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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

August 12, 2013 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – July 15, 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)
   - 5.2 Election Committee Report – SS (2 min)
   - 5.3 Managerial Committee Report – AA (2 min)
   - 5.4 Road and Weed Mgmt Committee Report – WS/RS (5 min)
   - 5.5 Project Review Committee Report – AA/RS (1 min)
   - 5.6 Website Committee Report – SM (1 min)
   - 5.7 Community Committee Report
     - 5.7.1 Lot 24 SG / McGee Correspondence – RB (2 min)
     - 5.7.2 Lot 47 SG / Mueller Correspondence – RB (2 min)
     - 5.7.3 Lot 28-C SG / Ford Correspondence – RB (2 min)
   - 5.8 Governing Document Committee Report – AA (2 min)

6. **UNFINISHED BUSINESS**
   - 6.1 CPA Review of GLA Bookkeeping Practices – SS (15 min)
   - 6.2 Project Review Committee – AA/RS
     - 6.2.1 Lot 5-B NG / Price Addition Placement Update – AA (1 min)
     - 6.2.2 Lot 33-B SG / Hull Greenhouse Application Update – AA (1 min)

7. **NEW BUSINESS**
   - 7.1 Clarification about Common Use and Reserved Land – WS (3 min)
   - 7.2 Project Review Committee – AA/RS
     - 7.2.1 Parcel 75 SG / Campbell Greenhouse Application – AA (3 min)
     - 7.2.2 Lot 29-A NG / Stone Greenhouse Application – AA (3 min)
   - 7.3 Impact Fees and Covenant Enforcement – AA (5 min)

8. **Comment Period for Visiting Landowners**

9. **Closed session**
   - 9.1 Discussion of lawsuits – RB/Board

10. **Adjournment**

11. **Next Board Meeting: September 9th, 2013 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

September 16, 2013

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1. **Call to Order**
The meeting was called to order by Alyssa Allen at 7:07 p.m. at St. John's Church. Janet gave the opening prayer.

PRESENT: Alyssa Allen (Vice President), Sheridan Stenberg (Treasurer), Janet Naclerio (Secretary), William Smith, Gerald Dubiel, Paul Ranttalo, and Rich Spallone (aka Rich).
ABSENT: Richard Bolen (President), Sean Halling, Laura Boise, Scott McBride, and Ken Haug.
ALSO ATTENDING: Peter & Ashley (Minnick Management, Inc.)
Landowners: Dennis Kight, Daniel & Valery O'Connell, Charlene Murphy, Donna Anderson, Regina Wunsch, Ia Williams, and Ron Wartman. Guest: Danilie Howe.

2. **Set Agenda**

3. **Approve Meeting Minutes – July 15, 2013**
Motion: William motioned and Sheridan seconded to approve the July 15, 2013 meeting minutes with corrections as follows: Add Danilie Howe as a Guest in attendance and add wording "and gravel" to the discussion portion of item 5.4. **Motion carried unanimously**.

4. **Visiting Landowner Input Period**
Dennis Kight inquired about easement access to common use land from Sagittarius Skyway. The Board described how common land was accessed, and discussed the need to install better signs to direct landowners to the access route.

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. There was no motion made

5.1.2 Progress with CPA Robert Storey- SS
Sheridan read a memo dated September 16th from Robert Storey describing how good progress has been made on the new structure in Quickbooks and how a working model will be available for the Board to view on Friday September 20th at his office. The Board acknowledged Regina Wunsch and thanked her for funding the project.

5.2 Election Committee Report – SS
Sheridan reported that she is gathering volunteers to help with the annual meeting and things are on schedule. She noted the need for an ombudsman for NG and if anyone has an idea of who would like to run to please let her know.

5.3 Managerial Committee Report – AA
Alyssa reported that the ongoing litigation has caused a significant burden for the Managerial Committee due to the amount of hours required to fulfill the Association's obligation to answer requests related to the litigation for the past 2 years. She explained that the GLA's documents have not been kept in an organized or consolidated manner due to the volunteer and part-time nature of administrative personnel and lack of an office location in the past, and that producing reports for litigation demands was especially time-consuming. Alyssa presented the idea of a conference phone being used at meetings to allow Board members to participate in meetings when they were unable to attend in person for various reasons. She handed out information about the Polyvore 500, and how a typical conference phone, sized to handle our meetings, would cost between $300-$400.

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5.4 Road and Weed Mgmt Committee Report – WS/RS

William reported on the September 9th, 2013 Road Committee meeting, attended by William Smith, Rich Spallone, Sheridan Stenberg, Charlene Murphy, and Gerald Dubiel. Discussion focused on the upcoming year's budget, and was followed by a meeting with landowner Regina Wunsch to hear her concerns and ideas about the roads and future projects. William reported that Arcturus was recently graded, weeded, and cleaned up. He also mentioned that a test strip of magnesium chloride was put down for a length of 700 feet and has worked well so far. The committee welcomes input from landowners on this issue, and is still working on a cost/benefit analysis for this project.

5.5 Project Review Committee Report – AA/RS

Alyssa reported that legal counsel has confirmed that the covenants require that every building and structure must be reviewed regardless of size. The Board's current policy of not reviewing structures 200 s.f. or less would have to be validated by an amendment to the covenants. Until such an amendment could be made, Alyssa suggested that the Board not charge an application fee or sanitation bond for any structures 200 s.f. or less, the Project Review Committee be given authority to review and approve such structures, and the results would be reported on at the monthly Board meetings. Item tabled in order to receive further legal counsel, and Board will revisit next meeting.

5.6 Website Committee Report – AA

Alyssa reported that Scott has been working on updating the website.

5.7 Community Committee Report - AA

Alyssa reported that no responses to the violation letters sent by the Association have been received. No further action is being taken by the Board at this time.

5.8 Governing Document Committee Report - AA

Alyssa reported that legal counsel Alanah Griffith clarified that the procedure for amending the Covenants and Master Plan would start with the board appointing both directors and landowners to the Governing Document Committee who would meet and discuss possible changes; then the committee would meet with legal counsel to explore options and report back to the board. Ron Wartman (landowner) expressed interest in being a part of the committee, and Alyssa said she will bring names to the next meeting of other people who have expressed interest in being involved as well.

6. UNFINISHED BUSINESS

No unfinished business at this time.

7. NEW BUSINESS

7.1 Executive Committee

7.1.1 Liability Concerns and Future Expenses - AA

Alyssa reported on the possible future expense of the Association due to ongoing litigation and how it may create difficulty in getting future liability insurance, or the premium could rise exponentially. She explained that the Association's current liability insurance is covering legal costs, but on the yearly anniversary date of June 2014, the premium could be raised, and the policy may not be renewed in June 2015 which is the expiration date of the current policy.

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7.2 Managerial Committee Report

7.2.1 Proposal for Administrative/Secretarial Position - AA

Alyssa proposed hiring an individual to consolidate, organize, and digitize as appropriate all of the GLA's materials and records in order to lessen the amount of hours spent answering ongoing litigation. The board discussed the benefit of hiring Minnick Management to perform this work as a special project rather than hiring an individual employee, and a way to fund the project within the current budget. Alyssa reported that Minnick Management had been contacted regarding this idea, and it would be feasible for them to handle this work. The proposed rate of pay would be $20/hr. **MOTION:** Sheridan motioned and Gerald seconded to allocate funds from Policy and Procedure budget to Minnick Management for the special project of organizing records. **Motion carried unanimously.**

7.3 Project Review Committee

7.3.1 Parcel 84-B SG / Branson Shop and Storage Building Application - AA

Alyssa presented the application and pointed out that this is a tenancy-in-common parcel. She noted that there were no variances requested and Paul confirmed that the setback requirements had been met. **MOTION:** Sheridan motioned and Gerald seconded to approve Branson's shop and storage building application with the conditions that any necessary permits be obtained and that all disturbed land be reseeded. **Motion carried unanimously**

7.4 Posting Meeting Minutes on Website - AA

Alyssa explained that she received legal counsel on this issue and it is up to the Board's discretion to decide if meeting minutes should be posted on the website. After discussion the Board decided to continue not posting minutes since meeting minutes could contain personal information and create more liability for the Association. Any landowner may view meeting minutes in the minute binder at the monthly meetings, or they can request them from Minnick Management.

7.5 Paradise Valley Shelters for Sale – JN (added to agenda)

Janet read an article from the Livingston Enterprise newspaper dated September 9th, 2013 concerning a property with 4 underground shelters being for sale in the community. Janet mentioned that the Association should be aware that there may be a future sale of the property.

8. Comment Period for Visiting Landowners

Comments were given by Charlene Murphy and Daniel & Valery O'Connell.

9. Closed session

9.1 Discussion of lawsuits – AA/Board

10. Meeting Adjourned at 9:28 p.m.

11. Next Board Meeting: October 7th, 2013 at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

September 16, 2013 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – August 12, 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 Progress with CPA Robert Storey – SS (1 min)
   - 5.2 Election Committee Report – SS (2 min)
   - 5.3 Managerial Committee Report – AA (2 min)
   - 5.4 Road and Weed Mgmt Committee Report – WS/RS (5 min)
   - 5.5 Project Review Committee Report – AA/RS (1 min)
   - 5.6 Website Committee Report – SM (1 min)
   - 5.7 Governing Document Committee Report – AA (2 min)

6. **UNFINISHED BUSINESS**
   - 6.1 Project Review Committee – AA/RS
     - 6.1.1 Lot 33-B SG / Hull Greenhouse Application Update – AA (1 min)

7. **NEW BUSINESS**
   - 7.1 Project Review Committee – AA/RS
     - 7.1.1 Parcel 84-B SG / Branson Shop and Storage Unit Application – AA (3 min)
   - 7.2 Executive Committee
     - 7.2.1 Potential Special Meeting
   - 7.3 Governing Document Committee
     - 7.3.1 Liability Issues Created By Governing Documents – 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: October 7th, 2013 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

October 7, 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. Laura gave the opening prayer.

   PRESENT: Richard Bolen (President), Alyssa Allen (Vice President), Sheridan Stenberg (Treasurer), Janet Naclerio (Secretary), Laura Boise, Gerald Dubiel (arrived at 7:20 pm), Scott McBride (left at 9:40 pm), William Smith (left at 9:43 pm).
   ABSENT: Sean Halling, Ken Haug, Rich Spallone (aka Rich), Paul Ranttalo.
   ALSO ATTENDING: Nathan & Ashley (Minnick Management, Inc.)
   Landowners: Daniel & Valery O'Connell, Charlene Murphy, Jerry Ladewig, Donna Lash Anderson, Ia Williams.

2. **Set Agenda**

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

4. **Visiting Landowner Input Period**
   No landowner input was given.

5. **Officer and Committee Reports**
   5.1 Executive Committee Report
   5.1.1 Treasurer's Reports: Budget Variance, Check & Deposit – SS
   Sheridan presented the Treasurer's reports. **MOTION:** Scott motioned and Laura seconded to approve the September 2013 Treasurer's reports. **Motion carried unanimously.**
   MOTION: Janet motioned and Alyssa seconded to approve the August 2013 Treasurer's reports. **Motion carried.** Abstentions: Richard, Scott, and Laura who were not present on September 16, 2013.

   5.1.2 2014 Budget Meeting - SS
   Sheridan reported that there was a budget meeting on September 19, 2013, in which she, Laura, Alyssa, and Charlene met to discuss the draft budget for 2014.

   5.1.3 Progress with New Accounting Structure - SS
   Sheridan reported that on Friday, September 20th, Nathan (Minnick Management, Inc.), Alyssa, Bob Storey, and she met to review the new accounting structure. Sheridan commented that the new accounting structure is very detailed and will assist in even clearer reporting to the Landowners.

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

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5.3 Managerial Committee Report - AA

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

5.4 Road and Weed Mgmt Committee Report – WS/RS

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

5.5 Project Review Committee Report – AA/RS

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

5.6 Website Committee Report – SM

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

5.7 Governing Document Committee Report- AA

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

6. UNFINISHED BUSINESS

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

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

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

7. NEW BUSINESS

7.1 Executive Committee

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

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

7.1.2 Proposed 2014 Budget - SS/AA

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

7.1.3 Presidents Letter - RB

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

7.1.4 Litigation Documents on GLA Website - AA

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

7.1.5 November Monthly Meeting Date - AA

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

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7.2 Project Review Committee

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

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

7.2.2 Lot 30-E NG/ Ranttalo Shed - AA

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

7.2.3 Lot 25-D SG/ Diehl Garage - AA

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

8. Comment Period for Visiting Landowners

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

9. Closed session

9.1 Discussion of lawsuits – RB/Board

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

11. Next Board Meeting: November 5th, 2013 at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

October 7, 2013 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – September 16, 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 2014 Budget Meeting – SS (1 min)
     - 5.1.3 Progress with New Accounting Structure – SS (1 min)
   - 5.2 Election Committee Report – SS (1 min)
   - 5.3 Managerial Committee Report – AA (2 min)
   - 5.4 Road and Weed Mgmt Committee Report – WS/RS (5 min)
   - 5.5 Project Review Committee Report – AA/RS (1 min)
   - 5.6 Website Committee Report – SM (1 min)
   - 5.7 Governing Document Committee Report – AA (1 min)

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**
   - 7.1 Executive Committee
     - 7.1.1 Lot 43-3 NG / Bashore Assessment Payoff & Lien Release Proposal – SS (2 min)
     - 7.1.2 2014 Proposed Budget – SS/AA (3 min)
     - 7.1.3 Presidents Letter – RB (1 min)
     - 7.1.4 Litigation Documents on GLA Website – AA (1 min)
     - 7.1.5 November Monthly Meeting Date – AA (1 min)
   - 7.2 Project Review Committee
     - 7.2.1 Parcel 57 SG / Kremer House, Well & Driveway – AA (3 min)
     - 7.2.2 Lot 30-E NG / Ranttalo Shed – AA (2 min)
     - 7.2.3 Lot 25-D SG / Diehl Garage – 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: November 4th, 2013 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

November 5, 2013

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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. Sheridan gave the opening prayer.

   PRESENT: Richard Bolen (President), Sheridan Stenberg (Treasurer), Janet Naclerio (Secretary), Laura Boise, Gerald Dubiel, Paul Ranttalo, Ken Haug, and Alyssa Allen (Vice President) (Arrived at 7:14 p.m.)
   ABSENT: Sean Halling, William Smith, Scott McBride, and Rich Spallone (aka Rich).
   ALSO ATTENDING: Nathan & Ashley (Minnick Management, Inc.)
   Landowners: Charlene Murphy, Daniel & Valery O'Connell, Regina Wunsch, Ron Wartman, Debbi Blais, Kevin Newby and Chris Williams. Guest: Danilie Howe.

2. **Set Agenda**

3. **Approve Meeting Minutes – October 7, 2013**
   Motion: Sheridan motioned and Gerald seconded to approve the October 7, 2013 meeting minutes. **Motion carried.** Abstentions: Ken and Paul who were not present October 7th.

4. **Visiting Landowner Input Period**
   No input given.

5. **Officer and Committee Reports**
   5.1 Executive Committee Report
   5.1.1 Treasurer's Reports: Budget Variance, Check & Deposit – SS
   Sheridan presented the Treasurer's reports. **MOTION:** Janet motioned and Paul seconded to approve the October 2013 Treasurer's reports. **Motion carried unanimously.**

   5.2 Election Committee Report – AA
   Alyssa reported that she had received clarification from legal counsel that when a membership interest is held by a corporation, the corporation can designate an individual to act as their representative. Verification of a designated representative would need to be documented by the corporation and provided to the GLA prior to allowing such individual to run for election to the board or to vote on behalf of the corporation. She also reported that regarding voting for positions to be filled at the annual election, legal counsel confirmed that only 1 vote would be counted for each unique candidate per ballot. If the same candidate was designated to fill more than one position on any one ballot, it would only be counted as one vote since one person cannot fill multiple positions.

   5.3 Managerial Committee Report – AA
   Alyssa reported the President's letter and impact fee information had been mailed with the October statements.

   5.4 Road and Weed Mgmt Committee Report – WS/RS
   Paul reported that the Road Committee met on November 4th and that he, Sheridan, William, and landowners Charlene Murphy and Walter Wunsch were in attendance. At the meeting the test section of magnesium chloride on Arcturus Drive in SG was discussed, as well as plow truck drivers who are prepared to help this season. Paul also reported that the Dodge truck is ready to go for snow plowing, however the Ford truck is beyond repair and is recommended to be sold in parts. **MOTION:** Paul motioned and Ken seconded to allow Walter Wunsch to buy the tires from the Ford plow truck for $100

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replacing them with another set, and to sell the truck at the best price he can obtain for the GLA, while retaining the sanding component as the vehicle is beyond repair. **Motion carried unanimously.**

5.5 Project Review Committee Report – AA/RS
Alyssa reported that she has not received landowner input as of yet regarding the proposed impact fee schedule and mentioned how the Board is following due process by noticing the membership of the Board's intent to review all projects regardless of size in order to be in compliance with the covenants.

5.6 Website Committee Report – SM
Ken reported that he is in the process of updating and branding SharePoint in an effort to prepare it for use.

5.7 Governing Document Committee Report – AA
No report at this time.

6. UNFINISHED BUSINESS

6.1 Executive Committee

6.1.1 Lot 43-3 NG / Bashore Assessment Payoff & Lien Release Proposal – AA
Alyssa reported that legal counsel confirmed that Eric Bashore's payoff request was correct and that the amounts owed prior to his taking deed are uncollectable from Eric. She reported that a board vote was taken via email to accept the offer from Eric to pay all amounts owed by him as of taking title to the property in March 2006. The motion passed with 8 in favor and 4 did not respond.

6.1.2 Liability Insurance Estimate of Potential Increases – AA
Alyssa reported that through discussion and research with the GLA's insurance agent it is currently estimated that due to litigation expenses the professional liability insurance premium may increase to $3,000 per year and the deductible may increase to $10,000, however, the amount of the potential increase would not be known until determined by the insurance company.

6.1.3 2014 Proposed Budget – SS/AA
Sheridan reported on the updated 2014 draft budget. Regina Wunsch presented the new accounting code structure. The board discussed allocating funds to cover the expected increase in insurance premiums/deductibles due to litigation. **MOTION:** Alyssa motioned and Sheridan seconded to allocate $10,000 from the general fund that currently has a balance of $29,410, to pay the possible increase for the GLA's liability insurance deductible. **Motion carried unanimously.**
MOTION: Alyssa motioned and Sheridan seconded to accept the draft budget as presented on November 5, 2013 as amended for presentation to landowners at the annual meeting. **Motion carried unanimously.**

7. NEW BUSINESS

7.1 Election Committee – Annual Meeting

7.1.1 Annual Meeting Agenda – RB
Richard presented the draft agenda for the annual meeting and explained what will happen during each section. He discussed how meeting minutes will be taken at the annual meeting and the agenda outlined in the Bylaws will be followed precisely.

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7.1.2 Review/discuss reports to be given at Annual Meeting – SS
The Board reviewed the various committees and reports to be given by each.

7.1.3 Review assignments for Minnick, board and volunteers – SS/NM
Sheridan reported that training for all the volunteers is complete and everything is lining up according to schedule.

7.1.4 Review handouts for meeting and timeline for submitting for copies to be made – SS/NM
Sheridan confirmed with Nathan that materials to be copied for the annual meeting need to be submitted to Minnick Management for production by the afternoon of Thursday, November 7th.

7.2 Road & Weed / Managerial Committees

7.2.1 Hunting/Suspicious Behavior Complaint – SS
Richard discussed that there were reports of suspicious activity pertaining to non-members accessing common land in high South Glastonbury for hunting, and that there may be a need for signage to be posted at GLA common land access. Sheridan reported that new "no trespassing" signs were being made for the cul-de-sac at the end of Sagittarius Skyway in SG. Richard noted that during hunting season, the Fish & Wildlife Service will enforce trespassing violations related to hunting during the hunting season.

7.2.2 Enforcement of Landowner Access Only for Common Use Land – AA
Alyssa presented the possible solution of utilizing hang tags for vehicles for identification purposes and provided information about how 100 tags could be produced for approximately $215. Any landowner who desired access to common land would obtain a unique hang tag for their vehicle which would help to clarify whether or not a person accessing the area is authorized to do so. Alyssa queried the Board about the possibility of presenting this idea at the annual meeting. The board discussed the lack of parking space to the easement access point on Hercules Drive in SG. Paul Ranttalo offered to clear a parking area with his equipment that was already in the vicinity. **MOTION:** Alyssa motioned and Ken seconded to accept Paul's offer to establish a clear parking area by parcel 97 in South Glastonbury within the GLA's parking easement for $100. **Motion carried unanimously.**

7.3 Executive Committee

7.3.1 Lot 5D NG / Mizzi Interest Reduction Request – SS
Sheridan presented an interest reduction request from Charlotte Mizzi and the Board discussed. **MOTION:** Sheridan motioned and Ken seconded to deny the reduction request. **Motion carried** 6 in favor, 1 opposed. Abstentions: Laura.

7.3.2 Lot 33-C SG / Ladewig 10/13/13 Suggestions – AA
Alyssa presented correspondence from the Ladewig's regarding issues relating to board & annual meeting conduct, publishing of candidate information and meeting minutes. The Board discussed the various topics and resolved that candidate bios should be published on the GLA's website in order to provide both NG and SG members the ability to view information of all candidates rather than just those in their particular Glastonbury. In addition, each candidate would be allowed to choose whether or not to have their personal contact information published to the members when running for election.

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7.3.3 Lot 40-C SG / Blais Distribution of Meeting Minutes Request – AA
Alyssa reported that all landowners are entitled to meeting minutes. They can request them from Minnick Management or they may view them in the meeting minute binder at every Board meeting. As discussed in previous meetings, the Board has decided not to post meeting minutes on the GLA website after receiving legal counsel and taking into consideration that some landowners do not want personal issues to be published in a public format since there is no login system established on the website at this time.

8. Comment Period for Visiting Landowners
Charlene Murphy, Kevin Newby, Ron Wartman, and Daniel & Valery O'Connell commented on various matters.

9. Closed Session
9.1 Discussion of lawsuits – RB/Board

10. Meeting Adjourned at 9:52 p.m.

11. Next Board Meeting: December 9th, 2013 at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

November 5, 2013 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – October 7, 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)
   - 5.2 Election Committee Report – SS (1 min)
   - 5.3 Managerial Committee Report – AA (2 min)
   - 5.4 Road and Weed Mgmt Committee Report – WS/RS (5 min)
   - 5.5 Project Review Committee Report – AA/RS (1 min)
   - 5.6 Website Committee Report – SM (1 min)
   - 5.7 Governing Document Committee Report – AA (1 min)

6. **UNFINISHED BUSINESS**
   - 6.1 Executive Committee
     - 6.1.1 Lot 43-3 NG / Bashore Assessment Payoff & Lien Release Proposal – AA (1 min)
     - 6.1.2 Liability Insurance Estimate of Potential Increases – AA (3 min)
     - 6.1.3 2014 Proposed Budget – SS/AA (5 min)

7. **NEW BUSINESS**
   - 7.1 Community Committee
     - 7.1.1 Hunting/Suspicious Behavior Complaint – SS (3 min)
     - 7.1.2 Enforcement of landowner access only for common use land – AA (5 min)
   - 7.2 Executive Committee
     - 7.2.1 Lot 5D NG / Mizzi Interest Reduction Request – SS (1 min)
     - 7.2.2 Lot 33-C SG / Ladewig 10-13-13 Suggestions – AA (5 min)
     - 7.2.3 Distribution of Meeting Minutes Request – 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: December 9th, 2013 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

December 9, 2013

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1. **Closed Session**
   - **1.1 Orientation for New Board**
     Discussion of various ideas and fellowship.
   - **1.2 Discussion of lawsuits**
     An update was given regarding lawsuits.

2. **Open Session (Begins at 8:00 pm) - Call to Order**
   The meeting was called to order by Alyssa Allen at 8:15 p.m. at St. John's Church. Janet gave the opening prayer.

   PRESENT: Alyssa Allen (President), Ross Brunson (Vice President), Sheridan Stenberg (Treasurer), Donna Lash-Andersen, (Secretary), Rich Spallone, Janet Naclerio, Laura Boise, Gerald Dubiel, Scott McBride, Robert Wallace (aka Robert W.), and Robert Branson (aka Robert B.).
   ABSENT: Paul Ranttalo
   ALSO ATTENDING: Nathan (Minnick Management, Inc.)
   Landowners: Richard Bolen, Regina Wunsch, Dennis Kight, Chad Stone, Tim Brockett, Jerry & Jeff Ladewig, Ia & Chris Williams.

3. **Set Agenda**

4. **Approve Meeting Minutes**
   - **4.1 November 5, 2013 Board Meeting**
     Motion: Donna motioned and Janet seconded to approve the November 5, 2013 meeting minutes. **Motion carried.** Abstentions: Rich, Ross, Donna, Scott, Robert W. and Robert B. who were not present November 5th.
   - **4.2 November 9, 2013 Annual Meeting**
     Motion: Sheridan motioned and Ross seconded to approve the November 9, 2013 annual meeting minutes. **Motion carried.** Abstentions: Rich who was not present November 9th.

5. **Visiting Landowner Input Period**
   Chad Stone inquired about grading and snow removal on Mercury Lane.
   Dennis Kight inquired about the order of items on the agenda.

6. **Officer and Committee Reports**
   - **6.1 Executive Committee Report**
     - **6.1.1 Treasurer's Reports: Budget Variance, Check & Deposit – SS**
       Sheridan presented the Treasurer's reports. **MOTION:** Ross motioned and Robert W. seconded to approve the November 2013 Treasurer's reports. **Motion carried unanimously.**
   - **6.2 Election Committee Report – SS**
     - **6.2.1 Review Annual Meeting and Election Results**
       Sheridan noted that the ballot counters asked that the ballot table be moved to an area of the room that would provide for less distraction during ballot counting.
   - **6.3 Managerial Committee Report – AA**
     Alyssa noted that it has been business as usual currently with nothing special to report.
   - **6.4 Road and Weed Mgmt Committee Report – SS/RW**
     Robert W. reported that there had been a Road Committee meeting on November 19, 2013 attended by Rich, Robert B., Paul, Sheridan, Walter Wunsch and himself. He reported that the plow truck was in the repair shop during the last couple of months and

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they are checking into backup operations for providing sanding. He noted that for a sanding solution while the GLA's equipment was unavailable they hired the mag-chloride contractor two times since they were equipped for this type of job as well. They acknowledged the need to be able to handle phone calls and provide road condition information via the VoiceNation service.

6.5 Project Review Committee Report – AA/RS

6.5.1 Suggestion to inform adjacent landowners of project applications

Alyssa reported that she had received a request from a landowner that a member with an adjacent lot or parcel to a lot with a project review application be informed of such application by the Board. Alyssa noted that project applications could be posted on the website as a way to publish the information to all landowners.

6.6 Website Committee Report – SM/Ross

Ross reported on the progress being made with the new website, www.GLAMontana.org, and how most of the functions and information from the original site have been setup. He mentioned the benefits of using Word Press as well as Google for the built-in services they provide.

6.7 Governing Document Committee Report – AA

Alyssa noted that the committee had been formed and suggested that committee members look into finding interested landowners to participate.

7. UNFINISHED BUSINESS

7.1 Adoption of 2014 Budget – SS

Alyssa noted that the draft 2014 budget had been approved as a draft and presented to the membership at the annual meeting. **Motion**: Sheridan and Laura seconded to adopt the 2014 budget. **Motion carried unanimously**.

7.2 Adoption of New Project Review Fee Schedule – AA

Alyssa discussed the due process notice given to landowners regarding the requirement that all building projects be reviewed by the board and the revised fee schedule. **Motion**: Sheridan motioned and Ross seconded to adopt the updated project review fee schedule. **Motion carried unanimously**.

7.3 Hang Tag System for Vehicles accessing common use land – AA

Item Tabled.

7.4 Revised Project Review Forms – AA *(Added to Agenda)*

Alyssa presented the newly-updated project review forms and pointed out how they are designed to make the application process more clear due to the reorganization of the material. She asked the board to review them and provide feedback prior to adoption.

8. NEW BUSINESS

8.1 Establish Officers – AA

Sheridan nominated Alyssa for President. Donna nominated herself for President. Sheridan moved and Ross seconded that nominations be closed. Motion carried unanimously. A written ballot was taken. Janet announced the results of 9 votes for Alyssa and 2 votes for Donna. Alyssa was elected President.

Robert B. nominated Donna for Vice-President. Sheridan nominated Ross for Vice-President. Sheridan moved and Janet seconded that nominations be closed. Motion carried unanimously. A written ballot was taken. Janet announced the results of 3 votes for Donna and 8 votes for Ross. Ross was elected Vice-President.

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Sheridan nominated Janet for Secretary. Rich nominated Donna for Secretary. Sheridan moved and Scott seconded that nominations be closed. Motion carried unanimously. A written ballot was taken. Alyssa announced the results of 4 votes for Janet and 7 votes for Donna. Donna was elected Secretary.

Ross nominated Sheridan for Treasurer. No other nominations were made. Gerald moved and Ross seconded that nominations be closed. Motion carried unanimously. Motion: Donna motioned and Ross seconded a unanimous ballot to accept Sheridan as Treasurer. Motion carried unanimously.

8.2 Review of Bylaws for Committees – AA
Alyssa briefly reviewed the Bylaws regarding committees. She noted that committees are formed by a board majority vote, and its members are appointed by the board. She mentioned that legal counsel had confirmed that notice of committee meetings goes to directors and is not required to go to the membership prior to a committee meeting. Alyssa further discussed the need to consider criteria for appointing members to a committee based on the tasks to be performed by the committee.

8.3 Establish Committees, Committee Chairs and Members – AA
Motion: Laura motioned and Sheridan seconded to form a Communications Committee. **Motion carried unanimously**.
Motion: Sheridan motioned and Janet seconded to appoint Ross, Donna, Alyssa and Laura to be on the Communications Committee. **Motion carried unanimously.**

The board discussed the operations of the Road Committees. **Motion**: Sheridan motioned and Ross seconded to form a Road Management Committee. **Motion carried unanimously**.
Motion: Laura motioned and Sheridan seconded Rich and Robert W. to be the co-chairs of the Road Management Committee. **Motion carried unanimously**.

Motion: Sheridan motioned and Gerald seconded to form a Road and Weed Sub-Committee made up of board members and landowners. **Motion carried unanimously**.
Motion: Scott motioned and Laura seconded to appoint Gerald, Robert W., Paul, Rich, Sheridan, and landowners Walter Wunsch and Charlene Murphy as members of the Road and Weed Sub-Committee. **Motion carried unanimously**.

Motion: Ross motioned and Laura seconded to form the Project Review Committee with Robert B. and Gerald as co-chairs and Alyssa as an additional member. **Motion carried unanimously.**

Motion: Sheridan motioned and Ross seconded to form a Budget Committee with Sheridan as chairperson and Laura, Scott, and landowner Regina Wunsch as additional members. **Motion carried unanimously.**

Motion: Gerald motioned and Sheridan seconded to form a Governing Document Committee with Donna as chairperson, Robert B. as co-chair and Scott and Ross as additional members. **Motion carried unanimously.**

Motion: Rich moved and Gerald seconded to continue the election committee and to appoint Sheridan as chair and Janet and Laura as members of the committee. **Motion carried unanimously.**

Action Item – *Committee members to review and establish committee charters.*

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8.4 Transition Time / Assuming Duties between Outgoing and Incoming Board – AA
Alyssa discussed the transition period between the annual meeting and the following board meeting, often a month apart, and how this created a gap where certain duties might not be handled. Legal counsel concurred that the board could adopt a policy where the existing board members and officers retain their positions until the first board meeting following the annual meeting. Board members would then have the expectation that they would continue to serve until the new board members have taken their positions. The board discussed how in early years, the board had a meeting right after the annual meeting adjourned to elect officers and assume board positions. Alyssa mentioned that all business of the board was to be done in an open meeting, and thus the need for the election of officers to occur at a regular, open board meeting.

8.5 November Letter from Bob Storey re: Accounting System Maintenance – SS
Sheridan presented a letter from CPA Bob Storey dated November 4, 2013. Proposed items included: 1) Bob's firm prepare a 2013 financial statement; 2) an appearance by Bob before the board to discuss general accounting issues; 3) a mid-year maintenance for analysis of the books and records. **Motion**: Sheridan motioned and Robert W. seconded to accept items 1 and 2 from CPA Bob Storey's proposal and that the board revisit item 3 later in the year. **Motion carried unanimously**.

8.6 Paradise Valley Corridor Planning Study – AA
Alyssa introduced the Paradise Valley Corridor Planning Study and invited landowner Jeff Ladewig to further present to the board. Jeff mentioned that the Montana D.O.T. is doing a study between Livingston and Gardner to look at possible needed improvements to highway 89. Jeff suggested that having a turn lane for the Trail Creek entrance to NG and the Dry Creek entrance to SG would be beneficial for safety. Jeff suggested that the GLA inform the D.O.T. that we are an interested party and we would like them to take our community into consideration regarding possible improvements. Gerald volunteered to look into this further.
Action Item – *Gerald to research.*

8.7 Determine Board Meeting Dates for 2014 and Annual Meeting – AA
The board concurred that the next meeting date will be January 13, 2014, and that the rest of the dates for the year can be determined at this upcoming meeting due to the lateness of the hour.

8.8 January Newsletter – AA
Alyssa noted that the January newsletter needs to be formulated. Donna volunteered to take the task on.

8.9 Project Review Committee

8.9.1 Lots 32-E-SG & 33-D-SG / Rolfe & Michem Boundary Adjustment – AA
Alyssa presented the Rolfe & Mitchem boundary line adjustment proposal between lots 32-E-SG and 33-D-SG. Motion: Sheridan motioned and Scott seconded to accept the proposal with the condition that the final plat be submitted to the GLA. **Motion carried unanimously.**

9. Comment Period for Visiting Landowners

10. Meeting Adjourned at 11:06 p.m.

11. Next Board Meeting: January 13, 2014 at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

December 9, 2013 – 6:30 pm (open meeting: 8:00 pm)

1. **Closed Session**
   - 1.1 Orientation for New Board
   - 1.2 Discussion of lawsuits
2. **Open Session (Begins at 8:00 pm) - Call to Order**
3. **Set Agenda**
4. **Approve Meeting Minutes**
   - 4.1 November 5, 2013 Board Meeting
   - 4.2 November 9, 2013 Annual Meeting
5. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)
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 Election Committee Report – SS
     - 6.2.1 Review Annual Meeting and Election Results – SS (2 min)
   - 6.3 Managerial Committee Report – AA (2 min)
   - 6.4 Road and Weed Mgmt Committee Report – SS/RW (5 min)
   - 6.5 Project Review Committee Report – AA/RS (1 min)
     - 6.5.1 Suggestion to inform adjacent landowners of project applications
   - 6.6 Website Committee Report – SM/Ross – (5 min)
   - 6.7 Governing Document Committee Report – AA (1 min)
7. **UNFINISHED BUSINESS**
   - 7.1 Adoption of 2014 Budget – SS (1 min)
   - 7.2 Adoption of New Project Review Fee Schedule – AA (1 min)
   - 7.3 Hang Tag System for Vehicles accessing common use land – AA (1 min)
8. **NEW BUSINESS**
   - 8.1 Establish Officers – AA (3 min)
   - 8.2 Review of Bylaws for Committees – AA (3 min)
   - 8.3 Establish Committees, Committee Chairs and Members – AA (5 min)
   - 8.4 Transition Time / Assuming Duties between Outgoing and Incoming Board – AA (3 min)
   - 8.5 November Letter from Bob Storey re: Accounting System Maintenance – SS (5 min)
   - 8.6 Paradise Valley Corridor Planning Study – AA (1 min)
   - 8.7 Determine Board Meeting Dates for 2014 and Annual Meeting – AA (3 min)
   - 8.8 January Newsletter – AA (2 min)
   - 8.9 Project Review Committee
     - 8.9.1 Lots 32-E-SG & 33-D-SG / Rolfe & Michem Boundary Adjustment – AA (2 min)
9. **Comment Period for Visiting Landowners**
10. **Adjournment**
11. **Next Board Meeting: January (date TBD), 2014 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *FINAL*

January 13, 2014

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1. **Commence Special Meeting**
The meeting was called to order by Alyssa Allen at 7:10 p.m. at St. John's Church.

PRESENT: Alyssa Allen (President), Sheridan Stenberg, (Treasurer), Donna Lash-Andersen (Secretary), Rich Spallone, Gerald Dubiel, Scott McBride (via phone), Paul Ranttalo, Robert Wallace (aka Robert W.), Robert Branson (via phone, aka Robert B.), and Janice McCann (appointed to board at approximately 7:40 pm).
ABSENT: Ross Brunson (Vice President), and Laura Boise.
ALSO ATTENDING: Nathan & Ryan (Minnick Management, Inc.)
Landowners: Richard Bolen, Walter & Regina Wunsch, Ia & Chris Williams, Charlene Murphy, Linda Ulrich, Janice McCann (until appointed to board), Pouwel Gelderloos, and Robert Storey, CPA.

Alyssa reviewed the North Glastonbury board vacancy that was created when Janet Nacierio resigned at the end of December, and how a number of potential candidates had been contacted to see if they might be interested in serving. At this time, Powell Gelderloos, Kenneth Haug and Janice McCann expressed interest. Rich asked which N. Glastonbury landowner had received the next highest amount of votes at the annual meeting to which it was stated that it was Kenneth Haug at 32 votes. The board discussed various points regarding the selection of Janet's replacement, and noted the need for bookkeeping and administrative skills. The board also discussed whether or not to wait until the February board meeting to fill the position in order to allow more candidates to come forward.
Motion: Sheridan moved and Rich seconded that the open position be filled at this meeting by choosing among the three candidates that had come forward. Pouwel Gelderloos and Janice McCann, who were present at the meeting, addressed the board regarding their skills and interest in serving. Discussion. **Motion carried with one opposed - Donna.**
Having decided to fill the vacancy at this meeting, the board voted by written ballot and the results were counted by Donna who announced that Janice McCann had been elected by unanimous vote.

The Special Meeting was adjourned at 7:48 p.m.

2. **Commence Regular Monthly Board Meeting**
The meeting was called to order by Alyssa Allen at 7:50 p.m. at St. John's Church.

3. **Set Agenda**

4. **Approve Meeting Minutes – December 9, 2013**
Motion: Sheridan moved and Robert W. seconded to approve the December 9, 2013 meeting minutes. **Motion carried.** Abstentions: Paul and Janice who were not present November 5th.

5. **Visiting Landowner Input Period**

6. **Officer and Committee Reports**
6.1 President's Report
6.1.1 Review of Committee Meeting Protocol according to Bylaws – AA
Alyssa clarified that the Bylaws indicate that the business of the board is to be conducted in an open meeting, therefore, landowners, in addition to board members, are welcome to attend committee meetings. Alyssa noted the board is to be informed of committee meetings at least 3 days in advance, and this may be done via e-mail announcement. The website and VoiceNation can be used for

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noticing landowners regarding committee meetings. She also confirmed that committee members are to be appointed by the board.

6.1.2 Determine Address for Registered Agent – AA
Alyssa described the need to determine an address for the GLA's registered agent, generally the Secretary, and how this could be Donna's personal address, or Minnick's business address.
Motion: Robert W. moved that Donna's address be listed. **Motion withdrawn.**
The Board discussed this function further and noted that the person filling the Secretary position changes from time to time, and the fact that Minnick Management is handling the receipt of documents for the GLA presently, and professional services for distribution of documents is best handled by them.
Motion: Sheridan motioned and Paul seconded that the office of Minnick Management be used as the location and address for the GLA's registered agent.
Motion carried with one opposed - Donna.

6.2 Treasurer's Reports: Budget Variance, Check & Deposit – SS
Sheridan presented the December Treasurer's reports. **Motion:** Donna motioned and Gerald seconded to approve the December 2013 Treasurer's reports. **Motion carried unanimously.**

6.3 Communication Committee Report – DL
Alyssa presented a letter addressed to the Montana Department of Transportation requesting that as part of the Paradise Valley Corridor planning study the GLA's access points to Highway 89 be considered for the possible addition of three exit lanes.
Motion: Sheridan moved and Rich seconded to approve the letter presented to be sent.
Motion carried unanimously.

6.4 Road and Weed Mgmt Committee Report – RW/RS
Robert W. reported that there was a Road Committee meeting on January 7 that was attended by Robert W., Sheridan, Paul, Gerald, Walter Wunsch, Charlene Murphy and Tim Brocket. Discussion included plowing operations, a budgeting update, the ongoing need for a second truck and conveyor, and making sure all employee paperwork is complete. The committee also discussed the results of last year's road survey and how to best achieve the goals of the consensus of the membership, formulating policy on plowing guidelines, and putting together a phone list for communications. The board finalized the date for a Community Road Meeting to be held on February 19, which will be noticed to the membership in the January Newsletter.

6.5 Project Review Committee Report – GD/RS
No report at this time.

6.6 Website Committee Report – Ross
In Ross' absence, Alyssa briefly noted some of the progress being made by the website committee.

6.7 Governing Document Committee Report – DL/Robert B.
Donna noted that the Governing Document Committee has discussed forming an 8 member committee made up of 4 board members and 4 landowners and is looking to utilize the website as a means to receiving landowner input and feedback on ideas for consideration.

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7. UNFINISHED BUSINESS

7.1 Adoption of Revised Project Review Forms – AA

Alyssa noted that the forms were ready to be used after editing the depth requirement for gas lines and pipe lines to be compliant with construction standards.
Motion: Sheridan motioned and Gerald seconded to approve and adopt the newly revised project review forms with amendments to gas and pipe line depths. **Motion carried with two abstentions Paul and Janice.**

7.2 Committee Charters – AA/Board

The board discussed progress made on each committee formulating charters. Donna presented the draft charter for the Governing Document Committee as follows:
"The GLA Governing Document Committee will review and recommend updates to GLA's Governing Documents on a regular (TBD) basis with the understanding that a 51% vote by landowners in good standing at a special or annual membership meeting will be needed to change, alter, or update the documents in any way. The updates will be done in three phases: 1) simple updates to fix obvious issues, 2) more complex structural changes to clarify and simplify board and membership responsibilities, and 3) new content that reflects the changes needed to bring the documents up to the current decade and level of technology and infrastructure. The committee will examine the documents with the following concerns: 1) does the wording need simplifying, clarifying, or adjusting, 2) is it reasonable and appropriate for the Board, in a volunteer capacity, to deliver this service and enforce compliance, and 3) are the means of enforcement clearly stated, realistic, and implementable."

7.3 Developing criteria for committee member appointments – AA

Alyssa discussed the need for the board to consider developing criteria for committee member appointments such as skills, team playing, respect for others, motivation for serving, having openness to a variety of perspectives, being a member in good standing, and having access to the internet/e-mail. The board also discussed formulating a questionnaire for those interested in serving on a committee.
Action Item – *Alyssa to develop criteria for committee member appointments for board review.*

7.4 Committee Member appointments – AA

The Road Committee noted that they had a good working group of members and were not seeing a need to add further members. Other committees were not ready for member appointments.

7.5 Paradise Valley Corridor Planning Study Letter – GD

Item covered under Item 6.3.

7.6 Hang Tag System for Vehicles accessing common use land – AA

Alyssa revisited the issue of utilizing a hang tag system in landowners' vehicles to help identify those who were authorized to access GLA common land since there have been reports of non-members using the common land access illegally. It was noted that this becomes a problem especially during hunting season. The board discussed the administrative burden that this system could impose, and the lack of resources and personnel to implement and manage such a system. The board determined not to pursue the proposed hang tag system at this time.

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7.7 Determine Board Meeting Dates for 2014 and Annual Meeting – Board
The board reviewed the potential meeting dates for 2014 and determined that the board meetings will be as follows: February 10, March 10, April 14, May 12, June 9, July 14, August 11, September 15, October 6, November 3, and December 8 with the annual meeting on November 8.

8. NEW BUSINESS

8.1 Presentation to the board on accounting practices – Robert Storey, CPA – SS
Sheridan invited Robert Storey to speak to the proposal presented and voted on by the board at the December 9 meeting for Accounting System Maintenance. Robert discussed the completion of a 2013 financial statement, following transactions through the bookkeeping system, reviewing postings and payments of bills submitted to the GLA, as well as reviewing payroll and general accounting. The board asked questions and clarified about the various reports.

8.2 Accounting system transition details. Proposal for additional meeting with CPA – SS
The board discussed the need to resolve some final transition details that have been discovered through updating and restructuring the QuickBooks accounts. **Motion**: Donna motioned and Sheridan seconded to use Robert Storey as a resource to polish up the final details and questions discovered through the transition into the updated books. **Motion carried unanimously**.

8.3 Collection Processes – SS
Sheridan discussed the process of following up on delinquent accounts per the Assessment Policy and working on collecting past due amounts. The board determined to include a copy of the Assessment Policy in the January statement mailing. Sheridan acknowledged Minnick Management for their being successful in collection efforts on a number of accounts with outstanding debt.
Action Item – *Alyssa to e-mail a copy of the Assessment Policy to the board.*

8.4 January Newsletter – review of content – DL
The board reviewed and commented on the draft newsletter.

9. Comment Period for Visiting Landowners
Linda Ulrich inquired about gathering landowner contact information.
Donna passed on a comment from Robert Sones regarding his appreciation for the work being done by the road committee and the snowplowing and sanding efforts being done.

10. Closed Session
10.1 Discussion of lawsuits – AA/Board

11. Meeting adjourned at 10:23 p.m.

12. Next Board Meeting: February 10th, 2014 at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

January 13, 2014 – 7:00 pm

1. **Commence Special Meeting**
   Board to fill the NG director position vacated by Janet Naclerio on 12-30-13

2. **Commence Regular Monthly Board Meeting**

3. **Set Agenda**

4. **Approve Meeting Minutes** – December 9, 2013

5. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

6. **Officer and Committee Reports**
   - 6.1 President's Report
     - 6.1.1 Review of Committee Meeting Protocol according to Bylaws – AA (3 min)
     - 6.1.2 Determine Address for Registered Agent – AA (2 min)
   - 6.2 Treasurer's Reports: Budget Variance, Check & Deposit – SS (2 min)
   - 6.3 Communication Committee Report – DL (2 min)
   - 6.4 Road and Weed Mgmt Committee Report – RW/RS (5 min)
   - 6.5 Project Review Committee Report – GD/RS (1 min)
   - 6.6 Website Committee Report – Ross (1 min)
   - 6.7 Governing Document Committee Report – DL/RB (1 min)

7. **UNFINISHED BUSINESS**
   - 7.1 Adoption of Revised Project Review Forms – AA (1 min)
   - 7.2 Committee Charters – AA/Board (5 min)
   - 7.3 Developing criteria for committee member appointments – AA (2 min)
   - 7.4 Committee Member appointments – AA (5 min)
   - 7.5 Paradise Valley Corridor Planning Study Letter – GD (1 min)
   - 7.6 Hang Tag System for Vehicles accessing common use land – AA (1 min)
   - 7.7 Determine Board Meeting Dates for 2014 and Annual Meeting – Board (3 min)

8. **NEW BUSINESS**
   - 8.1 Presentation to the board on accounting practices – Robert Storey, CPA. (20 min)
   - 8.2 Accounting system transition details. Proposal for additional meeting with CPA – SS
   - 8.3 Collection Processes – SS (2 min)
   - 8.4 January Newsletter – review of content – DL (3 min)

9. **Comment Period for Visiting Landowners**

10. **Closed Session**
    - 10.1 Discussion of lawsuits – AA/Board

11. **Adjournment**

12. **Next Board Meeting: (TBD), 2014 at St. John's Church**

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Glastonbury Landowners Association
Balance Sheet
As of January 31, 2014

	Jan 31, 14
ASSETS	
Current Assets	
Checking/Savings	
001 · Big Sky Western Operating Acct	32,613.77
002 · Bank of the Rockies Checking	9,108.00
003 · Savings Account	
010 · Construction Bond Reserve Cash	11,027.00
011 · Emergency Loan Reserve	7,500.00
012 · Gen Op Reserve Cash	7,285.00
013 · NG Chip Seal Reserve Cash	5,211.78
014 · NG/SG Road Reserve Cash	32,270.35
003 · Savings Account - Other	29,437.14
Total 003 · Savings Account	92,731.27
Total Checking/Savings	134,453.04
Accounts Receivable	
Accounts Receivable	184,931.81
Total Accounts Receivable	184,931.81
Other Current Assets	
Petty Cash	196.75
Total Other Current Assets	196.75
Total Current Assets	319,581.60
TOTAL ASSETS	**319,581.60**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds Held by GLA	11,027.00
Payroll Liabilities	311.05
Total Other Current Liabilities	11,338.05
Total Current Liabilities	11,338.05
Long Term Liabilities	
Bank of the Rockies Loan	73,384.00
Total Long Term Liabilities	73,384.00
Total Liabilities	84,722.05
Equity	
Emergency Loan Fund	7,500.00
General Operations Fund	7,285.00
NG Chip Seal Fund	5,211.78
NG/SG Road Fund	32,270.00
Opening Balance Equity	219,558.66
Operating Fund Balance	-35,934.43
Net Income	-1,031.46
Total Equity	234,859.55
TOTAL LIABILITIES & EQUITY	**319,581.60**

GLA 03211

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January 2014

	Jan 14	Budget	$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
100 · Parcel Assessment Fees				
111 · Land Assesments 2014	2,920.23	64,878.00	-61,957.77	4.5%
121 · Dwelling Assesments 2014	2,253.88	47,750.00	-45,496.12	4.7%
150 · Golden Age Village Income	0.00	9,359.00	-9,359.00	0.0%
171 · 5% Penalty Income	32.22			
190 · Discounts Given	-143.25			
Total 100 · Parcel Assessment Fees	5,063.08	121,987.00	-116,923.92	4.2%
Total Income	5,063.08	121,987.00	-116,923.92	4.2%
Expense				
1000 · Snow Removal				
1010 · Contracted Snow Removal	537.50	7,440.00	-6,902.50	7.2%
1015 · Payroll Costs				
1016 · Wages Paid Snow	700.60	1,000.00	-299.40	70.1%
1018a · Payroll Software	0.00	280.00	-280.00	0.0%
1019 · Workers' Compensation Insurance	0.00	220.00	-220.00	0.0%
1015 · Payroll Costs - Other	0.00			
Total 1015 · Payroll Costs	700.60	1,500.00	-799.40	46.7%
1020 · Equipment Costs				
1021 · Truck Registration & Insurance	698.00	2,360.00	-1,662.00	29.6%
1024 · Truck #2 (93 DODGE) Maintenance	765.35	1,500.00	-734.65	51.0%
1025 · Fuel	275.84	600.00	-324.16	46.0%
1026 · Wages Truck Maintenance	195.00			
Total 1020 · Equipment Costs	1,934.19	4,460.00	-2,525.81	43.4%
1040 · Sand	387.50	500.00	-112.50	77.5%
Total 1000 · Snow Removal	3,559.79	13,900.00	-10,340.21	25.6%
1030 · Roads & Weeds				
1031 · Contracted Weed Control	0.00	2,500.00	-2,500.00	0.0%
1032 · Roadside Mowing	0.00	2,000.00	-2,000.00	0.0%
1035 · Contract BiAnnual Grade/Grvl-NG	0.00	15,500.00	-15,500.00	0.0%
1036 · Contract BiAnnual Grade/Gvl-SG	0.00	15,500.00	-15,500.00	0.0%
1041 · Emergency Road & Fence Repair	0.00	1,500.00	-1,500.00	0.0%
1046 · Insurance - Roads/Common Land	0.00	5,500.00	-5,500.00	0.0%
1050 · Other Road Costs	149.50			
1030 · Roads & Weeds - Other	0.00	0.00	0.00	0.0%
Total 1030 · Roads & Weeds	149.50	42,500.00	-42,350.50	0.4%
1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center	24.12	500.00	-475.88	4.8%
1220 · Mowing & Landscape Rec Ctr	0.00	400.00	-400.00	0.0%
Total 1200 · Parkland/Recreation Center	24.12	900.00	-875.88	2.7%
1300 · Litigation				
1310 · Legal Costs - O'Connell	175.00	13,300.00	-13,125.00	1.3%
Total 1300 · Litigation	175.00	13,300.00	-13,125.00	1.3%
1400 · Community Complaints				
1410 · Community Complaints Costs	0.00	1,000.00	-1,000.00	0.0%
Total 1400 · Community Complaints	0.00	1,000.00	-1,000.00	0.0%

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January 2014

	Jan 14	Budget	$ Over Bu...	% of Budget
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	0.00	187.00	-187.00	0.0%
2013 · Collection Costs	55.47			
2016 · Insurance - Board Liability	0.00	3,000.00	-3,000.00	0.0%
2017 · Legal Fees-General Advice	35.00	1,000.00	-965.00	3.5%
2018 · Licenses & Annual Reporting	0.00	70.00	-70.00	0.0%
2020 · Management Expense	1,885.75	22,458.00	-20,572.25	8.4%
2030 · Newsletter Costs	0.00	300.00	-300.00	0.0%
2050 · Office Supplies	38.05	300.00	-261.95	12.7%
2052 · Postage & Shipping	6.74	900.00	-893.26	0.7%
2055 · Printing & Copies	24.60	850.00	-825.40	2.9%
2060 · Rent - Facilities	0.00	420.00	-420.00	0.0%
2062 · Rent - PO Box & Safe Dep Box	58.00	60.00	-2.00	96.7%
2065 · Software - SharePoint	8.95	108.00	-99.05	8.3%
2066 · Software - Dropbox	9.99			
2070 · Taxes - Property	0.00	317.00	-317.00	0.0%
2080 · Telephone & Messaging	14.95	180.00	-165.05	8.3%
2090 · Website Costs				
2091 · Website Contractor Devlop&Maint	0.00	150.00	-150.00	0.0%
2092 · URL & Domain Fees	55.61	55.00	0.61	101.1%
Total 2090 · Website Costs	55.61	205.00	-149.39	27.1%
Total 2000 · Overhead/Admin Costs	2,193.11	30,355.00	-28,161.89	7.2%
3000 · Annual Meeting Costs				
3015 · Annual Mtg Postage	0.00	400.00	-400.00	0.0%
3020 · Annual Mtg Refreshments/Snacks	0.00	200.00	-200.00	0.0%
3025 · Annual Mtg Rent	0.00	75.00	-75.00	0.0%
3030 · Annual Mtg Printing & Copies	0.00	125.00	-125.00	0.0%
Total 3000 · Annual Meeting Costs	0.00	800.00	-800.00	0.0%
Total Expense	6,101.52	102,755.00	-96,653.48	5.9%
Net Ordinary Income	-1,038.44	19,232.00	-20,270.44	-5.4%
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank	6.98	78.00	-71.02	8.9%
Total Other Income	6.98	78.00	-71.02	8.9%
Other Expense				
6000 · Interest Expense	0.00	6,865.00	-6,865.00	0.0%
Total Other Expense	0.00	6,865.00	-6,865.00	0.0%
Net Other Income	6.98	-6,787.00	6,793.98	-0.1%
Net Income	**-1,031.46**	**12,445.00**	**-13,476.46**	**-8.3%**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *FINAL*

February 10, 2014

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1. **Call to Order**
   The meeting was called to order by Alyssa Allen at 7:15 p.m. at St. John's Church. Sheridan gave the opening prayer.

   PRESENT: Alyssa Allen (President), Ross Brunson (Vice President), Sheridan Stenberg (Treasurer), Donna Lash-Andersen (Secretary), Gerald Dubiel, Scott McBride (via phone), Paul Ranttalo, Robert Wallace (aka Robert W.), Robert Branson (aka Robert B.), and Janice McCann.
   ABSENT: Rich Spallone and Laura Boise.
   ALSO ATTENDING: Nathan (Minnick Management, Inc.); Landowners: Walter & Regina Wunsch, Ia & Chris Williams, Charlene Murphy, Linda Ulrich, Chad Stone, Chuck Tanner, Bob & Kristi Sones, Sally & Chuck Muto, Dennis Kight, Lester Seago, Tom Barry, and George Martin.

2. **Set Agenda**

3. **Approve Meeting Minutes – January 13, 2014**
   Motion: Sheridan moved and Robert B. seconded to approve the January 13, 2014 meeting minutes. **Motion carried unanimously**.

4. **Visiting Landowner Input Period**
   Bob Sones inquired as to how many landowners may not be paying their dues.
   Linda Ulrich inquired about speeding residents.
   Chuck Tanner offered his services as a plow truck driver.
   Les Seago commented that the test strip of mag-chloride on Arcturus was excellent.

5. **Officer and Committee Reports**

   5.1 President's Report – AA
   Alyssa noted and expressed appreciation for the timely efforts and involvement of committee and board members in handling tasks and being responsive.

   5.2 Treasurer's Reports

   5.2.1 Budget Variance, Check & Deposit – SS
   Sheridan presented the January Treasurer's reports. **Motion:** Ross motioned and Robert B. seconded to approve the January 2014 Treasurer's reports. **Motion carried unanimously.**

   5.2.2 Upcoming Meeting with Bob Storey re: 2013 Financial Statement – SS
   Sheridan noted that a meeting was coming up with CPA Bob Storey to discuss progress on the financial statements that he is preparing.

   5.2.3 Review Treasurer's Duties – *(Added to Agenda)*
   Alyssa reviewed how through much work and the generous funding by Regina Wunsch for professional assistance from CPA Bob Storey, the restructuring and updating of the GLA's accounting system has been done, bringing the books into better conformity with accepted accounting practices. Alyssa noted that Regina had outlined the Treasurer's duties and how Regina is willing to provide her help and expertise in assisting the Treasurer in the oversight of the accounting. The Board discussed the position of Treasurer and how newly-appointed board member Janice McCann had a background and experience in bookkeeping. Janice

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expressed her willingness to become the Treasurer and to be assisted by Regina and Sheridan.
Motion: Robert B. motioned and Ross seconded that Janice be appointed the new Treasurer. **Motion Carried**. Abstention: Janice.
Motion: Ross motioned and Sheridan seconded that Regina Wunsch be designated as the expert advisor to the Treasurer. **Motion carried unanimously.**

5.3 Communication Committee Report – AA/DLA
Alyssa noted that an email vote was taken amongst the board to select her and Donna as co-chairs of the Communication Committee with 8 votes received, all in favor. Donna discussed that the committee is looking to technology and Ross's assistance as a way to help keep landowners informed by using the website and VoiceNation.

5.4 Road and Weed Mgmt Committee Report – RW/RS
Robert W. reported that a Road Committee meeting was held on February 5th attended by himself, Gerald, Rich, Sheridan, Walter Wunsch, and Tim Brockett. Walter gave an update on sanding and plowing, and the committee discussed organization of the February 19th Community-wide Road Meeting, and developing the committee charters for both the Road Management Committee as well as the Road and Weed Committee.

5.5 Project Review Committee Report – GD/Robert B.
Gerald noted that there are not any projects under review at this time.

5.6 Website Committee Report – Ross
Ross reported that GLAMontana.org will become the main URL address, and for continuity purposes, the old website address will be forwarded to this new domain. He pointed out that Google apps can take the place of SharePoint and provides similar functionality while being easier to use. Ross discussed the progress made on communications, the website which is up and running, and developing a consent form to allow landowners to opt-in to receive email notifications from the association.
Motion: Ross motioned and Gerald seconded to make a backup of and retire the SharePoint site so that the service can be discontinued. **Motion carried unanimously**.
Motion: Ross motioned and Donna seconded that the association stop using GLA-MT.org as its main domain and forward that domain to GLAMontana.org.
Motion carried unanimously.

5.7 Governing Document Committee Report – DLA/Robert B.
Donna reported that the committee is considering the recommendation of establishing up to 16 members for the committee. She noted that they would first like to host meetings to find qualified individuals willing to serve at the level needed. Donna noted that as President, Alyssa is automatically a member of the committee and they welcome her as a member of the committee and for her input and assistance. She discussed the need to establish a time, place, and schedule for the meetings and how to give notice for the meetings. The board discussed the best ways to keep committee and board members informed throughout the process of proposed changes that are being considered by the committee.

6. UNFINISHED BUSINESS

6.1 Proposal to form Executive Committee, Website Sub-Committee – AA
The board discussed forming an Executive Committee that would consist of the 4 officers, and how it would best function and operate. It was decided that further research

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would be needed regarding the type of duties the committee would handle and its purpose before forming it. The board also discussed the need to form a Website Committee that would function as a subcommittee of the Communications Committee. **Motion**: Donna motioned and Janice seconded that a Website Subcommittee be established with Ross as chairman and Scott as a member. **Motion carried unanimously.**

6.2 Committee Charters – AA/Board

Road Management Committee Charter:

The GLA Board has established the Road Management Committee, consisting of Directors only, which is authorized to perform the following duties:

Oversee and supervise the carrying out of day-to-day operations relating to road maintenance, including, but not limited to, weed abatement and roadside mowing, grading and graveling, snowplowing, snow fencing, sanding, road repair, drainage issues, guardrails, and signage. It is responsible for all road-related matters deemed proper or necessary as directed by the board.

The committee is authorized to make decisions concerning the improvement and maintenance of the Association roads and shall only spend budgeted funds to accomplish its tasks. Expenditures requiring funding beyond budgeted amounts shall be approved by the board.

The committee oversees and approves all financial expenditures of the Road & Weed Committee, and authorizes work to be performed by volunteers, contractors and employees. Reports to the board regarding all actions taken including capital outlay for the previous month in addition to projected maintenance projects and outlay for short and long-term projects for one year ahead or more.

Road and Weed Committee Charter:

The GLA Board has established the Road & Weed Committee to serve in an advisory capacity to the Board. The committee researches road-related issues, holds meetings, makes suggestions, offers proposals, and performs duties as directed by the Road Management Committee and/or the Board. The committee shall consist of board members and non-board members all of which are to be voted in by the board.

6.3 Proposed Criteria for Committee Member Appointments – AA

Item tabled.

6.4 Committee Member Appointments – AA

Motion: Robert B. motioned and Robert W. seconded for Janice to be appointed as a member of the Budget Committee. **Motion carried unanimously**.

6.5 SGTC Non-profit waiver – AA

Alyssa presented the history of non-profit waivers in regard to the South Glastonbury Teaching Center and how the board discussed removing these waivers last year. The SGTC was contacted and has agreed to begin paying assessments to the GLA. Alyssa noted that the GLA is allowed to grant waivers via Covenant 12.01 however the GLA would need to prove that the waiver is necessary and not injurious to the community.

6.6 Paradise Valley Corridor Planning Study Meeting – GD

Alyssa noted that the Paradise Valley Corridor Planning Study has announced two meeting dates and that it would be ideal for a board member to attend. Ross noted that the meeting dates and notice have been posted to the GLA's website. Gerald stated that he plans on attending one of the meetings.

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7. NEW BUSINESS

7.1 Covenant 5.05 Nuisances / Gun shooting Complaints – AA

Alyssa noted that there had been recent complaints about shooting within the association and noted that the board may want to consider reviewing how the covenants relate to this issue as well as figuring out how to approach complaints when they come in. Alyssa cited covenant section 5.05 Nuisances and Eyesores. The board listened to a statement from Chad Stone and responded that this subject was placed on the agenda for educational purposes and not as an official written complaint as one had not been filed at his time. The board discussed how best to notify landowners of what is allowed per the covenants as well as safe practices related to firearms. The board reiterated that the topic of gun rights and use are not under the board's jurisdiction or control.

