

Glastonbury Landowners Association, Inc.
Board of Directors Meeting Minutes – Final
June 15, 2015
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to supervise them and the Secretary to co-ordinate for office work; the idea of needing a list of jobs that may be done by volunteers; the suggestion that landowners be given the job of updating policies; Ia Williams asked about when Alyssa will no longer be the secretary and Dan said that Alyssa wants to move on but the board is not yet ready for this; and clarification was given regarding Alyssa and Karleen's roles.

Action Item: Alyssa – create a list of jobs that may be done by volunteers.

7. Officer and Committee Reports

7.1 President's Report – DK

7.1.1 Procedure for creating policy flow chart

Dan explained that the issue of how policy is created and finalized had come up within the board, he had outlined the procedure and it was put into a flowchart for clarity. Discussion involved changing the wording in some of the boxes to fully express each step. The question was raised about where fact-finding is in the procedure and the clarification that fact-finding relates to enforcement not creation. The board tabled a vote until receiving a clean amended copy.

7.1.2 Posting of committee meeting minutes for landowner review - Tabled

7.1.3 Janice's resignation and need for a Treasurer/Bookkeeper

Dan announced that although Janice has not yet formally resigned, it is on the horizon. Janice reported that she has interviewed a bookkeeper, Catherine (Cat) Moody, who was recommended by Debbie DeGraaf, and that once the system is set up it may only take her about three hours a month at \$85/hour to enter income and expenses, do payroll and file taxes. Year-end taxes will require more hours. Since the GLA has a lot of accounts and tasks like journal entries for the different funds, the three hours may be an underestimate. It was suggested that Janice show Cat the complexity to get an accurate estimate of the time and expense involved. All other financial work such as collections, sending out statements, receiving the checks that come in and liaising with the bookkeeper would be the responsibility of the Treasurer. It was suggested that Rudy might be nominated at the appropriate time to be the Treasurer due to previous work in another organization and Janice asked him to consider if he has the time, often during the day, to do the job. Discussion included whether \$85/hr is too steep a cost for the work; the idea that the current board does not want to pass on to the next board books that still need correcting; Regina Wunsch's suggestion that it is better to do the work correctly up front than to pay someone more to fix it afterwards; the question of whether we'd have to enter into a year's contract; clarification that Cat runs her own business with a receptionist but that she does all the accounting work herself; and Regina Wunsch's willingness to work with a professional to continue to get the books in order.

7.2 Secretary's Report – AA

Alyssa noted that during the previous board meeting someone took many months of meeting minutes from the landowner binders and asked that they return them so we don't have to spend the time and money to reprint them.

7.2.1 Newsletter and other components for June/July mailing

Alyssa reported upon suggested articles for the upcoming newsletter: Dry Creek Road update; RSID vs. Special Assessment; spring grading and speeding; board resignations – Jim Kozlik's in May and Janice McCann's in July; proposed changes to Covenants Section 11; and three policies that will be attached. Discussion included the possibility of an article regarding the Communication

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Committee implementing an e-mail notification system and Claudette Dirkers suggested an article be included about the association seeking volunteers.

7.2.2 Administrative Assistant hours and duties

Alyssa enumerated the many tasks being required of Karleen including meeting attendance, taking minutes, preparation of materials, filing, organizing, acting as a communications hub, tracking issues, assisting in response to issues, newsletter, special projects, and project review administration. Discussion included Karleen's role in the administrative aspects of the project review application process vs. what the committee members are responsible for; that project review is a separate revenue line funded out of the impact fees collected; the idea that the books are currently set up for the application fee to cover administration but that amount doesn't cover the actual cost; that the original intent for the impact fees was to go toward both administration and roads and the books will need to be revised to reflect impact fees for administration; the suggestion that a volunteer could do the project review administration; that the work involved is very detailed and requires a lot of training; and that Karleen has experience in supervising volunteers and the reiteration that the committee chairs will supervise committee volunteers.

Action Item: Project Review Committee – discuss and bring to board suggestions for increasing the application fee

Action Item: Alyssa and Karleen – estimate administrative hours per project review and send to Janice

Action Item: Janice – create an administrative fund for project review administration from both the application fee and the impact fees collected.

7.3 Treasurer's Reports – JM

7.3.1 Budget Variance, Check & Deposit – April 2015

7.3.2 Budget Variance, Check & Deposit – May 2015

Janice reviewed the Treasurer's reports and noted that if we pay the extra principle through the end of the year we will pay the road loan off nine months early.

Motion: Charlotte motioned and Robert W. seconded to accept both April and May's Treasurer's Reports. **Motion carried unanimously.**

Rudy suggested that the pages in the Treasurer's reports be hand-numbered prior to copying so that the board has an easier time following along with the Treasurer's presentation of the finances.

