125.50	500.00	-374.50	25.1%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
D03F. Cement Pad	0.00	1,450.00	-1,450.00	0.0%
D03G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. Parkland/Recreation	125.50	2,490.00	-2,364.50	5.0%
Total D00. Recreation	125.50	2,490.00	-2,364.50	5.0%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	0.00	100.00	-100.00	0.0%
F03. Software	31.70			
F04. Miscellaneous	25.06			
Total F00. Website	56.76	455.00	-398.24	12.5%
G00. Liens				
G01. Lien Filing	84.76	350.00	-265.24	24.2%
G03. Administration	375.00	300.00	75.00	125.0%
G04. Credit Report Research	60.00	500.00	-440.00	12.0%
Total G00. Liens	519.76	1,150.00	-630.24	45.2%
J00. Other Projects				
J03.Policies & Procedures	2,813.50	2,440.00	373.50	115.3%
Total J00. Other Projects	2,813.50	2,440.00	373.50	115.3%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	270.00	5,980.00	-5,710.00	4.5%
K02. Contractors - Bookkeeper	1,980.00	3,600.00	-1,620.00	55.0%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	565.49	950.00	-384.51	59.5%
K07. Postage and Delivery	369.59	1,200.00	-830.41	30.8%
K08. Monthly Board Meetings	2,270.00	2,855.00	-585.00	79.5%
K11. Rent				
K11B. Storage/Boxes	125.00	300.00	-175.00	41.7%
K11. Rent - Other	375.00	240.00	135.00	156.3%
Total K11. Rent	500.00	540.00	-40.00	92.6%
K12. Insurance				
K12A. GLA Board Liability Ins	1,341.00	1,342.00	-1.00	99.9%
Total K12. Insurance	1,341.00	1,342.00	-1.00	99.9%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	15.00	70.00	-55.00	21.4%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K17. Equipment Purchases	243.50			
K18. Miscellaneous	99.00			

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through June 2012

	Jan - Jun 12	Budget	$ Over Bud...	% of Budget
K19. Quarterly Newsletter	165.00	950.00	-785.00	17.4%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
Total K00. General Operating Expenses	7,818.58	19,015.00	-11,196.42	41.1%
L00. Other Expenses				
L01. Miscellaneous	0.00			
Total L00. Other Expenses	0.00			
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	0.00	400.00	-400.00	0.0%
M05. Refreshments	7.28	200.00	-192.72	3.6%
M06. Rent	0.00	75.00	-75.00	0.0%
M07. Miscellaneous	7.20			
M08. Copies	0.00	125.00	-125.00	0.0%
Total M00. Annual Meeting/Elections	14.48	1,690.00	-1,675.52	0.9%
Total Expense	53,908.40	145,276.12	-91,367.72	37.1%
Net Ordinary Income	57,402.13	-1,257.12	58,659.25	-4,566.2%
Net Income	**57,402.13**	**-1,257.12**	**58,659.25**	**-4,566.2%**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

August 20, 2012

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1. **Call to Order**
   The meeting was called to order by Richard Bolen at 7:07 p.m. at St. John's Church. William gave the opening prayer.

   PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President, arrived at 7:24 p.m.), Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Gerald Dubiel (arrived at 7:20 p.m.), Ken Haug, Paul Ranttalo, William Smith, Rich Spallone (aka Rich, arrived at 7:12 p.m.).
   ABSENT: Sean Halling, Scott McBride,
   ALSO ATTENDING: Nathan Minnick and James Ruddy (Minnick Management).
   Landowners: Sandra Irby, Daniel and Valery O'Connell.

2. **Set Agenda**

3. **Approve July 9, 2012 Meeting Minutes**
   MOTION: Sheridan motioned and William seconded to approve the July 9, 2012, meeting minutes. **Motion carried unanimously**. Abstentions: Ken Haug who was not present July 9.

4. **Officer and Committee Reports**
   4.1 Executive Committee Report
   4.1.1 Treasurer's Reports: Budget Variance, Check & Deposit – SS
   Sheridan presented the Treasurer's Reports. **MOTION:** Janet motioned and William seconded to approve the July 2012 Treasurer's reports. **Motion carried unanimously.**
   4.1.2 General Liability Policy renewed through Key Insurance – JN
   Janet reported that our General Liability Policy has been renewed through Key Insurance and that they have been given permission to communicate with Minnick Management directly regarding insurance information and payments.

   4.2 Managerial Committee Report
   4.2.1 General items and various projects; Newsletter, Revised Committee List - AA
   Alyssa reported that the newsletter had gone out, and that GLA contact information has been clarified as described in the newsletter. Alyssa mentioned how the GLA's usual voicemail and e-mail address will continue to be used. Alyssa has updated and distributed the latest committee list to the board.

   4.2.2 Document Organizing Project Report – AA
   Alyssa reported on the progress of the organization process and the object of establishing a well-structured, useful system that can be maintained and accessed efficiently while ensuring that important documents are preserved and are accessible to those who need them. A File Organization Project Plan with phases has been drafted with Phase I (gathering and organizing) currently in process. Sandra was invited to discuss the project and share her experience in the field of document organization. Sandra discussed the benefits of how this project will help assist in the operations of the GLA. The Board discussed the locations and gathering of the current GLA documents. Alyssa recommended that the initial phase of scanning and uploading documents should start with the project review files as that is the most manageable and useful category as a first step. The board discussed using the most reliable and secure format for scanning documents. Search-ability for text will be based on cost and reliability. It was noted by Alyssa that some of the original records which were on floppy disks had been disposed of

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by the then responsible party due to the belief of the disks were an antiquated, unusable media. Alyssa also reported that the potential timeline for the Board to be able to start searching some of these uploaded documents could be in the next 2–3 months.

4.3 Project Review Committee Report – AA/RB

4.3.1 Forms updating project – AA

Alyssa reported on revisions of the project review forms. Irby Enterprises was contracted to help with this large revamping as approved by the board, however the project is taking longer than initially anticipated due to the complexity of the forms and level of re-working required. Sandra graciously donated $110 of her work through Irby Enterprises to help keep project costs down.
MOTION: Alyssa motioned and Laura second that the project review form updating budget be increased from $200 to $300. Discussion: William questioned if another $100 would take care of finishing the project and Laura agreed. The board discussed the importance of getting this work completed. **AMENDMENT TO THE MOTION**: William motioned and Alyssa seconded to amend the previous motion to increase the budget from $200 to $400. **Motion and Amendment Carried Unanimously.**

4.4 Road and Weed Mgmt Committee Report – WS/RS

Rich reported that there is a weed growth issue in high SG where the Erickson project road work was completed. Rich suggested that two to three sprayings should be done. Rich estimates the cost to be around $1000.00-1500.00 ($500 per application). William suggested a broadleaf mix product to be used once so that grass is not killed as well. William noted that generally, those landowners who do not want to have their property along the GLA road easements sprayed are under obligation to control the weeds themselves. If they fail to do so, the GLA will spray. Laura suggested that information be added to the newsletter to help educate the landowners about this situation. The board discussed that weed control is an ongoing process that needs to be addressed based on the weed growth for specific areas.

William provided an update on crack sealing for NG Asphalt. Materials and Equipment are here and now Paul is awaiting the manpower needed to do the work. The intersection of Jupiter into Capricorn has been completed as well as many road edges to date.

William reported that approximately half of what is typically spent on grading was spent this Spring. With the Spring grading cut short, the committee will need meet to assess the extent of the Fall grading needed in order to be prepared for the weather change in October.

ACTION ITEM: ***Alyssa*** – Contact the Erickson's regarding the need for additional sprayings to be completed at their expense.

4.5 Master Plan Committee Report – LB

Laura gave an update that they are not yet ready to bring in owner involvement pre-mature to the Master Plan document being reviewed by the committee. Laura suggested that the committee bring suggestions to the board to gain the Board's consensus prior to reviewing community input.

4.6 Website Committee Report – KH/AA

Alyssa reported about the update work being done by Rudy Parker and how the basic

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Final Approval 09 20 12

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information on the GLA website has now been brought current, and certain areas corrected.

5. UNFINISHED BUSINESS

5.1 Managerial Committee

5.1.1 Board Member Agenda Item Request Form – AA

Alyssa presented the new agenda item request form for use by the board.

5.1.2 Landowner Comments / Questions / Concerns Form – AA

Alyssa reviewed the recommendation that issues brought to the board from landowners be submitted to the appropriate committees for review prior to such items being placed on an agenda. Alyssa presented a new "Landowner Comments/Questions/Concerns" form to be used for this purpose. Richard noted that this procedure is in-line with the goal of making decisions at Board meetings on items that have been worked through by the appropriate committee. William suggested that the form be simplified to one page. **MOTION**: Alyssa motioned and Ken seconded to adopt the Landowner Comments/Questions/Concerns Form as presented with the modifications suggested by William that it be a one-page form. **Motion carried Unanimously.**
ACTION ITEM: ***Alyssa*** – Revise the Landowner Comments/Questions/Concerns form to one page.

6. NEW BUSINESS

6.1 Executive Committee

6.1.1 Set Date for 2013 Budget Meeting – SS

Meeting set for September 6, 2012 at 7:00 p.m. at Sheridan's House.
ACTION ITEM: ***Alyssa*** – Get 2011 Budget from Denise and forward to Board.

6.2 Election Committee – SS

6.2.1 Review timelines for election mailings and materials – AA

Alyssa reported that the initial nomination letter is going out on August 28th.

6.2.2 Updating needed for election materials – AA

The election committee is revising the documents to bring everything current prior to the mail out. Discussion on simplifying candidate information form. Janet noted that all the members up for re-election must submit their forms within the deadline.

6.2.3 Eligibility requirements for voting – AA

Alyssa reported on voting eligibility based on the covenants which state that a member must be in good standing to vote. Alyssa posed the question of whether or not members on payment plans are to be considered eligible or is the interpretation strictly that all dues current means good standing. Alyssa cited covenant section 3.19 "a member in good standing is a member of the association that is current in the payment of all assessments to the association and not in violation of the covenants." Richard noted that being current in the payment of assessments does not apply to payment plans for dues in arrears, but to those who are following the covenants by quarterly payments. Alyssa cited the covenants' definition of how to pay assessments and that they "either be payable as an annual payment by January 31st or quarterly in four equal increments." **MOTION:** William motioned and Sheridan seconded that in order to adhere strictly and specifically to the covenants that we identify a member in good standing as one who is current in the payment of all assessments according to section 3.19 of the covenants. **Motion carried**

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unanimously.
ACTION ITEM: ***Laura*** – Contact those on payment plans to explain eligibility requirements based on the covenants.

6.3 Managerial Committee – AA

6.3.1 Policy for Disposition of Original Documents – AA
Alyssa proposed that original documents are not kept by board members and are instead turned into management for safe-keeping of documents. **MOTION**: Alyssa motioned and Sheridan seconded that a policy is adopted for directors to not be storing original GLA documents in their personal possession. **Motion carried unanimously.**

6.3.2 Policy for Setting up URL's and Various Accounts – AA
Alyssa discussed the need to keep accounts owned by the GLA not in personal names but in the Corporation's name. **MOTION**: Alyssa motioned and Gerald seconded that the GLA adopt a policy that various accounts including credit cards, URL's, and other types of accounts be set up in the corporation's name. **Motion carried unanimously.**

6.4 Project Review Committee – AA/RS

6.4.1 Proposal: Project Applications Be Required for Dwellings Regardless of Size
Alyssa discussed the board's current policy that any structure under 200 s.f. is not reviewed by the board, yet this may not be the correct policy for any structure that is to be used as a dwelling due to issues of shared well limitations, etc. **MOTION**: Alyssa motioned and William seconded that a project application be required for all proposed dwellings regardless of size. Discussion on the definitions and requirements of a dwelling including foundations or not. William asked for the citing of Covenant 6.01 which Alyssa read "a site plan and building plan satisfactory to the association must be submitted by a landowner to the association for review and approval prior to beginning construction of any structure, the placing of any mobile home on a parcel or the carrying out of any other project for which review is required by the master plan, these covenants, or any rule or regulation adopted in accordance there with." Discussion by board on the need to look further into this during the review of covenants by the board at a future time. **MOTION Tabled.**

6.5 Payment Plan Proposal - SS.
Sheridan reported on landowner Elizabeth Thorpe's (NG 6-1B) request to waive penalties and interest in exchange for full payment of assessments. **MOTION**: Motion by Sheridan and second by Ken to accept Elizabeth Thorpe's (NG 6-1B) proposal to pay her back dues which became delinquent in 2009 due to mental and physical hardship and hospitalization and that the GLA waive accrued finance charges and accept her payment of actual incurred assessments including lien filing and recording costs. **Motion carried unanimously.**

7. Comment Period for Visiting Landowners
Daniel and Valery O'Connell made comments about various matters.

8. Adjournment at 9:20 p.m

9. Next Board Meeting: September 10, 2012, at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

August 20, 2012 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes**
   July 9, 2012

4. **Officer and Committee Reports**
   - 4.1 Executive Committee Report
     - 4.1.1 Treasurer's Reports: Budget Variance, Check & Deposit – SS (3 min)
     - 4.1.2 General Liability Policy renewed through Key Insurance – JN (1 min)
   - 4.2 Managerial Committee Report
     - 4.2.1 General items, various projects; Newsletter, Revised Committee List – AA (2 min)
     - 4.2.2 Document Organizing Project Report – AA (5 min)
   - 4.3 Project Review Committee Report – AA/RB
     - 4.3.1 Forms updating project – AA (2 min)
   - 4.4 Road and Weed Mgmt Committee Report – WS/RS (3 min)
   - 4.5 Master Plan Committee Report – LB (1 min)
   - 4.6 Website Committee Report – KH/AA (1 min)

5. **UNFINISHED BUSINESS**
   - 5.1 Managerial Committee
     - 5.1.1 Board Member Agenda Item Request Form – AA (1 min)
     - 5.1.2 Landowner Comments/Questions/Concerns Form – AA (1 min)

6. **NEW BUSINESS**
   - 6.1 Executive Committee
     - 6.1.1 Set Date for 2013 Budget Meeting – SS (1 min)
   - 6.2 Election Committee – SS
     - 6.2.1 Review timelines for election mailings and materials – AA (1 min)
     - 6.2.2 Updating needed for election materials – AA (1 min)
     - 6.2.3 Eligibility requirements for voting – SS (2 min)
   - 6.3 Managerial Committee – AA
     - 6.3.1 Policy for Disposition of Original Documents – AA (2 min)
     - 6.3.2 Policy for Setting up URL's and Various Accounts – AA (2 min)
   - 6.4 Project Review Committee – AA/RS
     - 6.4.1 Proposal: Project Applications Be Required for Dwellings Regardless of Size – AA (2 min)

7. **Comment Period for Visiting Landowners**

8. **Adjournment**

9. **Next Board Meeting: September 10, 2012, at St. John's Church**

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through July 2012

	Jan - Jul 12	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	110.00			
104. Dwelling 2002	60.00			
105. Dwelling 2003	120.00			
106. Dwelling 2004	120.00			
108. Dwelling 2006	109.90			
109. Dwelling 2007	262.81			
110. SG Dwelling 2008	318.00			
111. SG Dwelling 2009	392.10			
112. NG Dwelling 2010	405.69			
112. SG Dwelling 2010	433.97			
113. NG Dwelling 2011	2,181.39			
113. SG Dwelling 2011	2,205.53			
114. NG Dwelling 2012	18,704.87	26,454.00	-7,749.13	70.7%
114. SG Dwelling 2012	14,463.65	19,195.00	-4,731.35	75.4%
125. Land Prior to 2000	110.00			
128. Land 2002	60.00			
129. Land 2003	120.00			
130. Land 2004	120.00			
132. Land 2006	109.89			
133. Land 2007	262.81			
134. SG Land 2008	477.00			
135. SG Land 2009	685.53			
136. NG Land 2010	405.71			
136. SG Land 2010	848.81			
137. NG Land 2011	2,181.58			
137. SG Land 2011	3,173.17			
138. NG Land 2012	24,247.25	29,383.00	-5,135.75	82.5%
138. SG Land 2012	25,771.77	33,012.00	-7,240.23	78.1%
150. GAV	7,019.25	9,359.00	-2,339.75	75.0%
160. Finance Chrgs Late Accnts	1,581.05			
161. Penalties Late Accounts	430.55			
180. Bad Debt	-1,567.56			
100. Parcel Assessment Fees - Other	80.00			
Total 100. Parcel Assessment Fees	106,004.72	117,403.00	-11,398.28	90.3%
200. Project Review Fees				
201. Application Fee	146.35	250.00	-103.65	58.5%
202. IF - House	1,076.83	3,075.00	-1,998.17	35.0%
203. IF - Structures 200/800sf	150.00			
205. IF - Well	75.00			
206. IF - Driveway	139.02			
207. IF - Septic	150.00			
209. IF - Mobile Home	200.00			
218. Mileage Impact Fee	314.02			
Total 200. Project Review Fees	2,251.22	3,325.00	-1,073.78	67.7%
300. Roads				
301. CUT - Road Paving Loan	578.17	1,300.00	-721.83	44.5%
Total 300. Roads	578.17	1,300.00	-721.83	44.5%
400. Liens				
401. Landowner Filing Fee	356.82			
Total 400. Liens	356.82			
500. Interest Earned				
501. Savings Interest	105.65			
500. Interest Earned - Other	0.00	78.00	-78.00	0.0%
Total 500. Interest Earned	105.65	78.00	27.65	135.4%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through July 2012

	Jan - Jul 12	Budget	$ Over Budget	% of Budget
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	13,459.54	16,051.00	-2,591.46	83.9%
804. ChipSeal-5 payments/land	2,135.83	2,759.00	-623.17	77.4%
805. ChipSeal GAV- 5 payments	3,103.00	3,103.00	0.00	100.0%
Total 800. NG Chip Seal Income	18,698.37	21,913.00	-3,214.63	85.3%
Total Income	127,994.95	144,019.00	-16,024.05	88.9%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	380.29			
A02B. South Glastonbury	270.88			
A02C. High South Glastonbury	1,478.75			
A02. Contractors - Snow Removal - Other	0.00	8,490.00	-8,490.00	0.0%
Total A02. Contractors - Snow Removal	2,129.92	8,490.00	-6,360.08	25.1%
A03. Contractors - Weed Contrl	0.00	2,000.00	-2,000.00	0.0%
A05. Equipment Reg & Ins	1,313.00	2,360.00	-1,047.00	55.6%
A06. Equipment Mtce				
A06. Truck #1	1,137.27			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,137.27	1,500.00	-362.73	75.8%
A08. Road Improvement Loan	15,112.64	30,225.00	-15,112.36	50.0%
A09. Administration	0.00	155.00	-155.00	0.0%
A11. Miscellaneous				
A11A. Fuel	177.18	600.00	-422.82	29.5%
A11B. Sand	150.00	250.00	-100.00	60.0%
A11C. Sign Posts	315.08			
A11E. Quonset Hut Asset Expense	0.00	500.00	-500.00	0.0%
Total A11. Miscellaneous	642.26	1,350.00	-707.74	47.6%
A12. Contractors - NG Road Wrk				
A12B. Aries Drive	303.33			
A12F. Gemini Road	308.00			
A12I. Pisces Way	616.00			
A12J. Sirius Drive	378.33			
A12K. Taurus Road	611.34			
A12L. Venus Way	308.00			
A12R. NG Crack Sealing	4,000.00			
A12W. Mowing North Glastonbury	0.00	375.00	-375.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	9,124.00	-9,124.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#2	4,619.50	4,619.50	0.00	100.0%
Chip Seal Investor#3	1,154.87	1,154.87	0.00	100.0%
Chip Seal Investor#5	0.00	6,945.75	-6,945.75	0.0%
Total A12Y. ChSeal Investors payments	5,774.37	12,720.12	-6,945.75	45.4%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	12,299.37	36,219.12	-23,919.75	34.0%
A13. Contractors - SG Road Wrk				
A13B. Arcturus Drive	1,810.00			
A13E. Leo Lane	740.00			
A13G. Hercules Road	2,230.00			
A13J. Sagittarius Skyway	770.00			
A13W. Mowing South Glastonbury	0.00	375.00	-375.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	5,550.00	14,375.00	-8,825.00	38.6%
A14. Roads/Common Land Ins	0.00	5,500.00	-5,500.00	0.0%
A15. Contingency Fund	0.00	1,500.00	-1,500.00	0.0%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through July 2012