8. Comment Period for Visiting Landowners

9. Closed Session

9.1 Discussion of lawsuits, handling of complaints – AA/Board

10. Meeting adjourned at 10:47

11. Next Board Meeting: March 10th, 2014 at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

February 10, 2014 – 7:00 pm

1. **Call to Order**
2. **Set Agenda**
3. **Approve Meeting Minutes** – January 13, 2014
4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)
5. **Officer and Committee Reports**
   - 5.1 President's Report – AA (1 min)
   - 5.2 Treasurer's Reports
     - 5.2.1 Budget Variance, Check & Deposit – SS (2 min)
     - 5.2.2 Upcoming Meeting with Bob Storey re: 2013 Financial Statement – SS (2 min)
   - 5.3 Communication Committee Report – AA/DL (1 min)
   - 5.4 Road and Weed Mgmt Committee Report – RW/RS (5 min)
   - 5.5 Project Review Committee Report – GD/Robert B. (1 min)
   - 5.6 Website Committee Report – Ross (5 min)
   - 5.7 Governing Document Committee Report – DL/Robert B. (2 min)
6. **UNFINISHED BUSINESS**
   - 6.1 Proposal to form Executive Committee, Website Sub-Committee – AA (2 min)
   - 6.2 Committee Charters – AA/Board (5 min)
     Executive Committee
     Road Management Committee
     Road & Weed Committee
     Governing Document Committee
     (Any others that may be ready)
   - 6.3 Proposed Criteria for Committee Member Appointments – AA (2 min)
   - 6.4 Committee Member Appointments – AA (2 min)
   - 6.5 SGTC Non-profit waiver – AA (3 min)
   - 6.6 Paradise Valley Corridor Planning Study Meeting – GD (1 min)
7. **NEW BUSINESS**
   - 7.1 Covenant 5.05 Nuisances / Gun shooting Complaints – AA (2 min)
8. **Comment Period for Visiting Landowners**
9. **Closed Session**
   - 9.1 Discussion of lawsuits – AA/Board
10. **Adjournment**
11. **Next Board Meeting: March 10th, 2014 at St. John's Church**

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Glastonbury Landowners Association
Balance Sheet
As of February 28, 2014

	Feb 28, 14
ASSETS	
Current Assets	
Checking/Savings	
001 · Big Sky Western Operating Acct	68,611.83
002 · Bank of the Rockies Checking	16,334.75
003 · Savings Account	
010 · Construction Bond Reserve Cash	11,027.00
011 · Emergency Loan Reserve	7,500.00
012 · Gen Op Reserve Cash	7,285.00
013 · NG Chip Seal Reserve Cash	5,781.78
014 · NG/SG Road Reserve Cash	32,270.35
003 · Savings Account - Other	29,443.55
Total 003 · Savings Account	93,307.68
Total Checking/Savings	178,254.26
Accounts Receivable	
Accounts Receivable	262,182.19
Total Accounts Receivable	262,182.19
Other Current Assets	
Petty Cash	196.75
Total Other Current Assets	196.75
Total Current Assets	440,633.20
TOTAL ASSETS	**440,633.20**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-0.06
Total Accounts Payable	-0.06
Other Current Liabilities	
Construction Bonds Held by GLA	11,027.00
Payroll Liabilities	679.56
Total Other Current Liabilities	11,706.56
Total Current Liabilities	11,706.50
Long Term Liabilities	
Bank of the Rockies Loan	67,421.74
Total Long Term Liabilities	67,421.74
Total Liabilities	79,128.24
Equity	
Emergency Loan Fund	7,500.00
General Operations Fund	7,285.00
NG Chip Seal Fund	5,781.78
NG/SG Road Fund	32,270.00
Opening Balance Equity	218,988.66
Operating Fund Balance	-35,869.84
Net Income	125,549.36
Total Equity	361,504.96
TOTAL LIABILITIES & EQUITY	**440,633.20**

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through February 2014

	Jan - Feb...	Budget	$ Over B...	% of Bud...
Ordinary Income/Expense				
Income				
100 · Parcel Assessment Fees				
111 · Land Assessments 2014	75,683.75	64,878.00	10,805.75	116.7%
121 · Dwelling Assessments 2014	51,522.25	47,750.00	3,772.25	107.9%
150 · Golden Age Village Income	2,339.75	9,359.00	-7,019.25	25.0%
171 · 5% Penalty Income	9,087.25			
175 · Subdivision Waiver Asmnts	71.49			
190 · Discounts Given	-47.75			
Total 100 · Parcel Assessment Fees	138,656.74	121,987.00	16,669.74	113.7%
400 · Other Gen Fund Income				
401 · Lien Fees Paid	200.00			
Total 400 · Other Gen Fund Income	200.00			
Total Income	138,856.74	121,987.00	16,869.74	113.8%
Expense				
1000 · Snow Removal				
1010 · Contracted Snow Removal	537.50	7,440.00	-6,902.50	7.2%
1011 · Equipment Rental	750.00			
1013 · Sand	37.50	500.00	-462.50	7.5%
1015 · Payroll Costs				
1016 · Wages Paid Snow	1,915.00	1,000.00	915.00	191.5%
1018 · Benefits & Other Payroll Costs	5.52			
1018a · Payroll Software	280.00	280.00	0.00	100.0%
1019 · Workers' Compensation Insurance	0.00	220.00	-220.00	0.0%
1015 · Payroll Costs - Other	0.00			
Total 1015 · Payroll Costs	2,200.52	1,500.00	700.52	146.7%
1020 · Equipment Costs				
1021 · Truck Registration & Insurance	698.00	2,360.00	-1,662.00	29.6%
1024 · Truck #2 (93 DODGE) Maintenance	765.35	1,500.00	-734.65	51.0%
1025 · Fuel	336.04	600.00	-263.96	56.0%
1026 · Wages Truck Maintenance	240.00			
Total 1020 · Equipment Costs	2,039.39	4,460.00	-2,420.61	45.7%
Total 1000 · Snow Removal	5,564.91	13,900.00	-8,335.09	40.0%
1030 · Roads & Weeds				
1031 · Contracted Weed Control	0.00	2,500.00	-2,500.00	0.0%
1032 · Roadside Mowing	0.00	2,000.00	-2,000.00	0.0%
1035 · Contract BiAnnual Grade/Grvl-NG	0.00	15,500.00	-15,500.00	0.0%
1036 · Contract BiAnnual Grade/Gvl-SG	0.00	15,500.00	-15,500.00	0.0%
1041 · Emergency Road & Fence Repair	0.00	1,500.00	-1,500.00	0.0%
1046 · Insurance - Roads/Common Land	0.00	5,500.00	-5,500.00	0.0%
1050 · Other Road Costs	149.50			
1030 · Roads & Weeds - Other	0.00	0.00	0.00	0.0%
Total 1030 · Roads & Weeds	149.50	42,500.00	-42,350.50	0.4%
1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center	48.32	500.00	-451.68	9.7%
1220 · Mowing & Landscape Rec Ctr	0.00	400.00	-400.00	0.0%
Total 1200 · Parkland/Recreation Center	48.32	900.00	-851.68	5.4%
1300 · Litigation				
1310 · Legal Costs - O'Connell	175.00	13,300.00	-13,125.00	1.3%
Total 1300 · Litigation	175.00	13,300.00	-13,125.00	1.3%
1400 · Community Complaints				
1410 · Community Complaints Costs	0.00	1,000.00	-1,000.00	0.0%
Total 1400 · Community Complaints	0.00	1,000.00	-1,000.00	0.0%

GLA 03222

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through February 2014

	Jan - Feb...	Budget	$ Over B...	% of Bud...
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	546.00	187.00	359.00	292.0%
2013 · Collection Costs	236.53			
2016 · Insurance - Board Liability	0.00	3,000.00	-3,000.00	0.0%
2017 · Legal Fees-General Advice	35.00	1,000.00	-965.00	3.5%
2018 · Licenses & Annual Reporting	0.00	70.00	-70.00	0.0%
2019 · Lien Filing Costs	289.00			
2020 · Management Expense	3,771.50	22,458.00	-18,686.50	16.8%
2030 · Newsletter Costs	73.00	300.00	-227.00	24.3%
2050 · Office Supplies	93.08	300.00	-206.92	31.0%
2052 · Postage & Shipping	233.70	900.00	-666.30	26.0%
2055 · Printing & Copies	146.80	850.00	-703.20	17.3%
2060 · Rent - Facilities	0.00	420.00	-420.00	0.0%
2062 · Rent - PO Box & Safe Dep Box	58.00	60.00	-2.00	96.7%
2065 · Software - SharePoint	17.90	108.00	-90.10	16.6%
2066 · Software - Dropbox	19.98			
2070 · Taxes - Property	0.00	317.00	-317.00	0.0%
2080 · Telephone & Messaging	29.90	180.00	-150.10	16.6%
2090 · Website Costs				
2091 · Website Contractor Devlop&Maint	0.00	150.00	-150.00	0.0%
2092 · URL & Domain Fees	55.61	55.00	0.61	101.1%
Total 2090 · Website Costs	55.61	205.00	-149.39	27.1%
Total 2000 · Overhead/Admin Costs	5,606.00	30,355.00	-24,749.00	18.5%
3000 · Annual Meeting Costs				
3015 · Annual Mtg Postage	0.00	400.00	-400.00	0.0%
3020 · Annual Mtg Refreshments/Snacks	0.00	200.00	-200.00	0.0%
3025 · Annual Mtg Rent	0.00	75.00	-75.00	0.0%
3030 · Annual Mtg Printing & Copies	0.00	125.00	-125.00	0.0%
Total 3000 · Annual Meeting Costs	0.00	800.00	-800.00	0.0%
Total Expense	11,543.73	102,755.00	-91,211.27	11.2%
Net Ordinary Income	127,313.01	19,232.00	108,081.01	662.0%
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank	13.39	78.00	-64.61	17.2%
Total Other Income	13.39	78.00	-64.61	17.2%
Other Expense				
6000 · Interest Expense	1,406.52	6,865.00	-5,458.48	20.5%
Total Other Expense	1,406.52	6,865.00	-5,458.48	20.5%
Net Other Income	-1,393.13	-6,787.00	5,393.87	20.5%
Net Income	**125,919.88**	**12,445.00**	**113,474.88**	**1,011.8%**

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through February 2014

	Jan - Feb 14	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100 · Parcel Assessment Fees				
111 · Land Assessments 2014	40,796.09	64,878.00	-24,081.91	62.88%
121 · Dwelling Assessments 2014	26,102.72	47,750.00	-21,647.28	54.67%
150 · Golden Age Village Income	2,339.75	9,359.00	-7,019.25	25.0%
171 · 5% Penalty Income	67.71			
Past Accounts Receivable	3,581.06			
190 · Discounts Given	-47.75			
Total 100 · Parcel Assessment Fees	72,839.58	121,987.00	-49,147.42	59.71%
Total Income	72,839.58	121,987.00	-49,147.42	59.71%
Expense				
1000 · Snow Removal				
1010 · Contracted Snow Removal	537.50	7,440.00	-6,902.50	7.22%
1011 · Equipment Rental	750.00			
1013 · Sand	37.50	500.00	-462.50	7.5%
1015 · Payroll Costs				
1016 · Wages Paid Snow	1,915.00	1,000.00	915.00	191.5%
1018 · Benefits & Other Payroll Costs	5.52			
1018a · Payroll Software	280.00	280.00	0.00	100.0%
1019 · Workers' Compensation Insurance	0.00	220.00	-220.00	0.0%
1015 · Payroll Costs - Other	0.00			
Total 1015 · Payroll Costs	2,200.52	1,500.00	700.52	146.7%
1020 · Equipment Costs				
1021 · Truck Registration & Insurance	698.00	2,360.00	-1,662.00	29.58%
1024 · Truck #2 (93 DODGE) Maintenance	765.35	1,500.00	-734.65	51.02%
1025 · Fuel	706.56	600.00	106.56	117.76%
1026 · Wages Truck Maintenance	240.00			
Total 1020 · Equipment Costs	2,409.91	4,460.00	-2,050.09	54.03%
Total 1000 · Snow Removal	5,935.43	13,900.00	-7,964.57	42.7%
1030 · Roads & Weeds				
1031 · Contracted Weed Control	0.00	2,500.00	-2,500.00	0.0%
1032 · Roadside Mowing	0.00	2,000.00	-2,000.00	0.0%
1035 · Contract BiAnnual Grade/Grvl-NG	0.00	15,500.00	-15,500.00	0.0%
1036 · Contract BiAnnual Grade/Gvl-SG	0.00	15,500.00	-15,500.00	0.0%
1041 · Emergency Road & Fence Repair	0.00	1,500.00	-1,500.00	0.0%
1046 · Insurance - Roads/Common Land	0.00	5,500.00	-5,500.00	0.0%
1050 · Other Road Costs	149.50			
1030 · Roads & Weeds - Other	0.00	0.00	0.00	0.0%

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through February 2014

	Jan - Feb 14	Budget	$ Over Budget	% of Budget
Total 1030 · Roads & Weeds	149.50	42,500.00	-42,350.50	0.35%
1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center	48.32	500.00	-451.68	9.66%
1220 · Mowing & Landscape Rec Ctr	0.00	400.00	-400.00	0.0%
Total 1200 · Parkland/Recreation Center	48.32	900.00	-851.68	5.37%
1300 · Litigation				
1310 · Legal Costs - O'Connell	175.00	13,300.00	-13,125.00	1.32%
Total 1300 · Litigation	175.00	13,300.00	-13,125.00	1.32%
1400 · Community Complaints				
1410 · Community Complaints Costs	0.00	1,000.00	-1,000.00	0.0%
Total 1400 · Community Complaints	0.00	1,000.00	-1,000.00	0.0%
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	546.00	187.00	359.00	291.98%
2013 · Collection Costs	236.53			
2016 · Insurance - Board Liability	0.00	3,000.00	-3,000.00	0.0%
2017 · Legal Fees-General Advice	35.00	1,000.00	-965.00	3.5%
2018 · Licenses & Annual Reporting	0.00	70.00	-70.00	0.0%
2019 · Lien Filing Costs	289.00			
2020 · Management Expense	3,771.50	22,458.00	-18,686.50	16.79%
2030 · Newsletter Costs	73.00	300.00	-227.00	24.33%
2050 · Office Supplies	93.08	300.00	-206.92	31.03%
2052 · Postage & Shipping	233.70	900.00	-666.30	25.97%
2055 · Printing & Copies	146.80	850.00	-703.20	17.27%
2060 · Rent - Facilities	0.00	420.00	-420.00	0.0%
2062 · Rent - PO Box & Safe Dep Box	58.00	60.00	-2.00	96.67%
2065 · Software - SharePoint	17.90	108.00	-90.10	16.57%
2066 · Software - Dropbox	19.98			
2070 · Taxes - Property	0.00	317.00	-317.00	0.0%
2080 · Telephone & Messaging	29.90	180.00	-150.10	16.61%
2090 · Website Costs				
2091 · Website Contractor Devlop&Maint	0.00	150.00	-150.00	0.0%
2092 · URL & Domain Fees	55.61	55.00	0.61	101.11%
Total 2090 · Website Costs	55.61	205.00	-149.39	27.13%
Total 2000 · Overhead/Admin Costs	5,606.00	30,355.00	-24,749.00	18.47%
3000 · Annual Meeting Costs				
3015 · Annual Mtg Postage	0.00	400.00	-400.00	0.0%
3020 · Annual Mtg Refreshments/Snacks	0.00	200.00	-200.00	0.0%
3025 · Annual Mtg Rent	0.00	75.00	-75.00	0.0%

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through February 2014

	Jan - Feb 14	Budget	$ Over Budget	% of Budget
3030 · Annual Mtg Printing & Copies	0.00	125.00	-125.00	0.0%
Total 3000 · Annual Meeting Costs	0.00	800.00	-800.00	0.0%
Total Expense	11,914.25	102,755.00	-90,840.75	11.6%
Net Ordinary Income	60,925.33	19,232.00	41,693.33	316.79%
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank	13.39	78.00	-64.61	17.17%
Total Other Income	13.39	78.00	-64.61	17.17%
Other Expense				
6000 · Interest Expense	1,406.52	6,865.00	-5,458.48	20.49%
Total Other Expense	1,406.52	6,865.00	-5,458.48	20.49%
Net Other Income	-1,393.13	-6,787.00	5,393.87	20.53%
	59,532.20	**12,445.00**	**47,087.20**	**478.36%**

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Glastonbury Landowners Association
Profit & Loss
February 2014

	Feb 14
Ordinary Income/Expense	
Income	
100 · Parcel Assessment Fees	
111 · Land Assessments 2014	32,589.08
121 · Dwelling Assessments 2014	20,030.83
150 · Golden Age Village Income	2,339.75
Past Accounts Receivable	977.20
171 · 5% Penalty Income	35.49
Total 100 · Parcel Assessment Fees	55,972.35
Total Income	55,972.35
Expense	
1000 · Snow Removal	
1011 · Equipment Rental	750.00
1015 · Payroll Costs	
1016 · Wages Paid Snow	864.40
1018a · Payroll Software	280.00
Total 1015 · Payroll Costs	1,144.40
1020 · Equipment Costs	
1025 · Fuel	430.72
1026 · Wages Truck Maintenance	45.00
Total 1020 · Equipment Costs	475.72
Total 1000 · Snow Removal	2,370.12
1200 · Parkland/Recreation Center	
1210 · Utilities for Rec Center	24.20
Total 1200 · Parkland/Recreation Center	24.20
2000 · Overhead/Admin Costs	
2005 · Accountant's Fees	546.00
2013 · Collection Costs	181.06
2019 · Lien Filing Costs	289.00
2020 · Management Expense	1,885.75
2030 · Newsletter Costs	73.00
2050 · Office Supplies	55.03
2052 · Postage & Shipping	226.96
2056 · Printing & Copies	122.20
2065 · Software - SharePoint	8.95
2066 · Software - Dropbox	9.99
2080 · Telephone & Messaging	14.95
Total 2000 · Overhead/Admin Costs	3,412.89

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Glastonbury Landowners Association
Profit & Loss
February 2014

	Feb 14
Total Expense	5,807.21
Net Ordinary Income	50,165.14
Other Income/Expense	
Other Income	
5000 · Interest Income - Bank	6.41
Total Other Income	6.41
Other Expense	
6000 · Interest Expense	1,406.52
Total Other Expense	1,406.52
Net Other Income	-1,400.11
Net Income	**48,765.03**

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Glastonbury Landowners Association
Customer Balance Summary
As of February 28, 2014

	Feb 28, 14
Ali, Ansara / NG 48-3	17,569.65
Allen, Richard & Alyssa / SG 74	286.50
Anderson, Edward / NG 32-A	382.00
Andreae, Steven / SG 68	191.00
Angeles, Napolean & Teresa / NG 28 B	209.35
Backer, Jeremy / SG 53-D	4,820.80
Barker, Charles / SG 42C	286.50
Bartholomew, Ann / NG 50-AB	382.00
Bashore, Eric / NG 43-3	191.00
Baughman, Carla / NG 10-A	282.00
Bezotsky, Jr., Joseph / NG 11-D	286.50
BO** (Bill Only) / Eisvang, Jorn	707.54
BO** (Bill Only) / Kovacs Steve	4,699.14
Bocanegra, C. & Graafland, P./ NG 26-B-2	382.00
Bodeaux, Marcie/ NG 45	573.00
Boderek, Bernadette NG 49-A	191.00
Boise, Abram / SG 29	345.99
Boise, Steven & Laura / SG 31-B	282.00
Bolen, Richard & Ellen / SG 37-1-E3	286.50
Bowden, Anne / Alyssa Angeles / SG 43-A	286.50
Branson, Robert / SG 84	191.00
Briscoe, Sharon / SG 56 A-1	382.00
Brown, Michael & Kaye / SG 77	191.00
Brunson, Ross & Monique / NG 10 E	286.50
Buford, Lisa / NG 40-1	282.00
Buford, William / NG 12	239.00
Burckley, Steven / SG 76	2,284.35
Cameron, John and Sherrie / SG 22-B	412.00
Campbell, Deanna / NG 51 A	2,383.99
Campbell, Deanna / NG 51 B	1,916.73
Campbell, Deanna / NG 51 C	1,916.73
Campbell, Deanna / NG 51 D	1,916.73
Case, Kenneth & Maryann / SG 54-B	182.00
Clawson, John / SG 22-A	382.00
Coleman/Simons, Emily & Roeby / NG 61-A	382.00
Collier, Helen / SG 30-B	382.00
Community Restoration / SG 70-B	190.45
Coryell, Douglas & Nancy / SG 39-D	191.00
Covington, Philip & Ann Marie / SG 34-C	191.00
Covington, Philip & Ann Marie/ SG 34-B	831.89
Crown, Lucy / SG 21-D	143.25
Cunningham, Tucker / SG 25-E	384.88
Davis, William/ NG 65	16,098.23
Dawson , Herb NG / 35-A	286.50
Dawson, Herb/ NG 38-A	286.50
Diehl, Denise / SG 25-D	314.25
Difo/Simms, Louis & Pamela / NG 23	12,096.91
Dirkers, Claudette / NG 29-B	286.50
Dubiel, Gerald / NG 32-B	253.46
Ducklow, Jeff / NG 9 (A)	191.00
Eisvang, Jorn / SG 64 A	8,242.26
Eisvang, Jorn / SG 64 B	1,854.85
Elvrom, Ryan & Mandy / NG 57-D-1	382.00
Fairbairn, Oscar & Karen / NG 41	382.00
Finkler, James / NG 7-A	1,460.09
Fitzgerald, Catherine / SG 28-A	2,189.98
Fitzgerald, Catherine / SG 28-B	143.25
Fitzgerald, Catherine / SG 28-D	2,201.14
Fitzgerald, Catherine / SG 28-E	2,189.98
Ford, Thomas / SG 28-C	143.25
Fowle, Randy & Cristin / NG 10-D	286.50
Frazier, Kenneth & Bonita / SG 31-E	382.00
Garcia, Kathie & Manuel / NG 32-C	6,707.04
Geary, Barbara / NG 1-B	286.50
Gembica/Lindstrom, Pam & Johan / SG 93-A	682.13
Glennon, Margaret / SG 33-E	382.00

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Glastonbury Landowners Association
Customer Balance Summary
As of February 28, 2014

	Feb 28, 14
Gough, James & Susan / NG 38-D	182.00
Green, Kenneth / NG 48-M1	9,393.65
Green, Kenneth / NG 48-M2	9,393.65
Grenier, Mark / NG 28 C	191.00
Grey, Brian & Therese Emmanuel / SG 46-D	286.50
Guidan, William & Loreen / NG 54-C	382.00
Hanan, Sabrina / NG 55-C	286.50
Hansard, Donald / SG 81	191.00
Hansen/Jeske, Kraig & Billie / SG 32-C	1,396.49
Hardesty, Frank & Kristen / SG 20-B	379.29
Harris, Ned / NG 11-A	286.50
Haug, Ken / NG 26-B-1	382.00
Hayward, Jennie / SG 35-C	2,839.66
Healy, James & Carla Ann / NG 50-A-C	286.50
Healy, James & Carla Ann / NG 50-A-D	286.50
Heinz, George & Megan / SG 103	382.00
Hoag, Arlene / NG 7-D	382.00
Hoag, Philip / NG 7-C	1,913.68
Hohmann, David & Jane / NG 51-E	191.00
Holder, William & Simone / NG 39	13,122.86
Holmstrom, Linda / SG 34-A1	498.59
House, William / NG 7 B-2	4,465.64
Hubert, Tom / NG 42-C	191.00
Hull, Amanda / SG 33-B	191.00
Impellizzeri, Collette C. / NG 47-E	279.06
Irby, William / SG 42B	286.50
Irwin, Simeon / NG 44-B	282.00
Jensen/Danielkiewicz, Kim & R. / SG 43-C	382.00
Jensen/Danielkiewicz, Kim & R. / SG 43-D	191.00
Johnson, Antonia / SG 46-C	3,993.36
Johnson, Craig & Teresa / SG 49	833.93
Johnson, Dorothy / NG 30-B	382.00
Johnson, Edwin & Ronalee / NG 8	382.00
Johnson, Janet / SG 109-A	191.00
Jordon-Guess, Gertilyn. / SG 105 B	685.77
Juliano, Craig / NG 54-E	562.60
Kehoe,Jr., Daniel & Paula / SG 37-1A	382.00
Koltonow, Michael / SG 66	282.00
Kozlik, James & Marian / NG 43-5	382.00
Kremer Trust, Neil / SG 21-E-1	143.25
Kremer, Neil & Linda / SG 57 A-1	143.25
Kremer, Neil & Linda / SG 18-A	429.75
Kremer, Neil / Nelson, Stuart / SG 18-B	286.50
La Shomb, Marlenea / SG 84	833.93
Laird, Katherine / NG 35-D	286.50
Lambert, Marilynne / NG 11-B	382.00
Lannes, Craig / SG 53-B	5,842.50
Lifesavers Shelter / NG 28 E	2,977.42
Lisota, Martin / SG 50-A	790.80
Lombard, Marjorie / NG 2-A	382.00
Lynch, Monty and Ginger / NG 54-D	1,058.70
Macdonald, Constance/ SG 37-1C	286.50
Mack, Randolph & Deborah / NG 37-C	13,117.06
Makris, George / SG 20-A	808.83
Mark's Ark / NG 7-E	1,352.33
Marshall, Ron & Sandra / SG 50-B	382.00
May, Carl & Bonnie / NG 54-B	191.00
McBride, Scott and Valerie/ SG 61	287.00
McCue, Donald & Alexandra/ SG 32-B	3,147.60
McDaniel, Delmar Nellis / NG 28 D	239.00
McGee, David R. & Heleena A. / SG 24	538.62
Meijer, Jacob & Irena / NG 33-D	286.50
Michael-George, Marius / NG 33-B	382.00
Mizzi, Charlotte / NG 5-D	191.00
Moore, Laurie / SG 87	191.00
Mueller Jr., Kenneth & Nancy /SG 47	382.00

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Glastonbury Landowners Association
Customer Balance Summary
As of February 28, 2014

	Feb 28, 14
Murphy/Hull, Charlene & Steven / NG 40-4	191.00
Muto, Charles / NG 27	286.50
Naclerio, Peter & Janet / NG 43-1	286.50
Nichols, Jeffery / SG 94	191.00
Nordemann, Olav & Janet / NG 44-D	282.00
Norell, Per / NG 41	191.00
O'Connell, Daniel & Valerie / NG 5-C	339.64
Pagnier/Luykenlaan, Carla & Jan / SG 35-E	573.00
Parker, Clare & Rudy / SG 31-D	382.00
Parker, Rudy & Clare SG 42-D	191.00
Peterson, Victorina / SG 106 A-1	1,631.50
Peterson, Victorina / SG 106 A-2	1,631.50
Pinardo, Pedro / SG 32-A-3	191.00
Pinardo, Pedro / SG 32-A-2	205.09
Price, Ron & Penelope / NG 5-B	286.50
Prieto, Ricardo & Fabiola / NG 26-A	382.00
Quarles, Ray / NG 24-E	286.50
Quesenberry, Robert & Michelle / SG 42A	573.00
Rakela, Kathleen / NG 53	191.00
Rakela, Kathleen / NG 55-D	191.00
Rakela, Kathleen / SG 27	191.00
Rakela, Kathleen / SG 51	191.00
Ranttalo, Paul / NG 30-E	311.50
Rasmussen, Robert & Maxine / NG 43-4	286.50
Rath, Joe / NG 25-4	697.35
Regan Jr., Francis / NG 47-F	1,853.82
Rolf/Montana Stephen & Linda / SG 36-E	286.50
Sage Family Trust / SG 21-B	1,275.40
Sage Family Trust /NG 58	414.22
Satterfield, Trudie / NG 47-A	573.00
Saunders, Darin & Rebecca / NG 61-B	282.00
Scott, Ian & Tanya / NG 10-C	367.84
Seago, Lester / SG 40-E	191.00
Sharpless, Janet / NG 25-3	565.00
Sherwood, Robert / SG 50-D	8,988.74
Sirios. Stephen- Farrar, Chris / SG 88-B	286.50
Slavenas, Rasa / SG 101	382.00
Smith, David / SG 39-E	3,079.06
Smith, William / NG 42-E	382.00
Soltis, Pete / SG 30-D	180.00
Stallard, Aaron & Jessica / SG 31-A	915.66
Stomerowski, Scott / SG 48	191.00
Tempesta, Michela NG 59	1,058.70
Thorburn, Carolyn / SG 93-A	6,607.26
Thorpe, David / NG 06-A (TS)	3,937.22
Thorpe, Elizabeth / NG 6 B-3	382.00
Tisdale, Bradford / NG 38-C	382.00
Tisdale, Bradford / NG 38-E	191.00
Tonkin, David / SG 104	382.00
TP, Inc. / SG 35-A	286.50
Trisdale, James & Paula / SG 26-A2	263.00
Ulirich, Kathleen / NG 32-D	1,057.42
Van Unden, Kevin / SG 46-A	5,852.65
Vaughan, Vicki / NG 29-C	191.00
Venteicher, Randy & Lynn / SG 26-D	382.00
Wallace, Robert & Mary / SG 36-A	382.00
Wallace, Robert & Mary / SG 40-A	191.00
Wallace, Robert & Mary / SG 40-B	382.00
Wallace, Robert & Mary / SG 40-D	191.00
Wallace, Robert / SG 84	191.00
Wartman, Ronald / NG 43-2	191.00
Weise, Roger / SG 47	5,736.28
Wieczorek, Jewel / NG 24-C	286.50
Williams, Chris and Ia / NG 33-C	286.50
Williams, Randall/ SG 34-A2	191.00
Windorski, Darryl / SG 46-B	286.50

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Glastonbury Landowners Association
Customer Balance Summary
As of February 28, 2014

	Feb 28, 14
Wood, Rose / SG 38-1C	382.00
Woodruff, Justin/ SG 22-D	396.85
Yaney, Ralph / NG 38-B	382.00
Young, Jerry/ SG 26-E	833.93
Ziegler, Aza SG 41-B1	735.68
Ziegler, Aza SG 41-C	1,421.32
TOTAL	262,182.19

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *FINAL*

March 10, 2014

CONFIDENTIAL – DO NOT COPY

1. **Call to Order**
The meeting was called to order by Alyssa Allen at 7:10 p.m. at St. John's Church. Janice McCann gave the opening prayer.

PRESENT: Alyssa Allen (President), Ross Brunson (Vice President), Janice McCann (Treasurer), Donna Lash-Andersen (Secretary), Gerald Dubiel, Scott McBride, Paul Ranttalo, Robert Wallace (aka Robert W.), Robert Branson (aka Robert B.), Sheridan Stenberg, and Laura Boise.
ABSENT: Rich Spallone
ALSO ATTENDING: Nathan (Minnick Management, Inc.); Landowners: Regina Wunsch, Ia & Chris Williams, Linda Ulrich, Chad & Lindsey Stone, Chuck Tanner, Bob & Kristi Sones, Dennis Kight, Steven Boise & daughter, Claudette & Micah Dirkers, Jerry Ladewig; Neighbors: Danilie Howe, Diane O'Brien.

2. **Set Agenda**

3. **Approve Meeting Minutes** – February 10, 2014
Motion: Ross moved and Gerald seconded to approve the February 10, 2014 meeting minutes. **Motion carried unanimously.**

4. **Visiting Landowner Input Period**
No input given.

5. **Officer and Committee Reports**
5.1 President's Report – AA
5.1.1 Review of Potential Projects
Alyssa reviewed a list of tasks she has been recently handling for the association to help the board understand the type of work that is being done each month and the need for others to participate in accomplishing tasks. Alyssa discussed various projects that can be completed including but not limited to protocol for board members, new board member training, the complaint procedure process, and the welcome packet for new landowners.

5.1.2 Upcoming Vacancy for SG Board Position
The board discussed the upcoming vacancy on the board for South Glastonbury as a result of Rich Spallone selling his property, and how the vacancy is to be announced in the March Newsletter to allow interested landowners to come forward to be considered for filling the remainder of his term.

5.1.3 Need for Mailing of Financial Reports / Newsletter in March
Alyssa discussed the need for a mailing this month to get the 2013 financial statements out to the landowners now that CPA Robert Storey has completed them. In addition to the financial reports, a newsletter would be included.

5.1.4 Protocol for Attorney Communications (Added Agenda Item)
Alyssa discussed the need for two directors to participate in attorney communications so that at least two directors are involved in the issues being handled. **MOTION**: Sheridan motioned and Robert W. seconded that two board members be part of communications with attorneys with one director having at least one year remaining in their term for continuity and that board approval be

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obtained prior to bringing an issue to an attorney. Discussion: For timely issues in between meetings, board response is to be prompt. **Motion carried unanimously.**

5.2 Secretary's Report – DL

5.2.1 D&O Liability Insurance Non-Renewal Due to Claims Activities

Donna discussed the need for the Association to apply for new D&O liability insurance since our current carrier, USLI, has decided to drop our coverage due to claims activity. The current policy expires June 1st. The board discussed how extra funds have been allocated for this expected outcome.

5.2.2 Safe Deposit Box

Donna noted that there is a safe deposit box at Bank of the Rockies that may no longer be needed as it is only used for storing a backup CD of the GLA financials. **MOTION**: Donna motioned and Janice seconded to close the GLA's safe deposit box. Discussion: The board discussed the best protocol for storing such info and that it may best to keep said box. **Motion failed unanimously**.

5.2.3 Separate Minutes Binder for Committee Meeting Minutes

Donna discussed that after reviewing minute record keeping she recommends that the Secretary also keep a minutes binder of committee meeting minutes. **MOTION**: Donna motioned and Laura seconded that committees will take meeting minutes that are then to be submitted to the Secretary prior to the next regularly scheduled board meeting. **Motion carried unanimously.**

5.2.4 Determine Upcoming Committee Meeting Dates at Each Board Meeting

The Board discussed the value of determining at each board meeting the upcoming dates for committee meetings so that this can be posted on the website calendar of events.

MOTION: Ross motioned and Donna seconded that an agenda item be added for each monthly board meeting for committees to report their known upcoming meetings to the Communications Committee for the purpose of posting them to the website. **Motion carried unanimously**.

5.3 Treasurer's Reports

5.3.1 Overview of New Accounting – Regina Wunsch

Regina discussed how accrual accounting operates in comparison to cash based accounting and how it accounts for transactions when they are posted. Regina also presented January and February financial statements in a comparison of both cash vs. accrual reports.

5.3.2 Budget Variance, Check & Deposit – JM

Janice presented the February Treasurer reports. **Motion:** Sheridan motioned and Robert W. seconded to approve the February 2014 Treasurer's reports. **Motion carried unanimously**.

5.3.3 2013 Financial Statements & 2014 Budget Review – JM

Regina presented the accrual based 2013 financial statement compiled by CPA Robert Storey. Janice presented an updated draft budget prepared by the Budget Committee. **MOTION**: Ross motioned and Sheridan seconded that the Board balance the budget by moving $7,285 out of the General Operations Reserve Fund, with the provision that these funds be replenished as past due assessment

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receivables are collected, and the additional needed funds to meet the deficit of $10,248 come out of the unrestricted funds in savings. With these adjustments the updated 2014 budget can be adopted. **Motion carried unanimously.**

5.4 Communication Committee Report – AA/DL/Ross

5.4.1 Phone Conference Option for Committee Meetings
Ross informed the board that a free phone conferencing option for committee meetings is available for our use.

5.4.2 VoiceNation & Website Calendar for Meeting Announcements
Ross noted that VoiceNation and the Website Calendar of Events are current focuses of the committee as a means to communicate with landowners, and that these are low cost systems that are already in place.

5.4.3 Landowner Opt-in for Telephone Tree with Maydell Goulart
Alyssa presented a simple form that could be used for landowners to opt-in to the telephone tree service provided by Maydell Goulart for receiving GLA announcements via phone message. The board discussed how this form would best be distributed along with the form for opting into e-mail communication at a later date.

5.5 Website Committee Report – Ross
Ross presented current progress and updates to the GLA website. He also noted that the old website has been retired and now redirects to the new site.

5.6 Road and Weed Mgmt Committee Report – RW/RS
Robert W. reported on the heavy snowfall and snow removal work done over the last month. He reported that the community road meeting was held on February 19 and was successful. The meeting generated several items for consideration including but not limited to an evaluation on the paved roads from a qualified engineer, weed spraying and chemicals used, excess speed on GLA roads, sponsored barrels of sand to be placed at hills, and development of a 5-year road maintenance plan.

5.7 Project Review Committee Report – GD/Robert B.
Gerald noted that the Project Review Committee should meet in regard to project review application processing. The committee is planning a meeting for March 17 at 8 pm.

5.8 Governing Document Committee Report – DL/Robert B.
Donna reported that the first Governing Document Committee meeting went well and 47 recommendations for changes were generated. The committee will continue to meet and build on this list.

6. UNFINISHED BUSINESS

6.1 Committee Charters – AA/Board
No additional charters presented at this time.

6.2 Proposed Criteria for Committee Member Appointments – AA
Item tabled.

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6.3 Paradise Valley Corridor Planning Study Meeting – GD
Gerald reported that he had attended the planning study meeting and presented a comment form to be posted on the website. He noted that the project is not scheduled for completion until 2035 but they are looking for feedback immediately.

6.4 Review and Organization of GLA Records – AA
The board discussed the association's records to be organized and the work entailed to do so. The board discussed the need for a board member to volunteer to begin this process.
Action Item *– Ross to find out what the record keeping requirements are.*

7. NEW BUSINESS

7.1 Proposal to Amend Bylaws to Allow for E-mail Communication / Notices – AA
The Board discussed the benefits of using e-mail as a means of communicating with the membership and how the Bylaws limit official notice to postal mail and fax only. In order to remedy the situation, the Bylaws would have to be amended by the membership via Special Meeting and vote. Alyssa presented a draft ballot from Alanah Griffith, and that notice will need to be given to the landowners 30 days prior to a Special Meeting to present and vote on the amendment. Landowners would also be allowed to vote on the amendment via proxy, mail-in or faxed-in ballot. **MOTION:** Scott motioned and Ross seconded that the GLA hold a special meeting on April 14th at 7:00 p.m. to present and vote on the proposed Bylaw amendments. **Motion carried unanimously.**
Action item *– Ross and Sheridan to write a letter to be included with the ballot and notice.*

7.2 Clarification of Policy for Collection of Delinquent Accounts – AA
Alyssa discussed the potential for forming a Collections Committee as an additional step towards collecting past due assessments. She reported that Alanah Griffith had confirmed that our covenants allow for the hiring of an attorney or agent in attempt to collect past amounts owed. The board discussed the best way to approach collections, how to cost effectively do so, and the importance of treating each landowner fairly and evenly.

7.3 March Mailing & Newsletter – Review Content – DL
The board discussed the upcoming March Newsletter content.
Action Item *- Donna will e-mail the newsletter to the board for input and approval.*

8. Comment Period for Visiting Landowners

9. Closed Session
9.1 Discussion of lawsuits – AA/Board

10. Meeting adjourned at 11:27 p.m.

11. Next Board Meeting: April 14th, 2014 at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

March 10, 2014 – 7:00 pm

1. **Call to Order**
2. **Set Agenda**
3. **Approve Meeting Minutes** – February 10, 2014
4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)
5. **Officer and Committee Reports**
   - 5.1 President's Report – AA (5 min)
     - 5.1.1 Review of Potential Projects
     - 5.1.2 Upcoming Vacancy for SG Board Position
     - 5.1.3 Need for Mailing of Financial Reports / Newsletter in March
   - 5.2 Secretary's Report – DL (5 min)
     - 5.2.1 D&O Liability Insurance Non-Renewal Due to Claims Activities
     - 5.2.2 Safe Deposit Box
     - 5.2.3 Separate Minutes Binder for Committee Meeting Minutes
     - 5.2.4 Determine Upcoming Committee Meeting Dates at Each Board Meeting
   - 5.3 Treasurer's Reports
     - 5.3.1 Overview of New Accounting – Regina Wunsch (2 min)
     - 5.3.2 Budget Variance, Check & Deposit – JM (2 min)
     - 5.3.3 2013 Financial Statements & 2014 Budget Review – JM (2 min)
   - 5.4 Communication Committee Report – AA/DL/Ross (5 min)
     - 5.4.1 Phone Conference Option for Committee Meetings
     - 5.4.2 VoiceNation & Website Calendar for Meeting Announcements
     - 5.4.3 Landowner Opt-in for Telephone Tree with Maydell Goulart
   - 5.5 Website Committee Report – Ross (5 min)
   - 5.6 Road and Weed Mgmt Committee Report – RW/RS (5 min)
   - 5.7 Project Review Committee Report – GD/Robert B. (1 min)
   - 5.8 Governing Document Committee Report – DL/Robert B. (3 min)
6. **UNFINISHED BUSINESS**
   - 6.1 Committee Charters – AA/Board (3 min)
   - 6.2 Proposed Criteria for Committee Member Appointments – AA (2 min)
   - 6.3 Paradise Valley Corridor Planning Study Meeting – GD (1 min)
   - 6.4 Review and Organization of GLA Records – AA (3 min)
7. **NEW BUSINESS**
   - 7.1 Proposal to Amend Bylaws to Allow for E-mail Communication / Notices – AA (3 min)
   - 7.2 Clarification of Policy for Collection of Delinquent Accounts – AA (2 min)
   - 7.3 March Mailing & Newsletter – Review Content – DL (2 min)
8. **Comment Period for Visiting Landowners**
9. **Closed Session**
   - 9.1 Discussion of lawsuits – AA/Board
10. **Adjournment**
11. **Next Board Meeting: April 14th, 2014 at St. John's Church**

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GLA 2014 Budget - Revised March 2014		
Income/Expense Categories		**Notes**
Projected Income		
100. Assessment Fees for Land and Dwellings		
111. Land 2014	$63,000	based on 2013 paid assessments
121. Dwelling 2014	$44,000	based on 2013 paid assessments
150. Golden Age Village	$9,359	Income from Golden Age Village (49 dwellings x $191 each)
100. Total Assessment Fee Income	**$116,359**	
200. Project Review Fees Building Projects		
201. Application Fee		Non-refundable Application Fee
210. Impact Fees		Potential Income varies according to projects submitted
200. Total Estimated Project Review Income	**$0**	Road Impact Fees collected and saved for road maintenance
5000. Interest Income-Bank	$80	Interest Earned from Savings Account
Total 2014 Projected Income	**$116,439**	**Total 2014 Projected Income**
2013 Unrestricted Cash - "Other Savings"	**$10,000**	For projected liability insurance deductible
2013 Unrestricted Cash - "Other Savings"	**$2,963**	To cover part of the $10,248 2014 budget shortfall
2013 Operations Reserve - "Savings"	**$7,285**	To cover the rest of the 2014 budget shortfall
Total Revenues Available	**$136,687**	Assessment & Interest inc.+ Fund + Other Savings Money
Projected Expenses		
1000. Snow Removal		
1010. Contracted Snow Removal	$4,000	Contracted plowing and magchloride deicing
1016. – 1019. Wages Paid Snow & payroll taxes	$4,800	Employee wages, payroll taxes, Worker's Comp,
		& payroll software $280
1021. Equipment Costs - Reg & Ins (Snow)	$1,080	Commercial Insurance one truck
1023. – 1024. Truck #1 and #2 Maintenance (Snow)	$3,000	one truck,snowplow & sander maint. & repairs
1025. Equipment Costs - Fuel (Snow)	$2,000	Fuel
1040. Sand	$500	Sand
1000.Total Snow Removal	**$15,380**	
1030. Roads & Weeds		
1031. Contractors - Weed Control	$2,500	Weed Spraying
1032. Roadside Mowing	$1,600	Roadside Mowing
1035. Bi-Annual Grading/Gravel	$31,000	Grading/Gravel NG & SG (increased $3,000 from 2013)
1041. Emergency Road and Fence Repair	$1,000	Contingency Fund
1046. Roads/Common Land Liability Insurance	$5,500	Roads/Common Lands Liability Insurance
1049. Quonset Hut Expenses	$0	no more work to be done in 2014
1030. Total Roads & Weeds	**$41,600**	
Total Road Expenses	**$56,980**	**See % incl loan payment on last page**
1100. Project Review		Minnick Management processes project applications,
1110. Contractors		the GLA board reviews and approves applications.
1100 Total Project Review	**$0**	
1200. Parkland/Recreation		
1210. Utilities	$500	Electricity for Well Pump & Concession Stand
1230. Lawn Mowing/Gas	$150	Mower Gas – Mowing Time is all Volunteer
1240. Mower Maintenance	$250	Mower Maintenance, yearly blade sharpening etc.
1200. Total Parkland/Recreation Expenses	**$900**	
1300. Litigation		
1310. & 1320. Legal Costs for O'Connell Litigation	$13,300	O'Connell Lawsuits, Deductible & Document Production
1300. Total Litigation	**$13,300**	(Projected Deductible is $10,000)

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1400. Community Complaints		
1410. Community Complaints/disputes	$725	Oversee/process/ follow-up & attorney communication
1400. Total Community Complaints	**$725**	
2000. Overhead/Admin Costs		**Regular and fixed administration costs**
2005. Contractors - Accountant's Fees	$1,571	year end reports, financial oversight, year end tax filing
2016. Insurance	$3,000	GLA Board Liability Insurance Premium will increase 2014 from $1,341 due to Litigation
2017. Legal Fees	$1,000	Legal advice, Covenant Interpretation
2018. Licenses & Annual Reporting	$70	Annual Report, Non Profit Licensing w/ MT
2019. Lien Filing Costs		Varies according lien activity
2020. Administration Costs - Minnick Management	$22,629	Bookkeeping, Meeting Minutes, General Managerial
$4.75 x 12 months x 397 units = $22,629		Coordination, Oversight, Follow up, Research,
		Lien Filing, Correspondence, Project Review App. Prep.
		Storage of records, Reporting, Payroll, mailings
		Annual Meeting: Nomination and Election Packets,
		Meeting Set up & Coordination, Meeting Handouts
2025. Miscellaneous	$500	break down past dues & update new books
2030. Newsletters	$0	Newsletters done by volunteers
2050. Office Supplies	$1,400	Envelopes, Labels
2052. Postage and Shipping	$1,200	Postage for 6 mailings and misc
2055. Printing & Copies	$850	Copies @ $0.10 each
2060. Rent Facilities	$630	Meeting Room, $35 x 12 months
2062. Rent PO Box & Safe Deposit Box	$60	PO Box in Emigrant
2065. Software - SharePoint	$20	SharePoint
2070. Taxes - Property	$325	Property Taxes for Common Land, four parcels
2080. Telephone & Messaging	$180	Voice Nation - phone message service
2091. Website Contractors - Development & Maint	$450	Development & Maint.
2092. URL/Domain Fee	$140	Annual web hosting fee
2000. Total Overhead/Administration Costs	**$34,025**	
3000. Annual Meeting/Elections		
3010. Administration	$0	Admin by Minnick Management included in Mgmt fees
3015. Postage and Delivery	$450	Nomination & Election Packets
3020. Refreshments	$250	Annual Meeting Refreshments
3025. Rent	$75	Emigrant Hall Rental
3030. Copies	$600	Election Mailings and Meeting Handouts
3000. Total Annual Meeting/Elections Expenses	**$1,375**	
6000 Interest Expense	$6,182	GLA portion of paving loan interest*
Total 2014 Projected Expenses	**$113,487**	
Total Long Term Liability	**$23,200**	**Bank of Rockies Paving Loan Principal**
Total 2014 Projected Expenses & Loan	**$136,687**	
Total 2014 Projected Revenue	**$136,687**	Assessments + Interest Inc. + Unrestricted Cash "Other Savings" + General Operations Reserve money**
2014 Balanced Projected Budget	**$0**	
Road Expenses & Paving Loan Payments	**$86,362**	63.2% of budget
*** CUT pays for 1% of the 8.5% paving loan interest for GAV**	**Actual interest paid to BoR is $7,025 (6,182 + 843)**	
**** This leaves $0 in the General Operations Reserve and $16,467 in the Unrestricted Cash "Other Savings"**		

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Glastonbury Landowners Association
Balance Sheet
As of March 31, 2014

	Mar 31, 14
ASSETS	
Current Assets	
Checking/Savings	
001 · Big Sky Western Operating Acct	71,173.90
002 · Bank of the Rockies Checking	16,319.80
003 · Savings Account	
010 · Construction Bond Reserve Cash	11,027.00
011 · Emergency Loan Reserve	7,500.00
012 · Gen Op Reserve Cash	7,285.00
013 · NG Chip Seal Reserve Cash	5,781.78
014 · NG/SG Road Reserve Cash	32,270.35
003 · Savings Account - Other	29,448.85
Total 003 · Savings Account	93,312.98
Total Checking/Savings	180,806.68
Accounts Receivable	
Accounts Receivable	255,213.96
Total Accounts Receivable	255,213.96
Other Current Assets	
Petty Cash	73.19
Total Other Current Assets	73.19
Total Current Assets	436,093.83
TOTAL ASSETS	**436,093.83**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	15.00
Total Accounts Payable	15.00
Other Current Liabilities	
Construction Bonds Held by GLA	11,027.00
Payroll Liabilities	1,644.26
Total Other Current Liabilities	12,671.26
Total Current Liabilities	12,686.26
Long Term Liabilities	
Bank of the Rockies Loan	67,421.74
Total Long Term Liabilities	67,421.74
Total Liabilities	80,108.00
Equity	
Emergency Loan Fund	7,500.00
General Operations Fund	7,285.00
NG Chip Seal Fund	5,781.78
NG/SG Road Fund	32,270.00
Opening Balance Equity	21,462.70
Operating Fund Balance	161,356.12
Net Income	120,330.23
Total Equity	355,985.83
TOTAL LIABILITIES & EQUITY	**436,093.83**

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through March 2014

	Jan - Mar...	Budget	$ Over B...	% of Bud...
Ordinary Income/Expense				
Income				
100 · Parcel Assessment Fees				
111 · Land Assessments 2014	75,683.75	63,000.00	12,683.75	120.1%
121 · Dwelling Assessments 2014	51,369.97	44,000.00	7,369.97	116.7%
150 · Golden Age Village Income	2,339.75	9,359.00	-7,019.25	25.0%
170 · Finance Ch Income- Past Due Ass	3,098.17			
171 · 5% Penalty Income	9,087.25			
175 · Subdivision Waiver Asmnts	93.81			
190 · Discounts Given	-47.75			
Total 100 · Parcel Assessment Fees	141,624.95	116,359.00	25,265.95	121.7%
400 · Other Gen Fund Income				
401 · Lien Fees Paid	200.00			
Total 400 · Other Gen Fund Income	200.00			
Total Income	141,824.95	116,359.00	25,465.95	121.9%
Expense				
1000 · Snow Removal				
1010 · Contracted Snow Removal	1,377.50	4,000.00	-2,622.50	34.4%
1011 · Equipment Rental	950.00			
1013 · Sand	37.50	500.00	-462.50	7.5%
1015 · Payroll Costs				
1016 · Wages Paid Snow	3,374.30	4,300.00	-925.70	78.5%
1018 · Benefits & Other Payroll Costs	5.52			
1018a · Payroll Software	280.00	280.00	0.00	100.0%
1019 · Workers' Compensation Insurance	0.00	220.00	-220.00	0.0%
1015 · Payroll Costs - Other	340.00			
Total 1015 · Payroll Costs	3,999.82	4,800.00	-800.18	83.3%
1020 · Equipment Costs				
1021 · Truck Registration & Insurance	698.00	1,080.00	-382.00	64.6%
1024 · Truck #2 (93 DODGE) Maintenance	1,212.35	3,000.00	-1,787.65	40.4%
1025 · Fuel	1,118.74	2,000.00	-881.26	55.9%
1026 · Wages Truck Maintenance	615.00			
Total 1020 · Equipment Costs	3,644.09	6,080.00	-2,435.91	59.9%
Total 1000 · Snow Removal	10,008.91	15,380.00	-5,371.09	65.1%
1030 · Roads & Weeds				
1031 · Contracted Weed Control	0.00	2,500.00	-2,500.00	0.0%
1032 · Roadside Mowing	0.00	1,600.00	-1,600.00	0.0%
1035 · Contract BiAnnual Grade/Grvl-NG	0.00	15,500.00	-15,500.00	0.0%
1036 · Contract BiAnnual Grade/Gvl-SG	0.00	15,500.00	-15,500.00	0.0%
1041 · Emergency Road & Fence Repair	0.00	1,000.00	-1,000.00	0.0%
1045 · Signs, Posts & Snowfence	437.40			
1046 · Insurance - Roads/Common Land	0.00	5,500.00	-5,500.00	0.0%
1050 · Other Road Costs	149.50			
1030 · Roads & Weeds - Other	0.00	0.00	0.00	0.0%
Total 1030 · Roads & Weeds	586.90	41,600.00	-41,013.10	1.4%
1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center	72.61	500.00	-427.39	14.5%
1230 · Lawn Mowing/Gas	0.00	150.00	-150.00	0.0%
1240 · Mower Maintenance	0.00	250.00	-250.00	0.0%
Total 1200 · Parkland/Recreation Center	72.61	900.00	-827.39	8.1%
1300 · Litigation				
1310 · Legal Costs - O'Connell	175.00	13,300.00	-13,125.00	1.3%
Total 1300 · Litigation	175.00	13,300.00	-13,125.00	1.3%
1400 · Community Complaints				
1410 · Community Complaints Costs	0.00	725.00	-725.00	0.0%
Total 1400 · Community Complaints	0.00	725.00	-725.00	0.0%

GLA 03243

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through March 2014

	Jan - Mar...	Budget	$ Over B...	% of Bud...
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	966.00	1,571.00	-605.00	61.5%
2011 · Bank Charges	2.00			
2012 · Credit Card Fees	24.28			
2013 · Collection Costs	446.67			
2016 · Insurance - Board Liability	0.00	3,000.00	-3,000.00	0.0%
2017 · Legal Fees-General Advice	122.50	1,000.00	-877.50	12.3%
2018 · Licenses & Annual Reporting	0.00	70.00	-70.00	0.0%
2019 · Lien Filing Costs	289.00			
2020 · Management Expense	5,657.25	22,629.00	-16,971.75	25.0%
2025 · Miscellaneous	229.99	500.00	-270.01	46.0%
2030 · Newsletter Costs	73.00	0.00	73.00	100.0%
2050 · Office Supplies	180.06	1,400.00	-1,219.94	12.9%
2052 · Postage & Shipping	294.20	1,200.00	-905.80	24.5%
2055 · Printing & Copies	207.18	850.00	-642.82	24.4%
2060 · Rent - Facilities	560.00	630.00	-70.00	88.9%
2062 · Rent - PO Box & Safe Dep Box	75.00	60.00	15.00	125.0%
2065 · Software - SharePoint	17.90	20.00	-2.10	89.5%
2066 · Software - Dropbox	19.98			
2070 · Taxes - Property	0.00	325.00	-325.00	0.0%
2080 · Telephone & Messaging	44.85	180.00	-135.15	24.9%
2090 · Website Costs				
2091 · Website Contractor Devlop&Maint	0.00	450.00	-450.00	0.0%
2092 · URL & Domain Fees	55.61	140.00	-84.39	39.7%
Total 2090 · Website Costs	55.61	590.00	-534.39	9.4%
Total 2000 · Overhead/Admin Costs	9,265.47	34,025.00	-24,759.53	27.2%
3000 · Annual Meeting Costs				
3015 · Annual Mtg Postage	0.00	450.00	-450.00	0.0%
3020 · Annual Mtg Refreshments/Snacks	0.00	250.00	-250.00	0.0%
3025 · Annual Mtg Rent	0.00	75.00	-75.00	0.0%
3030 · Annual Mtg Printing & Copies	0.00	600.00	-600.00	0.0%
Total 3000 · Annual Meeting Costs	0.00	1,375.00	-1,375.00	0.0%
Total Expense	20,108.89	107,305.00	-87,196.11	18.7%
Net Ordinary Income	121,716.06	9,054.00	112,662.06	1,344.3%
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank	20.69	80.00	-59.31	25.9%
Total Other Income	20.69	80.00	-59.31	25.9%
Other Expense				
6000 · Interest Expense	1,406.52	6,126.00	-4,721.48	23.0%
Total Other Expense	1,406.52	6,126.00	-4,721.48	23.0%
Net Other Income	-1,385.83	-6,048.00	4,662.17	22.9%
Net Income	**120,330.23**	**3,006.00**	**117,324.23**	**4,003.0%**

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through March 2014

	Jan - Mar 14	Budget	$ Over Budget
Ordinary Income/Expense			
Income			
100 · Parcel Assessment Fees			
109 · Land Assessments 2012	276.80		
110 · Land Assessments 2013	1,880.06		
111 · Land Assessments 2014	45,682.07	63,000.00	-17,317.93
119 · Dwelling Assessments 2012	85.77		
120 · Dwelling Assessments 2013	1,690.37		
121 · Dwelling Assessments 2014	29,353.74	44,000.00	-14,646.26
150 · Golden Age Village Income	2,339.75	9,359.00	-7,019.25
170 · Finance Ch Income- Past Due Ass	937.56		
171 · 5% Penalty Income	126.94		
190 · Discounts Given	-47.75		
Total 100 · Parcel Assessment Fees	82,325.31	116,359.00	-34,033.69
400 · Other Gen Fund Income			
401 · Lien Fees Paid	50.00		
Total 400 · Other Gen Fund Income	50.00		
Total Income	82,375.31	116,359.00	-33,983.69
Expense			
1000 · Snow Removal			
1010 · Contracted Snow Removal	1,377.50	4,000.00	-2,622.50
1011 · Equipment Rental	950.00		
1013 · Sand	37.50	500.00	-462.50
1015 · Payroll Costs			
1016 · Wages Paid Snow	3,374.30	4,300.00	-925.70
1018 · Benefits & Other Payroll Costs	5.52		
1018a · Payroll Software	280.00	280.00	0.00
1019 · Workers' Compensation Insurance	0.00	220.00	-220.00
1015 · Payroll Costs - Other	340.00		
Total 1015 · Payroll Costs	3,999.82	4,800.00	-800.18
1020 · Equipment Costs			
1021 · Truck Registration & Insurance	698.00	1,080.00	-382.00
1024 · Truck #2 (93 DODGE) Maintenance	1,212.35	3,000.00	-1,787.65
1025 · Fuel	1,118.74	2,000.00	-881.26
1026 · Wages Truck Maintenance	615.00		
Total 1020 · Equipment Costs	3,644.09	6,080.00	-2,435.91
Total 1000 · Snow Removal	10,008.91	15,380.00	-5,371.09
1030 · Roads & Weeds			
1031 · Contracted Weed Control	0.00	2,500.00	-2,500.00

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through March 2014

	Jan - Mar 14	Budget	$ Over Budget
1032 · Roadside Mowing	0.00	1,600.00	-1,600.00
1035 · Contract BiAnnual Grade/Grvl-NG	0.00	15,500.00	-15,500.00
1036 · Contract BiAnnual Grade/Gvl-SG	0.00	15,500.00	-15,500.00
1041 · Emergency Road & Fence Repair	0.00	1,000.00	-1,000.00
1045 · Signs, Posts & Snowfence	437.40		
1046 · Insurance - Roads/Common Land	0.00	5,500.00	-5,500.00
1050 · Other Road Costs	149.50		
1030 · Roads & Weeds - Other	0.00	0.00	0.00
Total 1030 · Roads & Weeds	586.90	41,600.00	-41,013.10
1200 · Parkland/Recreation Center			
1210 · Utilities for Rec Center	72.61	500.00	-427.39
1230 · Lawn Mowing/Gas	0.00	150.00	-150.00
1240 · Mower Maintenance	0.00	250.00	-250.00
Total 1200 · Parkland/Recreation Center	72.61	900.00	-827.39
1300 · Litigation			
1310 · Legal Costs - O'Connell	175.00	13,300.00	-13,125.00
Total 1300 · Litigation	175.00	13,300.00	-13,125.00
1400 · Community Complaints			
1410 · Community Complaints Costs	0.00	725.00	-725.00
Total 1400 · Community Complaints	0.00	725.00	-725.00
2000 · Overhead/Admin Costs			
2005 · Accountant's Fees	966.00	1,571.00	-605.00
2011 · Bank Charges	2.00		
2012 · Credit Card Fees	24.28		
2013 · Collection Costs	446.67		
2016 · Insurance - Board Liability	0.00	3,000.00	-3,000.00
2017 · Legal Fees-General Advice	122.50	1,000.00	-877.50
2018 · Licenses & Annual Reporting	0.00	70.00	-70.00
2019 · Lien Filing Costs	289.00		
2020 · Management Expense	5,657.25	22,629.00	-16,971.75
2025 · Miscellaneous	229.99	500.00	-270.01
2030 · Newsletter Costs	73.00	0.00	73.00
2050 · Office Supplies	180.06	1,400.00	-1,219.94
2052 · Postage & Shipping	294.20	1,200.00	-905.80
2055 · Printing & Copies	207.18	850.00	-642.82
2060 · Rent - Facilities	560.00	630.00	-70.00
2062 · Rent - PO Box & Safe Dep Box	60.00	60.00	0.00
2065 · Software - SharePoint	17.90	20.00	-2.10
2066 · Software - Dropbox	19.98		
2070 · Taxes - Property	0.00	325.00	-325.00
2080 · Telephone & Messaging	44.85	180.00	-135.15

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through March 2014

	Jan - Mar 14	Budget	$ Over Budget
2090 · Website Costs			
2091 · Website Contractor Devlop&Maint	0.00	450.00	-450.00
2092 · URL & Domain Fees	55.61	140.00	-84.39
Total 2090 · Website Costs	55.61	590.00	-534.39
Total 2000 · Overhead/Admin Costs	9,250.47	34,025.00	-24,774.53
3000 · Annual Meeting Costs			
3015 · Annual Mtg Postage	0.00	450.00	-450.00
3020 · Annual Mtg Refreshments/Snacks	0.00	250.00	-250.00
3025 · Annual Mtg Rent	0.00	75.00	-75.00
3030 · Annual Mtg Printing & Copies	0.00	600.00	-600.00
Total 3000 · Annual Meeting Costs	0.00	1,375.00	-1,375.00
Total Expense	20,093.89	107,305.00	-87,211.11
Net Ordinary Income	62,281.42	9,054.00	53,227.42
Other Income/Expense			
Other Income			
5000 · Interest Income - Bank	20.69	80.00	-59.31
Total Other Income	20.69	80.00	-59.31
Other Expense			
6000 · Interest Expense	1,406.52	6,128.00	-4,721.48
Total Other Expense	1,406.52	6,128.00	-4,721.48
Net Other Income	-1,385.83	-6,048.00	4,662.17
	60,895.59	**3,006.00**	**57,889.59**

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through March 2014

	% of Budget
Ordinary Income/Expense	
Income	
100 · Parcel Assessment Fees	
109 · Land Assessments 2012	
110 · Land Assessments 2013	
111 · Land Assessments 2014	72.51%
119 · Dwelling Assessments 2012	
120 · Dwelling Assessments 2013	
121 · Dwelling Assessments 2014	66.71%
150 · Golden Age Village Income	25.0%
170 · Finance Ch Income- Past Due Ass	
171 · 5% Penalty Income	
190 · Discounts Given	
Total 100 · Parcel Assessment Fees	70.75%
400 · Other Gen Fund Income	
401 · Lien Fees Paid	
Total 400 · Other Gen Fund Income	
Total Income	70.79%
Expense	
1000 · Snow Removal	
1010 · Contracted Snow Removal	34.44%
1011 · Equipment Rental	
1013 · Sand	7.5%
1015 · Payroll Costs	
1016 · Wages Paid Snow	78.47%
1018 · Benefits & Other Payroll Costs	
1018a · Payroll Software	100.0%
1019 · Workers' Compensation Insurance	0.0%
1015 · Payroll Costs - Other	
Total 1015 · Payroll Costs	83.33%
1020 · Equipment Costs	
1021 · Truck Registration & Insurance	64.63%
1024 · Truck #2 (93 DODGE) Maintenance	40.41%
1025 · Fuel	55.94%
1026 · Wages Truck Maintenance	
Total 1020 · Equipment Costs	59.94%
Total 1000 · Snow Removal	65.08%
1030 · Roads & Weeds	
1031 · Contracted Weed Control	0.0%

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through March 2014

	% of Budget
1032 · Roadside Mowing	0.0%
1035 · Contract BiAnnual Grade/Grvl-NG	0.0%
1036 · Contract BiAnnual Grade/Gvl-SG	0.0%
1041 · Emergency Road & Fence Repair	0.0%
1045 · Signs, Posts & Snowfence	
1046 · Insurance - Roads/Common Land	0.0%
1050 · Other Road Costs	
1030 · Roads & Weeds - Other	0.0%
Total 1030 · Roads & Weeds	1.41%
1200 · Parkland/Recreation Center	
1210 · Utilities for Rec Center	14.52%
1230 · Lawn Mowing/Gas	0.0%
1240 · Mower Maintenance	0.0%
Total 1200 · Parkland/Recreation Center	8.07%
1300 · Litigation	
1310 · Legal Costs - O'Connell	1.32%
Total 1300 · Litigation	1.32%
1400 · Community Complaints	
1410 · Community Complaints Costs	0.0%
Total 1400 · Community Complaints	0.0%
2000 · Overhead/Admin Costs	
2005 · Accountant's Fees	61.49%
2011 · Bank Charges	
2012 · Credit Card Fees	
2013 · Collection Costs	
2016 · Insurance - Board Liability	0.0%
2017 · Legal Fees-General Advice	12.25%
2018 · Licenses & Annual Reporting	0.0%
2019 · Lien Filing Costs	
2020 · Management Expense	25.0%
2025 · Miscellaneous	46.0%
2030 · Newsletter Costs	100.0%
2050 · Office Supplies	12.86%
2052 · Postage & Shipping	24.52%
2055 · Printing & Copies	24.37%
2060 · Rent - Facilities	88.89%
2062 · Rent - PO Box & Safe Dep Box	100.0%
2065 · Software - SharePoint	89.5%
2066 · Software - Dropbox	
2070 · Taxes - Property	0.0%
2080 · Telephone & Messaging	24.92%

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through March 2014

	% of Budget
2090 · Website Costs	
2091 · Website Contractor Devlop&Maint	0.0%
2092 · URL & Domain Fees	39.72%
Total 2090 · Website Costs	9.43%
Total 2000 · Overhead/Admin Costs	27.19%
3000 · Annual Meeting Costs	
3015 · Annual Mtg Postage	0.0%
3020 · Annual Mtg Refreshments/Snacks	0.0%
3025 · Annual Mtg Rent	0.0%
3030 · Annual Mtg Printing & Copies	0.0%
Total 3000 · Annual Meeting Costs	0.0%
Total Expense	18.73%
Net Ordinary Income	687.89%
Other Income/Expense	
Other Income	
5000 · Interest Income - Bank	25.86%
Total Other Income	25.86%
Other Expense	
6000 · Interest Expense	22.95%
Total Other Expense	22.95%
Net Other Income	22.91%
	2,025.8%

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through March 2014

	Jan - Mar...	Budget	$ Over B...	% of Bud...
Ordinary Income/Expense				
Income				
100 · Parcel Assessment Fees				
109 · Land Assessments 2012	276.80			
110 · Land Assessments 2013	1,880.06			
111 · Land Assessments 2014	45,682.07	63,000.00	-17,317.93	72.5%
119 · Dwelling Assessments 2012	85.77			
120 · Dwelling Assessments 2013	1,690.37			
121 · Dwelling Assessments 2014	29,353.74	44,000.00	-14,646.26	66.7%
150 · Golden Age Village Income	2,339.75	9,359.00	-7,019.25	25.0%
170 · Finance Ch Income- Past Due Ass	937.56			
171 · 5% Penalty Income	126.94			
180 · 2009 Chip Seal Assessment	814.80			
190 · Discounts Given	-47.75			
Total 100 · Parcel Assessment Fees	83,140.11	116,359.00	-33,218.89	71.5%
400 · Other Gen Fund Income				
401 · Lien Fees Paid	50.00			
Total 400 · Other Gen Fund Income	50.00			
Total Income	83,190.11	116,359.00	-33,168.89	71.5%
Expense				
1000 · Snow Removal				
1010 · Contracted Snow Removal	1,377.50	4,000.00	-2,622.50	34.4%
1011 · Equipment Rental	950.00			
1013 · Sand	37.50	500.00	-462.50	7.5%
1015 · Payroll Costs				
1016 · Wages Paid Snow	3,374.30	4,300.00	-925.70	78.5%
1018 · Benefits & Other Payroll Costs	5.52			
1018a · Payroll Software	280.00	280.00	0.00	100.0%
1019 · Workers' Compensation Insurance	0.00	220.00	-220.00	0.0%
1015 · Payroll Costs - Other	340.00			
Total 1015 · Payroll Costs	3,999.82	4,800.00	-800.18	83.3%
1020 · Equipment Costs				
1021 · Truck Registration & Insurance	698.00	1,080.00	-382.00	64.6%
1024 · Truck #2 (93 DODGE) Maintenance	1,212.35	3,000.00	-1,787.65	40.4%
1025 · Fuel	1,118.74	2,000.00	-881.26	55.9%
1026 · Wages Truck Maintenance	615.00			
Total 1020 · Equipment Costs	3,644.09	6,080.00	-2,435.91	59.9%
Total 1000 · Snow Removal	10,008.91	15,380.00	-5,371.09	65.1%
1030 · Roads & Weeds				
1031 · Contracted Weed Control	0.00	2,500.00	-2,500.00	0.0%
1032 · Roadside Mowing	0.00	1,600.00	-1,600.00	0.0%
1035 · Contract BiAnnual Grade/Grvl-NG	0.00	15,500.00	-15,500.00	0.0%
1036 · Contract BiAnnual Grade/Gvl-SG	0.00	15,500.00	-15,500.00	0.0%
1041 · Emergency Road & Fence Repair	0.00	1,000.00	-1,000.00	0.0%
1045 · Signs, Posts & Snowfence	437.40			
1046 · Insurance - Roads/Common Land	0.00	5,500.00	-5,500.00	0.0%
1050 · Other Road Costs	149.50			
1030 · Roads & Weeds - Other	0.00	0.00	0.00	0.0%
Total 1030 · Roads & Weeds	586.90	41,600.00	-41,013.10	1.4%
1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center	72.61	500.00	-427.39	14.5%
1230 · Lawn Mowing/Gas	0.00	150.00	-150.00	0.0%
1240 · Mower Maintenance	0.00	250.00	-250.00	0.0%
Total 1200 · Parkland/Recreation Center	72.61	900.00	-827.39	8.1%
1300 · Litigation				
1310 · Legal Costs - O'Connell	175.00	13,300.00	-13,125.00	1.3%
Total 1300 · Litigation	175.00	13,300.00	-13,125.00	1.3%

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through March 2014

	Jan - Mar...	Budget	$ Over B...	% of Bud...
1400 · Community Complaints				
1410 · Community Complaints Costs	0.00	725.00	-725.00	0.0%
Total 1400 · Community Complaints	0.00	725.00	-725.00	0.0%
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	966.00	1,571.00	-605.00	61.5%
2011 · Bank Charges	2.00			
2012 · Credit Card Fees	24.28			
2013 · Collection Costs	446.67			
2016 · Insurance - Board Liability	0.00	3,000.00	-3,000.00	0.0%
2017 · Legal Fees-General Advice	122.50	1,000.00	-877.50	12.3%
2018 · Licenses & Annual Reporting	0.00	70.00	-70.00	0.0%
2019 · Lien Filing Costs	289.00			
2020 · Management Expense	5,657.25	22,629.00	-16,971.75	25.0%
2025 · Miscellaneous	229.99	500.00	-270.01	46.0%
2030 · Newsletter Costs	73.00	0.00	73.00	100.0%
2050 · Office Supplies	180.06	1,400.00	-1,219.94	12.9%
2052 · Postage & Shipping	294.20	1,200.00	-905.80	24.5%
2055 · Printing & Copies	207.18	850.00	-642.82	24.4%
2060 · Rent - Facilities	560.00	630.00	-70.00	88.9%
2062 · Rent - PO Box & Safe Dep Box	60.00	60.00	0.00	100.0%
2065 · Software - SharePoint	17.90	20.00	-2.10	89.5%
2066 · Software - Dropbox	19.98			
2070 · Taxes - Property	0.00	325.00	-325.00	0.0%
2080 · Telephone & Messaging	44.85	180.00	-135.15	24.9%
2090 · Website Costs				
2091 · Website Contractor Devlop&Maint	0.00	450.00	-450.00	0.0%
2092 · URL & Domain Fees	55.61	140.00	-84.39	39.7%
Total 2090 · Website Costs	55.61	590.00	-534.39	9.4%
Total 2000 · Overhead/Admin Costs	9,250.47	34,025.00	-24,774.53	27.2%
3000 · Annual Meeting Costs				
3015 · Annual Mtg Postage	0.00	450.00	-450.00	0.0%
3020 · Annual Mtg Refreshments/Snacks	0.00	250.00	-250.00	0.0%
3025 · Annual Mtg Rent	0.00	75.00	-75.00	0.0%
3030 · Annual Mtg Printing & Copies	0.00	600.00	-600.00	0.0%
Total 3000 · Annual Meeting Costs	0.00	1,375.00	-1,375.00	0.0%
Total Expense	20,093.89	107,305.00	-87,211.11	18.7%
Net Ordinary Income	63,096.22	9,054.00	54,042.22	696.9%
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank	20.69	80.00	-59.31	25.9%
Total Other Income	20.69	80.00	-59.31	25.9%
Other Expense				
6000 · Interest Expense	1,406.52	6,128.00	-4,721.48	23.0%
Total Other Expense	1,406.52	6,128.00	-4,721.48	23.0%
Net Other Income	-1,385.83	-6,048.00	4,662.17	22.9%
Net Income	**61,710.39**	**3,006.00**	**58,704.39**	**2,052.9%**

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Glastonbury Landowners Association
Profit & Loss
April 1 - 14, 2014

	Apr 1 - 14, 14
Ordinary Income/Expense	
Income	
100 · Parcel Assessment Fees	
109 · Land Assessments 2012	27.66
110 · Land Assessments 2013	65.33
111 · Land Assessments 2014	888.88
119 · Dwelling Assessments 2012	27.66
120 · Dwelling Assessments 2013	65.33
121 · Dwelling Assessments 2014	745.62
170 · Finance Ch Income- Past Due Ass	75.78
190 · Discounts Given	-47.75
Total 100 · Parcel Assessment Fees	1,848.51
Total Income	1,848.51
Expense	
1000 · Snow Removal	
1010 · Contracted Snow Removal	1,750.00
Total 1000 · Snow Removal	1,750.00
1030 · Roads & Weeds	267.90
2000 · Overhead/Admin Costs	
2013 · Collection Costs	127.81
2017 · Legal Fees-General Advice	770.00
2020 · Management Expense	1,885.75
2030 · Newsletter Costs	34.00
2050 · Office Supplies	34.99
2052 · Postage & Shipping	244.51
2055 · Printing & Copies	401.40
2062 · Rent - PO Box & Safe Dep Box	15.00
2065 · Software - SharePoint	8.95
2080 · Telephone & Messaging	14.95
Total 2000 · Overhead/Admin Costs	3,537.36
Total Expense	5,555.26
Net Ordinary Income	-3,706.75
Net Income	-3,706.75

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Glastonbury Landowners Association
Profit & Loss
March 2014

		Mar 14
Ordinary Income/Expense		
Income		
100 · Parcel Assessment Fees		
109 · Land Assessments 2012		11.73
110 · Land Assessments 2013		457.44
111 · Land Assessments 2014		4,885.98
119 · Dwelling Assessments 2012		11.72
120 · Dwelling Assessments 2013		457.42
121 · Dwelling Assessments 2014		3,251.02
170 · Finance Ch Income- Past Due Ass		171.17
171 · 5% Penalty Income		59.23
180 · 2009 Chip Seal Assessment		210.03
Total 100 · Parcel Assessment Fees		9,515.74
Total Income		9,515.74
Expense		
1000 · Snow Removal		
1010 · Contracted Snow Removal		840.00
1011 · Equipment Rental		200.00
1015 · Payroll Costs		
1016 · Wages Paid Snow	1,459.30	
1015 · Payroll Costs - Other	340.00	
Total 1015 · Payroll Costs		1,799.30
1020 · Equipment Costs		
1024 · Truck #2 (93 DODGE) Maintenance	447.00	
1025 · Fuel	412.18	
1026 · Wages Truck Maintenance	375.00	
Total 1020 · Equipment Costs		1,234.18
Total 1000 · Snow Removal		4,073.48
1030 · Roads & Weeds		
1045 · Signs, Posts & Snowfence		437.40
Total 1030 · Roads & Weeds		437.40
1200 · Parkland/Recreation Center		
1210 · Utilities for Rec Center		24.29
Total 1200 · Parkland/Recreation Center		24.29
2000 · Overhead/Admin Costs		
2005 · Accountant's Fees		420.00
2011 · Bank Charges		2.00
2012 · Credit Card Fees		24.28
2013 · Collection Costs		210.14
2017 · Legal Fees-General Advice		87.50
2020 · Management Expense		1,885.75
2025 · Miscellaneous		229.99
2050 · Office Supplies		86.98
2052 · Postage & Shipping		60.50
2055 · Printing & Copies		60.38
2060 · Rent - Facilities		560.00
2062 · Rent - PO Box & Safe Dep Box		2.00
2080 · Telephone & Messaging		14.95
Total 2000 · Overhead/Admin Costs		3,644.47
Total Expense		8,179.64
Net Ordinary Income		1,336.10

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Glastonbury Landowners Association
Profit & Loss
March 2014

	Mar 14
Other Income/Expense	
Other Income	
5000 · Interest Income - Bank	7.30
Total Other Income	7.30
Net Other Income	7.30
Net Income	1,343.40

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Glastonbury Landowners Association, Inc.