7.4 Collection Committee Report – JM – Tabled

7.5 Road and Weed Mgmt Committee Report

Robert W. reported that the Road Committee met on June 1, 2015 and was attended by Robert W., Paul, Ed and Dan as well as 21 landowners. They discussed seven action items: 1. Spring grading update: seven loads of gravel were laid down on Hercules and Arcturus, and Walter Wunsch donated a truckload of gravel and two gravel loads on Polaris paid for by Carl Anderson. 2. Park County to chip seal and crack seal Dry Creek Rd: Kevin reported that the chip seal work would be done next year. In August, crack sealing will be done, the pothole will be fixed, signs will be put back up and the plugged culverts will be cleaned out. The drainage system on the blind curve may require a piping system be installed but the county is still waiting for the engineers regarding the cost. 3. Bids to repair new potholes on Capricorn in NG, and 4. Cracks that have failed since the last crack sealing: Robert W. obtained a bid from the contractor who did the work last year to fix three major potholes and crack sealing, including repair of the cracks sealed last year that reopened. Discussion included the question of funding and possibly using funds from a number of sources such as the NG road budget, the road fund or perhaps

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from the snow removal budget; the question of whether the contractor should guarantee his work and if the work was done when it was too cold; the question of why the association would get a bid from a contractor who didn't do the work properly. Robert W. suggested that of the 17,000 ft. of crack seal done, most was very good. However, he will get other bids. Kevin recommended a representative from the board oversee the work in the future. 5. Guardrail status for the hill in NG: Kevin reported that he asked Ross for information regarding the accidents and Ross doesn't have it. It was suggested that Kevin contact the Highway Department regarding accidents occurring on New Year's Eve. 6. Matching funds criteria: Robert W. reported the committee came up with ten points to be used as guidelines for the program that he would send out to the rest of the board to review. 7. Status of the sump installation on Capricorn Dr. Other discussion included Robert W.'s request for a landowner to volunteer to attend road committee meetings and take minutes. He asked the GLFPC to run their meeting summaries by him so he can correct errors before they post them. Gerald reported that Stu Shilling will spray the weeds after July 4th, will post signs regarding where he has sprayed and will use blue dye. The cost will be close to what it was last year. Comments included the timing of the spraying – May and September to get them before they go to seed; often there is still snow on the ground in May in High South so early June may be better – and whether other bids were obtained; no need to obtain bids every year; bids originally sought but the GLA has since used this same contractor for many years.

7.6 Project Review Committee Report – GD

7.6.1 SG 21-E Mullin Garage, Shop, Barn

Gerald reminded the board that on May 27th they had approved Mike Mullin's house and site plan. The current application was for the garage, barn and shed. He reported that the setbacks were met. **Motion:** Gerald motioned and Rudy seconded to give preliminary approval to Mike Mullin's shop, garage and barn on Lot 21-E1 (SG) on condition that all permits be obtained and the land be reseeded upon completion. **Motion carried unanimously.**

7.6.2 SG 39-E Kletter Residence Addition, Greenhouse, Septic

Gerald reviewed Damiaan Kletter's application for a greenhouse, another entrance for the residence and the sanitary system, the effluvia of which would be pumped up into a tank. He checked the greenhouse and entrance, which met the requirements. Paul would be the contractor to install the septic and they were waiting for the permit from the sanitarian. Discussion included the question of whether the Kletters were current in paying their assessments and clarification that the fees paid for this project included back dues; that fees collected are deposited after the project has been approved by the board; the idea that three projects might warrant charging three application fees or keeping the process as is, that one application requires one fee. **Motion:** Gerald motioned and Rudy seconded to give preliminary approval to Damiaan and Ineke Kletter for a greenhouse, entrance and septic system on Lot 39-E (SG) with the conditions that the assessments are current, they receive a septic permit from the sanitarian and that the land be reseeded after construction is completed. **Motion carried** (1 Abstention – Paul).

7.7 Communication Committee Report – Robert B.

7.7.1 Creating and distributing board meeting minutes – length, complexity & timeliness

Robert B. reported that the Communication Committee met and spent most of its time discussing the subject of meeting minutes. Legal advice was sought regarding what constitutes approval of meeting minutes and whether they could be approved by e-mail. The attorney indicated the board could obtain approval by written