	Jan - Jul 12	Budget	$ Over Budget	% of Budget
A16. Employee Expenses				
A16.B I.R.S.	127.68			
A16C. Department of Revenue MT	2.00			
Total A16. Employee Expenses	129.68			
Total A00. Roads & Weeds	38,314.14	103,674.12	-65,359.98	37.0%
B00. Project Review				
B01. Contractors	0.00	250.00	-250.00	0.0%
B04. Administration	0.00	725.00	-725.00	0.0%
B07. Impact Fees used for roads	0.00	2,350.00	-2,350.00	0.0%
Total B00. Project Review	0.00	3,325.00	-3,325.00	0.0%
C00-1 Legal Fees Contingency Fu				
C00-1 A General Legal /Services	16.50			
C00-1 B O'Connell Lawsuit	15,587.06			
C00-1 Legal Fees Contingency Fu - Other	0.00	3,000.00	-3,000.00	0.0%
Total C00-1 Legal Fees Contingency Fu	15,603.56	3,000.00	12,603.56	520.1%
C00-2 Gen Op/Subcontractors				
C00-2.01 Gen. Managerial Duties	4,642.50	4,837.00	-194.50	96.0%
C00-2.02 Virtual Message/phone	104.65	180.00	-75.35	58.1%
C00-2.04 copies & postage	0.00	175.00	-175.00	0.0%
Total C00-2 Gen Op/Subcontractors	4,747.15	5,192.00	-444.85	91.4%
C00. Community/Complaints				
C01. Contractors	75.00	1,800.00	-1,725.00	4.2%
C04. Legal Fees	0.00	870.00	-670.00	0.0%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
Total C00. Community/Complaints	75.00	2,845.00	-2,770.00	2.6%
D00. Recreation				
D03. Parkland/Recreation				
D03A. Parkland Electricity	219.78	500.00	-280.22	44.0%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
D03F. Cement Pad	0.00	1,450.00	-1,450.00	0.0%
D03G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. Parkland/Recreation	219.78	2,490.00	-2,270.22	8.8%
Total D00. Recreation	219.78	2,490.00	-2,270.22	8.8%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	0.00	100.00	-100.00	0.0%
F03. Software	40.65			
F04. Miscellaneous	25.06			
Total F00. Website	65.71	455.00	-389.29	14.4%
G00. Liens				
G01. Lien Filing	84.76	350.00	-265.24	24.2%
G03. Administration	375.00	300.00	75.00	125.0%
G04. Credit Report Research	60.00	500.00	-440.00	12.0%
Total G00. Liens	519.76	1,150.00	-630.24	45.2%
J00. Other Projects				
J03.Policies & Procedures	3,073.50	2,440.00	633.50	126.0%
Total J00. Other Projects	3,073.50	2,440.00	633.50	126.0%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	270.00	5,980.00	-5,710.00	4.5%
K02. Contractors - Bookkeeper	2,227.50	3,600.00	-1,372.50	61.9%
K03. Contractors - Accountant	0.00	125.00	-125.00	0.0%
K06. Office Supplies	610.99	950.00	-339.01	64.3%
K07. Postage and Delivery	379.79	1,200.00	-820.21	31.6%
K08. Monthly Board Meetings				
K08. Monthly Board Meetings - Other	2,270.00	2,855.00	-585.00	79.5%
Total K08. Monthly Board Meetings	2,270.00	2,855.00	-585.00	79.5%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through July 2012

	Jan - Jul 12	Budget	$ Over Budget	% of Budget
K11. Rent				
K11B. Storage/Boxes	125.00	300.00	-175.00	41.7%
K11. Rent - Other	375.00	240.00	135.00	156.3%
Total K11. Rent	500.00	540.00	-40.00	92.6%
K12. Insurance				
K12A. GLA Board Liability Ins	1,341.00	1,342.00	-1.00	99.9%
Total K12. Insurance	1,341.00	1,342.00	-1.00	99.9%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits				
K14. Licenses and Permits - Other	15.00	70.00	-55.00	21.4%
Total K14. Licenses and Permits	15.00	70.00	-55.00	21.4%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K17. Equipment Purchases	243.50			
K18. Miscellaneous				
K18. Miscellaneous - Other	99.00			
Total K18. Miscellaneous	99.00			
K19. Quarterly Newsletter	165.00	950.00	-785.00	17.4%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
K30. Management Expense	1,881.00			
Total K00. General Operating Expenses	10,002.78	19,015.00	-9,012.22	52.6%
L00. Other Expenses				
L01. Miscellaneous	0.00			
Total L00. Other Expenses	0.00			
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	0.00	400.00	-400.00	0.0%
M05. Refreshments	7.28	200.00	-192.72	3.6%
M06. Rent	0.00	75.00	-75.00	0.0%
M07. Miscellaneous	7.20			
M08. Copies	0.00	125.00	-125.00	0.0%
Total M00. Annual Meeting/Elections	14.48	1,690.00	-1,675.52	0.9%
Total Expense	72,635.86	145,276.12	-72,640.26	50.0%
Net Ordinary Income	55,359.09	-1,257.12	56,616.21	-4,403.6%
Net Income	**55,359.09**	**-1,257.12**	**56,616.21**	**-4,403.6%**

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5.1.3 Dwelling Assessment per Covenant 11.03 – SS

Sheridan brought up the complaint from Charlene Murphy regarding how the covenants require that all dwellings be assessed, yet guesthouses, which are also dwellings, are not currently being assessed and that this should be corrected. Charlene reported that there are seven lots in South and seven in North that have two homes which were grandfathered in prior to the master plan which are paying their two dwelling assessments. Laura noted that in the case of multiple dwellings on a lot, there would still only be one land assessment. Alyssa mentioned that assessments on dwellings are not based on use. Alyssa recommended that the board include information about this in the October mailing to the membership according to Bylaw Section 11-C - Due Process. Landowner Valery O'Connell spoke from the floor and stated that the Master Plan gives a definition of a guesthouse, and therefore, it is not a dwelling and cannot be assessed. Laura suggested that the assessment allocation be reviewed by legal counsel prior to any action. Richard stated that this item will be tabled in order to gather more information before proceeding.

5.2 Project Review Committee – AA/RS

5.2.1 Revised Project Review Forms – AA

Item tabled.

6. NEW BUSINESS

6.1 Executive Committee

6.1.1 Proposal to form a nominating committee – RB

Richard reported that the board has the power to form a nomination committee to help find qualified candidates for the board. Alyssa stated the bylaws (Article VI, section C) call for the committee to be announced at annual meeting and would consist of 2 directors and 3 members in good standing appointed by the board. Richard noted that if the board likes the idea of utilizing a nominating committee they could look into forming it and finding interested members.

6.2 Managerial Committee – AA

6.2.1 Proposal for Informational Mailing in October – AA

Alyssa reported on the due process required to inform the membership of the board's plans and that at the October meeting, the board will discuss and vote on a draft letter containing information to be sent out to owners regarding items such as the assessment policy and payments, dwelling assessments per covenant 11.03, and the topic of businesses with employees possibly being charged assessments. Laura suggested that time be dedicated at the annual meeting to get owner feedback on these items.

7. Comment Period for Visiting Landowners

Charlene Murphy commented on dwelling assessments and that it sounded like a good idea to get owner feedback at the meeting.

Jeff Ladewig had a question regarding dwelling assessments and if a dwelling was clearly defined in the covenants. Valery O'Connell pointed out covenant 3.12 that defines a dwelling. Jerry Ladewig commented on businesses being charged assessments.

Daniel and Valery O'Connell made comments about various matters and threatened another lawsuit if the board chose to continue working with Minnick Management.

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8. **Closed session**
   Further discussion on the recent meeting with the O'Connell's. Updates regarding the O'Connell lawsuits.

   Approval of the August 20, 2012 closed session minutes was tabled for the next meeting.

9. **Adjournment at 9:46 p.m. at St John's Church**

10. **Next Board Meeting: October 15th, 2012, at St. John's Church (Please note: the originally-scheduled meeting for October 15 was rescheduled for October 8, 2012.)**

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

September 17, 2012 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes**
   August 20, 2012

4. **Officer and Committee Reports**
   - 4.1 Executive Committee Report
     - 4.1.1 President's Report: Protocol for Open and Closed Session Meetings – RB (2 min)
     - 4.1.2 Parcel 97 SG – Easement – RB (2 min)
     - 4.1.3 Treasurer's Reports: Budget Variance, Check & Deposit – SS (3 min)
     - 4.1.4 Budget Meeting for 2013 Budget – SS (1 min)
   - 4.2 Managerial Committee Report – AA (5 min)
     - 4.2.1 Update on Document Organizing Project – AA (1 min)
   - 4.3 Project Review Committee Report – AA/RB
     - 4.3.1 Update on Forms Updating Project – AA (1 min)
   - 4.4 Road and Weed Mgmt Committee Report – WS/RS (3 min)
   - 4.5 Election Committee Report – SS (1 min)

5. **UNFINISHED BUSINESS**
   - 5.1 Executive Committee
     - 5.1.1 2013 Draft Budget – SS (5 min)
     - 5.1.2 Assessment Policy – SS (2 min)
     - 5.1.3 Dwelling Assessment per Covenant 11.03 – SS (2 min)
   - 5.2 Project Review Committee – AA/RS
     - 5.2.1 Revised Project Review Forms – AA (2 min)

6. **NEW BUSINESS**
   - 6.1 Executive Committee
     - 6.1.1 Proposal to form a nomination committee – RB (2 min)
   - 6.2 Managerial Committee – AA
     - 6.2.1 Proposal for Informational Mailing in October – AA (2 min)

7. **Comment Period for Visiting Landowners**

8. **Closed session begins**

9. **Adjournment**

10. **Next Board Meeting: October 15, 2012, at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

September 17, 2012

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1. **Call to Order**
The meeting was called to order by Richard Bolen at 7:21 p.m. at St. John's Church. Sheridan gave the opening prayer.

PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President), Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Paul Ranttalo, Gerald Dubiel (arrived at 7:20 p.m.)
ABSENT: Sean Halling, Ken Haug, Scott McBride, William Smith, Rich Spallone.
ALSO ATTENDING: Nathan Minnick and James Ruddy (Minnick Management).
Landowners: Jeff & Jerry Ladewig, Charlene Murphy, Ronald Wartman, Daniel and Valery O'Connell; Guest: Danilee Howe.

2. **Set Agenda**

3. **Approve August 20, 2012 Meeting Minutes**
Janet recalled that under section 4.4, Rich had mentioned needing two to three sprayings at an estimated cost of $1000.00 to $1500.00 based on $500.00 per application. General discussion and concurrence by Board to approve the edit. **MOTION**: Sheridan motioned and Laura seconded to approve the August 20, 2012 meeting minutes with noted edit. **Motion carried unanimously**.

4. **Officer and Committee Reports**
4.1 Executive Committee Report
4.1.1 President's Report: Protocol for Open and Closed Session Meetings – RB
Richard reported that the closed session meeting will now become a continuation of the regular meeting, as advised by attorney, and will be reflected within the regular meeting agenda and minutes.
Richard reported on a meeting requested by the O'Connells which he and Alyssa attended where they discussed several differences the O'Connells have with the board in the interpretation of the bylaws, and some options to resolve them. There was nothing that the O'Connells had provided in writing, and nothing to report in the form of agreements; further research would have to be done.

4.1.2 Parcel 97 SG – Easement – RB
Richard gave a brief history on the easement issue and reported that the board had approved pursuing legal action using attorney Alanah Griffith in order to rectify the access issue at the 8-20-12 closed session. Recent progress is that Alanah has confirmed that the GLA easement is valid and she has issued a demand letter.

4.1.3 Treasurer's Reports: Budget Variance, Check & Deposit – SS
Sheridan presented the Treasurer's Reports. Sheridan and Richard discussed how bills are reviewed and approved by them prior to payment. **MOTION:** Alyssa motioned and Gerald seconded to approve the August 2012 Treasurer's reports. **Motion carried unanimously.**
Sheridan also reported that she had visited with Noreen Kaminsky (NG 10-B) and discussed that a lien would need to be filed on her property due to her past due account. The results of the board's e-mail vote to approve the lien filing was 9 in favor and 3 abstentions, and a lien was then filed.

4.1.4 Budget Meeting for 2013 Budget – SS
Sheridan reported that the budget meeting held on 9-6-12 was attended by herself,

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Alyssa, and Charlene. Alyssa noted that a draft of the budget is to be reviewed later in the meeting.

4.2 Managerial Committee Report – AA

4.2.1 Update on Document Organizing Project – AA

Alyssa reported that the project is moving forward. Denise is getting election procedures drafted to be given to Nathan. Alyssa noted the covenants and bylaws are being studied during the overall project to be sure documents and procedures are in compliance with the governing documents.

4.3 Project Review Committee Report – AA/RB

4.3.1 Update on Forms Updating Project – AA

Alyssa reported that this is a big project, not yet complete but things are going well. When ready, a draft of the new forms will be e-mailed to the board for review.

4.4 Road and Weed Mgmt Committee Report – WS/RS

Paul reported that the material used for crack sealing has been obtained, but work is on hold due to fire restrictions for applying hot tar since high temperatures must be reached. Alyssa reported that she spoke with Rich who said that Adkins Construction is on standby for grading work to be performed once we have had some rain to provide moisture to the road surface.

4.5 Election Committee Report – SS

Sheridan reported that the initial election materials were updated and sent out on August 28 by Minnick Management. Sheridan noted that nominations must be received by September 28 and the next mailing will be going out the first week of October. Nathan reported that to date, one nomination has come in.

5. UNFINISHED BUSINESS

5.1 Executive Committee

5.1.1 2013 Draft Budget – SS

Sheridan presented and Alyssa reviewed the draft 2013 budget. Various differences were discussed and compared with the previous year's budget. The project review category will no longer show income and expenses since these are variable and cannot be projected accurately. The legal section has been increased from $3000 to $5000 to reflect increased activity. Laura noted a storage facility could be needed to house the lawn mower at the recreation land. Paul mentioned that the Quonset hut could be utilized for this purpose. Sheridan and Alyssa reported on the new budgeted management expense that now replaces many of the subcontractor expenses from last year's budget. Richard noted that this is a draft budget for initial review by the board prior to approving a final draft that will be presented at the next meeting.

5.1.2 Assessment Policy – SS

Sheridan and Alyssa reported that the assessment policy drafted in the spring will need to be reviewed at the next board meeting so that this draft policy can be presented to the membership for landowner input. Richard noted that previous boards' interpretations of the covenants regarding how assessments are to be paid are in the process of being updated to more meticulously conform with the covenants.

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through August 2012

	Jan - Aug 12	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	110.00			
104. Dwelling 2002	60.00			
105. Dwelling 2003	120.00			
106. Dwelling 2004	120.00			
108. Dwelling 2006	109.90			
109. Dwelling 2007	262.81			
110. SG Dwelling 2008	318.00			
111. SG Dwelling 2009	392.10			
112. NG Dwelling 2010	509.68			
112. SG Dwelling 2010	433.97			
113. NG Dwelling 2011	2,248.50			
113. SG Dwelling 2011	2,258.87			
114. NG Dwelling 2012	19,861.03	26,454.00	-6,592.97	75.1%
114. SG Dwelling 2012	15,425.92	19,195.00	-3,769.08	80.4%
125. Land Prior to 2000	110.00			
128. Land 2002	60.00			
129. Land 2003	120.00			
130. Land 2004	120.00			
132. Land 2006	109.89			
133. Land 2007	262.81			
134. SG Land 2008	477.00			
135. SG Land 2009	685.53			
136. NG Land 2010	405.71			
136. SG Land 2010	848.81			
137. NG Land 2011	2,352.70			
137. SG Land 2011	3,252.50			
138. NG Land 2012	25,499.02	29,383.00	-3,883.98	86.8%
138. SG Land 2012	28,068.62	33,012.00	-4,943.38	85.0%
150. GAV	7,019.25	9,359.00	-2,339.75	75.0%
160. Finance Chrgs Late Accnts	1,694.49			
161. Penalties Late Accounts	475.42			
180. Bad Debt	-1,567.56			
100. Parcel Assessment Fees - Other	80.00			
Total 100. Parcel Assessment Fees	112,304.97	117,403.00	-5,098.03	95.7%
200. Project Review Fees				
201. Application Fee	175.00	250.00	-75.00	70.0%
202. IF - House	1,100.00	3,075.00	-1,975.00	35.8%
203. IF - Structures 200/800sf	150.00			
204. IF - Structures Over 800sf	150.00			
205. IF - Well	75.00			
206. IF - Driveway	150.00			
207. IF - Septic	150.00			
209. IF - Mobile Home	200.00			
218. Mileage Impact Fee	325.00			
Total 200. Project Review Fees	2,475.00	3,325.00	-850.00	74.4%
300. Roads				
301. CUT - Road Paving Loan	578.17	1,300.00	-721.83	44.5%
Total 300. Roads	578.17	1,300.00	-721.83	44.5%
400. Liens				
401. Landowner Filing Fee	406.82			
Total 400. Liens	406.82			
500. Interest Earned				
501. Savings Interest	105.65			
500. Interest Earned - Other	0.00	78.00	-78.00	0.0%
Total 500. Interest Earned	105.65	78.00	27.65	135.4%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through August 2012

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800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	14,207.39	16,051.00	-1,843.61	88.5%
804. ChipSeal-5 payments/land	2,183.27	2,759.00	-575.73	79.1%
805. ChipSeal GAV- 5 payments	3,103.00	3,103.00	0.00	100.0%
Total 800. NG Chip Seal Income	19,493.66	21,913.00	-2,419.34	89.0%
Total Income	135,364.27	144,019.00	-8,654.73	94.0%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	380.29			
A02B. South Glastonbury	270.88			
A02C. High South Glastonbury	1,478.75			
A02. Contractors - Snow Removal - Other	0.00	8,490.00	-8,490.00	0.0%
Total A02. Contractors - Snow Removal	2,129.92	8,490.00	-6,360.08	25.1%
A03. Contractors - Weed Contrl	2,568.20	2,000.00	568.20	128.4%
A05. Equipment Reg & Ins	1,313.00	2,360.00	-1,047.00	55.6%
A06. Equipment Mtce				
A06. Truck #1	1,137.27			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,137.27	1,500.00	-362.73	75.8%
A08. Road Improvement Loan	15,112.64	30,225.00	-15,112.36	50.0%
A09. Administration	0.00	155.00	-155.00	0.0%
A11. Miscellaneous				
A11A. Fuel	177.18	600.00	-422.82	29.5%
A11B. Sand	150.00	250.00	-100.00	60.0%
A11C. Sign Posts	315.08			
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A12F. Gemini Road	308.00			
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A12L. Venus Way	308.00			
A12R. NG Crack Sealing	4,000.00			
A12W. Mowing North Glastonbury	0.00	375.00	-375.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	9,124.00	-9,124.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#2	4,619.50	4,619.50	0.00	100.0%
Chip Seal Investor#3	1,154.87	1,154.87	0.00	100.0%
Chip Seal Investor#5	0.00	6,945.75	-6,945.75	0.0%
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A13E. Leo Lane	740.00			
A13G. Hercules Road	2,230.00			
A13J. Sagittarius Skyway	770.00			
A13W. Mowing South Glastonbury	0.00	375.00	-375.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	5,550.00	14,375.00	-8,825.00	38.6%
A14. Roads/Common Land Ins	0.00	5,500.00	-5,500.00	0.0%
A15. Contingency Fund	0.00	1,500.00	-1,500.00	0.0%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through August 2012

	Jan - Aug 12	Budget	$ Over Budget	% of Budget
A16. Employee Expenses				
A16.B I.R.S.	143.60			
A16C. Department of Revenue MT	2.00			
Total A16. Employee Expenses	145.60			
Total A00. Roads & Weeds	40,898.26	103,674.12	-62,775.86	39.4%
B00. Project Review				
B01. Contractors	0.00	250.00	-250.00	0.0%
B04. Administration	0.00	725.00	-725.00	0.0%
B07. Impact Fees used for roads	0.00	2,350.00	-2,350.00	0.0%
Total B00. Project Review	0.00	3,325.00	-3,325.00	0.0%
C00-1 Legal Fees Contingency Fu				
C00-1 A General Legal /Services	16.50			
C00-1 B O'Connell Lawsuit	18,288.95			
C00-1 Legal Fees Contingency Fu - Other	0.00	3,000.00	-3,000.00	0.0%
Total C00-1 Legal Fees Contingency Fu	18,305.45	3,000.00	15,305.45	610.2%
C00-2 Gen Op/Subcontractors				
C00-2.01 Gen. Managerial Duties	5,182.50	4,837.00	345.50	107.1%
C00-2.02 Virtual Message/phone	119.60	180.00	-60.40	66.4%
C00-2.04 copies & postage	0.00	175.00	-175.00	0.0%
Total C00-2 Gen Op/Subcontractors	5,302.10	5,192.00	110.10	102.1%
C00. Community/Complaints				
C01. Contractors	75.00	1,800.00	-1,725.00	4.2%
C04. Legal Fees	0.00	870.00	-870.00	0.0%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
Total C00. Community/Complaints	75.00	2,845.00	-2,770.00	2.6%
D00. Recreation				
D03. Parkland/Recreation				
D03A. Parkland Electricity	219.78	500.00	-280.22	44.0%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
D03F. Cement Pad	0.00	1,450.00	-1,450.00	0.0%
D03G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. Parkland/Recreation	219.78	2,490.00	-2,270.22	8.8%
Total D00. Recreation	219.78	2,490.00	-2,270.22	8.8%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	0.00	100.00	-100.00	0.0%
F03. Software	49.60			
F04. Miscellaneous	25.06			
Total F00. Website	74.66	455.00	-380.34	16.4%
G00. Liens				
G01. Lien Filing	154.76	350.00	-195.24	44.2%
G03. Administration	375.00	300.00	75.00	125.0%
G04. Credit Report Research	60.00	500.00	-440.00	12.0%
Total G00. Liens	589.76	1,150.00	-560.24	51.3%
J00. Other Projects				
J03.Policies & Procedures	3,073.50	2,440.00	633.50	126.0%
Total J00. Other Projects	3,073.50	2,440.00	633.50	126.0%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	270.00	5,980.00	-5,710.00	4.5%
K02. Contractors - Bookkeeper	2,227.50	3,600.00	-1,372.50	61.9%
K03. Contractors - Accountant	130.17	125.00	5.17	104.1%
K06. Office Supplies	730.09	950.00	-219.91	76.9%
K07. Postage and Delivery	620.84	1,200.00	-579.16	51.7%
K08. Monthly Board Meetings	2,270.00	2,855.00	-585.00	79.5%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through August 2012

	Jan - Aug 12	Budget	$ Over Budget	% of Budget
K11. Rent				
K11B. Storage/Boxes	125.00	300.00	-175.00	41.7%
K11. Rent - Other	375.00	240.00	135.00	156.3%
Total K11. Rent	500.00	540.00	-40.00	92.6%
K12. Insurance				
K12A. GLA Board Liability Ins	1,341.00	1,342.00	-1.00	99.9%
K12. Insurance - Other	4,852.76			
Total K12. Insurance	6,193.76	1,342.00	4,851.76	461.5%
K13. Taxes	0.00	317.00	-317.00	0.0%
K14. Licenses and Permits	15.00	70.00	-55.00	21.4%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K17. Equipment Purchases	243.50			
K18. Miscellaneous	99.00			
K19. Quarterly Newsletter	345.00	950.00	-605.00	36.3%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
K30. Management Expense	3,827.70			
Total K00. General Operating Expenses	17,472.56	19,015.00	-1,542.44	91.9%
L00. Other Expenses				
L01. Miscellaneous	0.00			
Total L00. Other Expenses	0.00			
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	0.00	400.00	-400.00	0.0%
M05. Refreshments	7.28	200.00	-192.72	3.6%
M06. Rent	0.00	75.00	-75.00	0.0%
M07. Miscellaneous	7.20			
M08. Copies	0.00	125.00	-125.00	0.0%
Total M00. Annual Meeting/Elections	14.48	1,690.00	-1,675.52	0.9%
Total Expense	86,025.55	145,276.12	-59,250.57	59.2%
Net Ordinary Income	49,338.72	-1,257.12	50,595.84	-3,924.7%
Net Income	49,338.72	-1,257.12	50,595.84	-3,924.7%

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

October 8, 2012

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1. **Call to Order**
   The meeting was called to order by Richard Bolen at 7:11 p.m. at St. John's Church. Sheridan gave the opening prayer.

   PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President), Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Gerald Dubiel, Sean Halling, Ken Haug, Paul Ranttalo.
   ABSENT: Scott McBride, Rich Spallone (aka Rich), William Smith
   ALSO ATTENDING: Nathan Minnick and James Ruddy (Minnick Management).
   Landowners: Charlene Murphy, Frances Owen, Daniel and Valery O'Connell.
   Guest: Danilee Howe.

2. **Set Agenda**

3. **Approve September 17, 2012 Meeting Minutes**
   MOTION: Sheridan motioned and Gerald seconded to approve the September 17, 2012 meeting minutes. **Motion carried**. Abstentions: Ken and Sean who were not present September 17th.

4. **Officer and Committee Reports**
   4.1 Executive Committee Report
   4.1.1 President's Report: How landowner document requests are handled – RB
   Richard clarified the process for handing landowner document requests. In accordance with state law and legal counsel, landowners pay for labor and material costs incurred by the GLA in producing requested documents. The current rate for processing these requests through Minnick Management is $25/hr and copies are charged at 10 cents/copy. Alyssa noted that according to state law, landowners must state the particularity of their requests and the information provided to them must be used for such stated purpose by the requesting landowner.

   4.1.2 Parcel 97 SG – Easement – RB
   Richard reported on the progress of the easement access issue being handled with the assistance of Alanah Griffith. Alanah has not yet received a written response to the initial letter of demand however there have been some verbal communications.

   4.1.3 Treasurer's Reports: Budget Variance, Check & Deposit – SS
   Sheridan presented the Treasurer's Reports. **MOTION:** Laura motioned and Paul seconded to approve the September 2012 Treasurer's reports. **Motion carried unanimously.**

   4.2 Managerial Committee Report – AA
   4.2.1 Update on Projects – AA
   Alyssa reported that the current focus is getting all the election materials and instructions updated.

   4.3 Project Review Committee Report – AA/RB
   4.3.1 Update on Forms Updating Project – AA
   Alyssa Reported that the project is in process. Due to the big push with the election mailings and annual meeting there is not much to report at this time.

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4.4 Road and Weed Mgmt Committee Report – WS/RS

Paul reported that it is time to take care of grading, however, due to the lack of moisture a water truck will need to be utilized. Road work is a necessity and budgeted funds are available. Paul also reported that at this time approximately 5 to 10 percent of the crack sealing has been completed. The board discussed that due to fire danger grass cutting along roads will not be completed this late in the season.

4.5 Election Committee Report – SS

Sheridan reported that 6 Nominations were received for NG and 4 for SG. The election mailing will be mailed out October 10th and will include the proposed 2013 budget. She also reported that the 2011 receipts/expenditure report will be included in the mailing, and noted that to vote in November owners must be current with assessments and not be on payment plans. She also reported that the O'Connells have requested to be on the Annual Meeting Agenda and this is intended to be reviewed at the November board meeting at which time the agenda will be finalized. Richard inquired about the current set up procedures to which Sheridan noted that set up will occur the night before and all are welcome to help at 7 p.m. at the Emigrant Hall.

5. UNFINISHED BUSINESS

5.1 Executive Committee

5.1.1 2013 Draft Budget – SS

Richard reported that the rough draft of the proposed budget, which was presented at the last meeting, will need to be reviewed and approved at this meeting. **MOTION:** Gerald motioned and Sheridan seconded to approve the proposed 2013 budget. **Motion carried unanimously.**

5.1.2 2011 Receipts and Expenditures report – SS

Sheridan presented the 2011 Receipts and Expenditures report which will be sent to the membership in the October 10th mailing, pointing out that this type of report will now be sent to the membership in January each year in accordance with the Bylaws Article 8-F. Richard discussed the citation at the end of the report which discloses the amount paid on behalf of the association to defend the board members as provided for by state law. **MOTION:** Sheridan motioned and Sean seconded to approve the 2011 Receipts and Expenditures report. **Motion carried unanimously.**

5.1.3 Dwelling Assessment per Covenant 11.03 – SS

Sheridan reported on the review of the complaint from Charlene Murphy regarding dwelling assessments needed for guesthouses which was discussed at the last meeting. Sheridan discussed that legal counsel confirmed that the Covenants define a dwelling and the Master Plan does not change that definition, therefore, a guesthouse qualifies as a dwelling. Sheridan noted that the Bylaws article 12-D state the covenants control in the case of a conflict with the Master Plan. Sheridan discussed that it is in compliance with the Covenants to charge a dwelling assessment for guesthouses because they fit the criteria of a dwelling unit per covenant 3.12. **MOTION:** Sheridan motioned and Gerald seconded that all guesthouses are to be assessed one dwelling assessment per dwelling unit per covenant 11.03 to take effect January 1st, 2013 and to be announced in the November mailing. **Motion carried.** (Abstentions: Laura Boise.) Alyssa noted that this is going out in the mail for the purpose of gathering feedback from the membership prior to being put in place.

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5.2 Project Review Committee – AA/RS

5.2.1 Revised Project Review Forms – AA

Item tabled.

5.3 Managerial Committee – AA

5.3.1 Details of Informational Mailing in November – AA

Alyssa reported that an informational mailing will be sent out to the membership that will announce the new directors as well as provide information regarding the draft assessment policy so that the membership knows what is coming up for 2013. This mailing would also provide information on the guesthouse dwelling assessment in order to allow for owner feedback prior to the assessment being put in place. This informational mailing will be discussed further at the November board meeting prior to anything being sent out to the membership after the election.

5.4 PVRC Update – LB

Laura reported that the sprinklers had been scheduled for winterization ahead of time, and she is in communication with the contractor who performs this service already; the GLA is on the waiting list. Laura also discussed the need for a small storage shed for the lawn mower, and there are budgeted funds available for this. A small storage unit could be purchased and delivered.

ACTION ITEM: ***Laura*** – Research storage shed options and e-mail the board with details in order for a vote to be taken on the item.

6. NEW BUSINESS

6.1 Project Review Committee

6.1.1 Ross and Monique Brunson (10-E NG) – Addition to residence – AA

Alyssa described the project and how the fees from the Brunson's previous project submittal will be applied to this project since they were not able to proceed with the initial plans of removing the single-wide manufactured home and replacing it with a double-wide. The existing single-wide home will be added onto instead. Alyssa verified that there are no variances being requesting for this project.

MOTION: Alyssa motioned and Sean seconded that the application for Ross and Monique Brunson, Lot 10-E NG, be approved with the conditions that: 1) disturbed land be reseeded, 2) electrical permits be acquired, and that the GLA refunds the overpayment of their project fees in the amount of $50.00. **Motion carried.** Abstentions: Paul.

6.1.2 Barbara Dowbenko (1-B NG) residence – AA

Alyssa presented the project application describing how the previous home had burned down and the new house will be located in the same area using the same septic, drainfield and utilities. Alyssa noted that there could be an application for a garage in the future that would be subject to a new project review. **MOTION:** Alyssa motioned and Sean seconded that the residence application for Barbara Dowbenko, Lot 1-B NG, be approved with the following conditions: 1) the necessary permits be acquired; 2) disturbed land be reseeded. **Motion carried.** Abstentions: Paul.

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7. **Comment Period for Visiting Landowners**

   Frances commented about livestock that had come onto her property and she had gotten help with fencing repair.

   Daniel & Valery O'Connell made comments about various matters.

8. **Closed session**

   Richard reported on the O'Connell lawsuits.

   The board discussed the annual meeting and Alanah's possible attendance.

9. **Adjournment at 9:46 p.m.**

10. **Next Board Meeting: November 5, 2012, at St. John's Church (Please note: the originally-scheduled meeting for November 5 was rescheduled for November 7, 2012.)**

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

October 8, 2012 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes**
   September 17, 2012

4. **Officer and Committee Reports**
   - 4.1 Executive Committee Report
     - 4.1.1 President's Report: How landowner document requests are handled – RB (2 min)
     - 4.1.2 Parcel 97 SG – Easement – RB (1 min)
     - 4.1.3 Treasurer's Reports: Budget Variance, Check & Deposit – SS (2 min)
   - 4.2 Managerial Committee Report – AA (5 min)
     - 4.2.1 Update on Projects – AA (1 min)
   - 4.3 Project Review Committee Report – AA/RB
     - 4.3.1 Update on Forms Updating Project – AA (1 min)
   - 4.4 Road and Weed Mgmt Committee Report – WS/RS (3 min)
   - 4.5 Election Committee Report – SS (1 min)

5. **UNFINISHED BUSINESS**
   - 5.1 Executive Committee
     - 5.1.1 2013 Draft Budget – SS (5 min)
     - 5.1.2 2011 Receipts and Expenditures report – SS (2 min)
     - 5.1.3 Dwelling Assessment per Covenant 11.03 – SS (2 min)
   - 5.2 Project Review Committee – AA/RS
     - 5.2.1 Revised Project Review Forms – AA (1 min)
   - 5.3 Managerial Committee – AA
     - 5.3.1 Details of Informational Mailing in November – AA (2 min)

6. **NEW BUSINESS**
   - 6.1 Project Review Committee
     - 6.1.1 Ross and Monique Brunson (10-E NG) – Addition to residence – AA (2 min)
     - 6.1.2 Barbara Dowbenko (1-B NG) residence – AA (2 min)

7. **Comment Period for Visiting Landowners**

8. **Closed session begins**

9. **Adjournment**

10. **Next Board Meeting: November 5, 2012, at St. John's Church**

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GLA 03105

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *FINAL*

November 7, 2012

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1. **Call to Order**
   The meeting was called to order by Richard Bolen at 7:02 p.m. at St. John's Church. Laura gave the opening prayer.

   PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President), Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Rich Spallone (aka Rich), Scott McBride, Paul Ranttalo, Gerald Dubiel (arrived at 7:26 p.m.)
   ABSENT: William Smith, Sean Halling, Ken Haug.
   ALSO ATTENDING: Nathan & Lindsay Minnick (Minnick Management, Inc).
   Landowners: Charlene Murphy, Frances Owen, Daniel and Valery O'Connell.
   Guest: Danilee Howe.

2. **Set Agenda**

3. **Approve October 8, 2012 Meeting Minutes**
   Motion: Sheridan motioned and Laura seconded to approve the October 8, 2012 minutes with grammatical edits. **Motion carried.** Abstentions: Scott and Rich who were not present October 8th.

4. **Officer and Committee Reports**
   4.1 Executive Committee Report
   4.1.1 October 24, 2012 President's Letter to Members – RB
   Richard noted that there had been a unanimous vote and approval via e-mail by the Board to send out the Presidents Letter to the membership.

   4.1.2 Professional Liability Insurance – RB
   Richard noted that there had been a unanimous vote and approval via e-mail by the Board to submit the latest lawsuits to the liability insurance adjuster.

   4.1.3 Treasurer's Reports: Budget Variance, Check & Deposit – SS
   Sheridan presented the Treasurer's Reports. **MOTION:** Alyssa motioned and Laura seconded to approve the October 2012 Treasurer's reports. **Motion carried unanimously.**

   4.2 Managerial Committee Report – AA
   4.2.1 Update on Projects – AA
   Alyssa reported on the election materials being put together and training of Minnick Management in handling the annual meeting and elections.

   4.2.2 Minnick Trial Period – AA
   Alyssa reported that the management trial period was due to expire at the end of November and that a vote on continuing service would be made at December's meeting. Various board members reflected that they have had a positive experience to date working with Minnick Management.

   4.2.3 James Kozlik request to streamline covenants and bylaws – AA
   Alyssa reported on a conversation with James Kozlick regarding his expressed interest in helping with the process of streamlining covenants and bylaws. She noted that he would be contacted by the committee after the process is reviewed.

   4.3 Project Review Committee Report – AA/RS
   4.3.1 Parcels 90 & 91 SG – Erickson Variance Withdrawal – AA
   Alyssa reported that the Erickson's have withdrawn their variance project and will now just complete the two allowed houses in accordance with the master plan. Currently they have no plans for construction on Parcel 90. She noted that now that

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there is no longer a variance, the association has lost the conditions and requirements that had previously been negotiated. Richard noted that with the two current homes there are no variances.

4.4 Road and Weed Mgmt Committee Report – WS/RS

4.4.1 Grading Update – WS

Rich reported that the grading work has been completed.

4.4.2 Crack Sealing Update – WS

Paul reported that the crack sealing has been completed.

4.4.3 Request from Tim Brockett to discuss road problems in High South – RB

Richard reported that Tim had requested to discuss road problems in High South at the board meeting. Richard spoke to Tim about needing to first speak with the road committee prior to bringing the issue to the entire board, and that he understood the process. Rich noted that he has had an initial conversion with Tim and that he will be notified when the next road committee meeting takes place.

4.5 Recreation Land Update – LB

Laura presented storage shed options that could be purchased for use at the recreation land for lawnmower & utility storage. Two sizes were discussed by the Board, and with a current sale price on the larger one, the costs were comparable. Laura recommended the larger version as it would provide more utility for the cost. Alyssa noted that the larger version would better fit the current architectural style of the already existing building. The board discussed the best type of foundation to assure longevity of the structure. **MOTION:** Laura motioned and Sheridan seconded that the amount the PVRC has left in the budget for 2012 to be allocated to the purchase and installation of the larger 8' x 12' storage shed. **Motion carried unanimously.**

5. UNFINISHED BUSINESS

5.1 Executive Committee

5.1.1 Parcel 97 - Kathleen Ramp - Easement Issues – RB

Richard reported on the easement currently blocked and the progress being made. Kathleen's attorney passed on her concern of weeds along the easement and her desire for abatement to be done by the GLA. Rich noted that the entire property is infested with Russian thistle. The board discussed that Kathleen would need to get control over the weeds currently on her land. The board discussed parking and if it is possible to turn a vehicle around once through the easement and on forest service property. It was noted that the purpose of the easement is to access GLA common land and forest service property. Richard discussed that Kathleen desired to keep a combination lock on the gate that would be changed periodically. Richard gained the consensus of the Board to have our attorney respond that the GLA agrees to handle weed abatement in the easement, and that a combination lock is to be used on the gate with the code being changed once a year, and the membership will be informed of the code in the annual January mailing.

5.1.2 Assessment Policy Draft – SS

Sheridan presented the assessment policy draft that was initially discussed in February and March. Alyssa reported this current draft is more complete and clear and is an example of what could be sent out to the membership for feedback. Alyssa reviewed the various points in the draft, bringing attention to how a 30-day period would be more appropriate than one week for a collection warning letter to be sent after a lien is filed. There was general consensus by the board to make this

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change. Additional edits recommended were "that landowners must resubmit annually to qualify for hardship reductions" and that accounts qualifying for collections would be "turned over to a collection process". **MOTION:** Alyssa motioned and Paul seconded that the assessment policy draft for November 7th, 2012 be accepted as a form to be presented to the membership for input prior to adoption and will include the edits made at this meeting. **Motion carried unanimously. (Note unanimous agreement to amend edit under item 6.1.2.)**

5.2 Managerial Committee

5.2.1 Informational Mailing in November – AA

Alyssa reported on the information mailing being sent to the ownership and noted how it will cite the covenants regarding the assessment of dwelling units.

6. NEW BUSINESS

6.1 Executive Committee

6.1.1 Lot 24-B NG - Gail and Robert Quarles - Lien Payoff Proposal – SS

Sheridan presented the proposal regarding the Quarles past due account of $11,337.45 and how there is an offer to bring the account current by paying off the principal, $4,970 and a reduced amount of interest. Alyssa used a cost-of-living analysis to figure the adjusted value of the past due principal plus actual costs, which gave a total of $7,070. The board discussed how it would be in the best interest of the association to make this collection rather than risk potentially losing the association's funds. **MOTION:** Scott motioned and Laura seconded to accept $7,070 as it is in the best interest of the association. This would be $4,970 principal, a $2,000 cost of living addition, and $100 for lien filing and release fees. **Motion carried with 7 in favor, 2 opposed.**

6.1.2 Frances Owen - Parcel 95 SG - Assessment Reduction Request – SS

Sheridan presented Frances Owen's request for assessment reduction and her qualification from the county for an 80% reduction in her property taxes. The board discussed how the GLA has not previously granted any more than a 50% reduction in assessments. **MOTION:** Sheridan motioned and Alyssa seconded to grant Frances Owen a 50% reduction in her assessments with the proof that she qualifies for an 80% reduction in county taxes and to reapply annually to qualify for the reduction. It was noted that many of the membership qualifies for reductions in property taxes and that using this as a basis to reduce assessment fees would be detrimental to the association. It was noted that because of the importance of this issue further research and counsel should be sought prior to making a decision on this issue. **Sheridan withdrew her motion and the item was tabled.** The board unanimously agreed to remove the reduction request information from the assessment policy draft until research and advice from counsel is complete.

6.2 Election Committee – Annual Meeting

6.2.1 Review/discuss reports to be given at Annual Meeting – SS

The board discussed and reviewed the presentation of reports to be given at the annual meeting.

6.2.2 Annual Meeting Agenda – RB

The board reviewed the agenda and discussed the flow of items to be presented as well as the best timing for candidate presentations. The board concurred to edit agenda item #4 to allow candidates 3 minutes each for presentations. The board discussed the O'Connell's request to be allowed time on the agenda and concurred to add their item as #10.

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6.2.3 Review assignments for Minnick, board and volunteers – SS/NM
Sheridan discussed how the sign-in and ballot process will be conducted as well as the flow of operations related to volunteers and management to help conduct the meeting.

6.2.4 Review handouts for meeting and timeline for submitting for copies to be made – SS/NM
Alyssa noted that handouts for committee reports must be submitted to management to make copies by Friday morning.