Board of Directors Conference Phone Meeting Minutes - *Final*

March 18, 2014

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The board met by conference phone to discuss next steps for the Governing Document Committee.

The meeting was attended by Alyssa Allen, Ross Brunson, Janice McCann, Donna Lash-Andersen, Gerald Dubiel, Scott McBride, Paul Ranttalo, Robert Wallace (aka Robert W.), Robert Branson (aka Robert B.), and Sheridan Stenberg.

Discussion included events relating to the most recent Governing Document Committee meeting and the ensuing communications.

Donna suggested that the committee move forward by having her co-chair the committee along with another landowner. In order to agree to this direction, the board explored the allegations made by Donna in an e-mail that she had recently sent to the board and landowners who attended the recent Governing Documents Committee meeting. After much discussion, no resolution was reached and Donna left the phone meeting.

Discussion on how to best proceed with the Governing Document Committee continued.

Motion: Paul motioned and Robert B. seconded that the Governing Document Committee be restructured, consisting of only landowners as committee members, and that the Board would provide support services and infrastructure for exchange of ideas among members. **Motioned carried unanimously.**

Motion: Ross motioned and Janice seconded that Robert B. be added as a member of the Communications Committee. **Motioned carried unanimously.**

By consensus, the board agreed that based on the comments made and opinions expressed at this meeting, mediation efforts need to be pursued between Donna and the rest of the board as a whole.

By consensus, the board agreed that Alanah Griffith would be consulted for advice on 1) the process and steps to be used by the Governing Document Committee to ensure their effectiveness and success; 2) how to best handle the issues brought up by Donna's e-mail communication, and 3) who she would recommend as a mediator.

Action Items:
Ross – Look into code of ethics and conflict of interest policies and present to the board.
Scott – Formulate meeting norms and present to the board.
Scott – Provide to the Governing Document Committee the list of suggestions and feedback regarding governing document changes that had been compiled thus far.
Board – Explore mediation options.
Communications Committee – Draft letter to be sent to the landowners who were already participating in the Governing Document meetings regarding new direction for the Committee.
Alyssa & Ross – Schedule appointment to discuss items with Alanah.

There was general consensus that the previously scheduled meeting of the board for April 12 is on hold until further developments toward mediation had occurred.

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

April 14, 2014

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1. **Commence Special Meeting to fill SG director position vacated by Rich Spallone**
The meeting was called to order by Alyssa Allen at 7:45 p.m. at St. John's Church. Robert W. gave the opening prayer.

PRESENT: Alyssa Allen (President), Ross Brunson (Vice President), Janice McCann (Treasurer), Sheridan Stenberg (Secretary), Paul Ranttalo, Robert Wallace (aka Robert W.), Robert Branson (aka Robert B.), Scott McBride (via phone and excused at 8:55 pm), and Gerald Dubiel (arrived at 8:43 pm). **ABSENT:** Laura Boise
ALSO ATTENDING: Nathan and Ryan (Minnick Management, Inc.)
Landowners: Miriam Barker, Jose Rosa, Daniel Kehoe, Jerry Ladewig, Regina Wunsch, Edward Anderson, Janice Brozovsky, Pouwel Gelderloos, Susan Gough, Jan Johansson, Dennis Kight, Charlene Murphy, Eleanor Schieffelin, Janet Sharpless, Chad Stone, Linda Ulrich, Ronald Wartman, Jewel Wieczorek, Chris and Ia Williams, Donna Lash-Andersen, Svend Andersen, and Kevin Newby.

Alyssa reported on the board vacancy for South Glastonbury left by Rich Spallone as he has sold his property. Daniel Kehoe of South Glastonbury came forward as a candidate for the opening. Discussion. **Motion:** Robert W. motioned and Ross seconded to appoint Daniel Kehoe to the vacant South Glastonbury board position. **Motion carried unanimously.**

2. **Commence Regular Monthly Board Meeting**

3. **Set Agenda**

4. **Approve Meeting Minutes – March 10, 2014 and March 18, 2014**
Motion: Sheridan motioned and Robert W. seconded to approve the March 10, 2014 and March 18, 2014 meeting minutes with three grammatical edits. **Motion carried.** Abstentions: Daniel Kehoe who was not present March 10, 2014 or March 18, 2014.

5. **Visiting Landowner Input Period**
Jerry Ladewig encouraged landowners to pick up debris along GLA roads.
Powell Gelderloos inquired about the soccer fields.
Chad Stone inquired about a pond within Golden Age Village.

6. **Officer and Committee Reports**
   6.1 President's Report – AA
      6.1.1 Overview of month's activities and tasks handled
      Alyssa reported that there were a lot of projects and tasks handled over the past month and that her intention is to train and help pass along her knowledge to other board members. She noted that each board member has taken on tasks that have been delegated and is encouraged by everyone's efforts.

      6.1.2 Vacancy for NG board position due to Donna's April 10 resignation
      The board accepted Donna Lash-Andersen's resignation and expressed their appreciation for her work. The NG board opening will be announced in the upcoming April Newsletter to the membership.

      6.1.3 Office of Secretary position
      Alyssa reported on the e-mail vote of the board to elect Sheridan as the interim Secretary. Of the 11 board members at the time of the vote 9 board members approved and 2 did not respond. The board discussed the need for administrative and secretarial skills on the board.

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6.2 Treasurer's Reports: Budget Variance, Check & Deposit – JM
Janice presented the March 2014 Treasurer reports. **Motion:** Robert B. motioned and Sheridan seconded to approve the Treasurer reports. **Motion carried unanimously.** Janice reported on the accounts receivable and the current progress made on the collection of past due accounts to date.

6.3 Governing Document Committee Report – Chad Stone
Chad discussed how the committee will be using a grass roots effort to get landowners involved in the process to gather feedback and suggestions.

6.3.1 Guidelines for amendment process – Ross
Ross presented a document from Attorney Alana Griffith ***(attached)*** regarding the amendment procedure for the governing documents and the role of the Governing Document Committee which can be either comprised of board appointed members or not. **Motion:** Robert W. motioned and Ross seconded that Daniel Kehoe attends the Governing Document Committee meetings as a board liaison. **Motion carried unanimously.**

6.3.2 Restructuring of committee and board involvement – AA/ Ross
Alyssa reported that the board had determined at its March 18 meeting that it would be best to restructure the Governing Document Committee to be made up of landowners only with the board providing support services in order for the committee to best move forward. As a result of Alanah's input the general consensus of the board and the Governing Document Committee was to have a board-appointed representative participate in the meetings. She noted there had been a meeting on April 3, 2014 at Spectec at which Chad Stone was elected Chair and Jerry Ladewig was elected Vice-chair.

6.4 Road and Weed Mgmt Committee Report – RW/RS
Robert W. reported on the March 26 Road Committee meeting attended by himself, Sheridan, Paul, and Gerald. Discussion included spring grading, maintenance of the hardtop, future crack seal maintenance planning, access speed affecting wear on roads, chemicals used in weed control, and the 3rd manhole sump. Robert reported that one bid was received for the needed future crack seal maintenance in the amount of $23,000 for North and $12,000 for South and that more estimates will be sought. Robert noted that it was reported by the contractor that the current hardtop is in good shape and should last until 2020 provided that it is maintained. In addition, it was noted that crack sealing should last 3 years and be looked upon as needing continual maintenance. He noted that the GLA will need to look into budgeting approximately $12,000/year to maintain North and South hardtop roads as maintenance is approximately $6,000/mile, while the replacement of unmaintained hardtop is $120,000/mile. Robert also reported about a situation where the GLA had allowed the Story Ranch to use GLA roads to access their property in 2008 due to flooding that made their road unusable, and this was to be a temporary situation. At this time, it was reported that members of the Story Ranch were continuing to use GLA roads without contributing to the costs of maintenance. The board determined that this should not be allowed to continue and that the fence along the border of Arlene Hoag's property that allowed access be closed. **Motion:** Robert W. motioned and Gerald seconded that the Communications Committee write a letter to the Story Ranch indicating that they discontinue the use of GLA roads. **Motion carried unanimously.** Robert discussed the potential for putting together a small group to meet regularly regarding the maintenance and use of the soccer field.

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6.5 Communications Committee Report

Alyssa reported that Robert B. had been added to the Communications Committee by the board at the March 18 meeting. **Motion:** Ross motioned and Robert W. seconded that Robert Branson co-chair the Communications Committee along with Alyssa. **Motion carried unanimously.**

6.5.1 VoiceNation setup re: recipients of messages – AA

Alyssa noted that VoiceNation messages will be automatically sent to the chairs of each committee.

6.5.2 E-mail groups for committees – Ross

Ross discussed options for dispersing information and communications for the Governing Document Committee. Ross reported on the ability to setup e-mail groups specific to each committee that would be delivered directly to each committee member.

6.6 Website Committee Report – Ross

6.6.1 Technical enablement for Governing Documents Committee

Ross discussed options for documents and suggestions to be compiled and worked on as well as shared by the Governing Document Committee.

6.6.2 Additions and updates to website

Ross reported on updates to the website.

6.7 Project Review Committee Report – GD/Robert B.

Gerald reported that there was a Project Review Committee meeting on March 17 attended by himself, Robert B., Paul, and Alyssa. Discussion included the need for landowners to mark the boundary line closest to their project so that the member of the committee would be able to confirm and measure the setback distance to the proposed building. Also discussed was the possible use of a shelter on Lot 39-E SG as a dwelling, and how the basic project review application form is handled by Minnick.

6.7.1 Proposed revision to application instructions – GD

Gerald discussed the need for landowners to accurately identify and mark the closest boundary line to their project so that the Project Review Committee can determine setbacks when doing a site inspection of a proposed project. The board reviewed the proposed additional wording to the "Project Review Overview and Instructions" document. **Motion:** Sheridan motioned and Robert B. seconded to approve the Project Review Overview and Instructions document with the additional wording. **Motion carried unanimously.**

7. UNFINISHED BUSINESS

7.1 Review of Delinquent Accounts and Status of Collections – JM

Janice presented a draft collection letter to be sent out to accounts that have become delinquent and have not responded to previous collection efforts. The board discussed the assessment policy, and procedures when accounts become past due. Janice and Alyssa would continue refining the letter and present this to the board before mailing out.

7.2 GLA Records: Organization Status & Guidelines for Document Retention – Ross

Alyssa reported that there are 17 boxes of GLA documents which have been sorted and are now ready for storage. Ross reported on the requirements for storing documents based on state law and the Montana non-profit association.

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8. NEW BUSINESS

8.1 Meeting Norms – SM
Tabled.

8.2 Review of Conflict of Interest and Code of Ethics policies – Ross
Ross gave an update regarding his research on conflict of interest standards and code of ethics policies as well as the potential updating of the GLA's current policies.

8.3 Letter from Attorney Voyich – AA
The board received a letter from the Anderson & Voyich law firm regarding a potential conflict of interest with Donna Lash-Andersen. Since Donna was no longer a board member the board agreed that there was no need to reply at this time.

8.4 Letter for Lot 24 (SG) McGee property cleanup – AA
Alyssa pointed out that the McGees have made efforts to clean up their property and Jerry Ladewig recommended the board acknowledge their efforts with a letter.

8.5 April Mailing – review components and newsletter content – AA
Alyssa reported that she has prepared a draft newsletter and will e-mail this to the board for review. The board discussed the content.

8.6 Review proposed e-mail opt-in/consent form – AA
Alyssa presented the e-mail opt in form to the board. **Motion**: Sheridan motioned and Paul seconded to have attorney Alana Griffith review the e-mail opt-in form prior to it being sent out. **Motion carried unanimously**. The board discussed the categories and content of the form.

8.7 Lot 25-1 (NG) – Goulart Vastu Temple Project Review – GD/Robert B.
Gerald presented the Goulart Vastu Temple project application and noted that it met the setback requirements. **Motion:** Gerald motioned and Robert W. seconded to approve the Goulart Vastu Temple application, with the clarification that the approval is only for this one structure, disturbed land be re-seeded and any necessary permits be obtained. **Motion carried.** Abstentions: Janice & Paul.

9. Determine Upcoming Committee Meeting Dates
A Road Committee Meeting was scheduled for May 22nd at 7 p.m.
A Communications Committee was meeting scheduled for April 16th at 8 a.m.
A Project Review Committee meeting was scheduled for every other Monday with the exception of board meeting dates beginning April 21st at 8 p.m.

10. Comment Period for Visiting Landowners
Chris and Ia Williams commented on how the board interacted with Donna and her resignation.

11. Closed Session

11.1 Discussion of lawsuits – AA/Board
Tabled.

12. Meeting Adjourned at 11:48 p.m.

13. Next Board Meeting: May 12, 2014 at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

April 14, 2014 – 7:45 pm

1. **Commence Special Meeting to fill SG director position vacated by Rich Spallone**
2. **Commence Regular Monthly Board Meeting**
3. **Set Agenda**
4. **Approve Meeting Minutes** – March 10, 2014 and March 18, 2014
5. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)
6. **Officer and Committee Reports**
   - 6.1 President's Report – AA (5 min)
     - 6.1.1 Overview of month's activities and tasks handled
     - 6.1.1 Vacancy for NG board position due to Donna's April 10 resignation
     - 6.1.2 Office of Secretary position
   - 6.2 Treasurer's Reports: Budget Variance, Check & Deposit – JM (2 min)
   - 6.3 Governing Document Committee Report – Chad Stone (3 min)
     - 6.3.1 Guidelines for amendment process – Ross (2 min)
     - 6.3.2 Restructuring of committee and board involvement – AA/ Ross (2 min)
   - 6.4 Road and Weed Mgmt Committee Report – RW/RS (5 min)
   - 6.5 Communication Committee Report
     - 6.5.1 VoiceNation setup re: recipients of messages – AA (1 min)
     - 6.5.2 e-mail groups for committees – Ross (3 min)
   - 6.6 Website Committee Report – Ross (5 min)
     - 6.6.1 Technical enablement for Governing Documents Committee
     - 6.6.2 Additions and updates to website
   - 6.7 Project Review Committee Report – GD/Robert B. (2 min)
     - 6.7.1 Proposed revision to application instructions – GD (2 min)
7. **UNFINISHED BUSINESS**
   - 7.1 Review of Delinquent Accounts and Status of Collections – JM (5 min)
   - 7.2 GLA Records: Organization Status & Guidelines for Document Retention – Ross (3 min)
8. **NEW BUSINESS**
   - 8.1 Meeting Norms – SM (2 min)
   - 8.2 Review of Conflict of Interest and Code of Ethics policies – Ross (3 min)
   - 8.3 Letter from Attorney Voyich – AA (1 min)
   - 8.4 Letter for Lot 24 (SG) McGee property cleanup – AA (1 min)
   - 8.5 April Mailing – review components and newsletter content – AA (2 min)
   - 8.6 Review proposed e-mail opt-in/consent form – AA (2 min)
   - 8.7 Lot 25-1 (NG) – Goulart Vatsu Temple Project Review – GD/Robert B. (2 min)
9. **Determine Upcoming Committee Meeting Dates**
10. **Comment Period for Visiting Landowners**
11. **Closed Session**
    - 11.1 Discussion of lawsuits – AA/Board
12. **Adjournment**
13. **Next Board Meeting: May 12th, 2014 at St. John's Church**

MtgAgenda 04 14 14

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Glastonbury Landowners Association
Balance Sheet
As of April 30, 2014

	Apr 30, 14
ASSETS	
Current Assets	
Checking/Savings	
001 · Big Sky Western Operating Acct	68,479.94
002 · Bank of the Rockies Checking	16,164.82
003 · Savings Account	
010 · Construction Bond Reserve Cash	11,027.00
011 · Emergency Loan Reserve	7,500.00
012 · Gen Op Reserve Cash	7,285.00
013 · NG Chip Seal Reserve Cash	5,850.92
014 · NG/SG Road Reserve Cash	32,270.35
003 · Savings Account - Other	29,455.75
Total 003 · Savings Account	93,389.02
Total Checking/Savings	178,033.78
Accounts Receivable	
Accounts Receivable	255,709.28
Total Accounts Receivable	255,709.28
Other Current Assets	
Petty Cash	73.19
Total Other Current Assets	73.19
Total Current Assets	433,816.25
TOTAL ASSETS	**433,816.25**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds Held by GLA	11,027.00
Payroll Liabilities	224.57
Total Other Current Liabilities	11,251.57
Total Current Liabilities	11,251.57
Long Term Liabilities	
Bank of the Rockies Loan	67,421.74
Total Long Term Liabilities	67,421.74
Total Liabilities	78,673.31
Equity	
Emergency Loan Fund	7,500.00
General Operations Fund	7,285.00
NG Chip Seal Fund	5,850.92
NG/SG Road Fund	32,270.00
Opening Balance Equity	21,393.56
Operating Fund Balance	161,356.12
Net Income	119,487.34
Total Equity	355,142.94
TOTAL LIABILITIES & EQUITY	**433,816.25**

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through April 2014

	Jan - Apr ...	Budget	$ Over B...	% of Bud...
Ordinary Income/Expense				
Income				
100 · Parcel Assessment Fees				
111 · Land Assessments 2014	75,683.75	63,000.00	12,683.75	120.1%
121 · Dwelling Assessments 2014	51,369.97	44,000.00	7,369.97	116.7%
150 · Golden Age Village Income	4,679.50	9,359.00	-4,679.50	50.0%
170 · Finance Ch Income- Past Due Ass	6,222.69			
171 · 5% Penalty Income	9,087.25			
175 · Subdivision Waiver Asmnts	126.36			
190 · Discounts Given	-95.50			
Total 100 · Parcel Assessment Fees	147,074.02	116,359.00	30,715.02	126.4%
200 · Project Impact Fees				
201 · Application Fees	10.00			
Total 200 · Project Impact Fees	10.00			
400 · Other Gen Fund Income				
401 · Lien Fees Paid	200.00			
Total 400 · Other Gen Fund Income	200.00			
Total Income	147,284.02	116,359.00	30,925.02	126.6%
Expense				
1000 · Snow Removal				
1010 · Contracted Snow Removal	3,127.50	4,000.00	-872.50	78.2%
1011 · Equipment Rental	950.00			
1013 · Sand	37.50	500.00	-462.50	7.5%
1015 · Payroll Costs				
1016 · Wages Paid Snow	3,374.30	4,300.00	-925.70	78.5%
1018 · Benefits & Other Payroll Costs	5.52			
1018a · Payroll Software	280.00	280.00	0.00	100.0%
1019 · Workers' Compensation Insurance	0.00	220.00	-220.00	0.0%
1015 · Payroll Costs - Other	340.00			
Total 1015 · Payroll Costs	3,999.82	4,800.00	-800.18	83.3%
1020 · Equipment Costs				
1021 · Truck Registration & Insurance	698.00	1,080.00	-382.00	64.6%
1024 · Truck #2 (93 DODGE) Maintenance	1,212.35	3,000.00	-1,787.65	40.4%
1025 · Fuel	1,118.74	2,000.00	-881.26	55.9%
1026 · Wages Truck Maintenance	615.00			
Total 1020 · Equipment Costs	3,644.09	6,080.00	-2,435.91	59.9%
Total 1000 · Snow Removal	11,758.91	15,380.00	-3,621.09	76.5%
1030 · Roads & Weeds				
1031 · Contracted Weed Control	0.00	2,500.00	-2,500.00	0.0%
1032 · Roadside Mowing	0.00	1,600.00	-1,600.00	0.0%
1035 · Contract BiAnnual Grade/Grvl-NG	0.00	15,500.00	-15,500.00	0.0%
1036 · Contract BiAnnual Grade/Gvl-SG	0.00	15,500.00	-15,500.00	0.0%
1041 · Emergency Road & Fence Repair	0.00	1,000.00	-1,000.00	0.0%
1045 · Signs, Posts & Snowfence	437.40			
1046 · Insurance - Roads/Common Land	0.00	5,500.00	-5,500.00	0.0%
1050 · Other Road Costs	269.50			
1030 · Roads & Weeds - Other	267.90	0.00	267.90	100.0%
Total 1030 · Roads & Weeds	974.80	41,600.00	-40,625.20	2.3%
1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center	72.61	500.00	-427.39	14.5%
1230 · Lawn Mowing/Gas	0.00	150.00	-150.00	0.0%
1240 · Mower Maintenance	0.00	250.00	-250.00	0.0%
Total 1200 · Parkland/Recreation Center	72.61	900.00	-827.39	8.1%
1300 · Litigation				
1310 · Legal Costs - O'Connell	175.00	13,300.00	-13,125.00	1.3%
Total 1300 · Litigation	175.00	13,300.00	-13,125.00	1.3%

GLA 03266

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through April 2014

	Jan - Apr ...	Budget	$ Over B...	% of Bud...
1400 · Community Complaints				
1410 · Community Complaints Costs	0.00	725.00	-725.00	0.0%
Total 1400 · Community Complaints	0.00	725.00	-725.00	0.0%
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	966.00	1,571.00	-605.00	61.5%
2011 · Bank Charges	2.00			
2012 · Credit Card Fees	24.28			
2013 · Collection Costs	574.48			
2016 · Insurance - Board Liability	0.00	3,000.00	-3,000.00	0.0%
2017 · Legal Fees-General Advice	892.50	1,000.00	-107.50	89.3%
2018 · Licenses & Annual Reporting	0.00	70.00	-70.00	0.0%
2019 · Lien Filing Costs	289.00			
2020 · Management Expense	7,543.00	22,629.00	-15,086.00	33.3%
2025 · Miscellaneous	229.99	500.00	-270.01	46.0%
2030 · Newsletter Costs	107.00	0.00	107.00	100.0%
2050 · Office Supplies	215.05	1,400.00	-1,184.95	15.4%
2051 · Procedures & Documents	652.52			
2052 · Postage & Shipping	538.71	1,200.00	-661.29	44.9%
2055 · Printing & Copies	608.58	850.00	-241.42	71.6%
2060 · Rent - Facilities	560.00	630.00	-70.00	88.9%
2062 · Rent - PO Box & Safe Dep Box	75.00	60.00	15.00	125.0%
2065 · Software - SharePoint	17.90	20.00	-2.10	89.5%
2066 · Software - Dropbox	39.96			
2070 · Taxes - Property	0.00	325.00	-325.00	0.0%
2080 · Telephone & Messaging	44.85	180.00	-135.15	24.9%
2090 · Website Costs				
2091 · Website Contractor Devlop&Maint	0.00	450.00	-450.00	0.0%
2092 · URL & Domain Fees	55.61	140.00	-84.39	39.7%
Total 2090 · Website Costs	55.61	590.00	-534.39	9.4%
Total 2000 · Overhead/Admin Costs	13,436.43	34,025.00	-20,588.57	39.5%
3000 · Annual Meeting Costs				
3015 · Annual Mtg Postage	0.00	450.00	-450.00	0.0%
3020 · Annual Mtg Refreshments/Snacks	0.00	250.00	-250.00	0.0%
3025 · Annual Mtg Rent	0.00	75.00	-75.00	0.0%
3030 · Annual Mtg Printing & Copies	0.00	600.00	-600.00	0.0%
Total 3000 · Annual Meeting Costs	0.00	1,375.00	-1,375.00	0.0%
Total Expense	26,417.75	107,305.00	-80,887.25	24.6%
Net Ordinary Income	120,866.27	9,054.00	111,812.27	1,334.9%
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank	27.59	80.00	-52.41	34.5%
Total Other Income	27.59	80.00	-52.41	34.5%
Other Expense				
6000 · Interest Expense	1,406.52	6,128.00	-4,721.48	23.0%
Total Other Expense	1,406.52	6,128.00	-4,721.48	23.0%
Net Other Income	-1,378.93	-6,048.00	4,669.07	22.8%
Net Income	**119,487.34**	**3,006.00**	**116,481.34**	**3,975.0%**

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through April 2014

	Jan - Apr 14	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100 · Parcel Assessment Fees				
109 · Land Assessments 2012	304.46			
110 · Land Assessments 2013	1,945.39			
111 · Land Assessments 2014	48,197.06	63,000.00	-14,802.94	76.5%
119 · Dwelling Assessments 2012	113.43			
120 · Dwelling Assessments 2013	1,755.70			
121 · Dwelling Assessments 2014	31,534.47	44,000.00	-12,465.53	71.67%
150 · Golden Age Village Income	2,339.75	9,359.00	-7,019.25	25.0%
170 · Finance Ch Income- Past Due Ass	1,024.12			
171 · 5% Penalty Income	126.94			
190 · Discounts Given	-95.50			
Total 100 · Parcel Assessment Fees	87,245.82	116,359.00	-29,113.18	74.98%
200 · Project Impact Fees				
201 · Application Fees	10.00			
Total 200 · Project Impact Fees	10.00			
400 · Other Gen Fund Income				
401 · Lien Fees Paid	50.00			
Total 400 · Other Gen Fund Income	50.00			
Total Income	87,305.82	116,359.00	-29,053.18	75.03%
Expense				
1000 · Snow Removal				
1010 · Contracted Snow Removal	3,127.50	4,000.00	-872.50	78.19%
1011 · Equipment Rental	950.00			
1013 · Sand	37.50	500.00	-462.50	7.5%
1015 · Payroll Costs				
1016 · Wages Paid Snow	3,374.30	4,300.00	-925.70	78.47%
1018 · Benefits & Other Payroll Costs	5.52			
1018a · Payroll Software	280.00	280.00	0.00	100.0%
1019 · Workers' Compensation Insurance	0.00	220.00	-220.00	0.0%
1015 · Payroll Costs - Other	340.00			
Total 1015 · Payroll Costs	3,999.82	4,800.00	-800.18	83.33%
1020 · Equipment Costs				
1021 · Truck Registration & Insurance	698.00	1,080.00	-382.00	64.63%
1024 · Truck #2 (93 DODGE) Maintenance	1,212.35	3,000.00	-1,787.65	40.41%
1025 · Fuel	1,118.74	2,000.00	-881.26	55.94%
1026 · Wages Truck Maintenance	615.00			
Total 1020 · Equipment Costs	3,644.09	6,080.00	-2,435.91	59.94%

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through April 2014

	Jan - Apr 14	Budget	$ Over Budget	% of Budget
Total 1000 · Snow Removal	11,758.91	15,380.00	-3,621.09	76.46%
1030 · Roads & Weeds				
1031 · Contracted Weed Control	0.00	2,500.00	-2,500.00	0.0%
1032 · Roadside Mowing	0.00	1,600.00	-1,600.00	0.0%
1035 · Contract BiAnnual Grade/Grvl-NG	0.00	15,500.00	-15,500.00	0.0%
1036 · Contract BiAnnual Grade/Gvl-SG	0.00	15,500.00	-15,500.00	0.0%
1041 · Emergency Road & Fence Repair	0.00	1,000.00	-1,000.00	0.0%
1045 · Signs, Posts & Snowfence	437.40			
1046 · Insurance - Roads/Common Land	0.00	5,500.00	-5,500.00	0.0%
1050 · Other Road Costs	269.50			
1030 · Roads & Weeds - Other	267.90	0.00	267.90	100.0%
Total 1030 · Roads & Weeds	974.80	41,600.00	-40,625.20	2.34%
1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center	72.61	500.00	-427.39	14.52%
1230 · Lawn Mowing/Gas	0.00	150.00	-150.00	0.0%
1240 · Mower Maintenance	0.00	250.00	-250.00	0.0%
Total 1200 · Parkland/Recreation Center	72.61	900.00	-827.39	8.07%
1300 · Litigation				
1310 · Legal Costs - O'Connell	175.00	13,300.00	-13,125.00	1.32%
Total 1300 · Litigation	175.00	13,300.00	-13,125.00	1.32%
1400 · Community Complaints				
1410 · Community Complaints Costs	0.00	725.00	-725.00	0.0%
Total 1400 · Community Complaints	0.00	725.00	-725.00	0.0%
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	966.00	1,571.00	-605.00	61.49%
2011 · Bank Charges	2.00			
2012 · Credit Card Fees	24.28			
2013 · Collection Costs	574.48			
2016 · Insurance - Board Liability	0.00	3,000.00	-3,000.00	0.0%
2017 · Legal Fees-General Advice	892.50	1,000.00	-107.50	89.25%
2018 · Licenses & Annual Reporting	0.00	70.00	-70.00	0.0%
2019 · Lien Filing Costs	289.00			
2020 · Management Expense	7,543.00	22,629.00	-15,086.00	33.33%
2025 · Miscellaneous	229.99	500.00	-270.01	46.0%
2030 · Newsletter Costs	107.00	0.00	107.00	100.0%
2050 · Office Supplies	215.05	1,400.00	-1,184.95	15.36%
2051 · Procedures & Documents	652.52			
2052 · Postage & Shipping	538.71	1,200.00	-661.29	44.89%

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through April 2014

	Jan - Apr 14	Budget	$ Over Budget	% of Budget
2055 · Printing & Copies	608.58	850.00	-241.42	71.6%
2060 · Rent - Facilities	560.00	630.00	-70.00	88.89%
2062 · Rent - PO Box & Safe Dep Box	75.00	60.00	15.00	125.0%
2065 · Software - SharePoint	17.90	20.00	-2.10	89.5%
2066 · Software - Dropbox	39.96			
2070 · Taxes - Property	0.00	325.00	-325.00	0.0%
2080 · Telephone & Messaging	44.85	180.00	-135.15	24.92%
2090 · Website Costs				
2091 · Website Contractor Devlop&Maint	0.00	450.00	-450.00	0.0%
2092 · URL & Domain Fees	55.61	140.00	-84.39	39.72%
Total 2090 · Website Costs	55.61	590.00	-534.39	9.43%
Total 2000 · Overhead/Admin Costs	13,436.43	34,025.00	-20,588.57	39.49%
3000 · Annual Meeting Costs				
3015 · Annual Mtg Postage	0.00	450.00	-450.00	0.0%
3020 · Annual Mtg Refreshments/Snacks	0.00	250.00	-250.00	0.0%
3025 · Annual Mtg Rent	0.00	75.00	-75.00	0.0%
3030 · Annual Mtg Printing & Copies	0.00	600.00	-600.00	0.0%
Total 3000 · Annual Meeting Costs	0.00	1,375.00	-1,375.00	0.0%
Total Expense	26,417.75	107,305.00	-80,887.25	24.62%
Net Ordinary Income	60,888.07	9,054.00	51,834.07	672.5%
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank	27.59	80.00	-52.41	34.49%
Total Other Income	27.59	80.00	-52.41	34.49%
Other Expense				
6000 · Interest Expense	1,406.52	6,128.00	-4,721.48	22.95%
Total Other Expense	1,406.52	6,128.00	-4,721.48	22.95%
Net Other Income	-1,378.93	-6,048.00	4,669.07	22.8%
	59,509.14	**3,006.00**	**56,503.14**	**1,979.68%**

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Glastonbury Landowners Association
Profit & Loss
April 2014

	Apr 14
Ordinary Income/Expense	
Income	
100 · Parcel Assessment Fees	
109 · Land Assessments 2012	27.66
110 · Land Assessments 2013	65.33
111 · Land Assessments 2014	2,514.99
119 · Dwelling Assessments 2012	27.66
120 · Dwelling Assessments 2013	65.33
121 · Dwelling Assessments 2014	2,180.73
170 · Finance Ch Income- Past Due Ass	86.56
190 · Discounts Given	-47.75
Total 100 · Parcel Assessment Fees	4,920.51
200 · Project Impact Fees	
201 · Application Fees	10.00
Total 200 · Project Impact Fees	10.00
Total Income	4,930.51
Expense	
1000 · Snow Removal	
1010 · Contracted Snow Removal	1,750.00
Total 1000 · Snow Removal	1,750.00
1030 · Roads & Weeds	
1050 · Other Road Costs	120.00
1030 · Roads & Weeds - Other	267.90
Total 1030 · Roads & Weeds	387.90
2000 · Overhead/Admin Costs	
2013 · Collection Costs	127.81
2017 · Legal Fees-General Advice	770.00
2020 · Management Expense	1,885.75
2030 · Newsletter Costs	34.00
2050 · Office Supplies	34.99
2051 · Procedures & Documents	652.52
2052 · Postage & Shipping	244.51
2055 · Printing & Copies	401.40
2062 · Rent - PO Box & Safe Dep Box	15.00
2066 · Software - Dropbox	19.98
Total 2000 · Overhead/Admin Costs	4,185.96
Total Expense	6,323.86
Net Ordinary Income	-1,393.35
Other Income/Expense	
Other Income	
5000 · Interest Income - Bank	6.90
Total Other Income	6.90
Net Other Income	6.90
Net Income	**-1,386.45**

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April 2014

Amendment Procedure for GLA Governing Documents
Per Attorney Alanah Griffith

Notes:

1) Procedures are described in two scenarios: Governing Document Committee is Board-appointed vs. not Board-appointed.

2) References to "Covenants" apply to all governing documents.

Overall thoughts:

I have worked with a number of Associations on amendments. Some of those amendments were just to one or two sections of the covenants. Some were complete overhauls. It is first important for any committee to get a feel for a few things:

1. What do people within the community feel the need for with regards to their covenants? For example, are they on the whole okay with them and feel just one or two sections need some work, or do they need a complete overhaul?

2. What does the Board/Attorney believe are the issues? The Board and Attorney work with the covenants day in and day out. During our years of working on the covenants, we have created lists of issues we would address if we could amend. The committee should take these as suggestions and review those thoughts.

Once the committee gets a feel for what the community will support, then their job really begins. If it is a major overhaul, they may want to pull a few sets of newer covenants for rural areas, they might just tackle a few sections, or who knows.

Once the committee has a draft, it is time to have some informational meetings. One should be with the Board to go over the amendments. Keep in mind, in order for the amendments to be voted upon by ballot, either the Board must place it on the ballot (i.e. it must have Board approval) or 5% of the membership must sign a ballot to get the amendments on the ballot. Basically, you keep up these meetings and keep amending until you think you have a document that will receive enough votes to pass. Then you put it to special vote.

I have seen complete overhauls take two years to complete. Some are shorter, but usually it is a massive work in progress. It takes a committed committee to see the entire thing through.

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Procedures:

Board Appointed:

The Board would appoint a committee, who in turn could work with whomever they wished. The committee would meet and go over what I described above.

The committee would work with the Board and would be answerable to the Board. Once done, the committee would approach the Board for approval of the amendments and to place it on the ballot. The assumption is that if the committee had been working closely with the Board, then approval would not be hard to get since the Board was part of the process.

Amendments would be sent out for vote. The ballot would look much like the one we just sent. The only exception is that with a complete overhaul, you would send out the old covenants along with the new for comparison. Usually, instead of voting on each little amendment, it is an all or nothing deal. You either vote to amend the document with all of the suggested changes, or vote no to all amendments. Also, many times the Board sends out a letter with the ballot stating what was done to reach this proposed amendment, explaining the amendment and supporting the amendment.

Non-Board Appointed:

Any group or individual can attempt to amend the covenants outside of the Board. They would not be answerable to the Board, and can choose to work with the Board or not. However, if they do not work with the Board, then it is unlikely that they will receive Board approval. Therefore, in order to place their amendments on the ballot (i.e. special meeting) they will have to obtain the signatures of 5% of the membership. Also, the Board is not obligated to send out a letter explaining the amendments or that they support the amendments. Furthermore, the Board is only obligated to call a special meeting. It is the Board's decision to allow a written ballot or not. The Board can simply call a special meeting and make the vote take place at the special meeting. However, that would not be very politic [sensible or judicious]. I suggest that if the membership wants the vote, treat it like any other vote.

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

May 12, 2014

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1. **Commence Special Meeting to fill NG director position vacated by Donna Lash-Andersen**
   The meeting was called to order by Alyssa Allen at 7:00 p.m. at St. John's Church and Charlene Murphy gave the opening prayer.

   PRESENT: Alyssa Allen (President), Ross Brunson (Vice President), Janice McCann (Treasurer), Sheridan Stenberg (Secretary), Paul Ranttalo, Robert Wallace (aka Robert W.), Robert Branson (aka Robert B.), Scott McBride, Gerald Dubiel, Laura Boise, Daniel Kehoe, and Charlotte Mizzi.
   ALSO ATTENDING: Nathan and Ryan (Minnick Management, Inc.)
   Landowners: Jeff & Jerry Ladewig, Timothy & Charlene Murphy, Chad Stone, Ronald Wartman, Ia Williams, Debbie Blais, Kevin Newby, Aza Ziegler, and Daniel & Val O'Connell.

   Alyssa reported that the board was properly noticed of the Special Meeting of the Board to fill the vacancy for North Glastonbury. Charlotte Mizzi had come forward and expressed her interest, in addition to submitting her resume to the board. Valery O'Connell who was present at the meeting then expressed her interest and it was noted that Pouwel Gelderloos, who was not present, was also interested. The board listened to presentations from Charlotte, Valery and landowners on behalf of Pouwel. The board then took a written ballot with the results being 10 for Charlotte and 1 for Pouwel. Alyssa announced that Charlotte was elected by the board, and at that point Charlotte joined the board.

2. **Commence Regular Monthly Board Meeting**

3. **Ground Rules for Board Meetings** – AA
   Alyssa discussed the importance of keeping board meetings as productive and on-track as possible in order to keep meetings from going too late. She presented ideas such as handling grievances by scheduling an additional meeting to take place either in person at the Wunch's, or by conference phone, sticking to a 2-hour time frame from when the meeting begins, minimizing interruptions, asking landowners to inform the board at the beginning of the meeting if they needed to speak on a particular agenda item, others to minimize interruptions, handling items on a committee level prior to the board meeting, board members to review items distributed prior to meetings, and streamlined financial reports.

4. **Set Agenda** – 2 additional items were added

5. **Approve Meeting Minutes – April 14, 2014**
   Motion: Sheridan motioned and Janice seconded to approve the April 14, 2014 meeting minutes. **Motion carried.** Abstentions: Charlotte and Laura who were not present April 14.

6. **Visiting Landowner Input Period**
   No input given.

7. **Officer and Committee Reports**
   7.1 President's Report – AA
   7.1.1 Overview of month's activities and tasks handled
   Alyssa noted there is ongoing research into replacing the board's D&O insurance that is being dropped by the provider due to claims activities from lawsuits. Sheridan was appointed to co-chair the Road Committee in an e-mail vote of the board with 10 in favor and 1 non-response.

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7.2 Treasurer's Reports:

7.2.1 Budget Variance, Check & Deposit – JM

Janice presented the April 2014 Treasurer reports. **Motion**: Sheridan motioned and Ross seconded to approve the Treasurer reports. **Motion carried unanimously**.

7.2.2 Collection of Delinquent Accounts – JM

Janice reported that the collection letter had been sent out to 27 past due accounts. Alyssa noted that 25% of the past due accounts owe approximately 75% of the past due amounts and gave updates on the collection process with information received from attorney Alana Griffith.

7.2.3 Payment Proposal Plan – JM (added agenda item)

Janice presented a payment plan from Patricia Jones of the Lifesavers Shelter, Lot 28-E (NG), in which they would bring this year's dues current and pay $150/quarter to pay off the balance within 5 years. **Motion**: Janice motioned and Paul seconded to accept the proposed payment plan for the Lifesavers Shelter. **Motion carried unanimously**.

7.3 Road and Weed Mgmt Committee Report – RW/SS

Robert W. reported that there had been a Road Committee meeting on Tuesday, April 22 attended by Sheridan, Paul, Gerald, and Robert W. They discussed the long-term maintenance plan for roads, bids for crack sealing, spring grading, planning for dealing with traffic, and decisions were finalized about speed signs. A letter was written to the Story ranch regarding use of the GLA's roads to access their property. Robert also reported that he and Sheridan met with the grader operator for Adkins Construction to plan spring grading and the equal distribution of gravel in both North and South. He also reported on sinkholes on Hercules that had to be mitigated. **Motion**: Robert W. motioned and Ross seconded to appoint Janice McCann to the Road Committee. **Motion carried unanimously**.

7.4 Communication Committee Report – AA/Robert B.

7.4.1 Letter to Story Ranch

Alyssa noted that a letter had gone out to the Story Ranch about unauthorized use of the GLA's roads.

7.4.2 Brettschneider Correspondence Regarding Noxious Weeds

Alyssa noted that a complaint was received and responded to regarding noxious weeds from John Brettschneider. Alyssa noted that the GLA does not enforce weed control on landowner's property as this is under the jurisdiction of the County.

7.5 Website Committee Report – Ross

Ross reported on research into setting up the e-mail communication program, updates to the website, and establishing an area to handle input on Governing Documents.

7.6 Project Review Committee Report – GD/Robert B.

7.6.1 Process for handling Project Review Approvals – AA

Item tabled.

7.7 Governing Document Committee Report – Chad Stone

Chad reported that the committee has had a second meeting on May 1st and that the next

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meeting is scheduled for May 15 at Spectec. The committee is currently working on developing a survey.

7.7.1 Budgeting Funds for Surveys – DK
The board discussed the potential use of survey software to help gain feedback and information from the landowners. **Motion**: Daniel motioned and Robert B. seconded for the GLA to purchase a subscription to Survey Monkey at the cost of $229/year for the use of the GLA. **Motioned carries unanimously**.

8. UNFINISHED BUSINESS

8.1 Implementation of Bylaw Amendments (Added agenda item)
Item tabled.

9. NEW BUSINESS

9.1 Lot 41-B (SG) – Complaint – AA
Alyssa presented a complaint about commercial activity and an eyesore on lot 41-B (SG) related to lumber and timber recycling. She noted that the owner, Aza Ziegler, is willing to install a fence around the lumber, and some will be used on the proposed building, and some will be located within the completed building. The board discussed the issue and recommended that Aza continue to work with the neighbors to mitigate the eyesore.

9.2 Lot 41-B (SG) – Ziegler Garage/Shed/Variance Project Review – GD/Robert B.
Alyssa presented the Ziegler garage/shed/variance project review with the variance portion involving a setback being reduced by 8.5 feet. Aza said that he had started the project without knowledge of the setback, thinking it was 25 feet instead of 50 feet. Alyssa noted the adjoining landowner responded in writing that they did not object to the encroachment. In addition, Aza noted he did not understand that an outbuilding needed to go through project review. The board discussed the facts of the project and the criteria for granting a variance. **Motion**: Scott motioned and Laura seconded to table the project review until further review and attorney advisement. **Motion carried unanimously**.

9.3 Lot 14-A (NG) – NGTC Greenhouse Project Review – GD/Robert B.
Gerald presented a greenhouse project from the North Glastonbury Teaching Center. He noted it meets the required setbacks and there are no variances. **Motion**: Sheridan moved and Robert W. seconded to approve the greenhouse project with the condition that disturbed land be reseeded. **Motion carried**. Abstentions: Charlotte, Paul and Laura.

9.4 Meeting Norms – SM
Item tabled.

10. Determine Upcoming Committee Meeting Dates
None noted.

11. Comment Period for Visiting Landowners
No input given.

12. Closed Session
12.1 Discussion of lawsuits – AA/Board

13. Meeting adjourned at 9:49 p.m.

14. Next Board Meeting: June 9th, 2014 at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

May 12, 2014 – 7:00 pm

1. **Commence Special Meeting to fill NG director position vacated by Donna Lash-Andersen**

2. **Commence Regular Monthly Board Meeting**

3. **Ground Rules for Board Meetings** – AA (3 min)

4. **Set Agenda**

5. **Approve Meeting Minutes** – April 14, 2014

6. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

7. **Officer and Committee Reports**
   - 7.1 President's Report – AA (3 min)
     - 7.1.1 Overview of month's activities and tasks handled
   - 7.2 Treasurer's Reports:
     - 7.2.1 Budget Variance, Check & Deposit – JM (1 min)
     - 7.2.2 Collection of Delinquent Accounts – JM (2 min)
   - 7.3 Road and Weed Mgmt Committee Report – RW/SS (5 min)
   - 7.4 Communication Committee Report – AA/Robert B. (2 min)
     - 7.4.1 Letter to Story Ranch
     - 7.4.2 Brettschneider Correspondence Regarding Noxious Weeds
   - 7.5 Website Committee Report – Ross (5 min)
   - 7.6 Project Review Committee Report – GD/Robert B. (3 min)
     - 7.6.1 Process for handling Project Review Approvals – AA (2 min)
   - 7.7 Governing Document Committee Report – Chad Stone (2 min)
     - 7.7.1 Budgeting Funds for Surveys – DK (2 min)

8. **UNFINISHED BUSINESS**

9. **NEW BUSINESS**
   - 9.1 Lot 41-B (SG) – Complaint (5 min) – AA (5 min)
   - 9.2 Lot 41-B (SG) – Ziegler Garage/Shed/Variance Project Review – GD/Robert B. (3 min)
   - 9.3 Lot 14-A (NG) – NGTC Greenhouse Project Review – GD/Robert B. (2 min)
   - 9.4 Meeting Norms – SM (5 min)

10. **Determine Upcoming Committee Meeting Dates**

11. **Comment Period for Visiting Landowners** – (Limited to 3 minutes per owner)

12. **Closed Session**
    - 12.1 Discussion of lawsuits – AA/Board

13. **Adjournment**

14. **Next Board Meeting: June 9th, 2014 at St. John's Church**

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Glastonbury Landowners Association
Balance Sheet
As of May 31, 2014

	May 31, 14
ASSETS	
Current Assets	
Checking/Savings	
001 · Big Sky Western Operating Acct	76,293.70
002 · Bank of the Rockies Checking	8,730.42
003 · Savings Account	
010 · Construction Bond Reserve Cash	11,207.00
011 · Emergency Loan Reserve	7,500.00
012 · Gen Op Reserve Cash	6,632.48
013 · NG Chip Seal Reserve Cash	5,850.92
014 · NG/SG Road Reserve Cash	29,700.35
003 · Savings Account - Other	29,462.66
Total 003 · Savings Account	90,353.41
Total Checking/Savings	175,377.53
Accounts Receivable	
Accounts Receivable	249,796.36
Total Accounts Receivable	249,796.36
Other Current Assets	
Petty Cash	73.19
Total Other Current Assets	73.19
Total Current Assets	425,247.08
TOTAL ASSETS	**425,247.08**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	267.90
Total Accounts Payable	267.90
Other Current Liabilities	
Construction Bonds Held by GLA	11,207.00
Payroll Liabilities	224.57
Total Other Current Liabilities	11,431.57
Total Current Liabilities	11,699.47
Long Term Liabilities	
Bank of the Rockies Loan	61,283.31
Total Long Term Liabilities	61,283.31
Total Liabilities	72,982.78
Equity	
Emergency Loan Fund	7,500.00
General Operations Fund	6,632.48
NG Chip Seal Fund	5,850.92
NG/SG Road Fund	29,700.00
Opening Balance Equity	21,393.56
Operating Fund Balance	161,356.12
Net Income	119,831.22
Total Equity	352,264.30
TOTAL LIABILITIES & EQUITY	**425,247.08**

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through May 2014

	Jan - May...	Budget	$ Over B...	% of Bud...
Ordinary Income/Expense				
Income				
100 · Parcel Assessment Fees				
111 · Land Assessments 2014	75,683.75	63,000.00	12,683.75	120.1%
121 · Dwelling Assessments 2014	51,369.97	44,000.00	7,369.97	116.7%
150 · Golden Age Village Income	4,679.50	9,359.00	-4,679.50	50.0%
170 · Finance Ch Income- Past Due Ass	11,147.03			
171 · 5% Penalty Income	9,087.25			
175 · Subdivision Waiver Asmnts	126.36			
190 · Discounts Given	-95.50			
Total 100 · Parcel Assessment Fees	151,998.36	116,359.00	35,639.36	130.6%
200 · Project Impact Fees				
201 · Application Fees	60.00			
210 · Structure Impact Fees	180.00			
Total 200 · Project Impact Fees	240.00			
400 · Other Gen Fund Income				
401 · Lien Fees Paid	200.00			
Total 400 · Other Gen Fund Income	200.00			
Total Income	152,438.36	116,359.00	36,079.36	131.0%
Expense				
1000 · Snow Removal				
1010 · Contracted Snow Removal	3,127.50	4,000.00	-872.50	78.2%
1011 · Equipment Rental	950.00			
1013 · Sand	37.50	500.00	-462.50	7.5%
1015 · Payroll Costs				
1016 · Wages Paid Snow	3,374.30	4,300.00	-925.70	78.5%
1018 · Benefits & Other Payroll Costs	5.52			
1018a · Payroll Software	280.00	280.00	0.00	100.0%
1019 · Workers' Compensation Insurance	0.00	220.00	-220.00	0.0%
1015 · Payroll Costs - Other	340.00			
Total 1015 · Payroll Costs	3,999.82	4,800.00	-800.18	83.3%
1020 · Equipment Costs				
1021 · Truck Registration & Insurance	698.00	1,080.00	-382.00	64.6%
1024 · Truck #2 (93 DODGE) Maintenance	1,676.35	3,000.00	-1,323.65	55.9%
1025 · Fuel	1,118.74	2,000.00	-881.26	55.9%
1026 · Wages Truck Maintenance	615.00			
Total 1020 · Equipment Costs	4,108.09	6,080.00	-1,971.91	67.6%
Total 1000 · Snow Removal	12,222.91	15,380.00	-3,157.09	79.5%
1030 · Roads & Weeds				
1031 · Contracted Weed Control	0.00	2,500.00	-2,500.00	0.0%
1032 · Roadside Mowing	0.00	1,600.00	-1,600.00	0.0%
1035 · Contract BlAnnual Grade/Grvl-NG	241.11	15,500.00	-15,258.89	1.6%
1036 · Contract BlAnnual Grade/Gvl-SG	1,316.39	15,500.00	-14,183.61	8.5%
1041 · Emergency Road & Fence Repair	0.00	1,000.00	-1,000.00	0.0%
1045 · Signs, Posts & Snowfence	437.40			
1046 · Insurance - Roads/Common Land	0.00	5,500.00	-5,500.00	0.0%
1050 · Other Road Costs	269.50			
1030 · Roads & Weeds - Other	0.00	0.00	0.00	0.0%
Total 1030 · Roads & Weeds	2,264.40	41,600.00	-39,335.60	5.4%
1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center	96.73	500.00	-403.27	19.3%
1230 · Lawn Mowing/Gas	0.00	150.00	-150.00	0.0%
1240 · Mower Maintenance	0.00	250.00	-250.00	0.0%
Total 1200 · Parkland/Recreation Center	96.73	900.00	-803.27	10.7%

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through May 2014

	Jan - May...	Budget	$ Over B...	% of Bud...
1300 · Litigation				
1310 · Legal Costs - O'Connell	175.00	13,300.00	-13,125.00	1.3%
Total 1300 · Litigation	175.00	13,300.00	-13,125.00	1.3%
1400 · Community Complaints				
1410 · Community Complaints Costs	0.00	725.00	-725.00	0.0%
Total 1400 · Community Complaints	0.00	725.00	-725.00	0.0%
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	966.00	1,571.00	-605.00	61.5%
2011 · Bank Charges	2.00			
2012 · Credit Card Fees	24.28			
2013 · Collection Costs	595.67			
2016 · Insurance - Board Liability	0.00	3,000.00	-3,000.00	0.0%
2017 · Legal Fees-General Advice	980.00	1,000.00	-20.00	98.0%
2018 · Licenses & Annual Reporting	65.00	70.00	-5.00	92.9%
2019 · Lien Filing Costs	289.00			
2020 · Management Expense	9,428.75	22,629.00	-13,200.25	41.7%
2025 · Miscellaneous	229.99	500.00	-270.01	46.0%
2030 · Newsletter Costs	107.00	0.00	107.00	100.0%
2050 · Office Supplies	215.05	1,400.00	-1,184.95	15.4%
2051 · Procedures & Documents	0.00			
2052 · Postage & Shipping	759.01	1,200.00	-440.99	63.3%
2055 · Printing & Copies	725.04	850.00	-124.96	85.3%
2060 · Rent - Facilities	560.00	630.00	-70.00	88.9%
2062 · Rent - PO Box & Safe Dep Box	75.00	60.00	15.00	125.0%
2065 · Software - SharePoint	17.90	20.00	-2.10	89.5%
2066 · Software - Dropbox	49.95			
2070 · Taxes - Property	0.00	325.00	-325.00	0.0%
2080 · Telephone & Messaging	79.75	180.00	-100.25	44.3%
2090 · Website Costs				
2091 · Website Contractor Devlop&Maint	0.00	450.00	-450.00	0.0%
2092 · URL & Domain Fees	55.61	140.00	-84.39	39.7%
Total 2090 · Website Costs	55.61	590.00	-534.39	9.4%
Total 2000 · Overhead/Admin Costs	15,225.00	34,025.00	-18,800.00	44.7%
3000 · Annual Meeting Costs				
3015 · Annual Mtg Postage	0.00	450.00	-450.00	0.0%
3020 · Annual Mtg Refreshments/Snacks	0.00	250.00	-250.00	0.0%
3025 · Annual Mtg Rent	0.00	75.00	-75.00	0.0%
3030 · Annual Mtg Printing & Copies	0.00	600.00	-600.00	0.0%
Total 3000 · Annual Meeting Costs	0.00	1,375.00	-1,375.00	0.0%
Total Expense	29,984.04	107,305.00	-77,320.96	27.9%
Net Ordinary Income	122,454.32	9,054.00	113,400.32	1,352.5%
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank	34.50	80.00	-45.50	43.1%
Total Other Income	34.50	80.00	-45.50	43.1%
Other Expense				
6000 · Interest Expense	2,657.60	6,128.00	-3,470.40	43.4%
Total Other Expense	2,657.60	6,128.00	-3,470.40	43.4%
Net Other Income	-2,623.10	-6,048.00	3,424.90	43.4%
Net Income	**119,831.22**	**3,006.00**	**116,825.22**	**3,986.4%**

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through May 2014

	Jan - May 14	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100 · Parcel Assessment Fees				
109 · Land Assessments 2012	644.47			
110 · Land Assessments 2013	2,604.34			
111 · Land Assessments 2014	51,906.49	63,000.00	-11,093.51	82.39%
119 · Dwelling Assessments 2012	202.79			
120 · Dwelling Assessments 2013	2,161.36			
121 · Dwelling Assessments 2014	33,926.75	44,000.00	-10,073.25	77.11%
150 · Golden Age Village Income	4,679.50	9,359.00	-4,679.50	50.0%
170 · Finance Ch Income- Past Due Ass	1,545.57			
171 · 5% Penalty Income	320.82			
190 · Discounts Given	-95.50			
Total 100 · Parcel Assessment Fees	97,896.59	116,359.00	-18,462.41	84.13%
200 · Project Impact Fees				
201 · Application Fees	51.80			
210 · Structure Impact Fees	134.10			
Total 200 · Project Impact Fees	185.90			
400 · Other Gen Fund Income				
401 · Lien Fees Paid	100.00			
Total 400 · Other Gen Fund Income	100.00			
Total Income	98,182.49	116,359.00	-18,176.51	84.38%
Expense				
1000 · Snow Removal				
1010 · Contracted Snow Removal	3,127.50	4,000.00	-872.50	78.19%
1011 · Equipment Rental	950.00			
1013 · Sand	37.50	500.00	-462.50	7.5%
1015 · Payroll Costs				
1016 · Wages Paid Snow	3,374.30	4,300.00	-925.70	78.47%
1018 · Benefits & Other Payroll Costs	5.52			
1018a · Payroll Software	280.00	280.00	0.00	100.0%
1019 · Workers' Compensation Insurance	0.00	220.00	-220.00	0.0%
1015 · Payroll Costs - Other	340.00			
Total 1015 · Payroll Costs	3,999.82	4,800.00	-800.18	83.33%
1020 · Equipment Costs				
1021 · Truck Registration & Insurance	698.00	1,080.00	-382.00	64.63%
1024 · Truck #2 (93 DODGE) Maintenance	1,676.35	3,000.00	-1,323.65	55.88%
1025 · Fuel	1,118.74	2,000.00	-881.26	55.94%
1026 · Wages Truck Maintenance	615.00			
Total 1020 · Equipment Costs	4,108.09	6,080.00	-1,971.91	67.57%
Total 1000 · Snow Removal	12,222.91	15,380.00	-3,157.09	79.47%
1030 · Roads & Weeds				
1031 · Contracted Weed Control	0.00	2,500.00	-2,500.00	0.0%
1032 · Roadside Mowing	0.00	1,600.00	-1,600.00	0.0%
1035 · Contract BiAnnual Grade/Grvl-NG	0.00	15,500.00	-15,500.00	0.0%
1036 · Contract BiAnnual Grade/Gvl-SG	1,289.60	15,500.00	-14,210.40	8.32%
1041 · Emergency Road & Fence Repair	0.00	1,000.00	-1,000.00	0.0%
1045 · Signs, Posts & Snowfence	437.40			
1046 · Insurance - Roads/Common Land	0.00	5,500.00	-5,500.00	0.0%
1050 · Other Road Costs	269.50			
1030 · Roads & Weeds - Other	0.00	0.00	0.00	0.0%
Total 1030 · Roads & Weeds	1,996.50	41,600.00	-39,603.50	4.8%
1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center	96.73	500.00	-403.27	19.35%

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through May 2014

	Jan - May 14	Budget	$ Over Budget	% of Budget
1230 · Lawn Mowing/Gas	0.00	150.00	-150.00	0.0%
1240 · Mower Maintenance	0.00	250.00	-250.00	0.0%
Total 1200 · Parkland/Recreation Center	96.73	900.00	-803.27	10.75%
1300 · Litigation				
1310 · Legal Costs - O'Connell	175.00	13,300.00	-13,125.00	1.32%
Total 1300 · Litigation	175.00	13,300.00	-13,125.00	1.32%
1400 · Community Complaints				
1410 · Community Complaints Costs	0.00	725.00	-725.00	0.0%
Total 1400 · Community Complaints	0.00	725.00	-725.00	0.0%
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	966.00	1,571.00	-605.00	61.49%
2011 · Bank Charges	2.00			
2012 · Credit Card Fees	24.28			
2013 · Collection Costs	595.67			
2016 · Insurance - Board Liability	0.00	3,000.00	-3,000.00	0.0%
2017 · Legal Fees-General Advice	980.00	1,000.00	-20.00	98.0%
2018 · Licenses & Annual Reporting	65.00	70.00	-5.00	92.86%
2019 · Lien Filing Costs	289.00			
2020 · Management Expense	9,428.75	22,629.00	-13,200.25	41.67%
2025 · Miscellaneous	229.99	500.00	-270.01	46.0%
2030 · Newsletter Costs	107.00	0.00	107.00	100.0%
2050 · Office Supplies	215.05	1,400.00	-1,184.95	15.36%
2051 · Procedures & Documents	0.00			
2052 · Postage & Shipping	759.01	1,200.00	-440.99	63.25%
2055 · Printing & Copies	725.04	850.00	-124.96	85.3%
2060 · Rent - Facilities	560.00	630.00	-70.00	88.89%
2062 · Rent - PO Box & Safe Dep Box	75.00	60.00	15.00	125.0%
2065 · Software - SharePoint	17.90	20.00	-2.10	89.5%
2066 · Software - Dropbox	49.95			
2070 · Taxes - Property	0.00	325.00	-325.00	0.0%
2080 · Telephone & Messaging	79.75	180.00	-100.25	44.31%
2090 · Website Costs				
2091 · Website Contractor Deviop&Maint	0.00	450.00	-450.00	0.0%
2092 · URL & Domain Fees	55.61	140.00	-84.39	39.72%
Total 2090 · Website Costs	55.61	590.00	-534.39	9.43%
Total 2000 · Overhead/Admin Costs	15,225.00	34,025.00	-18,800.00	44.75%
3000 · Annual Meeting Costs				
3015 · Annual Mtg Postage	0.00	450.00	-450.00	0.0%
3020 · Annual Mtg Refreshments/Snacks	0.00	250.00	-250.00	0.0%
3025 · Annual Mtg Rent	0.00	75.00	-75.00	0.0%
3030 · Annual Mtg Printing & Copies	0.00	600.00	-600.00	0.0%
Total 3000 · Annual Meeting Costs	0.00	1,375.00	-1,375.00	0.0%
Total Expense	29,716.14	107,305.00	-77,588.86	27.69%
Net Ordinary Income	68,466.35	9,054.00	59,412.35	756.2%
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank	34.50	80.00	-45.50	43.13%
Total Other Income	34.50	80.00	-45.50	43.13%
Other Expense				
6000 · Interest Expense	2,657.60	6,128.00	-3,470.40	43.37%
Total Other Expense	2,657.60	6,128.00	-3,470.40	43.37%
Net Other Income	-2,623.10	-6,048.00	3,424.90	43.37%
	65,843.25	**3,006.00**	**62,837.25**	**2,190.39%**

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Glastonbury Landowners Association
Profit & Loss
May 2014

	May 14
Ordinary Income/Expense	
Income	
100 · Parcel Assessment Fees	
109 · Land Assessments 2012	340.01
110 · Land Assessments 2013	658.95
111 · Land Assessments 2014	3,709.43
119 · Dwelling Assessments 2012	89.36
120 · Dwelling Assessments 2013	405.66
121 · Dwelling Assessments 2014	2,392.28
150 · Golden Age Village Income	2,339.75
170 · Finance Ch Income- Past Due Ass	521.45
171 · 5% Penalty Income	193.88
Total 100 · Parcel Assessment Fees	10,650.77
200 · Project Impact Fees	
201 · Application Fees	41.80
210 · Structure Impact Fees	134.10
Total 200 · Project Impact Fees	175.90
400 · Other Gen Fund Income	
401 · Lien Fees Paid	50.00
Total 400 · Other Gen Fund Income	50.00
Total Income	10,876.67
Expense	
1000 · Snow Removal	
1020 · Equipment Costs	
1024 · Truck #2 (93 DODGE) Maintenance	464.00
Total 1020 · Equipment Costs	464.00
Total 1000 · Snow Removal	464.00
1030 · Roads & Weeds	
1036 · Contract BiAnnual Grade/Gvl-SG	1,289.60
Total 1030 · Roads & Weeds	1,289.60
2000 · Overhead/Admin Costs	
2013 · Collection Costs	21.19
2017 · Legal Fees-General Advice	87.50
2018 · Licenses & Annual Reporting	65.00
2020 · Management Expense	1,885.75
2051 · Procedures & Documents	-652.52
2052 · Postage & Shipping	220.30
2055 · Printing & Copies	116.46
2066 · Software - Dropbox	9.99
2070 · Taxes - Property	24.12
2080 · Telephone & Messaging	34.90
Total 2000 · Overhead/Admin Costs	1,812.69
Total Expense	3,566.29
Net Ordinary Income	7,310.38
Other Income/Expense	
Other Income	
5000 · Interest Income - Bank	6.91
Total Other Income	6.91
Other Expense	
6000 · Interest Expense	1,251.08
Total Other Expense	1,251.08
Net Other Income	-1,244.17
	6,066.21

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

June 9, 2014

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1. **Call to Order**
   The meeting was called to order by Alyssa Allen at 7:05 p.m. at St. John's Church.

   PRESENT: Alyssa Allen (President), Ross Brunson (Vice President), Janice McCann (Treasurer), Sheridan Stenberg (Secretary), Paul Ranttalo, Robert Wallace (aka Robert W.), Robert Branson (aka Robert B.), Gerald Dubiel, Laura Boise, Daniel Kehoe, Charlotte Mizzi, and Scott McBride (attended by phone). **ALSO ATTENDING:** Ryan (Minnick Management, Inc.)
   Landowners: Tim Brockett, Jeff & Jerry Ladewig, Timothy & Charlene Murphy, Chad Stone, Ronald Wartman, Linda Ulrich, Debbie Blais, Kevin Newby, and Daniel & Val O'Connell.

2. **Set Agenda**

3. **Approve Meeting Minutes** – May 12, 2014
   Motion: Sheridan motioned and Ross Seconded to approve the May 12, 2014 minutes. **Motion carried unanimously.**

4. **Visiting Landowner Input Period**
   Ron Wartman inquired about a potential unapproved project on his neighbor's property, horse manure odor and dog barking annoyance.
   Kevin Newby inquired about a potential non-conforming septic system on a property.
   Daniel O'Connell expressed that meetings should be conducted in a safe environment.
   Val O'Connell commented on employee and independent contractor criteria.

5. **Officer and Committee Reports**
   5.1 President's Report – AA
   5.1.1 Review written board vote at May 12, 2014 Special Meeting
   Alyssa reported on the board vote at the May 12th board meeting for filling the vacant NG Board position. The vote by the board was done by written ballot for confidentiality. After clarification from legal counsel it was confirmed that this vote was conducted in a manner that is in compliance with the Bylaws.

   5.1.2 Appointment of Charlotte Mizzi as Secretary
   Charlotte Mizzi was appointed Secretary by the board via an e-mail vote with 11 in favor and 1 no response.

   5.1.3 Liability Insurance Update
   Alyssa and Ross reported on the fact that the only D&O liability insurance quote offered had an annual premium of $10,170, with a $50,000 deductible, and any action involving the O'Connells would not be covered. Ross read out loud a draft of a letter to the membership regarding the insurance cost situation and notice of a special meeting of the membership to explore future options for the association.