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consent for board and committee meetings, an action that would cross a hurdle for the main purpose of the minutes, which is to communicate in a timely way with the landowners regarding items and actions taken. Robert B. explained that a format needed to be decided upon that would allow committees to present their findings, not in detail but rather focusing on the actions to present to the board; to circulate the minutes among the committee members for a few days, approve via e-mail and then post to the website. He clarified that committee meeting minutes would be approved by committee members not the whole board. Dan commented that the Bylaws indicate the board needs to have regular meetings. Currently they are held every month but when the documents are cleaned up meetings might be every other month or quarterly with work done in between by committees. He explained that the goal would be to get the meeting minutes written up as quickly as possible, slimmed down by 30%, and possibly post them on the website for members to access with a password. Discussion included the idea that the purpose of meetings is for creativity and exploration of ideas that end in resolution, not to pinpoint people and the details of what they said; the question of whether the Communication Committee would ever have physical meetings rather than over the phone; the problems involved with getting onto and hearing while on the Free Conference Call service, especially with a cellphone; Valery O'Connell's assertions that the Bylaws require 2/3 approval for any written consent, even committee meetings, that page 11 of the Bylaws require the board to read the unapproved meeting minutes to the landowners, and that it is illegal for Karleen to be taking meeting minute notes because Montana state law 35-2-439 MCA requires a board officer to prepare the minutes. Robert B. discussed the difficulty for some in using Google Docs and the possibility of using a different site. Dan had been looking into the different options and suggested that using the website and getting more people working with Ross might be the best solution. In the meantime, Google Docs empowers committee chairs to send the link out. Dan set the goal to get the board meeting minutes out to board members by the end of a week, to send them out to the board for input for another week, to make corrections and get approval, and then once approved to post the minutes to the Internet. Alyssa suggested that a week to get the meeting minutes completed is too little time. Discussion ensued regarding Karleen's hours and the need for her to be given more hours in order to perform the increased workload and get the minutes completed in a timely manner. **Motion:** Robert B. motioned and Janice seconded to increase Karleen's hours by five hours/week. **Motion carried unanimously.** Discussion included the question of whether administrative hours really need to be increased, how the minutes might be pared down to include information to help the reader understand what action was taken, discussion and sway on any issue including different points of view and the tenor without other detail; the idea that volunteers might be able to do some of the administrative work; a look at the administrative budget, which is at 39% through the end of May, and the added cost that would be about \$1,700 - \$1,800 for this year; the idea that there is more work at this point because of all of the policy changes and that the increase might be temporary; and the question of whether increasing Karleen's hours would affect hiring a bookkeeper, which it would not.

Action Item: Communication Committee – check out other viable phone conference technologies that might have better sound quality

7.7.2 Using e-mail for official landowner communications – Tabled

7.8 Technology Committee Report – Ross

7.8.1 Timeframe for implementing Landowner E-mail Opt-In – Tabled

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7.9 Governing Documents Committee Report – DK / CM

Dan reported that the Governing Docs Committee met on June 10 to go over Covenants Section 5. They will put the changes up on Google Docs and give everyone a link after he runs some proposed changes by the attorney. The next meeting will be on Wednesday June 24th at 7:00 p.m. at Spectec and he asked members of the Project Review Committee to attend if possible to help work on Covenants Section 6. For those who cannot attend the changes will be posted on Google Docs for them to review and give input.

7.9.1 Covenants Section 11 draft change

Dan presented draft changes of Covenants Section 11 as the new wording to be sent out to the members. Discussion included clarification of the portions that were removed by strikeout; the idea that higher interest has never spurred higher rates of paying; that the prime rate would be established on December 1st for the entire next year; that the interest would begin after a 30-day grace period from the missed payment; that this interest rate might be too low; that attaching the interest rate to the prime rate is realistic in that it adjusts the rate according to the economy in any given cycle. Michael Lavery asked for clarification regarding whether this change would apply to accounts currently in arrears or only to those who fall behind moving forward. Dan explained that it would be take effect after the vote and moving forward but would give the board latitude to adjust past due accounts in the collection process. **Motion:** Janice motioned and Kevin seconded to send out for Landowner vote the change to Section 11.06 in the Covenants as was presented. **Motion carried unanimously.** Further discussion involved clarifying the process for calling a special meeting to vote on the change; the question of whether the vote couldn't wait until the regular election in November; the preference to not delay collections by delaying the vote until then; Valery O'Connell's assertion that the Bylaws give a landowner the opportunity to be heard by all the landowners before they vote, and the suggestion that this question be run by the attorney.

Dan announced that all of the committee's suggested changes regarding the items below would be listed on Google Docs and he invited people to read them and become familiar with them to give input.

7.9.2 Bylaws edit on meeting agendas – Tabled

7.9.3 Committee section of the Bylaws – Tabled

7.9.4 Covenants definitions changes – Tabled

7.10 Community Property Committee Report – CM

Charlotte announced that there would be a Community Property Committee meeting the next day, June 16th.

8. UNFINISHED BUSINESS

9. NEW BUSINESS

10. Closed Session

10.1 Discussion of legal matters – Board

The board discussed the attorney's answer to questions on the responsibility of directors as defined by Montana law and to answer questions or decline from answering questions in a manner so as not to incur further litigation.

11. Meeting adjourned at 11:48 p.m.

12. Next Board Meeting: July 13th, 2015 at St. John's Church

MtgMins 06 15 15
Approved: 07 12 15

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GLA 03496

From: Ross Brunson [REDACTED]
Subject: **Re: [GLA Board List] June 15 Meeting Minutes Draft ready for Voting**
Date: July 12, 2015 10:16:52 PM MDT
To: [REDACTED]
Reply-To: [REDACTED]

I vote yes in approval.