6.3 Project Review Committee – AA/RS

6.3.1 Lot 32-A-2 SG – Pinardo Storage Building – AA
Alyssa presented Pedro Pinardo's project review application for the installation of a storage building adjacent to the existing house on Lot 32-A-2 SG. She noted Pedro's request for the sanitation bond to be reduced from $200 to $100 due to the small scope of the project. Gerald reported that all setbacks have been met under this proposed application. **MOTION:** Alyssa motioned and Sheridan seconded to approve the storage building for Perdo Pinardo Lot 32-A-2 SG and variance request with the conditions that disturbed land be reseeded and that if electrical were to be installed in the future, he would obtain an electrical permit. **Motion carried unanimously.**

6.4 Managerial Committee

6.4.1 Information requests - develop form – AA
Alyssa requested the permission of the board to develop an information request form, to be reviewed and approved by the board before use, for owners to fill out when requesting information from the GLA. The form would include basic information about the request and the particularity of the purpose the information was to be used for. Richard called the question and it was noted that it was the will of the board to proceed with a draft.

6.4.2 Purpose of Newsletter and content; contributions from landowners – AA
Alyssa asked for clarification of the board's position on the intended use of the newsletter and noted that some owners, from time to time, have requested to add personal announcements to the newsletter. The board concurred that it is to be used only to send information related to the association's operations and updated information to the membership.

7. Comment Period for Visiting Landowners
Daniel and Valery O'Connell made comments on various matters.

8. Adjournment at 9:29 PM

9. Closed session
Richard reported on the Liability Insurance policy's coverage and the O'Connell lawsuits.

10. Next Board Meeting: December 10, 2012, at St. John's Church (Please note: the originally-scheduled meeting for December 10 was rescheduled for December 17, 2012.)

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

November 7, 2012 – 7:00 pm

1. **Call to Order**
2. **Set Agenda**
3. **Approve Meeting Minutes** - October 8, 2012
4. **Officer and Committee Reports**
   - 4.1 Executive Committee Report
     - 4.1.1 October 24, 2012 President's Letter to Members – RB (2 min)
     - 4.1.2 Professional Liability Insurance – RB (3 min)
     - 4.1.3 Treasurer's Reports: Budget Variance, Check & Deposit – SS (2 min)
   - 4.2 Managerial Committee Report – AA
     - 4.2.1 Update on Projects – AA (2 min)
     - 4.2.2 Minnick Trial Period – AA (1 min)
     - 4.2.3 James Kozlik request to streamline covenants and bylaws – AA (1 min)
   - 4.3 Project Review Committee Report – AA/RS
     - 4.3.1 Parcels 90 & 91 SG – Erickson Variance Withdrawal – AA (1 min)
   - 4.4 Road and Weed Mgmt Committee Report – WS/RS
     - 4.4.1 Grading Update – WS (1 min)
     - 4.4.2 Crack Sealing Update – WS (1 min)
     - 4.4.3 Request from Tim Brockett to discuss road problems in High South – RB (1 min)
   - 4.5 Recreation Land Update – LB (2 min)
5. **UNFINISHED BUSINESS**
   - 5.1 Executive Committee
     - 5.1.1 Parcel 97 - Kathleen Ramp - Easement Issues – RB (3 min)
     - 5.1.2 Assessment Policy Draft – SS (5 min)
   - 5.2 Managerial Committee
     - 5.2.1 Informational Mailing in November – AA (3 min)
6. **NEW BUSINESS**
   - 6.1 Executive Committee
     - 6.1.1 Lot 24-B NG - Gail and Robert Quarles - Lien Payoff Proposal – SS (4 min)
     - 6.1.2 Frances Owen - Parcel 95 SG - Assessment Reduction Request – SS (2 min)
   - 6.2 Election Committee – Annual Meeting
     - 6.2.1 Review/discuss reports to be given at Annual Meeting – SS (2 min)
     - 6.2.2 Annual Meeting Agenda – RB (2 min)
     - 6.2.3 Review assignments for Minnick, board and volunteers – SS/NM (3 min)
     - 6.2.4 Review handouts for meeting and timeline for submitting for copies to be made – SS/NM (1 min)
   - 6.3 Project Review Committee – AA/RS
     - 6.3.1 Lot 32-A-2 SG – Pinardo Storage Building – AA (2 min)
   - 6.4 Managerial Committee
     - 6.4.1 Information requests - develop form – AA (1 min)
     - 6.4.2 Purpose of Newsletter and content; contributions from landowners – AA (2 min)
7. **Comment Period for Visiting Landowners**
8. **Adjournment**
9. **Closed session**
10. **Next Board Meeting: December 10, 2012, at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

December 17, 2012

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1. **Call to Order**
   The meeting was called to order by Richard Bolen at 7:07 p.m. at St. John's Church. Sheridan gave the opening prayer.

   PRESENT: Richard Bolen (President) aka Richard, Laura Boise (Vice President), Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Alyssa Allen, Rich Spallone (aka Rich), William Smith, Paul Ranttalo, Gerald Dubiel.
   ABSENT: Sean Halling, Ken Haug, Scott McBride.
   ALSO ATTENDING: Nathan & James (Minnick Management, Inc.)
   Landowners: Charlene Murphy, Daniel and Valery O'Connell, Ron Wartman, Kristy & Alan Peake. Guest: Ed Dobrowski.

2. **Set Agenda**

3. **Approve November 7, 2012 Meeting Minutes**
   Motion: Sheridan motioned and Laura seconded to approve the November 7th, 2012 minutes with grammatical edits. **Motion carried.** Abstentions: William who was not present Nov. 7th.

4. **Officer and Committee Reports**
   4.1 Executive Committee Report
   4.1.1 Change of Lawyers to Brown Law Firm – RB
   Richard reported that there had been a unanimous vote of approval by the board via e-mail to change legal representation for the two most recent O'Connell lawsuits to the Brown Law Firm.

   4.1.2 Proposed Insurance Agent change to Key Ins. for USLI and RPS – RB
   Alyssa presented the request to have Key Insurance, the current insurance agent for the GLA's general liability policy with RPS, become the agent for the policy with USLI as well. The proposed administrative change will not alter the actual policies. **MOTION:** Janet motioned and Sheridan seconded to approve Key Insurance as the designated agent for both the USLI and RPS Insurance policies. **Motion carried unanimously.**

   4.1.3 Parcel 97 SG - Kathleen Ramp - Easement Update – RB
   Richard noted that there were no new updates at this time to report.

   4.1.4 Treasurer's Reports: Budget Variance, Check & Deposit – SS
   Sheridan presented the Treasurer's Reports. **MOTION:** Alyssa motioned and William seconded to approve the November 2012 Treasurer's reports. **Motion carried unanimously.**

   4.1.5 Lot 10-B NG – Kaminski Sale & Past Due Balance Collected – SS
   Sheridan reported that Norene Kaminiski's property had sold and the GLA was able to collect the full $1,389.36 owed at closing due to the property lien filed.

   4.2 Election Committee – Review Annual Meeting and Election Results – SS
   Sheridan reported that the election process and volunteer crew efforts went well. Alyssa noted that there was a lot of good landowner input. Richard noted that the election results should be attached to the minutes and the board concurred. **(Attachment)**

   4.3 Managerial Committee Report
   4.3.1 VoiceNation Setup & Possible Additional Extensions – AA
   In an effort to increase communication with landowners, Alyssa reported that she researched options available with the VoiceNation service and was able to setup extensions whereby snowplow operators can now post announcements that may be accessed by landowners for timely road condition information and meeting dates.

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Alyssa informed the board that other extensions could be setup as the board deemed necessary in the future.

4.3.2 November Newsletter & Assessment Policy – AA
Alyssa reported that the November newsletter went out to the membership, mentioning the plan to assess guesthouses starting in 2013, and included the assessment policy draft for the purpose gaining landowner feedback prior to enacting these policies. It was noted that no landowner feedback has been received.

4.4 Road and Weed Mgmt Committee Report – WS/RS
William reported on the Road Committee meeting held on December 17th, 2012 at 6 p.m. at which Sheridan, Paul, Rich & William were in attendance as well as Charlene Murphy. The following topics were discussed:

a) Sand is stored in the Quonset building and trucks are being loaded with sand on a regular basis.
b) William reported on a landowner inquiry regarding Rich Spallone's hourly rate of $75/hour for snow removal. He discussed how the rate is based on a contractor providing and repairing their own equipment, carrying insurance, etc. vs. the GLA paying an employee an hourly rate, covering insurance, repairs, operating expenses, and payroll taxes which is approximately a wash. He noted the savings of time in regard to Rich's ability to start on site and plow down from high South vs. paying time for employees to travel up to high South to start. He contacted the owner with this information and they understood the difference and were satisfied with the choice to hire a contractor for the reasons described.
c) William reported on an invoice submitted by a landowner for shoveling sand onto a stretch of road without securing prior approval of the Road Committee. It was noted that in addition to needing prior approval, workers must meet the qualifications of either a general contractor or employee for liability reasons.
It was suggested that George Hurst, a mechanic, be hired to make repairs to plow equipment and vehicles and it be brought to the GLA Board. **MOTION by GLA Board:** William motioned and Alyssa seconded to hire George Hurst as a GLA employee for the purpose of maintaining snow plow trucks at the rate of $12/hour as a seasonal employee. **Motion carried unanimously.** The board noted that they will also offer information regarding this position and it's availability to the community.
d) William reported that after a review of expenditures, they would request that any remaining road budget funds for 2012 be earmarked for road fund savings in preparation of upcoming expenses. **MOTION by GLA Board:** William motioned and Rich seconded that any unspent 2012 road budget funds remain earmarked for road projects in the 2013 season. **Motion carried unanimously.**
e) William reported that magnesium chloride and road gravel estimates will be looked into for upcoming road maintenance.
f) William reported that the Road Committee would like to schedule a community wide road meeting to gain input from the landowners which could be announced in the GLA newsletter once scheduling is completed.

4.5 Recreation Land Report – LB
Laura reported that a letter was received regarding the current involuntary dissolution status of the PVRC as noted from the Secretary of the State. She also reported that due to the cold, the storage building has not yet been installed.

5. UNFINISHED BUSINESS
5.1 Executive Committee
5.1.1 Parcel 95 SG – Owen Assessment Reduction Request – SS

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The board continued discussion on Frances Owen's assessment reduction request that had been tabled at the previous meeting until more findings could be presented. Alyssa reviewed how the board had considered allowing a reduction of assessments if the applicant qualified for a reduction in their property taxes, yet it had become clear that is a category that many would qualify for. It was noted that an assessment reduction is not standard practice for homeowners associations and could be a harmful precedent to set for the GLA. The board discussed that it would not be in the best interest of the GLA to have an open policy for reductions. **MOTION:** Alyssa motioned and Rich seconded that the GLA not approve Frances Owen's request for an assessment reduction due to the fact that it would be injurious to the rest of the community to do so per covenant 12.01. **Motion carried unanimously.**

5.1.2 Parcel 103 SG – Determine if Easement Access Blocked - AA
Alyssa reported that there may be a fence or gate blocking this easement and this should be verified. William noted the reason this easement exists was that prior to Hercules Drive being built, it was the access route to high south. At this time, there may not be any concern with this easement being blocked as it does not provide access to an existing road.

5.2 Managerial Committee

5.2.1 Minnick Trial Period and Renewal – AA
Richard noted that the trail period with Minnick Management, Inc. has passed. Alyssa presented the draft of the renewal contract. Richard noted that the last contract was for a 6-month period and the renewal is ongoing with a 60-day termination clause to rescind the contract. Alyssa reported that if the contract is renewed, in order to provide efficiency, an additional checking account would be opened in Bozeman for deposits with officers being the signers. Minnick Management will continue not to be signers on accounts. She discussed how management should be CC'd on e-mail discussions to keep them in the loop and to communicate new items to them to assist the GLA in the preparation of agendas. Richard noted that part of the original purpose to hire management was to consolidate all the hired administrative contractors. **MOTION:** Sheridan motioned and Paul seconded to approve the proposed Minnick Management contract for renewal. **Motion carried unanimously.**

6. NEW BUSINESS

6.1 Orientation for New Board

6.1.1 Establish Officers, Committees, Committee Chairs and Members – RB
The Board reviewed the current committee list. **MOTION:** Alyssa motioned and Sheridan seconded that the board continue with the existing committees as outlined in the July 10, 2012 committee list with the change that Janet Naclerio be co-chair with Laura Boise on the community committee. **Motion carried unanimously.**
Richard was nominated to continue as President. Alyssa was nominated as Vice President. Sheridan was nominated to continue as Treasurer. Janet was nominated to continue as Secretary. Laura, acting as chair, called for the vote of approval for the nominated officers. **Nominations carried unanimously.**
MOTION: William motioned and Rich seconded that the executive committee be edited to reflect the change in Vice Presidency. **Motion carried unanimously.**

6.1.2 Determine Board Meeting Dates for 2013 and Annual Meeting – AA
The board reviewed the proposed meeting dates for 2013. **MOTION:** Laura motioned and Alyssa seconded to approve the following meeting dates for the 2013 board meetings: Jan 14, Feb 11, March 11, April 8, May 13, June 10, July 15,

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Aug 12, Sept 9, Oct 7, Nov 4, Dec 9 AND November 9th for the annual meeting at Emigrant Hall. **Motion carried unanimously.** William and Rich then set the community road meeting for Monday, January 21st with the board's approval.

6.2 Executive Committee

6.2.1 Year-end Bank Totals Report – SS/AA

With the board's approval, Alyssa invited Charlene Murphy to present a historical year-end bank total report she produced on her own time which showed … for the designated savings fund balances which could be used for passing on more information to landowners.

6.3 Managerial Committee

6.3.1 Proposal for landowner input at meetings and time keeper – AA

Alyssa recollected that at the annual meeting, landowners had requested the option of being able to give input to the board at the beginning of the meeting. As a way to make this feasible without using up too much time as this had in the past, Alyssa presented the option of using a timer for each landowner's input, and demonstrated a timing device that the GLA could purchase. However, if seeking an agenda item or discussion, landowners will still need to submit the inquiry a couple of weeks ahead of the meeting so it may first be handled by the appropriate committee. Richard expressed the importance of allowing requests to be handled at committee level so items which end up on the agenda are fully researched prior to board meetings. **MOTION:** Sheridan motioned and William seconded that the board accept the proposal to purchase the timer and to provide landowner input not to exceed 3 minutes each at the beginning of the board meeting. **Motion carried unanimously.**

6.3.2 Updating of records for accurate assessments – AA

Alyssa presented the need to keep updated landowner records and that if a property is in question, board members are to get the information to management for initial county record research. The board mentioned some new landowners and the status of Welcome Packets. **Action Item – Janet & Laura** to work on welcome packets.

6.3.3 Linda Ulrich proposal for meeting to discuss governing documents – AA

Alyssa reported on Linda Ulrich's request regarding landowners interested in meeting with the board and reviewing the GLA governing documents. Ron Wartman stated that he is part of the group and that they may first need to have specific ideas to bring to the board. The board agreed on the importance of the group first solidifying their thoughts. **Action item - Laura** to respond back to Linda to have the group solidify their thoughts prior to requesting a meeting.

7. Comment Period for Visiting Landowners

Ed Dobrowski asked about bidding on future work to the Quonset hut.
Ron Wartman inquired about indicating other financial amounts in the January newsletter.
Alan Peake inquired about getting his assessment statements via e-mail.
Daniel and Valery O'Connell made comments on various matters.

8. Adjournment at 10:10 p.m.

9. Closed session.

9.1 Discussion of lawsuits – RB/Board

Richard reported on and the board discussed the O'Connell lawsuits.

10. Next Board Meeting: January 14, 2013, at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

December 17, 2012 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** - November 7, 2012

4. **Officer and Committee Reports**
   - 4.1 Executive Committee Report
     - 4.1.1 Change of Lawyers to Brown Law Firm – RB (1 min)
     - 4.1.2 Proposed Insurance Agent change to Key Ins. for USLI and RPS – RB (2 min)
     - 4.1.3 Parcel 97 SG - Kathleen Ramp - Easement Update – RB (1 min)
     - 4.1.4 Treasurer's Reports: Budget Variance, Check & Deposit – SS (2 min)
     - 4.1.5 Lot 10-B NG – Kaminski Sale & Past Due Balance Collected – SS (1 min)
   - 4.2 Election Committee – Review Annual Meeting and Election Results – SS (2 min)
   - 4.3 Managerial Committee Report
     - 4.3.1 VoiceNation Setup & Possible Additional Extensions – AA (2 min)
     - 4.3.2 November Newsletter & Assessment Policy – AA (1 min)
   - 4.4 Road and Weed Mgmt Committee Report – WS/RS (8 min)
   - 4.5 Recreation Land Report – LB (2 min)

5. **UNFINISHED BUSINESS**
   - 5.1 Executive Committee
     - 5.1.1 Parcel 95 SG – Owen Assessment Reduction Request – SS (2 min)
     - 5.1.2 Parcel 103 SG – Determine if Easement Access Blocked - AA (1 min)
   - 5.2 Managerial Committee
     - 5.2.1 Minnick Trial Period and Renewal – AA (5 min)

6. **NEW BUSINESS**
   - 6.1 Orientation for New Board
     - 6.1.1 Establish Officers, Committees, Committee Chairs and Members – RB (2 min)
     - 6.1.2 Determine Board Meeting Dates for 2013 and Annual Meeting – AA (2 min)
   - 6.2 Executive Committee
     - 6.2.1 Year-end Bank Totals Report – SS/AA – 3 min
   - 6.3 Managerial Committee
     - 6.3.1 Proposal for landowner input at meetings and time keeper – AA (3 min)
     - 6.3.2 Updating of records for accurate assessments – AA (2 min)
     - 6.3.3 Linda Ulrich proposal for meeting to discuss governing documents – AA (2 min)

7. **Comment Period for Visiting Landowners**

8. **Adjournment**

9. **Closed session**
   - 9.1 Discussion of lawsuits – RB/Board

10. **Next Board Meeting: January ___(TBD), 2013, at St. John's Church**

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Glastonbury Landowners Association

Newsletter ~ November 2012

Annual Meeting & Elections Update

Despite snowy conditions, our November 10, 2012 Annual Meeting and Elections was well attended. Minnick Management assisted in handling the many duties required to hold the meeting and run the elections, along with board members and numerous volunteers. We offer our sincere appreciation and thanks for all of their hard work and community spirit!

We welcome the following directors and ombudsmen who were elected to serve two-year terms on the Glastonbury Board of Directors, and one-year terms for Ombudsmen:

North Glastonbury	South Glastonbury
Gerald Dubiel	Alyssa Allen
Janet Naclerio	Laura Boise
Sheridan Stenberg	Rich Spallone

Specific voting results for directors are as follows:

Donna Andersen: 52	Alyssa Allen: 65
Gerald Dubiel: 64	Laura Boise: 45
Janet Naclerio: 62	Tim Brockett: 31
Daniel O'Connell: 9	Rich Spallone: 55
Valery O'Connell: 8	
Sheridan Stenberg: 68	
Bob Wallace: 1	
Ron Wartman: 1	

Ombudsmen elected are:

Miriam Barker: 58 (1 write-in received 1 vote for SG)
Hettie Wortelboer: 75 (no write-in votes for NG)

These volunteer positions are a way that landowners can participate in bettering our community, and we thank all who ran for election for being willing to serve.

Kenneth Haug, Paul Ranttalo and William Smith from North Glastonbury; and Richard Bolen, Sean Halling and Scott McBride from South Glastonbury are completing the remainder of their two-year terms.

Officer and committee chair positions as well as the 2013 Board Meeting Schedule will be announced in our next newsletter.

Note: Each membership interest is allowed to cast one ballot whereby 3 unique candidates may be selected for each of the 3 director positions, and 1 candidate for the ombudsman position. Voting has been done this way since the GLA's inception, and is consistent with voting practices among many other corporations.

Assessment Payment Policy

As mentioned in our July 2012 Newsletter, starting in January 2013, assessments are to be paid in the following manner in order to be in strict compliance with the Covenants:

1) Paid in full by the end of January, or
2) Paid in equal quarterly payments by January 31, April 31, July 31, and October 31.

As stated in the Covenants, there is a 30-day grace period for payments, after which a 5 percent penalty and 1.5 percent monthly interest will begin to accrue.

To ensure that the timing of how assessments are to be paid is clear and the consequences when they are not paid, we have enclosed an assessment payment policy for your review.

Guesthouse Assessment

The Covenants state that an assessment is charged for each division of land and for each dwelling unit (11.03), and the association has been charging assessments accordingly to the best of its ability.

Since guesthouses fulfill the description of a dwelling unit (3.12), and the Covenants do not base assessments on usage (nor is the association able to monitor such a thing), the board has determined that guesthouses are to be assessed as dwelling units. Landowners with guesthouses will see this reflected on their January 2013 statements.

Phone Announcements for Meeting Schedule and Road Condition Information

Exciting news! We are now set up with our VoiceNation PBX Assistant service to provide timely road condition reports during snowstorms, as well as meeting date announcements for those who wish to call in.

If you are interested, simply dial the GLA's voicemail phone number: 406-451-0033, and press the appropriate extension to hear the announcement.

Road information will be provided with a separate extension for each of the three areas: North Glastonbury – Ext. 107; Lower South Glastonbury – Ext. 108; Upper South Glastonbury – Ext. 109. Meeting date information will be provided on Ext. 105.