   5.2 Treasurer's Reports – JM
   5.2.1 Budget Variance, Check & Deposit
   Janice presented the May 2014 Treasurer reports. **Motion**: Sheridan motioned and Ross seconded to approve the Treasurer reports. **Motion carried unanimously.**

   5.2.2 Lots 106 A-1 & A-2 (SG) / Peterson Payment Proposal
   Janice reported on the Peterson payment proposal. The board reviewed and discussed the proposal. **Motion**: Janice motioned and Sheridan seconded to accept

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a payment plan such that the past-due assessments will be paid off, and current assessments will be kept current; the interest on past-due assessments will be suspended as long as the terms of the payment plan are upheld within the established timeframe. **Motion carried unanimously.**

5.2.3 Update on Collection of Delinquent Accounts
Janice reported on the status of collections and progress.

5.2.4 Lot 39-E (SG) / Smith Payment Plan Proposal ***(Added to Agenda)***
Janice reported on a request for a payment plan by Dave Smith on Lot 39-E (SG). Discussion regarding the need for more information.

5.3 Governing Document Committee Report – Chad Stone
Chad reported on the status of the survey intended for the membership. Chad asked the board to provide input on the draft, in anticipation of the survey being mailed to the members with the already-scheduled mid-July assessment statements. Dan discussed the committee structure, and the idea of converting the committee to a board-appointed committee. Chad provided a list of proposed committee members. **Motion**: Dan motioned and Sheridan seconded to structure Governing Document Committee as a Board Advisory Committee with two board members to be on the committee. Chad Stone is to be appointed Chair, with Jerry Ladewig as Vice-Chair, other members to include: Dan Kehoe, Alyssa Allen, Dennis Kight, Charlene Murphy, Ia Williams, Linda Uhlrich, Pouwell Gelderloos, Claudette Dirkers, Regina Wunsch, Jim Emert, Kevin Newby, Debbie Blais, and Jose Gonzalez. **Motion carried unanimously.**

5.4 Road and Weed Mgmt Committee Report – RW/SS
Robert W. reported on the Road & Weed Management Committee meeting held on May 29, 2014 attended by Sheridan, Janice, Paul, Gerald, Walter Wunsch and himself. Discussion included long-term maintenance for asphalt roads, Spring grading, traffic from Story Road, and an update on the washout repair on Hercules which is now complete. Robert W. reported on bids obtained to complete crack sealing and the options to do this work. He also reported on a patch repair that is needed in North on Sirius. It was proposed that due to limitations in funds, it may be best to crack seal 1 mile each in North and South for a total cost of approximately $8,000 per year. The cost for patching the hole on Sirius would be approximately $3,700. **Motion**: Robert W. motioned and Janice seconded to approve $3,700 for road patching on Sirius. **Motion carried.** (Abstentions: Scott who was no longer present by phone.) **Motion**: Robert W. motioned and Sheridan seconded to fund $8,000 for crack sealing 1 mile each of asphalt in North and South. Discussion regarding possible lack of funds needed for the project. **Motion failed.**

5.5 Project Review Committee Report – GD/Robert B.

5.5.1 Lot 41-B (SG) – Ziegler Revised Garage/Shed Project Review
Alyssa reported on the revised application approved via e-mail vote of the board for the revised project application with the conditions that the 50-foot setback be met by altering the existing construction, any required permits be obtained, any disturbed land be landscaped or reclaimed per GLA standards, and any lumber and/or building materials intended for long-term storage are to be placed behind a fence or other enclosure when the construction is complete. The vote was approved with 11 in favor, 1 no response.

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5.6 Communication Committee Report – AA/Robert B.
Item Tabled.

5.7 Website Committee Report – Ross
Item Tabled.

6. UNFINISHED BUSINESS

6.1 Lot 41-B (SG) – Complaint Update – AA
Alyssa discussed the need for a complaint committee.

6.2 Implementation of Bylaws Amendments – AA
Alyssa noted that in order to complete the approved amendments to the Bylaws which occurred on April 14, 2014 for using e-mail as a method to communicate and notice the members, it is necessary to have an attorney file the amendments. **Motion:** Dan motioned and Robert B. seconded to have Alanah Griffith file the approved Bylaw Amendments. **Motion carried unanimously.**

6.3 Story Ranch Access – RW
Item tabled.

7. NEW BUSINESS

7.1 Meeting Norms – SM
Item tabled.

8. Comment Period for Visiting Landowners
Comments were made by Tim Brockett, and Daniel & Valery O'Connell.

9. Closed Session
9.1 Discussion of lawsuits – AA/Board

10. Meeting Adjourned at 10:30 p.m.

11. Next Board Meeting: July 14th, 2014 at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

June 9, 2014 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – May 12, 2014

4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

5. **Officer and Committee Reports**
   - 5.1 President's Report – AA (5 min)
     - 5.1.1 Review written board vote at May 12, 2014 Special Meeting
     - 5.1.2 Appointment of Charlotte Mizzi as Secretary
     - 5.1.3 Liability Insurance Update
   - 5.2 Treasurer's Reports – JM (5 min)
     - 5.2.1 Budget Variance, Check & Deposit
     - 5.2.2 Lots 106 A-1 & A-2 (SG) / Peterson Payment Proposal
     - 5.2.3 Update on Collection of Delinquent Accounts
   - 5.3 Governing Document Committee Report – Chad Stone (5 min)
   - 5.4 Road and Weed Mgmt Committee Report – RW/SS (5 min)
   - 5.5 Project Review Committee Report – GD/Robert B. (1 min)
     - 5.5.1 Lot 41-B (SG) – Ziegler Revised Garage/Shed Project Review
   - 5.6 Communication Committee Report – AA/Robert B. (1 min)
   - 5.7 Website Committee Report – Ross (1 min)

6. **UNFINISHED BUSINESS**
   - 6.1 Lot 41-B (SG) – Complaint Update – AA (5 min)
   - 6.2 Implementation of Bylaws Amendments – AA (2 min)
   - 6.3 Story Ranch Access – RW (2 min)

7. **NEW BUSINESS**
   - 7.1 Meeting Norms – SM (2 min)

8. **Comment Period for Visiting Landowners** – (Limited to 3 minutes per owner)

9. **Closed Session**
   - 9.1 Discussion of lawsuits – AA/Board

10. **Adjournment**

11. **Next Board Meeting: July 14th, 2014 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Phone Meeting Minutes - *Final*

June 10, 2014

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1. **Call to Order**
   The meeting was called to order by Alyssa Allen at 6:00 p.m.
   PRESENT: Alyssa Allen (President), Ross Brunson (Vice President), Charlotte Mizzi (Secretary), Robert Wallace (aka Robert W.), Robert Branson (aka Robert B.), Scott McBride, Gerald Dubiel, Laura Boise, Dan Kehoe, Paul Ranttalo, and Sheridan Stenberg.
   ABSENT: Janice McCann (Treasurer).

2. **Liability Insurance Coverage**
   Alyssa called the meeting of the board due to timely issue of deciding on liability insurance coverage. Discussion of liability insurance quote and option to choose extended reporting with current carrier, USLI, which would include the EPLI portion as well. **Motion**: Sheridan motioned, Ross seconded to purchase extended reporting with USLI for a period of 3 years at the quoted cost of $1,609.20. **Motion carried unanimously**. By general consensus, the board chose not to purchase new insurance due to the deductible of 50K, the premium of 10K, and the exclusion of any action by the O'Connells being covered.

3. **Member e-mail addresses**
   Discussion regarding need for a confidentiality policy for member records and that having member e-mail addresses on file could be a point of vulnerability for the association. Until there is more certainty about the association's future, it may be best for e-mail to not be used for anything. **Motion**: Ross motioned, Scott seconded that the GLA board and association will not collect, store or utilize member's e-mail addresses for the noticing of member's meetings, or for any other purpose of official communication until such a time when the board has put an e-mail and privacy policy into place. **Motion carried unanimously**.

4. **Meeting Adjourned at 7:10 p.m.**

5. **Next Board Meeting: July 14th, 2014 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Phone Meeting Minutes - *Final*

June 19, 2014

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1. **Call to Order**
   The meeting was called to order by Alyssa Allen at 6:35 p.m.
   PRESENT: Alyssa Allen (President), Ross Brunson (Vice President), Janice McCann (Treasurer), Charlotte Mizzi (Secretary), Robert Wallace (aka Robert W.), Robert Branson (aka Robert B.), Scott McBride, Gerald Dubiel, Laura Boise (joined at 6:57 pm), Dan Kehoe, and Sheridan Stenberg. **ABSENT:** Paul Ranttalo. **ALSO ATTENDING**: Some landowners also attended.

2. **Transition from Minnick Management**
   Alyssa reviewed how claims activities against the association over the past 3 years has caused the association to lose its liability insurance and as a further result, the contract with Minnick Management has been terminated due to them not being able to be listed as an additional insured on the policy. Without Minnick to handle administrative duties, it is necessary for the board to find a way to accomplish tasks. Alyssa read a list of tasks relating to the transition from Minnick, ongoing duties, and management duties. **Motion**: Dan motioned and Ross seconded that in accordance with Bylaw Article VI, B-6, and in consideration of the vast scope of duties along with the need for a seasoned board member to immediately engage in management and performing necessary functions for the association, Alyssa Allen, who has demonstrated the necessary skills and commitment to the association, be compensated as an administrative manager in the capacity of an employee at the rate of $22.50/hr and limited to no more than 20 paid hours per week without approval of the board. Lengthy discussion ensued regarding the need for someone to be paid for management of duties due to the increased workload, the need to make sure the amount paid does not exceed what had been budgeted for Minnick, to review the situation after 4 weeks to make necessary adjustments, the need to document the duties and define a job description so a manager position can be filled in the future, the need to be able to pay for bookkeeping duties. **Amendment to Motion:** Dan amended the motion that any additional tasks to be paid that had not been handled by Minnick would only be allowed if already budgeted. Sheridan seconded the amendment. **Motion and amended motion carried with 10 in favor and 1 abstention** (Alyssa).
   As part of the transition from Minnick Management, funds would need to be transferred from the account in Bozeman to the existing accounts at Bank of the Rockies in Emigrant. **Motion**: Alyssa motioned and Sheridan seconded to transfer funds from Big Sky Western Bank to Bank of the Rockies. **Motion carried unanimously**.

3. **Officer positions**
   Ross resigned as Vice President. Alyssa resigned as President. **Motion**: Sheridan motioned and Ross seconded that Dan be appointed President and Alyssa be appointed Vice President. **Motion carried unanimously**.

4. **June Mailing to Membership**
   Alyssa reviewed that a Newsletter will go out to the membership to inform them of recent changes along with a litigation summary and a list of ideas that have come from the members as a result of the June 9th letter to members.

5. **Comment Period for Visiting Landowners**
   Comments were given by Regina Wunsch and Valery O'Connell.

6. **Meeting Adjourned at 8:10 p.m.**

7. **Next Board Meeting: July 14th, 2014 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors – Phone Meeting Agenda

June 19, 2014 – 6:30 pm

1. **Call to Order**
2. **Transition from Minnick Management**
3. **Review of June mailing content**
4. **Comment Period for Visiting Landowners** – (Limited to 1 minute per owner)
5. **Adjournment**
6. **Next Board Meeting: July 14th, 2014 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors Phone Meeting Minutes - *Final*

June 23, 2014

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1. **Call to Order**
   The meeting was called to order by Dan Kehoe at 6:30 p.m.
   PRESENT: Dan Kehoe (President), Alyssa Allen (Vice President), Janice McCann (Treasurer), Charlotte Mizzi (Secretary), Ross Brunson, Robert Wallace (aka Robert W.), Robert Branson (aka Robert B.), Scott McBride, Gerald Dubiel, Paul Ranttalo, and Sheridan Stenberg. **ABSENT:** Laura Boise. **ALSO ATTENDING**: Some landowners also attended.

2. **Clarify and revisit decisions from June 19, 2014 phone meeting**
   The board discussed the increased workload due to litigation and no longer having the services of Minnick Management, in addition to the fact that some paid administrative help has always been needed in the past. Due to landowners who have come forward to help with some duties on a volunteer basis, Alyssa recommended that the previous motion for her to be paid for management duties be set aside until a better understanding of the situation could be reached. Further discussion included that since the early years of the GLA and in accordance with the Bylaws, board members were paid from time to time when warranted by the workload, and previous boards had adopted a policy to pay any director who gave more than 12 hours of volunteer work in a given month. The intention to pay Alyssa was temporary as an immediate measure to get things done. **Motion**: Alyssa motioned and Robert W. seconded that the decision made at the June 19, 2014 phone meeting for Alyssa to be paid to handle management duties be cancelled. **Motion carried unanimously**.
   Alyssa clarified that she chose to resign as President in order to allow her to focus more on delegating tasks and handling management duties.

3. **Logistics of GLA Operations**
   Alyssa reviewed a draft document "Necessary Tasks and Duties" and items related to moving the GLA's operations from Bozeman to Emigrant. Items discussed included Regina and Walter Wunsch donating a laptop computer to the GLA to be used by the Treasurer, the status of a place to store archival boxes, the possible need for the Treasurer or Secretary to use the GLA's laser printer, Charlotte being able to use one of the GLA's 2-drawer file cabinets for filing records, a possible office location, the need to establish a larger safety deposit box at Bank of the Rockies. **Motion**: Alyssa motioned and Ross seconded that the GLA rent the larger, 5" x 10" safety deposit box at Bank of the Rockies which would replace the smaller one so that important documents may be stored there. **Motion carried unanimously.**

4. **Review and delegation of tasks**
   The board reviewed the list of tasks and duties, and assignments of who could handle a number of these were made, with some needing to be confirmed as follows:
   Tim Brockett could handle project review application administration; Janice will handle bookkeeping and Treasurer duties with the help of Regina Wunsch; Charlene Murphy is willing to help with lien filing and collection research; Charlotte will take meeting minutes, update and maintain all meeting minute binders; Ross will research a digital recording device for recording meetings and for the use of the Secretary in producing meeting minutes; Janice will pickup and process incoming mail; Ross clarified how inquiries from the VoiceNation system can be routed to the Communications Committee for distribution; Dan will look into the possibility of renting a space at the Caspari Center; Janice to contact vendors and others with new mailing address; the need to possibly form a Complaint Committee; the need to post meeting handouts on the website so that multiple binders of handouts for landowners at board meetings would not be needed; board members having a choice to opt-out of receiving hardcopy handouts at board meetings; Ross to setup a Google doc to allow the board to participate in creating the meeting agenda; Scott to maintain and handle the VoiceNation system; Dan to research an HOA software that could provide landowners with account

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information via the website; the need for project management / task tracking software to be used; Charlotte will file required documents with the Secretary of State; Gerald to continue with site inspections for project reviews; Sheridan will help with organizing and coordinating volunteers for mailings; Annual Meeting/Election assignments can be delegated at the August board meeting.

5. **Comment Period for Visiting Landowners**
   Comments were given by Valery O'Connell.

6. **Meeting Adjourned at 7:50 p.m.**

7. **Next Board Meeting: July 14th, 2014 at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors – Phone Meeting Agenda

June 23, 2014 – 6:30 pm

1. **Call to Order**
2. **Clarify and revisit decisions from June 19 phone meeting**
3. **Logistics of GLA Operations**
4. **Review and Delegation of Tasks**
5. **Comment Period for Visiting Landowners** – (Limited to 3 minutes per owner)
6. **Adjournment**
7. **Next Board Meeting: July 14th, 2014 at St. John's Church**

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GLA 03303

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

July 14, 2014

1. **Call to Order**
   The meeting was called to order by Alyssa Allen at 7:07 p.m. at St. John's Church.

   PRESENT: Alyssa Allen (Vice President), Janice McCann (Treasurer), Charlotte Mizzi (Secretary), Sheridan Stenberg, Paul Ranttalo, Robert Wallace (aka Robert W.), Robert Branson (aka Robert B.), Gerald Dubiel and Laura Boise. **ABSENT**: Dan Kehoe (President), Ross Brunson and Scott McBride.
   Landowners: Chad Stone, Charlene Murphy, Claudette Dirkers, Pouwell Gelderloos, Linda Ulrich, Regina Wunsch, Chris Williams, Ronald Wartman, and Daniel & Valery O'Connell.

2. **Set Agenda**

3. **Approve Meeting Minutes** – June 9; June 10; June 19; June 23, 2014
   Motion: Sheridan motioned and Gerald seconded to approve the June 9, 2014 minutes. **Motion carried unanimously.**
   Motion: Sheridan motioned and Robert W. seconded to approve the June 10th Meeting Minutes. Janice abstained. **Motion carried.**
   Motion: Sheridan motioned and Robert B. seconded to approve the June 19th Meeting Minutes. Paul Ranttalo abstained. **Motion carried.**
   Motion: Sheridan motioned and Robert B. seconded to approve June 23rd 2014 Meeting Minutes. **Motion carried unanimously.**

4. **Visiting Landowner Input Period**
   Valery O'Connell spoke about slander and referenced statutes MC-27-1-801 and 802.

5. **Officer and Committee Reports**
   5.1 President's Report – AA
   5.1.1 Review Officer's Positions
   Alyssa referred to the June 19th board phone meeting where Dan Kehoe was elected President and Alyssa Vice President. Ross will continue being in charge of the website.

   5.1.2 Update on Transition from Minnick
   Alyssa said that a new office location is being looked into. She stated that the Caspari Building may be available on August 15th. Denise is willing to help with administrative paperwork as she has in the past. Janice said that money has not been transferred from the bank account in Bozeman yet. The mailbox in Emigrant is being checked regularly. Alyssa said that officers of the GLA Board have signed paperwork at Bank of the Rockies authorizing them as signers on the accounts. The website has been updated with new contact information.

   5.1.3 Insurance Update
   Alyssa reported that at the June 10th board phone meeting the Board voted not to purchase the Directors and Officers liability insurance. The board approved extended reporting with the current insurance carrier that covers any potential lawsuits regarding the board's activities during the previous 3 years.

   5.1.4 Need for e-mail policy, and member records privacy policy
   Alyssa talked about member records and how certain information such as phone numbers, e-mail addresses and communication have been kept confidential. Valery O'Connell said that she wanted all records that are given to the board to also be given to members. She continued to say that is up to any resident of the GLA to opt out of giving their phone number or any other info which the resident

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deemed confidential. Charlene Murphy mentioned how it is valuable to the board to have a member's phone number at certain times for being able to make contact for particular purposes. Pouwell Gelderloos and Linda Ulrich spoke about how they preferred to keep their phone numbers and other information confidential. Daniel O'Connell also spoke out about various laws that allowed him and his wife the information regarding member records. Alyssa said that the board is guided by the attorneys on this matter and will continue to get their advice, and stressed the importance of getting landowner input on the matter.
Motion: Robert motioned and Robert B. seconded that because historically, phone numbers have been kept confidential, we will continue to keep them confidential until a policy is put into place after receiving landowner input. **Motion Withdrawn.** After some discussion the motion was withdrawn because it has already been an established precedent of the Board to keep this information confidential. By general consensus, the Board affirmed that it will continue its practice of keeping phone numbers and other member information confidential until a new policy/rule is put place after receiving member input.

Action Item: **The Board will send a letter out to landowners inviting them to give their input regarding confidentiality of various types of information.**

5.1.5 July 21st Special Meeting of the Membership 7:00 pm at Emigrant Hall - Logistics and Tasks
The board reviewed various considerations. The President, Dan Kehoe, will run the meeting; Alanah will be present to answer questions; Charlene Murphy will bring her PA System; Chris Williams will bring an easel for notes; volunteers are to come at 6:00 pm to set up chairs and tables. 3 minutes will be allotted for each person to talk, unless they ask for more time.

5.2 Treasurer's Reports – JM

5.2.1 Budget Variance, Check & Deposit
Due to the need for more time to produce the reports, these will be sent by e-mail when they are ready, and reviewed at the August board meeting. Discussion included grading and graveling expenses and how the reports will reflect these costs.

5.2.2 Update on Collections of Delinquent Accounts
Janice reported that delinquent accounts have been contacted and some need to be re-contacted. People have been responsive to the collection letter they received. She asked for two volunteers to contact people regarding their delinquent bills and stated that we need a collections committee. Janice said that Parcel 23 NG is in a sheriff sale. The GLA has a lien on the property, but there may be other liens ahead of ours. It may be worthwhile to go to the sheriff sale. Janice said the board should consider setting aside money to cover potential future lawsuits. Alyssa reported that legal counsel recommended that we set aside $20,000 per lawsuit. Since over the past 3 years there have been four lawsuits averaging $37,000 each, the board discussed how $30,000 is a more reasonable amount as a safety cushion. Robert Wallace said the roads are primary and the money set aside for the lawsuits will take away money from the roads especially for crack sealing. Needed crack sealing would cost $26,000, as he previously reported. Regina pointed out that this was not originally budgeted for this year. However, money that was budgeted for Minnick will be distributed into other accounts, and then we will see where we

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stand. Laura Boise said we may need to have a special assessment due to the reserves being wiped out because of the lawsuits. Robert B. said that landowners need to decide whether they want road maintenance or let the roads go. If they want road maintenance then assessments need to be raised. **Motion**: Robert B. motioned and Laura Boise seconded to set aside $30,000 from the current budget into a self-insurance liability fund and this will be maintained until further notice. **Motion Passed Unanimously**.

5.3 Road and Weed Mgmt Committee Report – RW/SS
Robert W. said that they did not have a road committee meeting this past month. Bailey Paving is contracted to do the patching of three holes on the paved road at a cost of $3,700.

5.4 Governing Document Committee Report – Chad Stone
Chad reported that there have not been any recent meetings, and requested that the survey be returned to the committee for reworking in light of recent developments. By general consensus, the board agreed to have the committee re-work the survey.

5.5 Project Review Committee Report – GD/Robert B.
No report given.

5.6 Communication Committee Report – AA/Robert B.
Alyssa reported that the July Newsletter had been sent out.

5.7 Website Committee Report – Ross
No report given.

6. UNFINISHED BUSINESS

6.1 Lot 41-B (SG) – Complaint Update – AA (2 min)
Nothing to report at this time.

6.2 e-mail vote Re: Implementation of Bylaws Amendments – AA
Alyssa reviewed that at the last meeting a point was made that the Bylaws amendments approved in April had not yet been filed. Alyssa reported that according to legal counsel there is no time frame in which the amendments must be filed, and keeping in mind that there may be further amendments to the Bylaws, the board voted via e-mail to postpone filing the Bylaws amendments until revisited at a later time. **E-Mail Motion** by Alyssa and seconded by Sheridan read as follows: "In consideration of attorney advice, I move that we postpone the filing of the Bylaws Amendments until the board re-visits this at a later time." **Motion passed** with 9 in favor, 3 no response, however, both Robert W. and Laura voted in favor at this current meeting, bringing the vote to 11 in favor and 1 no response.

6.3 Story Ranch Access – RW
A letter had been sent to the Story ranch regarding closing the access through GLA roads. It had come to the board's attention that more discussion and research was needed to consider a possible permissive easement where assessments would be charged. At this time, everything is to stay as-is. Robert W. said the Storys don't use the GLA roads a lot and are willing to pay an assessment. Valery O'Connell said that she lives on Taurus road and there is no way to know who uses the road if the gate is kept open. There is no way to monitor who goes in and out. Valery said that she got permission to use that road where the gate is. Charlene Murphy said the board needs to consider how many houses the

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Storys own and who will be using the road as part of the criteria for imposing an assessment.

7. NEW BUSINESS

7.1 Proposal to scan records to PDF - AA
Alyssa reported on research and costs for scanning our records with several companies. The best prices were with Staples Copy Center and FedEx which cost 25 to 35 cents per page. Alpha Graphics in Billings has an entire department for scanning records with the lowest cost of 8 to 9 cents per page. **Motion:** Sheridan motioned and Laura seconded to prepare documents and get them ready to send to Alpha Graphics for scanning as soon practicable. The board discussed how the originals will be stored until a retention policy is developed. In the meantime, it is estimated that it will take 10 business days to prepare the documents for scanning and Denise is to do this work. **Motion Passed Unanimously.**

7.2 Proposal to form Collection Committee – JM
Janice proposed that a Collection Committee be formed. The board discussed the need for its members to be personable and how, due to confidentiality issues, they should be board members. Laura volunteered to help on the committee. **Motion:** Janice motioned and Robert B. seconded to form a Collection Committee to collect delinquent accounts. The members will be Janice and Laura. **Motion carried unanimously.**

7.3 Lot 40-C (SG) Blais/Newby Garage Project Review
Gerald reported that he performed a site inspection, the project is within the guidelines of the Master Plan, and looked good. The proposed garage is for an RV. Laura pointed out that the project would install an additional driveway coming off Arcturus Drive, right across from her property and she was concerned about traffic. Gerald stated that there is not another way to access this area of the property because of the steep terrain. The owners stated in their application that they intended to access the garage about once a month. Alyssa mentioned that the board can only suggest a minimum number of driveways from a lot entering a GLA platted road, but this was not an established limitation that could be imposed. **Motion:** Gerald motioned and Sheridan seconded to approve the Blais/Newby Garage project for lot 40-C (SG) with the provision to re-seed disturbed land, install a culvert at the point where the driveway enters Arcturus Drive, to keep the driveway entrance at a softened elevation so it would be safe to enter into Arcturus Drive. **Motion carried.** Laura left the meeting prior to the vote.

7.4 Meeting Norms - SM
No Action - tabled until August.

7.5 Lot 39-E (SG) - Complaint - AA
Alyssa discussed how we would address the complaint when possible. No action has been taken at this time.

8. Comment Period for Visiting Landowners
None.

9. Closed Session
9.1 Discussion of lawsuits – Board

10. Meeting Adjourned at 10:00 p.m.

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

July 14, 2014 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – June 9; June 10; June 19; June 23, 2014

4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

5. **Officer and Committee Reports**
   - 5.1 President's Report – DK (10 min)
     - 5.1.1 Review Officer Positions
     - 5.1.2 Update on Transition from Minnick
     - 5.1.3 Insurance Update
     - 5.1.4 Need for e-mail policy, and member records privacy policy
     - 5.1.5 July 21 Special Meeting of the Membership – Logistics & Tasks
   - 5.2 Treasurer's Reports – JM (5 min)
     - 5.2.1 Budget Variance, Check & Deposit
     - 5.2.2 Update on Collection of Delinquent Accounts
   - 5.3 Road and Weed Mgmt Committee Report – RW/SS (5 min)
   - 5.4 Governing Document Committee Report – Chad Stone (3 min)
   - 5.5 Project Review Committee Report – GD/Robert B. (1 min)
   - 5.6 Communication Committee Report – AA/Robert B. (1 min)
   - 5.7 Website Committee Report – Ross (1 min)

6. **UNFINISHED BUSINESS**
   - 6.1 Lot 41-B (SG) – Complaint Update – AA (2 min)
   - 6.2 e-mail vote re: Implementation of Bylaws Amendments – AA (1 min)
   - 6.3 Update re: Story Ranch Access – RW (2 min)

7. **NEW BUSINESS**
   - 7.1 Proposal to scan records to PDF – AA (3 min)
   - 7.2 Proposal to form Collection Committee – JM (3 min)
   - 7.3 Lot 40-C (SG) – Blais/Newby Garage Project Review
   - 7.4 Meeting Norms – SM (5 min)
   - 7.5 Lot 39-E (SG) – Complaint – AA (2 min)

8. **Comment Period for Visiting Landowners** – (Limited to 3 minutes per owner)

9. **Closed Session**
   - 9.1 Discussion of lawsuits – Board

10. **Adjournment**

11. **Next Board Meeting: August 11th, 2014 at St. John's Church**

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Glastonbury Landowners Association
Profit & Loss
June 2014

	Jun 14
Ordinary Income/Expense	
Income	
100 · Parcel Assessment Fees	
170 · Finance Ch Income- Past Due Ass	3,079.26
175 · Subdivision Waiver Asmnts	32.88
180 · 2009 Chip Seal Assessment	-190.00
Total 100 · Parcel Assessment Fees	2,922.14
Total Income	2,922.14
Gross Profit	2,922.14
Expense	
1030 · Roads & Weeds	
1035 · Contract BiAnnual Grade/Grvl-NG	
1035a · Aquarius Lane	95.00
1035b · Aries Drive	308.00
1035c · Capricorn Drive	308.00
1035f · Gemini Road	441.34
1035i · Orion Way	753.90
1035j · Pisces Way	95.00
1035k · Sirius Drive	1,916.93
1035l · Taurus Road	1,547.33
1035m · Venus Way	95.00
1035n · Mercury Lane	115.00
Total 1035 · Contract BiAnnual Grade/Grvl-NG	5,675.50
1036 · Contract BiAnnual Grade/Gvl-SG	
1036b · Arcturus Drive	2,680.00
1036g · Hercules Road	5,773.90
1036h · Polarius WAy	1,759.60
1036i · Sagittarius Place	400.00
1036k · Scorpio Way	770.00
Total 1036 · Contract BiAnnual Grade/Gvl-SG	11,383.50
Total 1030 · Roads & Weeds	17,059.00
1200 · Parkland/Recreation Center	
1210 · Utilities for Rec Center	26.27
Total 1200 · Parkland/Recreation Center	26.27
2000 · Overhead/Admin Costs	
2012 · Credit Card Fees	11.88
2013 · Collection Costs	496.73
2017 · Legal Fees-General Advice	437.50
2020 · Management Expense	3,771.50
2025 · Miscellaneous	506.25
2052 · Postage & Shipping	112.41
2055 · Printing & Copies	105.30
2066 · Software - Dropbox	9.99
2080 · Telephone & Messaging	14.95
Total 2000 · Overhead/Admin Costs	5,466.51
Total Expense	22,551.78
Net Ordinary Income	-19,629.64
Net Income	**-19,629.64**

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Glastonbury Landowners Association
Profit & Loss YTD Comparison
June 2014

	Jun 14	Jan - Jun 14
Ordinary Income/Expense		
Income		
100 · Parcel Assessment Fees		
111 · Land Assessments 2014	0.00	75,683.75
121 · Dwelling Assessments 2014	0.00	51,369.97
150 · Golden Age Village Income	0.00	4,679.50
170 · Finance Ch Income- Past Due Ass	3,079.26	13,642.74
171 · 5% Penalty Income	0.00	9,087.25
175 · Subdivision Waiver Asmnts	32.88	193.05
180 · 2009 Chip Seal Assessment	-190.00	-1,078.83
190 · Discounts Given	0.00	-95.50
Total 100 · Parcel Assessment Fees	2,922.14	153,481.93
200 · Project Impact Fees		
201 · Application Fees	0.00	60.00
210 · Structure Impact Fees	0.00	180.00
Total 200 · Project Impact Fees	0.00	240.00
400 · Other Gen Fund Income		
401 · Lien Fees Paid	0.00	200.00
Total 400 · Other Gen Fund Income	0.00	200.00
Total Income	2,922.14	153,921.93
Gross Profit	2,922.14	153,921.93
Expense		
1000 · Snow Removal		
1010 · Contracted Snow Removal	0.00	3,127.50
1011 · Equipment Rental	0.00	950.00
1013 · Sand	0.00	37.50
1015 · Payroll Costs		
1016 · Wages Paid Snow	0.00	3,374.30
1018 · Benefits & Other Payroll Costs	0.00	5.52
1018a · Payroll Software	0.00	280.00
1015 · Payroll Costs - Other	0.00	340.00
Total 1015 · Payroll Costs	0.00	3,999.82
1020 · Equipment Costs		
1021 · Truck Registration & Insurance	0.00	698.00
1024 · Truck #2 (93 DODGE) Maintenance	0.00	1,676.35
1025 · Fuel	0.00	1,118.74
1026 · Wages Truck Maintenance	0.00	615.00
Total 1020 · Equipment Costs	0.00	4,108.09
Total 1000 · Snow Removal	0.00	12,222.91
1030 · Roads & Weeds		
1035 · Contract BiAnnual Grade/Grvl-NG		
1035a · Aquarius Lane	95.00	95.00
1035b · Aries Drive	308.00	308.00
1035c · Capricorn Drive	308.00	308.00
1035f · Gemini Road	441.34	441.34
1035i · Orion Way	753.90	753.90
1035j · Pisces Way	95.00	95.00
1035k · Sirius Drive	1,916.93	1,916.93
1035l · Taurus Road	1,547.33	1,547.33
1035m · Venus Way	95.00	95.00
1035n · Mercury Lane	115.00	115.00
1035 · Contract BiAnnual Grade/Grvl-NG - Other	0.00	241.11
Total 1035 · Contract BiAnnual Grade/Grvl-NG	5,675.50	5,916.61

GLA 03311

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Glastonbury Landowners Association
Profit & Loss YTD Comparison
June 2014

	Jun 14	Jan - Jun 14
1036 · Contract BiAnnual Grade/Gvl-SG		
1036b · Arcturus Drive	2,680.00	2,680.00
1036g · Hercules Road	5,773.90	7,063.50
1036h · Polarius WAy	1,759.60	1,759.60
1036i · Sagittarius Place	400.00	400.00
1036k · Scorpio Way	770.00	770.00
1036 · Contract BiAnnual Grade/Gvl-SG - Other	0.00	26.79
Total 1036 · Contract BiAnnual Grade/Gvl-SG	11,383.50	12,699.89
1045 · Signs, Posts & Snowfence	0.00	437.40
1050 · Other Road Costs	0.00	269.50
Total 1030 · Roads & Weeds	17,059.00	19,323.40
1200 · Parkland/Recreation Center		
1210 · Utilities for Rec Center	26.27	123.00
Total 1200 · Parkland/Recreation Center	26.27	123.00
1300 · Litigation		
1310 · Legal Costs - O'Connell	0.00	175.00
Total 1300 · Litigation	0.00	175.00
2000 · Overhead/Admin Costs		
2005 · Accountant's Fees	0.00	966.00
2011 · Bank Charges	0.00	2.00
2012 · Credit Card Fees	11.88	36.16
2013 · Collection Costs	496.73	1,092.40
2017 · Legal Fees-General Advice	437.50	1,417.50
2018 · Licenses & Annual Reporting	0.00	65.00
2019 · Lien Filing Costs	0.00	289.00
2020 · Management Expense	3,771.50	13,200.25
2025 · Miscellaneous	506.25	736.24
2030 · Newsletter Costs	0.00	107.00
2050 · Office Supplies	0.00	215.05
2051 · Procedures & Documents	0.00	0.00
2052 · Postage & Shipping	112.41	871.42
2055 · Printing & Copies	105.30	830.34
2060 · Rent - Facilities	0.00	560.00
2062 · Rent - PO Box & Safe Dep Box	0.00	75.00
2065 · Software - SharePoint	0.00	17.90
2066 · Software - Dropbox	9.99	59.94
2080 · Telephone & Messaging	14.95	94.70
2090 · Website Costs		
2092 · URL & Domain Fees	0.00	55.61
Total 2090 · Website Costs	0.00	55.61
Total 2000 · Overhead/Admin Costs	5,466.51	20,691.51
Total Expense	22,551.78	52,535.82
Net Ordinary Income	-19,629.64	101,386.11
Other Income/Expense		
Other Income		
5000 · Interest Income - Bank	0.00	34.50
Total Other Income	0.00	34.50
Other Expense		
6000 · Interest Expense	0.00	2,657.60
Total Other Expense	0.00	2,657.60
Net Other Income	0.00	-2,623.10
Net Income	**-19,629.64**	**98,763.01**

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Glastonbury Landowners Association
Check Detail
June 2014

1:17 PM
07/14/14

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		06/30/2014	Glastonbury Land...		001 · Big Sky West...		-249.69
					013 · NG Chip Seal ...	-249.69	249.69
TOTAL						-249.69	249.69
Check	dbt	06/01/2014	Voice Nation		002 · Bank of the ...		-14.95
					2080 · Telephone &...	-14.95	14.95
TOTAL						-14.95	14.95
Check	dbt	06/30/2014	Dropbox		002 · Bank of the ...		-9.99
					2066 · Software - D...	-9.99	9.99
TOTAL						-9.99	9.99
Bill Pmt -Check	1150	06/03/2014	Black Diamond Qu...		001 · Big Sky West...		-267.90
Bill	INV 1...	04/08/2014			1035 · Contract BiA...	-241.11	241.11
					1036 · Contract BiA...	-26.79	26.79
TOTAL						-267.90	267.90
Bill Pmt -Check	1154	06/02/2014	Minnick Managem...		001 · Big Sky West...		-2,909.06
Bill	INV 4...	06/02/2014			2020 · Management...	-1,885.75	1,885.75
					2052 · Postage & S...	-4.41	4.41
					2052 · Postage & S...	-101.14	101.14
					2055 · Printing & C...	-72.80	72.80
					2025 · Miscellaneous	-506.25	506.25
					2012 · Credit Card ...	-4.00	4.00
					2012 · Credit Card ...	-3.88	3.88
					2012 · Credit Card ...	-4.00	4.00
					2013 · Collection C...	-326.83	326.83
TOTAL						-2,909.06	2,909.06
Bill Pmt -Check	1156	06/09/2014	Alanah Griffith		001 · Big Sky West...		-437.50
Bill	INV 3...	06/09/2014			2017 · Legal Fees-...	-437.50	437.50
TOTAL						-437.50	437.50
Bill Pmt -Check	1157	06/09/2014	Park Electric Coop...		001 · Big Sky West...		-26.27
Bill	June ...	06/09/2014			1210 · Utilities for R...	-26.27	26.27
TOTAL						-26.27	26.27
Bill Pmt -Check	1158	06/30/2014	Mike Adkins Const...		001 · Big Sky West...		-17,059.00
Bill	6/9/2...	06/09/2014			1035l · Taurus Road	-1,547.33	1,547.33
					1035k · Sirius Drive	-1,916.93	1,916.93
					1035f · Gemini Road	-441.34	441.34
					1035b · Aries Drive	-308.00	308.00
					1035i · Orion Way	-753.90	753.90
					1035c · Capricorn D...	-308.00	308.00
					1035j · Pisces Way	-95.00	95.00
					1035a · Aquarius L...	-95.00	95.00
					1035m · Venus Way	-95.00	95.00
					1035n · Mercury Lane	-115.00	115.00
					1036b · Arcturus Dri...	-2,680.00	2,680.00
					1036g · Hercules R...	-5,773.90	5,773.90
					1036k · Scorpio Way	-770.00	770.00

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Glastonbury Landowners Association
Check Detail
June 2014

1:17 PM
07/14/14

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					1036h · Polarius WAy	-1,759.60	1,759.60
					1036i · Sagittarius ...	-400.00	400.00
TOTAL						-17,059.00	17,059.00
Bill Pmt -Check	**1159**	**06/30/2014**	**Minnick Managem...**		**001 · Big Sky West...**		**-2,095.01**
Bill	INV 4...	06/30/2014			2020 · Management...	-1,885.75	1,885.75
					2052 · Postage & S...	-6.86	6.86
					2055 · Printing & C...	-32.50	32.50
					2013 · Collection C...	-169.90	169.90
TOTAL						-2,095.01	2,095.01

2062

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Glastonbury Landowners Association
Deposit Detail
June 2014

Type	Num	Date	Name	Account	Amount
Deposit		**06/10/2014**		**001 · Big Sky West...**	**2,533.46**
Payment	1199	06/09/2014	Yaney, Ralph / NG ...	12000 · Undeposite...	-384.88
Payment	1457...	06/09/2014	May, Carl & Bonnie ...	12000 · Undeposite...	-192.45
Payment	4665	06/09/2014	Johnson, Dorothy / ...	12000 · Undeposite...	-384.88
Payment	3551 ...	06/09/2014	Dawson , Herb NG /...	12000 · Undeposite...	-207.80
Payment	3551 ...	06/09/2014	Dawson, Herb/ NG ...	12000 · Undeposite...	-207.80
Payment	1686	06/09/2014	Tempesta, Michela ...	12000 · Undeposite...	-676.70
Payment	5185	06/09/2014	Quesenberry, Robe...	12000 · Undeposite...	-286.50
Payment	1433	06/09/2014	Hansard, Donald / ...	12000 · Undeposite...	-192.45
TOTAL					-2,533.46
Deposit		**06/20/2014**		**001 · Big Sky West...**	**1,598.00**
Payment	1323	06/20/2014	Carro/Barcenas, Jo...	12000 · Undeposite...	-191.00
Payment	9311	06/20/2014	Glennon, Margaret /...	12000 · Undeposite...	-100.00
Payment	5668	06/20/2014	Crown, Lucy / SG 2...	12000 · Undeposite...	-143.25
Payment	4689	06/20/2014	Ranttalo, Paul / NG ...	12000 · Undeposite...	-143.50
Payment	3752	06/20/2014	Hansen/Jeske, Krai...	12000 · Undeposite...	-300.00
Payment	3511	06/20/2014	Vaughan, Vicki / N...	12000 · Undeposite...	-47.75
Payment	1388	06/20/2014	Smith, David / SG 3...	12000 · Undeposite...	-100.00
Payment	8506	06/20/2014	Fairbairn, Oscar & ...	12000 · Undeposite...	-95.50
Payment	1396	06/20/2014	Anderson, Edward /...	12000 · Undeposite...	-286.50
Payment	2201	06/20/2014	Muto, Charles / NG ...	12000 · Undeposite...	-95.50
Payment	3421	06/20/2014	Hull, Amanda / SG ...	12000 · Undeposite...	-95.00
TOTAL					-1,598.00
Deposit		**06/30/2014**		**001 · Big Sky West...**	**1,054.44**
Payment	2642	06/26/2014	Harris, Ned / NG 11-A	12000 · Undeposite...	-95.50
Payment	163	06/26/2014	Diehl, Denise / SG ...	12000 · Undeposite...	-20.00
Payment	1618...	06/27/2014	Johnson, Craig & T...	12000 · Undeposite...	-859.19
Payment	3307	06/27/2014	Dubiel, Gerald / NG...	12000 · Undeposite...	-32.00
Payment	0776...	06/27/2014	Ducklow, Jeff / NG ...	12000 · Undeposite...	-47.75
TOTAL					-1,054.44

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Glastonbury Landowners Association
Formal Complaint Form
for Glastonbury Landowners
(Attach additional sheet if more space is needed)

Date 16 June 2014

Name(s) of Complainant(s). Debbie Blais & Kevin Newby

Parcel/Lot No. 40-C North ___ South X Glastonbury *(Check One)* Phone No. (858) 733-2185

Your Mailing Address 571 W. Vermont Ave Escondido, CA 760-802-2118
State Zip 92025

Name(s) of Landowner(s) Involved in Alleged Violation. David Smith

Parcel/Lot No. 39-E North ___ South X Glastonbury *(Check One)*

Specific Section and Title in Covenants relating to alleged violation. Section: 6.03, Utilities
Title: Master Plan 7.0, Codes and Standards; Master Plan 4.1, Variance Process

History of the problem. Please See ① attached MS Word document titled:
"Complaint - Lot 39E Unpermitted Septic Tank"
② Emigrant Trace Minor Subdiv Wells & Septic Plans.doc 12/1/2005

Have you communicated with the other landowner(s) involved in the alleged violation and tried to resolve the situation amicably? Yes X No ___ (If no, please do so before submitting this complaint.)

Date, time and details of your communication for attempted resolution. June 10, 2014
See Attachment for details

Complainant Signature. Deborah Blais

Please mail this completed form to the Glastonbury Landowners Association, Attn: Complaint Committee, P.O. Box 312, Emigrant, MT 59027. Forms submitted with incomplete information will be returned to the complainant for completion.

For GLA Use

Date Received. ___ Date Reviewed. ___

Recommended Action. ___

Action Taken & Date. ___

Signature of Board Member Reviewing Complaint. ___

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16 June 2014

Glastonbury Landowners Association
Formal Complaint Form

Name(s) of Complainants: Debbie Blais and Kevin Newby
Parcel/Lot No. 40-C South Glastonbury
Phone No. 858-733-2185 (Debbie) 760-802-2118 (Kevin)
Mailing Addr. 571 W. Vermont Ave. Escondido, CA 92025

Landowner involved in alleged violation: David Smith
Parcel/Lot No. 39-E South Glastonbury

Covenants Section: 6.03, Utilities – Septic Tanks shall be IAW Master Plan.
Master Plan Sections:

- 7.0, Codes and Standards – All state and county regulations must be adhered to including: Septic Tank Standards.
- 4.1, Variance Process – All building sites are required to meet acceptable state, water and septic system requirements set forth by the Montana DEQ.

History of the problem: What appeared to be a Septic Tank was installed March/April 2014 immediately next to the shelter at the lower, southeast corner of Lot 39-E, intersection of Arcturus Dr and Sunshine Pl.

Concern #1 – This may be an un-permitted septic tank.
Concern #2 - This septic tank is not in accordance with the Emigrant Trace Minor Subdivision Wells and Septics Plans from the DEQ, dated 1 Dec, 2005. This Park County document 334004 recorded on 3/24/2006 shows the planned and approved placement of a septic tank on Lot 39-E at the Northwest end of the lot, in the high ground close to Kenton Lane. There is no septic tank shown nor planned at the Southeast corner of the lot, next to the shelter's existing well at Sunshine Place.
Concern #3 – Multiple septic tanks may not be allowed on this 4-acre lot. The presence of the shelter's septic tank on this lot may rule out a 2nd septic tank on the same lot for the purpose of constructing a residential home. This adversely impacts the use and sale of this lot for the purpose of constructing a single-family dwelling on the lot.

Have you communicated with the Landowner? Yes, indirectly. We do not have David Smith's mailing address nor his email address. On June 10th, 2014, we communicated with the realtor indicating a shelter Septic Tank appeared to have been installed w/o permit and in violation of GLA Master Plan. On June 15th we received an email from the realtor indicating they "will be looking into the septic".

Photos: See 2 photos, below, taken 6/15/14, showing location of the septic tank (bald spot where digging/excavation was done) at corner of Arcturus Dr and Sunshine Pl.

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Photo #2 showing bald spot on Lot 39-E where what appeared to be a septic tank was placed March/Apr 2014.



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GLASTONBURY LANDOWNERS ASSOCIATION, INC.

P.O. Box 1862 • Bozeman, MT 59771 • 406-451-0033 • www.glamontana.org • info@glamontana.org

Impact of Litigation and Insurance Costs
Letter to the Membership & Special Meeting Announcement

June 9, 2014

Dear Glastonbury Landowners,

This letter is to let the GLA membership know of recent changes in our liability insurance that directly impact both the Association's finances and ability to fulfill all the obligations as dictated by the Covenants. We also want to share with you the need to make some dramatic changes in how the Association functions in order to address the challenges we now face as a Community.

The GLA board has been sued by Daniel and Valery O'Connell four times over the past three years (DV-2011-114, DV-2011-193, DV-2012-200 and DV-2012-220). Their initial lawsuit was not covered by liability insurance since the suit was instigated while Daniel was a board member. The insurance company chose not to cover the second lawsuit, filed after Daniel was removed from the board. Our liability insurance did cover the third and fourth lawsuits, and is now covering the costs for the ongoing amended complaint of the first lawsuit.

Since these lawsuits began over three years ago, legal fees have amounted to over $113,000. As a result of these expenses, our insurance carrier has chosen to drop coverage as of June 11, 2014. Two insurance brokers have been working on finding coverage for the past two months, but the GLA has been turned down by numerous other carriers due to these litigation claims.

At this point, only one insurance carrier has offered a quote. This carrier's proposed coverage requires a yearly premium of $10,170, a $50,000 deductible **per lawsuit**, and excludes coverage for any lawsuit involving the O'Connells. (Our previous insurance had a $1,342 premium per year and only a $1,000 deductible.)

This means that the Association must cover all legal costs and any potential judgment due to any lawsuit brought by the O'Connells. In addition, the Association must pay the first $50,000 of any lawsuit against the Association or its Board. We have effectively lost our ability to obtain insurance at a reasonable cost well into the future.

The lack of insurance coverage and the potential greater draw on the Association's already tight budget makes it extremely difficult for the Board to allocate resources to meet all its obligations and duties. This creates the potential for the following chain reaction:

1. The inability of the Board to meet obligations places it at greater risk of being sued again.
2. The GLA may not be able to continue to fund and respond appropriately to any future lawsuits.
3. Though board members are indemnified by State law and our Bylaws, any inability of the GLA to pay legal expenses of the Board creates more risk for them and their personal property.

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4. With the probability of ever-increasing assessments and a simultaneous reduction in services such as snow plowing and road maintenance, the value of the Association to its members would decrease.

This situation has brought the Association to a point where it has never been before. We must quickly yet thoughtfully look at how the Association can protect itself from potential financial ruin and continue to survive as a viable community and non-profit corporation, and continue to maintain the standards and services this community values.

The Board sees two directions before us:

1. Increase Available Funds

Increase funds via raising of assessments (perhaps by as much as 50%), imposing a special assessment, collecting past due assessments (a very important but lengthy process with uncertain outcome, based on recent experience), OR

2. Reduce our Legal Liabilities

Reduce legal liabilities by reducing the duties and responsibilities of the Association and thus reducing the number of issues it may be sued over. This approach would reduce potential legal vulnerabilities, and also allow us to keep assessments at a reasonable level.

The board is holding a Special Meeting of the Members on July 21, 2014, 7:00 pm at Emigrant Hall in Emigrant, MT, so that we can explore our options together, with an attorney present to answer questions. As we consider our options, we need to think about what is best for the future of the Glastonbury Community, what is best for the individual landowner and how we can continue to protect property values. We also need to consider how we can limit the liability of the Association so we are not placed in such a position of vulnerability again.

Be assured that the board will make every effort to communicate responsibly and effectively with the landowners and involve you in every step of the process as we move forward in our discussions.

We welcome your ideas, suggestions and questions to the GLA at info@glamontana.org, or in writing by mail.

Sincerely,

GLA Board of Directors

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Glastonbury Landowners Association

Newsletter ~ July 2014

Loss of Liability Insurance & Minnick

As mentioned in the June 9 letter to the membership, according to our carrier, claims activities due to the lawsuits filed against the Association by Daniel and Valery O'Connell have caused our insurance to drop coverage. The Board has not been able to obtain insurance at a reasonable rate; and, the only quote offered excluded coverage for any claims having to do with the O'Connells. Therefore, for the first time, the Association does not have liability insurance for its directors, officers and the Association. Unfortunately, our contract with Minnick Management requires that we have full liability coverage and that Minnick be listed as an additional insured on that coverage. Because the Board could not obtain full coverage, Minnick terminated the agreement.

Transition from Minnick & New Address

Please be patient with us as we make the unexpected transition from Minnick Management, who has been handling administrative and bookkeeping duties for the past two years, to a new operation. There are many areas that require coordination, training, and the assigning of duties, as well as logistical concerns. As a result, the Board may not be able to answer inquiries or handle issues as quickly as would be desired since establishing the usual day-to-day operations will take time. We will keep you posted on further developments.

We no longer have personnel who will directly answer phone calls, but please continue to use our main phone number listed below. All incoming phone calls will be routed to the appropriate director or committee chair via the VoiceNation voicemail system already in place. You may also use the customary e-mail address for inquiries: info@glamontana.org.

Effective immediately, contact information is as follows:

GLA • PO Box 312 • Emigrant, MT 59027

Phone: 406-451-0033

www.glamontana.org • info@glamontana.org

Charlotte Mizzi Appointed to Board

At the May Special Meeting of the Board, Charlotte Mizzi was elected to complete Donna Lash-Andersen's term that ends in November 2015. Charlotte has previously served on the board and brings her many years of experience in administration and management.

Board Officers

The Board has made some adjustments to its officer positions as follows: Dan Kehoe – President; Alyssa Allen – Vice President; Charlotte Mizzi – Secretary; Janice McCann – Treasurer.

e-Mail Communication

In April 2014, the members voted at a Special Meeting to amend the Bylaws, allowing e-mail, in addition to postal mail and fax, as an allowed method of noticing meetings and communicating with members and directors.

The Board has not yet implemented an e-mail communication program since this requires that the back-end processes first be put in place, along with a policy on what type of information would be provided by e-mail. Once this has been accomplished, a consent form with various opt-in choices will be sent to the membership.

Are You Building or Planning to Build?

The Covenants require that all building projects and improvements to property be submitted to the association for approval prior to beginning construction. It is the Board's role to ensure that the standards and requirements outlined in the Covenants and Master Plan are being followed. In order to have time to properly review your project, please submit plans at least two weeks prior to the monthly Board meeting, which usually occurs on the 2nd Monday of each month. Forms and instructions may be found on the GLA website, www.glamontana.org under the menu "current landowners" and then "building projects/improvements." Please contact the Project Review Committee at voicemail extension 103 if you have any questions.

The Future of the GLA: Special Meeting to Explore Options – July 21

As announced in the June 9 letter to the membership regarding the impact the past 3 years of litigation has had on the association, there will be a Special Meeting of the Members on Monday, July 21, 2014 at 7:00 pm at Emigrant Hall in Emigrant. The purpose of the meeting is to discuss various options the Association may consider for the future, including ideas ranging from minor amendments to the governing documents to a possible major restructuring.

We invite all landowners to attend and bring your ideas. Alanah Griffith, an attorney who specializes in association law, will be present to answer questions. In the meantime, please submit any questions you may have to: info@glamontana.org, so that Alanah can review questions prior to the meeting.

At this point, a number of ideas and options have come to the Board's attention, and we share some of these with you now to help prepare you for a lively discussion at the July 21st meeting.

The various options below would necessitate anywhere from minor changes to the governing documents to major restating of the Covenants, amending the Bylaws and Articles, to creating new Articles and Bylaws. We have listed some of the Pros and Cons of each option only to get the discussion going. The Board recognizes that any change will come from the members, must be supported by the members and will be voted on by the

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members. Therefore, the Board has decided to remain neutral during the meeting in order to better facilitate a discussion and hopefully find a consensus amongst a majority of the membership.

Some possible options and scenarios:

1. Continue as-is without changing any of the governing documents.

Pro: This would be the easiest for the membership in terms of working on the governing documents to create something upon which a majority can agree.

Con: This may be the most costly scenario given the current litigious environment which requires that all activities and reporting strictly adhere to the "letter-of-the-law," since every action is highly scrutinized and requires a professional level of administration, management, training, and record-keeping accountability. The increased workload, and level of expertise required to reduce the risk of more lawsuits, means that in addition to continual attorney advice on board actions, skilled professionals must be hired to manage and handle tasks. Money will also have to be set aside to fund future lawsuits because of ongoing threats. In the end, there is less money to put toward the roads and assessments will need to be raised.

2. Amend the governing documents to minimize the duties and responsibilities of the Board. In essence, the amended Covenants and Master Plan would continue to run with the land and impose certain restrictions, but the Board would not be responsible for enforcement. The members themselves would be responsible for enforcement regarding their neighbors.

Pro: This would reduce the issues over which the Association can be sued. If the Board has no duty to enforce the rules, then it cannot be sued regarding its non-enforcement of rules.

Con: It may be necessary no longer to allow variances. The landowners would voluntarily comply or be subject to possible lawsuits from other members which may not be positive for neighborhood relations.

3. Amend the Covenants to require binding arbitration outside of the court.

Pro: Arbitration is usually less expensive and faster when compared to the Court system.

Con: There is typically no appeal from an arbitration (the only appeal is when the arbitrator adds the award incorrectly.) Therefore, the parties must live with the result.

4. Amend the Covenants to make the Association a road maintenance association.

Pro: Like Item No. 2, the fewer duties the Board has, the less likely the Association can be sued. If the only responsibility of the Board was to collect assessments for roads and then maintain the roads, this would limit liability.

Con: It would require that all restrictions provided by the Covenants and Master Plan be eliminated. Therefore, there would be no building, land use or other restrictions (depending on your viewpoint, this could be positive or negative.) No covenants can lead to a loss of property value depending on how the neighborhood is developed.

5. Involve Park County to a greater or lesser extent in establishing an RSID (Rural Special Improvement District), whereby they maintain all or only certain portions of our roads, such as only the paved road in North and/or South. In this scenario, the County would charge an additional amount on our property taxes, and monies collected would be set aside exclusively for road maintenance.

Pro: Since monies are collected via property taxes, it would be a reliable source of revenue. The Association could still charge assessments for administration and some level of road maintenance beyond what is handled by the County.

Con: The Association may not have as much control over determining when a road is maintained such as gravel and grading, chipsealing asphalt, and/or plowing in the winter. There is also no guarantee that the County would agree to do this.

6. Completely dissolve the association and attempt to form a new one by voluntary opt-in.

Pro: This would be a chance to start over with a new organization and set of governing documents.

Con: Because it is voluntary, its success would depend on all members voluntarily joining the new association. This aspect could be highly problematic, since after being cut loose from any obligations, it is likely that very few would choose to opt-in. Therefore, those that opted-in would carry the burden for those that did not.

7. Restructure North and South into separate associations. In this scenario, the governing documents would apply to each association exactly as-is, and then each association would be able to amend their particular governing documents to best suit their needs.

Pro: This may allow management to be less cumbersome due to the smaller size of each association, and help to reduce administrative costs since tasks could be more easily handled by volunteers.

Con: A smaller association means less borrowing capacity for items like paving and maintaining common areas (should the need for a loan arise.) Issues such as delinquent accounts, the paving loan, and common-use land would need to be addressed.

8. Change from our current Not-for-Profit structure to an LLC or other business structure.

Pros: None.

Cons: Same liabilities as a non-profit with the addition of having to pay taxes on the assessments collected.

These are the ideas that have been brought to the Board to date. Perhaps other members have different ideas, or will share their thoughts on other pros and cons of the aforementioned ideas. This is the brainstorming part of this endeavor. Hopefully the members can take the brainstorming further and work together to come to an agreement on which direction to take at the meeting on Monday, July 21 at 7:00 p.m.

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

August 11, 2014

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1. **Call to Order**
   The meeting was called to order by Dan Kehoe at 7:00 pm at St. John's Church
   PRESENT: Dan Kehoe (President), Alyssa Allen (Vice President), Janice McCann (Treasurer), Charlotte Mizzi, (Secretary), Sheridan Stenberg, Robert Wallace (aka Robert W.), Ross Brunson, Robert Branson (aka Robert B.), Paul Rantallo, Gerald Dubiel.
   ABSENT: Laura Boise, Scott McBride.
   Landowners: Jim & Dawn Finkler, Linda Ulrich, Jeff & Jerry Ladewig, Chris Williams, Claudette Dirkers, Daniel & Valery O'Connell, Marjorie Lombard, Donna Lash-Andersen.

2. **Set Agenda**

3. **Approve Meeting Minutes** – July 14, July 21, 2014
   Motion: Alyssa motioned and Sheridan seconded to approve the July 14, 2014 minutes.
   Motion carried unanimously.
   Approval of the July 21 minutes was tabled until next meeting.

4. **Visiting Landowner Input Period**
   Jim Finkler was concerned about the use of Bradford Way, and acknowledged this item was already on the agenda. Jeff Ladewig commented on some landowners not knowing what are private or GLA roads. Linda Ulrich inquired about where to find the road information of primary, secondary and tertiary roads.

5. **Officer and Committee Reports**
   5.1 President's Report – DK
   5.1.1 Review of July 21st Special Meeting, Input Received from Members
   Dan commented on the options: No one likes the option of things staying as they are. He noted that even though no one likes that option, if we don't find a way to move forward that a majority approves of, then that remains the default position. What the Board is looking to do is start to streamline and bring items to the membership to review the Bylaws, Covenants and Master Plan—taking a balanced approach reducing the areas that the organization is responsible for and still have a structure that maintains property values. The Board will not be trying to get members to vote on any major changes to the governing documents. Our experience bringing things to the membership to vote on is that anything more than a conservative, well-reasoned change does not get accepted, because people bought their property with a certain set of rules and they aren't looking for radical departure. Arbitration is not an option since all landowners would need to vote for it and already some landowners have said they would not agree to binding arbitration. Mediation is always an option to use. The process for change will not be rapid and will need a lot of step by step consensus building.

   5.1.2 Meeting Conduct Policy Tabled.

   5.2 Vice President's Report - AA
   5.2.1 Office Space Rental with Marjorie Lombard
   Discussion regarding renting an office area from Marjorie Lombard. Marjorie commented on the rental agreement and questioned the requirement of a one million dollar Insurance Policy and how much such a policy would cost. She also expressed that she would only want the Board to have access to the office space. Marjorie stated that she did not want the sublease provision to be included in the rental agreement. The Board stated that they will look into the insurance policy and were willing to pay $20 extra per month to share the cost for internet access.

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5.2.2 Review of Duties and Tasks

Alyssa reviewed a number of ongoing duties and tasks that were being performed by Minnick, herself, volunteers and contractors. She expressed how she was not going to be able to handle all of these things and they need to be delegated to others, although she would continue helping with litigation related matters. Janice said that she will handle financial and liability concerns. Regarding general management and operations, Ross said that software can be used for some aspects of this but not everything. Robert B. said that we need to prioritize and limit what the association does. Other Board members suggested setting a standard for volunteers as well as an infrastructure for them to work with.

5.2.3 Proposal to hire administrative employee

Alyssa noted that she will not be available for the close to full time level that it has taken her to fulfill board obligations and that the organization needs to set up a way to fulfill the tasks and duties. The Board reviewed the tasks and duties list to see what board members could take on and what would need to be done by an administrative assistant. Discussion continued on how to streamline tasks and duties. Ross recommended using tracking software to reply to e-mail communication that comes into the info account within 24 to 48 hrs. Complex questions might take a longer time. Dan suggested that committee chairs will take on tasks relating to their area and look into what volunteers can do. Denise can help with some of the tasks for the next 3 months, and can be the main person to disseminate materials to committee chairs. With regards to the newsletter, Robert W. said that each committee chair can submit material. He also recommended that his wife can put it together as a volunteer. Robert B. said that someone has to establish timelines. Charlotte can coordinate a 24 hr. meeting notice. Sheridan said we need to re-instate a complaint committee. The communication committee will handle complaints for now. Charlotte, as Secretary, will track phone meetings.

5.3 Treasurer's Report – JM

5.3.1 Budget Variance, Check & Deposit

Janice reported that the GLA's funds have been transferred from the Bozeman bank to our accounts at Bank of the Rockies. The Treasurer's reports were tabled until the next meeting.

5.4 Collections Committee – JM

No report at this time.

5.5 Road & Weed Management Committee Report - RW/SS

Robert B. went over the need for crack sealing on the different paved roads and the critical timing to do it in 2014. Robert W. reported the bid he received for the cost to crack seal paved roads in both North and South is $24,898 which is about $1.00 per lineal ft. Robert outlined how there are two options (1) use $24,898 and do the work all at once this fall or (2) divide the work to be done into 3 years which would cost about $8,300 per year for each of those years. Charlene Murphy commented that $29,000 set aside for road emergencies could be used for any road activity. **Motion**: Robert B. moved and Robert W. seconded that the Board reallocate $20,000 from the litigation fund to the road fund for crack sealing and pull the remainder $5,000 from the emergency road fund and the total to be given for doing all of the crack seal this Fall for both North and South Glastonbury. In the discussion that followed, Robert W. pointed out that due to the difference of more road being fixed in North, it would be offset by either snow plowing

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or road maintenance that would be done in South. Charlene gave figures of historical differences between what has been done. **Motion Passed Unanimously.** Robert W. reported that Ed Shilling sent an invoice for weed spraying in the amount of $2,094.

5.6 Election Committee – SS

5.6.1 Preparations & Mailing Schedule for Annual Meeting/Elections
Sheridan said that the nomination mailing will go out the last week of August. Nominees will have until the end of September to turn in their forms.

5.7 Governing Document Committee Report – Chad Stone

Chad was not present, no report given.

5.8 Project Review Committee Report - GD/ Robert B

5.8.1 Lot 40-A (SG) – Wallace House/Driveway/Septic Project Review
The Board reviewed the plans and Gerald reported that the setbacks are being met. **Motion:** Alyssa moved and Sheridan seconded to approve the house/driveway/septic application on Lot 40-A SG with the condition that all disturbed land be reseeded, the necessary permits be obtained. **Motion carried. (2 abstentions: Robert W. and Paul)**

5.8.2 Lot 40-D (SG) – Wallace Well Project Review
The Board reviewed the application and Gerald confirmed that the setbacks were met. **Motion:** Gerald moved and Janice seconded to approve the Well application for Lot 40-D SG with the condition that disturbed land be reseeded. **Motion carried. (1 abstention: Robert W.)**

5.8.3 Lot 36-E (SG) – Rolf/Montana Shed Project Review
The Board reviewed the application and Gerald confirmed that the setbacks were met. **Motion:** Gerald moved and Ross seconded to approve the Shed application for Lot 36-E SG with the condition that all disturbed land be re-seeded. **Motion carried unanimously.**

5.8.4 Parcel 103 (SG) – Heinz Play House Project Review
The Board reviewed the application and Gerald confirmed that the setbacks were met. **Motion:** Gerald moved and Paul seconded to approve the Play House application for Parcel 103 SG. **Motion carried unanimously.**

5.9 Communication Committee Report – AA/Robert B.

5.9.1 Document Request Form – AA
Alyssa presented a draft form to be used for document requests that would go on the website or be available by request. The form helps the association stay within the requirements of the law. The form is based on input from the attorneys. **Motion:** Sheridan moved and Gerald seconded to approve the "Document Request Form" pending lawyer review and input. **Motion carried unanimously.** Valery O'Connell commented that the Board's action of approving the document request form without landowner input - and she had her hand raised - is why the association gets sued. Alyssa commented that maybe the Board should put the money intended for crack sealing back in the legal fund. Valery commented that they do not take lawsuits lightly and neither should the Board.

5.10 Website Committee Report – Ross

Ross stated that he had been posting the latest news, board meeting and agenda

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information, the Q&A from the attorney on the website and updated the Calendar of Events. He reported on people who can't attend asking to hear the board meetings over a conference call, and that in order to do that we would have to invest in a better communications device than just a simple speaker phone. Scott and Ross are researching options and will make some recommendations. This leads to needing a records retention policy in order to determine how long we keep meeting recordings. People have asked for replays of the board meetings which is possible by posting the meeting recording to an unlinked webpage. Dial-in would be live, but listen only. He is also beginning to put up committee pages to improve communications and updates.

6. UNFINISHED BUSINESS

6.1 Lot 39-E (SG) – Complaint – AA
It was reported that the landowner Dave Smith, is negotiating to sell the property to the lessee or he will not be renewing the lease at the end of October. He is willing to make it right, we just need more time is needed to work things out and then follow-up.

6.2 Story Ranch Access and Use of Bradford Way – RW
Robert W. recapped the history of how the Board gave approval to the Story's to use the GLA roads in 2008 due to a flood to access their property. This access was only granted for one year and they were to pay an assessment. It was reported that the Story's continued using the GLA roads to access their property for the last 3 years. A letter had been sent out by the Board in May 2014 stating that they no longer had permission to use GLA roads to access their property. No answer had been was received from the Storys and there was no personal contact made with them by a Board member. Jim Finkler, who lives on Bradford Way at the end of Taurus Road, said the roads in his subdivision were never maintained by the GLA. The Board explained that the GLA is not responsible for private roads within a subdivision. Robert B. said that a lot of the GLA's road money goes to the paved and main roads that all residents use to access their subdivisions. Currently, the GLA does not have enough money to maintain private subdivision roads. Robert W. will pursue getting in contact with the Story's.

6.3 Proposal to Purchase Omni-directional Conference Phone – SM Tabled.

6.4 Development of e-mail policy, member records privacy policy – CM
Charlotte is planning to have a summary for the next meeting.

7. NEW BUSINESS

8. Comment Period for Visiting Landowners
Charlene Murphy commented on the process regarding changes for the GLA governing docs. Daniel O'Connell talked about the July 21st special meeting and about the lawsuits and commented that the GLA attorneys and Board are causing so much trouble but we don't see it. He asked if the Board had read the summary motion the GLA attorneys had recently filed and commented that the Board was individually responsible for the lies that were in it. He commented that there are defamations (#16) in the motion and rhetorically asked if the Board wanted another lawsuit.