From: "Charlotte Haley Mizzi" [REDACTED]
Subject: **RE: [GLA Board List] June 15 Meeting Minutes Draft ready for Voting**
Date: July 12, 2015 10:10:03 PM MDT
To: [REDACTED]
Reply-To: [REDACTED]

I approve the June 15th Meeting Minutes. Charlotte

From: Robert Wallace [REDACTED]
Subject: **Re: [GLA Board List] June 15 Meeting Minutes Draft ready for Voting**
Date: July 12, 2015 10:03:47 PM MDT
To: [REDACTED]
Reply-To: [REDACTED]

I vote in favor.
Robert W.

On 7/12/2015 9:47 PM, Ed Dobrowski wrote:
I'm in favor, Ed

From: Dan Kehoe
Sent: Sunday, July 12, 2015 11:43 AM
To: [REDACTED]
Subject: **Re: [GLA Board List] June 15 Meeting Minutes Draft ready for Voting**

I vote in favor. Dan

On 7/12/2015 8:25 AM, gerald dubiel wrote:
I vote in favor. Gerald

On Sat, Jul 11, 2015 at 6:18 PM, Paul Rantala [REDACTED] wrote:
I vote in favor. Paul

On Sat, Jul 11, 2015 at 4:08 PM, K Newby [REDACTED] wrote:
I vote in favor. Kevin Newby

On Sat, Jul 11, 2015 at 4:07 PM, Robert Branson [REDACTED] wrote:
I find this format to be very helpful and very clear, easy to follow, know what needs follow-up, and who's going to do it. Just reading through helped me to digest the various on-going concerns. Thanks !! for the efforts.
I second the motion! Robert B

On Thu, Jul 9, 2015 at 8:42 AM, S. Rudyard Parker [REDACTED] wrote:
Hello,

I motion that we approve the minutes of the June 15 GLA BOD meeting, and vote in favor of the motion.

Can anyone tell me when the next Communications Committee meeting will take place.

Cheers,
-Rudy Parker
[REDACTED]

2015-06-15_BDGNAUX.pdf

Glastonbury Landowners Association, Inc.
Board of Directors - Meeting Agenda
June 15, 2015 – 7:00 pm

- 1. Call to Order (7:00 p.m.)**
- 2. Commence Special Meeting to fill NG director position vacated by Jim Kozlik**
- 3. Commence Regular Monthly Board Meeting**
- 4. Set Agenda**
- 5. Approve Meeting Minutes – May 18 & May 27, 2015**
- 6. Visiting Landowner Input Period – (Limited to 3 minutes per owner)**
- 7. Officer and Committee Reports**
 - 7.1 President's Report – DK
 - 7.1.1 Procedure for creating policy flowchart
 - 7.1.2 Posting of committee meeting minutes for landowner review
 - 7.1.3 Janice's resignation and need for a Treasurer/Bookkeeper
 - 7.2 Secretary's Report – AA
 - 7.2.1 Newsletter and other components for June/July mailing
 - 7.2.2 Administrative Assistant hours and duties
 - 7.3 Treasurer's Reports – JM
 - 7.3.1 Budget Variance, Check & Deposit – April 2015
 - 7.3.2 Budget Variance, Check & Deposit – May 2015
 - 7.4 Collection Committee Report – JM
 - 7.5 Road and Weed / Mgmt Committee Report – RW
 - 7.6 Project Review Committee Report – GD
 - 7.6.1 SG 21-E Mullin Garage, Shop, Barn
 - 7.6.2 SG 39-E Kletter Residence Addition, Greenhouse, Septic
 - 7.7 Communications Committee Report – Robert B.
 - 7.7.1 Creating and distributing board meeting minutes – length, complexity & timeliness
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 - 7.9 Governing Documents Committee Report – DK / CM
 - 7.9.1 Covenants Section 11 draft change
 - 7.9.2 Bylaws edit on meeting agendas
 - 7.9.3 Committee section of the Bylaws
 - 7.9.4 Covenants definitions changes
 - 7.10 Community Property Committee Report – CM
- 8. UNFINISHED BUSINESS**
- 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: July 13, 2015**