Road conditions will be periodically reported during snowstorms by our snow removal employees and contractors as progress is made. Please do not call these people directly as this would become burdensome and distracting to them as they attempt to do their work. For future reference, you may cut off the bottom of this page and keep the phone and extension numbers handy.

Note: If you wish to receive monthly board meeting agendas and scheduling information via e-mail, please contact us with your name and e-mail address (which will be kept confidential).

GLASTONBURY VOICEMAIL ANNOUNCEMENTS: 406-451-0033

Meeting Schedule Announcements: Ext. 105

North Glastonbury Road Information: Ext. 107
Lower South Glastonbury Road Information: Ext. 108
Upper South Glastonbury Road Information: Ext. 109

PO Box 1862 • Bozeman, Montana 59771 • (406) 556-7187 • (406) 451-0033 • www.GLA-MT.org • admin@GLA-MT.org

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through November 2012

	Jan - Nov 12	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	310.00			
102. Dwelling 2000	140.00			
103. Dwelling 2001	120.00			
104. Dwelling 2002	180.00			
105. Dwelling 2003	240.00			
106. Dwelling 2004	240.00			
107. Dwelling 2005	132.00			
108. Dwelling 2006	241.90			
109. Dwelling 2007	407.81			
110. NG Dwelling 2008	255.26			
110. SG Dwelling 2008	318.00			
111. NG Dwelling 2009	348.00			
111. SG Dwelling 2009	392.10			
112. NG Dwelling 2010	1,028.56			
112. SG Dwelling 2010	537.37			
113. NG Dwelling 2011	3,089.44			
113. SG Dwelling 2011	2,498.78			
114. NG Dwelling 2012	23,299.18	26,454.00	-3,154.82	88.1%
114. SG Dwelling 2012	18,093.36	19,195.00	-1,101.64	94.3%
125. Land Prior to 2000	310.00			
126. Land 2000	140.00			
127. Land 2001	120.00			
128. Land 2002	180.00			
129. Land 2003	240.00			
130. Land 2004	240.00			
131. Land 2005	132.00			
132. Land 2006	241.89			
133. Land 2007	407.81			
134. NG Land 2008	255.27			
134. SG Land 2008	477.00			
135. NG Land 2009	348.00			
135. SG Land 2009	685.53			
136. NG Land 2010	854.42			
136. SG Land 2010	952.20			
137. NG Land 2011	3,072.77			
137. SG Land 2011	3,683.43			
138. NG Land 2012	29,411.16	29,383.00	28.16	100.1%
138. SG Land 2012	31,152.17	33,012.00	-1,859.83	94.4%
150. GAV	9,359.00	9,359.00	0.00	100.0%
160. Finance Chrgs Late Accnts	4,029.85			
161. Penalties Late Accounts	918.39			
180. Bad Debt	-1,567.56			
100. Parcel Assessment Fees - Other	80.00			
Total 100. Parcel Assessment Fees	137,595.09	117,403.00	20,192.09	117.2%
200. Project Review Fees				
201. Application Fee	200.00	250.00	-50.00	80.0%
202. IF - House	1,100.00	3,075.00	-1,975.00	35.8%
203. IF - Structures 200/800sf	250.00			
204. IF - Structures Over 800sf	150.00			
205. IF - Well	75.00			
206. IF - Driveway	150.00			
207. IF - Septic	150.00			
209. IF - Mobile Home	150.00			
218. Mileage Impact Fee	325.00			
Total 200. Project Review Fees	2,550.00	3,325.00	-775.00	76.7%
300. Roads				
301. CUT - Road Paving Loan	1,109.86	1,300.00	-190.14	85.4%
Total 300. Roads	1,109.86	1,300.00	-190.14	85.4%
400. Liens				
401. Landowner Filing Fee	734.82			
Total 400. Liens	734.82			

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through November 2012

	Jan - Nov 12	Budget	$ Over Budget	% of Budget
500. Interest Earned				
501. Savings Interest	145.94			
500. Interest Earned - Other	0.00	78.00	-78.00	0.0%
Total 500. Interest Earned	145.94	78.00	67.94	187.1%
700. Other Income				
701. Miscellaneous	85.00			
Total 700. Other Income	85.00			
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	18,675.62	16,051.00	2,624.62	116.4%
804. ChipSeal-5 payments/land	2,470.00	2,759.00	-289.00	89.5%
805. ChipSeal GAV- 5 payments	3,103.00	3,103.00	0.00	100.0%
Total 800. NG Chip Seal Income	24,248.62	21,913.00	2,335.62	110.7%
Total Income	166,469.33	144,019.00	22,450.33	115.6%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	680.29			
A02B. South Glastonbury	270.88			
A02C. High South Glastonbury	1,478.75			
A02. Contractors - Snow Removal - Other	0.00	8,490.00	-8,490.00	0.0%
Total A02. Contractors - Snow Removal	2,429.92	8,490.00	-6,060.08	28.6%
A03. Contractors - Weed Contrl	2,568.20	2,000.00	568.20	128.4%
A05. Equipment Reg & Ins	1,313.00	2,360.00	-1,047.00	55.6%
A06. Equipment Mtce				
A06. Truck #1	1,137.27			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,137.27	1,500.00	-362.73	75.8%
A08. Road Improvement Loan	30,225.28	30,225.00	0.28	100.0%
A09. Administration	0.00	155.00	-155.00	0.0%
A11. Miscellaneous				
A11A. Fuel	463.18	600.00	-136.82	77.2%
A11B. Sand	150.00	250.00	-100.00	60.0%
A11C. Sign Posts	315.08			
A11E. Quonset Hut Asset Expense	0.00	500.00	-500.00	0.0%
Total A11. Miscellaneous	928.26	1,350.00	-421.74	68.8%
A12. Contractors - NG Road Wrk				
A12B. Aries Drive	672.50			
A12C. Capricorn Drive	707.50			
A12F. Gemini Road	677.17			
A12G. Jupiter Way	5,050.00			
A12H. Orion Way	369.16			
A12I. Pisces Way	879.33			
A12J. Sirius Drive	747.50			
A12K. Taurus Road	980.51			
A12L. Venus Way	571.33			
A12R. NG Crack Sealing	14,000.00			
A12W. Mowing North Glastonbury	0.00	375.00	-375.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	9,124.00	-9,124.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#2	4,619.50	4,619.50	0.00	100.0%
Chip Seal Investor#3	1,154.87	1,154.87	0.00	100.0%
Chip Seal Investor#5	0.00	6,945.75	-6,945.75	0.0%
Total A12Y. ChSeal Investors payments	5,774.37	12,720.12	-6,945.75	45.4%
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	30,429.37	36,219.12	-5,789.75	84.0%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through November 2012

	Jan - Nov 12	Budget	$ Over Budget	% of Budget
A13. Contractors - SG Road Wrk				
A13B. Arcturus Drive	3,602.50			
A13E. Leo Lane	1,107.50			
A13G. Hercules Road	3,606.66			
A13J. Sagittarius Skyway	1,106.67			
A13K. Scorpio Way	336.67			
A13W. Mowing South Glastonbury	0.00	375.00	-375.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	9,760.00	14,375.00	-4,615.00	67.9%
A14. Roads/Common Land Ins	5,375.16	5,500.00	-124.84	97.7%
A15. Contingency Fund	0.00	1,500.00	-1,500.00	0.0%
A16. Employee Expenses				
A16.B I.R.S.	143.60			
A16C. Department of Revenue MT	2.00			
Total A16. Employee Expenses	145.60			
Total A00. Roads & Weeds	84,312.06	103,674.12	-19,362.06	81.3%
B00. Project Review				
B01. Contractors	0.00	250.00	-250.00	0.0%
B04. Administration	0.00	725.00	-725.00	0.0%
B07. Impact Fees used for roads	0.00	2,350.00	-2,350.00	0.0%
Total B00. Project Review	0.00	3,325.00	-3,325.00	0.0%
C00-1 Legal Fees Contingency Fu				
C00-1 A General Legal /Services	330.00			
C00-1 B O'Connell Lawsuit	24,033.70			
C00-1 Legal Fees Contingency Fu - Other	0.00	3,000.00	-3,000.00	0.0%
Total C00-1 Legal Fees Contingency Fu	24,363.70	3,000.00	21,363.70	812.1%
C00-2 Gen Op/Subcontractors				
C00-2.01 Gen. Managerial Duties	6,100.00	4,837.00	1,263.00	126.1%
C00-2.02 Virtual Message/phone	164.45	180.00	-15.55	91.4%
C00-2.04 copies & postage	0.00	175.00	-175.00	0.0%
Total C00-2 Gen Op/Subcontractors	6,264.45	5,192.00	1,072.45	120.7%
C00. Community/Complaints				
C01. Contractors	75.00	1,800.00	-1,725.00	4.2%
C04. Legal Fees	0.00	870.00	-870.00	0.0%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
Total C00. Community/Complaints	75.00	2,845.00	-2,770.00	2.6%
D00. Recreation				
D03. Parkland/Recreation				
D03A. Parkland Electricity	625.99	500.00	125.99	125.2%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
D03F. Cement Pad	0.00	1,450.00	-1,450.00	0.0%
D03G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. Parkland/Recreation	625.99	2,490.00	-1,864.01	25.1%
D06. Miscellaneous	85.00			
Total D00. Recreation	710.99	2,490.00	-1,779.01	28.6%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	0.00	100.00	-100.00	0.0%
F03. Software	76.45			
F04. Miscellaneous	25.06			
Total F00. Website	101.51	455.00	-353.49	22.3%
G00. Liens				
G01. Lien Filing	211.76	350.00	-138.24	60.5%
G03. Administration	375.00	300.00	75.00	125.0%
G04. Credit Report Research	60.00	500.00	-440.00	12.0%
Total G00. Liens	646.76	1,150.00	-503.24	56.2%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through November 2012

	Jan - Nov 12	Budget	$ Over Budget	% of Budget
J00. Other Projects				
J03.Policies & Procedures	4,048.50	2,440.00	1,608.50	165.9%
Total J00. Other Projects	4,048.50	2,440.00	1,608.50	165.9%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	285.00	5,980.00	-5,695.00	4.8%
K02. Contractors - Bookkeeper	2,227.50	3,600.00	-1,372.50	61.9%
K03. Contractors - Accountant	130.17	125.00	5.17	104.1%
K06. Office Supplies	1,085.47	950.00	135.47	114.3%
K07. Postage and Delivery	923.58	1,200.00	-276.42	77.0%
K08. Monthly Board Meetings	2,270.00	2,855.00	-585.00	79.5%
K09. Bank Service Charges	1.00			
K11. Rent				
K11B. Storage/Boxes	125.00	300.00	-175.00	41.7%
K11. Rent - Other	375.00	240.00	135.00	156.3%
Total K11. Rent	500.00	540.00	-40.00	92.6%
K12. Insurance				
K12A. GLA Board Liability Ins	1,341.00	1,342.00	-1.00	99.9%
Total K12. Insurance	1,341.00	1,342.00	-1.00	99.9%
K13. Taxes	336.60	317.00	19.60	106.2%
K14. Licenses and Permits	15.00	70.00	-55.00	21.4%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K17. Equipment Purchases	243.50			
K18. Miscellaneous	99.00			
K19. Quarterly Newsletter	345.00	950.00	-605.00	36.3%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
K30. Management Expense	9,556.46			
Total K00. General Operating Expenses	19,359.28	19,015.00	344.28	101.8%
L00. Other Expenses				
L01. Miscellaneous	0.00			
Total L00. Other Expenses	0.00			
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	370.85	400.00	-29.15	92.7%
M05. Refreshments	205.34	200.00	5.34	102.7%
M06. Rent	0.00	75.00	-75.00	0.0%
M07. Miscellaneous	10.20			
M08. Copies	530.00	125.00	405.00	424.0%
M00. Annual Meeting/Elections - Other	75.00			
Total M00. Annual Meeting/Elections	1,191.39	1,690.00	-498.61	70.5%
Total Expense	141,073.64	145,276.12	-4,202.48	97.1%
Net Ordinary Income	25,395.69	-1,257.12	26,652.81	-2,020.1%
Net Income	25,395.69	-1,257.12	26,652.81	-2,020.1%

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

January 14, 2013

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1. **Call to Order**
   The meeting was called to order by Richard Bolen at 7:07 p.m. at St. John's Church. Sheridan gave the opening prayer.

   PRESENT: Richard Bolen (President) aka Richard, Alyssa Allen (Vice President), Sheridan Stenberg (Treasurer), Laura Boise, Rich Spallone (aka Rich), William Smith, Paul Ranttalo, Gerald Dubiel, Ken Haug, Sean Halling.
   ABSENT: Janet Naclerio (Secretary), Scott McBride.
   ALSO ATTENDING: Nathan & James (Minnick Management, Inc.)

2. **Set Agenda**

3. **Approve Meeting Minutes** – December 17, 2012
   Motion: Sheridan motioned and William seconded to approve the December 17th, 2012 minutes. **Motion carried.** Abstentions: Ken and Sean who were not present the 17th.

4. **Visiting Landowner Input Period**
   No landowners present to offer input.

5. **Officer and Committee Reports**
   5.1 Executive Committee Report
   5.1.1 Parcel 97 SG - Kathleen Ramp - Easement Update – RB
   Richard noted that the GLA is working on getting the lock combination for access.

   5.1.2 Lot 6-A NG – One West Bank Foreclosure Proceedings – AA
   Alyssa reported that the GLA received notice from One West Bank of their intent to proceed with foreclosure on a lot. She noted that this is a standard notice the GLA would see as they currently have a lien against the property to secure past due assessments and that it has been forwarded to Alanah Griffith.

   5.1.3 Treasurer's Reports: Budget Variance, Check & Deposit – SS
   Sheridan presented the Treasurer's Reports. **MOTION:** William motioned and Gerald seconded to approve the December 2012 Treasurer's reports. **Motion carried unanimously.**

   5.2 Managerial Committee Report – AA
   Alyssa reported that the Newsletter and 2013 Statements will be sent out this week. She also noted that the Managerial Committee handles landowner document requests and that there is currently a request from the O'Connell's of which the status is pending due to the non-payment of a previous document request and will be fulfilled once payment is received as advised by legal counsel.
   Alyssa noted that the bylaws state that committees are to keep their own meeting minutes. In order for these minutes to become part of the GLA records Alyssa described that each committee provides a report at the regular monthly meeting which then becomes part of the minutes and therefore this requirement is met.

   5.3 Road and Weed Mgmt Committee Report – WS/RS
   William reported that other than a battery issue, the snow plowing equipment is running well and that there is a sufficient number of plow truck operators. Rich reported that it is more cost effective and less time consuming to pick up sand from Mike Adkins as needed

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rather than coordinating a contractor to load sand from the Quonset. Alyssa mentioned giving notice of the February 25th community wide road meeting in the January newsletter. The board discussed the installation of the snow fences, working with volunteers to do so, and making sure those who help are thanked.
Action Item – Alyssa *to relay telephone tree information for the February 25th telephone tree information to Minnick Management to relay to Maydell Goulart.*
Alyssa also mentioned that notice will be included in the newsletter regarding the GLA having seasonal mechanic work in order to allow qualified individuals to have a chance to bid.

5.4 Master Plan Committee Report – LB/AA

Laura reported that she spoke with Linda Ulrich regarding the group of landowners who would like to present some ideas to the board regarding the governing documents. They had not had a meeting yet in order to formulate their ideas however, some of the thoughts they have relate to potentially streamlining the covenants, taking into consideration people on fixed incomes, maintaining the original intention of the development, addressing high traffic areas in relation to rentals, cost effectiveness of operations, and other matters. Laura suggested that the group meet so that they can formulate exactly what items they would like changed and why. Laura noted that this will be first addressed on a committee level in order to bring specific items to the board.
The board discussed how best to look into the governing documents, in relation to the board's obligation to do so, and considering what is in the best interest of the landowners, for the purpose of reviewing and potentially revising these documents. **MOTION:** Laura motioned and Alyssa seconded that the Master Plan Committee is now to become the Governing Document Committee for the purpose of reviewing the bylaws, covenants, and master plan and make recommendations to the board for possible changes.
Discussion: William suggested that the first order of business for the committee would be to establish a charter. **Motion carried unanimously.** The committee members will be Richard, Alyssa, Sheridan, Laura, Scott, and Ken.

6. UNFINISHED BUSINESS

6.1 Executive Committee

6.1.1 Assessment Policy for 2013 – AA

Alyssa reported that the draft assessment policy went out to the membership, there has not been additional feedback, and there has been due process in its establishment. **MOTION**: Alyssa motioned and Sheridan seconded that the GLA assessment policy be implemented starting January 1st 2013. **Motion carried unanimously.**

6.1.2 Parcel 95 SG – Owen Assessment Reduction Request – AA

Alyssa reviewed the previous request and vote regarding it at the December 17th meeting. Alyssa reported that through research they have identified that many landowners would qualify for a county reduction in property taxes and that regarding assessments, the practice of reducing dues is not a common practice for other associations. As part of the research of this request it was discovered that there are two land divisions that make up Frances Owen's property. However, this land division is a court-ordered division and Frances indicated that the additional lot was not to be taxed as a separate lot until it was sold. The board discussed the validity of the lot and it was the consensus of the board that more research will need to be done.

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7. **NEW BUSINESS**

7.1 Project Review Committee – AA/RS

7.1.1 Parcel 55 SG – Blanton Garage / Dwelling – AA/RS

Alyssa presented the Blanton project application for Parcel 55 for the construction of a garage with small apartment. As part of this application there is a request for a setback variance due to a previous boundary line adjustment and a desired build site given the current development of the parcel. Alyssa noted that the adjoining landowners, the Kremers, had been contacted and were not opposed to the setback reduction. **MOTION:** Alyssa motioned and William seconded that the garage/shop with one bedroom apartment for Bill and Patricia Blanton Parcel 55 SG be approved with the following conditions; that the necessary electrical, septic, and pluming permits be obtained, any disturbed land be reseeded, and that the Blanton's ensure that the DEQ's sanitary restrictions are compatible with the new building. **Motion carried unanimously.**

7.2 Managerial Committee

7.2.1 January Newsletter & Mailing– AA

Alyssa presented the newsletter for review by the board and the board collaborated on it's content.

8. **Comment Period for Visiting Landowners**

No landowners present to offer input.