9. Closed Session
9.1 Discussion of lawsuits – Board.

10. Meeting Adjourned at 10:52 p.m.

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

August 11, 2014 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – July 14; July 21, 2014

4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

5. **Officer and Committee Reports**
   - 5.1 President's Report – DK (7 min)
     - 5.1.1 Review July 21st Special Meeting, Input Received from Members
     - 5.1.2 Meeting Conduct Policy
   - 5.2 Vice President's Report – AA (5 min)
     - 5.2.1 Office Space with Marjorie Lombard
     - 5.2.2 Review of Duties and Tasks
     - 5.2.3 Proposal to hire administrative employee
   - 5.3 Treasurer's Reports – JM (5 min)
     - 5.3.1 Budget Variance, Check & Deposit
   - 5.4 Collection Committee – JM (2 min)
   - 5.5 Road and Weed Mgmt Committee Report – RW/SS (5 min)
   - 5.6 Election Committee – SS
     - 5.6.1 Preparations & Mailing Schedule for Annual Meeting/Elections – SS (2 min)
   - 5.7 Governing Document Committee Report – Chad Stone (1 min)
   - 5.8 Project Review Committee Report – GD/Robert B. (5 min)
     - 5.8.1 Lot 40-A (SG) – Wallace House/Driveway/Septic Project Review
     - 5.8.2 Lot 40-D (SG) – Wallace Well Project Review
     - 5.8.3 Lot 36-E (SG) – Rolf/Montana Shed Project Review
     - 5.8.4 Parcel 103 (SG) – Heinz Play House Project Review
   - 5.9 Communication Committee Report – AA/Robert B.
     - 5.9.1 Document Request Form – AA (1 min)
   - 5.10 Website Committee Report – Ross (1 min)

6. **UNFINISHED BUSINESS**
   - 6.1 Lot 39-E (SG) – Complaint – AA (2 min)
   - 6.2 Story Ranch Access and Use of Bradford Way – RW (2 min)
   - 6.3 Proposal to Purchase Omni-directional Conference Phone – SM (2 min)
   - 6.4 Development of e-mail policy, member records privacy policy – CM (2 min)

7. **NEW BUSINESS**

8. **Comment Period for Visiting Landowners** – (Limited to 3 minutes per owner)

9. **Closed Session**
   - 9.1 Discussion of lawsuits – Board

10. **Adjournment**

11. **Next Board Meeting: September 15, 2014 – Details TBD**

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5:30 PM
08/11/14
Cash Basis

Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through July 2014

	Jan - Jul 14	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
100 · Parcel Assessment Fees				
109 · Land Assessments 2012	1,027.69			
110 · Land Assessments 2013	3,254.27			
111 · Land Assessments 2014	56,317.28	63,000.00	-6,682.72	89.4%
119 · Dwelling Assessments 2012	317.80			
120 · Dwelling Assessments 2013	2,708.18			
121 · Dwelling Assessments 2014	37,102.89	44,000.00	-6,897.11	84.3%
150 · Golden Age Village Income	4,679.50	9,359.00	-4,679.50	50.0%
170 · Finance Ch Income- Past Due Ass	2,475.77			
171 · 5% Penalty Income	374.56			
180 · 2009 Chip Seal Assessment	57.86			
190 · Discounts Given	-191.00			
Total 100 · Parcel Assessment Fees	108,124.80	116,359.00	-8,234.20	92.9%
200 · Project Impact Fees				
201 · Application Fees	81.17			
210 · Structure Impact Fees	374.10			
220 · Road/Driveway Impact Fees	75.00			
Total 200 · Project Impact Fees	530.27			
400 · Other Gen Fund Income				
401 · Lien Fees Paid	112.90			
450 · Donation Income	-684.75			
Total 400 · Other Gen Fund Income	-571.85			
Total Income	108,083.22	116,359.00	-8,275.78	92.9%
Gross Profit	108,083.22	116,359.00	-8,275.78	92.9%
Expense				
1000 · Snow Removal				
1010 · Contracted Snow Removal	3,305.50	4,000.00	-694.50	82.6%
1011 · Equipment Rental	950.00			
1013 · Sand	37.50	500.00	-462.50	7.5%
1015 · Payroll Costs				
1016 · Wages Paid Snow	3,374.30	4,300.00	-925.70	78.5%
1018 · Benefits & Other Payroll Costs	5.52			
1018a · Payroll Software	280.00	280.00	0.00	100.0%
1019 · Workers' Compensation Insurance	0.00	220.00	-220.00	0.0%
1019a · Employ.Practice Liability Ins.	1,085.00			
1015 · Payroll Costs - Other	340.00			
Total 1015 · Payroll Costs	5,084.82	4,800.00	284.82	105.9%

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through July 2014

	Jan - Jul 14	Budget	$ Over Budget	% of Budget
1020 · Equipment Costs				
1021 · Truck Registration & Insurance	698.00	1,080.00	-382.00	64.6%
1024 · Truck #2 (93 DODGE) Maintenance	1,676.35	3,000.00	-1,323.65	55.9%
1025 · Fuel	1,118.74	2,000.00	-881.26	55.9%
1026 · Wages Truck Maintenance	615.00			
Total 1020 · Equipment Costs	4,108.09	6,080.00	-1,971.91	67.6%
Total 1000 · Snow Removal	13,485.91	15,380.00	-1,894.09	87.7%
1030 · Roads & Weeds				
1031 · Contracted Weed Control	0.00	2,500.00	-2,500.00	0.0%
1032 · Roadside Mowing	0.00	1,600.00	-1,600.00	0.0%
1035 · Contract BiAnnual Grade/Grvl-NG				
1035a · Aquarius Lane	95.00			
1035b · Aries Drive	308.00			
1035c · Capricorn Drive	308.00			
1035f · Gemini Road	441.34			
1035i · Orion Way	753.90			
1035j · Pisces Way	95.00			
1035k · Sirius Drive	1,916.93			
1035l · Taurus Road	1,547.33			
1035m · Venus Way	95.00			
1035n · Mercury Lane	115.00			
1035 · Contract BiAnnual Grade/Grvl-NG - ...	241.11	15,500.00	-15,258.89	1.6%
Total 1035 · Contract BiAnnual Grade/Grvl-NG	5,916.61	15,500.00	-9,583.39	38.2%
1036 · Contract BiAnnual Grade/Gvl-SG				
1036b · Arcturus Drive	2,680.00			
1036g · Hercules Road	6,378.75			
1036h · Polaris Way	458.00			
1036i · Sagittarius Place	400.00			
1036k · Scorpio Way	770.00			
1036 · Contract BiAnnual Grade/Gvl-SG - Ot...	26.79	15,500.00	-15,473.21	0.2%
Total 1036 · Contract BiAnnual Grade/Gvl-SG	10,713.54	15,500.00	-4,786.46	69.1%
1041 · Emergency Road & Fence Repair	0.00	1,000.00	-1,000.00	0.0%
1045 · Signs, Posts & Snowfence	437.40			
1046 · Insurance - Roads/Common Land	5,375.16	5,500.00	-124.84	97.7%
1050 · Other Road Costs	269.50			
1030 · Roads & Weeds - Other	0.00	0.00	0.00	0.0%
Total 1030 · Roads & Weeds	22,712.21	41,600.00	-18,887.79	54.6%

GLA 03331

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through July 2014

	Jan - Jul 14	Budget	$ Over Budget	% of Budget
1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center	199.75	500.00	-300.25	40.0%
1230 · Lawn Mowing/Gas	0.00	150.00	-150.00	0.0%
1240 · Mower Maintenance	0.00	250.00	-250.00	0.0%
Total 1200 · Parkland/Recreation Center	199.75	900.00	-700.25	22.2%
1300 · Litigation				
1310 · Legal Costs - O'Connell	175.00	13,300.00	-13,125.00	1.3%
1311 · Document Production	966.45			
Total 1300 · Litigation	1,141.45	13,300.00	-12,158.55	8.6%
1400 · Community Complaints				
1410 · Community Complaints Costs	0.00	725.00	-725.00	0.0%
Total 1400 · Community Complaints	0.00	725.00	-725.00	0.0%
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	966.00	1,571.00	-605.00	61.5%
2010 · Admistration Costs - Contracted	14.98			
2011 · Bank Charges	34.50			
2012 · Credit Card Fees	36.16			
2013 · Collection Costs	1,092.40			
2016 · Insurance - Board Liability	1,609.20	3,000.00	-1,390.80	53.6%
2017 · Legal Fees-General Advice	1,942.50	1,000.00	942.50	194.3%
2018 · Licenses & Annual Reporting	65.00	70.00	-5.00	92.9%
2019 · Lien Filing Costs	289.00			
2020 · Management Expense	13,200.25	22,629.00	-9,428.75	58.3%
2025 · Miscellaneous	736.24	500.00	236.24	147.2%
2030 · Newsletter Costs	184.98	0.00	184.98	100.0%
2050 · Office Supplies	289.60	1,400.00	-1,110.40	20.7%
2051 · Procedures & Documents	0.00			
2052 · Postage & Shipping	1,047.82	1,200.00	-152.18	87.3%
2055 · Printing & Copies	898.74	850.00	48.74	105.7%
2060 · Rent - Facilities	635.00	630.00	5.00	100.8%
2062 · Rent - PO Box & Safe Dep Box	75.00	60.00	15.00	125.0%
2065 · Software - SharePoint	17.90	20.00	-2.10	89.5%
2066 · Software - Dropbox	59.94			
2070 · Taxes - Property	0.00	325.00	-325.00	0.0%
2080 · Telephone & Messaging	109.65	180.00	-70.35	60.9%
2090 · Website Costs				
2091 · Website Contractor Devlop&Maint	0.00	450.00	-450.00	0.0%
2092 · URL & Domain Fees	55.61	140.00	-84.39	39.7%
Total 2090 · Website Costs	55.61	590.00	-534.39	9.4%
Total 2000 · Overhead/Admin Costs	23,360.47	34,025.00	-10,664.53	68.7%

GLA 03332

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Glastonbury Landowners Association
Profit & Loss Budget vs. Actual
January through July 2014

	Jan - Jul 14	Budget	$ Over Budget	% of Budget
3000 · Annual Meeting Costs				
3015 · Annual Mtg Postage	0.00	450.00	-450.00	0.0%
3020 · Annual Mtg Refreshments/Snacks	0.00	250.00	-250.00	0.0%
3025 · Annual Mtg Rent	0.00	75.00	-75.00	0.0%
3030 · Annual Mtg Printing & Copies	0.00	600.00	-600.00	0.0%
Total 3000 · Annual Meeting Costs	0.00	1,375.00	-1,375.00	0.0%
Total Expense	60,899.79	107,305.00	-46,405.21	56.8%
Net Ordinary Income	47,183.43	9,054.00	38,129.43	521.1%
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank	41.49	80.00	-38.51	51.9%
Total Other Income	41.49	80.00	-38.51	51.9%
Other Expense				
6000 · Interest Expense	2,657.60	6,128.00	-3,470.40	43.4%
Total Other Expense	2,657.60	6,128.00	-3,470.40	43.4%
Net Other Income	-2,616.11	-6,048.00	3,431.89	43.3%
Net Income	**44,567.32**	**3,006.00**	**41,561.32**	**1,482.6%**

GLA 03333

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Glastonbury Landowners Association
Profit & Loss YTD Comparison
July 2014

	Jul 14	Jan - Jul 14
Ordinary Income/Expense		
Income		
100 · Parcel Assessment Fees		
109 · Land Assessments 2012	174.95	1,027.69
110 · Land Assessments 2013	163.54	3,264.27
111 · Land Assessments 2014	2,332.79	56,317.28
119 · Dwelling Assessments 2012	48.79	317.80
120 · Dwelling Assessments 2013	95.75	2,708.18
121 · Dwelling Assessments 2014	1,711.52	37,102.89
150 · Golden Age Village Income	0.00	4,679.50
170 · Finance Ch Income- Past Due Ass	587.68	2,475.77
171 · 5% Penalty Income	0.00	374.56
180 · 2009 Chip Seal Assessment	57.86	57.86
190 · Discounts Given	-95.50	-191.00
Total 100 · Parcel Assessment Fees	5,077.38	108,124.80
200 · Project Impact Fees		
201 · Application Fees	25.00	81.17
210 · Structure Impact Fees	240.00	374.10
220 · Road/Driveway Impact Fees	75.00	75.00
Total 200 · Project Impact Fees	340.00	530.27
400 · Other Gen Fund Income		
401 · Lien Fees Paid	1.83	112.90
450 · Donation Income	1,301.60	-684.75
Total 400 · Other Gen Fund Income	1,303.43	-571.85
Total Income	6,720.81	108,083.22
Gross Profit	6,720.81	108,083.22
Expense		
1000 · Snow Removal		
1010 · Contracted Snow Removal	178.00	3,305.50
1011 · Equipment Rental	0.00	950.00
1013 · Sand	0.00	37.50
1015 · Payroll Costs		
1016 · Wages Paid Snow	0.00	3,374.30
1018 · Benefits & Other Payroll Costs	0.00	5.52
1018a · Payroll Software	0.00	280.00
1019a · Employ.Practice Liability Ins.	1,085.00	1,085.00
1015 · Payroll Costs - Other	0.00	340.00
Total 1015 · Payroll Costs	1,085.00	5,084.82
1020 · Equipment Costs		
1021 · Truck Registration & Insurance	0.00	698.00
1024 · Truck #2 (93 DODGE) Maintenance	0.00	1,676.35
1025 · Fuel	0.00	1,118.74
1026 · Wages Truck Maintenance	0.00	615.00
Total 1020 · Equipment Costs	0.00	4,108.09
Total 1000 · Snow Removal	1,263.00	13,485.91

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Glastonbury Landowners Association
Profit & Loss YTD Comparison
July 2014

	Jul 14	Jan - Jul 14
1030 · Roads & Weeds		
1035 · Contract BiAnnual Grade/Grvl-NG		
1035a · Aquarius Lane	0.00	95.00
1035b · Aries Drive	0.00	308.00
1035c · Capricorn Drive	0.00	308.00
1035f · Gemini Road	0.00	441.34
1035i · Orion Way	0.00	753.90
1035j · Pisces Way	0.00	95.00
1035k · Sirius Drive	0.00	1,916.93
1035l · Taurus Road	0.00	1,547.33
1035m · Venus Way	0.00	95.00
1035n · Mercury Lane	0.00	115.00
1035 · Contract BiAnnual Grade/Grvl-NG - ...	0.00	241.11
Total 1035 · Contract BiAnnual Grade/Grvl-NG	0.00	5,916.61
1036 · Contract BiAnnual Grade/Gvl-SG		
1036b · Arcturus Drive	0.00	2,680.00
1036g · Hercules Road	0.00	6,378.75
1036h · Polaris Way	0.00	458.00
1036i · Sagittarius Place	0.00	400.00
1036k · Scorpio Way	0.00	770.00
1036 · Contract BiAnnual Grade/Gvl-SG - Ot...	0.00	26.79
Total 1036 · Contract BiAnnual Grade/Gvl-SG	0.00	10,713.54
1045 · Signs, Posts & Snowfence	0.00	437.40
1046 · Insurance - Roads/Common Land	5,375.16	5,375.16
1050 · Other Road Costs	0.00	269.50
Total 1030 · Roads & Weeds	5,375.16	22,712.21
1200 · Parkland/Recreation Center		
1210 · Utilities for Rec Center	76.75	199.75
Total 1200 · Parkland/Recreation Center	76.75	199.75
1300 · Litigation		
1310 · Legal Costs - O'Connell	0.00	175.00
1311 · Document Production	966.45	966.45
Total 1300 · Litigation	966.45	1,141.45
2000 · Overhead/Admin Costs		
2005 · Accountant's Fees	0.00	966.00
2010 · Admistration Costs - Contracted	14.98	14.98
2011 · Bank Charges	2.50	34.50
2012 · Credit Card Fees	0.00	36.16
2013 · Collection Costs	0.00	1,092.40
2016 · Insurance - Board Liability	0.00	1,609.20
2017 · Legal Fees-General Advice	525.00	1,942.50
2018 · Licenses & Annual Reporting	0.00	65.00
2019 · Lien Filing Costs	0.00	289.00
2020 · Management Expense	0.00	13,200.25
2025 · Miscellaneous	0.00	736.24
2030 · Newsletter Costs	77.98	184.98
2050 · Office Supplies	-25.40	289.60
2051 · Procedures & Documents	0.00	0.00
2052 · Postage & Shipping	0.00	1,047.82
2055 · Printing & Copies	0.00	898.74
2060 · Rent - Facilities	75.00	635.00
2062 · Rent - PO Box & Safe Dep Box	0.00	75.00
2065 · Software - SharePoint	0.00	17.90
2066 · Software - Dropbox	0.00	59.94
2080 · Telephone & Messaging	14.95	109.65

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Glastonbury Landowners Association
Profit & Loss YTD Comparison
July 2014

	Jul 14	Jan - Jul 14
2090 · Website Costs		
2092 · URL & Domain Fees	0.00	55.61
Total 2090 · Website Costs	0.00	55.61
Total 2000 · Overhead/Admin Costs	685.01	23,360.47
Total Expense	8,366.37	60,899.79
Net Ordinary Income	-1,645.56	47,183.43
Other Income/Expense		
Other Income		
5000 · Interest Income - Bank	0.00	41.49
Total Other Income	0.00	41.49
Other Expense		
6000 · Interest Expense	0.00	2,657.60
Total Other Expense	0.00	2,657.60
Net Other Income	0.00	-2,616.11
Net Income	**-1,645.56**	**44,567.32**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

September 15, 2014

1. **Call to Order**
   The meeting was called to order by Dan Kehoe at 7:10 pm at St. John's Church

   PRESENT: Dan Kehoe (President), Alyssa Allen (Vice President), Janice McCann (Treasurer), Charlotte Mizzi, (Secretary), Sheridan Stenberg, Robert Wallace (aka Robert W.), Ross Brunson, Robert Branson (aka Robert B.), Paul Rantallo.
   ABSENT: Laura Boise, Gerald Dubiel, Scott McBride.
   Landowners: Debbie DeGraff, Victoria Osborne, Pouwel Gelderloos, Linda Ulrich, Chris & Ia Williams, Tim Brockett, Walter & Regina Wunsch, Donna Lash Anderson, Svend Anderson, Charlene Murphy, Daniel & Valery O'Connell, Claudette & Micah Dirkers, William Smith, Fred Morsell, Keenan Mitchem, Sue Dougherty, Mark Seaver, Sally Muto, Kristina & Bob Sones, George Larsen, Irena & Jacob Meijer.

2. **Set Agenda**

3. **Approve Meeting Minutes** – July 21, July 25, August 11, 2014 - Tabled till next meeting

4. **Visiting Landowner Input Period**
   Some members of the Governing Documents Committee expressed the need for the survey to be updated and sent out to members ASAP. Charlene Murphy pointed out that in our next Newsletter mailing we could inform landowners that the survey can be taken online, but those who need a hardcopy can specially ask for one to be mailed to them.

5. **Officer and Committee Reports**
   5.1 President's Report – DK
   5.1.1 Noting Actions by Written Consent
   Motion 1: Alyssa moved that the GLA rent unit 6, 10 Liberty Lane in North Glastonbury as described in the Rental Agreement between the GLA and Carmen Bocanegra at the rate of $200 per month, and pro-rated at $7 per day on a month-to-month basis. Scott seconded the motion. 10 voted in favor (Alyssa, Scott, Paul, Robert W., Janice, Robert B., Gerald, Ross, Sheridan and Daniel); 2 did not vote (Laura and Charlotte). **Motion carried.**
   Motion 2: Alyssa moved that the GLA enter into a 90-day trial (money-back-guaranteed) period in order to implement and test the "Community Edition" of AssociationVoice's Web-based management tool using live data, in an attempt to confirm that the product will assist in helping to meet our Assocation's management needs. Ross seconded the motion. 10 voted in favor (Alyssa, Charlotte, Scott, Robert W., Janice, Robert B., Gerald, Ross, Sheridan and Daniel); 2 did not vote (Laura and Paul). **Motion carried.**

   5.1.2 Next steps of Governing Documents
   Daniel mentioned that the board could move forward by asking the landowners questions via Survey Monkey and by mail for those who are not online. Ia Williams expressed that the survey developed by the Governing Document Committee is obsolete.
   ACTION ITEM: Daniel to contact Chad Stone to see if he is interested in continuing to chair the committee.

   5.2 Vice President's Report - AA
   5.2.1 Office Space Rental
   Alyssa reported that unit 6 at 10 Liberty Lane was satisfactory as an office space, and the rent is $200 per month. There is an option to share internet access with

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another resident so we could pay half the cost. The approval to rent the space was voted on by e-mail as described in the President's report.

5.3 Treasurer's Report – JM

5.3.1 Budget Variance, Check & Deposit

Janice presented the Treasurer's reports. **Motion:** Sheridan moved to approve the Treasurer's reports, Ross seconded. **Motion Carried Unanimously**.

5.4 Collections Committee – JM

Janice gave a report of properties with liens, and how she has been contacting delinquent accounts. New payment plans are being setup. Ross pointed out how we could develop a more general way to engage delinquent accounts. Daniel pointed out that many landowners have expressed how the interest rate charged according to the Covenants should be reduced to a more reasonable rate.

Janice reported that CUT still owns a retainer interest in four properties that still have years remaining in their leases. These properties owe back real estate taxes and GLA dues. The Church is interested in working with the owners to have outstanding bills brought up-to-date, or in taking back and selling the properties. Two of the properties are expected to be settled within nine months. They can pay outstanding dues when the property is sold. CUT was looking for a reduction in the interest and penalties that have accrued on the properties if they were to take them back. The board discussed the need to treat the Church the same as any other landowner by having them negotiate a payment plan for the past due assessments and penalties.

ACTION ITEM – Daniel to respond to the Church with the Board's direction.

5.5 Budget Committee - JM

Janice presented a Mock Budget for 2015 which the Board reviewed.

5.6 Road & Weed Management Committee Report - RW/SS

The board and landowners discussed crack sealing for pavement in North and South. Daniel reported on his conversation with Gerard Lambert, a landowner who is an asphalt contractor in Canada, on his recommendations on the road repair, and that routing should be done prior to crack sealing, and that it is not worthwhile to crack seal "alligatoring" pavement because this shows the road base is already breaking down. Daniel pointed out that we would need to obtain permission from the County prior to cracksealing Dry Creek which is a County Road.

Walter Wunsch said he was surprised that a decision was made to crack seal at the August board meeting, and although he does not have anything against crack sealing he takes issue on the timing of having it done this year, given our current finances. According to the County engineer and landowner Michael Rosa (who is a highway engineer for California) there is not an emergency need to perform crack sealing. The alligator situation is more prevalent in SG that causes potholes. Walter pointed out that the County has been responsive by repairing potholes on Dry Creek shortly after he contacted them. There are more urgent and important issues such as putting gravel on High South roads. We need to look further into forming an RSID with Park County.

William Smith spoke of his credentials as a civil engineer and his years as head of the Road Committee when he was on the Board. Damage to asphalt occurs due to freezing and thawing cycles caused by weather changes. Crack sealing helps the water to flow off the road rather than getting caught in the cracks. Another chip sealing operation is going to be needed. There was a 5-year plan for chip sealing. Spalling is created on the edges of the road when the shoulder does not support the side of the road. William also discussed how the County was interested in RSID and maintenance agreements. The roads in Glastonbury are private roads with the exception of Dry Creek. (Walter made a comment

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that he talked to a lawyer and said Hercules is a public road up to the point of the water fall where the easement begins to Forest Service land.) William said the private roads can maintain their status even with an RSID. Regarding crack sealing with or without routing, William said that no routing was done before. Robert W. said that crack sealing without routing is adequate for private roads according to contractors he spoke with.

Pouwel Gelderloos said that there are two ways to do it: first routing, then put sand and a composite material that expands and contracts. The second method is to use a machine to heat the road bed and then put the composite material, and outside temperatures are not as big a factor. Paul commented that the synthetic composite is heated to 450 degrees.

Sheridan said that the RSID is not to our benefit. We need to keep up our roads ourselves and not depend on the County since their standards are not up to par. When we retire the paving loan of $30,000 we can continue with the 5-year plan to chip seal.

Robert W. mentioned that in 2016 we will have the money to chip seal.

Janice said that we also need to look at the gravel roads especially in high south. We need to have a strategy for maintaining the gravel roads. We might need to have an assessment increase or a special assessment.

Robert W. said that we are putting a lot of gravel on the roads.

Valery O'Connell said the priority, according to our covenants, is to spend money on the roads. We do not need $30,000 for the lawsuits.

Regina Wunsch said that we need to continue to keep the money already designated set aside, otherwise the budget we are planning to follow is at risk if we needed lawsuit funds. Regina compared north and south expenditures for the roads and said that there is not enough money to cover potential winter road expenses and legal expenses. Last year the funds for lawsuits came out of the roads. The weather factors have a lot to do with the availability of the money. We will need a special assessment for the crack sealing.

Tim Brockett said we need money for the lawsuits. The "Glastonbury Landowners for Positive Change" met on Sept. 11th and said that they recommend splitting North and South. Hold off on the crack sealing and look at other options.

Ia Williams asked why an important decision like this is not being put to the landowners for a vote. Daniel explained how our Bylaws dictate that the Board makes these decisions. Robert W. said that the crack sealing decision was not done in a rush. Walter Wunsch said he was on vacation and all the discussions on crack sealing with the Road Committee were exploratory, but needs to go to the greater community for a decision.

Ross said it looks like we need to raise funds. Regina Wunsch said we need to hold off till next year. Ross said right now we can get a good deal with the contractor. Janice said we can rebuild our finances when CUT clears up the four lease-for-years properties. Robert B. said we can come to a compromise and do some of the most needed work now. It is a different weather cycle and getting colder earlier. Walter Wunsch said Park County will fix Dry Creek road when the condition becomes dangerous, the alligator cracks can wait till next year, and the County doesn't think it is an emergency right now. Debbie DeGraff said that based on the amount of questions and uncertainty we need to wait until we have more input from people. We should not spend money on County Roads unless it is really necessary. There should not be any special consideration for people who owe assessments.

Robert W. said the County will not pay to crack seal Dry Creek Road. William Smith said crack sealing prices depend on oil prices and the prices right now are pretty good because oil prices are low. We do not know what the price will be next year. Charlene Murphy asked how about having one board and separate road committees. Is there another way to look at the roads according to the needs of North and South. Valery O'Connell said there is no guarantee that oil prices will go down and we should take

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advantage of the price. Claudette Dirkers read a statement made by attorney Alanah Griffith regarding how we pursue the collection of past due amounts on liened properties based on the wording in our Covenants. Robert W. said he is in favor of doing the cracking sealing now. Alyssa said that we should not include the crack sealing of Dry Creek Road as part of the contract.
Motion: Robert W. moved that the GLA go back to the crack sealing contractor to see if he would honor the price of $1.00 per linear ft. to do only the 3.4 miles of NG roads. If he does not honor the price, then he will go back to the Board and have a phone conference and reconsider the decision. Sheridan seconded the motion. **Motion Passed Unanimously.**

5.7 Election Committee – SS
Sheridan reviewed that the cut-off date for nominations is Sept. 28th. The next mailing will be early October.

5.8 Project Review Committee Report - GD/ Robert B

5.8.1 Lot 47-B NG Dodd House Project Review
Alyssa reviewed the application and mentioned that Gerald had confirmed the setbacks had been met. **Motion:** Alyssa moved and Janice seconded to approve the house application on Lot 47-B NG with the condition that all disturbed land be reseeded, the necessary permits be obtained, and the existing manufactured home be removed upon completion of the new dwelling. **Motion carried unanimously.**

5.8.2 Lot 41-D SG Larsen Deck Project Review
Alyssa reviewed the application and reported that Gerald confirmed that the setbacks were met. **Motion:** Alyssa moved and Robert B. seconded to approve the Deck application for Lot 41-D SG with the condition that disturbed land be reseeded. **Motion carried unanimously.**

5.8.3 Parcel 72 SG Wunsch Garage Project Review
Alyssa reviewed the application and confirmed that the setbacks were being met. **Motion:** Alyssa moved and Charlotte seconded to approve the garage application for Parcel 72 SG with the condition that all disturbed land be re-seeded. **Motion carried unanimously.**

6. UNFINISHED BUSINESS
6.1 Lot 39-E (SG) – Complaint – AA Tabled.
6.2 Story Ranch Access and Use of Bradford Way – RW
ACTION ITEM: Robert W. to draft a letter to Rob and Colleen Story stating that they cannot use GLA roads without some kind of negotiation.
6.3 Proposal to Purchase Omni-directional Conference Phone – SM Tabled.
6.4 Development of e-mail policy, member records privacy policy – CM Tabled.

7. NEW BUSINESS

8. Comment Period for Visiting Landowners
None.

9. Closed Session
9.1 Discussion of lawsuits – Board Tabled.

10. Meeting Adjourned at 10:30 p.m.

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

September 15, 2014 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – July 21, July 25 & August 11, 2014

4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

5. **Officer and Committee Reports**
   - 5.1 President's Report – DK (5 min)
     - 5.1.1 Noting Actions by Written Consent
     - 5.1.2 Next steps on Governing Documents
   - 5.2 Vice President's Report – AA (2 min)
     - 5.2.1 Office Space Rental
   - 5.3 Treasurer's Reports – JM (2 min)
     - 5.3.1 Budget Variance, Check & Deposit
   - 5.4 Collection Committee – JM (10 min)
   - 5.5 Budget Committee – JM (10 min)
   - 5.6 Road and Weed Mgmt Committee Report – RW/SS (15 min)
     - 5.6.1 Crack sealing revisited with new information
   - 5.7 Election Committee – SS (3 min)
   - 5.8 Project Review Committee Report – GD/Robert B. (5 min)
     - 5.8.1 Lot 47-B NG Dodd House Project Review
     - 5.8.2 Lot 41-D SG Larsen Deck Project Review
     - 5.8.3 Parcel 72 SG Wunsch Garage Project Review
   - 5.9 Communication Committee Report – AA/Robert B. (3 min)
     - 5.9.1 John Brettschneider Communication
     - 5.9.2 Document Request Form
   - 5.10 Website Committee Report – Ross (2 min)

6. **UNFINISHED BUSINESS**
   - 6.1 Lot 39-E (SG) – Complaint – AA (2 min)
   - 6.2 Story Ranch Access and Use of Bradford Way – RW (2 min)
   - 6.3 Proposal to Purchase Omni-directional Conference Phone – SM (2 min)
   - 6.4 Development of e-mail policy, member records privacy policy – CM (2 min)

7. **NEW BUSINESS**

8. **Comment Period for Visiting Landowners** – (Limited to 3 minutes per owner)

9. **Closed Session**
   - 9.1 Discussion of lawsuits – Board

10. **Adjournment**

11. **Next Board Meeting: October 6, 2014 – Details TBD**

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Glastonbury Landowners Association
Profit & Loss
August 2014

	Aug 14		Jan - Aug 14
Ordinary Income/Expense			
Income			
100 · Parcel Assessment Fees			
111 · Land Assessments 2014	0.00		75,683.75
121 · Dwelling Assessments 2014	0.00		51,369.97
150 · Golden Age Village Income	0.00		7,019.25
170 · Finance Ch Income- Past Due Ass	0.00		15,554.73
171 · 5% Penalty Income	0.00		9,087.25
175 · Subdivision Waiver Asmnts	31.32		241.29
180 · 2009 Chip Seal Assessment	-11.15		-1,147.84
190 · Discounts Given	0.00		-191.00
Total 100 · Parcel Assessment Fees		20.17	157,617.40
200 · Project Impact Fees			
201 · Application Fees	0.00		85.00
210 · Structure Impact Fees	0.00		420.00
220 · Road/Driveway Impact Fees	0.00		75.00
Total 200 · Project Impact Fees		0.00	580.00
400 · Other Gen Fund Income			
401 · Lien Fees Paid	0.00		200.00
450 · Donation Income	0.00		0.00
Total 400 · Other Gen Fund Income		0.00	200.00
Total Income		20.17	158,397.40
Gross Profit		20.17	158,397.40
Expense			
1000 · Snow Removal			
1010 · Contracted Snow Removal	0.00		3,305.50
1011 · Equipment Rental	0.00		1,300.00
1013 · Sand	0.00		37.50
1015 · Payroll Costs			
1016 · Wages Paid Snow	0.00		3,364.30
1018 · Benefits & Other Payroll Costs	0.00		5.52
1018a · Payroll Software	0.00		280.00
1019a · Employ.Practice Liability Ins.	0.00		1,085.00
1015 · Payroll Costs - Other	0.00		0.00
Total 1015 · Payroll Costs		0.00	4,734.82
1020 · Equipment Costs			
1021 · Truck Registration & Insurance	0.00		698.00
1024 · Truck #2 (93 DODGE) Maintenance	0.00		1,676.35
1025 · Fuel	0.00		1,118.74
1026 · Wages Truck Maintenance	0.00		615.00
Total 1020 · Equipment Costs		0.00	4,108.09
Total 1000 · Snow Removal		0.00	13,485.91
1030 · Roads & Weeds			
1031 · Contracted Weed Control		0.00	2,094.44
1035 · Contract BiAnnual Grade/Grvl-NG			
1035a · Aquarius Lane	0.00		95.00
1035b · Aries Drive	0.00		308.00
1035c · Capricorn Drive	0.00		308.00
1035f · Gemini Road	0.00		441.34
1035i · Orion Way	0.00		753.90
1035j · Pisces Way	0.00		95.00
1035k · Sirius Drive	0.00		1,916.93
1035l · Taurus Road	0.00		1,547.33
1035m · Venus Way	0.00		95.00
1035n · Mercury Lane	0.00		115.00
1035 · Contract BiAnnual Grade/Grvl-NG - Other	0.00		241.11
Total 1035 · Contract BiAnnual Grade/Grvl-NG		0.00	5,916.61

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Glastonbury Landowners Association
Profit & Loss
August 2014

	Aug 14		Jan - Aug 14	
1036 · Contract BiAnnual Grade/Gvl-SG				
1036b · Arcturus Drive	0.00		2,680.00	
1036g · Hercules Road	0.00		6,378.75	
1036h · Polaris Way	0.00		458.00	
1036j · Sagittarius Skyway	0.00		400.00	
1036k · Scorpio Way	0.00		770.00	
1036 · Contract BiAnnual Grade/Gvl-SG - Other	0.00		26.79	
Total 1036 · Contract BiAnnual Grade/Gvl-SG		0.00		10,713.54
1045 · Signs, Posts & Snowfence		0.00		437.40
1046 · Insurance - Roads/Common Land		0.00		5,375.16
1050 · Other Road Costs		0.00		269.50
Total 1030 · Roads & Weeds		0.00		24,806.65
1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center		0.00		199.75
Total 1200 · Parkland/Recreation Center		0.00		199.75
1300 · Litigation				
1310 · Legal Costs - O'Connell		0.00		175.00
1311 · Document Production		0.00		966.45
Total 1300 · Litigation		0.00		1,141.45
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees		0.00		966.00
2010 · Admistration Costs - Contracted		0.00		119.93
2011 · Bank Charges		0.00		34.00
2012 · Credit Card Fees		93.09		129.25
2013 · Collection Costs		0.00		1,092.40
2016 · Insurance - Board Liability		0.00		1,609.20
2017 · Legal Fees-General Advice		1,785.00		3,727.50
2018 · Licenses & Annual Reporting		20.00		85.00
2019 · Lien Filing Costs		0.00		289.00
2020 · Management Expense		0.00		13,200.25
2025 · Miscellaneous		0.00		736.24
2030 · Newsletter Costs		92.94		277.92
2050 · Office Supplies		57.47		347.07
2051 · Procedures & Documents		0.00		0.00
2052 · Postage & Shipping		197.15		1,690.97
2055 · Printing & Copies		50.99		1,157.89
2060 · Rent - Facilities		0.00		635.00
2062 · Rent - PO Box & Safe Dep Box		82.50		157.50
2065 · Software - SharePoint		0.00		17.90
2066 · Software - Dropbox		9.99		79.92
2080 · Telephone & Messaging		14.95		124.60
2090 · Website Costs				
2092 · URL & Domain Fees	0.00		55.61	
Total 2090 · Website Costs		0.00		55.61
Total 2000 · Overhead/Admin Costs		2,404.08		26,533.15
Total Expense		2,404.08		66,166.91
Net Ordinary Income		-2,383.91		92,230.49
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank		10.91		59.22
Total Other Income		10.91		59.22
Other Expense				
6000 · Interest Expense		1,174.68		3,832.28
Total Other Expense		1,174.68		3,832.28
Net Other Income		-1,163.77		-3,773.06

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Glastonbury Landowners Association
Profit & Loss
August 2014

	Aug 14	Jan - Aug 14
Net Income	-3,547.68	88,457.43

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Cash Basis

Glastonbury Landowners Association
Profit & Loss Budget Variance
August 2014

	Aug 14	Jan - Aug 14	Budget	%
Income				
100 · Parcel Assessment Fees				
109 · Land Assessments 2012	1.60	934.00		
110 · Land Assessments 2013	7.15	3,166.15		
111 · Land Assessments 2014	2,824.00	59,332.28	63,000	94.2*
119 · Dwelling Assessments 2012	1.61	319.41		
120 · Dwelling Assessments 2013	7.15	2,715.33		
121 · Dwelling Assessments 2014	2,204.36	39,307.25	44,000	89.3*
150 · Golden Age Village Income	2,339.75	7,019.25	9,359	75
170 · Finance Ch Income- Past Due Ass	112.50	2,564.27		
171 · 5% Penalty Income	131.70	529.82		
180 · 2009 Chip Seal Assessment	0.00	0.00		
190 · Discounts Given	0.00	-191.00		
Total 100 · Parcel Assessment Fees	7,629.82	115,696.76		
		* 78.4% & 76.6% of invoiced		
200 · Project Impact Fees				
201 · Application Fees	0.00	81.17		
210 · Structure Impact Fees	0.00	374.10		
220 · Road/Driveway Impact Fees	0.00	75.00		
Total 200 · Project Impact Fees	0.00	530.27		
400 · Other Gen Fund Income				
401 · Lien Fees Paid	0.00	112.90		
450 · Donation Income	0.00	-684.75		
Total 400 · Other Gen Fund Income	0.00	-571.85		
Total Income	7,629.82	115,655.18		
	7,629.82	115,655.18		
Expense				
1000 · Snow Removal				
1010 · Contracted Snow Removal	0.00	3,305.50	4,000	82.6
1011 · Equipment Rental	0.00	1,300.00	0	1300
1013 · Sand	0.00	37.50	500	7.5
1015 · Payroll Costs				
1016 · Wages Paid Snow	0.00	3,364.30		
1018 · Benefits & Other Payroll Costs	0.00	5.52		
1018a · Payroll Software	0.00	280.00		
1019a · Employ.Practice Liability Ins.	0.00	1,085.00		
1015 · Payroll Costs - Other	0.00	0.00		
Total 1015 · Payroll Costs	0.00	4,734.82	4,800	98.6

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Cash Basis

Glastonbury Landowners Association
Profit & Loss Budget Variance
August 2014

	Aug 14	Jan - Aug 14	Budget	%
1020 · Equipment Costs				
1021 · Truck Registration & Insurance	0.00	698.00	1,080	64.6
1024 · Truck #2 (93 DODGE) Maintenance	0.00	1,676.35	3,000	76.4*
1025 · Fuel	0.00	1,118.74	2,000	55.9
1026 · Wages Truck Maintenance	0.00	615.00		
Total 1020 · Equipment Costs	0.00	4,108.09		
			*Includes 1026	
Total 1000 · Snow Removal	0.00	13,485.91	15,300	88.1
1030 · Roads & Weeds				
1031 · Contracted Weed Control	2,094.44	2,094.44	2,500	83.8
1035 · Contract BiAnnual Grade/Grvl-NG				
1035a · Aquarius Lane	0.00	95.00		
1035b · Aries Drive	0.00	308.00		
1035c · Capricorn Drive	0.00	308.00		
1035f · Gemini Road	0.00	441.34		
1035i · Orion Way	0.00	753.90		
1035j · Pisces Way	0.00	95.00		
1035k · Sirius Drive	0.00	1,916.93		
1035l · Taurus Road	0.00	1,547.33		
1035m · Venus Way	0.00	95.00		
1035n · Mercury Lane	0.00	115.00		
1035 · Contract BiAnnual Grade/Grvl-NG - Other	0.00	241.11		
Total 1035 · Contract BiAnnual Grade/Grvl-NG	0.00	5,916.61	15,500	38.2
1036 · Contract BiAnnual Grade/Gvl-SG				
1036b · Arcturus Drive	0.00	2,680.00		
1036g · Hercules Road	0.00	6,378.75		
1036h · Polaris Way	0.00	458.00		
1036j · Sagittarius Skyway	0.00	400.00		
1036k · Scorpio Way	0.00	770.00		
1036 · Contract BiAnnual Grade/Gvl-SG - Other	0.00	26.79		
Total 1036 · Contract BiAnnual Grade/Gvl-SG	0.00	10,713.54	16,592.75	64.6*
		*Includes $1,092.75 Match funds		
1045 · Signs, Posts & Snowfence	0.00	437.40		
1046 · Insurance - Roads/Common Land	0.00	5,375.16	5,500	97.8
1050 · Other Road Costs	0.00	269.50		
Total 1030 · Roads & Weeds	2,094.44	24,806.65	41,000	60.5
1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center	0.00	199.75	900	22.2

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Cash Basis

Glastonbury Landowners Association
Profit & Loss Budget Variance
August 2014

	Aug 14	Jan - Aug 14	Budget	%
Total 1200 · Parkland/Recreation Center	0.00	199.75		
1300 · Litigation				
1310 · Legal Costs - O'Connell	0.00	175.00		
1311 · Document Production	0.00	966.45		
Total 1300 · Litigation	0.00	1,141.45	3,000	38
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	0.00	966.00	1,571	61.5
2010 · Admistration Costs - Contracted	0.00	14.98		
2011 · Bank Charges	0.00	34.00		
2012 · Credit Card Fees	93.09	129.25		
2013 · Collection Costs	0.00	1,092.40		
2016 · Insurance - Board Liability	0.00	1,609.20	3,000	53.6
2017 · Legal Fees-General Advice	1,785.00	3,727.50	1,000	372.8
2018 · Licenses & Annual Reporting	20.00	85.00		
2019 · Lien Filing Costs	0.00	289.00		
2020 · Management Expense	0.00	13,200.25	22,629	58.3
2025 · Miscellaneous	0.00	736.24	500	147.2
2030 · Newsletter Costs	92.94	277.92		
2050 · Office Supplies	57.47	347.07	1,400	24.8
2051 · Procedures & Documents	0.00	0.00		
2052 · Postage & Shipping	197.15	1,690.97	1,200	140.9
2055 · Printing & Copies	50.99	1,157.89	850	136.2
2060 · Rent - Facilities	0.00	635.00	630	100.8
2062 · Rent - PO Box & Safe Dep Box	82.50	157.50	60	261.2
2065 · Software - SharePoint	0.00	17.90	20	89.5
2066 · Software - Dropbox	9.99	79.92		
2080 · Telephone & Messaging	14.95	124.60	180	69.2
2090 · Website Costs				
2092 · URL & Domain Fees	0.00	55.61	140	39.7
Total 2090 · Website Costs	0.00	55.61		
Total 2000 · Overhead/Admin Costs	2,404.08	26,428.20	34,025	77.7
Total Expense	4,498.52	66,061.96	103,487	63.87
	3,131.30	49,593.22		
5000 · Interest Income - Bank	10.91	59.22	80	74
	10.91	59.22		

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Cash Basis

Glastonbury Landowners Association
Profit & Loss Budget Variance
August 2014

	Aug 14	Jan - Aug 14	Budget	%
6000 · Interest Expense	1,174.68	3,832.28		
	1,174.68	3,832.28		
	-1,163.77	-3,773.06		
Net Income	1,967.53	45,820.16		

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Glastonbury Landowners Association
Balance Sheet
As of August 31, 2014

	Aug 31, 14
ASSETS	
Current Assets	
Checking/Savings	
002 · Bank of the Rockies Checking	-102.62
003 · Savings Account	
004 · Savings Gen Operating Accnt	60,836.91
010 · Construction Bond Reserve Cash	11,457.00
011 · Emergency Loan Reserve	7,500.00
012 · Digitizing Reserve Cash	1,361.27
013 · NG Chip Seal Reserve Cash	2,219.62
014 · NG/SG Road Reserve Cash	28,712.35
015 · Lawsuit Reserve Cash	30,000.00
003 · Savings Account - Other	15.73
Total 003 · Savings Account	142,102.88
Total Checking/Savings	142,000.26
Accounts Receivable	
Accounts Receivable	238,816.10
Total Accounts Receivable	238,816.10
Other Current Assets	
Petty Cash	73.19
12000 · Undeposited Funds	2,830.59
Total Other Current Assets	2,903.78
Total Current Assets	383,720.14
TOTAL ASSETS	**383,720.14**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	104.95
Total Accounts Payable	104.95
Other Current Liabilities	
Construction Bonds Held by GLA	11,457.00
Payroll Liabilities	224.57
Total Other Current Liabilities	11,681.57
Total Current Liabilities	11,786.52
Long Term Liabilities	
Bank of the Rockies Loan	55,058.29
Total Long Term Liabilities	55,058.29
Total Liabilities	66,844.81
Equity	
Digitizing Fund	1,361.27
Emergency Loan Fund	7,500.00
Lawsuit Fund	30,000.00
NG Chip Seal Fund	2,219.62
NG/SG Road Fund	28,712.35
Opening Balance Equity	22,222.35
Operating Fund Balance	136,402.31
Net Income	88,457.43
Total Equity	316,875.33
TOTAL LIABILITIES & EQUITY	**383,720.14**

GLA 03351

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Glastonbury Landowners Association
Balance Sheet
As of August 11, 2014

	Aug 11, 14
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds Held by GLA	11,457.00
Payroll Liabilities	224.57
Total Other Current Liabilities	11,681.57
Total Current Liabilities	11,681.57
Long Term Liabilities	
Bank of the Rockies Loan	61,283.31
Total Long Term Liabilities	61,283.31
Total Liabilities	72,964.88
Equity	
Digitizing Fund	1,361.27
Emergency Loan Fund	7,500.00
Lawsuit Fund	30,000.00
NG Chip Seal Fund	2,150.61
NG/SG Road Fund	28,712.35
Opening Balance Equity	22,222.35
Operating Fund Balance	136,402.31
Net Income	95,758.53
Total Equity	324,107.42
TOTAL LIABILITIES & EQUITY	397,072.30

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Glastonbury Landowners Association, Inc.

Board of Directors Phone Meeting Minutes – *Final*

September 18, 2014

1. **Call to Order**
   The phone meeting was called to order by Daniel at 7:05 p.m.

   PRESENT: Daniel Kehoe (President), Alyssa Allen (Vice President), Janice McCann (Treasurer), Charlotte Mizzi (Secretary), Sheridan Stenberg, Paul Ranttalo, Robert Wallace (aka Robert W.), Robert Branson (aka Robert B.), Gerald Dubiel, Ross Brunson and Scott McBride. **ABSENT**: Laura Boise. **ALSO ATTENDING:** Some landowners also attended.

2. **Officer and Committee Reports**
   2.1 Road and Weed Mgmt Committee Report – RW/SS
   Robert W. reported on his conversation with Bailey Paving. The cost for Bailey to crack seal 3.4 miles of asphalt only in North Glastonbury would be increased from $1.00 per lineal foot to approximately $1.11 per lineal foot. This increase is to cover the travel charge of $1,800, bringing the total cost for just North Glastonbury crack sealing to $17,800.

   Discussion: The Board discussed various issues including the need to create a spreadsheet to capture the various maintenance, snow removal, and sanding cost scenarios along with the current status of roads and work needed. It was pointed out that road maintenance often "makes do" with funds allotted, however over the course of a year the GLA sees road funds diverted to legal fees or to the new legal fund as well as maintenance funds going to snow or repair emergencies.

   Motion: Alyssa moved to rescind the decision of 8/11/2014 to crack seal N & S Glastonbury paved roads including Dry Creek and Story roads. Janice seconded the motion. **Motion passed. (6 in favor, 5 against.)**

   Motion: Sheridan moved to crack seal the paved roads in N. Glastonbury (Sirius, Aries and Capricorn) starting as soon as Monday September 29th with funds to come from the emergency road fund. Robert W. seconded the motion.
   Discussion: Alyssa questioned where all the funds were coming from to cover the $17,840. The breakdown arrived upon was:
   $5,000 from legal reserve (which also takes out another $5K toward SG roads)
   $5,000 from NG road grading budget
   $2,150 from NG chip seal fund and
   $5,700 from emergency road fund.
   Motion passed. (6 in favor, 4 against.) Note: Charlotte expressed the desire to vote for the motion, but had to leave the meeting prior to the official vote.

3. **UNFINISHED BUSINESS**
   No unfinished business dealt with.

4. **NEW BUSINESS**
   No new business dealt with.

5. **Comment Period for Visiting Landowners**
   Walter Wunsch commented on the need for the Board to understand the cost of the road gravel and paved maintenance in light of the overall budget. He strongly recommended waiting at least one more year in order to get the finances in better shape before crack sealing. Regina Wunsch commented that there was only $2,000 left in the snow fund, when it is usually at $9,000 heading into the fall.

6. **Meeting Adjourned at 8:50 p.m.**

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Glastonbury Landowners Association, Inc.

Board of Directors – Phone Meeting Agenda

September 18, 2014 – 7:00 pm

1. **Call to Order**
2. **Crack Sealing Revisited with New Information**
3. **Comment Period for Visiting Landowners** – (Limited to 3 minutes per owner)
4. **Adjournment**
5. **Next Board Meeting: October 6, 2014 – Details TBD**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

October 6, 2014

1. **Call to Order**
   The meeting was called to order by Dan Kehoe at 7:05 pm at St. John's Church

   PRESENT: Dan Kehoe (President), Alyssa Allen (Vice President), Charlotte Mizzi, (Secretary), Sheridan Stenberg, Robert Wallace (aka Robert W.), Ross Brunson, Robert Branson (aka Robert B.), Paul Ranttalo, Gerald Dubiel, Scott McBride (by phone until 7:40).
   ABSENT: Janice McCann (Treasurer), Laura Boise.
   Landowners: Debbie Blais, Kevin Newby, Pouwel Gelderloos, Paula Kehoe, Chad Stone, Chris & Ia Williams, Tim Brockett, Regina Wunsch, Donna Lash-Anderson, Charlene Murphy, Daniel & Valery O'Connell, Claudette & Micah Dirkers. **Neighbors**: Keenan Mitchem.

2. **Set Agenda**

3. **Approve Meeting Minutes** – July 21, July 25, Aug 11, Sept 15 & Sept 18, 2014
   Motion: Sheridan motioned and Ross seconded to approve the July 21, 2014 minutes. **Motion carried unanimously.**
   Motion: Sheridan motioned and Alyssa seconded to approve the July 25, 2014 minutes. **Motion carried unanimously.**
   Motion: Sheridan motioned and Robert W. seconded to approve as corrected the September 15, 2014 minutes. **Motion carried unanimously.**
   Motion: Sheridan motioned and Robert W. seconded to approve as corrected the September 18, 2014 minutes. **Motion carried unanimously.**
   Approval of the August 11 minutes was tabled until next meeting.

4. **Visiting Landowner Input Period**
   Claudette Dirkers pointed out the need for the website to be updated with recent newsletters and committee information.

   Tim Brockett addressed the need for grading beyond Spectec in High South, and how culverts and runoff ditches need to be looked at and cleaned out with a mini excavator to avoid drainage problems in the spring. Robert W. said that the grader went past Spectec and that Norm, the grader operator, reported that the roads are in fairly good condition. Sagittarius Skyway will be looked at next spring. Dan said that Norm didn't do a consistent job with the ditches. Chad Stone said the culvert by Mercury Lane needs to be cleaned out.

   Valery O'Connell commented on how the lawsuit information on the website is not correct.

   Debbie Blais said that we should increase assessments 10 percent each year so we have the funds to take care of the roads. Robert W. mentioned how we have not increased assessments in the last 5 years and that the majority of landowners indicated on the road survey sent out to them previously that they were not in favor of increasing assessments. Dan said we need to look at what it really costs to maintain the roads, including adding mag chloride to forestall washboarding, in order to present a real road budget to the landowners.

5. **Officer and Committee Reports**
   5.1 President's Report – DK
   5.1.1 Conduct of Meetings Policy
   Dan presented a draft Conduct of Meeting Policy for board input. The policy will be posted on the website and mailed to members for landowner input.

   5.2 Vice President's Report - AA
   5.2.1 Office Space Rental
   Alyssa reported that it recently became apparent that the Liberty Lane rental space may have a mold and rodent problem, and the board concurred that it would be

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best to give the 30-day notice to end the rental agreement. Sheridan reported there is another unit at the Harmony Apartments in NG that seems clean. The board discussed how the owner of the property is delinquent on assessments, and that it would be best not to be involved in any type of arrangement where rent paid would be used toward assessments owed, as suggested by the manager of the property in conversation with Sheridan.

5.2.2. Administrative Duties and Tasks

Alyssa presented a list of various administrative duties, many of which are being done by Denise, and the need to hire someone as an employee to perform administrative tasks since Denise will not be available for the long-term. The board discussed the need to hire someone soon so they can be trained, and the possibility of advertising the position through the Livingston Job Service, along with the website and notice to landowners via the next mailing. Discussion continued on determining if there is a way to reduce administrative tasks, and using volunteers. Dan pointed out that there are certain things that volunteers can do and then there are areas of responsibility and confidentiality that require a paid person. Alyssa asked for volunteer help in acquiring office furniture for the GLA, and Claudette Dirkers said that Marjorie Lombard may have a desk that is available for our new office.

Action Item: Dan and Alyssa to develop an administrative assistant job description and submit to the board for review.

5.2.3 Proposal for Bylaw Amendment

Alyssa presented a proposed amendment per attorney advice, which read:

ARTICLE VIII: CONTRACTS, FINANCE AND COMMON EXPENSES

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 *in accordance with the Montana Non-Profit Corporation Act under Title 35, Chapter 2.*

Alyssa read of the full list of related laws: Montana Nonprofit Corporation Act, MCA Title 35, Part 2, 35-2-906, 907, 908, 910, 911: 35-2-535. Discussion included how the proposed amendment is designed to make it clear that the scope of "membership records" was never intended to be more than what the Montana Non-Profit Act allows. This will help landowners to understand what records are available to them, and help the board to fulfill document requests appropriately now and in the future. There is an opportunity to present this proposed amendment to landowners in time for it to be voted on at the Annual Meeting in November.

Motion: Alyssa motioned and Gerald seconded that the board proceed to present the proposed amendment to the landowners for vote, and the exact wording is to be confirmed by legal counsel before sending out. **Motion carried unanimously.**

5.3 Treasurer's Report – JM

5.3.1 Budget Variance, Check & Deposit

In Janice's absence, Regina Wunsch presented the Treasurer's reports. **Motion:** Sheridan motioned and Ross seconded to approve the Treasurer's reports. **Motion Carried Unanimously.**

5.4 Collections Committee – JM – Tabled.

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5.5 Budget Committee - JM

5.5.1 Review of draft 2015 budget

Regina presented the draft budget noting that the income total is based on what was collected last year. The draft budget shows a deficit of $8,439.
Motion: Alyssa motioned and Sheridan seconded to accept the proposed draft budget and send it out to the landowners. **Motion passed unanimously.**

5.6 Road & Weed Management Committee Report - RW/SS

Robert W. reported that the crack sealing project was completed in North Glastonbury and the grading was completed for both North and South. There was a Road Committee meeting on October 1st attended by Robert W., Sheridan, Paul and Ed Dobrowski. They discussed equal spending for North and South, and what more can be spent in South. Suggestions included more sanding and buying sand. Robert W. is taking over coordinating the snow plowing since Walter Wunsch resigned from the Road Committee. **Motion:** Robert W. moved and Sheridan seconded that the NG/SG Road Saving Fund of $28,712.35 be split into $14,356.17 for North and $14,356.17 for South with the new fund names being NG Road Reserve Fund and SG Road Reserve Fund. (This is in keeping with the board motion of the Thursday Sept 18 phone meeting.) Discussion included how splitting and renaming these funds is important for clarity of spending and budgeting. Robert B. commented that regarding the use of the reserve funds, there is a need for flexibility; in an emergency situation, one could borrow from the South or North road budget. Dan said that the split of the money should not be binding. It was pointed out that the NG paved road costs are $500 less than shown in the budget, which changes the budget loss to $7,939. **Motion carried.** (7 in favor, 2 opposed: Robert B. and Dan)

5.7 Election Committee – SS

The candidate mailing will go out on October 9th and volunteers will help with the mailing. An announcement about the survey and the job opening along with the proposed Bylaw amendment will be included in the mailing.

5.8 Governing Document Committee Report – Chad Stone (2 min)

Chad said we need to get the survey out and it will be a good way to see what people want, and if they want to pay an increase in assessments for the maintenance of the roads. People can request a hardcopy of the survey if they have no computer. It was determined that the survey would be available until Oct. 31st. [Later changed to November 15th.] Chad will present the findings.

5.9 Project Review Committee Report - GD/ Robert B

5.9.1 Review Project Application Checklist

Gerald mentioned that a checklist had been developed to assist landowners in filling out project applications. He suggested that a change be made to the checklist to include an item about locating and marking closest boundary corner and boundary line to proposed construction. **Motion:** Alyssa moved and Robert B. seconded to accept the checklist with Gerald's changes. **Motion carried unanimously.**

5.9.2 Proposed updates to Project Review Instructions webpage

Robert B. reported that further instructions had been drafted for the project review instructions on the website. He asked board members to review these and respond with any changes or comments in a week's time.

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5.9.3 GAV Lot 33 Helios Way – Braley Garage Project Review
Alyssa reviewed the application and confirmed that the setbacks are being met. **Motion:** Alyssa motioned and Ross seconded to approve the garage application for GAV Lot 33 Helios way with the condition that all disturbed land be re-seeded and the necessary permits be obtained. **Motion carried unanimously.**

5.9.4 Parcel 49 SG – Trosclair Pole Barn Project Review
Alyssa reviewed the application, and how the setbacks need to be confirmed by Gerald. **Motion**: Sheridan motioned and Ross seconded to approve the Pole Barn application for Parcel 49 SG with the condition that all disturbed land be re-seeded, the proper permits be obtained, and that the necessary setbacks are met after confirmation by Gerald's site inspection. **Motion carried unanimously**.

5.10 Communications Committee Report - AA/ Robert B
No report.

5.11 Website Committee Report - Ross
Ross reported that he is reviewing the Association Voice system. He described how it would be used and that the current website will be retired if we move to an Association Voice website. Discussion included whether the new system might create more administrative work in updating the system regularly. Ross stated that the system would automate many processes, would link directly to Quickbooks, and help to streamline tasks.

6. UNFINISHED BUSINESS

6.1 Lot 39-E (SG) – Complaint – AA
Gerald clarified that according to his research, the septic system had not been approved by the Sanitarian. It was uncertain if the shelter was being used as a dwelling, and that a dwelling assessment should be charged if this was the case. The property was possibly going to be purchased by the party who was leasing the shelter on the property. Gerald will follow-up and do more research on the issues.

6.2 Proposal to Purchase Omni-directional Conference Phone – SM/Ross
Discussion regarding the possibility of having meetings via phone conferencing. Ross described that this could be done with an omni-directional conference phone, which we could test before deciding to purchase. The cost for an appropriate device would be approximately $546. **Motion:** Ross motioned and Robert B. seconded that Scott and Ross will privately acquire a conference phone and test it out at a meeting. If the test is successful we will see how to fund it. **Motion carried unanimously.**

7. NEW BUSINESS
Due to a conflict with some board member schedules, Alyssa proposed that the November 3 board meeting be moved to November 5th. **Motion:** Sheridan moved and Ross seconded to change the next regular board meeting date from Monday, November 3rd to Wednesday, November 5th. **Motion carried unanimously.**

8. Comment Period for Visiting Landowners
No comments given.

9. Closed Session
9.1 Discussion of lawsuits – Board.

10. Meeting Adjourned at 10:35 p.m.

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

October 6, 2014 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes –** July 21, July 25, Aug 11, Sept 15 & Sept 18, 2014

4. **Visiting Landowner Input Period –** (Limited to 3 minutes per owner)

5. **Officer and Committee Reports**
   - 5.1 President's Report – DK (3 min)
     - 5.1.1 Conduct of Meeting Policy
   - 5.2 Vice President's Report – AA (10 min)
     - 5.2.1 Office Space Rental
     - 5.2.2 Administrative Duties and Tasks
     - 5.2.3 Proposal for Bylaw Amendment
   - 5.3 Treasurer's Reports – JM (5 min)
     - 5.3.1 Budget Variance, Check & Deposit
   - 5.4 Collection Committee – JM (3 min)
   - 5.5 Budget Committee – JM (5 min)
     - 5.5.1 Review of draft 2015 budget
   - 5.6 Road and Weed Mgmt Committee Report – RW/SS (5 min)
   - 5.7 Election Committee – SS
   - 5.8 Governing Document Committee Report – Chad Stone (2 min)
   - 5.9 Project Review Committee Report – GD/Robert B. (5 min)
     - 5.9.1 Review Project Application Checklist
     - 5.9.2 Proposed updates to Project Review Instructions webpage
     - 5.9.3 GAV Lot 33 Helios Way – Braley Garage Project Review
     - 5.9.4 Parcel 49 SG – Trosclair Pole Barn Project Review
   - 5.10 Communication Committee Report – AA/Robert B.
   - 5.11 Website Committee Report – Ross (2 min)

6. **UNFINISHED BUSINESS**
   - 6.1 Lot 39-E (SG) – Complaint – AA (2 min)
   - 6.2 Proposal to Purchase Omni-directional Conference Phone – SM (2 min)

7. **NEW BUSINESS**

8. **Comment Period for Visiting Landowners –** (Limited to 3 minutes per owner)

9. **Closed Session**
   - 9.1 Discussion of lawsuits – Board

10. **Adjournment**

11. **Next Board Meeting: November 3, 2014 – Details TBD**

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Glastonbury Landowners Association
Balance Sheet
As of September 30, 2014 (updated)

	Sep 30, 14
ASSETS	
Current Assets	
Checking/Savings	
002 · Bank of the Rockies Checking	1,263.39
003 · Savings Account	
004 · Savings Gen Operating Accnt	64,704.84
010 · Construction Bond Reserve Cash	11,957.00
011 · Emergency Loan Reserve	7,500.00
012 · Digitizing Reserve Cash	1,361.27
013 · NG Chip Seal Reserve Cash	2,219.62
014a · NG Road Reserve Cash	14,356.18
014b · SG Road Reserve Cash	14,356.17
016 · Lawsuit Reserve Cash	30,000.00
003 · Savings Account - Other	33.34
Total 003 · Savings Account	146,488.42
Total Checking/Savings	147,751.81
Accounts Receivable	
Accounts Receivable	241,820.17
Total Accounts Receivable	241,820.17
Other Current Assets	
Petty Cash	73.19
12000 · Undeposited Funds	580.25
Total Other Current Assets	653.44
Total Current Assets	390,225.42
TOTAL ASSETS	**390,225.42**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds Held by GLA	11,957.00
Payroll Liabilities	224.57
Total Other Current Liabilities	12,181.57
Total Current Liabilities	12,181.57
Long Term Liabilities	
Bank of the Rockies Loan	55,058.29
Total Long Term Liabilities	55,058.29
Total Liabilities	67,239.86
Equity	
Digitizing Fund	1,361.27
Emergency Loan Fund	7,500.00
Lawsuit Fund	30,000.00
NG Chip Seal Fund	2,219.62
NG Road Fund	14,356.18
Opening Balance Equity	22,222.35
Operating Fund Balance	136,402.31
SG Road Fund	14,356.17
Net Income	94,567.66
Total Equity	322,985.56
TOTAL LIABILITIES & EQUITY	**390,225.42**

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Glastonbury Landowners Association
Profit & Loss
September 2014

	Sep 14
Ordinary Income/Expense	
Income	
100 · Parcel Assessment Fees	
170 · Finance Ch Income- Past Due Ass	6,156.31
175 · Subdivision Waiver Asmnts	31.47
Total 100 · Parcel Assessment Fees	6,187.78
200 · Project Impact Fees	
201 · Application Fees	145.00
210 · Structure Impact Fees	1,425.00
Total 200 · Project Impact Fees	1,570.00
Total Income	7,757.78
Gross Profit	7,757.78
Expense	
1030 · Roads & Weeds	
1032 · Roadside Mowing	1,260.00
Total 1030 · Roads & Weeds	1,260.00
1200 · Parkland/Recreation Center	
1210 · Utilities for Rec Center	99.28
Total 1200 · Parkland/Recreation Center	99.28
2000 · Overhead/Admin Costs	
2010 · Admistration Costs - Contracted	0.00
2020 · Management Expense	-104.95
2050 · Office Supplies	110.82
2052 · Postage & Shipping	20.00
2060 · Rent - Facilities	249.00
2066 · Software - Dropbox	9.99
2080 · Telephone & Messaging	14.95
Total 2000 · Overhead/Admin Costs	299.81
Total Expense	1,659.09
Net Ordinary Income	6,098.69
Other Income/Expense	
Other Income	
5000 · Interest Income - Bank	12.61
Total Other Income	12.61
Net Other Income	12.61
Net Income	6,111.30

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Glastonbury Landowners Association
Profit & Loss
September 2014

	Sep 14
Ordinary Income/Expense	
Income	
100 · Parcel Assessment Fees	
109 · Land Assessments 2012	9.92
110 · Land Assessments 2013	9.92
111 · Land Assessments 2014	1,119.70
121 · Dwelling Assessments 2014	965.96
170 · Finance Ch Income- Past Due Ass	97.26
Total 100 · Parcel Assessment Fees	2,202.76
200 · Project Impact Fees	
201 · Application Fees	145.00
210 · Structure Impact Fees	1,425.00
Total 200 · Project Impact Fees	1,570.00
400 · Other Gen Fund Income	
450 · Donation Income	684.75
Total 400 · Other Gen Fund Income	684.75
Total Income	4,457.51
Gross Profit	4,457.51
Expense	
1030 · Roads & Weeds	
1032 · Roadside Mowing	1,260.00
Total 1030 · Roads & Weeds	1,260.00
1200 · Parkland/Recreation Center	
1210 · Utilities for Rec Center	99.28
Total 1200 · Parkland/Recreation Center	99.28
2000 · Overhead/Admin Costs	
2010 · Admistration Costs - Contracted	104.95
2020 · Management Expense	-104.95
2050 · Office Supplies	110.82
2052 · Postage & Shipping	20.00
2060 · Rent - Facilities	249.00
2066 · Software - Dropbox	9.99
2080 · Telephone & Messaging	14.95
Total 2000 · Overhead/Admin Costs	404.76
Total Expense	1,764.04
Net Ordinary Income	2,693.47
Other Income/Expense	
Other Income	
5000 · Interest Income - Bank	12.61
Total Other Income	12.61
Net Other Income	12.61
Net Income	**2,706.08**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

November 5, 2014

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1. **Call to Order**
   The meeting was called to order by Dan Kehoe at 7:03 pm at St. John's Church

   PRESENT: Dan Kehoe (President), Alyssa Allen (Vice President), Janice McCann (Treasurer), Sheridan Stenberg, Robert Wallace (aka Robert W.), Ross Brunson, Robert Branson (aka Robert B.), Paul Ranttalo, Gerald Dubiel.
   ABSENT: Laura Boise, Charlotte Mizzi (Secretary), Scott McBride.
   Landowners: Edward Anderson, Regina Wunsch, Charlene Murphy, Donna Lash-Anderson, Debbie Blais, Jerry Ladewig, Chuck & Sally Muto, Daniel & Valery O'Connell, Linda Ulrich, Ia Williams, Claudette & Micah Dirkers.

2. **Set Agenda**

3. **Approve Meeting Minutes** – Aug. 11 & Oct. 6, 2014
   Motion: Sheridan motioned and Ross seconded to approve the Oct. 6, 2014 minutes. **Motion carried.** (1 abstention – Janice.)
   Approval of the August 11 minutes was tabled until next meeting.

4. **Visiting Landowner Input Period**
   Jerry Ladewig asked if there was a 5-10 year plan for the GLA including alternative ways to fund the budget, even ways not included in the Bylaws. Sally Muto inquired on uncollected assessments and how members should be informed of project reviews in their area. Valery O'Connell commented on how the proposed Bylaw amendment was illegal and how due process notice was not given. Linda Ulrich inquired about a way to have landowners sign up for having driveways plowed with private contractors. Claudette Dirkers commented on the need for the survey to be improved and that there is a desk available to the GLA at the Caspari Center.

5. **Officer and Committee Reports**
   5.1 President's Report – DK - No report

   5.2 Vice President's Report - AA
   5.2.1 Office Space Rental
   Alyssa reported that it was necessary to obtain a storage unit for GLA boxes since the office space at Liberty Lane was no longer being rented. Due to timeliness of the situation, an e-mail vote to rent a storage unit immediately was necessary. Sheridan reported that the motion to rent unit 53 in the Emigrant Storage Space through Maverick Realty carried with 9 in favor, 1 abstention (Robert B.) and 2 no response. (Laura and Janice.)

   5.2.2 Proposal to Hire Administrative Employee
   Alyssa described the need to proceed with the plans to hire an administrative assistant and referred to the job description previously presented to the Board. **Motion:** Alyssa motioned and Sheridan seconded to approve the administrative assistant job description and post it on the GLA website and at the Livingston Job Service. **Motion carried unanimously.**

   5.3 Treasurer's Report – JM
   5.3.1 Budget Variance, Check & Deposit
   Janice presented the Treasurer's reports. **Motion:** Sheridan motioned and Ross seconded to approve the Treasurer's reports. **Motion Carried Unanimously.**

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5.3.2 Review of draft 2015 budget
The board reviewed the draft 2015 budget.

5.4 Collections Committee – JM
Janice reported that past due amounts had been collected from a lien collected on Lot 39-E SG.