MtgAgenda 06 15 2015

GLA 03499

7:40 AM

06/14/15

Accrual Basis

Glastonbury Landowners Association

Balance Sheet

As of May 31, 2015

	May 31, 15	Apr 30, 15
ASSETS		
Current Assets		
Checking/Savings		
002 · Bank of the Rockies Checking	575.62	1,671.86
003 · Savings Account		
004 · Savings Gen Operating Acct	92,111.96	93,897.98
010 · Construction Bond Reserve C...	12,477.00	11,907.00
011 · Emergency Loan Reserve	7,500.00	7,500.00
012 · Digitizing Reserve Cash	2,181.31	2,181.31
013 · NG Chip Seal Reserve Cash	344.98	344.98
014a · NG Road Reserve Cash	13,312.19	12,539.69
014b · SG Road Reserve Cash	23,716.17	21,181.17
015 · Lawsuit Reserve Cash	30,000.00	30,000.00
003 · Savings Account - Other	0.00	14.63
Total 003 · Savings Account	181,643.61	179,566.76
Total Checking/Savings	182,219.23	181,238.62
Accounts Receivable		
Accounts Receivable	253,878.72	267,575.46
Total Accounts Receivable	253,878.72	267,575.46
Other Current Assets		
Petty Cash	115.21	115.21
12000 · Undeposited Funds	8.01	0.00
Total Other Current Assets	123.22	115.21
Total Current Assets	436,221.17	448,929.29
Fixed Assets		
Furniture and Equipment	918.99	918.99
Total Fixed Assets	918.99	918.99
TOTAL ASSETS	437,140.16	449,848.28
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Construction Bonds Held by GLA	12,477.00	11,907.00
Payroll Liabilities	579.64	336.58
Total Other Current Liabilities	13,056.64	12,243.58
Total Current Liabilities	13,056.64	12,243.58
Long Term Liabilities		
Bank of the Rockies Loan	29,011.39	42,200.22
Total Long Term Liabilities	29,011.39	42,200.22
Total Liabilities	42,068.03	54,443.80
Equity		
Digitizing Fund	2,181.31	2,181.31
Emergency Loan Fund	7,500.00	7,500.00
Lawsuit Fund	30,000.00	30,000.00
NG Chip Seal Fund	344.98	344.98
NG Road Fund	13,312.19	13,242.19
Opening Balance Equity	22,222.35	22,222.35
Operating Fund Balance	194,299.08	196,904.08
SG Road Fund	23,716.17	21,181.17
Net Income	101,496.05	101,828.40
Total Equity	395,072.13	395,404.48
TOTAL LIABILITIES & EQUITY	437,140.16	449,848.28

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Cash Basis

Glastonbury Landowners Association

Profit & Loss

May 2015

	May 15	Jan - May 15
Ordinary Income/Expense		
Income		
100 • Parcel Assessment Fees		
110 • Land Assessments		
110.12 • Land Assessments 2012	0.00	1,135.02
110.13 • Land Assessments 2013	0.00	234.00
110.14 • Land Assessments 2014	344.92	1,767.10
110.15 • Land Assessments 2015	5,439.88	49,809.53
Total 110 • Land Assessments	5,784.80	52,945.65
120 • Dwelling Assessments		
120.12 • Dwelling Assessments 2012	0.00	1,002.44
120.13 • Dwelling Assessments 2013	0.00	203.02
120.14 • Dwelling Assessments 2014	329.91	1,616.38
120.15 • Dwelling Assessments 2015	3,747.79	32,590.32
Total 120 • Dwelling Assessments	4,077.70	35,412.16
160 • Golden Age Village Income	2,573.73	5,147.46
170 • Finance Ch Income- Past Due Ass	322.26	2,438.89
171 • 5% Penalty Income	19.45	-35.93
180 • 2009 Chip Seal Assessment	0.00	0.00
191 • Bad Debt	0.00	-4,169.94
Total 100 • Parcel Assessment Fees	12,777.94	91,738.29
200 • Project Impact Fees		
201 • Application Fees	110.00	195.00
210 • Structure Impact Fees	1,950.00	2,357.50
215 • Well/Septic Impact Fees	300.00	450.00
220 • Road/Driveway Impact Fees	150.00	225.00
250 • Mileage Impact Fees	205.00	305.00
Total 200 • Project Impact Fees	2,715.00	3,532.50
400 • Other Gen Fund Income		
401 • Lien Fees Paid	0.00	56.62
450 • Donation Income	0.00	79.80
Total 400 • Other Gen Fund Income	0.00	136.42
Total Income	15,492.94	95,407.21
Gross Profit	15,492.94	95,407.21
Expense		
1000 • Snow Removal		
1010 • Contracted Snow Removal	0.00	349.00
1011 • Equipment Rental	0.00	770.00
1015 • Payroll Costs		
1016 • Wages Paid Snow		
1016a • Wages Paid Plowing	0.00	1,155.00
1016b • Wages Paid Sanding	0.00	357.50
Total 1016 • Wages Paid Snow	0.00	1,512.50
1016c • Wages Paid Sand Loading	0.00	40.00
1016d • Wages Paid Snow Fence	0.00	210.00
1018a • Payroll Software	0.00	8.00
1019 • Workers' Compensation Insura...	0.00	914.75
Total 1015 • Payroll Costs	0.00	2,685.25
1020 • Equipment Costs		
1021 • Truck Registration & Insurance	0.00	740.00
1025 • Fuel	0.00	429.93
1026 • Wages Truck Maintenance	0.00	390.00
Total 1020 • Equipment Costs	0.00	1,559.93
Total 1000 • Snow Removal	0.00	5,364.18
1030 • Road Maintenance		