9. **Closed session**

9.1 Discussion of lawsuits – RB/Board

10. **Meeting Adjourned at 9:21**

11. **Next Board Meeting: February 11th, 2013 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

January 14, 2013 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – December 17, 2012

4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

5. **Officer and Committee Reports**
   - 5.1 Executive Committee Report
     - 5.1.1 Parcel 97 SG - Kathleen Ramp - Easement Update – RB (1 min)
     - 5.1.2 Lot 6-A NG – One West Bank Foreclosure Proceedings – AA (1 min)
     - 5.1.3 Treasurer's Reports: Budget Variance, Check & Deposit – SS (2 min)
   - 5.2 Managerial Committee Report – AA (2 min)
   - 5.3 Road and Weed Mgmt Committee Report – WS/RS (2 min)
   - 5.4 Master Plan Committee Report – LB/AA (1min)

6. **UNFINISHED BUSINESS**
   - 6.1 Executive Committee
     - 6.1.1 Assessment Policy for 2013 – AA (2 min)
     - 6.1.2 Parcel 95 SG – Owen Assessment Reduction Request – AA (2 min)

7. **NEW BUSINESS**
   - 7.1 Project Review Committee – AA/RS
     - 7.1.1 Parcel 55 SG – Blanton Garage / Dwelling – AA/RS (3 min)
   - 7.2 Managerial Committee
     - 7.2.1 January Newsletter & Mailing– AA (3 min)

8. **Comment Period for Visiting Landowners**

9. **Closed session**
   - 9.1 Discussion of lawsuits – RB/Board

10. **Adjournment**

11. **Next Board Meeting: February 11th, 2013 at St. John's Church**

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through December 2012

	Jan - Dec 12	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100. Parcel Assessment Fees				
101. Dwelling Prior to 2000	310.00			
102. Dwelling 2000	140.00			
103. Dwelling 2001	120.00			
104. Dwelling 2002	180.00			
105. Dwelling 2003	240.00			
106. Dwelling 2004	240.00			
107. Dwelling 2005	132.00			
108. Dwelling 2006	241.90			
109. Dwelling 2007	407.81			
110. NG Dwelling 2008	255.26			
110. SG Dwelling 2008	318.00			
111. NG Dwelling 2009	348.00			
111. SG Dwelling 2009	392.10			
112. NG Dwelling 2010	1,028.56			
112. SG Dwelling 2010	537.37			
113. NG Dwelling 2011	3,089.44			
113. SG Dwelling 2011	2,325.26			
114. NG Dwelling 2012	23,874.00	26,454.00	-2,580.00	90.2%
114. SG Dwelling 2012	18,402.41	19,195.00	-792.59	95.9%
125. Land Prior to 2000	310.00			
126. Land 2000	140.00			
127. Land 2001	120.00			
128. Land 2002	180.00			
129. Land 2003	240.00			
130. Land 2004	240.00			
131. Land 2005	132.00			
132. Land 2006	241.89			
133. Land 2007	407.81			
134. NG Land 2008	255.27			
134. SG Land 2008	477.00			
135. NG Land 2009	348.00			
135. SG Land 2009	685.53			
136. NG Land 2010	854.42			
136. SG Land 2010	952.20			
137. NG Land 2011	3,072.77			
137. SG Land 2011	3,691.90			
138. NG Land 2012	29,985.97	29,383.00	602.97	102.1%
138. SG Land 2012	31,692.67	33,012.00	-1,319.33	96.0%
150. GAV	9,359.00	9,359.00	0.00	100.0%
160. Finance Chrgs Late Accnts	4,141.72			
161. Penalties Late Accounts	947.03			
180. Bad Debt	-1,567.56			
100. Parcel Assessment Fees - Other	80.00			
Total 100. Parcel Assessment Fees	139,569.73	117,403.00	22,166.73	118.9%
200. Project Review Fees				
201. Application Fee	250.00	250.00	0.00	100.0%
202. IF - House	1,400.00	3,075.00	-1,675.00	45.5%
203. IF - Structures 200/800sf	250.00			
204. IF - Structures Over 800sf	500.00			
205. IF - Well	75.00			
206. IF - Driveway	150.00			
207. IF - Septic	225.00			
209. IF - Mobile Home	150.00			
213. IF - Minor Variance	50.00			
218. Mileage Impact Fee	410.00			
Total 200. Project Review Fees	3,460.00	3,325.00	135.00	104.1%
300. Roads				
301. CUT - Road Paving Loan	1,109.86	1,300.00	-190.14	85.4%
Total 300. Roads	1,109.86	1,300.00	-190.14	85.4%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through December 2012

	Jan - Dec 12	Budget	$ Over Budget	% of Budget
400. Liens				
401. Landowner Filing Fee	734.82			
Total 400. Liens	734.82			
500. Interest Earned				
501. Savings Interest	145.94			
500. Interest Earned - Other	0.00	78.00	-78.00	0.0%
Total 500. Interest Earned	145.94	78.00	67.94	187.1%
700. Other Income				
701. Miscellaneous	329.80			
Total 700. Other Income	329.80			
800. NG Chip Seal Income				
803. ChipSeal- 5 payments/dwel	19,057.44	16,051.00	3,006.44	118.7%
804. ChipSeal-5 payments/land	2,470.00	2,759.00	-289.00	89.5%
805. ChipSeal GAV- 5 payments	3,103.00	3,103.00	0.00	100.0%
Total 800. NG Chip Seal Income	24,630.44	21,913.00	2,717.44	112.4%
Total Income	169,980.59	144,019.00	25,961.59	118.0%
Expense				
A00. Roads & Weeds				
A02. Contractors - Snow Removal				
A02A. North Glastonbury	1,417.79			
A02B. South Glastonbury	270.88			
A02C. High South Glastonbury	2,353.75			
A02. Contractors - Snow Removal - Other	0.00	8,490.00	-8,490.00	0.0%
Total A02. Contractors - Snow Removal	4,042.42	8,490.00	-4,447.58	47.6%
A03. Contractors - Weed Contrl	2,568.20	2,000.00	568.20	128.4%
A05. Equipment Reg & Ins	1,313.00	2,360.00	-1,047.00	55.6%
A06. Equipment Mtce				
A06. Truck #1	1,137.27			
A06. Equipment Mtce - Other	0.00	1,500.00	-1,500.00	0.0%
Total A06. Equipment Mtce	1,137.27	1,500.00	-362.73	75.8%
A08. Road Improvement Loan	30,225.28	30,225.00	0.28	100.0%
A09. Administration	0.00	155.00	-155.00	0.0%
A11. Miscellaneous				
A11A. Fuel	463.18	600.00	-136.82	77.2%
A11B. Sand	150.00	250.00	-100.00	60.0%
A11C. Sign Posts	315.08			
A11E. Quonset Hut Asset Expense	0.00	500.00	-500.00	0.0%
Total A11. Miscellaneous	928.26	1,350.00	-421.74	68.8%
A12. Contractors - NG Road Wrk				
A12B. Aries Drive	672.50			
A12C. Capricorn Drive	707.50			
A12F. Gemini Road	677.17			
A12G. Jupiter Way	5,050.00			
A12H. Orion Way	369.16			
A12I. Pisces Way	879.33			
A12J. Sirius Drive	747.50			
A12K. Taurus Road	980.51			
A12L. Venus Way	571.33			
A12R. NG Crack Sealing	14,000.00			
A12W. Mowing North Glastonbury	0.00	375.00	-375.00	0.0%
A12X. Payback general fund	0.00	2,000.00	-2,000.00	0.0%
A12XX. NG Work ChipSeal Income	0.00	9,124.00	-9,124.00	0.0%
A12Y. ChSeal Investors payments				
Chip Seal Investor#2	4,619.50	4,619.50	0.00	100.0%
Chip Seal Investor#3	1,154.87	1,154.87	0.00	100.0%
Chip Seal Investor#5	6,945.75	6,945.75	0.00	100.0%
Total A12Y. ChSeal Investors payments	12,720.12	12,720.12	0.00	100.0%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through December 2012

	Jan - Dec 12	Budget	$ Over Budget	% of Budget
A12. Contractors - NG Road Wrk - Other	0.00	12,000.00	-12,000.00	0.0%
Total A12. Contractors - NG Road Wrk	37,375.12	36,219.12	1,156.00	103.2%
A13. Contractors - SG Road Wrk				
A13B. Arcturus Drive	3,602.50			
A13E. Leo Lane	1,107.50			
A13G. Hercules Road	3,606.66			
A13J. Sagittarius Skyway	1,106.67			
A13K. Scorpio Way	336.67			
A13W. Mowing South Glastonbury	0.00	375.00	-375.00	0.0%
A13. Contractors - SG Road Wrk - Other	0.00	14,000.00	-14,000.00	0.0%
Total A13. Contractors - SG Road Wrk	9,760.00	14,375.00	-4,615.00	67.9%
A14. Roads/Common Land Ins	5,375.16	5,500.00	-124.84	97.7%
A15. Contingency Fund	0.00	1,500.00	-1,500.00	0.0%
A16. Employee Expenses				
A16.A MontananState Fund	394.36			
A16.B I.R.S.	143.60			
A16C. Department of Revenue MT	2.00			
Total A16. Employee Expenses	539.96			
Total A00. Roads & Weeds	93,264.67	103,674.12	-10,409.45	90.0%
B00. Project Review				
B01. Contractors	0.00	250.00	-250.00	0.0%
B04. Administration	0.00	725.00	-725.00	0.0%
B07. Impact Fees used for roads	0.00	2,350.00	-2,350.00	0.0%
Total B00. Project Review	0.00	3,325.00	-3,325.00	0.0%
C00-1 Legal Fees Contingency Fu				
C00-1 A General Legal /Services	1,402.50			
C00-1 B O'Connell Lawsuit	24,198.70			
C00-1 Legal Fees Contingency Fu - Other	0.00	3,000.00	-3,000.00	0.0%
Total C00-1 Legal Fees Contingency Fu	25,601.20	3,000.00	22,601.20	853.4%
C00-2 Gen Op/Subcontractors				
C00-2.01 Gen. Managerial Duties	6,835.00	4,837.00	1,998.00	141.3%
C00-2.02 Virtual Message/phone	179.40	180.00	-0.60	99.7%
C00-2.04 copies & postage	0.00	175.00	-175.00	0.0%
Total C00-2 Gen Op/Subcontractors	7,014.40	5,192.00	1,822.40	135.1%
C00. Community/Complaints				
C01. Contractors	75.00	1,800.00	-1,725.00	4.2%
C04. Legal Fees	0.00	870.00	-870.00	0.0%
C05. Miscellaneous/copies	0.00	175.00	-175.00	0.0%
Total C00. Community/Complaints	75.00	2,845.00	-2,770.00	2.6%
D00. Recreation				
D03. Parkland/Recreation				
D03A. Parkland Electricity	651.09	500.00	151.09	130.2%
D03D. Lawn Mower Maint.	0.00	240.00	-240.00	0.0%
D03F. Cement Pad	0.00	1,450.00	-1,450.00	0.0%
D03G. Gen. Maint. & Repairs	0.00	300.00	-300.00	0.0%
Total D03. Parkland/Recreation	651.09	2,490.00	-1,838.91	26.1%
D06. Miscellaneous	85.00			
Total D00. Recreation	736.09	2,490.00	-1,753.91	29.6%
F00. Website				
F01. Contractors - Dev & Mtce	0.00	355.00	-355.00	0.0%
F02. URL/Domain Fee	0.00	100.00	-100.00	0.0%
F03. Software	85.40			
F04. Miscellaneous	25.06			
Total F00. Website	110.46	455.00	-344.54	24.3%

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Glastonbury Landowner's Association

2012 Budget Variance Report

January through December 2012

	Jan - Dec 12	Budget	$ Over Budget	% of Budget
G00. Liens				
G01. Lien Filing	336.76	350.00	-13.24	96.2%
G03. Administration	375.00	300.00	75.00	125.0%
G04. Credit Report Research	60.00	500.00	-440.00	12.0%
Total G00. Liens	771.76	1,150.00	-378.24	67.1%
J00. Other Projects				
J03.Policies & Procedures	4,368.50	2,440.00	1,928.50	179.0%
Total J00. Other Projects	4,368.50	2,440.00	1,928.50	179.0%
K00. General Operating Expenses				
K01. Contractors - Admin Sec	285.00	5,980.00	-5,695.00	4.8%
K02. Contractors - Bookkeeper	2,227.50	3,600.00	-1,372.50	61.9%
K03. Contractors - Accountant	130.17	125.00	5.17	104.1%
K06. Office Supplies	1,308.03	950.00	358.03	137.7%
K07. Postage and Delivery	1,121.43	1,200.00	-78.57	93.5%
K08. Monthly Board Meetings				
K08. Monthly Board Meetings - Other	2,270.00	2,855.00	-585.00	79.5%
Total K08. Monthly Board Meetings	2,270.00	2,855.00	-585.00	79.5%
K09. Bank Service Charges	31.00			
K11. Rent				
K11B. Storage/Boxes	125.00	300.00	-175.00	41.7%
K11. Rent - Other	375.00	240.00	135.00	156.3%
Total K11. Rent	500.00	540.00	-40.00	92.6%
K12. Insurance				
K12A. GLA Board Liability Ins	1,341.00	1,342.00	-1.00	99.9%
Total K12. Insurance	1,341.00	1,342.00	-1.00	99.9%
K13. Taxes	336.60	317.00	19.60	106.2%
K14. Licenses and Permits				
K14. Licenses and Permits - Other	15.00	70.00	-55.00	21.4%
Total K14. Licenses and Permits	15.00	70.00	-55.00	21.4%
K15. Equipment Repair & Mtce	0.00	86.00	-86.00	0.0%
K17. Equipment Purchases	243.50			
K18. Miscellaneous				
K18. Miscellaneous - Other	99.00			
Total K18. Miscellaneous	99.00			
K19. Quarterly Newsletter	425.00	950.00	-525.00	44.7%
K20. Motions Database	0.00	1,000.00	-1,000.00	0.0%
K30. Management Expense	13,232.70			
K31. MGMNT Late Fee Collection	136.55			
Total K00. General Operating Expenses	23,702.48	19,015.00	4,687.48	124.7%
L00. Other Expenses				
L01. Miscellaneous	0.00			
Total L00. Other Expenses	0.00			
M00. Annual Meeting/Elections				
M03. Administration	0.00	890.00	-890.00	0.0%
M04. Postage and Delivery	370.85	400.00	-29.15	92.7%
M05. Refreshments	205.34	200.00	5.34	102.7%
M06. Rent	0.00	75.00	-75.00	0.0%
M07. Miscellaneous	15.20			
M08. Copies	714.85	125.00	589.85	571.9%
M00. Annual Meeting/Elections - Other	75.00			
Total M00. Annual Meeting/Elections	1,381.24	1,690.00	-308.76	81.7%
Total Expense	157,025.80	145,276.12	11,749.68	108.1%
Net Ordinary Income	12,954.79	-1,257.12	14,211.91	-1,030.5%
Net Income	**12,954.79**	**-1,257.12**	**14,211.91**	**-1,030.5%**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

February 11, 2013

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1. **Call to Order**
   The meeting was called to order by Richard Bolen at 7:25 p.m. at St. John's Church. Sheridan gave the opening prayer.

   PRESENT: Richard Bolen (President) aka Richard, Alyssa Allen (Vice President), Sheridan Stenberg (Treasurer), William Smith, Paul Ranttalo, Gerald Dubiel, Scott McBride
   ABSENT: Sean Halling, Ken Haug. Rich Spallone (aka Rich), Janet Naclerio (Secretary), Laura Boise
   ALSO ATTENDING: Nathan & James (Minnick Management, Inc.)
   Landowners: Charlene Murphy, Dennis Kight

2. **Set Agenda**

3. **Visiting Landowner Input Period**
   Dennis Kight introduced himself as a new landowner.

4. **Approve January 14, 2013 Meeting Minutes**
   Motion: Sheridan motioned and William seconded to approve the January 14th, 2013 minutes with grammatical edits. **Motion carried.** Abstentions: Scott McBride who was not present on the 14th.

5. **Officer and Committee Reports**
   5.1 Executive Committee Report
   5.1.1 Parcel 97 SG - Kathleen Ramp - Easement Update – RB
   Richard reported that the combination to the locked gate had not yet been received from Kathleen and that a 10-day notice would be given to provide the combination to the GLA, or the lock would be cut since it is the GLA's right to access the easement.

   5.1.2 Treasurer's Reports: Budget Variance, Check & Deposit – SS
   Sheridan presented the Treasurer's Reports and noted that assessment payment receipts for this time period are similar to what has been typically received in comparison to the last three years. It was noted that as a result of our Assessment Policy, there have been a number of inquiries by landowners wanting to make sure they were paying on time. **MOTION:** Alyssa motioned and Gerald seconded to approve the January 2013 Treasurer's reports. **Motion carried unanimously.**

   5.2 Managerial Committee Report – AA
   Alyssa reported that Minnick Management has been taking a proactive approach to assisting the board with administrative items and noted that communications should be CC'd to Minnick Management in an effort to keep them informed. She also noted that with their assistance, response time for e-mail requests and voicemail messages have also improved. Denise is continuing to work on organizing the association's document boxes and files as well as fulfilling requests when needed. Alyssa reported that William Holder's parcel, NG 39, had not obtained fee simple from the Church. As such, because the taxes and assessments have not been paid, there is potential that the Church may be getting the land back and if so, would work with the GLA to rectify the past due balance of $11,609.68. She also reported on a complaint received by the Laverty's regarding noise, dogs at large, and manure smell generated from their neighbors property that will be handled by the Community Committee in order to assist with a resolution between the neighbors. Alyssa inquired to the road committee regarding a second invoice submitted by Monte Lynch for work that was not approved and if a letter should be sent. William suggested that Monte be contacted and invited to attend the community road meeting.
   ***Action Item** – Alyssa to write a letter to Monte Lynch describing how the GLA cannot pay for services unless authorized.*

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5.3 Road and Weed Mgmt Committee Report – WS/RS

William reported that both GLA plow trucks are currently down but are in the process of being repaired in order to keep them up and running. Sanding is being done, however the temperature shifts have made it difficult to keep ahead of slick roads as the sand gets absorbed into the ice during melts. The board discussed the validity and process of being able to expect plow drivers to keep the phoned-in road condition announcements up-to-date as part of the job they are expected to do. William noted that plowing is done when there is at least 2" of snow accumulation on the asphalt roads and over 4" on gravel roads, and that regarding Dry Creek which is maintained by the County, the County has not been clearing snow beyond the end of the asphalt due to the type of snowplow truck they are using.

5.4 Governing Document Committee Report – LB/AA

Richard reported that due to scheduling and illnesses there has not yet been a meeting with the group of owners interested in reviewing the covenants. Alyssa reported that she had a positive discussion with Linda Ulrich and was able to help answer several questions, and provided her with a copy of the contract with Minnick Management which Linda requested.

5.5 Website Committee Report – AA

Alyssa reported that she has communicated with Scott and Ken that due to her workload and commitments she will need to resign from the committee. Scott has agreed to take her place and has started working on updates to the website. She also reported that due to the importance of making information available to landowners, the SharePoint work that Ken is doing will first focus on building an interface for landowners so they can access information.

6. UNFINISHED BUSINESS

6.1 Miscellaneous Managerial Committee – AA *(Added to Agenda)*

Alyssa discussed the process by which messages and announcements can be left with the VoiceNation service, and that an extension could be set up to forward directly to Minnick Management. Should there be some type of road emergency situation, an extension could also be set up to forward to Minnick's emergency-only contact number and then the appropriate Director would be called to handle it. By general consensus, the board agreed to have extension "0" forward to Minnick and extension "211" forward to Minnick's emergency number. Alyssa pointed out that some mail continues to come to the GLA's Emigrant PO Box, and that the Postal Service does not forward business mail as a policy. The board discussed the importance of retaining the local PO Box to be sure to catch all mail sent to the Emigrant address, and the need to highlight the new address to those who continue to send mail to the box in Emigrant. ***Action Item – Alyssa** will instruct Minnick Management on the process of leaving recorded messages on VoiceNation for upcoming board meeting dates and setup the new extensions.*

7. NEW BUSINESS

7.1 Project Review Committee – AA/RS

7.1.1 North Glastonbury Power Line Renovation – AA/RS

Alyssa and William reported on a section of power line that Park Electric has slated as necessary for replacement that runs the perimeter of Golden Age Village and then continues to carry power beyond to Bradford Way. Some options for replacement have been presented by Park Electric that use either overhead lines or underground lines as well as potentially increasing the phasing of power carried on from Sirius. Park Electric would replace the section at their cost if lines are

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installed overhead. Due to developments within GAV that have encroached on Park Electric's current utility easement, the options for a buried line involve either the excavation of a "bench" around GAV which may additionally require obtaining new utility easements from adjoining landowners or moving structures built on top of the easement within GAV in order to use the existing easement. Both of the buried line options would require that the additional costs be paid by the Church who owns GAV and potentially the GLA. The board discussed the issue of overhead lines creating potential health hazards from the electromagnetic frequency created by overhead lines as well as the change in aesthetics created by installing poles and lines above ground. The Board then discussed the necessity of involving the Church along with Park Electric to begin discovering the viability of the replacement options and scope of those possibly affected.
***Action Item – William** will contact the Church and Park Electric to further discuss options and arrange an on-site meeting.*

7.2 Managerial Committee

7.2.1 Non Profit Waivers – AA

Alyssa reported on the granting of land assessment waivers to non-profits back in 2003 by the board at that time. The applicant at that time was the South Glastonbury Teaching Center. Alyssa noted that the covenants do not define classes of properties in relation to being assessed however, the covenants provide that waivers should not be granted if there is potential harm to the community. As the non-profit waiver would need to be applied equally, this could create harm as the number of property's owned by non-profits can vary greatly. It was noted that there are currently four lots in receipt of this waiver, all of which are owned by the North and South Glastonbury Teaching Centers. The board discussed revisiting this and that the Teaching Centers will need to be contacted as they are the affected party. ***Action Item – Richard and Alyssa** to draft a letter to the North and South Teaching Centers that the board is in the process of revisiting this waiver.*

7.3 Website Committee – AA/SM

Scott reported on various content changes that he is working on and asked the board to take a look at the current website and then e-mail him any suggested changes that should be implemented. **MOTION:** William motioned and Sheridan seconded to have Scott McBride as the chairman of the Website Committee. **Motion carried unanimously.** The board consented that PVRC information should be removed from the website as it is not a GLA responsibility.

8. Comment Period for Visiting Landowners

No comments provided by two attending landowners.

9. Closed session

9.1 Discussion of lawsuits – RB/Board

10. Meeting Adjourned at 10:11 p.m.

11. Next Board Meeting: March 11th, 2013, at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

February 11, 2013 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – January 14, 2013

4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

5. **Officer and Committee Reports**
   - 5.1 Executive Committee Report
     - 5.1.1 Parcel 97 SG - Kathleen Ramp - Easement Update – RB (1 min)
     - 5.1.2 Treasurer's Reports: Budget Variance, Check & Deposit – SS (2 min)
   - 5.2 Managerial Committee Report – AA (3 min)
   - 5.3 Road and Weed Mgmt Committee Report – WS/RS (5 min)
   - 5.4 Governing Document Committee Report – LB/AA (3 min)
   - 5.5 Website Committee Report – AA (3 min)

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**
   - 7.1 Project Review Committee – AA/RS
     - 7.1.1 North Glastonbury Power Line Renovation – AA/RS (3 min)
   - 7.2 Managerial Committee
     - 7.2.1 Non Profit Waivers – AA (2 min)

8. **Comment Period for Visiting Landowners**

9. **Closed session**
   - 9.1 Discussion of lawsuits – RB/Board

10. **Adjournment**

11. **Next Board Meeting: March 11th, 2013 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

March 11, 2013

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1. **Call to Order**
   The meeting was called to order by Richard Bolen at 7:32 p.m. at St. John's Church. Janet gave the opening prayer.