5.5 Road & Weed Management Committee Report - RW/SS
Robert W. reported that the committee had a meeting on Oct. 22 attended by himself, Sheridan, Gerald Dubiel, Pouwell Gelderloos, Paul Ranttalo and Charlene Murphy. Items discussed included chains being purchased for the snowplow truck, that we need back-up snow plow contractors, and the sump promised to be put in by Mike Adkins. Robert also reported on the culvert at the Hercules/Libra intersection in SG and how more work needs to be done to extend the culvert. Stakes would be put in temporarily until this could be extended. Dan commented on the need for this work to be done soon since this area of road becomes packed ice during winter. An extended culvert would allow the drop off on the edge of the road to be feathered. Discussion included using some Road emergency fund money to extend the culvert and add material to build up the edges of the road. **Motion:** Robert W. moved and Gerald seconded to spend $1,000 to extend the culvert on the Libra side and put a steel grate on the side of the road toward Michael Rosa's property. **Motion passed unanimously**. Charlene Murphy mentioned the need to fill potholes on Upper Hercules and clean out culverts in Upper Sagittarius Skyway. Regina Wunsch mentioned the need to put up reflectors along the sides of Upper Sagittarius Skyway. **Motion:** Robert W. moved and Sheridan seconded to spend $200 to clean the culverts on Sagittarius Skyway or $1,200 for culvert clean-out and Hercules/Libra culvert extension and an additional $200 for reflectors for Sagittarius Skyway. **Motion passed unanimously**.

5.6 Election Committee – SS
Sheridan reported that the election mailings went out on October 9th and that the volunteer positions had been filled and their training is on 10/6 at 7 pm. She reminded Board members to have their reports in by Thursday, and hall setup is 7 pm Friday. **Motion:** Alyssa moved and Sheridan seconded to approve the Membership Meeting Agenda. **Motion passed unanimously**.

5.7 Governing Document Committee Report - No report

5.8 Project Review Committee Report - GD/ Robert B
Noting Actions by Written Consent: **Motion:** Gerald moved and Sheridan seconded to approve the proposed garage/studio located on Tract 26-E South Glastonbury for Jerry and Ruth Ann Young, with the conditions that any disturbed ground be reseeded, the necessary permits be obtained and that all the requirements of the Glastonbury Landowners Association Master Plan be adhered to. **Motion carried:** 9 for, 2 not voting, 1 abstaining. Voting for: Gerald, Sheridan, Alyssa, Charlotte, Scott, Robert W., Ross and Daniel.
Robert B. asked for clarification regarding the level of detail to include for the Project Review committee report at the Annual Meeting.

5.9 Communications Committee Report - AA/ Robert B.
Robert B. commented on the clarity of wording of items to be presented to members at meetings. He expressed the need of the website to allow for a greater flow of information for timely responses to landowner inquiries. He asked about the plans for giving out the

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results of the Governing Documents committee survey. Dan clarified that the survey is available for landowners to take until after the Annual Meeting.

5.10 Website Committee Report - Ross

Ross reported that the survey was up on the website, there is a new look to the website especially the homepage, he is continuing to add to the website information, and that he is looking at a V-Tek phone station with 4 wireless mics to facilitate people calling in and hearing the Board meetings.

6. UNFINISHED BUSINESS

6.1 Lot 39-E (SG) – Complaint – AA

Gerald reported on talking with the previous landowner and the county sanitarian on the septic system of house vs. shelter. **Action Item:** Robert B. said he would begin a letter notifying the current owners of the GLA changing the status of the property due to residency in the building.

6.2 Conduct of Meeting Policy, Hiring Policy, Privacy Policy – DK

Dan commented that the Privacy Policy and Hiring Policy will be sent out to the landowners for comment. The Conduct of Meeting policy has already been sent out for input.

7. NEW BUSINESS

8. Closed Session

8.1 Discussion of lawsuits – Board

9. Meeting Adjourned at 9:40 p.m.

10. Next Board Meeting: December 8, 2014

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

November 5, 2014 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – August 11, 2014, October 6, 2014

4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

5. **Officer and Committee Reports**
   - 5.1 President's Report – DK (1 min)
     - 5.1.1 Noting Actions by Written Consent
   - 5.2 Vice President's Report – AA (5 min)
     - 5.2.1 Office Space Rental
     - 5.2.2 Proposal to hire administrative employee
   - 5.3 Treasurer's Reports – JM (15 min)
     - 5.3.1 Budget Variance, Check & Deposit
     - 5.3.2 2015 Budget review
   - 5.4 Collection Committee – JM (10 min)
   - 5.5 Road and Weed Mgmt Committee Report – RW/SS (5 min)
     - 5.5.1 Hercules and Libra Intersection Culvert
   - 5.6 Election Committee – SS (5 min)
   - 5.7 Governing Document Committee Report – Chad Stone (1 min)
   - 5.8 Project Review Committee Report – GD/Robert B. (1 min)
     - 5.8.1 Lot 26-E (SG) – Young Garage/Studio Project Review
   - 5.9 Communication Committee Report – AA/Robert B. (1 min)
   - 5.10 Website Committee Report – Ross (3 min)

6. **UNFINISHED BUSINESS**
   - 6.1 Lot 39-E (SG) – Complaint – GD (2 min)
   - 6.2 Conduct of Meeting Policy, Hiring Policy, Privacy Policy – DK (2 min)

7. **NEW BUSINESS**

8. **Closed Session**
   - 8.1 Discussion of lawsuits – Board

9. **Adjournment**

10. **Next Board Meeting: December 8, 2014**

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Glastonbury Landowners Association
Profit & Loss Budget Variance
January through October 2014

	Jan - Oct 14	Budget	% of Budget
Ordinary Income/Expense			
Income			
100 · Parcel Assessment Fees			
109 · Land Assessments 2012	2,254.68		
110 · Land Assessments 2013	3,400.06		
111 · Land Assessments 2014	63,163.46	63,000.00	100.26%
119 · Dwelling Assessments 2012	505.08		
120 · Dwelling Assessments 2013	2,899.65		
121 · Dwelling Assessments 2014	42,700.77	44,000.00	97.05%
150 · Golden Age Village Income	7,019.25	9,359.00	75.0%
170 · Finance Ch Income- Past Due Ass	4,421.92		
171 · 5% Penalty Income	672.85		
180 · 2009 Chip Seal Assessment	0.00		
190 · Discounts Given	-191.00		
Total 100 · Parcel Assessment Fees	126,846.72	116,359.00	109.01%
200 · Project Impact Fees			
201 · Application Fees	226.17		
210 · Structure Impact Fees	1,799.10		
220 · Road/Driveway Impact Fees	75.00		
Total 200 · Project Impact Fees	2,100.27		
400 · Other Gen Fund Income			
401 · Lien Fees Paid	171.46		
450 · Donation Income	0.00		
Total 400 · Other Gen Fund Income	171.46		
Total Income	129,118.45	116,359.00	110.97%
Gross Profit	129,118.45	116,359.00	110.97%
Expense			
1000 · Snow Removal			
1010 · Contracted Snow Removal	3,305.50	4,000.00	82.64%
1011 · Equipment Rental	1,300.00		
1012 · Snow Fences	71.95		
1013 · Sand	37.50	500.00	7.5%
1015 · Payroll Costs			
1016 · Wages Paid Snow	3,364.30	4,300.00	78.24%
1018 · Benefits & Other Payroll Costs	5.52		
1018a · Payroll Software	280.00	280.00	100.0%
1019 · Workers' Compensation Insurance	0.00	220.00	0.0%
1019a · Employ.Practice Liability Ins.	1,085.00		
1015 · Payroll Costs - Other	0.00		

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Glastonbury Landowners Association
Balance Sheet
As of October 31, 2014

	Oct 31, 14	Sep 30, 14
ASSETS		
Current Assets		
Checking/Savings		
002 · Bank of the Rockies Checking	4,293.46	1,263.39
003 · Savings Account		
004 · Savings Gen Operating Accnt	50,779.96	64,854.34
010 · Construction Bond Reserve Cash	11,957.00	11,957.00
011 · Emergency Loan Reserve	7,500.00	7,500.00
012 · Digitizing Reserve Cash	1,361.27	1,361.27
013 · NG Chip Seal Reserve Cash	29.27	2,070.12
014a · NG Road Reserve Cash	12,509.69	14,356.18
014b · SG Road Reserve Cash	22,131.17	14,356.17
015 · Lawsuit Reserve Cash	20,000.00	30,000.00
003 · Savings Account - Other	43.73	33.34
Total 003 · Savings Account	126,312.09	146,488.42
Total Checking/Savings	130,605.55	147,751.81
Accounts Receivable		
Accounts Receivable	234,890.48	241,820.17
Total Accounts Receivable	234,890.48	241,820.17
Other Current Assets		
Petty Cash	73.19	73.19
12000 · Undeposited Funds	20.00	580.25
Total Other Current Assets	93.19	653.44
Total Current Assets	365,589.22	390,225.42
TOTAL ASSETS	**365,589.22**	**390,225.42**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Construction Bonds Held by GLA	11,957.00	11,957.00
Payroll Liabilities	224.57	224.57
Total Other Current Liabilities	12,181.57	12,181.57
Total Current Liabilities	12,181.57	12,181.57
Long Term Liabilities		
Bank of the Rockies Loan	55,058.29	55,058.29
Total Long Term Liabilities	55,058.29	55,058.29
Total Liabilities	67,239.86	67,239.86
Equity		
Digitizing Fund	1,361.27	1,361.27
Emergency Loan Fund	7,500.00	7,500.00
Lawsuit Fund	20,000.00	30,000.00
NG Chip Seal Fund	29.27	2,070.12
NG Road Fund	12,509.69	14,356.18
Opening Balance Equity	22,222.35	22,222.35
Operating Fund Balance	132,327.31	136,402.31
SG Road Fund	22,131.17	14,356.17
Net Income	80,268.30	94,717.16
Total Equity	298,349.36	322,985.56
TOTAL LIABILITIES & EQUITY	**365,589.22**	**390,225.42**

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Glastonbury Landowners Association
Profit & Loss Budget Variance
January through October 2014

	Jan - Oct 14	Budget	% of Budget
Total 1015 · Payroll Costs	4,734.82	4,800.00	98.64%
1020 · Equipment Costs			
1021 · Truck Registration & Insurance	698.00	1,080.00	64.63%
1024 · Truck #2 (93 DODGE) Maintenance	1,676.35	3,000.00	55.88%
1025 · Fuel	1,118.74	2,000.00	55.94%
1026 · Wages Truck Maintenance	615.00		
Total 1020 · Equipment Costs	4,108.09	6,080.00	67.57%
Total 1000 · Snow Removal	13,557.86	15,380.00	88.15%
1030 · Roads & Weeds			
1031 · Contracted Weed Control	2,094.44	2,500.00	83.78%
1032 · Roadside Mowing	1,260.00	1,600.00	78.75%
1035 · Contract Grade/Grv & Paved-NG			
1035a · Aquarius Lane	95.00		
1035b · Aries Drive	513.00		
1035c · Capricorn Drive	717.00		
1035f · Gemini Road	646.34		
1035i · Orion Way	753.90		
1035j · Pisces Way	300.00		
1035k · Sirius Drive	2,322.93		
1035l · Taurus Road	1,752.33		
1035m · Venus Way	300.00		
1035n · Mercury Lane	115.00		
1035p · Paved Road Costs	7,743.39		
1035 · Contract Grade/Grv & Paved-NG - Other	241.11	15,500.00	1.56%
Total 1035 · Contract Grade/Grv & Paved-NG	15,500.00	15,500.00	100.0%
1036 · Contract Grade/Gvl-SG			
1036b · Arcturus Drive	4,085.00		
1036d · Leo Drive	605.00		
1036g · Hercules Road	8,078.75		
1036h · Polaris Way	458.00		
1036j · Sagittarius Skyway	400.00		
1036k · Scorpio Way	770.00		
1036z · Other	2,645.00		
1036 · Contract Grade/Gvl-SG - Other	26.79	15,500.00	0.17%
Total 1036 · Contract Grade/Gvl-SG	17,068.54	15,500.00	110.12%
1041 · Emergency Road & Fence Repair	0.00	1,000.00	0.0%
1045 · Signs, Posts, Etc	437.40		
1046 · Insurance - Roads/Common Land	5,375.16	5,500.00	97.73%
1030 · Roads & Weeds - Other	0.00	0.00	0.0%

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Glastonbury Landowners Association
Profit & Loss Budget Variance
January through October 2014

	Jan - Oct 14	Budget	% of Budget
Total 1030 · Roads & Weeds	41,735.54	41,600.00	100.33%
1200 · Parkland/Recreation Center			
1210 · Utilities for Rec Center	343.27	500.00	68.65%
1230 · Lawn Mowing/Gas	0.00	150.00	0.0%
1240 · Mower Maintenance	0.00	250.00	0.0%
Total 1200 · Parkland/Recreation Center	343.27	900.00	38.14%
1300 · Litigation			
1310 · Legal Costs - O'Connell	175.00	13,300.00	1.32%
1311 · Document Production	966.45		
Total 1300 · Litigation	1,141.45	13,300.00	8.58%
1400 · Community Complaints			
1410 · Community Complaints Costs	0.00	725.00	0.0%
Total 1400 · Community Complaints	0.00	725.00	0.0%
2000 · Overhead/Admin Costs			
2005 · Accountant's Fees	966.00	1,571.00	61.49%
2010 · Admistration Costs - Contracted	119.93		
2011 · Bank Charges	34.00		
2012 · Credit Card Fees	129.25		
2013 · Collection Costs	1,092.40		
2016 · Insurance - Board Liability	1,609.20	3,000.00	53.64%
2017 · Legal Fees-General Advice	3,850.00	1,000.00	385.0%
2018 · Licenses & Annual Reporting	85.00	70.00	121.43%
2019 · Lien Filing Costs	289.00		
2020 · Management Expense	13,095.30	22,629.00	57.87%
2025 · Miscellaneous	736.24	500.00	147.25%
2030 · Newsletter Costs	277.92	0.00	100.0%
2050 · Office Supplies	457.89	1,400.00	32.71%
2051 · Procedures & Documents	0.00		
2052 · Postage & Shipping	1,906.97	1,200.00	158.91%
2055 · Printing & Copies	1,237.89	850.00	145.63%
2060 · Rent - Facilities	1,134.00	630.00	180.0%
2062 · Rent - PO Box & Safe Dep Box	157.50	60.00	262.5%
2065 · Software - SharePoint	17.90	20.00	89.5%
2066 · Software - Dropbox	99.90		
2070 · Taxes - Property	0.00	325.00	0.0%
2080 · Telephone & Messaging	154.50	180.00	85.83%
2090 · Website Costs			
2091 · Website Contractor Devlop&Maint	0.00	450.00	0.0%
2092 · URL & Domain Fees	55.61	140.00	39.72%
Total 2090 · Website Costs	55.61	590.00	9.43%

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Glastonbury Landowners Association
Profit & Loss Budget Variance
January through October 2014

	Jan - Oct 14	Budget	% of Budget
Total 2000 · Overhead/Admin Costs	27,506.40	34,025.00	80.84%
3000 · Annual Meeting Costs			
3015 · Annual Mtg Postage	65.30	450.00	14.51%
3020 · Annual Mtg Refreshments/Snacks	0.00	250.00	0.0%
3025 · Annual Mtg Rent	0.00	75.00	0.0%
3030 · Annual Mtg Printing & Copies	80.00	600.00	13.33%
Total 3000 · Annual Meeting Costs	145.30	1,375.00	10.57%
Total Expense	84,429.82	107,305.00	78.68%
Net Ordinary Income	44,688.63	9,054.00	493.58%
Other Income/Expense			
Other Income			
5000 · Interest Income - Bank	82.22	80.00	102.78%
Total Other Income	82.22	80.00	102.78%
Other Expense			
6000 · Interest Expense	3,832.28	6,128.00	62.54%
Total Other Expense	3,832.28	6,128.00	62.54%
Net Other Income	-3,750.06	-6,048.00	62.01%
Net Income	40,938.57	3,006.00	1,361.9%

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Glastonbury Landowners Association
Profit & Loss
October 2014

	Oct 14	
Ordinary Income/Expense		
Income		
100 · Parcel Assessment Fees		
111 · Land Assessments 2014	175.08	
150 · Golden Age Village Income	2,339.75	
170 · Finance Ch Income- Past Due Ass	-159.79	
171 · 5% Penalty Income	-31.70	
Total 100 · Parcel Assessment Fees		2,323.34
Total Income		2,323.34
Gross Profit		2,323.34
Expense		
1000 · Snow Removal		
1012 · Snow Fences	71.95	
Total 1000 · Snow Removal		71.95
1030 · Roads & Weeds		
1035 · Contract Grade/Grv & Paved-NG		
1035b · Aries Drive	205.00	
1035c · Capricorn Drive	409.00	
1035f · Gemini Road	205.00	
1035j · Pisces Way	205.00	
1035k · Sirius Drive	406.00	
1035l · Taurus Road	205.00	
1035m · Venus Way	205.00	
1035p · Paved Road Costs	7,623.39	
Total 1035 · Contract Grade/Grv & Paved-NG	9,463.39	
1036 · Contract Grade/Gvl-SG		
1036b · Arcturus Drive	1,405.00	
1036d · Leo Drive	605.00	
1036g · Hercules Road	1,700.00	
1036z · Other	2,645.00	
Total 1036 · Contract Grade/Gvl-SG	6,355.00	
Total 1030 · Roads & Weeds		15,818.39
1200 · Parkland/Recreation Center		
1210 · Utilities for Rec Center	44.24	
Total 1200 · Parkland/Recreation Center		44.24
2000 · Overhead/Admin Costs		
2017 · Legal Fees-General Advice	122.50	
2052 · Postage & Shipping	196.00	
2055 · Printing & Copies	80.00	
2060 · Rent - Facilities	250.00	
2066 · Software - Dropbox	9.99	
2080 · Telephone & Messaging	14.95	
Total 2000 · Overhead/Admin Costs		673.44
3000 · Annual Meeting Costs		
3015 · Annual Mtg Postage	65.30	
3030 · Annual Mtg Printing & Copies	80.00	
Total 3000 · Annual Meeting Costs		145.30
Total Expense		16,753.32
Net Ordinary Income		-14,429.98

GLA 03378

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Glastonbury Landowners Association
Profit & Loss
October 2014

	Oct 14
Other Income/Expense	
Other Income	
5000 · Interest Income - Bank	10.39
Total Other Income	10.39
Net Other Income	10.39
Net Income	-14,419.59

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ANNOUNCEMENTS FROM THE GLA BOARD OF DIRECTORS

October 8, 2014

1. GLA Landowner Survey - Please respond by October 31, 2014

Dear Glastonbury Landowner,

A survey has been developed by the Governing Document Committee of the GLA in an effort to "feel the pulse" of the membership regarding our Association and potential changes to its governing documents which consist of the Bylaws, Covenants, Land Use Master Plan, and a variety of Standards. Your opinions matter, and could cause changes that make an impact on your property values. This survey is designed to help clarify what changes to our governing documents the Members are most interested in, and the results will be used as guidelines on what changes to our governing documents will be recommended by the Committee.

To participate in this survey log onto "Survey Monkey" at **www.glamontana.org/surveys.**

If you prefer a hard copy of the survey to be mailed to you, please contact the GLA phone message service at 406-451-0033, ext. 106 with your name, parcel number and mailing address. You may then mail your completed survey back to the GLA.

2. The GLA is looking to hire an Administrative Assistant

Please see job description on the website **www.glamontana.org/careers**

3. Conduct of Meeting Policy – 30-day Input Period

Please see the enclosed "Conduct of Meeting Policy" which the Board plans to adopt after receiving input from landowners and legal counsel. Send your comments and suggestions to: info@glamontana.org or mail to GLA, PO Box 312, Emigrant, MT 59027

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

November 17, 2014

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1. **Call to Order**
   The meeting was called to order by Dan Kehoe at 7:14 pm at St. John's Church.
   PRESENT: Dan Kehoe (President), Alyssa Allen (as Vice President), Janice McCann (Treasurer), Ross Brunson, Ed Dobrowski (arrived at 7:35), Catherine Fitzgerald, Jim Kozlik, Paul Ranttalo, Robert Wallace (aka Robert W.), and present by phone: Robert Branson (aka Robert B.) and Gerald Dubiel.
   Absent: Charlotte Mizzi (Secretary), Scott McBride.
   Landowners: Charlene Murphy, Claudette & Micah Dirkers, Clare Parker, Jerry Ladewig, Ia & Chris Williams, Valery & Daniel O'Connell, Donna Lash-Andersen.

2. **Set Agenda**

3. **Approve Meeting Minutes – August 11, 2014** – Tabled.

4. **Visiting Landowner Input Period**
   Valery O'Connell stated that the Board had until December 8th to "do something about the liens" or she will have to file another lawsuit.

5. **Officer and Committee Reports**
   5.1 President's Report – DK – No Report.

   5.2 Committee Reports for any timely issues – No Reports.

6. **UNFINISHED BUSINESS**
   6.1 Proposal to hire administrative employee – AA
   Alyssa reviewed the need to move ahead with interviewing candidates for the administrative assistant employee position. As a next step, Ross suggested that interview questions be developed. By general consensus, the Board agreed to proceed with the interview process to be conducted by the Officers.

7. **NEW BUSINESS**
   7.1 Board Orientation
   7.1.1 Board Member Communications
   Dan and Ross reviewed the board e-mail group for internal communication among board members, how the "info" account is used for landowner inquiries and communication. Ross mentioned that board members may wish to establish a unique e-mail address to use for their GLA-related e-mails. Alyssa mentioned the importance of board members being aware that when they are communicating with landowners, they are at all times a representative of the Board. If a landowner has a question or concern, it is best to refer them to the chairperson of a committee or ask them to put their concern in writing so it can be presented to the Board and/or proper committee rather than handled personally. Ross pointed out that when landowners send an e-mail to the "info" account, it is distributed to the entire Board, and can then be handled by the Communication Committee. He advised that board members do not respond to landowners directly from their personal e-mail because this puts the communication outside of the already-established GLA accounts. Alyssa pointed out that the accounts that are setup allow for a team effort in handling issues. info@glamontana.org is the official e-mail for communication with landowners.

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7.1.2 Board Member Binder
Dan reviewed the contents of the board member binder.

7.1.3 How Board Meetings are Conducted
Dan reviewed how Robert's Rules of Order are generally used for conducting meetings. He referred to how the Conduct of Meeting Policy is being developed and will be sent out to landowners for input prior to adopting. Alyssa reviewed how meetings are conducted/chaired by the President, and how unlike typical Roberts Rules of Order, the President or Chairperson votes on motions at meetings. Anyone wishing to speak during the meeting is to raise their hand so the Chairperson can recognize and call on them to speak.

7.1.4 Board Member Roles
Alyssa reviewed how various jobs are generally done by different officers, such as the Secretary being responsible for overseeing the minutes and keeping the minutes binders, but not actually taking the minutes, and bringing the various binders to the meeting such as the landowner binders which will contain reports and information that is in final form. Alyssa pointed out that per attorney advice, landowner binders do not contain materials that are in draft form. Board members will receive materials by e-mail prior to the meeting in addition to hardcopies provided at the meeting. It helps to streamline the meetings for board members to review their materials prior to the meetings.

7.1.5 Confidentiality Agreement
New board members signed the Confidentiality Agreement.

7.2 Election of Officers
Dan and Ross reviewed how the officers are President, Vice President, Secretary and Treasurer. The President presides at meetings, signs documents; the Vice President presides when the President is not available; the Secretary keeps the minutes, issues meeting notices; the Treasurer is the Chief Financial Officer, keeps track of monies and gives financial reports. Janice was asked if she would like to continue as Treasurer and she agreed. **Motion:** Ross motioned and Robert W. seconded to elect Janice McCann as Treasurer. **Motion Carried** (9 in favor and 1 abstention – Janice). Ross said that he was willing to take the role of Vice President. No others were interested. **Motion:** Jim motioned and Robert W. seconded to elect Ross Brunson as Vice-President. **Motion Carried** (9 in favor and 1 abstention – Ross). Dan mentioned that he is willing to continue as President, and is open to any others taking the position. No others were interested. **Motion:** Jim motioned and Janice seconded to elect Daniel Kehoe as President. **Motion Carried** (9 in favor and 1 abstention – Dan). Dan suggested that Alyssa Allen be Secretary since she has been helping with the minutes, and does a lot of work with the Communication Committee. The board discussed how this position requires a certain set of skills and knowledge of the history of the association and that the Bylaws allow the position of Secretary to be filled by a non-board member. Alyssa said she would be willing to take the role for the sake of continuity, and is willing to make a commitment for a season, train the administrative assistant, and pass along information and knowledge. **Motion:** Ross motioned and Janice seconded to elect Alyssa Allen as Secretary. **Motion Carried Unanimously.**

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7.3 Review of and Formation of Committees

Ross pointed out that current committees are listed on the website, and are as follows: Communications, Road Management, Road & Weed, Project Review, Election, Budget, Governing Documents, and Web Services. Alyssa pointed out that only committees made up of directors are allowed to make decisions and take action in accordance with the Bylaws. She pointed out this is the reason why there are 2 different Road Committees: the Road Management Committee consists of directors only, and the Road & Weed Committee has both directors and landowners. Ross read the Bylaws regarding how committees are appointed by the Board, and how advisory committees can consist of board members and landowners, or landowners only. Dan clarified that more time would be spent at the December 8 meeting on forming and appointing members to committees.

7.4 Lawsuit Demands

Dan reviewed with the Board the recent lawsuit discovery demands "Requests for Admissions" and "Interrogatories" filed by the litigants. Dan and Ross described that a great deal of time, energy, and research will be required to respond to these and meet the December 1st deadline. Ross explained that to not answer these would put the GLA into default. Dan proposed that the Board hire Alyssa Allen as an employee to do the work required, taking into account her background, knowledge and availability. Ross pointed out that it would cost a great deal more for the GLA to pay attorneys to do this work. Ross clarified that the scope of work would be limited to lawsuit related, and this would be paid from the legal fund. Dan suggested $20 per hour. The Board discussed that there is no one else who would have the time, background knowledge, and willingness to do this type of work. **Motion:** Ross motioned and Paul seconded to immediately work out a part-time employee contract with a statement of work, responsibilities, and limitation of work with Alyssa Allen to be a special assistant for handling lawsuit demands due to her critical success factor for this position. The President and Vice-President are to finalize the contract as long as there is no conflict of interest in hiring Alyssa and the hourly rate doesn't go above $20 an hour. If any changes to this are needed, a phone meeting with the Board will follow. **Motion Carried** with 8 in favor and 2 abstentions (Jim & Gerald).

8. Closed Session

8.1 Discussion of lawsuits – Board

9. Meeting Adjourned at 9:00 p.m.

10. Next Board Meeting: December 8, 2014

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

November 17, 2014 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – Aug. 11, 2014

4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

5. **Officer and Committee Reports**
   - 5.1 President's Report – DK (2 min)
   - 5.2 Committee Reports for any timely issues

6. **UNFINISHED BUSINESS**
   - 6.1 Proposal to hire administrative employee – AA (2 min)

7. **NEW BUSINESS**
   - 7.1 Board Orientation
     - 7.1.1 Board Member Communications
     - 7.1.2 Board Member Binder
     - 7.1.3 How Board Meetings are Conducted
     - 7.1.4 Board Member Roles
     - 7.1.5 Confidentiality Agreement
   - 7.2 Election of Officers
   - 7.3 Review of and Formation of Committees
   - 7.4 Lawsuit Demands

8. **Closed Session**
   - 8.1 Discussion of Lawsuits – Board

9. **Adjournment**

10. **Next Board Meeting: December 8, 2014**

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Glastonbury Landowners Association, Inc.

Board Member Confidentiality Agreement

The term "Confidential Information" shall mean any proprietary information of the Glastonbury Landowners Association (GLA) that is not generally known to the public and which, if misused or disclosed, could reasonably be expected to adversely affect the GLA's operations or the privacy of individual Glastonbury Landowners. From time to time, Directors may be privy to Confidential Information, including but not limited to information about landowners, policies, projects, drafts of meeting minutes, employment records and new personnel acquisition plans, or other business information ("Confidential Information").

I agree to keep confidential and not disclose to any unauthorized person any Confidential Information of the GLA. Confidential Information shall be used solely for the purpose of fulfilling obligations of my duties as a GLA Board member.

I shall disclose Confidential Information only to other GLA Directors, employees or agents who have a need to know, and shall inform such Directors, employees and agents of their obligation to maintain the confidentiality of such Confidential Information pursuant to this Agreement.

I understand that I have no obligation to treat as confidential any information which:

(i) was in my possession without an obligation to keep it confidential, before such information was disclosed to me;

(ii) is or becomes public knowledge through a source other than me and through no fault of mine from a source other than matters presented to me.

Signature: _____ Date: _____

Please print name _____

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GLA 03388

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Glastonbury Landowners Association, Inc.

Board of Directors Phone Meeting Minutes – *Final*

December 8, 2014

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1. **Call to Order**
   The meeting was called to order by Dan Kehoe at 7:19 pm via conference call service.
   PRESENT: Dan Kehoe (President), Ross Brunson (Vice President), Janice McCann (Treasurer), Alyssa Allen (Secretary), Ed Dobrowski, Catherine Fitzgerald, Paul Ranttalo, Robert Wallace (aka Robert W.), Robert Branson (aka Robert B.) and Gerald Dubiel.
   Absent: Charlotte Mizzi, Scott McBride and Jim Kozlik.
   Also Attending: Some landowners also attended.

2. **Set Agenda**

3. **Approve Meeting Minutes – August 11, November 5, November 8, November 17, 2014.**
   Motion: Janice motioned and Robert W. seconded to approve the November 8, 2014 minutes. **Motion carried** (8 in favor and 1 Abstention – Ed). Approval of the August 11, November 5 and November 17 minutes was tabled until next meeting.

4. **Visiting Landowner Input Period**
   Claudette Dirkers inquired about the reason for the phone meeting and Dan replied that it allowed board members who are out of town to participate so that we can have quorum. Claudette commented that the phone meeting was inconvenient for some and they were informed on short notice. A landowner inquired about the relationship between the GLA Association and the "Glastonbury Landowners for Positive Change" group. Ross clarified that this group is a landowner group, not an official board committee, and there is no connection with the GLA Association.

5. **Officer and Committee Reports**

   5.1 President's Report – DK

   Dan clarified that next steps with the Bylaws amendments done in the Spring of 2014 regarding use of e-mail for notices and in the Fall of 2014 regarding inspection of records. **Motion:** Ross motioned and Robert W. seconded that the amendments to the Bylaws Article V-D regarding Notice of Meetings be filed by Alanah Griffith with the appropriate authority as the 2nd amendment of the Bylaws. **Motion carried unanimously. Motion**: Ross motioned and Janice seconded that the amendments to the Bylaws Article VI-G regarding Notice of Meetings be filed by Alanah Griffith with the appropriate authority as the 3rd amendment of the Bylaws. **Motion carried unanimously. Motion:** Paul motioned and Gerald seconded that the amendments to the Bylaws Article VIII-I regarding Inspection of Books passed by the members at the November 8th Annual meeting be filed by Alanah Griffith with the Secretary of State as the 4th amendment of the Bylaws. **Motion carried unanimously.**

   5.2 Secretary's Report – AA

   5.2.1 Update on process of hiring administrative employee

   Alyssa reported that there have been 5 candidates who have applied for the position, and further details will be reviewed in the closed session since this is a confidential matter.

   5.3 Treasurer's Reports – JM

   5.3.1 Budget Variance, Check & Deposit

   Janice reviewed the Treasurer's reports giving some highlights of where things stand as we approach the end of the year. **Motion**: Robert B. motioned and Robert W. seconded to approve the Treasurer's reports. **Motion carried unanimously.**

   5.4 Collection Committee Report – JM

   Janice reported that she did some research regarding lien laws and once a lien is placed

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on a property it does not expire. She explained that we do not need to be concerned that our liens are not any good because once there is a lien it stays with the property until it is released. She mentioned that she is working on a plan to further our ability to collect past due assessments, and recommends that we update our payment plan policy to reflect the board's latest decision that if people are up-to-date with their current year's assessments and keep up with their payment plans, the interest will be frozen. She intends to work closely with those who are delinquent and wants to send another letter to people who are behind explaining how they can get setup with a payment plan. Those who refuse to work with us should be sent to a collection attorney. Janice emphasized that we need to give people incentive to pay off their dues.

Robert Branson inquired about how a potential heavy snowfall would be handled if it causes us to run over budget, and if there is a particular fund the extra money needed would come out of. Janice responded that we would look at the SG and NG "Road Fund" and determine what was available, but basically, it would come out of the general operating account. She clarified that the Road Committee would know if we are going over budget, and then the board would be informed of the situation. We would have to get the board's approval to pay extra for plowing.

Dan recommended that board members study the 2015 draft budget so we can have meaningful discussion on it at the January board meeting.

5.5 Road and Weed Mgmt Committee Report – RW

Robert W. reported that there was a Road Committee meeting on December 5, 2014 attended by himself, Paul, Gerald, Janice, Ed, Walter Wunsch, Pouwell Gelderloos and Charlene Murphy. Discussion items included: the contract with Aaron Cain for installing a grate and extending the culvert at the intersection of Hercules and Libra for $1000 as approved by the board. Aaron will do the work ASAP. It has become clear that we need posts to keep plows on the road, and so Walter Wunsch will be purchasing posts for $575, which will be reimbursed by the GLA. 35 are needed for SG, 15 for NG. Robert W. described how the sand we have been purchasing from Durgan is clogging our sander, and how we need to purchase sand from Fanuzzi because it is much better. He also described how there will be a major change in Walter Wunsch's interaction with the GLA. He has done approximately $2000 worth of plowing for free over the years, but now he will charge $40 per hour during business hours, and $75 per hour during weekends and after hours as a contractor. Regarding road captains, Tim Brockett will be the high South road captain, Ed Dobrowski for lower South, Robert W. and Paul for North. The committee recommends Paul as co-chair of the Road Management Committee. **Motion**: Robert motioned and Janice seconded that Paul Ranttalo co-chair the Road Management Committee with Robert Wallace, and that an additional $500 be spent for labor to put in posts. **Motion carried** (1 abstention – Paul). Janice clarified that the posts would be paid from the emergency road fund.

5.6 Website Committee Report – Ross

Ross reported that at this time, the trial period for "Association Voice" web-based management software will be put on hold. Although this is an excellent package, we have a lot going on right now with many demands on our time, and we don't have the resources in terms of manpower to work on this system at this time. This does not mean we are making any decision about whether or not to use this system in the future. Ross mentioned that recent legal filings will be posted on the GLA website, and he thanked Clare Parker for her suggested edits to the front page of the site. He added a link for local information, suggesting that people check out the "local area" page and send any feedback to Webmaster@glamontana.org.

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6. UNFINISHED BUSINESS

6.1 Lot 39-E (SG) – Complaint – GD

Dan clarified that our next step on this issue was to send a letter to the owner of the lot regarding the complaint. Robert Branson said that he will get something drafted and to the board in the next week.

6.2 Policies: Conduct of Meeting, Hiring, Privacy, Records Retention – DK

Dan briefly reviewed the policies and suggested that Ross post these on Google Docs so that board members can add their input and edits. Dan requested that input be given by January 6, 2015, before the next board meeting. Dan clarified that the finalized drafts will then be sent out to the membership for their comments and input before adopting. The association has reached a point where policies need to be put in place so that future boards will have guidelines to follow.

6.3 Conference Phone Equipment – Ross

Ross reported that research has been done on the best phone for our needs, and a conference phone with 6 microphones is being considered. The plan is to purchase the equipment sometime after the first of the year, and if it does not work out, it can be returned for a full refund.

7. NEW BUSINESS

7.1 Committee Protocol – DK

Dan asked Alyssa to give an overview about committees. Alyssa described that committees are appointed by the board, and may consist of directors only, a combination of directors and landowners (or other non-landowners who may be on the committee due to their expertise in a certain area), or landowners only. The Bylaws state that only committees of directors can be empowered by the board to take actions. Otherwise, they are advisory. She pointed out that the Bylaws describe how the meeting notice and open meeting requirements apply to committees as well. Dan added that committees are to take minutes at their meetings and then read these at the regular board meetings so that the minutes then become part of the general meeting minutes. Sometimes committees may have separate minutes if they are lengthy. The Bylaws simply require that committee minutes reflect who attended meetings and any actions taken. Most committees are advisory and decisions are made at the board meeting. By incorporating committee minutes into the board meeting minutes, it keeps the records consistent.

7.2 Establish Committees – DK

Dan conducted the process of establishing committees for 2015.

Project Review Committee: **Motion**: Robert Branson motioned and Robert W. seconded for Gerald to be chair, and Robert B. to be a member. **Motion carried unanimously**.

Communications Committee: **Motion:** Ross motioned and Janice seconded for Robert B. and Catherine to co-chair, Ross and Dan as members. **Motion carried unanimously**.

Collection Committee: **Motion**: Janice motioned and Robert B. seconded for Janice and Dan to be co-chairs. **Motion carried unanimously**.

Road & Weed Committee: **Motion**: Robert W. motioned and Robert B. seconded that Robert W. and Paul co-chair with Janice, Ed, Gerald, Paul, Walter Wunsch, Charlene Murphy, and Dan as members. **Motion carried unanimously**. Further discussion regarding Kevin Newby's interest in helping on the committee. **Motion**: Robert W.

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motioned and Janice seconded to add Kevin Newby to the Road & Weed Committee. **Motion carried unanimously**.

Website Committee: **Motion**: Ross motioned and Gerald seconded for Ross to be chair, with Dan and Scott as members. **Motion carried unanimously.**

Election: Dan pointed out that all board members are to be on this committee.

Legal Committee: **Motion**: Ross motioned and Robert W. seconded that Dan is chair and Ross is member. **Motion carried unanimously.**

Budget Committee: **Motion:** Janice motioned and Ross seconded for Janice to be chair, Ed, Regina Wunsch and Charlene Murphy as members. **Motion carried unanimously**.

Dan mentioned that other committees can be formed at the January board meeting.

7.3 Determine Meeting Dates for 2015 – DK

The board reviewed the proposed meeting dates for 2015. Discussion. Alyssa brought up the need to have as much time as possible between the October board meeting and the annual meeting to fulfill the 30-day requirements for the information that is sent to the membership to be produced and prepared for mailing. **Motion**: Janice motioned and Gerald seconded to accept the proposed 2015 meeting dates with Nov. 2 for the regular board meeting, Nov. 14 for the Annual meeting and Dec. 7 for the regular board meeting. **Motion carried unanimously**.

7.4 Planning for January Mailing – DK

Dan asked Alyssa to give a report about the January mailing. Alyssa reviewed that the mailing will include a Newsletter that informs landowners about the election results, committees list, meeting schedule, along with the 2015 Budget Report, the 2014 Receipts & Expenditures Report, and this year we will also include policies for due process notice.

8. Comment Period for Visiting Landowners

Claudette Dirkers inquired about how the 18 percent interest is applied on delinquent accounts. Val O'Connell commented on liens expiring.

9. Closed Session:

9.1 Administrative Employee Candidates and Recommendations – Board

The board discussed the various candidates for the position. **Motion**: Ross motioned and Janice seconded that Karleen McSherry be selected for the Administrative Assistant position at a rate of $13 per hour, and she be given a 14-day time period for her to give a decision to our job offer. **Motion carried unanimously**.

9.2 Discussion of lawsuits – Board

10. Adjournment 10:28 pm

11. Next Board Meeting: January 12, 2015

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

December 8, 2014 – 7:00 pm

1. **Call to Order**

2. **Set Agenda**

3. **Approve Meeting Minutes** – August 11, November 5, November 8, November 17, 2014

4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

5. **Officer and Committee Reports**
   - 5.1 President's Report – DK (1 min)
     - 5.1.1 Bylaws Amendments – Next Steps
   - 5.2 Secretary's Report – AA (1 min)
     - 5.2.1 Update on process of hiring administrative employee
   - 5.3 Treasurer's Reports – JM (3 min)
     - 5.3.1 Budget Variance, Check & Deposit
   - 5.4 Collection Committee Report – JM (5 min)
   - 5.5 Road and Weed Mgmt Committee Report – RW (5 min)
   - 5.6 Website Committee Report – Ross (3 min)

6. **UNFINISHED BUSINESS**
   - 6.1 Lot 39-E (SG) – Complaint – GD (2 min)
   - 6.2 Policies: Conduct of Meeting, Hiring, Privacy, Records Retention – DK (2 min)
   - 6.3 Conference Phone Equipment – Ross (2 min)

7. **NEW BUSINESS**
   - 7.1 Committee Protocol – DK (2 min)
   - 7.2 Establish Committees – DK (5 min)
   - 7.3 Determine Meeting Dates for 2015 – DK (2 min)
   - 7.4 Planning for January Mailing – DK (2 min)

8. **Comment Period for Visiting Landowners** – (Limited to 3 minutes per owner)

9. **Closed Session**
   - 9.1 Administrative Employee Candidates and Recommendations – Board
   - 9.2 Discussion of lawsuits – Board

10. **Adjournment**

11. **Next Board Meeting: TBD**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

January 19, 2015

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1. **Call to Order**
   The meeting was called to order by Dan Kehoe at 7:08 pm at St. John's Church.
   PRESENT: Dan Kehoe (President), Ross Brunson (Vice President), Janice McCann (Treasurer), Alyssa Allen (Secretary), Robert Branson (aka Robert B.), Ed Dobrowski, Gerald Dubiel, Catherine Fitzgerald, Jim Kozlik, Charlotte Mizzi, Paul Ranttalo, Robert Wallace (aka Robert W.).
   Also attending: Karleen McSherry (Administrative Assistant)
   Landowners: Tim Brockett, Debbie Blais & Kevin Newby, Claudette & Micah Dirkers, Sheila & Michael Laverty, Michael McCann, Myron & Cindy Moorman, Charlene Murphy, Clare & Rudy Parker, Dennis Riley, Chuck Tanner, Ia & Chris Williams, Walter & Regina Wunch.

2. **Introduction of Administrative Employee**
   Dan introduced Karleen McSherry who has filled the administrative assistant position and is being trained in duties by Alyssa.

3. **Set Agenda**
   Dan added agenda item 6.1.2

4. **Approve Meeting Minutes – August 11, November 5, November 17, December 8, 2014**
   Motion: Janice motioned and Ross seconded to approve the August 11, 2014 minutes. **Motion carried.** (2 Abstentions – Jim and Catherine.) In the November 5, 2014 minutes, it was noted that Gerald was present at the October 22, 2014 Road Committee meeting. **Motion:** Janice motioned and Ross seconded to approve the November 5, 2014 minutes as amended. **Motion carried.** (4 Abstentions – Jim, Catherine, Charlotte and Robert B.) Approval of the November 17 and December 8 minutes was tabled until next meeting.

5. **Visiting Landowner Input Period**
   Landowners commented upon various issues including the possible restructuring of the association such that there would not be a board, but only a road committee and moving all monies to roads thereby eliminating the deficit; the suggestion to use volunteers to help lighten the board's load and financial burdens; the need for more and better communication including more frequent newsletters that include news and not just policy; the idea of putting meeting minutes on the website which then brought up questions of privacy, costs of software and maintenance to password protect and therefore keep private certain issues and information; desire to see survey results; complaint that road policy not brought to the attention of a new property owner upon purchase and questioning the legality of the policy as well as the request for high South to receive the same plow service as everyone else; how a lot of people think committee meetings are private and the board needs to announce that they're open in the newsletter and on the website.

6. **Officer and Committee Reports**
   6.1 President's Report – DK
   6.1.1 Filing of Bylaws Amendments
   Dan clarified that the previous motion from the December 8, 2014 board meeting to have the Bylaws Amendments filed with the Secretary of State was not the proper procedure and that there was no legal requirement to "file" the amendments. The board discussed the benefit of having these filed with the County Clerk so that the amendments would be included when new landowners may receive them from the County. **Motion**: Robert B. motioned and Charlotte

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seconded for the Bylaws Amendments to be filed with the County Clerk, and to rescind having Alanah filing same with the state. **Motion carried unanimously.**

6.1.2 Scott McBride Resignation – DK *(added to agenda)*

Dan reported that Scott McBride resigned as of 12-31-14, and that the board is to designate someone to fill the rest of his term which ends in November 2015. He welcomed Glastonbury South landowners in good standing who are interested in serving on the Board to send an e-mail stating as such to info@glamontana.org. The board discussed the need to mention the opening in the upcoming Newsletter.

6.2 Secretary's Report – AA

6.2.1 January Mailings

Alyssa reported that the Newsletter will be going out soon. Info still needs to be added such as the governing documents survey. When a draft is ready, it will be e-mailed to the board for their comments and input. Draft policies and financial reports will be included in the mailing. Discussion ensued regarding sending the info out in two different mailings due to the many pages to be included; about buying a "statement enclosed" stamp (currently window envelopes are used which should suffice to alert people to the fact that it's a bill); not including the assessment policy which people can read and download from the website; the suggestion that a "new member" letter be written and sent to new property owners to state how to function in this community; a request that landowners are to contact the GLA when they sell their property; and the question of whether we have the capability for monthly automatic payments. Alyssa continued her report stating that an e-mail vote had been taken and passed regarding a motion made by Dan and seconded by Ross on January 14 to buy a computer for the new administrative assistant. The organization needs to equip its employee. **Noting Actions by Written Consent: Motion**: Dan moved and Ross seconded that we purchase a Mac Mini computer for $499 in Bozeman and a monitor for $150 this week in order to have it for the administrative employee to use at the Monday, January 19, 2015 meeting and ongoing. **Motion carried unanimously.** Alyssa also notified everyone that the storage unit is #11, not #53 as previously reported.

6.3 Treasurer's Reports – JM

6.3.1 Budget Variance, Check & Deposit

Janice presented the Treasurer's reports. **Motion**: Gerald motioned and Robert W. seconded to accept Treasurer's report. **Motion carried unanimously**.

6.4 Budget Committee Report – JM

Daniel reported that on Wednesday, January 14, 2015, from 7 to 10 pm the Budget Committee met to review 2014 actuals and formulate to final 2015 draft budget. The meeting was attended by committee members Dan, Janice, Ed, Regina Wunsch and landowner Tim Brockett. Janice reported that they consolidated the annual meeting accounts into the main areas upon the accountant's advice since most of these were not really distinguishable between what was annual report material and regular GLA activities. Janice reviewed the draft budget in detail, pointing out the $10,468 shortfall. Discussion included the question of whether the GLA needs to maintain the recreation land in NG that is not currently in use by any area leagues. It was explained that the land was donated by CUT to be used for recreation; there are electric and other services on it and it will deteriorate if not maintained. Tim Brockett commented about the GLA savings account and questioned the management of finances especially regarding the need to

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collect outstanding assessments, and the suggestion to set up a charity for the people who can't pay, and a preference to use the money in savings to cover shortfalls. Dan explained the issues regarding foreclosing on properties, such as the GLA's need to be prepared to purchase the property if it were to go to foreclosure, which it is not inclined to do; creating a charity would have to be a private concern because it's outside the scope of the Bylaws; the current practice of stopping interest once people get on a payment plan to cover their arrears; and the possibility of changing the interest rate from 18% to 12% because courts won't support the higher rate. The issue of the GLA monitoring eyesores was raised and Dan explained that because of its subjective nature, it's difficult for the GLA to enforce it in court if the infringement is not spelled out specifically in the Covenants. Discussion also centered on the question of maintaining private subdivision roads; that it would be worth it to grade four times a year and raise assessments to compensate; the added value of using magnesium chloride but that it is more expensive; and the cost of plowing high South. Debbie Blais stated that the Covenants allow for the board to increase assessments up to 10% and that seems to be the best option for covering the shortfall. Dan summarized the options in dealing with the shortfall as raising assessments and/or collecting back dues. Janice explained that we can't count on back dues. Dan spoke about the items not shown on the budget such as the $10,000 put back into the legal fund and money restored to replenish road emergency funds. Tim Brockett and Chuck Tanner mentioned the option of paying off the road loan with savings in order to save money on interest. Regina Wunsch clarified that there is only about $40,000 in savings. **Motion**: Charlotte motioned and Robert B. seconded to increase assessments by 10% for 2015. Discussion ensued regarding collection of back due assessments and lowering the interest rate from 18% to 12%; keeping assessments current with inflation; the need or not to crack seal paved roads and where the money will come from to do this; the desire for landowners to vote whether assessments should be raised (not required by Bylaws and don't have the time). **Motion carried unanimously.**
Motion: Charlotte motioned and Robert W. seconded to approve the 2015 budget with the 10% assessment increase. **Motion carried.** (1 abstention – Jim.)

6.5 Collection Committee Report – JM – Tabled.

6.6 Road and Weed Mgmt Committee Report

6.6.1 Snow Removal in High South Glastonbury – RW

Robert W. announced that there will be a Road Committee meeting in a couple of weeks and the date will be put on the calendar. There will be important discussions including the possibility of revising the road policy. He reported that the plow is working well; sanding is good; no complaints in North and low South; a lot of complaints from high South. They've had a problem with the guardrail in the northern-most entrance to NG due to a couple of accidents and now four piers are gone; getting three bids but some have already indicated it will cost about $2,000 to repair. Paul Ranttalo has volunteered to put in the posts for $500. The insurance company of the person who caused damage may pay repair costs, so it is best to come up with a temporary solution for now. **Motion**: Robert W. motioned and Ross seconded to give Paul the authority to put three or four boulders in the gap to keep people from going through until he gets three bids. **Motion carried.** (2 abstentions – Paul and Catherine.) **Motion**: Robert W. motioned and Ross seconded to pay $75 for a sign to be purchased on the up hill side of the road warning that the guardrail is out. **Motion carried unanimously.**
Robert W. suggested we need more budget money for snowplowing high South; he reported that Rich Spallone used to plow Upper Sagittarius Skyway (and was paid

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by residents) but now that he's gone it's not getting done. If we commit to keeping the snow cleared on Upper Sagittarius Skyway this could cost $10,000 each season plus $8,000 for a snowplow. Rich's skid steer and blower attachment is a $45,000 piece of equipment which was necessary to handle the greater snow depth. Should the road policy be changed to plow all the way to the Erickson's or to the Kelly's who live on Upper Sagittarius Skyway? Robert W. pointed out that there are 58 homes on Arcturus Drive in low South that bring approximately $27,000 in assessments; on Hercules and in high South there are half the people and therefore half the assessment income yet we spend more for maintaining the roads in high South. Some suggested the road policy be kept the same because we don't have the budget and equipment to do more than we do already. Discussion ensued regarding evaluating the costs to satisfy landowners; considering a special assessment to cover the costs; and the idea that many people who own property up high don't live there during winter and likely wouldn't vote for a special assessment. Another option is a special assessment for all, however, NG paid a special assessment for chip sealing NG pavement so why should they pay for high South snowplowing? Ross questioned if people would be willing to complete a survey about this. Tim Brockett suggested that people are not treated equally and said that the majority of people living in high South are not part of CUT. Dan commented about treating people equally saying if we plow low and high South equally, we pay a lot more for high South. He also noted that trees burned in the 2006 fire, and now drifts form without them so planting trees may fix part of the problem. Walter suggested plowing only to Sean Halling's for right now and that Tim Brockett has expectation of sanding in high South which has never been done before. Robert B. questioned when it becomes destructive to equipment to plow to Sean's. He'd like to see clarification on this before making the decision to plow Sagittarius Skyway.

6.6.2 Road Budget Apportionment – ED – Tabled to be taken up in the Road Committee meeting.

6.7 Communication Committee Report – Robert B.
Robert B. reported that a letter regarding the complaint on Lot 39E (SG) was sent out on January 16, 2015.

6.8 Website Committee Report – Ross
Ross requested that people e-mail webmaster@glamontana.org if they don't see something they need on website.

7. UNFINISHED BUSINESS

7.1 Lot 39-E (SG) – Complaint – Robert B. (See 6.7 above.)

7.2 Policies: Conduct of Meeting, Hiring, Privacy, Records Retention – DK – Tabled.

7.3 Establish Committees – Continuation – DK – Tabled to the next meeting.

8. NEW BUSINESS

9. Closed Session
9.1 Discussion of lawsuits – Board

10. Meeting Adjourned at 11:30 p.m.

11. Next Board Meeting: February 9, 2015

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

January 19, 2015 – 7:00 pm

1. **Call to Order (7:00 p.m.)**

2. **Introduction of Administrative Employee**

3. **Set Agenda**

4. **Approve Meeting Minutes** – August 11, November 5, November 17, December 8, 2014

5. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

6. **Officer and Committee Reports (7:30 p.m.)**
   - 6.1 President's Report – DK
     - 6.1.1 Filing of Bylaws Amendments
   - 6.2 Secretary's Report – AA
     - 6.2.1 January Mailings
   - 6.3 Treasurer's Reports – JM
     - 6.3.1 Budget Variance, Check & Deposit
   - 6.4 Budget Committee Report – JM
   - 6.5 Collection Committee Report – JM
   - 6.6 Road and Weed Mgmt Committee Report
     - 6.6.1 Snow Removal in High South Glastonbury – Robert W.
     - 6.6.2 Road Budget Apportionment – ED
   - 6.7 Communication Committee Report – Robert B.
   - 6.8 Website Committee Report – Ross

7. **UNFINISHED BUSINESS**
   - 7.1 Lot 39-E (SG) – Complaint – Robert B.
   - 7.2 Policies: Conduct of Meeting, Hiring, Privacy, Records Retention – DK
   - 7.3 Establish Committees – Continuation – DK

8. **NEW BUSINESS**

9. **Closed Session (9:30 p.m.)**
   - 9.1 Discussion of lawsuits – Board

10. **Adjournment (10:00 p.m.)**

11. **Next Board Meeting: February 9, 2015**

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Glastonbury Landowners Association
Balance Sheet
As of December 31, 2014

	Dec 31, 14
ASSETS	
Current Assets	
Checking/Savings	
002 · Bank of the Rockies Checking	4,368.84
003 · Savings Account	
004 · Savings Gen Operating Accnt	45,170.71
010 · Construction Bond Reserve C...	12,107.00
011 · Emergency Loan Reserve	7,500.00
012 · Digitizing Reserve Cash	1,181.31
013 · NG Chip Seal Reserve Cash	247.95
014a · NG Road Reserve Cash	12,509.69
014b · SG Road Reserve Cash	22,281.17
015 · Lawsuit Reserve Cash	20,000.00
Total 003 · Savings Account	120,997.83
Total Checking/Savings	125,366.67
Accounts Receivable	
Accounts Receivable	231,200.46
Total Accounts Receivable	231,200.46
Other Current Assets	
Petty Cash	73.19
Wage Advances	175.00
Total Other Current Assets	248.19
Total Current Assets	356,815.32
TOTAL ASSETS	**356,815.32**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,497.95
Total Accounts Payable	2,497.95
Other Current Liabilities	
Construction Bonds Held by GLA	12,107.00
Payroll Liabilities	522.82
Total Other Current Liabilities	12,629.82
Total Current Liabilities	15,127.77
Long Term Liabilities	
Bank of the Rockies Loan	48,698.05
Total Long Term Liabilities	48,698.05
Total Liabilities	63,825.82
Equity	
Digitizing Fund	1,181.31
Emergency Loan Fund	7,500.00
Lawsuit Fund	20,000.00
NG Chip Seal Fund	247.95
NG Road Fund	12,509.69
Opening Balance Equity	22,222.35
Operating Fund Balance	132,177.31
SG Road Fund	22,281.17
Net Income	74,869.72
Total Equity	292,989.50
TOTAL LIABILITIES & EQUITY	**356,815.32**

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Glastonbury Landowners Association
Profit & Loss
January through December 2014

		Jan - Dec 14
Ordinary Income/Expense		
Income		
100 · Parcel Assessment Fees		
111 · Land Assessments 2014		75,858.83
121 · Dwelling Assessments 2014		51,369.97
150 · Golden Age Village Income		9,359.00
170 · Finance Ch Income- Past Due Ass		27,056.39
171 · 5% Penalty Income		9,055.55
175 · Subdivision Waiver Asmnts		272.76
180 · 2009 Chip Seal Assessment		-1,395.79
190 · Discounts Given		-191.00
Total 100 · Parcel Assessment Fees		171,385.71
200 · Project Impact Fees		
201 · Application Fees		280.00
210 · Structure Impact Fees		1,995.00
220 · Road/Driveway Impact Fees		75.00
Total 200 · Project Impact Fees		2,350.00
400 · Other Gen Fund Income		
401 · Lien Fees Paid		200.00
450 · Donation Income		0.00
Total 400 · Other Gen Fund Income		200.00
Total Income		173,935.71
Gross Profit		173,935.71
Expense		
1000 · Snow Removal		
1010 · Contracted Snow Removal		3,712.50
1011 · Equipment Rental		1,950.00
1012 · Snow Fences		71.95
1013 · Sand		605.40
1015 · Payroll Costs		
1016 · Wages Paid Snow	3,080.83	
1016c · Wages Paid Sand Loading	160.00	
1016d · Wages Paid Snow Fence	925.00	
1017 · Payroll Taxes Snow	539.63	
1018a · Payroll Software	280.00	
1019 · Workers' Compensation Insurance	410.57	
1019a · Employ.Practice Liability Ins.	1,085.00	
1015 · Payroll Costs - Other	0.00	
Total 1015 · Payroll Costs		6,481.03
1020 · Equipment Costs		
1021 · Truck Registration & Insurance	698.00	
1024 · Truck Maintenance	3,058.21	
1025 · Fuel	1,438.59	
1026 · Wages Truck Maintenance	705.00	
Total 1020 · Equipment Costs		5,899.80
Total 1000 · Snow Removal		18,720.68
1030 · Road Maintenance		
1031 · Weed Control		2,094.44
1032 · Roadside Mowing		1,260.00
1035-A · Grading & Gravel NG		
1035a · Aquarius Lane	95.00	
1035b · Aries Drive	513.00	
1035c · Capricorn Drive	717.00	
1035f · Gemini Road	646.34	
1035i · Orion Way	753.90	
1035j · Pisces Way	300.00	
1035k · Sirius Drive	2,322.93	
1035l · Taurus Road	1,752.33	

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Glastonbury Landowners Association
Profit & Loss
January through December 2014

	Jan - Dec 14
1035m · Venus Way	300.00
1035n · Mercury Lane	115.00
Total 1035-A · Grading & Gravel NG	7,515.50
1035-B · Paved Road Costs NG	7,743.39
1036 · Grading & Gravel SG	
1036b · Arcturus Drive	4,085.00
1036d · Leo Drive	605.00
1036g · Hercules Road	8,078.75
1036h · Polaris Way	458.00
1036j · Sagittarius Skyway	400.00
1036k · Scorpio Way	770.00
1036z · Other	2,345.00
Total 1036 · Grading & Gravel SG	16,741.75
1045 · Signs, Posts, Etc	1,280.55
1046 · Insurance - Roads/Common Land	5,375.16
Total 1030 · Road Maintenance	42,010.79
1200 · Parkland/Recreation Center	
1210 · Utilities for Rec Center	414.51
1220 · Sprinkler Maintenance	339.00
Total 1200 · Parkland/Recreation Center	753.51
1300 · Litigation	
1310 · Legal Costs	
1310a · Litigation Incurred	175.00
Total 1310 · Legal Costs	175.00
1311 · Document Production-Contracted	1,041.45
Total 1300 · Litigation	1,216.45
2000 · Overhead/Admin Costs	
2005 · Accountant's Fees	966.00
2010 · Administrative Expense	
2010a · Admistration Costs - Contracted	1,517.47
Total 2010 · Administrative Expense	1,517.47
2011 · Bank Charges	34.00
2012 · Credit Card Fees	129.25
2013 · Collection Costs	1,092.40
2016 · Insurance - Board Liability	1,609.20
2017 · Legal Fees-General Advice	5,340.00
2018 · Licenses & Annual Reporting	85.00
2019 · Lien Filing Costs	289.00
2020 · Management Expense	13,095.30
2025 · Miscellaneous	506.25
2030 · Newsletter Costs	277.92
2050 · Office Supplies	
2050a · Admin Office Supplies	117.47
2050 · Office Supplies - Other	626.78
Total 2050 · Office Supplies	744.25
2051 · Procedures & Documents	0.00
2052 · Postage & Shipping	1,972.27
2055 · Printing & Copies	1,413.45
2060 · Rent - Facilities	1,259.00
2062 · Rent - PO Box & Safe Dep Box	157.50
2066 · Software Costs	
2066a · Drop Box	49.95
2066b · Quickbooks	229.99
2066f · SharePoint	17.90
2066 · Software Costs - Other	69.93
Total 2066 · Software Costs	367.77
2070 · Taxes - Property	314.50

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Glastonbury Landowners Association
Profit & Loss
January through December 2014

	Jan - Dec 14	
2080 · Telephone & Messaging		184.40
2090 · Website Costs		
2092 · URL & Domain Fees	55.61	
Total 2090 · Website Costs		55.61
2096 · Annual Mtg Refreshments		169.11
Total 2000 · Overhead/Admin Costs		31,579.65
3000 · Annual Meeting Costs		
3010 · Annual Mtg Administration		0.00
3015 · Annual Mtg Postage		0.00
3025 · Annual Mtg Rent		0.00
3030 · Annual Mtg Printing & Copies		0.00
Total 3000 · Annual Meeting Costs		0.00
Total Expense		94,281.08
Net Ordinary Income		79,654.63
Other Income/Expense		
Other Income		
5000 · Interest Income - Bank		102.73
Total Other Income		102.73
Other Expense		
6000 · Interest Expense		4,887.64
Total Other Expense		4,887.64
Net Other Income		-4,784.91
Net Income		**74,869.72**

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Glastonbury Landowners Association
Profit & Loss Budget Variance Cash Basis
January through December 2014

	Jan - Dec 14	Budget	% of Budget	% of Inv.
Ordinary Income/Expense				
Income				
100 · Parcel Assessment Fees				
109 · Land Assessments 2012 & Prior	2,416.07			
110 · Land Assessments 2013	3,733.25			
111 · Land Assessments 2014	65,629.87	63,000.00	104.17%	86.52%
119 · Dwelling Assessments 2012 & Prior	666.47			
120 · Dwelling Assessments 2013	3,232.84			
121 · Dwelling Assessments 2014	44,705.57	44,000.00	101.6%	87.03%
150 · Golden Age Village Income	9,359.00	9,359.00	100.0%	
170 · Finance Ch Income- Past Due Ass	5,087.28			
171 · 5% Penalty Income	779.45			
180 · 2009 Chip Seal Assessment	0.00			
190 · Discounts Given	-191.00			
Total 100 · Parcel Assessment Fees	135,418.80	116,359.00	116.38%	
200 · Project Impact Fees				
201 · Application Fees	276.17			
210 · Structure Impact Fees	1,949.10			
220 · Road/Driveway Impact Fees	75.00			
Total 200 · Project Impact Fees	2,300.27			
400 · Other Gen Fund Income				
401 · Lien Fees Paid	221.46			
450 · Donation Income	0.00			
Total 400 · Other Gen Fund Income	221.46			
Total Income	137,940.53	116,359.00	118.55%	
Gross Profit	137,940.53	116,359.00	118.55%	
Expense				
1000 · Snow Removal				
1010 · Contracted Snow Removal	3,712.50	4,000.00	92.81%	
1011 · Equipment Rental	1,630.00			84%
1012 · Snow Fences	71.95			
1013 · Sand	605.40	500.00	121.08%	
1015 · Payroll Costs				
1016 · Wages Paid Snow	3,080.83	4,300.00	71.65%	
1016c · Wages Paid Sand Loading	160.00			
1016d · Wages Paid Snow Fence	925.00			
1017 · Payroll Taxes Snow	539.63			
1018a · Payroll Software	280.00	280.00	100.0%	
1019 · Workers' Compensation Insurance	0.00	220.00	0.0%	0%
1019a · Employ.Practice Liability Ins.	1,085.00			

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Glastonbury Landowners Association
Profit & Loss Budget Variance Cash Basis
January through December 2014

		Jan - Dec 14	Budget	% of Budget	% of Inv.
Total 1015 · Payroll Costs		6,070.46	4,800.00	126.47%	
1020 · Equipment Costs					
1021 · Truck Registration & Insurance		698.00	1,080.00	64.63%	
1024 · Truck Maintenance		3,058.21	3,000.00	101.94%	
1025 · Fuel		1,118.74	2,000.00	55.94%	78%
1026 · Wages Truck Maintenance		705.00			
Total 1020 · Equipment Costs		5,579.95	6,080.00	91.78%	95.0%
Total 1000 · Snow Removal		17,670.26	15,380.00	114.89%	121.72%
1030 · Road Maintenance					
1031 · Weed Control		2,094.44	2,500.00	83.78%	
1032 · Roadside Mowing		1,260.00	1,600.00	78.75%	
1035-A · Grading & Gravel NG					
1035a · Aquarius Lane	95.00				
1035b · Aries Drive	513.00				
1035c · Capricorn Drive	717.00				
1035f · Gemini Road	646.34				
1035i · Orion Way	753.90				
1035j · Pisces Way	300.00				
1035k · Sirius Drive	2,322.93				
1035l · Taurus Road	1,752.33				
1035m · Venus Way	300.00				
1035n · Mercury Lane	115.00				
Total 1035-A · Grading & Gravel NG		7,515.50	15,500.00	48.49%	
1035-B · Paved Road Costs NG		7,743.39		49.96%	
1036 · Grading & Gravel SG					
1036b · Arcturus Drive	4,085.00				
1036d · Leo Drive	605.00				
1036g · Hercules Road	8,078.75				
1036h · Polaris Way	458.00				
1036j · Sagittarius Skyway	400.00				
1036k · Scorpio Way	770.00				
1036z · Other	2,345.00				
Total 1036 · Grading & Gravel SG		16,741.75	15,500.00	108.01%	
Match program reimbursed budget $1,092.74. Budget amount $15,649.01				100.96%	
1045 · Signs, Posts, Etc		1,280.55	1,000.00	128.06%	
1046 · Insurance - Roads/Common Land		5,375.16	5,500.00	97.73%	
Total 1030 · Road Maintenance		42,010.79	41,600.00	100.99%	
With Match reimbursement total Road Maintenance costs out of budget are $40,918.05				98.36%	
1200 · Parkland/Recreation Center					
1210 · Utilities for Rec Center		390.48	500.00	78.1%	

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Glastonbury Landowners Association
Profit & Loss Budget Variance Cash Basis
January through December 2014

	Jan - Dec 14	Budget	% of Budget	% of Inv.
1220 · Sprinkler Maintenance	0.00			0%
1230 · Lawn Mowing/Gas	0.00	150.00	0.0%	
1240 · Mower Maintenance	0.00	250.00	0.0%	
Total 1200 · Parkland/Recreation Center	390.48	900.00	43.39%	53.53%
1300 · Litigation				
1310 · Legal Costs				
1310a · Litigation Incurred	175.00			
Total 1310 · Legal Costs	175.00	0.00	100.0%	
1311 · Document Production-Contracted	1,041.45			
Total 1300 · Litigation	1,216.45	13,300.00	9.15%	
$10,00 budgeted for liability insurance deductible. Moved to Lawsuit Fund.				
1400 · Community Complaints				
1410 · Community Complaints Costs	0.00	725.00	0.0%	
Total 1400 · Community Complaints	0.00	725.00	0.0%	
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	966.00	1,571.00	61.49%	
2010 · Administrative Expense				
2010a · Admistration Costs - Contracted	1,517.47			
Total 2010 · Administrative Expense	1,517.47			
2011 · Bank Charges	34.00			
2012 · Credit Card Fees	129.25			
2013 · Collection Costs	1,092.40			
2016 · Insurance - Board Liability	1,609.20	3,000.00	53.64%	
2017 · Legal Fees-General Advice	4,620.00	1,000.00	462.0%	86.52%
2018 · Licenses & Annual Reporting	85.00	70.00	121.43%	
2019 · Lien Filing Costs	289.00			
2020 · Management Expense	13,095.30	22,629.00	57.87%	
2025 · Miscellaneous	506.25	500.00	101.25%	
2030 · Newsletter Costs	277.92	0.00		
2050 · Office Supplies				
2050a · Admin Office Supplies	117.47			
2050 · Office Supplies - Other	626.78	1,400.00	44.77%	
Total 2050 · Office Supplies	744.25	1,400.00	53.16%	
2051 · Procedures & Documents	0.00			
2052 · Postage & Shipping	1,972.27	1,650.00	119.53%	
2055 · Printing & Copies	1,413.45	1,450.00	97.48%	
2060 · Rent - Facilities	1,209.00	705.00	171.49%	96.03%
2062 · Rent - PO Box & Safe Dep Box	157.50	60.00	262.5%	
2066 · Software Costs				
2066a · Drop Box	49.95			
2066b · Quickbooks	229.99			

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Glastonbury Landowners Association
Profit & Loss Budget Variance Cash Basis
January through December 2014