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Glastonbury Landowners Association

Profit & Loss

May 2015

	May 15	Jan - May 15
1035-A · Grading & Gravel NG		
1035d · Caspari Way East	980.00	1,130.00
Total 1035-A · Grading & Gravel NG	980.00	1,130.00
1045 · Signs, Posts, Etc	0.00	154.08
1030 · Road Maintenance - Other	0.00	150.00
Total 1030 · Road Maintenance	980.00	1,434.08
1200 · Parkland/Recreation Center		
1210 · Utilities for Rec Center	23.69	119.98
1220 · Sprinkler Maintenance	0.00	339.00
Total 1200 · Parkland/Recreation Center	23.69	458.98
1300 · Litigation		
1310 · Legal Costs		
1310a · Litigation Incurred	0.00	192.50
Total 1310 · Legal Costs	0.00	192.50
1312 · Document Production-Wages Paid	170.00	785.00
Total 1300 · Litigation	170.00	977.50
2000 · Overhead/Admin Costs		
2010 · Administrative Expense		
2010b · Administrative Costs-Wages ...	832.00	4,400.50
2010c · Mileage Reimbursement	0.00	70.90
Total 2010 · Administrative Expense	832.00	4,471.40
2017 · Legal Fees-General Advice	0.00	720.00
2018 · Licenses & Annual Reporting	0.00	15.00
2019 · Lien Filing Costs	5.00	5.00
2022 · Payroll Costs Office	0.00	0.01
2023 · Payroll Taxes All	218.27	823.50
2050 · Office Supplies		
2050a · Admin Office Supplies	0.00	647.40
2050 · Office Supplies - Other	0.00	58.40
Total 2050 · Office Supplies	0.00	705.80
2052 · Postage & Shipping	15.05	798.88
2055 · Printing & Copies	0.00	263.08
2060 · Rent - Facilities	50.00	840.00
2062 · Rent - PO Box & Safe Dep Box	0.00	60.00
2066 · Software Costs		
2066a · Drop Box	9.99	19.98
2066b · Quickbooks	2.00	2.00
2066 · Software Costs - Other	9.99	128.94
Total 2066 · Software Costs	21.98	150.92
2070 · Taxes - Property	0.00	314.50
2080 · Telephone & Messaging	0.00	74.75
2095 · Internet	19.05	38.10
Total 2000 · Overhead/Admin Costs	1,161.35	9,280.94
Total Expense	2,335.04	17,515.68
Net Ordinary Income	13,157.90	77,891.53
Other Income/Expense		
Other Income		
5000 · Interest Income - Bank	14.24	64.69
Total Other Income	14.24	64.69
Other Expense		
6000 · Interest Expense	765.43	1,699.39
Total Other Expense	765.43	1,699.39

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Cash Basis

Glastonbury Landowners Association
Profit & Loss
May 2015

	May 15	Jan - May 15
Net Other Income	-751.19	-1,634.70
Net Income	12,406.71	76,256.83

7:43 AM

06/14/15

Accrual Basis

Glastonbury Landowners Association

Profit & Loss

May 2015

	May 15	Jan - May 15
Ordinary Income/Expense		
Income		
100 · Parcel Assessment Fees		
110 · Land Assessments		
110.12 · Land Assessments 2012	0.00	8.00
110.15 · Land Assessments 2015	0.00	60,141.13
Total 110 · Land Assessments	0.00	60,149.13
120 · Dwelling Assessments		
120.15 · Dwelling Assessments 2015	0.00	39,131.13
Total 120 · Dwelling Assessments	0.00	39,131.13
150 · Golden Age Village Income	0.00	5,147.46
170 · Finance Ch Income- Past Due Ass	38.88	21,903.44
171 · 5% Penalty Income	0.00	-7,533.01
180 · 2009 Chip Seal Assessment	0.00	-97.03
191 · Bad Debt	0.00	-4,169.94
Total 100 · Parcel Assessment Fees	38.88	114,531.18
200 · Project Impact Fees		
201 · Application Fees	110.00	195.00
210 · Structure Impact Fees	1,950.00	2,357.50
215 · Well/Septic Impact Fees	300.00	450.00
220 · Road/Driveway Impact Fees	150.00	225.00
250 · Mileage Impact Fees	205.00	305.00
Total 200 · Project Impact Fees	2,715.00	3,532.50
400 · Other Gen Fund Income		
450 · Donation Income	0.00	79.80
Total 400 · Other Gen Fund Income	0.00	79.80
490 · Returned Check Charges	0.00	5.00
Total Income	2,753.88	118,148.48
Gross Profit	2,753.88	118,148.48
Expense		
1000 · Snow Removal		
1010 · Contracted Snow Removal	0.00	349.00
1011 · Equipment Rental	0.00	450.00
1015 · Payroll Costs		
1016 · Wages Paid Snow		
1016a · Wages Paid Plowing	0.00	1,155.00
1016b · Wages Paid Sanding	0.00	357.50
Total 1016 · Wages Paid Snow	0.00	1,512.50
1016c · Wages Paid Sand Loading	0.00	40.00
1016d · Wages Paid Snow Fence	0.00	210.00
1018a · Payroll Software	0.00	8.00
1019 · Workers' Compensation Insura...	0.00	504.18
Total 1015 · Payroll Costs	0.00	2,274.68
1020 · Equipment Costs		
1021 · Truck Registration & Insurance	0.00	740.00
1025 · Fuel	0.00	110.08
1026 · Wages Truck Maintenance	0.00	390.00
Total 1020 · Equipment Costs	0.00	1,240.08
Total 1000 · Snow Removal	0.00	4,313.76
1030 · Road Maintenance		
1035-A · Grading & Gravel NG		
1035d · Caspari Way East	980.00	1,130.00
Total 1035-A · Grading & Gravel NG	980.00	1,130.00
1045 · Signs, Posts, Etc	0.00	154.08