   PRESENT: Richard Bolen (President) aka Richard, Alyssa Allen (Vice President), Janet Naclerio (Secretary), Sheridan Stenberg (Treasurer), Rich Spallone (aka Rich), Paul Ranttalo, Gerald Dubiel, Sean Halling, and William Smith (arrived at 8:07).
   ABSENT: Laura Boise, Scott McBride, and Ken Haug.
   ALSO ATTENDING: Nathan & Lindsay (Minnick Management, Inc.)
   Landowners: Tim Brockett, Jeff Nash, Dennis Kight, Charlene Murphy, Don Hansard, Kathie Garcia and Clare Parker. Guest: Ed Dobrowski.

2. **Set Agenda**

3. **Approve Meeting Minutes – February 11, 2013**
   Motion: Sheridan motioned and Gerald seconded to approve the February 11, 2013 meeting minutes. **Motion carried.** Abstentions: Rich and Janet who were not present February 11th.

4. **Visiting Landowner Input Period**
   Jeff Green let the Board know he would be clearing off his property in preparation for a construction project for which he will be submitting a project review application.
   Tim Brockett made several comments regarding the road policy's tiered structure.
   Charlene Murphy commented on the tiered road policy and its purpose.

5. **Officer and Committee Reports**
   5.1 Executive Committee Report
   5.1.1 Parcel 97 SG - Kathleen Ramp - Easement Update – RB
   Richard presented the letter from Kathleen's attorney providing the combination for the gate lock that provides access to the GLA's easement however, after checking, the provided combination will not open the lock and as such the GLA has asked for the correct combination.

   5.1.2 Treasurer's Reports: Budget Variance, Check & Deposit – SS
   Sheridan presented the Treasurer's Reports. Paul noted that the $375.00 expense listed under recreation land should be instead listed under Quonset hut repairs.
   MOTION: Alyssa motioned and Rich seconded to approve the February 2013 Treasurer's Reports with noted correction by Paul. **Motion carried unanimously.**

   5.1.3 Delinquent Account Report – SS
   Sheridan reported that 51% of the year's current accounts receivable have been collected which is on track with the typical amount collected at this time of year. There are currently 136 Landowners delinquent in payments this year, meaning they have yet to make at least their first quarterly payment. 95% of the total budgeted assessments for last year, 2012, have been collected leaving a balance of $7,236.88 in 2012 assessments past due.

   5.2 Managerial Committee Report – AA
   5.2.1 Non Profit Waivers – Update – AA
   Alyssa reported that the previous action item of writing a letter regarding non-profit waivers has not yet been accomplished and will continue to be an action item. She reported that she has trained Minnick Management on the project review

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application process and on how to update the announcements in VoiceNation. She noted that the extension for road emergencies would be 211 and that calls can be directed to management by dialing zero. Alyssa reported on the document request from Robert Wallace that was handled with management's assistance and distributed to the board as well, and that Denise has dropped off more records at Minnick Management's office. ***Action item – Managerial committee*** *to draft a letter to Steve Sirios regarding road work expenses and the requirement that any work must first be approved prior to commencement and payment.*

5.3 Road and Weed Mgmt Committee Report – WS/RS

William presented the February 25th, 2013 community road meeting minutes as well as the March 7th, 2013 Road Committee meeting minutes which shall become attached to the current board meeting minutes for the record. William discussed the options for magnesium chloride and road repairs that the committee is currently discussing. **MOTION:** William motioned and Sheridan seconded that the $3,279.36 presently in Savings and identified as "Available" shall be renamed "Long Term Road Maintenance Fund," and set aside with the intention of accruing adequate funds to pay for ongoing periodic road maintenance expenses. Any money not spent this summer from the $28,928.45 would be added to this Long Term Road Maintenance Fund. In addition, unspent funds from annual road budgets will automatically be transferred into this fund in the savings account at the end of the fiscal year, Dec 31st, in order to preserve any unspent funds for purposes of road maintenance. **Motion carried unanimously.**

William discussed the recommendation from Road Committee members regarding increasing assessments 10% for the next 2-3 years to cover expected increased costs for landowner-mandated road safety, and to cover basic maintenance and improvements to road surface treatments, purchase of new equipment, improvements to Quonset Hut, and perhaps to increase employee wages. **MOTION:** William motioned and Alyssa seconded that the board will seek input from Landowners regarding its intention to raise annual assessments 10% per year for 2014, 2015, and 2016. **Motion carried unanimously.** Rich expressed that in addition to feedback regarding an assessment increase, there should be input sought from landowners on what road maintenance items they would like to see road funds spent on. The board discussed how they might efficiently gain landowner input about the roads and how the community would like road funds spent.

5.4 Project Review Committee – AA/RS

5.4.1 North Glastonbury Power Line Renovation Update – AA/WS

Alyssa presented the letter to Park Electric which explains that the GLA is not currently in a position to approve above-ground power lines and encourages Park Electric to work with the owner of the property to submit a project review variance application.

5.5 Governing Document Committee Report – LB/SM

Richard and Alyssa reported that the Governing Document Committee was unable to meet and does not currently have a report.

5.6 Website Committee Report – SM

Alyssa reported that Scott is making progress on updating the website and working with Rudy Parker. She encouraged the Board to please visit the website and provide feedback.

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5.7 Community Committee

5.7.1 Lot 25-2 NG - Laverty Complaint – RB

Richard presented the complaint letter response that was sent to the Raths for the purpose of making them aware of the complaint and corresponding covenants, and asking them to respond to the GLA.

6. UNFINISHED BUSINESS

6.1 Executive Committee

6.1.1 Parcel 95 SG – Owen Additional Lot – SS

Alyssa reported that she spoke with the Park County Assessor's office regarding Parcel 95-SG remainder lot and they indicated that they are now assessing it as a separate tract of land. The board discussed that as such and in keeping with the covenants, this remainder tract will need to be assessed starting in 2013 and include a 30-day grace period for payment. Richard mentioned that in order to be in compliance with the covenants, previous assessment reduction requests will need to be reviewed as they are not in the best interest of the association. The board then discussed how an appropriate course of action for providing financial assistance with assessments might be the community's forming of a charity to help landowners in need.

7. NEW BUSINESS

8. Comment Period for Visiting Landowners

Kathie Garcia inquired about finance charges and payment plans.
Don Hansard inquired about the condition of Hercules Road close to his property and maintenance plans. This section of road will be checked on by the Road Committee.
Charlene Murphy commented on the importance of having a road policy.

9. Closed session

9.1 Discussion of lawsuits – RB/Board

10. Adjournment at 9:40 p.m.

11. Next Board Meeting: April 8th, 2013 at St. John's Church (Note that next meeting date was changed to April 29th via email vote by Board)

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

March 11, 2013 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – February 11, 2013

4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

5. **Officer and Committee Reports**
   - 5.1 Executive Committee Report
     - 5.1.1 Parcel 97 SG - Kathleen Ramp - Easement Update – RB (1 min)
     - 5.1.2 Treasurer's Reports: Budget Variance, Check & Deposit – SS (2 min)
     - 5.1.3 Delinquent Account Report – SS (1 min)
   - 5.2 Managerial Committee Report – AA (3 min)
     - 5.2.1 Non Profit Waivers – Update – AA (1 min)
   - 5.3 Road and Weed Mgmt Committee Report – WS/RS (5 min)
   - 5.4 Project Review Committee – AA/RS
     - 5.4.1 North Glastonbury Power Line Renovation Update– AA/WS (2 min)
   - 5.5 Governing Document Committee Report – LB/SM (2 min)
   - 5.6 Website Committee Report – SM (2 min)
   - 5.7 Community Committee
     - 5.7.1 Lot 25-2 NG - Laverty Complaint – RB (1 min)

6. **UNFINISHED BUSINESS**
   - 6.1 Executive Committee
     - 6.1.1 Parcel 95 SG – Owen Additional Lot – SS (2 min)

7. **NEW BUSINESS**

8. **Comment Period for Visiting Landowners**

9. **Closed session**
   - 9.1 Discussion of lawsuits – RB/Board

10. **Adjournment**

11. **Next Board Meeting: April 8th, 2013 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

April 29, 2013

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1. **Call to Order**
   The meeting was called to order by Richard Bolen at 7:04 p.m. at St. John's Church. Charlene gave the opening prayer.

   PRESENT: Richard Bolen (President) aka Richard, Alyssa Allen (Vice President), Janet Naclerio (Secretary), Rich Spallone (aka Rich), Laura Boise, Scott McBride, Ken Haug, William Smith, Paul Ranttalo (arrived at 7:35), Gerald Dubiel (arrived at 8:11).
   ABSENT: Sheridan Stenberg (Treasurer), Sean Halling
   ALSO ATTENDING: Ashley & Peter (Minnick Management, Inc.)
   Landowners: Charlene Murphy, Jerry Ladewig, Walter & Regina Wunsch, George Larsen, Alan Shaw, Donna Anderson, Ron Wartman and Mary Wallace.

2. **Set Agenda**

3. **Approve Meeting Minutes** – March 11, 2013
   Motion: William motioned and Alyssa seconded to approve the March 11, 2013 meeting minutes. **Motion carried.** Abstentions: Scott and Laura who were not present March 11th.

4. **Visiting Landowner Input Period**
   Jerry Ladewig presented a letter regarding her concerns about some properties that are in need of clean-up in order to be in compliance with the covenants.

5. **Officer and Committee Reports**
   5.1 Executive Committee Report
   5.1.1 Parcel 97 SG - Kathleen Ramp - Easement Update – RB
   Richard reported that the received combination is correct and this easement access issue is now corrected and closed.

   5.1.2 Treasurer's Reports: Budget Variance, Check & Deposit – SS
   The Board reviewed the treasurer's reports and discussed the importance of receiving invoices and employee hours in a timely fashion. **MOTION:** Laura motioned and Rich seconded to approve the March 2013 Treasurer's Reports. **Motion carried unanimously.**

   5.1.3 Assessment Policy – Clarification of Late Fees – RB
   Richard and Alyssa clarified how when an assessment payment becomes delinquent, late fees should be charged on the quarterly assessment amount due rather than the full yearly assessment amount.

   5.1.4 "Concerned Landowner" letter and meeting – RB
   Richard reported that the executive committee met with the concerned landowner group on April 25th at 7:00 pm. In attendance were officers Richard, Alyssa, Sheridan, and Janet, and board member Gerald. The following landowners were present: Charlene Murphy, Robert and Mary Wallace, Regina Wunsch, Linda Ulrich, Donna Anderson, and Powell Gelderloos. Richard reported that the discussion was productive, some questions were answered and some required more research in order to address.

   5.2 Managerial Committee Report – AA
   5.2.1 Considerations for May 13 Board Meeting – AA
   Alyssa reported on excerpts from meeting minutes she had been provided by Denise showing the ongoing difficulty the board had experienced since its

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inception regarding the accomplishing of administrative/management tasks and how there has been a continual practice of paying for work to be done as reflected in meeting minutes and budget reports going back to the beginning years of the GLA. Alyssa suggested that with management in place handling the administrative duties overseen by the board that it might be prudent to dissolve the managerial committee. The board discussed the workflow of various administrative functions and looking into assigning levels of priority to tasks. The board discussed the short timeline between the next scheduled board meeting and the potential of using this time for a road committee meeting as they have pressing items. **MOTION:** William motioned and Ken seconded to cancel the upcoming board meeting on May 13th for the purpose of having a road committee meeting. **Motion carried unanimously.**

5.3 Road and Weed Mgmt Committee Report – WS/RS

William reported that they had received 96 landowner surveys to date including hearing from five owners in person and that the surveys will be analyzed at the May 13th road committee meeting. William reported that May and the fall is when the grading is typically completed in order to take advantage of the wet weather and that our contractor is available to start moving on the work within 24 hours of notice.

5.4 Governing Document Committee Report – LB/SM

Laura reported that Scott had agreed to assume the role of chairperson for the governing document committee. The board discussed the previous task for the committee to draft a charter for its committee, which is then to be presented to the board.

5.5 Website Committee Report – SM

Scott reported on the current progress of updating the website with current information.

5.6 Community Committee Report

5.6.1 Lot 25-2 NG – Laverty Complaint Update – RB

Alyssa reported on the response by the Rath's to the initial complaint received and discussed at the March 11, 2013 meeting. She noted that the advice from legal counsel is for the GLA to take action via letter as was done, however, any landowner who has an issue with another landowner's violation of covenants may choose to pursue legal action against the offending landowner.

6. UNFINISHED BUSINESS

6.1 Project Review Committee – AA/RS

6.1.1 North Glastonbury Power Line Renovation Variance – AA/WS

Alyssa reported on the variance and how the GLA had noticed adjoining landowners and any potential line-of-sight landowners in order to gain their feedback on this variance. The feedback received from owners supported the proposed variance and some were eager to cooperate in granting easements to Park Electric to facilitate the running of the new line. It was discussed that while the majority of lines will be underground, one section of line must go over ground in order to avoid drain fields, extended power outages, and to establish the ability for the power connection to GAV to be separated. Gerald and Laura questioned the necessity of any lines being installed overhead. Jim Anderson from Park Electric fielded questions from the board via speaker phone with emphasis on why there must be a section of overhead line. The board discussed the due diligence performed and facts presented. **MOTION:** Alyssa motioned and Ken seconded to approve the proposed variance for the installation of two electric line poles as

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designated in the variance application with the condition that disturbed land is reseeded. **Motion carried.** Opposed: Gerald, abstentions: Paul.

7. **NEW BUSINESS**

7.1 Proposal for CPA to Review GLA Books – Executive Committee

Richard reported that as part of the meeting with the concerned landowner group Regina Wunsch recommended review and adjustments be made to the categorizing of items in the books under the guidance of a CPA. Regina proposed that the books be reviewed by CPA Bob Storey at her expense as a gift to the GLA. **MOTION:** Ken motioned and William seconded to approve the proposal by Regina Wunsch to have the books reviewed at her expense by CPA Bob Storey. **Motion carried unanimously.**

7.2 Regina Wunsch Bookkeeping Proposal – Executive Committee

Richard reported that Regina has offered to do the bookkeeping for the GLA however the Board needs further research to respond to this request. Item was tabled.

7.3 Project Review Committee – AA/RS

7.3.1 Parcel 100 (SG) Traucht - Hay Shed – AA

The board reviewed an application for the construction of a hay shed on Parcel 100 SG. **MOTION:** Alyssa motioned and Rich seconded to approve the construction of a hay shed on Parcel 100 SG with the condition that any disturbed land be reseeded. **Motion carried unanimously.**

7.3.2 Lot 25-1 (NG) Goulart - Driveway – AA

Alyssa presented an application to widen and establish a new section of the existing driveway on Lot 25-1 NG. Gerald noted that he inspected the site and setback requirements are met. **MOTION:** Alyssa motioned and Rich seconded to approve the driveway installation with the condition that disturbed land be reseeded. **Motion carried.** Abstentions: Paul.

7.3.3 Project Review Committee Members – AA

Item tabled.

8. **Comment Period for Visiting Landowners**

Charlene Murphy thanked the Board for their work and serving the GLA.

9. **Closed session**

9.1 Discussion of lawsuits – RB/Board

10. **Meeting Adjourned at 9:40**

11. **Next Board Meeting: May 13th, 2013 at St. John's Church (Meeting postponed to June 10, 2013)**

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

April 29, 2013 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – March 11, 2013

4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

5. **Officer and Committee Reports**
   - 5.1 Executive Committee Report
     - 5.1.1 Parcel 97 SG - Kathleen Ramp - Easement Update – RB (1 min)
     - 5.1.2 Treasurer's Reports: Budget Variance, Check & Deposit – SS (2 min)
     - 5.1.3 Assessment Policy – Clarification of Late Fees – SS (2 min)
     - 5.1.4 "Concerned Landowner" letter and meeting – RB (1 min)
   - 5.2 Managerial Committee Report – AA (3 min)
     - 5.2.1 Considerations for May 13 Board Meeting – AA (2 min)
   - 5.3 Road and Weed Mgmt Committee Report – WS/RS (5 min)
   - 5.4 Governing Document Committee Report – LB/SM (2 min)
   - 5.5 Website Committee Report – SM (2 min)
   - 5.6 Community Committee Report
     - 5.6.1 Lot 25-2 NG – Laverty Complaint Update – RB (1 min)

6. **UNFINISHED BUSINESS**
   - 6.1 Project Review Committee – AA/RS
     - 6.1.1 North Glastonbury Power Line Renovation Variance – AA/WS (5 min)

7. **NEW BUSINESS**
   - 7.1 Proposal for CPA to Review GLA Books – Executive Committee (5 min)
   - 7.2 Regina Wunsch Bookkeeping Proposal – Executive Committee (2 min)
   - 7.3 Project Review Committee – AA/RS
     - 7.3.1 Parcel 100 (SG) Traucht - Hay Shed – AA (2 min)
     - 7.3.2 Lot 25-1 (NG) Goulart - Driveway – AA (2 min)
     - 7.3.3 Project Review Committee Members – AA (2 min)

8. **Comment Period for Visiting Landowners**

9. **Closed session**
   - 9.1 Discussion of lawsuits – RB/Board

10. **Adjournment**

11. **Next Board Meeting: May 13th, 2013 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes

May, 2013

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There was no meeting held in May 2013.

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *FINAL*

June 10, 2013

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1. **Call to Order**
   The meeting was called to order by Richard Bolen at 7:09 p.m. at St. John's Church. Sheridan gave the opening prayer.

   PRESENT: Richard Bolen (President) aka Richard, Alyssa Allen (Vice President), Sheridan Stenberg (Treasurer), Janet Naclerio (Secretary), Rich Spallone (aka Rich), Paul Ranttalo, Scott McBride, Laura Boise, and William Smith (arrived at 7:18).
   ABSENT: Sean Halling, Gerald Dubiel, and Ken Haug.
   ALSO ATTENDING: Nathan (Minnick Management, Inc.)
   Landowners: Charlene Murphy, Dennis Kight, Donna Anderson, and Daniel & Valery O'Connell.

2. **Set Agenda**

3. **Approve Meeting Minutes – April 29th, 2013**
   Motion: Laura motioned and Alyssa seconded to approve the April 29th, 2013 Meeting Minutes with the corrected attendance noted under 5.1.4. **Motion carried.**
   Abstentions: Sheridan who was not present April 29th.

4. **Visiting Landowner Input Period**
   Valery O'Connell inquired about giving input during agenda item 5.1.3 and was told she could do so.

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:** Laura motioned and Scott seconded to approve the April & May 2013 Treasurer's Reports. **Motion carried unanimously.**
   Sheridan presented the Johnson bankruptcy notice and how it has been forwarded to Alanah Griffith for review. She reported that Frances Owen's remainder lot has been sold and its dues brought current. She also reported that Regina Wunsch is continuing to work with Bob Storey in the CPA's review of the GLA books.

   5.1.2 File Sharing & QuickBooks Access – AA
   Alyssa recommended that the Treasurer be provided access to Quickbooks via software purchased by the GLA in order to allow complete and immediate access to financial and membership records, which she reported had been confirmed to be good practice by our attorney. **MOTION:** Alyssa motioned and Sheridan seconded that the GLA purchase Quickbooks software and provide it to the Office of Treasurer at the current sale price of $199.00 through Intuit. **Motion carried unanimously.**

   Alyssa discussed the current workflow solution called "DropBox" that she, Nathan and Sheridan have been recently using for exchanging and updating important files as an interim step until Sharepoint can be utilized. Due to space requirements for shared GLA files, she has paid for a monthly subscription in order to obtain a larger size dropbox, and asked to be reimbursed for the monthly fee of $9.95 until this is no longer needed. **MOTION:** Janet motioned and Laura seconded to reimburse Alyssa for the Dropbox expense of two previous months at $9.95/month and for ongoing months until SharePoint has been completely setup. **Motion carried.** Abstentions: Alyssa.

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5.1.3 Amanda Hull fee waiver request – SS
Sheridan presented the finance charge waiver request submitted by Amanda Hull. The board discussed Covenant 12.01 regarding variances and waivers and how these are to be granted when determined to be necessary and not injurious to the rest of the community, and the importance of considering how a precedent could be set. **MOTION:** Sheridan motioned and Scott seconded to waive the finance charges as requested by Amanda Hull. **Motioned denied.** Abstentions: Laura.

5.1.4 GLA / State of MT Unemployment Insurance – SS
Sheridan reported that the GLA's payroll for snow plowing employees has met the requirements to start paying & withholding for the State's Unemployment Insurance tax and as such a U.I. account will be started with the State of Montana.