	Jan - Dec 14	Budget	% of Budget	% of Inv.
2066f · SharePoint	17.90			
2066 · Software Costs - Other	69.93			
Total 2066 · Software Costs	367.77	20.00	1,838.85%	
2070 · Taxes - Property	0.00	325.00	0.0%	0%
2080 · Telephone & Messaging	184.40	180.00	102.44%	
2090 · Website Costs				
2091 · Website Contractor Devlop&Maint	0.00	450.00	0.0%	
2092 · URL & Domain Fees	55.61	140.00	39.72%	
Total 2090 · Website Costs	55.61	590.00	9.43%	
2096 · Annual Mtg Refreshments	169.11	250.00	67.64%	
Total 2000 · Overhead/Admin Costs	30,495.15	35,400.00	86.14%	
Total Expense	91,783.13	107,305.00	85.54%	95.35%
Net Ordinary Income	46,157.40	9,054.00	509.8%	
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank	102.73	80.00	128.41%	
Total Other Income	102.73	80.00	128.41%	
Other Expense				
6000 · Interest Expense	4,887.64	6,128.00	79.76%	
Total Other Expense	4,887.64	6,128.00	79.76%	
Net Other Income	-4,784.91	-6,048.00	79.12%	
	41,372.49	3,006.00	1,376.33%	

-24,686 Bank Loan Principal
-523 Payroll Liabilities
-2,498 Bills Incurred 2014 to be paid 2015
-10,000 Ins. Deductible to Lawsuit Fund
-6,825 2013 & Prior Assess. & Fin. Ch. to Laws. F.
-10,217 Crack Sealing paid from Funds
plus 1,093 Match Program SG Road reimbursement

-12,284 OVER BUDGET

-20,300 OVER BUDGET HAD MINNICK BEEN RETAINED FOR THE ENTIRE YEAR

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Glastonbury Landowners Association
Profit & Loss Budget Variance Cash Basis
January through December 2014

	Jan - Dec 14	Budget	% of Budget	% of Inv.
Ordinary Income/Expense				
Income				
100 · Parcel Assessment Fees				
109 · Land Assessments 2012 & Prior	2,416.07			
110 · Land Assessments 2013	3,733.25			
111 · Land Assessments 2014	65,629.87	63,000.00	104.17%	86.52%
119 · Dwelling Assessments 2012 & Prior	666.47			
120 · Dwelling Assessments 2013	3,232.84			
121 · Dwelling Assessments 2014	44,705.57	44,000.00	101.6%	87.03%
150 · Golden Age Village Income	9,359.00	9,359.00	100.0%	
170 · Finance Ch Income- Past Due Ass	5,087.28			
171 · 5% Penalty Income	779.45			
180 · 2009 Chip Seal Assessment	0.00			
190 · Discounts Given	-191.00			
Total 100 · Parcel Assessment Fees	135,418.80	116,359.00	116.38%	
200 · Project Impact Fees				
201 · Application Fees	276.17			
210 · Structure Impact Fees	1,949.10			
220 · Road/Driveway Impact Fees	75.00			
Total 200 · Project Impact Fees	2,300.27			
400 · Other Gen Fund Income				
401 · Lien Fees Paid	221.46			
450 · Donation Income	0.00			
Total 400 · Other Gen Fund Income	221.46			
Total Income	137,940.53	116,359.00	118.55%	
Gross Profit	137,940.53	116,359.00	118.55%	
Expense				
1000 · Snow Removal				
1010 · Contracted Snow Removal	3,712.50	4,000.00	92.81%	
1011 · Equipment Rental	1,630.00			84%
1012 · Snow Fences	71.95			
1013 · Sand	605.40	500.00	121.08%	
1015 · Payroll Costs				
1016 · Wages Paid Snow	3,080.83	4,300.00	71.65%	
1016c · Wages Paid Sand Loading	160.00			
1016d · Wages Paid Snow Fence	925.00			
1017 · Payroll Taxes Snow	539.63			
1018a · Payroll Software	280.00	280.00	100.0%	
1019 · Workers' Compensation Insurance	0.00	220.00	0.0%	0%
1019a · Employ.Practice Liability Ins.	1,085.00			

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Glastonbury Landowners Association
Profit & Loss Budget Variance Cash Basis
January through December 2014

	Jan - Dec 14	Budget	% of Budget	% of Inv.
Total 1015 · Payroll Costs	6,070.46	4,800.00	126.47%	
1020 · Equipment Costs				
1021 · Truck Registration & Insurance	698.00	1,080.00	64.63%	
1024 · Truck Maintenance	3,058.21	3,000.00	101.94%	
1025 · Fuel	1,118.74	2,000.00	55.94%	78%
1026 · Wages Truck Maintenance	705.00			
Total 1020 · Equipment Costs	5,579.95	6,080.00	91.78%	95.0%
Total 1000 · Snow Removal	17,670.26	15,380.00	114.89%	121.72%
1030 · Road Maintenance				
1031 · Weed Control	2,094.44	2,500.00	83.78%	
1032 · Roadside Mowing	1,260.00	1,600.00	78.75%	
1035-A · Grading & Gravel NG				
1035a · Aquarius Lane	95.00			
1035b · Aries Drive	513.00			
1035c · Capricorn Drive	717.00			
1035f · Gemini Road	646.34			
1035i · Orion Way	753.90			
1035j · Pisces Way	300.00			
1035k · Sirius Drive	2,322.93			
1035l · Taurus Road	1,752.33			
1035m · Venus Way	300.00			
1035n · Mercury Lane	115.00			
Total 1035-A · Grading & Gravel NG	7,515.50	15,500.00	48.49%	
1035-B · Paved Road Costs NG	7,743.39	0.00		
Remainder of NG Grading/Gravel Budget used for crack sealing the NG paved road. Actual cost $17,840.				
1036 · Grading & Gravel SG				
1036b · Arcturus Drive	4,085.00			
1036d · Leo Drive	605.00			
1036g · Hercules Road	8,078.75			
1036h · Polaris Way	458.00			
1036j · Sagittarius Skyway	400.00			
1036k · Scorpio Way	770.00			
1036z · Other	2,345.00			
Total 1036 · Grading & Gravel SG	16,741.75	15,500.00	108.01%	
Match program reimbursed budget $1,092.74. Budget amount $15,649.01			100.96%	
1045 · Signs, Posts, Etc	1,280.55	1,000.00	128.06%	
1046 · Insurance - Roads/Common Land	5,375.16	5,500.00	97.73%	
Total 1030 · Road Maintenance	42,010.79	41,600.00	100.99%	
With Match reimbursement total Road Maintenance costs out of budget are $40,918.05			98.36%	
1200 · Parkland/Recreation Center				

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Glastonbury Landowners Association
Profit & Loss Budget Variance Cash Basis
January through December 2014

	Jan - Dec 14	Budget	% of Budget	% of Inv.
1210 · Utilities for Rec Center	390.48	500.00	78.1%	
1220 · Sprinkler Maintenance	0.00			0%
1230 · Lawn Mowing/Gas	0.00	150.00	0.0%	
1240 · Mower Maintenance	0.00	250.00	0.0%	
Total 1200 · Parkland/Recreation Center	390.48	900.00	43.39%	53.53%
1300 · Litigation				
1310 · Legal Costs				
1310a · Litigation Incurred	175.00			
Total 1310 · Legal Costs	175.00	0.00	100.0%	
1311 · Document Production-Contracted	1,041.45			
Total 1300 · Litigation	1,216.45	13,300.00	9.15%	
$10,000 budgeted for liability insurance deductible. Moved to Lawsuit Fund.				
1400 · Community Complaints				
1410 · Community Complaints Costs	0.00	725.00	0.0%	
Total 1400 · Community Complaints	0.00	725.00	0.0%	
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	966.00	1,571.00	61.49%	
2010 · Administrative Expense				
2010a · Admistration Costs - Contracted	1,517.47			
Total 2010 · Administrative Expense	1,517.47			
2011 · Bank Charges	34.00			
2012 · Credit Card Fees	129.25			
2013 · Collection Costs	1,092.40			
2016 · Insurance - Board Liability	1,609.20	3,000.00	53.64%	
2017 · Legal Fees-General Advice	4,620.00	1,000.00	462.0%	86.52%
2018 · Licenses & Annual Reporting	85.00	70.00	121.43%	
2019 · Lien Filing Costs	289.00			
2020 · Management Expense	13,095.30	22,629.00	57.87%	
2025 · Miscellaneous	506.25	500.00	101.25%	
2030 · Newsletter Costs	277.92	0.00		
2050 · Office Supplies				
2050a · Admin Office Supplies	744.25			
Total 2050 · Office Supplies	744.25	0.00	100.0%	
2051 · Procedures & Documents	0.00			
2052 · Postage & Shipping	1,972.27	1,650.00	119.53%	
2055 · Printing & Copies	1,413.45	1,450.00	97.48%	
2060 · Rent - Facilities	1,209.00	705.00	171.49%	96.03%
2062 · Rent - PO Box & Safe Dep Box	157.50	60.00	262.5%	
2066 · Software Costs				
2066a · Drop Box	49.95			
2066b · Quickbooks	229.99			

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Glastonbury Landowners Association
Profit & Loss Budget Variance Cash Basis
January through December 2014

	Jan - Dec 14	Budget	% of Budget	% of Inv.
2066f · SharePoint	17.90			
2066 · Software Costs - Other	69.93			
Total 2066 · Software Costs	367.77	20.00	1,838.85%	
2070 · Taxes - Property	0.00	325.00	0.0%	0%
2080 · Telephone & Messaging	184.40	180.00	102.44%	
2090 · Website Costs				
2091 · Website Contractor Devlop&Maint	0.00	450.00	0.0%	
2092 · URL & Domain Fees	55.61	140.00	39.72%	
Total 2090 · Website Costs	55.61	590.00	9.43%	
2096 · Annual Mtg Refreshments	169.11	250.00	67.64%	
Total 2000 · Overhead/Admin Costs	30,495.15	34,000.00	89.69%	
Total Expense	91,783.13	107,305.00	85.54%	95.35%
Net Ordinary Income	46,157.40	9,054.00	509.8%	
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank	102.73	80.00	128.41%	
Total Other Income	102.73	80.00	128.41%	
Other Expense				
6000 · Interest Expense	4,887.64	6,128.00	79.76%	
Total Other Expense	4,887.64	6,128.00	79.76%	
	-4,784.91	-6,048.00	79.12%	
Net Other Income	**41,372.49**	**3,006.00**	**1,376.33%**	
	1,093.00	**Match Reimbursement for SG Roads**		
	42,465.49			

OTHER COSTS INCURRED TO DEDUCT FROM INCOME

24,686	Bank Loan Principal	**-54,749**	**Other Costs Incurred**
523	Payroll Liabilities	**-12,284**	
2,498	Bills Incurred 2014 to be paid 2015		
10,000	Ins. Deductible to Lawsuit Fund	**-20,300**	**Had Minnick been retained for the entire year as budgeted**
6,825	2013 & Prior Assess. & Fin. Ch. to Laws. F.		
10,217	Crack Sealing paid from Funds		
54,749			

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Glastonbury Landowners Association
2014 Donations & Funds Report

Donations	$1,301.60	Gravel for Polaris Way	
	$684.75	Gravel & Grading Upper Hercules	
Total	$1,986.35		
Digitizing Fund	Opening Balance		$7,285.00
	Debits	$6,103.69	1,057.50 Document Organization
			5,046.19 Transfer to Lawsuit Fund
	Ending Balance		**$1,181.31**
Lawsuit Fund	Opening Balance		$30,000.00
	Credits	$30,000.00	5,046.19 Transfer form Digitizing Fund
			10,000.00 Transfer from Budget (Ins. Deductible)
			6,824.91 2013 & Prior collected assess. & fin. ch
			8,128.90 From Unallocated Savings
	Debits	$10,000.00	5,000.00 NG Crack Sealing
			5,000.00 SG Fairness contr. To SG Road Fund
	Ending Balance		**$20,000.00**
Chip Seal Fund	Opening Balance		$5,021.78
	Debits	$6,169.62	3,950.00 NG Paved Road Patching
			149.50 NG Paved Road Pothole Repair
			2,070.12 Crack Sealing
	Credits	$1,395.79	Past due payments
	Ending Balance		**$247.95**
NG/SG Road Fund	Opening Balance		$32,270.35
	Debits	$32,270.35	3,558.00 Hercules road emergency repair
			14,356.18 Transfer to NG Road Fund
			14,356.17 Transfer to SG Road Fund
	Ending Balance		**$0.00**

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Glastonbury Landowners Association
2014 Donations & Funds Report

NG Road Fund	Opening Balance		$14,356.18
	Debits	$3,146.49	Crack Sealing
	Credits	$1,300.00	$725.00 2013 Impact Fees
			$575.00 2014 Impact Fees
	Ending Balance		**$12,509.69**

SG Road Fund	Opening Balance		$14,356.17
	Credits	$7,925.00	1,430.00 2013 Impact Fees
			1,495.00 2014 Impact Fees
			5,000.00 Transfer from Lawsuit Fund to match Transfer for NG Crack Sealing
	Ending Balance		**$22,281.17**

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Glastonbury Landowners Association
Snow Costs Accrual Basis
January through December 2014

	High South	North G	South G	TOTAL
1000 · Snow Removal				
1010 · Contracted Snow Removal	2,375.75	0.00	1,336.75	3,712.50
1011 · Equipment Rental	0.00	1,625.00	325.00	1,950.00
1012 · Snow Fences	0.00	35.98	35.97	71.95
1013 · Sand	0.00	508.54	96.86	605.40
1015 · Payroll Costs				
1016 · Wages Paid Snow	0.00	1,756.07	1,324.76	3,080.83
1016c · Wages Paid Sand Loading	0.00	134.40	25.60	160.00
1016d · Wages Paid Snow Fence	0.00	120.00	805.00	925.00
1017 · Payroll Taxes Snow	0.00	266.27	273.36	539.63
1018a · Payroll Software	0.00	140.00	140.00	280.00
1019 · Workers' Compensation Insurance	0.00	234.02	176.55	410.57
1019a · Employ.Practice Liability Ins.	0.00	542.50	542.50	1,085.00
Total 1015 · Payroll Costs	0.00	3,193.26	3,287.77	6,481.03
1020 · Equipment Costs				
1021 · Truck Registration & Insurance	0.00	439.74	258.26	698.00
1024 · Truck Maintenance	0.00	1,743.18	1,315.03	3,058.21
1025 · Fuel	0.00	887.12	551.47	1,438.59
1026 · Wages Truck Maintenance	0.00	401.85	303.15	705.00
Total 1020 · Equipment Costs	0.00	3,471.89	2,427.91	5,899.80
Total 1000 · Snow Removal	2,375.75	8,834.67	7,510.26	18,720.68

GLA 2014 HOURLY COST FOR PLOWING AND SANDING: $98.03

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GLA 03417

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

February 9, 2015

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1. **Call to Order**
   The meeting was called to order by Dan Kehoe at 7:08 p.m. at St. John's Church.

   PRESENT: Dan Kehoe (President) Ross Brunson (Vice President), Janice McCann (Treasurer), Alyssa Allen (Secretary), Robert Branson (aka Robert B.), Ed Dobrowski, Gerald Dubiel, Catherine Fitzgerald, Jim Kozlik, Charlotte Mizzi, Paul Ranttalo, Robert Wallace (aka Robert W.).
   Also attending: Karleen McSherry (Administrative Assistant)
   Landowners: Tim Brockett, Debbie Blais & Kevin Newby, Claudette & Micah Dirkers, Debbie DeGraaf, Damiaan & Clazina Kletter, Jerry Ladewig, Charlene Murphy, Chuck & Sally Muto, Clare & Rudy Parker, Joe Trosclair, Linda Ulrich, Ia & Chris Williams.

2. **Commence Special Meeting**
   Dan reviewed the South Glastonbury board vacancy that was created when Scott McBride resigned at the end of December. Prior to the meeting, Kevin Newby and Rudy Parker had submitted letters of intent to be considered for the position. The candidates were given the opportunity and both chose to address the board regarding their skills and interest in serving. Discussion. The board voted by written ballot and the results were counted by Karleen and Alyssa, who announced that Kevin Newby had been elected by a vote of 6 to 5.
   The Special Meeting was adjourned at 7:39 p.m.

3. **Commence Regular Monthly Board Meeting**
   The meeting was called to order by Dan Kehoe at 7:40 p.m. at St. John's Church.
   Kevin Newby took his place at the table with the Board.

4. **Set Agenda**

5. **Approve Meeting Minutes – November 17 & December 8, 2014; January 19, 2015**
   Motion: Ross motioned and Janice seconded to accept the November 17, 2014 meeting minutes. **Motion carried.** (3 Abstentions – Charlotte, Kevin and Robert B.)
   Motion: Robert W. motioned and Ross seconded to accept the December 8, 2014 meeting minutes. **Motion carried.** (4 Abstentions – Charlotte, Jim, Kevin and Robert B.) Discussion.
   Motion: Charlotte motioned and Robert B. seconded to accept the January 19, 2015 meeting minutes. **Motion carried.** (1 Abstention – Kevin.)
   Action Item – *Alyssa to attach the 2015 Board Meeting Schedule to the 12-8-2014 minutes.*

6. **Visiting Landowner Input Period**
   Dan reminded the landowners that they may ask for an item to be put on the Board Meeting Agenda by filling out in advance a Landowner Agenda Request Form. Forms were handed out to all who were interested. Landowner input included the suggestion that the board read the meeting minutes before coming to the meeting to save time; questions and discussion regarding the savings account and the possibility of using it to pay off the road-paving loan and rescind the 10% assessment increase. **Motion:** Jim motioned that a topic be picked at the beginning of every meeting for landowner discussion, and that a half hour be set aside for said discussion, which could be continued in committee meetings. **Motion Failed** (not seconded). Discussion included the idea that the suggested method is opposite current operating procedures in which the committee is the distillation process for items that are then brought to the board; questions regarding the best use of time; the idea that there is no website forum or way for landowners to get their ideas to the committees; issues with a public forum and need for rules and monitoring; the possibility of landowners meeting on their own to list their ideas and then send them to the Board; perhaps sending ideas to committees via e-mail; poor track record in the past of getting back to people; the question of

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being able to obtain consensus on the topic for each meeting; a single topic will keep people from talking at the meeting about what they came to the meeting for; possibility of both - having a set topic as well as opportunity for landowners to speak about their issues; and reiteration that landowners are welcome to submit the Agenda Request Form. Comment made that issue tracking should improve with the addition of the new administrative assistant.

7. Officer and Committee Reports

7.1 President's Report – DK

Dan notified the Board that he will be out of town March 8-15 and requested that the regularly scheduled Board Meeting be moved from March 9 to March 16. **Motion:** Janice motioned and Ross seconded to move the regularly scheduled board meeting from March 9th to March 16th. **Motion carried unanimously.**

7.2 Secretary's Report – AA

Alyssa thanked all volunteers who helped with the January mailings. She announced that she is still training Karleen and things are going well, that this position is becoming a valuable asset for the Board. Alyssa also asked the Board members to give back their meeting folders at the end of the meeting for reuse.

7.3 Treasurer's Reports:

7.3.1 Budget Variance, Check & Deposit – JM

Janice reviewed the Treasurer's reports and pointed out that since the assessment statements were sent out on the 26th of January, income for that month is low compared to what would be expected for February. **Motion:** Ross motioned and Jim seconded to accept the Treasurer's Reports. **Motion carried unanimously.**

7.4 Budget Committee Report – JM

Discussion ensued regarding the $42,000 in general savings. In answer to landowner suggestions about using general savings to pay down the road loan, Janice explained that the extra funds in savings do not occur every year and provide a safety net for the association. Dan suggested a new category be added for the purchase of capital equipment, such as office equipment or a snowplow or grader, and that it be funded.

7.5 Collection Committee Report – JM

Janice gave some details about bad debt written off because of some properties that went into bankruptcy. Janice announced that she'd like to convene a Collection Committee meeting before the next board meeting. Dan suggested meeting with an attorney specifically regarding how to handle past due accounts that are not fee simple.

7.6 Road and Weed Mgmt Committee Report

7.6.1 February 5 Road Committee Meeting Report – Robert W.

Robert reported that on Thursday, February 5, 2015, from 7 to 9 pm the Road Committee met at Spectec in SG. Road Management Committee members in attendance were Robert W. and Paul; Road and Weed Committee members in attendance were Robert W. and Paul, Ed, Dan, Walter Wunsch and Charlene Murphy, along with 14 landowners. The committee discussed the placement of various signs and sand barrels throughout both North and South Glastonbury; future road work including another attempt to persuade Park County to repair the pavement on Dry Creek Rd and if they don't by June, then the Committee will bring to the Board a request to allot funds for the GLA to protect its investment and do the necessary repairs; and the suggestion that the Road Policy be linked to

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the Covenants so the policy is given to new landowners by real estate companies at closings.

7.6.2 Fencing on Hercules easement/Kathleen Ramp Inquiry – Robert B.
Robert B. reported that Kathleen wrote a letter regarding her concern that her boundary fence was moved by the GLA in doing ditch clearing work in the past. A response letter has been drafted to convey the GLA's desire to work with Kathleen to resolve the issue; that measuring will commence after the snow melts in April; and no work will be done until all of the facts have been gathered, and she is involved and approves. Paul suggested that nobody moved the fence and that Kathleen had a contractor build a new one. Robert B. noted this for his preliminary fact-finding.

7.7 Project Review Committee Report – GD
Gerald reported that the Project Review Committee met on Tuesday, February 3 by phone, and was attended by himself, Robert B. and Alyssa Allen. Discussion included SG 40-C, Debbie Blais & Kevin Newby's Garage Project that is mostly complete but will require that the power line ditch across Arcturus be filled in by Park Electric, along with reseeding disturbed land in the spring; SG 39-E, Damiaan and Clazina Kletter greenhouse that is being built, but on hold until project has been given preliminary approval; use of the administrative assistant to organize files and systems to make the project review process more efficient.
Gerald commented that sometimes a landowner doesn't understand the need for preliminary board approval before starting a project. Gerald recommended adding clear detail about all the steps involved to the Project Review forms. Discussion ensued regarding the length of time it takes to get approval; how soon people need to start the process if they know when they want to build; and the idea of regularly convening a phone meeting mid-month to handle these issues. Dan suggested that regarding the Kletter greenhouse project the board have a phone meeting to fast-track it.

7.8 Communication Committee Report – Robert B.
Robert B. reported that the Communication Committee (he and Catherine) did not meet this month. Instead they are engaging in a process to identify and prioritize what will be discussed during meetings; to distill down the role the committee will fulfill for the landowners; to address landowner frustration in accessing info, including reviewing for need and accuracy the various forms that currently exist.
Robert requested committee chairs post their full year meeting agenda on the website; that one letter be sent out at the beginning of the month with all meetings on it; make committee agendas available to landowners; ask landowners to e-mail the Communication Committee about what would make it easier to interact with the Board. Dan requested that between now and April, to avoid meeting overlap, the committee chairs pick a consistent day of the week or of the month to have regular meetings.

7.9 Website Committee Report – Ross
Ross reported that the Website Committee is trying to make things easier. He shared a clarification regarding levels of menu items and the need to just click on a subpage to enter it. There are pages that people look for most: the page about the area, legal case updates, governing docs, calendar, and survey results. Ross said that he's trying to keep the calendar as up-to-date as possible and he asked people to subscribe to the calendar via info@glamontana.org.

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8. UNFINISHED BUSINESS

8.1 Lot 39-E (SG) – Complaint – Robert B.

Robert B. updated the Board about the complaint by Debbie Blais & Kevin Newby regarding SG 39-E, the recent transfer of property that was a shelter, which the new owner, Damiaan Kletter, converted to a residence. Although there is a record with Park County for a permit for the septic system, there was no final inspection completed in 1990. Discussion ensued and it was recommended that since the old septic system needed to be replaced, an inspection is required for the new work to ensure there is no contamination of water wells via the drain field. Damiaan countered that it's not a new system but a repair of the old. Gerald reported that the Sanitarian is not going to pursue a current inspection because there are hundreds of these out there and if they go after one they'll have to go after all. Ross asked if the county will put that in writing? Gerald said he and Kevin need to go to the Sanitarian to find out what he will and will not do. Robert B. stated that the Covenants mandate the need for written approval by the association and public authorities. The system must be in the same place as the original plat or else a new approval process is required. Robert W. suggested that Damiaan draw the new tank placement on the plat map, give it to Park County and let them record it. Damiaan agreed and offered to give Kevin and committee members a tour of the completed work. Ross noted that now that Kevin is on the board, he needs to abstain from voting on this issue.

8.2 Establish Committees – DK

Dan announced the reestablishment of the Governing Docs Committee as a board committee to review the By-laws, Covenants and Master Plan. He asked the Project Review Committee to aid in this work by examining the Master Plan portion of the project and providing input. The goal is to run multiple tracks at once to arrive at the November Annual meeting with something coherent to present to landowners. Discussion ensued regarding the composition of the committee. Dan, Charlotte, Ed and Jim agreed to participate. Landowner members of the former committee also agreed to continue their participation: Debbie Blais, Claudette Dirkers, Jerry Ladewig, Charlene Murphy, Linda Ulrich, Ia Williams and Regina Wunch. **Motion:** Charlotte motioned and Ross seconded for the above-mentioned board members and landowners to be on the Governing Docs Committee, co-chaired by Dan and Charlotte. **Motion carried unanimously.** Discussion re: committee focus and mandate – to follow standard practice of HOA's to review and update governing docs every ten years; simplify legalese; tighten definitions in By-laws; remove conflicting ideas from Covenants; adjust notification times and methods; take into account suggestions from the GLA attorney; eliminate overlap among the documents, and with County and State laws and regulations; build consensus with landowners on proposed changes; and to formulate a document of proposed changes that will be put to a vote of the landowners at the November Membership meeting.
Dan asked Jim about his idea of a Real Estate Committee and Jim responded that his interest in community building and creating a sustainable community don't seem to be shared by the landowners. Linda Ulrich suggested that Jim's idea is premature and needs a foundation, which may begin by creating a mission statement.
It was also reiterated that everyone on the board is on the Election Committee.

9. NEW BUSINESS

10. Meeting adjourned at 10:13 p.m.

11. Next Board Meeting: March 16th, 2015 at St. John's Church

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

February 9, 2015 – 7:00 pm

1. **Call to Order (7:00 p.m.)**

2. **Commence Special Meeting to fill SG director position vacated by Scott McBride**

3. **Commence Regular Monthly Board Meeting**

4. **Set Agenda**

5. **Approve Meeting Minutes** – November 17, December 8, 2014; January 19, 2015

6. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

7. **Officer and Committee Reports (7:30 p.m.)**
   - 7.1 President's Report – DK
   - 7.2 Secretary's Report – AA
   - 7.3 Treasurer's Reports – JM
     - 7.3.1 Budget Variance, Check & Deposit
   - 7.4 Budget Committee Report – JM
   - 7.5 Collection Committee Report – JM
   - 7.6 Road and Weed Mgmt Committee Report
     - 7.6.1 February 5 Road Committee Meeting Report – Robert W.
     - 7.6.2 Fencing on Hercules easement/Kathleen Ramp inquiry – Robert B.
   - 7.7 Project Review Committee Report – GD
   - 7.8 Communication Committee Report – Robert B.
   - 7.9 Website Committee Report – Ross

8. **UNFINISHED BUSINESS**
   - 8.1 Lot 39-E (SG) – Complaint – Robert B.
   - 8.2 Establish Committees – Continuation – DK

9. **NEW BUSINESS**

10. **Adjournment (10:00 p.m.)**

11. **Next Board Meeting: TBD**

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Glastonbury Landowners Association
Balance Sheet
As of January 31, 2015

	Jan 31, 15
ASSETS	
Current Assets	
Checking/Savings	
002 · Bank of the Rockies Checking	2,175.26
003 · Savings Account	
004 · Savings Gen Operating Accnt	42,289.71
010 · Construction Bond Reserve C...	12,107.00
011 · Emergency Loan Reserve	7,500.00
012 · Digitizing Reserve Cash	1,181.31
013 · NG Chip Seal Reserve Cash	247.95
014a · NG Road Reserve Cash	12,509.69
014b · SG Road Reserve Cash	22,281.17
015 · Lawsuit Reserve Cash	20,000.00
003 · Savings Account - Other	9.88
Total 003 · Savings Account	118,126.71
Total Checking/Savings	120,301.97
Accounts Receivable	
Accounts Receivable	262,998.06
Total Accounts Receivable	262,998.06
Other Current Assets	
Petty Cash	69.40
Total Other Current Assets	69.40
Total Current Assets	383,369.43
TOTAL ASSETS	**383,369.43**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds Held by GLA	12,107.00
Payroll Liabilities	1,067.36
Total Other Current Liabilities	13,174.36
Total Current Liabilities	13,174.36
Long Term Liabilities	
Bank of the Rockies Loan	48,698.05
Total Long Term Liabilities	48,698.05
Total Liabilities	61,872.41
Equity	
Digitizing Fund	1,181.31
Emergency Loan Fund	7,500.00
Lawsuit Fund	20,000.00
NG Chip Seal Fund	247.95
NG Road Fund	12,509.69
Opening Balance Equity	22,222.35
Operating Fund Balance	207,013.23
SG Road Fund	22,281.17
Net Income	28,541.32
Total Equity	321,497.02
TOTAL LIABILITIES & EQUITY	**383,369.43**

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Glastonbury Landowners Association
Profit & Loss
January 2015

	Jan 15	
Ordinary Income/Expense		
Income		
100 · Parcel Assessment Fees		
110 · Land Assessments		
110.15 · Land Assessments 2015	20,906.93	
Total 110 · Land Assessments		20,906.93
120 · Dwelling Assessments		
120.15 · Dwelling Assessments 2015	14,340.69	
Total 120 · Dwelling Assessments		14,340.69
150 · Golden Age Village Income		2,573.73
170 · Finance Ch Income- Past Due Ass		54.94
171 · 5% Penalty Income		244.05
191 · Bad Debt		-4,169.94
Total 100 · Parcel Assessment Fees		33,950.40
Total Income		33,950.40
Gross Profit		33,950.40
Expense		
1000 · Snow Removal		
1010 · Contracted Snow Removal		161.50
1013 · Sand		250.00
1015 · Payroll Costs		
1016 · Wages Paid Snow		
1016a · Wages Paid Plowing	375.00	
1016b · Wages Paid Sanding	212.50	
1016 · Wages Paid Snow - Other	225.00	
Total 1016 · Wages Paid Snow	812.50	
1016c · Wages Paid Sand Loading	40.00	
Total 1015 · Payroll Costs		852.50
1020 · Equipment Costs		
1025 · Fuel	110.08	
1026 · Wages Truck Maintenance	360.00	
Total 1020 · Equipment Costs		470.08
Total 1000 · Snow Removal		1,734.08
1300 · Litigation		
1312 · Document Production-Wages Paid		555.00
Total 1300 · Litigation		555.00
2000 · Overhead/Admin Costs		
2010 · Administrative Expense		
2010b · Administrative Costs-Wages ...	780.00	
2010c · Mileage Reimbursement	11.87	
Total 2010 · Administrative Expense		791.87
2023 · Payroll Taxes All		260.64
2050 · Office Supplies		
2050a · Admin Office Supplies	788.27	
2050 · Office Supplies - Other	29.89	
Total 2050 · Office Supplies		818.16
2052 · Postage & Shipping		439.19
2055 · Printing & Copies		263.08
2060 · Rent - Facilities		470.00
2062 · Rent - PO Box & Safe Dep Box		60.00
2066 · Software Costs		11.99
2080 · Telephone & Messaging		14.95
Total 2000 · Overhead/Admin Costs		3,129.88

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Glastonbury Landowners Association
Profit & Loss
January 2015

	Jan 15
Total Expense	5,418.96
Net Ordinary Income	28,531.44
Other Income/Expense	
Other Income	
5000 · Interest Income - Bank	9.88
Total Other Income	9.88
Net Other Income	9.88
Net Income	28,541.32

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Glastonbury Landowners Association
Profit & Loss
January 2015

		Jan 15
Ordinary Income/Expense		
Income		
100 · Parcel Assessment Fees		
110 · Land Assessments		
110.12 · Land Assessments 2012		948.86
110.13 · Land Assessments 2013		193.88
110.14 · Land Assessments 2014		429.79
110.15 · Land Assessments 2015		240.38
Total 110 · Land Assessments		1,812.91
120 · Dwelling Assessments		
120.12 · Dwelling Assessments 2012		948.86
120.13 · Dwelling Assessments 2013		193.88
120.14 · Dwelling Assessments 2014		609.33
120.15 · Dwelling Assessments 2015		240.38
Total 120 · Dwelling Assessments		1,992.45
170 · Finance Ch Income- Past Due Ass		1,809.53
171 · 5% Penalty Income		171.97
180 · 2009 Chip Seal Assessment		14.34
191 · Bad Debt		-4,169.94
Total 100 · Parcel Assessment Fees		1,631.26
400 · Other Gen Fund Income		
401 · Lien Fees Paid		50.00
Total 400 · Other Gen Fund Income		50.00
Total Income		1,681.26
Gross Profit		1,681.26
Expense		
1000 · Snow Removal		
1010 · Contracted Snow Removal		161.50
1011 · Equipment Rental		320.00
1013 · Sand		250.00
1015 · Payroll Costs		
1016 · Wages Paid Snow		
1016a · Wages Paid Plowing	375.00	
1016b · Wages Paid Sanding	212.50	
1016 · Wages Paid Snow - Other	225.00	
Total 1016 · Wages Paid Snow	812.50	
1016c · Wages Paid Sand Loading	40.00	
1019 · Workers' Compensation Insura...	410.57	
Total 1015 · Payroll Costs		1,263.07
1020 · Equipment Costs		
1025 · Fuel	429.93	
1026 · Wages Truck Maintenance	360.00	
Total 1020 · Equipment Costs		789.93
Total 1000 · Snow Removal		2,784.50
1200 · Parkland/Recreation Center		
1210 · Utilities for Rec Center		24.03
1220 · Sprinkler Maintenance		339.00
Total 1200 · Parkland/Recreation Center		363.03
1300 · Litigation		
1312 · Document Production-Wages Paid		555.00
Total 1300 · Litigation		555.00
2000 · Overhead/Admin Costs		
2010 · Administrative Expense		
2010b · Administrative Costs-Wages ...	780.00	

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Glastonbury Landowners Association
Profit & Loss
January 2015

	Jan 15	
2010c · Mileage Reimbursement	11.87	
Total 2010 · Administrative Expense		791.87
2017 · Legal Fees-General Advice		720.00
2023 · Payroll Taxes All		260.64
2050 · Office Supplies		
2050a · Admin Office Supplies	788.27	
2050 · Office Supplies - Other	29.89	
Total 2050 · Office Supplies		818.16
2052 · Postage & Shipping		439.19
2055 · Printing & Copies		263.08
2060 · Rent - Facilities		520.00
2062 · Rent - PO Box & Safe Dep Box		60.00
2066 · Software Costs		11.99
2070 · Taxes - Property		314.50
2080 · Telephone & Messaging		14.95
Total 2000 · Overhead/Admin Costs		4,214.38
Total Expense		7,916.91
Net Ordinary Income		-6,235.65
Other Income/Expense		
Other Income		
5000 · Interest Income - Bank		9.88
Total Other Income		9.88
Net Other Income		9.88
Net Income		**-6,225.77**

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Glastonbury Landowners Association, Inc.

Board of Directors Special Meeting Minutes – *Final*

February 16, 2015

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1. **Call to Order**
   The special meeting was called to order by Dan at 7:16 p.m. via conference call service.

   PRESENT: Daniel Kehoe (President), Ross Brunson (Vice President), Janice McCann (Treasurer), Alyssa Allen (Secretary), Robert Branson (aka Robert B.), Ed Dobrowski, Gerald Dubiel, Jim Kozlik, Charlotte Mizzi, Kevin Newby, Paul Ranttalo, and Robert Wallace (aka Robert W.).
   ALSO ATTENDING: Karleen McSherry (Administrative Assistant) and various landowners.

2. **Commence Special Meeting to fill SG director position vacated by Catherine Fitzgerald**
   Dan reported that when this meeting was first set, there was one candidate for the open position, Rudy Parker, who was the runner up in last week's special election. However, since posting the announcement for this meeting, two other people have come forward expressing interest in serving. The question was posed if it would be more prudent to postpone the election to the next regularly scheduled board meeting so the Board can meet the applicants face-to-face and give them a better opportunity to present their qualifications as well as receive and answer questions. Discussion ensued on this issue as well as the possibility of contacting all SG residents regarding the vacancy. Consideration was given to the means of reaching the landowners and the cost in doing so. **Motion:** Janice moved and Robert W. seconded to delay filling the SG director position vacated by Catherine Fitzgerald and to hold a special meeting on March 16 to do so. **Motion carried.** (4 opposed – Ed, Gerald, Charlotte, Paul.) **Motion:** Ross motioned and Kevin seconded to send out a postcard to SG residents, and e-mail those whose addresses the association has, announcing the director position opening and the special meeting to fill it on March 16, at which time no further applications will be accepted. **Motion carried.** (2 opposed – Ed and Paul; 1 Abstention – Charlotte.)

3. **Officer and Committee Reports**
   3.1 Project Review Committee Report – GD
   3.1.1 Lot 39-E SG Kletter Greenhouse Application
   Gerald reported that he checked Damiaan's septic project, and a portion of the drain field is within a 100 ft. radius of the well. He has recommended that Damiaan put the drain field in another location on the lot. Park County has also found the new drain field not in compliance and has given the Kletters 6 months to remedy the situation. Because the current drain field placement does not meet the requirements of the Covenants and because the Board requires that new projects be in compliance with the Covenants, Master Plan and Standards before receiving approval, Damiaan will need to rectify the drain field placement before he can continue building his greenhouse.
   3.2 Dogs Barking/Firewood Processing Nuisance Complaint - RB
   It was reported that the Communications Committee will send a first complaint letter notice to the landowner involved in the complaint. Robert B. asked for feedback regarding the format and style he's using in addressing complaints and received positive affirmation of his direction in being neutral and seeing these situations as opportunities. Dan reported that this situation is not new; it has been an issue on and off for at least 10 years. He reiterated the complaint process that 30 to 60 days after the first letter goes out, if there has not been resolution, a second letter will be sent alerting the landowner to the actions that will be taken to rectify the problem.

4. **UNFINISHED BUSINESS**
   No unfinished business handled.

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5. **NEW BUSINESS**
   No new business handled.

6. **Comment Period for Visiting Landowners**
   Sherry Cameron, who is part of the neighborhood complaint, expressed her desire to see resolution and not create a negative situation, and is interested in the well-being of the dogs.

7. **Meeting Adjourned at 7:54 p.m.**

8. **Next Board Meeting: March 16, 2015, 7:00 p.m. at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors – Special Meeting Agenda

February 16, 2015 – 7:00 pm

(to be held by conference call)

1. **Call to Order**

2. **Commence Special Meeting to fill SG director position vacated by Catherine Fitzgerald**

3. **Officer and Committee Reports**
   3.1 Project Review Committee Report – GD
      3.1.1 Lot 39-E SG Kletter Greenhouse Application

   3.2 Dogs Barking/Firewood Processing Nuisance Complaint – RB

4. **UNFINISHED BUSINESS**

5. **NEW BUSINESS**

6. **Comment Period for Visiting Landowners** – (Limited to 3 minutes per owner)

7. **Adjournment**

8. **Next Board Meeting: March 16, 2015**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

March 16, 2015

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1. **Call to Order**
   The meeting was called to order by Dan Kehoe at 7:08 p.m. at St. John's Church.

   PRESENT: Dan Kehoe (President), Ross Brunson (Vice President), Janice McCann (Treasurer), Alyssa Allen (Secretary), Robert Branson (aka Robert B.), Ed Dobrowski, Gerald Dubiel, Jim Kozlik, Charlotte Mizzi, Kevin Newby, Paul Ranttalo, Robert Wallace (aka Robert W.).
   Also attending: Karleen McSherry (Administrative Assistant)
   Landowners: Tim Brockett, Debbie Blais, Claudette & Micah Dirkers, Debbie DeGraaf, Pouwel Gelderloos, Jerry Ladewig, Donna Lash-Andersen, Chuck & Sally Muto, Clare & Rudy Parker, Dennis & Wendy Riley, Ia Williams, Regina Wunsch.

2. **Commence Special Meeting to fill SG director position vacated by Catherine Fitzgerald**
   Dan reported that prior to the meeting Rudy Parker and Dennis Riley had submitted letters of intent to be considered for the position. Sandra Irby had also asked to be considered but withdrew her nomination. In addressing issues raised in a letter from Clare Parker, Dan clarified that the board does not discriminate according to religion and looks for the most qualified candidates. The candidates were given the opportunity and both chose to address the board regarding their skills and interest in serving. Candidates were asked questions and gave answers. The board voted by written ballot and the results were counted by Karleen and Alyssa, who announced that Rudy Parker had been elected by a vote of 7 to 4. The Special Meeting adjourned at 7:32 p.m.

3. **Commence Regular Monthly Board Meeting**
   The meeting was called to order by Dan Kehoe at 7:33 p.m. at St. John's Church.
   Rudy Parker took his place at the table with the Board.

4. **Set Agenda**

5. **Approve Meeting Minutes – February 9 & February 16, 2015**
   Motion: Kevin motioned and Ross seconded to accept the February 9, 2015 meeting minutes. **Motion carried.** (1 Abstention – Rudy). Dan asked Gerald for clarification regarding his comments during the February 16 phone meeting about the Kletter Greenhouse application. Gerald acknowledged that he said the project is on hold because the county found the new drainfield not in compliance and gave the Kletters 6 months to remedy the situation. Dan asked for the minutes to be amended to reflect this information. **Motion:** Charlotte motioned and Jim seconded to accept the February 16, 2015 phone meeting minutes as amended. **Motion carried.** (1 Abstention – Rudy).

6. **Visiting Landowner Input Period**
   Sally Muto inquired about the e-mail she had sent to the board regarding the use of savings to pay off the road loan. Discussion ensued regarding the $42,000 currently in savings. Robert B. suggested landowners bring ideas to the Budget Committee meeting for discussion. Ia Williams reported hearing that a number of board members are "decreeing" against some landowners. Dan and various board members responded that this is hearsay and therefore not something the board can address, however, assurance was given that board members attend meetings from the point of good will and objectivity, dropping everything but being a landowner and a good neighbor, and recognizing the need for the various perspectives to have the whole picture. Donna Lash-Andersen expressed a preference for a better balance of "church" and "non-church" members on the board, but is not in favor of a quota. Jim suggested that the community could be divided into districts and each district could vote for its own board representative. Debbie DeGraaf mentioned that there are several landowners who have not been assessed for their property or have been assessed for land only and not

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dwellings. Regina Wunsch corrected Debbie regarding the number of parcels involved and stated that she and Janice were tracking them down. Discussion of the means to discover current property status ensued.

7. Officer and Committee Reports

7.1 President's Report – DK

Dan requested the committee chairs create a schedule of regular meetings and get the dates to Ross so the Governing Documents Committee can set its meetings.
Action Item: ***Dan to follow up with committee chairs to make sure this is done.***

7.2 Secretary's Report – AA

Alyssa reported on getting project review files in order, tracking what's been going on so as to connect it with the accounting, and training Karleen in getting communications out. The upcoming April statement mailing will most likely include a newsletter, so she asked people to submit ideas for topics. Landowners may submit topic ideas via e-mail or voicemail. Alyssa made the board aware that a Confidentiality Agreement is included in their meeting folders which are to be placed in their binders at the beginning of section 1 and is for their review of what they signed and agreed to.

7.3 Treasurer's Reports:

7.3.1 Budget Variance, Check & Deposit – JM

Janice pointed out that the reports reflect monies collected for land and dwelling assessments and one donation for the SG Road Fund. **Motion:** Ross motioned and Charlotte seconded to accept the Treasurer's Reports. **Motion carried unanimously.**

Discussion ensued regarding how subscription services, Internet hosting, domain fees and adding a Dropbox account for Karleen may be paid, as well as postage and other day-to-day expenses which need to be covered. Solution ideas included setting up a Paypal account, using the Bank of the Rockies debit card, which Dan opposed for lack of safety valve protection, preloaded credit cards, and doing a bank draft. Discussion also included the fact that money can be saved by paying yearly for subscriptions rather than monthly. Since a petty cash account already exists it was decided to give it to Karleen.
Action Item: ***Ross and Janice will get together to figure out the best option for paying for other services.***

Regina Wunch requested an estimate of the expense for the budget to repair the damaged NG guardrail at the north entrance hill. Discussion included the fact that the people who damaged the rail don't have insurance and the idea that the GLA's property insurance might cover it.
Action Item: ***Alyssa – to check with the insurance company to see if the property insurance will cover the damage.***

7.4 Budget Committee Report – JM

There was no meeting this month.

7.5 Collection Committee Report – JM

There was no meeting this month.

7.6 Road and Weed Mgmt Committee Report

Robert W. reported that the Road Committee did not meet this month. There was very little snow removal; signs were made regarding the NG guardrail that is out; a downed stop sign was put back up; and they are still trying to get bids to replace the guardrail but are having difficulty because big companies don't want to do such a small job. Robert W.

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plans to walk Dry Creek Road Saturday morning to measure cracks and check for potholes, and invited anyone who is interested to join him. Discussion ensued regarding attempts to get Park County to pay for the upkeep of Dry Creek and perhaps getting a bid and asking the county to contribute 50%. Gerald reported having a conversation with Park County Commissioner Marty Malone who commented that unless there is an RDI [RSID] they wouldn't do it. Kevin suggested asking the county where we are on the list for repairs. Robert W. explained that the county doesn't crack seal; they just wait until roads fail because that's the type of budget they have. Additional discussion revolved around the fact that although Dry Creek is a county road, the GLA paved it and it is in its interest to maintain it. Therefore, after the road loan is paid off, that money might be well used for repairs. Jim suggested approaching Big Sky Ranch to help improve the road; attending commissioner meetings, being persistent until the county agrees to do something; and getting another loan after the current loan is paid off to fix the roads. Dan commented about the need to put a price tag on the repairs before bringing it to the landowners. Robert W. explained that's why he's walking Dry Creek: to estimate costs. Ia Williams said she heard Robert W. say the GLA would pay for the Dry Creek Road repairs and the Board corrected her that it was the opposite of that which was said; she also expressed concern about taking out another loan.

7.7 Project Review Committee Report – GD

7.7.1 Lot 37-E NG Dillard Mudroom & Deck Application

Gerald explained that Dillard already built these additions and didn't know he needed board approval to start the project. Gerald has done a site inspection and all is in order. **Motion:** Gerald motioned and Ross seconded to approve the project with the condition that disturbed land is reseeded. **Motion carried unanimously.**

Gerald also reported that while inspecting Capricorn 28A for a project that will be submitted in the future, he noticed that the catch basin, located on the NG 28A easement, wasn't installed. Mike Adkins Construction was already paid for the work. Since Adkins also grades GLA roads, Janice said she will subtract the amount pre-paid from what we owe him for grading, and pay him again for the catch basin when he completes the project.

Action Item: ***Gerald to tell Mike Adkins that we're deducting the amount we pre-paid him off of his bill and will repay him when the job is done.***

Robert B. asked to be removed from the Project Review Committee so he can devote his time to the Communication Committee. Kevin expressed interest in being added to the Project Review Committee, joining Gerald and Paul, and the board accepted him as a member of the committee.

Gerald reported that Debbie Blais' & Kevin Newby's garage building project on Lot 40-C SG is complete and his construction bond may be refunded.

Action Item: ***Gerald to give Karleen the final approval form of Lot 40-C SG for the files.***

7.8 Communication Committee Report – Robert B.

Robert B. reported that the Communication Committee held two closed meetings, March 5 (attended by Bobert B., Dan, Ross, Alyssa and Karleen) and March 13 (attended by Robert B., Dan, Ross, Alyssa and Kevin). The meetings were closed due to the need to discuss internal communication and board e-mail addresses. There is a need to implement procedures and policies to make it easy for communication to happen with timely responses and tracking of status.

7.9 Website Committee Report – Ross

Ross reported that he has updated information on the website regarding the local area and schools as well as forms including the Landowner Agenda Request Form. He requested

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people e-mail him with suggestions for what they'd like to see on the website. He asked to receive an updated list of board member committee assignments to update the website. **Action Item:** ***Alyssa to forward to Ross an updated list of board committee members and their chairs.***

Ross suggested that to improve communication, the Board agree to increase the speed of Karleen's Internet connection and to get her a subscription for Dropbox so Alyssa and she can transfer data. **Motion:** Ross motioned and Janice seconded to improve communications by increasing Karleen's Internet connection to 1.5 Mbps at $20/mo and in addition to get her a Dropbox subscription for $9.95/mo. Discussion included clarification that the GLA currently has one Dropbox subscription; that the new speed of Karleen's Internet connection would be 3 Mbps (not 1.5 Mbps) for the extra $20; and that the total for both would be $30. **Motion carried unanimously.**

Ross also reported about a ticketing system he is investigating and exploring with the Communications Committee. The purpose is to organize, track and process the various types of communications handled by the association to help with timely responses. Further discussion included the added benefit of knowledge management and historical documentation to compensate for a volunteer board with people coming and going at regular intervals. Janice requested that ballpark pricing information be given to the Budget Committee so they can assess the cost impact for the year. Ross responded that the programs they're looking into are within the budget previously allocated for Association Voice management software, currently not being pursued. Since prices and plans are still being sought, further discussion will be forthcoming in April.

8. UNFINISHED BUSINESS

8.1 Policies: Conduct of Meeting, Hiring, Privacy, Records Retention - DK

Dan reported that new information had come to light regarding the policy drafts. Therefore discussion of policies at this meeting was tabled until the April Board Meeting for the Conduct of Meeting and Privacy policies and May for the Hiring and Record Retention policies, which need attorney input.

8.2 Lot 39-E (SG) – Complaint re: Septic System – Robert B.

Robert B. reported that the Board received a letter from Barbara Woodbury of Park County Environmental Health detailing a plan of correction for the drainfield that is less than 100 feet to the existing well. Deadline to bring this property into compliance is August 13, 2015.

Action Item: ***Karleen to put alert on August calendar.***

8.3 Lot 22-A (SG) – Complaint re: Dogs Barking/Firewood Processing Nuisance – Robert B.

Robert B. reported that the Board wrote an official response to the complaint and sent it to Mr. Clawson via certified mail on Friday March 6, 2015. Mr. Clawson has 30 days to respond.

9. NEW BUSINESS

10. Closed Session

10.1 Discussion of lawsuits – Board

11. Adjournment

Dan adjourned the meeting at 10:08 p.m.

12. Next Board Meeting: April 13, 2015

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

March 16, 2015 – 7:00 pm

1. **Call to Order (7:00 p.m.)**

2. **Commence Special Meeting to fill SG director position vacated by Catherine Fitzgerald**

3. **Commence Regular Monthly Board Meeting (7:15 p.m.)**

4. **Set Agenda**

5. **Approve Meeting Minutes** – February 9 & February 16, 2015

6. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

7. **Officer and Committee Reports (7:30 p.m.)**
   - 7.1 President's Report – DK
   - 7.2 Secretary's Report – AA
   - 7.3 Treasurer's Reports – JM
     - 7.3.1 Budget Variance, Check & Deposit
   - 7.4 Budget Committee Report – JM
   - 7.5 Collection Committee Report – JM
   - 7.6 Road and Weed Mgmt Committee Report – Robert W.
   - 7.7 Project Review Committee Report – GD
     - 7.7.1 Lot 37-E NG Dillard Mudroom & Deck Application
   - 7.8 Communication Committee Report – Robert B.
   - 7.9 Website Committee Report – Ross

8. **UNFINISHED BUSINESS**
   - 8.1 Policies: Conduct of Meeting, Hiring, Privacy, Records Retention – DK
   - 8.2 Lot 39-E (SG) – Complaint re: Septic system – Robert B.
   - 8.3 Lot 22-A (SG) – Complaint re: Dogs Barking/Firewood Processing Nuisance – Robert B.

9. **NEW BUSINESS**

10. **Closed Session (9:30 p.m.)**
    - 10.1 Discussion of lawsuits – Board

11. **Adjournment (10:00 p.m.)**

12. **Next Board Meeting: April 13, 2015**

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Glastonbury Landowners Association
Balance Sheet
As of February 28, 2015

	Feb 28, 15
ASSETS	
Current Assets	
Checking/Savings	
002 · Bank of the Rockies Checking	1,368.15
003 · Savings Account	
004 · Savings Gen Operating Accnt	89,771.10
010 · Construction Bond Reserve C...	12,137.00
011 · Emergency Loan Reserve	7,500.00
012 · Digitizing Reserve Cash	1,181.31
013 · NG Chip Seal Reserve Cash	276.63
014a · NG Road Reserve Cash	12,539.69
014b · SG Road Reserve Cash	22,281.17
015 · Lawsuit Reserve Cash	20,000.00
Total 003 · Savings Account	165,686.90
Total Checking/Savings	167,055.05
Accounts Receivable	
Accounts Receivable	236,289.04
Total Accounts Receivable	236,289.04
Other Current Assets	
Petty Cash	69.40
12000 · Undeposited Funds	2,834.52
Total Other Current Assets	2,903.92
Total Current Assets	406,248.01
Fixed Assets	
Furniture and Equipment	918.99
Total Fixed Assets	918.99
TOTAL ASSETS	**407,167.00**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds Held by GLA	12,137.00
Payroll Liabilities	1,054.81
Total Other Current Liabilities	13,191.81
Total Current Liabilities	13,191.81
Long Term Liabilities	
Bank of the Rockies Loan	42,200.22
Total Long Term Liabilities	42,200.22
Total Liabilities	55,392.03
Equity	
Digitizing Fund	1,181.31
Emergency Loan Fund	7,500.00
Lawsuit Fund	20,000.00
NG Chip Seal Fund	276.63
NG Road Fund	12,539.69
Opening Balance Equity	22,222.35
Operating Fund Balance	206,983.23
SG Road Fund	22,281.17
Net Income	58,790.59
Total Equity	351,774.97
TOTAL LIABILITIES & EQUITY	**407,167.00**

GLA 03441

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Glastonbury Landowners Association
Profit & Loss
February 2015

	Feb 15	Jan - Feb 15
Ordinary Income/Expense		
Income		
100 · Parcel Assessment Fees		
110 · Land Assessments		
110.15 · Land Assessments 2015	0.00	42,651.59
Total 110 · Land Assessments	0.00	42,651.59
120 · Dwelling Assessments		
120.15 · Dwelling Assessments 2015	0.00	26,631.14
Total 120 · Dwelling Assessments	0.00	26,631.14
150 · Golden Age Village Income	0.00	2,573.73
170 · Finance Ch Income- Past Due Ass	0.00	54.94
171 · 5% Penalty Income	0.00	244.05
180 · 2009 Chip Seal Assessment	-28.68	-28.68
191 · Bad Debt	0.00	-4,169.94
Total 100 · Parcel Assessment Fees	-28.68	67,956.83
200 · Project Impact Fees		
201 · Application Fees	35.00	35.00
210 · Structure Impact Fees	30.00	30.00
Total 200 · Project Impact Fees	65.00	65.00
400 · Other Gen Fund Income		
450 · Donation Income	79.80	79.80
Total 400 · Other Gen Fund Income	79.80	79.80
Total Income	116.12	68,101.63
Gross Profit	116.12	68,101.63
Expense		
1000 · Snow Removal		
1010 · Contracted Snow Removal	0.00	161.50
1011 · Equipment Rental	100.00	350.00
1015 · Payroll Costs		
1016 · Wages Paid Snow		
1016a · Wages Paid Plowing	195.00	795.00
1016b · Wages Paid Sanding	75.00	287.50
Total 1016 · Wages Paid Snow	270.00	1,082.50
1016c · Wages Paid Sand Loading	0.00	40.00
1016d · Wages Paid Snow Fence	210.00	210.00
1018a · Payroll Software	4.00	4.00
1019 · Workers' Compensation Insura...	504.18	504.18
Total 1015 · Payroll Costs	988.18	1,840.68
1020 · Equipment Costs		
1021 · Truck Registration & Insurance	740.00	740.00
1025 · Fuel	0.00	110.08
1026 · Wages Truck Maintenance	0.00	360.00
Total 1020 · Equipment Costs	740.00	1,210.08
Total 1000 · Snow Removal	1,828.18	3,562.26
1030 · Road Maintenance		
1045 · Signs, Posts, Etc	84.08	84.08
1030 · Road Maintenance - Other	150.00	150.00
Total 1030 · Road Maintenance	234.08	234.08
1200 · Parkland/Recreation Center		
1210 · Utilities for Rec Center	24.20	24.20
Total 1200 · Parkland/Recreation Center	24.20	24.20
1300 · Litigation		
1310 · Legal Costs		

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Glastonbury Landowners Association
Profit & Loss
February 2015

	Feb 15	Jan - Feb 15
1310a · Litigation Incurred	192.50	192.50
Total 1310 · Legal Costs	192.50	192.50
1312 · Document Production-Wages Paid	0.00	555.00
Total 1300 · Litigation	192.50	747.50
2000 · Overhead/Admin Costs		
2010 · Administrative Expense		
2010b · Administrative Costs-Wages ...	780.00	1,560.00
2010c · Mileage Reimbursement	27.33	39.20
Total 2010 · Administrative Expense	807.33	1,599.20
2023 · Payroll Taxes All	128.89	389.53
2050 · Office Supplies		
2050a · Admin Office Supplies	25.49	244.65
Total 2050 · Office Supplies	25.49	244.65
2052 · Postage & Shipping	69.38	508.57
2055 · Printing & Copies	0.00	263.08
2060 · Rent - Facilities	170.00	640.00
2062 · Rent - PO Box & Safe Dep Box	0.00	60.00
2066 · Software Costs	82.98	94.97
2080 · Telephone & Messaging	14.95	29.90
Total 2000 · Overhead/Admin Costs	1,299.02	3,829.90
Total Expense	3,577.98	8,397.94
Net Ordinary Income	-3,461.86	59,703.69
Other Income/Expense		
Other Income		
5000 · Interest Income - Bank	10.98	20.86
Total Other Income	10.98	20.86
Other Expense		
6000 · Interest Expense	933.96	933.96
Total Other Expense	933.96	933.96
Net Other Income	-922.98	-913.10
Net Income	**-4,384.84**	**58,790.59**

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Glastonbury Landowners Association
Profit & Loss Budget Performance
February 2015

	Feb 15	Jan - Feb 15	Budget	% of Budget
Ordinary Income/Expense				
Income				
100 · Parcel Assessment Fees				
110 · Land Assessments				
110.12 · Land Assessments 2012	17.86	966.72		
110.13 · Land Assessments 2013	2.88	196.76		
110.14 · Land Assessments 2014	676.50	1,106.29		
110.15 · Land Assessments 2015	33,151.04	33,813.34	72,160.00	46.86%
Total 110 · Land Assessments	33,848.28	36,083.11	72,160.00	50.0%
120 · Dwelling Assessments				
120.12 · Dwelling Assessments 2012	17.86	966.72		
120.13 · Dwelling Assessments 2013	2.88	196.76		
120.14 · Dwelling Assessments 2014	471.64	1,080.97		
120.15 · Dwelling Assessments 2015	20,283.48	20,945.23	49,170.00	42.6%
Total 120 · Dwelling Assessments	20,775.86	23,189.68	49,170.00	47.16%
150 · Golden Age Village Income	2,573.73	2,573.73	10,295.00	25.0%
170 · Finance Ch Income- Past Due Ass	122.80	1,932.33		
171 · 5% Penalty Income	28.06	200.03		
180 · 2009 Chip Seal Assessment	-14.34	0.00		
191 · Bad Debt	0.00	-4,169.94		
Total 100 · Parcel Assessment Fees	57,334.39	59,808.94	131,625.00	45.44%
200 · Project Impact Fees				
201 · Application Fees	35.00	35.00		
210 · Structure Impact Fees	30.00	30.00		
Total 200 · Project Impact Fees	65.00	65.00		
400 · Other Gen Fund Income				
401 · Lien Fees Paid	0.00	50.00		
450 · Donation Income	79.80	79.80		
Total 400 · Other Gen Fund Income	79.80	129.80		
Total Income	57,479.19	60,003.74	131,625.00	45.59%
Gross Profit	57,479.19	60,003.74	131,625.00	45.59%
Expense				
1000 · Snow Removal				
1010 · Contracted Snow Removal	0.00	161.50	2,000.00	8.08%
1011 · Equipment Rental	100.00	670.00	2,600.00	25.77%
1012 · Snow Fences	0.00	0.00	200.00	0.0%
1013 · Sand	0.00	0.00	600.00	0.0%

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Glastonbury Landowners Association
Profit & Loss Budget Performance
February 2015

	Feb 15	Jan - Feb 15	Budget	% of Budget
1015 · Payroll Costs				
1016 · Wages Paid Snow			8,500.00	
1016a · Wages Paid Plowing	195.00	795.00		
1016b · Wages Paid Sanding	75.00	287.50		
Total 1016 · Wages Paid Snow	270.00	1,082.50	8,500.00	12.74%
1016c · Wages Paid Sand Loading	0.00	40.00		
1016d · Wages Paid Snow Fence	210.00	210.00	1,000.00	21.0%
1018a · Payroll Software	4.00	4.00		
1019 · Workers' Compensation Insurance	504.18	914.75		
Total 1015 · Payroll Costs	988.18	2,251.25	9,500.00	23.7%
1020 · Equipment Costs				
1021 · Truck Registration & Insurance	740.00	740.00	698.00	106.02%
1024 · Truck Maintenance	0.00	0.00	3,500.00	0.0%
1025 · Fuel	0.00	429.93	2,500.00	17.2%
1026 · Wages Truck Maintenance	0.00	360.00	1,000.00	36.0%
Total 1020 · Equipment Costs	740.00	1,529.93	7,698.00	19.87%
Total 1000 · Snow Removal	1,828.18	4,612.68	22,598.00	20.41%
1030 · Road Maintenance				
1031 · Weed Control	0.00	0.00	2,500.00	0.0%
1032 · Roadside Mowing	0.00	0.00	1,300.00	0.0%
1035-A · Grading & Gravel NG	0.00	0.00	12,250.00	0.0%
1035-B · Paved Road Costs NG	0.00	0.00	4,000.00	0.0%
1035 · Grading & Gravel SG	0.00	0.00	16,250.00	0.0%
1045 · Signs, Posts, Etc	84.08	84.08	900.00	9.34%
1046 · Insurance - Roads/Common Land	0.00	0.00	5,498.00	0.0%
1030 · Road Maintenance - Other	150.00	150.00		
Total 1030 · Road Maintenance	234.08	234.08	42,698.00	0.55%
1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center	24.20	48.23	400.00	12.06%
1220 · Sprinkler Maintenance	0.00	339.00	150.00	226.0%
1230 · Lawn Mowing/Gas	0.00	0.00	150.00	0.0%
1240 · Mower Maintenance	0.00	0.00	250.00	0.0%
Total 1200 · Parkland/Recreation Center	24.20	387.23	950.00	40.76%
1300 · Litigation				
1310 · Legal Costs				
1310a · Litigation Incurred	192.50	192.50	1,400.00	13.75%
1310b · Litigation Initiated	0.00	0.00	3,000.00	0.0%
Total 1310 · Legal Costs	192.50	192.50	4,400.00	4.38%

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Glastonbury Landowners Association
Profit & Loss Budget Performance
February 2015

	Feb 15	Jan - Feb 15	Budget	% of Budget
1312 · Document Production-Wages Paid	0.00	555.00	1,700.00	32.65%
Total 1300 · Litigation	192.50	747.50	6,100.00	12.25%
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	0.00	0.00	300.00	0.0%
2010 · Administrative Expense			12,275.00	
2010b · Administrative Costs-Wages Paid	780.00	1,560.00		
2010c · Mileage Reimbursement	27.33	39.20		
Total 2010 · Administrative Expense	807.33	1,599.20	12,275.00	13.03%
2016 · Insurance - Board Liability	0.00	0.00	2,700.00	0.0%
2017 · Legal Fees-General Advice	0.00	720.00	5,000.00	14.4%
2018 · Licenses & Annual Reporting	0.00	0.00	100.00	0.0%
2019 · Lien Filing Costs	0.00	0.00	300.00	0.0%
2023 · Payroll Taxes All	128.89	389.53		
2050 · Office Supplies			800.00	
2050a · Admin Office Supplies	25.49	244.65		
Total 2050 · Office Supplies	25.49	244.65	800.00	30.58%
2052 · Postage & Shipping	69.38	508.57	2,000.00	25.43%
2055 · Printing & Copies	0.00	263.08	1,500.00	17.54%
2060 · Rent - Facilities	170.00	690.00	1,275.00	54.12%
2062 · Rent - PO Box & Safe Dep Box	0.00	60.00	160.00	37.5%
2066 · Software Costs	82.98	94.97	650.00	14.61%
2070 · Taxes - Property	0.00	314.50	325.00	96.77%
2080 · Telephone & Messaging	14.95	29.90		
2090 · Website Costs	0.00	0.00	2,200.00	0.0%
2096 · Annual Mtg Refreshments	0.00	0.00	200.00	0.0%
Total 2000 · Overhead/Admin Costs	1,299.02	4,914.40	29,785.00	16.5%
Total Expense	3,577.98	10,895.89	102,131.00	10.67%
Net Ordinary Income	53,901.21	49,107.85	29,494.00	166.5%
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank	10.98	20.86	80.00	26.08%
Total Other Income	10.98	20.86	80.00	26.08%
Other Expense				
6000 · Interest Expense	933.96	933.96	4,800.00	19.46%
Total Other Expense	933.96	933.96	4,800.00	19.46%

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Glastonbury Landowners Association
Profit & Loss Budget Performance
February 2015

	Feb 15	Jan - Feb 15	Budget	% of Budget
Net Other Income	-922.98	-913.10	-4,720.00	19.35%
	52,978.23	48,194.75	24,774.00	194.54%

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

March 29, 2015

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1. **Call to Order**
   The meeting was called to order by Dan at 7:08 p.m. via conference call service.

   PRESENT: Daniel Kehoe (President), Janice McCann (Treasurer), Alyssa Allen (Secretary), Robert Branson (aka Robert B.), Ed Dobrowski, Gerald Dubiel, Charlotte Mizzi, Kevin Newby, Rudy Parker, Paul Ranttalo, and Robert Wallace (aka Robert W.).
   ABSENT: Ross Brunson (Vice President), and Jim Kozlik.
   ALSO ATTENDING: Karleen McSherry (Administrative Assistant) and landowners Mark Seever & Andrea Sedelak, and Jerry Ladewig.

2. **Officer and Committee Reports** – Tabled.

3. **UNFINISHED BUSINESS** – Tabled.

4. **NEW BUSINESS**
   4.1 Dry Creek Road – Proposed Letter to Park County – Robert W.
   On Saturday March 21, several board members and landowners walked Dry Creek Road to assess road damage and repair needs. A report of their findings was subsequently sent to Board Members. Based on the information in the Dry Creek Road Report, Kevin wrote a letter he proposed be sent to Park County on behalf of the board summarizing the issues the GLA would like to have addressed.

   Ed reported that Ed Hillman came out here last week, said there is no money in the County's budget to fix Dry Creek Rd, that they'll likely patch the pothole on the curve, and encouraged attendance at the upcoming meeting at the County Courthouse Tuesday at 9:00 a.m. Dan read Kevin's letter to the group, especially for the benefit of the attending landowners. He also suggested Parks Frady, Public Works Director for Park County and Ed Hillman's boss, be added to the letter as a recipient. **Motion:** Robert W. motioned and Kevin seconded to send the letter to Park County and add Parks Frady as a recipient. Discussion ensued regarding the need to establish a paper trail with the County on this issue; sending the letter on official GLA letterhead via certified mail; the possibility of adding to the letter a request to widen the road at the culvert to meet county standards and improve safety; editing the letter by taking out the GLA request of the county to crack seal alligator maze damage and instead ask them to setting up a program to address the "alligator" mazes of cracks to prevent road failure, especially on the curve that is often wet because it doesn't have a culvert; to CC: all of the commissioners so they make this a priority; and having several board members and landowners attend the County meeting on Tuesday with one as the designated spokesperson to speak during the public comment period about the seriousness of this issue for the 400 landowners of Glastonbury. **Amended Motion:** Robert W. amended his motion and Kevin seconded to send the letter to Park County with the edits regarding setting up a program to address the alligator mazes, to add Parks Frady as a recipient, and CC: the other two County Commissioners, Steve Caldwell and Clint Tinsley. **Motion carried unanimously.**

5. **Comment Period for Visiting Landowners** – No comments.

6. **Adjournment at 7:50 p.m.**

7. **Next Board Meeting: April 13, 2015**

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Glastonbury Landowners Association, Inc.

Board of Directors – Meeting Agenda

March 29, 2015 – 7:00 pm

(to be held by conference call)

1. **Call to Order**
2. **Officer and Committee Reports**
3. **UNFINISHED BUSINESS**
4. **NEW BUSINESS**
   4.1 Dry Creek Road – Proposed Letter to Park County – Robert W.
5. **Comment Period for Visiting Landowners** – (Limited to 3 minutes per owner)
6. **Adjournment**
7. **Next Board Meeting: April 13, 2015**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

April 13, 2015

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1. **Call to Order**
The meeting was called to order by Dan Kehoe at 7:05 p.m. at St. John's Church.