7:43 AM

06/14/15

Accrual Basis

Glastonbury Landowners Association
Profit & Loss
May 2015

	May 15	Jan - May 15
1030 · Road Maintenance - Other	0.00	150.00
Total 1030 · Road Maintenance	980.00	1,434.08
1200 · Parkland/Recreation Center		
1210 · Utilities for Rec Center	23.69	95.95
Total 1200 · Parkland/Recreation Center	23.69	95.95
1300 · Litigation		
1310 · Legal Costs		
1310a · Litigation Incurred	0.00	192.50
Total 1310 · Legal Costs	0.00	192.50
1312 · Document Production-Wages Paid	170.00	785.00
Total 1300 · Litigation	170.00	977.50
2000 · Overhead/Admin Costs		
2010 · Administrative Expense		
2010b · Administrative Costs-Wages ...	832.00	4,400.50
2010c · Mileage Reimbursement	0.00	70.90
Total 2010 · Administrative Expense	832.00	4,471.40
2018 · Licenses & Annual Reporting	0.00	15.00
2019 · Lien Filing Costs	5.00	5.00
2022 · Payroll Costs Office	0.00	0.01
2023 · Payroll Taxes All	218.27	823.50
2050 · Office Supplies		
2050a · Admin Office Supplies	0.00	647.40
2050 · Office Supplies - Other	0.00	58.40
Total 2050 · Office Supplies	0.00	705.80
2052 · Postage & Shipping	15.05	798.88
2055 · Printing & Copies	0.00	263.08
2060 · Rent - Facilities	50.00	790.00
2062 · Rent - PO Box & Safe Dep Box	0.00	60.00
2066 · Software Costs		
2066a · Drop Box	9.99	19.98
2066b · Quickbooks	2.00	2.00
2066 · Software Costs - Other	9.99	128.94
Total 2066 · Software Costs	21.98	150.92
2080 · Telephone & Messaging	0.00	74.75
2095 · Internet	19.05	38.10
Total 2000 · Overhead/Admin Costs	1,161.35	8,196.44
Total Expense	2,335.04	15,017.73
Net Ordinary Income	418.84	103,130.75
Other Income/Expense		
Other Income		
5000 · Interest Income - Bank	14.24	64.69
Total Other Income	14.24	64.69
Other Expense		
6000 · Interest Expense	765.43	1,699.39
Total Other Expense	765.43	1,699.39
Net Other Income	-751.19	-1,634.70
Net Income	-332.35	101,496.05

Glastonbury Landowners Association
Profit & Loss Budget Performance
January through May 2015

Ordinary Income/Expense	Jan - May 15	Budget	% of Budget
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	1,767.10		
110.15 - Land Assessments 2015	49,809.53	72,160.00	69.03%
Total 110 - Land Assessments	52,945.65	72,160.00	73.37%
120 - Dwelling Assessments			
120.12 - Dwelling Assessments 2012	1,002.44		
120.13 - Dwelling Assessments 2013	203.02		
120.14 - Dwelling Assessments 2014	1,616.38		
120.15 - Dwelling Assessments 2015	32,590.32	49,170.00	66.28%
Total 120 - Dwelling Assessments	35,412.16	49,170.00	72.02%
150 - Golden Age Village Income	5,147.46	10,295.00	50.0%
170 - Finance Ch Income- Past Due Ass	2,438.89		
171 - 5% Penalty Income	-35.93		
180 - 2009 Chip Seal Assessment	0.00		
191 - Bad Debt	-4,169.94		
Total 100 - Parcel Assessment Fees	91,738.29	131,625.00	69.7%
200 - Project Impact Fees			
201 - Application Fees	195.00		
210 - Structure Impact Fees	2,357.50		
215 - Well/Septic Impact Fees	450.00		
220 - Road/Driveway Impact Fees	225.00		
250 - Mileage Impact Fees	305.00		
Total 200 - Project Impact Fees	3,532.50		
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	95,407.21	131,625.00	72.48%
Gross Profit	95,407.21	131,625.00	72.48%
Expense			
1000 - Snow Removal			
1010 - Contracted Snow Removal	349.00	2,000.00	17.45%