5.2 Managerial Committee Report – AA
Alyssa reported to the board on her progress updating the welcome packet with current information. ***Action Item – Alyssa will forward the welcome letter to Janet and Laura to review.***

5.3 Road and Weed Mgmt Committee Report – WS/RS
William reported on the May 13th, 2013 Road Committee meeting. The meeting was called to order at 6:00 p.m. and attended by William, Sheridan, and Paul along with Landowners Charlene Murphy and Walter Wunsch. The meeting adjourned at 8:30 p.m.
William reported that Walter and Paul had agreed to rate the gravel on the GLA roads by surveying them and then submitted a report for the records ***(Attachment)***.
The committee approved the installation of storm water drainages on Capricorn Drive that will be paid for with the available chip seal funds based on the consensus of the feedback received in the Landowner Road Survey.
The committee approved repairs to the Dodge snow plow truck to be paid for out of the budgeted funds. Walter Wunsch volunteered to help expedite the repairs by overseeing the repair and transportation of the vehicle.
MOTION: William motioned and Scott seconded to approve the repair of the Dodge snow plow truck by Gallatin Transmission quoted at $3,100.00. **Motion carried unanimously.**
William also reported that at the committee meeting, Walter Wunsch volunteered to supervise all Board approved snow plow equipment repairs and to help coordinate plow operators at no cost to the GLA based on his personal experience with plowing operations.
William presented the results of the Landowner Road Survey to date and noted that the majority of landowner responses indicates the support of the work being done by the Road Committee as well as a consensus to not spend more money or increase dues. He also reported that the spring grading has been done and that some gravel was added to Leo Lane and Virgo based on the need for it.
William reported that the Arcturus extension beyond the original cul-de-sac is the responsibility of the GLA to maintain based upon research findings and the acceptance of this portion of road by the Board in 2004.
Paul reported that he had contacted three contractors regarding some sealed cracks which are failing and noted that areas of asphalt may be failing to some degree which is causing separation and sinking. He will continue to research potential solutions.

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5.4 Project Review Committee Report – AA/RS
No report at this time.

5.5 Website Committee Report – SM
No report at this time.

5.6 Community Committee Report

5.6.1 Nuisance Letter from Jerry Ladewig – RB
Richard reported on the letter received from Jerry Ladewig regarding various covenant violations noticed relating to eyesores and nuisances. The board discussed the possibility of including reminders of the covenants in the next newsletter. Richard noted that the way such items have been handled since 1997 has been by the board responding to specific complaints when received as opposed to the general policing of lots. ***Action item – Laura to draft information to be included in the July newsletter.***

5.6.2 William Buford ATV's – RB
Richard discussed a letter from William Buford reporting ATV's cutting thorough his property, and how remedying this is outside the GLA's reach of authority and should be handled by the proper authorities. William will be contacted to suggest that he contact the Sheriff when this happens, and he consider posting no trespassing signs.

6. UNFINISHED BUSINESS
No unfinished business at this time.

7. NEW BUSINESS
No new business at this time.

8. Comment Period for Visiting Landowners
Valery O'Connell commented on various matters and asked questions of the Road Committee.

9. Closed session
9.1 Discussion of lawsuits – RB/Board

10. Meeting Adjourned at 9:45 p.m.

11. Next Board Meeting: July 15th, 2013 at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

June 10, 2013 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – April 29, 2013

4. **Visiting Landowner Input Period –** (Limited to 3 minutes per owner)

5. **Officer and Committee Reports**
   - 5.1 Executive Committee Report
     - 5.1.1 Treasurer's Reports: Budget Variance, Check & Deposit – SS (2 min)
     - 5.1.2 File Sharing & QuickBooks Access – AA (1 min)
     - 5.1.3 Amanda Hull fee waiver request – SS (1 min)
     - 5.1.4 GLA / State of MT Unemployment Insurance – SS (1 min)
   - 5.2 Managerial Committee Report – AA (2 min)
   - 5.3 Road and Weed Mgmt Committee Report – WS/RS (15 min)
   - 5.4 Project Review Committee Report – AA/RS (2 min)
   - 5.5 Website Committee Report – SM (2 min)
   - 5.6 Community Committee Report
     - 5.6.1 Nuisance Letter from Jerry Ladewig – RB (1 min)
     - 5.6.2 William Buford ATV's – AA (1min)

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

8. **Comment Period for Visiting Landowners**

9. **Closed session**
   - 9.1 Discussion of lawsuits – RB/Board

10. **Adjournment**

11. **Next Board Meeting: July 15th, 2013 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *FINAL*

July 15, 2013

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1. **Call to Order**
   The meeting was called to order by Richard Bolen at 7:29 p.m. at St. John's Church. Janet gave the opening prayer.

   PRESENT: Richard Bolen (President) aka Richard, Alyssa Allen (Vice President), Sheridan Stenberg (Treasurer), Janet Naclerio (Secretary), William Smith, Gerald Dubiel, and Paul Ranttalo (excused at 8:01pm).
   ABSENT: Sean Halling, Rich Spallone (aka Rich), Laura Boise, Scott McBride, and Ken Haug.
   ALSO ATTENDING: Nathan & Ashley (Minnick Management, Inc.)
   Landowners: James Coslick, Chris Williams, and Daniel & Valery O'Connell.

2. **Set Agenda**

3. **Approve Meeting Minutes – June 10, 2013**
   Motion: Sheridan motioned and William seconded to approve the June 10th, 2013 meeting minutes. **Motion carried.** Abstentions: Gerald who was not present June 10th.

4. **Visiting Landowner Input Period**
   James Coslick inquired about a committee to review the covenants and expressed appreciation for the recent Landowner Road Survey.

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:** William motioned and Gerald seconded to approve June 2013 Treasurer's Reports. **Motion carried unanimously.**

   5.1.2 CPA review of GLA Bookkeeping Practices – AA
   Alyssa presented the report from CPA Robert Storey who recently reviewed the GLA's bookkeeping procedures as part of the Board approved CPA's review which was paid for by Regina Wunsch.

   5.1.3 Liability Insurance Renewal – JN
   Janet updated the Board on completing the liability insurance renewal application.

   5.2 Managerial Committee Report – AA
   No current report.

   5.3 Road and Weed Mgmt Committee Report – WS/RS
   William reported on the June 27th, 2013 road committee meeting at 6:30pm at which Sheridan, Charlene Murphy and he reviewed seven more Landowner Surveys received. The committee looked into determining if there were any survey items that were weighted based on geographical location and did not note any specific trends.
   William reported that it is now time to mow along the edge of the roads and noted that Daniel Peterson will be contacted to inquire if he can cut along community roads as an independent contractor as there is a shortage of available contractors for such mowing.
   Paul reported that a grader may have become available for the purpose of ongoing road maintenance. Gerald reported that weed spraying is scheduled to take place soon.

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Paul mentioned that they may have potentially found a combination front loader and sickle mower for purchase that will first be considered by the road committee for viability and, if deemed appropriate, will then be brought to the board for discussion.

5.4 Project Review Committee Report – AA/RS
No current report.

5.5 Website Committee Report – SM
No current report.

5.6 Community Committee Report

5.6.1 Correspondence from Jerry Ladewig – RB
Alyssa presented correspondence received from Jerry Ladewig regarding debris, inoperable cars, and like items which she believes are creating a nuisance. Alyssa discussed how the way the GLA currently handles covenant complaints is to address them if specific items are brought to the attention of the Board. From there a letter is sent to the landowner in question and given 30 days to respond regarding the complaint. The Board discussed that letter would be sent to the landowners in question from Jerry's complaint with exception of those where clean-up work is currently taking place.

5.6.2 Buford ATV Complaint Response – AA
Alyssa presented the response letter sent in regard to the Buford ATV complaint.

6. UNFINISHED BUSINESS
No unfinished business at this time.

7. NEW BUSINESS

7.1 Project Review Committee – AA/RS

7.1.1 Lot 10-B NG / Nash Residence Application
Alyssa presented the Nash residence application on Lot 10-B within NG. Gerald confirmed that the setbacks have been met. Alyssa motioned and William seconded to approve the residence to be built on Lot 10-B in NG for Jeffrey Nash with the conditions that the necessary electrical and plumbing permits be obtained and the all disturbed land be reseeded. **Motion carried unanimously.**

7.1.2 Lot 5-B NG / Price Addition Application
Alyssa presented the Price's addition application on Lot 5-B in NG for the purpose of creating a handicap accessible living space. She noted that due to the requirement of a necessary breezeway a variance to the setback requirements of 50 feet would need to be made to accommodate a 46 foot setback. In addition, due to this project being donated and paid through fundraising the Price's are also seeking a variance to the sanitation bond requirements as funds are needed to complete the project. The Board discussed the project with the builder and attending property owners and it was determined that a variance to the setback requirements would not be needed if the addition were to be moved forward to the South-East a few feet. The builder agreed that this could be done to stay within the setback and approved of this suggested modification as the agent for the Price's. **MOTION**: Alyssa motioned and Sheridan seconded to approve the Price's addition application with the conditions that the placement of the structure is adjusted to honor the 50 foot setback requirement, the necessary electrical and plumbing

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permits are obtained, that all disturbed land be reseeded, and that the sanitation bond be waived. **Motion carried**. Abstentions: Janet.

7.1.3 Lot 33-B SG / Hull Greenhouse Application
Item tabled.

7.1.4 Lot 34-B SG / Covington Garage Remodel
Alyssa reported that a project is taking place which has not been applied for where a garage is being remodeled into a dwelling unit. She discussed that the policy of not reviewing projects under 200 square feet may be in need of amending. She proposed that garden sheds and like structures should still be allowed to be placed without review but any dwelling unit, regardless of size, should be reviewed. In order to accommodate the new policy the covenants would need to be amended to reflect the appropriate policy. The board discussed that once the project reported by Alyssa is complete a dwelling assessment will need to be charged. Alyssa noted that everything must be reviewed per the covenants as they are currently stated.

7.1.5 Charging Impact Fees Regardless of Application Submittal
Alyssa discussed that when a landowner moves forward with a project without submitting to project review, paying the required fees, and being in compliance a potential fining system may need to be researched. The board discussed that a potential fining system would need to be brought to the community as part of a potential covenant amendment. Alyssa asked if an impact fee can be charged to those who build without the approval. The board discussed that in order to be fair and equitable to the community, impact fees should be charged as they apply to any project and that impact fees charged do not require amendment to the covenants. The board also discussed a review of the governing documents in relation to impact fees and sanitation bonds. The Board discussed putting together potential changes to the covenants and gathering any landowner suggestions in regard to this. It was agreed that a notice should be added to the upcoming newsletter asking landowners to submit any suggested changes they might have to the covenants by September.

7.1.6 Project Review for Major Landscaping Projects
Alyssa noted that legal counsel has suggested that major landscape or terrain changing projects should go through the project review process and that in order to do so the covenants would not need to be amended.

7.2 Managerial Committee Report – AA

7.2.1 July Newsletter – AA
Alyssa presented the draft newsletter and the Board discussed content.

8. Comment Period for Visiting Landowners
Daniel and Valery O'Connell commented on various matters.

9. Closed session
9.1 Discussion of lawsuits – RB/Board

10. Meeting Adjourned at 9:35 p.m.

11. Next Board Meeting: August 12th, 2013 at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

July 15, 2013 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – June 10, 2013

4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

5. **Officer and Committee Reports**
   - 5.1 Executive Committee Report
     - 5.1.1 Treasurer's Reports: Budget Variance, Check & Deposit – SS (2 min)
     - 5.1.2 CPA review of GLA Bookkeeping Practices – AA (3 min)
     - 5.1.3 Liability Insurance Renewal – JN (1 min)
   - 5.2 Managerial Committee Report – AA (2 min)
   - 5.3 Road and Weed Mgmt Committee Report – WS/RS (5 min)
   - 5.4 Project Review Committee Report – AA/RS (1 min)
   - 5.5 Website Committee Report – SM (2 min)
   - 5.6 Community Committee Report
     - 5.6.1 Correspondence from Jerry Ladewig – RB (5 min)
     - 5.6.2 Buford ATV Complaint Response – AA (1 min)

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**
   - 7.1 Project Review Committee – AA/RS
     - 7.1.1 Lot 10-B NG / Nash Residence Application
     - 7.1.2 Lot 5-B NG / Price Addition Application
     - 7.1.3 Lot 33-B SG / Hull Greenhouse Application
     - 7.1.4 Lot 34-B SG / Covington Garage Remodel
     - 7.1.5 Charging Impact Fees Regardless of Application Submittal
     - 7.1.6 Project Review for Major Landscaping Projects
   - 7.2 Managerial Committee Report – AA
     - 7.2.1 July Newsletter – AA (3 min)

8. **Comment Period for Visiting Landowners**

9. **Closed session**
   - 9.1 Discussion of lawsuits – RB/Board

10. **Adjournment**

11. **Next Board Meeting: August 12th, 2013 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

August 12, 2013

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

   PRESENT: Richard Bolen (President) aka Richard, Alyssa Allen (Vice President), Sheridan Stenberg (Treasurer), Janet Naclerio (Secretary), William Smith (excused at 9:06 pm), Gerald Dubiel, Rich Spallone (aka Rich), Laura Boise, and Paul Ranttalo.
   ABSENT: Sean Halling, Scott McBride, and Ken Haug.
   ALSO ATTENDING: Nathan and Ashley (Minnick Management, Inc.)
   Landowners: Regina Wunsch, Charlene Murphy, Lindsey & Chad Stone, Chris Williams, Daniel & Valery O'Connell, Jerry Ladewig, and Linda Ulrich. Guest: Danilie Howe

2. **Set Agenda**

3. **Approve Meeting Minutes – July 15, 2013**
   Motion: Sheridan motioned and William seconded to approve the July 15th, 2013 meeting minutes. **Motion carried.** Abstentions: Rich and Laura who were not present July 15th.

4. **Visiting Landowner Input Period**
   Jerry Ladewig inquired about posting meeting minutes on the GLA's website.

   Chris Williams inquired about some road maintenance work being performed.

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:** Alyssa motioned and Rich seconded to approve July 2013 Treasurer's Reports. **Motion carried unanimously.**

   5.2 Election Committee Report – SS
   Sheridan reported that the upcoming annual meeting announcement and nomination mailing will be sent out at the end of August.

   5.3 Managerial Committee Report – AA
   Alyssa reported that no one had come forth to apply for the independent contractor position to produce the newsletter. She reported that a lot of work was being handled due to the current litigation.

   5.4 Road and Weed Mgmt Committee Report – WS/RS
   William reported that the clean-up of the cul-de-sac at the end of Arcturus is in the process of being started this month. He noted that mowing, which is best done annually to help deter snow drifts, was approached via manual weed whacking first and mowing afterwards to help reduce damage to mowing equipment caused by rocks. Despite the initial weed whacking, the mowing contractor still incurred $600 worth of damage to his equipment due to rocks. This demonstrates the need to improve how the cutting is approached and the road committee will be continuing to look at ways to improve the mowing process.
   William discussed three areas on Capricorn where water collects up to the edge of the asphalt. Two sumps have previously been approved to be installed to help mediate this issue while the need for a third sump is newly identified. **Motion:** William motioned and Sheridan seconded to approve the addition of a man hole storm water sump to be

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installed on the North side of Capricorn Drive within the community road easement across from the driveway to addresses 215 and 217 Capricorn at the cost to $2,600 to be paid for out of the road maintenance reserve fund. **Discussion:** The board discussed that this is an appropriate step to help protect the investment of the asphalt and gravel roads. **Motion carried unanimously.**
The board then discussed the availability of funds in light of the bookkeeping review and the potential for funding the third man hole sump. **Motion:** Laura motioned and William seconded to fund the two previously approved man hole drainage sumps out of the road maintenance reserve fund rather than the chip seal funds. **Motion carried unanimously.**
William reported that weed spraying has been completed and that in preparation for winter, the road committee is checking vehicles and equipment to help improve plowing and sanding efficiency in response to landowner comments. Paul discussed that he was looking into equipment to handle both loading sand and cutting grass.

5.5 Project Review Committee Report – AA/RS
Alyssa reported on a letter received from Timothy Brockett regarding a project on parcel 84 in High South where some damage to the road allegedly had occurred as a result of construction activity. **ACTION ITEMS:** ***Paul:*** Contact the owner to inquire about the project. ***Rich:*** Touch base with Tim regarding the road condition.

5.6 Website Committee Report – SM
No report at this time.

5.7 Community Committee Report
5.7.1 Lot 24 SG / McGee Correspondence – RB
5.7.2 Lot 47 SG / Mueller Correspondence – RB
5.7.3 Lot 28-C SG / Ford Correspondence – RB
Richard reported on complaints received by Jerry Ladewig regarding Lots 24 SG, 47 SG, and 28-C SG and presented draft letters that were to be sent to Jerry as well as to the lot owners in question regarding the issues. The board reviewed the letters and concurred that they were acceptable.

5.8 Governing Document Committee Report – AA
Alyssa reported that they are working on obtaining landowner suggestions for changes to the Bylaws, Covenants and Master Plan. The board discussed potential ways to compile and gather ideas.

6. UNFINISHED BUSINESS
6.1 CPA Review of GLA Bookkeeping Practices – SS
CPA Robert Storey presented the proposed restructuring of the GLA's bookkeeping records in order to correct some items in relation to the balance sheet, reclassify items which should be classified as liabilities, and to introduce fund accounting standards which will generate a more accurate balance sheet. Fund accounting will show a better picture of cash flow, and the proposed restructuring will establish a more efficient bookkeeping system. He informed the Board that the Wunsch's have agreed to pay for the proposed restructuring. If approved, Robert stated that the time frame would be to work thru September to get restructuring work completed with the goal of having a live system in place by October. In addition, Bob noted that there should be some type of annual follow up to review the books and prepare an annual financial statement. Bob discussed the technical application of starting a Quickbooks "new company" file and how historical information will be retained. The board discussed how transitioning into restructured records might be accomplished and the importance of being able to present

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accurate and clear figures. Robert presented an engagement letter to be reviewed which if approved, would allow the restructuring process to begin. Robert answered questions from the Board and landowners in attendance. **Motion:** Sheridan motioned and Laura seconded to approve the engagement letter from CPA Robert Storey for the proposed restructuring of the bookkeeping records as proposed and paid for by the Wunsch's. **Motion carried unanimously.**

6.2 Project Review Committee – AA/RS

6.2.1 Lot 5-B NG / Price Addition Placement Update – AA

Alyssa reported that the Price's have submitted an updated site plan to match the project approval which complies with the 50-foot setback requirements.

6.2.2 Lot 33-B SG / Hull Greenhouse Application Update – AA

Alyssa reported that the project has been put on hold by the owners.

7. NEW BUSINESS

7.1 Clarification about Common Use and Reserved Land – WS

The board discussed the various access areas as well as the potential placement of signs designating access areas.

7.2 Project Review Committee – AA/RS

7.2.1 Parcel 75 SG / Campbell Greenhouse Application – AA

Alyssa presented the Campbell Greenhouse application. Due to the minimal nature of the project, the owner has requested a reduced impact fee of $25.00 and waiver of the sanitation bond. **Motion:** Alyssa motioned and Laura seconded to approve the Campbell's greenhouse with the conditions that disturbed land be reseeded, the impact fee be $25.00, and that the sanitation bond be waved. **Motion carried unanimously.**

7.2.2 Lot 29-A NG / Stone Greenhouse Application – AA

Alyssa presented the Stone Greenhouse application. Due to the minimal nature of the project, the owner has requested a reduced impact fee of $25.00 and waiver of the satiation bond. **Motion:** Alyssa motioned and Laura seconded to approve the Stone's greenhouse with the conditions that disturbed land be reseeded, the impact fee be $25.00, and that the sanitation bond be waved. **Motion carried unanimously.**

7.3 Impact Fees and Covenant Enforcement – AA

Alyssa discussed research of the governing documents and the confirmation from legal counsel that the GLA may charge impact fees as it deems appropriate as a way to maintain the roads. As part of the report she cited Covenant 10.01 "Association's Authority," Covenant 6.01 "Association's Approval," and Bylaws Article XI "Board of Directors" Section B "General Powers and Duties."

Alyssa discussed how the covenants state that all structures require project review and the history of how structures under 200 sq/ft had not been reviewed based on a policy adopted by one of the earlier boards. She presented that in light of research, the covenants would need to be amended to allow for smaller projects under 200 sq/ft to either not be reviewed, or, to be reviewed and approved by the Project Review Committee directly. Item tabled for further research.

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The board discussed that according to legal counsel, the governing documents allow for a fining system to be implemented as a method of covenant enforcement, but that this should be brought to the landowners for their input and suggestion before pursuing this direction.

8. **Comment Period for Visiting Landowners**

   Comments and input were given by Jerry Ladewig, Linda Ulrich, Regina Wunsch, and Daniel & Valery O'Connell.

9. **Closed session**
   9.1 Discussion of lawsuits – RB/Board

10. **Meeting Adjourned at 10:45 p.m.**

11. **Next Board Meeting: September 9th, 2013 at St. John's Church (Later changed to September 16th, 2013).**

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