PRESENT: Dan Kehoe (President), Ross Brunson (Vice President), Janice McCann (Treasurer), Alyssa Allen (Secretary), Robert Branson (aka Robert B.), Ed Dobrowski, Gerald Dubiel, Jim Kozlik, Charlotte Mizzi, Kevin Newby (by phone until 9:13), Paul Ranttalo, Robert Wallace (aka Robert W.).
Also attending: Karleen McSherry (Administrative Assistant)
Landowners: Miriam Barker, Debbie Blais (by phone), John & Sherrie Cameron, Claudette & Micah Dirkers, Debbie DeGraaf, Pouwel Gelderloos, Ted Gruehl, Jerry Ladewig, Craig Lannes, Donna Lash-Andersen, Clare Parker, Joe Trosclair, Linda Ulrich, Regina Wunsch.

2. **Set Agenda**

3. **Approve Meeting Minutes – March 16 & March 29, 2015**
Motion: Ross motioned and Jim seconded to approve the March 16, 2015 meeting minutes. Robert W. requested to change the Road Committee report from "no snow removal" to "very little snow removal." Ross and Jim amended their motion to reflect this change. **Motion carried unanimously. Motion:** Ross motioned and Robert W. seconded to approve the March 29, 2015 phone meeting minutes as written. **Motion carried** (1 Abstention – Jim).

4. **Visiting Landowner Input Period**
Regina Wunsch requested a road walk of Capricorn Dr. in North Glastonbury like the one that was done for Dry Creek Road in South. Craig Lannes was interested in receiving an answer to the dog barking and chain sawing complaint and expressed dissatisfaction with the way his private subdivision road was not being maintained by the GLA.

5. **Officer and Committee Reports**
   5.1 President's Report – DK
      5.1.1 Request to move next month's meeting to May 18 and June's meeting to June 15. Motion: Charlotte motioned and Ross seconded to change the May and June board meeting dates to May 18 and June 15 respectively. **Motion carried unanimously.**

   5.2 Treasurer's Reports:
      5.2.1 Budget Variance, Check & Deposit – JM
      Janice reported that at the end of the first quarter most income from assessments was current and the budget was on course. **Motion**: Ross motioned and Robert W. seconded to approve the Treasurer's Reports. **Motion carried unanimously.**

      5.2.2 Lot 22-D (SG) – Woodruff request for waiving late fees
      Because Alyssa had worked with Justin on his project review applications over the years, she was asked to speak with him about his April 2, 2015 e-mail regarding his construction bond refund in which he expressed belief that money due him was withheld to pay his back dues. Alyssa reported that she clarified with Justin that no money for back dues was withheld; however some of his impact fees for the kitchen addition that he retracted were kept by the GLA to cover administrative costs. Sherrie Cameron, his property manager, gave Janice a check for the past due assessments without the penalty and interest charges. Discussion ensued regarding the amount of penalty and interest actually owed ($19.10 and $46.02 respectively); whether to accept the check and forgive interest and penalty; to not accept the

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check and have it reissued in the proper amount; to forgive the penalty but not the interest; the idea that assessments and fees collected are two separate situations but landowners typically think they are the same; the question of people accepting responsibility for their actions or inactions; and whether there was a genuine misunderstanding that needed to be taken into account. **Motion:** Ross motioned and Robert B. seconded to charge only interest on Justin Woodruff's delinquent 2014 assessments; to forgive the penalty this one time; to give back his check and ask him to reissue it in the proper amount. **Motion carried** (1 abstention – Jim). **Action Item:** ***Janice – send statement and letter of explanation to Justin regarding the above decision.***

5.3 Budget Committee Report – JM

Janice reported that the Budget Committee met April 2, 2015. In attendance were Janice (Co-chair), Dan (Co-chair), Regina Wunsch, Donna Lash-Anderson, and Ia Williams. After going over the financial reports, it was determined that there was approximately $42,000 in the General Fund beyond budgeted items that could be allocated where most needed. The first priority was to place $10,000 back into the Legal Cash Reserve Fund to replace what was borrowed in 2014 for the NG crack sealing project. The committee offered options for reallocation of the remaining funds including putting a certain amount into the road budget; covering the cost of the digitizing project and the recent computer and printer purchases; doubling the [payment of] principle of the road loan to accelerate paying it off to save on interest; and moving some into the Capital Equipment Fund for possibly purchasing another truck. Discussion ensued regarding the amount and source of money to be used to pay off the road loan - $12,700 (from the $42,000) plus $7,500 from the Loan Emergency Fund to double the principle of the next two payments, and potentially $10,000 in past due funds expected to be collected later this year to make the third and final accelerated payment; of the $7,000 in older money that came in; and the assurance that any accelerated payments would be made by the Treasurer and Budget Committee as funds allowed. **Motion:** Janice motioned and Gerald seconded to reallocate $12,700 from the General Fund and $7,500 from the Emergency Loan Fund to double the principle on the loan for the next three payments and pay off the road loan sooner if possible. Discussion included Robert B.'s question about being in jeopardy if the $10,000 doesn't come in; the final three payment dates, which would be in May, August and November if payment is accelerated; and splitting the remaining ~$19,000 across the Road Fund, capital equipment and computer equipment. **Amended Motion:** Janice amended her motion and Gerald seconded to reallocate $12,700 from the General Fund and $7,500 from the Emergency Loan Fund to double the principle on the next two loan payments and only make the third accelerated payment if the $10,000 in back dues comes in. **Motion carried unanimously. Motion:** Janice motioned and Ross seconded to allocate $10,000 back into the Legal Fund to replace what was borrowed. **Motion carried unanimously. Motion:** Janice motioned and Robert B. seconded to put $1,000 into the Digitizing Fund and $1,000 back into the Operating Fund (to cover computer and printer costs). **Motion carried unanimously. Motion:** Janice motioned and Robert W. seconded to move $10,000 into the road budget and $7,700 into the Capital Equipment Fund. **Motion carried unanimously.**

5.4 Collection Committee Report – JM

The Collection Committee met on April 3, 2015. In attendance were Dan (Co-chair), Janice (Co-chair), Debbie Blais, Debbie DeGraaf and Regina Wunsch. Janice reported that 35 people, some owning multiple properties, are behind in their assessments; there are 34 liens, three of which need to be released; there are two people without valid

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addresses; one property was foreclosed in 2010, is uncollectible and needs to be written off as bad debt. Discussion included the need to update the payment plan; to pare down the time given to repay what is owed to a certain number of months per $1,000 and establish criteria for rate of repayment and discounts based on the past two years of income; the idea that the current 18% interest rate is too high and may not hold in a court of law; that this is a punitive system and people who can't pay won't pay by punishing them; to offer a one-time discount on penalties and finance charges; the need to review the collection policy to clarify steps to send unresponsive outstanding accounts to a collection attorney or collection agency; to research what it would take to foreclose on a property. Debbie DeGraaf mentioned the possibility of using auto-pay through Bank of the Rockies. Janice explored the possibility and found that because the money would go straight into the GLA account, the bank would not be able to track where it came from and therefore who paid. Janice also presented the possibility of changing the interest rate as well as how it's calculated – from compound to simple – as well as eliminating the 5% penalty and the need for the Governing Documents Committee to propose these changes. Dan mentioned a law firm with a website, www.ksnlaw.com, that has a downloadable PDF on HOAs collecting delinquent accounts. Debbie Blais and Debbie DeGraaf volunteered to call people who are behind in their assessment to give a gentle reminder. Ross asked if there is precedence for forgiving portions of what is owed and Dan explained that deals have been struck in the past but the need is to create criteria that apply to all. The board discussed the possibility of waiving the monthly interest charge from the point forward of the creation of a payment plan and faithfulness in following the plan; creating a procedure for how many payments may be missed before a person is considered off the plan, requiring communication regarding being late and the type of communication required as well as setting a schedule for following up with and taking action on delinquencies. Pouwel Gelderloos asked about the possibility of people paying their assessments by working for the GLA and discussion included accounting difficulties; paying as a contract employee and the person paying the GLA from that wage; Linda Ulrich recommended not allowing for barters or trades. Charlotte suggested the committee submit a proposal to the board before a vote is taken.

5.5 Secretary's Report – AA

5.5.1 April Newsletter – AA

Alyssa reported that because assessment statements were already sent to landowners, the newsletter will be sent as a separate mailing; the layout and design of the piece may be changing to something more interesting and easier to read; the Communications Committee has been asked to provide feedback regarding the articles included; and the board will be sent the final text in the coming week for approval. The Welcome Packet is being revised and the Communications Committee has been asked to provide feedback regarding the new cover letter and materials included. Alyssa explained that Karleen is getting more plugged in as the hub of communication and the board will be hearing from her more often. Janice alerted the group to the possibility of Karleen's hours increasing as she moves more into this role. Dan suggested that the board would reassess her hours as she comes closer to overage.

Alyssa spoke with the GLA's insurance agent about the guardrail that is out at the north entrance to North Glastonbury, The agent said it's possible our insurance would cover the replacement work but there would be a lot of hoops to jump through, including the need to show that the GLA has tried to get the perpetrators of the damage to pay for it, the fact that there is a $1,000 deductible, and an insurance adjuster would need to evaluate the situation and place a maximum

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allowable coverage cost on the repairs. Ross clarified that the people in the first accident do have insurance, the people in the second accident don't, and that police reports were filed at the time of the accidents. Discussion included the question of whether it is worth pursuing having our insurance pay for the damage if the cost of the repair is only a few hundred dollars over the deductible and if our rates might go up as a result; the idea of our insurance going after their insurance and us trying to get the insured parties to pay the deductible. Kevin was volunteered to follow up on this.

Action Item: ***Kevin – follow up with the driver's insurance to see if they will cover the repairs.***

5.6 Road and Weed Mgmt Committee Report

Road Committee members Robert W. and Kevin met on March 21st with several landowners for a highly detailed walking inspection of Dry Creek Road. A written report of the group's findings was compiled and sent to Park County. Robert W. reported upon five issues: 1. Erin Caine Construction extended the culvert halfway up Hercules and put a steel grate on the other side of the road. The project was completed within budget. 2. Two bids were received to replace the NG guardrail – one for $4,200 from Josh Wells and one for $600 from Paul Ranttalo who proposed using new posts but used guardrail. Discussion ensued regarding the GLA's liability in using second-hand product; that the county has used guardrail; that accident reports were filed with highway patrol and the insurance company can contact them to receive a certified copy; that the insurance company may want to send out an estimator; the need for parity in the quotes – what each of the contractors would do for the money; and the suggestion that we wait to see what Paul can come up with. 3. Upper Gemini Road is in really bad condition, almost impassable and is a GLA platted road. The Carps and Alexanders are the only ones up there, and Alexander's parcel is for sale. Robert W. has had three bids to fix it. Paul Ranttalo would charge $980 and would use a backhoe and 20 yards of gravel; Josh Wells would use a road grader and roller to grade 200 yards of road for $1,850; and Caine Construction would charge $3,400 to fix it with a Bobcat and excavator. **Motion:** Robert W. motioned and Rudy seconded to give the bid to Paul Ranttalo. During the discussion Jim noted that the road is bad and the proposed work is cosmetic. **Motion carried** (2 abstentions – Paul and Robert B.). 4. Robert W. reported driving slowly along NG's paved roads, which are in pretty good shape. Over 90% of roads are still very good including Sirius, Aries and upper Capricorn. Lower Capricorn near Hwy 89 has a few places where crack sealing has failed. Since these repairs were done six months ago and they were warrantied for one year, Robert W. will contact Bailey Paving to see if they'll make good on the warranty. There are also serious alligator cracks on lower Capricorn and two places where the road has failed including one that is 4 ft. sq. Both will need to be patched and Robert will get bids to fix them. Discussion included the suggestion that the road committee do a walk through of the NG paved roads as was done for Dry Creek Rd and the impracticality of it; Dan reported going online and found a grader but if the GLA bought it an operator would be needed; Robert W. suggested it would be better to put money into a snowplow; Paul explained that the equipment is a combination plow and grader; Robert B. queried if we have an extended financial plan to know if we have extra money to make such a purchase; Dan responded that the Road Committee is coming up with a long term plan. 5. The next meeting of the Road Committee will be April 20th at 7:00 p.m. at Paul's shop to discuss spring grading.

Action Item: ***Robert to connect with Kevin regarding the insurance.***

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5.7 Project Review Committee Report – GD

5.7.1 Lot 28-A (NG) Sandoval-Ojeda Residence - GD

Gerald explained that this property is located on the north side of Capricorn between Gemini and Venus at a low spot in the road. Mike Adkins was supposed to have put in a sump pump but has not. When the driveway goes in water will accumulate there and is a potential problem. Ted Gruehl, the contractor, has indicated he would move the well and potentially the drainfield. **Motion:** Gerald motioned and Ross seconded to give preliminary approval for the project with the conditions that Ted receive the necessary permits from the sanitarian and reseed the disturbed land. **Motion carried** (1 abstention – Paul).

Action Item: ***Gerald to contact the owners of 11-D NG (across the road from 28-A) to suggest putting in a culvert to remove the pooling water.***

5.7.2 Lot 43-5 (NG) – Kozlik Educational self-sustainable homestead

Jim explained his intention to engage in light commercial business that would involve building and selling small structures such as tumbleweed homes on mobile home chassis and greenhouses. He requested a meeting with the Project Review Committee to assess how this fits with the covenants. Discussion included questions regarding the nature of the work, the noise it would generate, the idea that this would be a hobby engaged in as desired rather than regularly and strenuously, that nothing will be going into the ground but would be sold and moved.

Action Item: ***The Project Review Committee and any interested board members will meet at Jim Kozlik's house on May 2 at 10:00 a.m. for a tour of the property and explanation of its intended use.***

5.7.3 Lot 38-B (NG) – clarification re: Yaney house project – GD & AA

Chuck Tanner submitted an agenda request for discussion of the height of the Yaney house and its designation as a "tower." Gerald and Alyssa explained the history, including the fact that the Yaneys had originally submitted a request for a height variance but had subsequently withdrawn it. They paid to have the plans redesigned to fit within the 30' maximum height. The property is on a hill and there was no other place to build. Because all covenant and master plan criteria were met, there was no need for special treatment and the board gave approval for building. Debbie DeGraaf indicated that the Yaneys have infringed on the well of an adjoining property and are claiming an exemption for a tower. Ross suggested the affected party submit a complaint to the GLA and the situation would be investigated.

5.7.4 Clarification: Types of projects historically reviewed by Board – DK & AA

Dan explained that historically buildings of 200 sq. ft. or less require a form to be filled out but receive de facto approval. Alyssa explained that upkeep and small projects such as patios, walkways, decks, signs, fences, house painting, landscaping, and stone walls have not traditionally be subject to project reviews. Dan suggested that the Governing Documents Committee would seek to clarify these things and set forth the idea that small projects need to be done within certain rules and even excavation may need approval.

5.7.5 Lot 39-E (SG) – Kletter gate/arch – PR

Paul reported that the Kletters have taken three proposals to address their septic problem to the Park County Sanitarian and are awaiting a determination as to

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which will be accepted. Even though non-resolution of this problem has meant they do not have permission to build, gates and arches are not subject to GLA approval and therefore these activities are not being addressed by the association.

5.8 Communications Committee Report – Robert B.

Robert B. reported that the Communications Committee held a phone meeting on March 19th that he attended along with Ross, Rudy, Alyssa, Karleen, Claudette Dirkers, Donna-Lash-Anderson and Ia Williams. The committee decided that future meetings would be held the second Thursday after the board meeting at 6:00 p.m. via phone. He requested that all committees set a meeting schedule for the rest of the year and send it to Ross to be posted on the website calendar. The committee discussed Karleen's role as the hub and how to deal with all information flowing through the hub; that Karleen will direct incoming issues to a person or committee, who will need to confirm that they are on it or toss it back if it's not in their jurisdiction; that Karleen was given approval to exercise discernment regarding responding via phone or e-mail to landowners to apprise them of receipt of their communication, who it has been given to and an approximate timeline for resolution; Karleen will write a procedure for this process including which specific issues might require a quick response to landowners. Robert B. reported that Ross gave an update on the program being looked at for ticketing/tracking and expressed Rudy's interest in serving on the Communications Committee. **Motion:** Robert B. motioned and Ross seconded that the board approve Rudy to join the Communications Committee and take notes. **Motion carried unanimously.** Robert B. reported that the committee will write a non-discrimination policy and that Karleen needs committee notes for accurate inclusion in the board meeting minutes.

5.9 Website Committee Report – Ross

Ross explained that the responsibilities of the Website Committee extend into all areas of technology and therefore the current name doesn't reflect the full scope of its actions. **Motion:** Ross motioned and Janet seconded to rename the Website Committee the Technology Services Committee. **Motion carried unanimously.**

5.9.1 Ticketing system update

Ross reported that a test version of the ticketing system is up and running. He asked people to try it out by sending an e-mail to support@glamontana, create a password, and then track the progress of the issue. He explained that technology is not a means unto itself and that there is a need to establish tiers of support beginning with simple requests that can receive a quick reply and "it's done" on to more complicated problems that require assessment, research, committee involvement and time to accomplish the process. These will need human intervention in responding to people along with the technology. Debbie DeGraaf asked if the GLA is paying for this system and Ross responded that the version being used is free for three agents who at this point are Karleen, Janice and he himself.

Ross requested committee chairs send him meeting dates to post on the calendar and reported that he's working to get Google Apps to certify the GLA as a non-profit which would give the association an unlimited Google account and save $240.

Action Item: ***Committee chairs to send Ross tentative meeting schedule for the year to be posted on the website calendar.***

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5.10 Governing Docs Committee Report – DK & CM

Dan reported that the Governing Documents Committee met on April 9th at Spectec in Glastonbury South. Present were Dan (co-chair), Jim, Janice, Debbie Blais, Jerry Ladewig. Donna Lash-Anderson, Sally Muto, Linda Ulrich, Ia Williams and Regina Wunsch. Charlotte (co-chair) and Charlene Murphy were absent. The committee reviewed the scope of the work as outlined by the board; the timeline of getting items ready for a vote at the November meeting, or earlier for the covenants' section on collections; the specific areas of focus including Bylaws Article VI – sections on Committees and Meeting Agenda, Covenants Section 3 Definitions and the consistency of language used in Covenants, Section 5 – trim to eliminate unnecessary overlap with state and county laws and regulations, Section 6 Structures – clarify language and set minimum size for reviews, Section 11 Assessments – address the interest and penalties. The committee crafted wording to address the section regarding assessments that would eliminate the penalty, set the interest rate 3% above the CPI and charge simple not compound interest. The state of Montana does not have HOA laws but other states do not allow HOAs to charge compound interest. The board made some suggestions that the committee will use to edit the proposed change. Regina Wunsch commented that the GLA has unknowingly been charging simple interest. Dan explained that usury laws forbid penalties and interest to be greater than 45% of the principle. Dan further reported that the committee has six questions for an attorney; that they are looking into a law firm in Bozeman and will bring their recommendation to the board for approval in May. Ross asked if the committee is addressing the issue of conducting business in a more open manner in an online format and Dan explained that this is a gray area, especially regarding using e-mail vs. phone or in-person meetings. The committee agreed to set its next meeting on Wednesday April 22 and May 13.

6. UNFINISHED BUSINESS

6.1 Policies: Conduct of Meeting, Hiring, Privacy, Records Retention – DK - Tabled.

6.2 Fencing on Hercules easement/Kathleen Ramp inquiry – PR

Paul reported that he checked the fence and concluded that the GLA didn't move the fence. Karleen was asked to draft a letter to Kathleen with facts provided by Paul and photos from Alyssa.

Action Item: ***Karleen to get facts from Paul, photos from Alyssa and draft letter.***

6.3 Lot 22-A (SG) – Complaint re: Dogs Barking/Firewood Processing Nuisance – Robert B.

Robert B. reported that Dan and Rudy visited John Clawson and he was amenable to fixing the chain sawing and dog barking problems. John indicated that he cuts wood and sells it as a hobby but he can do it in a different place; and that he would be willing to move the two dog houses 100 ft. away to the other side of the house, erect a wooden fence to contain noise and prevent the dogs from seeing activity which causes them to bark. He was given until April 30th to rectify the problem and if his solutions don't work he would be willing to try something else like dog collars. If that doesn't work he suggested he could get rid of the dogs. The Camerons, who originally submitted the complaint, reported that the log cutting has stopped but the problem with the dogs persists. What he is doing is not working. The dogs are chained 24-7 and John is gone a lot. The Camerons recommend Mr. Clawson try using an electronic device that emits an ultra-sound when dogs bark and which they don't like so they are quickly conditioned to

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not bark. Dan affirmed that the Communications Committee would send a letter to suggest this other method. Rudy agreed to speak with John again because he began rectifying the problem right away indicating a willingness to resolve the issues.

7. NEW BUSINESS

7.1 Inquiry re: Repurposing the PVRC soccer field – DK

Pouwel Gelderloos, who had requested board discussion of this item, reported that Livingston has two fields constructed at a cost of $2 million and the GLA paid a fraction of the cost of the PVRC field with the help of volunteers. It is an investment that needs to be kept up. Currently one of the residents uses the field to fly his model planes but there could be many other uses for the field. Charlotte asked if the PVRC is still listed as a Federal non-profit, and suggested that a committee be formed to brainstorm ideas for how the land may be used. Alyssa suggested that because the non-profit fees have not been paid it might have been deactivated. Discussion continued regarding the need to fix PVRCs lawnmower because the grass has already begun to grow; that the entire endowment for recreation is between 20 and 30 acres and the field area has sprinklers, a septic system, toilets and a concession stand; that some activities could be easily started such as putting up a volleyball net; and that there is still a line item in the budget to pay electric on the property. **Motion:** Charlotte motioned and Gerald seconded to create a Community Property Committee regarding the PVRC acreage with Charlotte as chairperson and Jim, Robert W. and Pouwel as members. **Motion carried unanimously.** **Action Item:** ***Charlotte to look into whether the PVRC is officially deactivated.***

8. Closed Session

8.1 Discussion of lawsuits – Board

9. Adjournment

Dan adjourned the meeting at 10:52 p.m.

10. Next Board Meeting: May 18, 2015

GLA 03460

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

April 13, 2015 – 7:00 pm

1. **Call to Order (7:00 p.m.)**

2. **Set Agenda**

3. **Approve Meeting Minutes** – March 16 & March 29, 2015

4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

5. **Officer and Committee Reports (7:30 p.m.)**
   - 5.1 President's Report – DK
     - 5.1.1 Request to move next month's meeting to May 18th and June's meeting to the 15th
   - 5.2 Treasurer's Reports – JM
     - 5.2.1 Budget Variance, Check & Deposit
     - 5.2.2 Lot 22-D (SG) – Woodruff request for waiving late fees
   - 5.3 Budget Committee Report – JM
   - 5.4 Collection Committee Report – JM
   - 5.5 Secretary's Report – AA
     - 5.5.1 April Newsletter
   - 5.6 Road and Weed Mgmt Committee Report – Robert W.
   - 5.7 Project Review Committee Report – GD
     - 5.7.1 Lot 28-A (NG) – Sandoval-Ojeda Residence – GD
     - 5.7.2 Lot 43-5 (NG) – Kozlik Educational self-sustainable homestead
     - 5.7.3 Lot 38-B (NG) – clarification re: Yaney house project – GD & AA
     - 5.7.4 Clarification: Types of projects historically reviewed by Board – DK & AA
     - 5.7.5 Lot 39-E (SG) – Kletter gate/arch – PR
   - 5.8 Communications Committee Report – Robert B.
   - 5.9 Website Committee Report – Ross
     - 5.9.1 Ticketing system update
   - 5.10 Governing Documents Committee Report – DK & CM

6. **UNFINISHED BUSINESS**
   - 6.1 Policies: Privacy, Conduct of Meeting – DK
   - 6.2 Fencing on Hercules easement/Kathleen Ramp inquiry – PR
   - 6.3 Lot 22-A (SG) – Complaint re: Dogs Barking/Firewood Processing Nuisance – Robert B.

7. **NEW BUSINESS**
   - 7.1 Inquiry re: Repurposing the PVRC soccer field – DK

8. **Closed Session (9:30 p.m.)**
   - 8.1 Discussion of lawsuits – Board

9. **Adjournment (10:00 p.m.)**

10. **Next Board Meeting: May 11, 2015 or TBD**

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Glastonbury Landowners Association
Balance Sheet
As of March 31, 2015

	Mar 31, 15
ASSETS	
Current Assets	
Checking/Savings	
002 · Bank of the Rockies Checking	2,321.08
003 · Savings Account	
004 · Savings Gen Operating Accnt	99,402.01
010 · Construction Bond Reserve C...	12,157.00
011 · Emergency Loan Reserve	7,500.00
012 · Digitizing Reserve Cash	1,181.31
013 · NG Chip Seal Reserve Cash	276.63
014a · NG Road Reserve Cash	12,539.69
014b · SG Road Reserve Cash	22,281.17
015 · Lawsuit Reserve Cash	20,000.00
Total 003 · Savings Account	175,337.81
Total Checking/Savings	177,658.89
Accounts Receivable	
Accounts Receivable	250,151.44
Total Accounts Receivable	250,151.44
Other Current Assets	
Petty Cash	69.40
12000 · Undeposited Funds	577.74
Total Other Current Assets	647.14
Total Current Assets	428,457.47
Fixed Assets	
Furniture and Equipment	918.99
Total Fixed Assets	918.99
TOTAL ASSETS	**429,376.46**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds Held by GLA	12,157.00
Payroll Liabilities	1,159.44
Total Other Current Liabilities	13,316.44
Total Current Liabilities	13,316.44
Long Term Liabilities	
Bank of the Rockies Loan	42,200.22
Total Long Term Liabilities	42,200.22
Total Liabilities	55,516.66
Equity	
Digitizing Fund	1,181.31
Emergency Loan Fund	7,500.00
Lawsuit Fund	20,000.00
NG Chip Seal Fund	276.63
NG Road Fund	12,539.69
Opening Balance Equity	22,222.35
Operating Fund Balance	208,611.58
SG Road Fund	22,281.17
Net Income	79,247.07
Total Equity	373,859.80
TOTAL LIABILITIES & EQUITY	**429,376.46**

GLA 03463

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Glastonbury Landowners Association
Profit & Loss
January through March 2015

	Jan - Mar 15	
Ordinary Income/Expense		
Income		
100 · Parcel Assessment Fees		
110 · Land Assessments		
110.12 · Land Assessments 2012	1,135.02	
110.13 · Land Assessments 2013	234.00	
110.14 · Land Assessments 2014	1,372.90	
110.15 · Land Assessments 2015	40,061.95	
Total 110 · Land Assessments		42,803.87
120 · Dwelling Assessments		
120.12 · Dwelling Assessments 2012	1,002.44	
120.13 · Dwelling Assessments 2013	203.02	
120.14 · Dwelling Assessments 2014	1,237.18	
120.15 · Dwelling Assessments 2015	25,374.79	
Total 120 · Dwelling Assessments		27,817.43
150 · Golden Age Village Income		2,573.73
170 · Finance Ch Income- Past Due Ass		2,083.54
171 · 5% Penalty Income		-55.38
180 · 2009 Chip Seal Assessment		68.35
191 · Bad Debt		-4,169.94
Total 100 · Parcel Assessment Fees		71,121.60
200 · Project Impact Fees		
201 · Application Fees		60.00
210 · Structure Impact Fees		30.00
260 · Mileage Impact Fees		20.00
Total 200 · Project Impact Fees		110.00
400 · Other Gen Fund Income		
401 · Lien Fees Paid		56.62
450 · Donation Income		79.80
Total 400 · Other Gen Fund Income		136.42
Total Income		71,368.02
Gross Profit		71,368.02
Expense		
1000 · Snow Removal		
1010 · Contracted Snow Removal		161.50
1011 · Equipment Rental		670.00
1015 · Payroll Costs		
1016 · Wages Paid Snow		
1016a · Wages Paid Plowing	1,020.00	
1016b · Wages Paid Sanding	327.50	
Total 1016 · Wages Paid Snow	1,347.50	
1016c · Wages Paid Sand Loading	40.00	
1016d · Wages Paid Snow Fence	210.00	
1018a · Payroll Software	8.00	
1019 · Workers' Compensation Insura...	914.75	
Total 1015 · Payroll Costs		2,520.25
1020 · Equipment Costs		
1021 · Truck Registration & Insurance	740.00	
1025 · Fuel	429.93	
1026 · Wages Truck Maintenance	360.00	
Total 1020 · Equipment Costs		1,529.93
Total 1000 · Snow Removal		4,681.68
1030 · Road Maintenance		
1045 · Signs, Posts, Etc		154.08
1030 · Road Maintenance - Other		150.00

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Glastonbury Landowners Association
Profit & Loss
January through March 2015

	Jan - Mar 15	
Total 1030 · Road Maintenance		304.08
1200 · Parkland/Recreation Center		
1210 · Utilities for Rec Center	72.26	
1220 · Sprinkler Maintenance	339.00	
Total 1200 · Parkland/Recreation Center		411.26
1300 · Litigation		
1310 · Legal Costs		
1310a · Litigation Incurred	192.50	
Total 1310 · Legal Costs	192.50	
1312 · Document Production-Wages Paid	615.00	
Total 1300 · Litigation		807.50
2000 · Overhead/Admin Costs		
2010 · Administrative Expense		
2010b · Administrative Costs-Wages ...	2,743.00	
2010c · Mileage Reimbursement	39.87	
Total 2010 · Administrative Expense	2,782.87	
2017 · Legal Fees-General Advice	720.00	
2018 · Licenses & Annual Reporting	15.00	
2022 · Payroll Costs Office	0.01	
2023 · Payroll Taxes All	543.80	
2050 · Office Supplies		
2050a · Admin Office Supplies	473.25	
2050 · Office Supplies - Other	58.40	
Total 2050 · Office Supplies	531.65	
2052 · Postage & Shipping	512.36	
2055 · Printing & Copies	263.08	
2060 · Rent - Facilities	740.00	
2062 · Rent - PO Box & Safe Dep Box	60.00	
2066 · Software Costs		
2066a · Drop Box	9.99	
2066 · Software Costs - Other	104.96	
Total 2066 · Software Costs	114.95	
2070 · Taxes - Property	314.50	
2080 · Telephone & Messaging	44.85	
Total 2000 · Overhead/Admin Costs		6,643.07
Total Expense		13,047.59
Net Ordinary Income		58,320.43
Other Income/Expense		
Other Income		
5000 · Interest Income - Bank		35.82
Total Other Income		35.82
Other Expense		
6000 · Interest Expense		933.96
Total Other Expense		933.96
Net Other Income		-898.14
Net Income		**57,422.29**

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Glastonbury Landowners Association
Profit & Loss
January through March 2015

	Jan - Mar 15
Ordinary Income/Expense	
Income	
100 · Parcel Assessment Fees	
110 · Land Assessments	
110.12 · Land Assessments 2012	8.00
110.15 · Land Assessments 2015	47,641.31
Total 110 · Land Assessments	47,649.31
120 · Dwelling Assessments	
120.15 · Dwelling Assessments 2015	30,150.20
Total 120 · Dwelling Assessments	30,150.20
150 · Golden Age Village Income	2,573.73
170 · Finance Ch Income- Past Due Ass	21,844.34
171 · 5% Penalty Income	-7,513.91
180 · 2009 Chip Seal Assessment	-28.68
191 · Bad Debt	-4,169.94
Total 100 · Parcel Assessment Fees	90,505.05
200 · Project Impact Fees	
201 · Application Fees	60.00
210 · Structure Impact Fees	30.00
250 · Mileage Impact Fees	20.00
Total 200 · Project Impact Fees	110.00
400 · Other Gen Fund Income	
450 · Donation Income	79.80
Total 400 · Other Gen Fund Income	79.80
Total Income	90,694.85
Gross Profit	90,694.85
Expense	
1000 · Snow Removal	
1010 · Contracted Snow Removal	161.50
1011 · Equipment Rental	350.00
1015 · Payroll Costs	
1016 · Wages Paid Snow	
1016a · Wages Paid Plowing	1,020.00
1016b · Wages Paid Sanding	327.50
Total 1016 · Wages Paid Snow	1,347.50
1016c · Wages Paid Sand Loading	40.00
1016d · Wages Paid Snow Fence	210.00
1018a · Payroll Software	8.00
1019 · Workers' Compensation Insura...	504.18
Total 1015 · Payroll Costs	2,109.68
1020 · Equipment Costs	
1021 · Truck Registration & Insurance	740.00
1025 · Fuel	110.08
1026 · Wages Truck Maintenance	360.00
Total 1020 · Equipment Costs	1,210.08
Total 1000 · Snow Removal	3,831.26
1030 · Road Maintenance	
1045 · Signs, Posts, Etc	154.08
1030 · Road Maintenance - Other	150.00
Total 1030 · Road Maintenance	304.08
1200 · Parkland/Recreation Center	
1210 · Utilities for Rec Center	48.23
Total 1200 · Parkland/Recreation Center	48.23

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Glastonbury Landowners Association
Profit & Loss
January through March 2015

		Jan - Mar 15
1300 · Litigation		
1310 · Legal Costs		
1310a · Litigation Incurred	192.50	
Total 1310 · Legal Costs		192.50
1312 · Document Production-Wages Paid		615.00
Total 1300 · Litigation		807.50
2000 · Overhead/Admin Costs		
2010 · Administrative Expense		
2010b · Administrative Costs-Wages ...	2,743.00	
2010c · Mileage Reimbursement	39.87	
Total 2010 · Administrative Expense		2,782.87
2018 · Licenses & Annual Reporting		15.00
2022 · Payroll Costs Office		0.01
2023 · Payroll Taxes All		543.80
2050 · Office Supplies		
2050a · Admin Office Supplies	473.25	
2050 · Office Supplies - Other	58.40	
Total 2050 · Office Supplies		531.65
2052 · Postage & Shipping		512.36
2055 · Printing & Copies		263.08
2060 · Rent - Facilities		690.00
2062 · Rent - PO Box & Safe Dep Box		60.00
2066 · Software Costs		
2066a · Drop Box	9.99	
2066 · Software Costs - Other	104.96	
Total 2066 · Software Costs		114.95
2080 · Telephone & Messaging		44.85
Total 2000 · Overhead/Admin Costs		5,558.57
Total Expense		10,549.64
Net Ordinary Income		80,145.21
Other Income/Expense		
Other Income		
5000 · Interest Income - Bank		35.82
Total Other Income		35.82
Other Expense		
6000 · Interest Expense		933.96
Total Other Expense		933.96
Net Other Income		-898.14
Net Income		79,247.07

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Glastonbury Landowners Association, Inc.

Board of Directors Special Meeting Minutes – *Final*

May 6, 2015

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1. **Call to Order**
   The special meeting was called to order by Dan at 7:10 p.m. via conference call service.

   PRESENT: Dan Kehoe (President), Ross Brunson (Vice President), Alyssa Allen (Secretary), Ed Dobrowski, Gerald Dubiel, Charlotte Mizzi, Rudy Parker, and Paul Ranttalo.
   Absent: Janice McCann (Treasurer), Robert Branson (aka Robert B.), Jim Kozlik, Kevin Newby, and Robert Wallace (aka Robert W.)
   Landowners: Sally Muto, and Ia Williams.

2. **Officer and Committee Reports**
   2.1 Project Review Committee Report – GD
   2.1.1 Lot 34-A1 (SG) Holmstrom Garage Application
   Gerald presented the application and confirmed that the setbacks had been met. **Motion**: Gerald motioned and Ross seconded to approve the Holmstrom garage application with the conditions that disturbed land be reseeded and the necessary permits be obtained. **Motion carried** (1 abstention – Ed). Dan clarified that the lot was 34-A3 rather than 34-A1 and this needs to be corrected on the application.

   2.1.2 Lot 5-D (NG) Mizzi Greenhouse Application
   Gerald presented the application and confirmed that the setbacks had been met. There would be no electricity or plumbing installed, and no excavation. **Motion**: Paul motioned and Rudy seconded to approve the Mizzi greenhouse application. **Motion carried** (1 abstention – Charlotte).

3. **Comment Period for Visiting Landowners** – no comments.

4. **Adjournment**
   Dan adjourned the meeting at 7:18 p.m.

5. **Next Board Meeting: May 18, 2015, 7:00 p.m. at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors – Special Meeting Agenda

May 6, 2015 – 7:00 pm

(to be held by conference call)

1. **Call to Order**

2. **Officer and Committee Reports**
   - 2.1 Project Review Committee Report – GD
     - 2.1.1 Lot 34-A1 (SG) Holmstrom Garage Application
     - 2.1.2 Lot 5-D (NG) Mizzi Greenhouse Application

3. **Comment Period for Visiting Landowners –** (Limited to 3 minutes per owner)

4. **Adjournment**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

May 18, 2015

CONFIDENTIAL – DO NOT COPY

1. Call to Order

The meeting was called to order by Dan Kehoe at 7:05 p.m. at St. John's Church.

PRESENT: Dan Kehoe (President), Ross Brunson (Vice President, arrived at 9:40 via phone), Janice McCann (Treasurer, arrived at 7:45 p.m.), Alyssa Allen (Secretary), Robert Branson (aka Robert B.), Ed Dobrowski, Gerald Dubiel, Charlotte Mizzi, Kevin Newby, Rudy Parker, Paul Ranttalo, Robert Wallace (aka Robert W.).
Also attending: Karleen McSherry (Administrative Assistant)
Landowners: Edward Anderson, Miriam Barker, Debbie Blais, Tim Brockett, Phillip & Ann Marie Covington, Debbie DeGraaf, Jose Gonzalez, Jennie Hayward, Leo & Dorothy Keeler, Damiaan & Clazina Kletter, Jerry Ladewig, Donna Lash-Andersen, Constance Macdonald, Chuck & Sally Muto, Dan & Valery O'Connell, Clare Parker, Pedro Pinardo, Chuck Tanner, Joe Trosclair, Ia Willliams, Ronald Wartman, Regina Wunsch.

2. Set Agenda

3. Approve Meeting Minutes – April 13 & May 6, 2015

Valery O'Connell asked for a copy of the draft meeting minutes to be given to the landowners and Alyssa explained that the attorney has advised not to give out minutes until the board has reviewed and approved them. **Motion:** Charlotte motioned and Rudy seconded to approve the April 13, 2015 meeting minutes. **Motion carried** (1 abstention – Robert B.). **Motion:** Rudy motioned and Paul seconded to approve the May 6, 2015 phone meeting minutes as written. **Motion carried** (2 Abstentions – Robert B. & Charlotte).

4. Visiting Landowner Input Period

Clare Parker announced that landowners from lower SG were in attendance to ask the board to call a special meeting to vote on the maintenance of Dry Creek Rd (DCR) and that a petition was circulating. Clare later withdrew her request after hearing the Road Committee report. Discussion involved various opinions being expressed regarding the maintenance of DCR, including those who don't want GLA money to be used to fix a county road, those that do, and some who want both parties to take responsibility for it; the idea that there is dual liability if dual maintenance; that County Commissioners are open to working with the GLA; a suggestion to hold a meeting and vote of landowners to put money in the kitty for DCR repair. Robert W. asked that this discussion wait until he gives the Road & Weed Committee and Road Management reports. There was a question about where the Road Policy stands in relation to the Bylaws and Covenants as well as concern regarding the status of existing committees, their purpose, nature and composition. Dan replied that this would be covered in the Governing Documents Committee report.

5. Officer and Committee Reports

5.1 President's Report – DK

5.1.1 Conduct of Meeting Policy

Motion: Robert B. motioned and Robert W. seconded to accept the Conduct of Meeting Policy draft three as written. **Motion carried unanimously.**

5.1.2 Privacy Policy

Motion: Rudy motioned and Charlotte seconded to approve the Privacy Policy as written. **Motion carried unanimously.**

5.1.3 Criteria for closed meeting topics

Dan reported that the Board wrote criteria for closed meeting topics, based on Colorado law, which the attorney has overseen and approved. The criteria will be sent to the membership for comments. **Motion:** Rudy motioned and Paul seconded

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to send the draft closed meeting criteria to landowners for their input. **Motion carried unanimously.**

5.1.4 Conflict of Interest Policy

Last month Sally Muto sent the board a sample Conflict of Interest Policy that the board adapted for its use. **Motion:** Robert B. motioned and Rudy seconded to send the draft Conflict of Interest policy to landowners for their input for the 30-day period. Dan suggested the board would vote on it in July. **Motion carried unanimously.**

5.1.5 Jim Kozlik's resignation / NG board opening

Dan reported that Jim Kozlik had resigned and that a postcard would be sent out to North Glastonbury residents to announce the opening and seek candidates in order to fill the position at the June meeting.

Action Item: ***Karleen – send post card announcement to NG residents.***

5.2 Secretary's Report – AA

Alyssa reported that Karleen's training has been progressing well and that a lot of work had been done because a lot had come up to be handled.

5.3 Treasurer's Reports – JM

5.3.1 Budget Variance, Check & Deposit – JM

Janice reported that she moved money into funds as discussed at the last meeting including making an extra payment of $6,500 on the road loan principle. She was unable to finish all of the Treasurer's reports before the meeting and indicated she would e-mail them to the board for a vote at the next meeting.

5.4 Collection Committee Report – JM

Janice reported that the committee didn't meet last month. They are planning to have a meeting on May 26 at Spectec at 7:00 p.m.

5.5 Road and Weed / Mgmt Committee Report – RW

Robert W. reported that the Road Committee met on April 20th at Paul Ranttalo's house with Robert W. Ed, Charlotte, Ia Williams, Donna Lash-Anderson and Clare Parker in attendance. He announced that spring grading had started.

5.5.1 Arcturus Drive Upgrade

Robert W. reported that Arcturus Dr. seemed to be worse than it ever has been and the Road Committee was considering putting down a mile of magnesium chloride. They had a bid for $5,600. He spoke with Parks Frady who recommended waiting until dry weather to do the work because the rain would wash it away. Discussion included the pros and cons of mag chloride to suppress dust and reduce washboarding; the need to build up the substrata of the road for it to be effective; the possibility of extending the effectiveness of the treatment by using a water truck so conditions would be not too dry or too wet; questions regarding whether the quoted price included only the mag chloride and not the road prep; the cost of upkeep for a road with mag chloride which might be two and a half times as expensive; and the need to consider what money would be left for the remainder of the roads, especially the impact on the rest of South Glastonbury. Robert W. agreed to get prices and said that typically road prep is done anyway and therefore already part of the maintenance budget. Robert B. suggested the Road Committee engage in long range planning in order to move away from the mode of making decisions based on emergencies. Robert W. announced the next meeting of the Road Committee on June 1 and a major topic of discussion would be to see if everyone on Arcturus would agree to a special assessment to do the mag chloride treatment.

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5.5.2 Park County Response to our March Letter

Robert W. reported that a number of board members, accompanied by some SG residents, walked Dry Creek Road (DCR) in March to assess the damage to the pavement, assembled a report of their findings which was included in a letter that was written and sent to Park County, and to which the association received a timely response from Parks Frady. The County's reply was that they have a small budget and therefore limited resources to maintain all county roads. Robert W. and Kevin met with Parks Frady the previous week. Kevin reported that Mr. Frady sets the budget and decides what gets worked on. Since receiving the GLA's letter they had fixed the potholes. As to their commitment to DCR, they expressed understanding that it's a county road and their responsibility to maintain it. This spring they looked at a number of Class 2 roads in the county (of which DCR is one) and, based on need, had determined that four roads were ahead of DCR. They intended to fix five roads this year and DCR was the last on their list. With money left over from FYE 2015 (June) and funds from this coming year they planned to crack seal DCR in Aug. They didn't know if they'd have enough money this year to chip seal but if not, DCR would be the first one they would do next year. Robert W. noted that this response was a complete turn around from last year when the county wouldn't commit to doing anything. Kevin further reported that the county missed a pothole, which they intend to fix; that two culverts were plugged and they have agreed to clean them out; that signs were down and they would put them back up; that to deal with water on the blind curve they would bring in an engineer to assess the best solution whether it might be to dig a big hole and fill it with rocks to capture the runoff or to cut the hill back; and that the county believes the repairs they are going to do this year and/or next will last seven to ten years. Robert W. suggested that it would be a good idea to consider starting an RSID next year.
Ia Williams reported walking 1.5 miles of NG paved roads and making note of failed crack sealing. She brought samples of broken pavement and announced her conclusion that NG has 4.5 miles of GLA roads in bad condition. Regarding the failed crack sealing, Robert W. had already spoken with the contractor who has agreed to come out to assess the work. Discussion included looking at the difference between the DCR substrate that most likely consists of gravel and rocks that provide a solid base for the asphalt above vs. the compact-filled base most likely used in NG roads that allows ice to form under the asphalt and which lends itself to more cracking. Robert W. acknowledged that the GLA was able to pave the NG roads for half price but the job was not as well done as DCR. The question arose as to whether an RSID could be done for private roads or if those roads would then automatically become county roads.

Action Item: ***Robert W. to check to see if having an RSID turns private roads into county roads.***

5.5.3 Road Policy

Robert W. reported that during the Road Committee meeting Tim Brockett had suggested that High South residents contribute funds for the repair and maintenance of upper Hercules and Sagittarius Skyway to match funds allocated for that work by the GLA. Tim Brockett announced that he had received $2,000 in pledges at that point but the amount could reach $4,000-$5,000 if the board would be willing to spend that amount. Robert W. commented that $2,000 might be doable but not more. Dan cautioned that the program would have to work with the planned budget, that maybe next year the Committee could line out the road budget, publish it and let people know they could match funds that were being allocated. Robert W. clarified that the matching funds were not only to cover

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gravel but also manpower. **Motion**: Robert W. motioned and Gerald seconded for the Board to give the Road Committee leeway to accept matching funds insofar as it would work with the current budget and maintenance plan and that anything extraordinary would come back to the board. Discussion included questions of whether this would set a precedent and how the budget would be allocated; the idea that if the maintenance is in the plan it would be in the organization's interest to throw down more gravel; the suggestion that this would go against the Road Policy; clarification that the Covenants say the GLA must maintain all roads; and the idea that road districts could be formed. Val O'Connell asserted that this is against state law. Robert W. said we will have to check with our attorney. **Motion retracted.**

Regarding the guardrail in NG, Kevin agreed to talk with the insurance company and to get the pertinent information from Ross regarding the people involved in the accidents.

Action Item: ***Kevin – get information regarding NG accidents from Ross.***

5.6 Project Review Committee Report – GD

5.6.1 SG 95-R – Gordon/Barrett Garden Shed

Gerald reported that he visited the site and the setbacks had been met.

Motion: Gerald moved and Kevin seconded to approve the Gordon/Barrett Garden Shed with the conditions that the necessary permits are obtained and the land is reseeded upon completion. **Motion carried unanimously.**

5.6.2 SG 32E-1 – Rolfe Residence/Well/Septic/Driveway

Gerald reported that the setbacks had been met and everything was in order.

Motion: Gerald moved and Kevin seconded to approve the Rolfe Residence/Well/Septic/Driveway with the conditions that the necessary county/state permits are obtained and the land is reseeded upon completion. **Motion carried** (1 abstention – Janice).

5.7 Communications Committee Report – Robert B.

Robert B. reported that the committee met on April 23, 2015 via phone conference, and he addressed Ia Williams concerns regarding landowner notification of the meeting. Dan clarified that the meeting date and time were posted on the website, were accidentally erased and then put back up. Ia Williams also commented upon a letter previously sent to the board by the Glastonbury Landowners for Positive Change (GLFPC). Robert B. addressed the fact that they seem to approach issues with suspicion rather than an assumption of good will; that communication has been steadily and consistently improving; that a charter for the committee was being worked on; that it has taken him a year to learn how the board functions and the need for developing a method of bringing new board members up to speed more quickly; and that there is no board and landowners but just us, a group of landowners with a representative form of government.

Discussion ensued regarding landowner desire for the board to make everything transparent and communicate everything to everyone; and to produce and distribute to landowners committee and board meeting minutes in a timely manner rather than having landowners rely on minutes taken by members of the GLFPC who attend the various meetings. Dan explained that in order to have meeting minutes available sooner, the board would have to meet more frequently to approve them. Landowners suggested approving the minutes by e-mail, questioned the legality of approving minutes by e-mail rather than in an open meeting and why they have to be approved before letting the landowners see them. The idea of putting the minutes on the website was raised and Dan explained that we'd have to have a password system to keep these private within the GLA family of landowners. He suggested the board would take this issue into further consideration and address it more fully at the June meeting.

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5.8 Technology Committee Report – Ross – Tabled.

5.8.1 Timeframe for implementing Landowner E-mail Opt-In

Tabled also until the June meeting.

5.9 Governing Documents Committee Report – DK / CM

Dan reported that the Governing Documents Committee met at 7:00 p.m. on April 22nd at Spectec. Present at that meeting were co-chairs Dan and Charlotte as well as Donna Lash-Andersen, Sally Muto, Linda Ulrich, Ia Williams and Regina Wunsch. The committee revised a draft change to Section 11.06 following input from the board regarding the interest rate charged if an assessment remains unpaid for thirty day. The proposed rate would be set by the Prime Rate as posted in the Wall Street Journal plus 3% per year simple interest. The committee also reviewed the Covenants, Section 3, for clarifications to the Definitions. The suggestions are to delete 3.11 "development" and replace it in three areas (6.3, 7.3, and 9.06) with "community."

Dan reported that the committee also met on May 13th at 7:00 p.m. at Spectec. Present at that meeting were co-chairs Dan and Charlotte, Alyssa, Donna Lash-Andersen, Jerry Ladewig, Sally Muto, Linda Ulrich, Ia Williams and Regina Wunsch. The committee reviewed the online comments on the proposed new Committees section to replace the Bylaws Article VI 1. Committees. The Committee section was edited to clarify the difference between the kinds of committees and to reflect the language of Montana law. The committee also edited Article VI, sections E regarding BoD Vacancies (to be able to fill a vacancy at a regular Board meeting), F and P, as well as Article H, all to remove confusion regarding the reason for special meetings, which are held for one purpose vs. regular meetings in which all areas are covered and discussed.

Dan explained the committee's desire to edit as much as possible as soon as possible, preferably by July, so the board can review and approve the changes in a timely manner so the draft can be sent to landowners for comment and the final version can be reviewed in a special meeting before the November vote. Dan also noted that the change to the interest rate is to be fast-tracked and during the next committee meeting, May 27th at 7:00 p.m. at Spectec, a timeframe to propose it to the board will be decided upon.

Action Item: ***Dan will post suggested changes to Google Docs for the Board to review. E-mail Dan with thoughts so the committee can address them on the 27th.***

5.10 Community Property Committee Report – CM – Tabled.

6. UNFINISHED BUSINESS

7. NEW BUSINESS

8. Closed Session

8.1 Discussion of lawsuits – Board

9. Adjournment

Dan adjourned the meeting at 10:55 p.m.

10. Next Board Meeting: June 15, 2015

GLA 03477

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Glastonbury Landowners Association, Inc.

Board of Directors - Meeting Agenda

May 18, 2015 – 7:00 pm

1. **Call to Order (7:00 p.m.)**

2. **Set Agenda**

3. **Approve Meeting Minutes** – April 13 & May 6, 2015

4. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)

5. **Officer and Committee Reports**
   - 5.1 President's Report – DK
     - 5.1.1 Conduct of Meeting Policy
     - 5.1.2 Privacy Policy
     - 5.1.3 Criteria for closed meeting topics
     - 5.1.4 Conflict of Interest Policy
     - 5.1.5 Jim Kozlik's resignation / NG board opening
   - 5.2 Secretary's Report – AA
   - 5.3 Treasurer's Reports – JM
     - 5.3.1 Budget Variance, Check & Deposit
   - 5.4 Collection Committee Report – JM
   - 5.5 Road and Weed / Mgmt Committee Report – RW
     - 5.5.1 Arcturus Drive Upgrade
     - 5.5.2 Park County Response to our March Letter
     - 5.5.3 Road Policy
     - 5.5.4 SG Matching Funds Proposal
   - 5.6 Project Review Committee Report – GD
     - 5.6.1 SG 95-R – Gordon/Barrett Garden Shed
     - 5.6.2 SG 32E-1 – Rolfe Residence/Well/Septic/Driveway
   - 5.7 Communications Committee Report – Robert B.
   - 5.8 Technology Committee Report – Ross
     - 5.8.1 Timeframe for implementing Landowner E-mail Opt-In
   - 5.9 Governing Documents Committee Report – DK / CM
   - 5.10 Community Property Committee Report – CM

6. **UNFINISHED BUSINESS**

7. **NEW BUSINESS**

8. **Closed Session (9:30 p.m.)**
   - 8.1 Discussion of lawsuits – Board

9. **Adjournment (10:00 p.m.)**

10. **Next Board Meeting: June 15, 2015**

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Glastonbury Landowners Association
Balance Sheet
As of April 30, 2015

	Apr 30, 15
ASSETS	
Current Assets	
Checking/Savings	
002 · Bank of the Rockies Checking	1,671.86
003 · Savings Account	
004 · Savings Gen Operating Accnt	83,971.33
010 · Construction Bond Reserve C...	11,907.00
011 · Emergency Loan Reserve	7,500.00
012 · Digitizing Reserve Cash	2,181.31
013 · NG Chip Seal Reserve Cash	276.63
014a · NG Road Reserve Cash	12,539.69
014b · SG Road Reserve Cash	21,181.17
015 · Lawsuit Reserve Cash	30,000.00
003 · Savings Account - Other	14.63
Total 003 · Savings Account	169,571.76
Total Checking/Savings	171,243.62
Accounts Receivable	
Accounts Receivable	267,482.01
Total Accounts Receivable	267,482.01
Other Current Assets	
Petty Cash	115.21
Total Other Current Assets	115.21
Total Current Assets	438,840.84
Fixed Assets	
Furniture and Equipment	918.99
Total Fixed Assets	918.99
TOTAL ASSETS	**439,759.83**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds Held by GLA	11,907.00
Payroll Liabilities	441.84
Total Other Current Liabilities	12,348.84
Total Current Liabilities	12,348.84
Long Term Liabilities	
Bank of the Rockies Loan	42,200.22
Total Long Term Liabilities	42,200.22
Total Liabilities	54,549.06
Equity	
Digitizing Fund	2,181.31
Emergency Loan Fund	7,500.00
Lawsuit Fund	30,000.00
NG Chip Seal Fund	276.63
NG Road Fund	12,539.69
Opening Balance Equity	22,222.35
Operating Fund Balance	187,611.58
SG Road Fund	21,181.17
Net Income	101,698.04
Total Equity	385,210.77
TOTAL LIABILITIES & EQUITY	**439,759.83**

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Glastonbury Landowners Association
Profit & Loss
April 2015

		Apr 15
Ordinary Income/Expense		
Income		
100 · Parcel Assessment Fees		
110 · Land Assessments		
110.14 · Land Assessments 2014	49.28	
110.15 · Land Assessments 2015	4,094.90	
Total 110 · Land Assessments		4,144.18
120 · Dwelling Assessments		
120.14 · Dwelling Assessments 2014	49.29	
120.15 · Dwelling Assessments 2015	3,202.67	
Total 120 · Dwelling Assessments		3,251.96
170 · Finance Ch Income- Past Due Ass		33.09
180 · 2009 Chip Seal Assessment		-68.35
Total 100 · Parcel Assessment Fees		7,360.88
200 · Project Impact Fees		
201 · Application Fees		25.00
210 · Structure Impact Fees		377.50
215 · Well/Septic Impact Fees		150.00
220 · Road/Driveway Impact Fees		75.00
250 · Mileage Impact Fees		80.00
Total 200 · Project Impact Fees		707.50
Total Income		8,068.38
Gross Profit		8,068.38
Expense		
1000 · Snow Removal		
1010 · Contracted Snow Removal		187.50
1011 · Equipment Rental		100.00
1015 · Payroll Costs		
1016 · Wages Paid Snow		
1016a · Wages Paid Plowing	135.00	
1016b · Wages Paid Sanding	30.00	
Total 1016 · Wages Paid Snow	165.00	
Total 1015 · Payroll Costs		165.00
1020 · Equipment Costs		
1026 · Wages Truck Maintenance	30.00	
Total 1020 · Equipment Costs		30.00
Total 1000 · Snow Removal		482.50
1030 · Road Maintenance		
1035-A · Grading & Gravel NG		
1035d · Caspari Way East	150.00	
Total 1035-A · Grading & Gravel NG		150.00
Total 1030 · Road Maintenance		150.00
1200 · Parkland/Recreation Center		
1210 · Utilities for Rec Center		24.03
Total 1200 · Parkland/Recreation Center		24.03
2000 · Overhead/Admin Costs		
2010 · Administrative Expense		
2010b · Administrative Costs-Wages ...	825.50	
2010c · Mileage Reimbursement	31.03	
Total 2010 · Administrative Expense		856.53
2023 · Payroll Taxes All		86.61
2050 · Office Supplies		

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Glastonbury Landowners Association
Profit & Loss
April 2015

	Apr 15
2050a · Admin Office Supplies	174.15
Total 2050 · Office Supplies	174.15
2052 · Postage & Shipping	271.47
2060 · Rent - Facilities	50.00
2066 · Software Costs	13.99
2080 · Telephone & Messaging	29.90
2095 · Internet	19.05
Total 2000 · Overhead/Admin Costs	1,501.70
Total Expense	2,158.23
Net Ordinary Income	5,910.15
Other Income/Expense	
Other Income	
5000 · Interest Income - Bank	14.63
Total Other Income	14.63
Net Other Income	14.63
Net Income	5,924.78

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Glastonbury Landowners Association
Profit & Loss
April 2015

		Apr 15
Ordinary Income/Expense		
Income		
100 · Parcel Assessment Fees		
110 · Land Assessments		
110.15 · Land Assessments 2015	12,342.26	
Total 110 · Land Assessments		12,342.26
120 · Dwelling Assessments		
120.15 · Dwelling Assessments 2015	8,718.36	
Total 120 · Dwelling Assessments		8,718.36
150 · Golden Age Village Income		2,573.73
170 · Finance Ch Income- Past Due Ass		38.70
180 · 2009 Chip Seal Assessment		-68.35
Total 100 · Parcel Assessment Fees		23,604.70
200 · Project Impact Fees		
201 · Application Fees		25.00
210 · Structure Impact Fees		377.50
215 · Well/Septic Impact Fees		150.00
220 · Road/Driveway Impact Fees		75.00
250 · Mileage Impact Fees		80.00
Total 200 · Project Impact Fees		707.50
490 · Returned Check Charges		5.00
Total Income		24,317.20
Gross Profit		24,317.20
Expense		
1000 · Snow Removal		
1010 · Contracted Snow Removal		187.50
1011 · Equipment Rental		100.00
1015 · Payroll Costs		
1016 · Wages Paid Snow		
1016a · Wages Paid Plowing	135.00	
1016b · Wages Paid Sanding	30.00	
Total 1016 · Wages Paid Snow	165.00	
1019 · Workers' Compensation Insura...	80.08	
Total 1015 · Payroll Costs		245.08
1020 · Equipment Costs		
1026 · Wages Truck Maintenance	30.00	
Total 1020 · Equipment Costs		30.00
Total 1000 · Snow Removal		562.58
1030 · Road Maintenance		
1035-A · Grading & Gravel NG		
1035d · Caspari Way East	150.00	
Total 1035-A · Grading & Gravel NG		150.00
Total 1030 · Road Maintenance		150.00
1200 · Parkland/Recreation Center		
1210 · Utilities for Rec Center		24.03
Total 1200 · Parkland/Recreation Center		24.03
2000 · Overhead/Admin Costs		
2010 · Administrative Expense		
2010b · Administrative Costs-Wages ...	825.50	
2010c · Mileage Reimbursement	31.03	
Total 2010 · Administrative Expense		856.53
2023 · Payroll Taxes All		86.61

GLA 03483

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Glastonbury Landowners Association
Profit & Loss
April 2015

	Apr 15	
2050 · Office Supplies		
2050a · Admin Office Supplies	174.15	
Total 2050 · Office Supplies		174.15
2052 · Postage & Shipping		271.47
2060 · Rent - Facilities		50.00
2066 · Software Costs		13.99
2080 · Telephone & Messaging		29.90
2095 · Internet		19.05
Total 2000 · Overhead/Admin Costs		1,501.70
Total Expense		2,238.31
Net Ordinary Income		22,078.89
Other Income/Expense		
Other Income		
5000 · Interest Income - Bank		14.63
Total Other Income		14.63
Net Other Income		14.63
Net Income		**22,093.52**

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Glastonbury Landowners Association, Inc.

Board of Directors Special Meeting Minutes - *Final*

May 27, 2015

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1. **Call to Order**
The special meeting was called to order by Dan at 7:04 p.m. via conference call service.

PRESENT: Dan Kehoe (President), Ross Brunson (Vice President), Alyssa Allen (Secretary), Robert Branson (aka Robert B.), Ed Dobrowski, Gerald Dubiel, Charlotte Mizzi (left at 7:48 p.m.), Kevin Newby, Rudy Parker, Paul Ranttalo, Robert Wallace (aka Robert W.)
Absent: Janice McCann (Treasurer)
Also attending: Karleen McSherry (Administrative Assistant)
Landowners: Donna Lash-Andersen, Neil Kremer, Clare Parker

2. **Officer and Committee Reports**

2.1 Project Review Committee Report – GD

2.1.1 Lot 21-E1 (SG) Mullin House/Well/Driveway/Septic Application

Gerald presented the application noting that Mike Mullin does not yet own the property; is seeking approval of the site plan containing not only the house but also a proposed garage, barn and shed, and that all setbacks had been met. **Motion:** Gerald motioned and Rudy seconded that the proposed residence, well, driveway and drainfield for Lot 21-E SG be approved along with the site plan for a garage, barn and shop with the contingency that Mike Mullin becomes the new owner of Lot 21-E-SG, and that the following conditions be met: 1) before construction of the garage, barn or shop, complete details showing elevation and plan views of the structures be provided to the GLA for preliminary approval; 2) all necessary permits be obtained including the sanitary drain & reserve fields by the County Sanitarian; 3) all disturbed land be reseeded. **Motion carried unanimously.** Discussion included the location of the well 21 ft. off the boundary, which is less than the recommended 50 ft. but greater than the DEQ requirement of 10 ft., and the sanitarian's report for the adjacent property that lists their drainfield at 300+ ft. away from the nearest border.

2.2 Road Mgmt Committee Report – RW/PR

2.2.1 Matching Funds Proposal

Robert W. continued his explanation begun at the May 18th board meeting that Tim Brockett had came forward at a road committee meeting with a proposal to have High South residents contribute matching funds to improve the gravel and grading of upper Hercules and Sagittarius Skyway, and that Tim had collected pledges totaling $2,000 for the work. Robert W. further explained that typically over the last several years money had been put toward fixing and maintaining lower tier roads; 4th and 5th tier were worked on only if they really needed it. Robert W. said he liked the idea of matching funds because it would allow for a greater bang for the GLA's buck. Having received questions via e-mail from various board members regarding this proposal, Robert W. answered those questions and presented his perspective of the issues including: the budget of $15,500 for each of North & South Glastonbury for fall and spring grading; Norm (the grader), Paul and Robert W. assess the roads and decide which ones need the most attention; most of the funds go to lower tier roads; upper tier roads are only worked on if there's been damage such as rain, which is the case this spring so they have $500 planned to fix potholes on Upper Hercules; if the board were to choose to accept Tim's proposal, the $2,000 in GLA matching funds would have to come from the SG Road Fund, not from the general budget; the idea of announcing this in the newsletter for other constituencies to also apply for matching funds; and that a

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precedence was already set in past years. Discussion, questions and debate ensued focusing on how such a program might work; where the funds would come from; how matching funds would be allocated - not only for more gravel but also for labor; setting a cap on the amount the GLA would match; using board discretion regarding when to offer this option based on financial ability; providing an equitable process for all constituents in their various road clusters to participate in a matching funds program; coming up with an impartial formula for deciding what areas are chosen for maintenance and upgrade, preferably not based solely on who throws money at the project; structuring the program around the greatest need for road repair and then offering the residents an opportunity to add funds; the need to engage in a discussion about what constitutes an appropriate amount of money for a reserve fund. It was agreed that a vote on the issue was premature and that Robert W. and the Road Committee would flesh out the proposal and bring it to the board at a future meeting.
Ed asked the board to discuss the idea of charging SpecTec one assessment for every four employees. Dan suggested this subject be put on the next board meeting agenda and that it be looked at according to the Covenants or ByLaws.

3. **Comment Period for Visiting Landowners**
   Clare Parker expressed satisfaction with the board's openness and transparency during this meeting along with the decisions made to look into this proposal from all angles.

4. **Adjournment**
   Dan adjourned the meeting at 8:13 p.m.

5. **Next Board Meeting: June 15, 2015, 7:00 p.m. at St. John's Church**

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Glastonbury Landowners Association, Inc.

Board of Directors – Special Meeting Agenda

May 27, 2015 – 7:00 pm

(to be held by conference call)

1. **Call to Order**

2. **Officer and Committee Reports**
   - 2.1 Project Review Committee Report – GD
     - 2.1.1 Lot 21-E1 (SG) Mullin House/Well/Driveway/Septic Application
   - 2.2 Road Mgmt Committee Report – RW/PR
     - 2.2.1 Matching Funds Proposal

3. **Comment Period for Visiting Landowners** – (Limited to 3 minutes per owner)

4. **Adjournment**

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Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

June 15, 2015

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1. **Call to Order**
The meeting was called to order by Dan Kehoe at 7:06 p.m. at St. John's Church.

PRESENT: Dan Kehoe (President) Ross Brunson (Vice President via phone until 7:15), Janice McCann (Treasurer), Alyssa Allen (Secretary), Robert Branson (aka Robert B.), Ed Dobrowski, Gerald Dubiel, Charlotte Mizzi, Kevin Newby, Rudy Parker, Paul Ranttalo, Robert Wallace (aka Robert W.).
Also attending: Karleen McSherry (Administrative Assistant)
Landowners: Miriam Barker, Tom Barry, Debbie Blais, Claudette Dirkers, Debbie & Ken DeGraaf, Michael Laverty, Charlene Murphy, Daniel & Valery O'Connell, Clare Parker, Bob & Kristi Sones, Elena Torphy, Ia Williams, Regina Wunsch.

2. **Commence Special Meeting**
Dan reviewed the North Glastonbury board vacancy that was created when Jim Kozlik resigned. Prior to the meeting, Pouwel Gelderloos submitted a letter of intent to be considered for the position along with apologies for being unable to attend the meeting due to a trip away. Daniel O'Connell had nominated his wife, Valery, for the position. Valery was asked if she accepted the nomination and she assented. The board voted by written ballot (plus one texted submission) and the results were counted by Karleen and Alyssa, who announced that Pouwel Gelderloos had been elected by unanimous vote.
The Special Meeting was adjourned at 7:13 p.m.

3. **Commence Regular Monthly Board Meeting**
The meeting was called to order by Dan Kehoe at 7:13 p.m. at St. John's Church.

4. **Set Agenda**

5. **Approve Meeting Minutes – May 18 & May 27, 2015**
Motion: Kevin motioned and Charlotte seconded to accept the May 18, 2015 meeting minutes as written. **Motion carried unanimously. Motion:** Paul motioned and Gerald seconded to accept the May 27, 2015 meeting minutes. During the discussion Rudy noted that he attended the meeting and the minutes did not reflect him as being present. The motion was amended to accept the meeting minutes of May 27, 2015 with the correction of Rudy being added to the list of those present. **Motion carried.** (3 Abstentions – Charlotte, Janice and Kevin).

6. **Visiting Landowner Input Period**
Daniel O'Connell asserted that the Bylaws indicate that the landowners have an input period at the end of the meeting and this is important so they can comment on what they've heard during the meeting; Dan Kehoe replied that having the input session at the beginning has been approved by the attorney as being in accordance with the Bylaws and was adopted years ago due to landowners not wanting to wait to comment until the late hour that many meetings last. In response to learning of the potential resignation of Janice from the board due to selling her property, Debbie DeGraaf suggested the GLA hire an accountant or bookkeeper to do the books and make it easier to stay on top of collections. Charlene Murphy offered clarification regarding dealing with title companies to collect on liens. Other discussion included the assertion by a new landowner that there was nothing said by her title company about back dues owing on her property; the issue of the GLA not knowing about transfers of property unless a landowner informs the Treasurer of the sale; the issue of title companies not giving full information about the property including the plat map with sanitarian markings; Bob Sones received clarification regarding how a GLA employee's driving behavior was not influenced by her being on GLA business; the desire by landowners to allow them to volunteer led to a short discussion of a realistic way to solve the issue, not by creating another job for supervising volunteers but of building on the current system of using committee chairs

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