Glastonbury Landowners Association
Profit & Loss Budget Performance
January through May 2015

	<u>Jan - May 15</u>	<u>Budget</u>	<u>% of Budget</u>
1011 - Equipment Rental	770.00	2,600.00	29.62%
1012 - Snow Fences	0.00	200.00	0.0%
1013 - Sand	0.00	600.00	0.0%
1015 - Payroll Costs			
1016 - Wages Paid Snow			
1016a - Wages Paid Plowing	1,155.00		
1016b - Wages Paid Sanding	357.50		
1016 - Wages Paid Snow - Other	0.00	8,500.00	0.0%
Total 1016 - Wages Paid Snow	1,512.50	8,500.00	17.79%
1016c - Wages Paid Sand Loading	40.00		
1016d - Wages Paid Snow Fence	210.00	1,000.00	21.0%
1018a - Payroll Software	8.00		
1019 - Workers' Compensation Insurance	914.75		
Total 1015 - Payroll Costs	2,685.25	9,500.00	28.27%
1020 - Equipment Costs			
1021 - Truck Registration & Insurance	740.00	698.00	106.02%
1024 - Truck Maintenance	0.00	3,500.00	0.0%
1025 - Fuel	429.93	2,500.00	17.2%
1026 - Wages Truck Maintenance	390.00	1,000.00	39.0%
Total 1020 - Equipment Costs	1,559.93	7,698.00	20.26%
Total 1000 - Snow Removal	5,364.18	22,598.00	23.74%
1030 - Road Maintenance			
1031 - Weed Control	0.00	2,500.00	0.0%
1032 - Roadside Mowing	0.00	1,300.00	0.0%
1035-A - Grading & Gravel NG			
1035d - Caspari Way East	1,130.00		
1035-A - Grading & Gravel NG - Other	0.00	12,250.00	0.0%
Total 1035-A - Grading & Gravel NG	1,130.00	12,250.00	9.22%
1035-B - Paved Road Costs NG	0.00	4,000.00	0.0%
1036 - Grading & Gravel SG	0.00	16,250.00	0.0%
1045 - Signs, Posts, Etc	154.08	900.00	17.12%
1046 - Insurance - Roads/Common Land	0.00	5,498.00	0.0%
1030 - Road Maintenance - Other	150.00		
Total 1030 - Road Maintenance	1,434.08	42,698.00	3.36%
1200 - Parkland/Recreation Center			
1210 - Utilities for Rec Center	119.98	400.00	30.0%
1220 - Sprinkler Maintenance	339.00	150.00	226.0%
1230 - Lawn Mowing/Gas	0.00	150.00	0.0%

Glastonbury Landowners Association
Profit & Loss Budget Performance
January through May 2015

	<u>Jan - May 15</u>	<u>Budget</u>	<u>% of Budget</u>
1240 · Mower Maintenance	0.00	250.00	0.0%
Total 1200 · Parkland/Recreation Center	458.98	950.00	48.31%
1300 · Litigation			
1310 · Legal Costs			
1310a · Litigation Incurred	192.50	1,400.00	13.75%
1310b · Litigation Initiated	0.00	3,000.00	0.0%
Total 1310 · Legal Costs	192.50	4,400.00	4.38%
1312 · Document Production-Wages Paid	785.00	1,700.00	46.18%
Total 1300 · Litigation	977.50	6,100.00	16.03%
2000 · Overhead/Admin Costs			
2005 · Accountant's Fees	0.00	300.00	0.0%
2010 · Administrative Expense			
2010b · Administrative Costs-Wages Paid	4,400.50		
2010c · Mileage Reimbursement	70.90		
2010 · Administrative Expense - Other	0.00	12,275.00	0.0%
Total 2010 · Administrative Expense	4,471.40	12,275.00	36.43%
2016 · Insurance - Board Liability	0.00	2,700.00	0.0%
2017 · Legal Fees-General Advice	720.00	5,000.00	14.4%
2018 · Licenses & Annual Reporting	15.00	100.00	15.0%
2019 · Lien Filing Costs	5.00	300.00	1.67%
2020 · Management Expense	0.00	12,275.00	0.0%
2022 · Payroll Costs Office	0.01		
2023 · Payroll Taxes All	823.50		
2050 · Office Supplies			
2050a · Admin Office Supplies	647.40		
2050 · Office Supplies - Other	58.40	800.00	7.3%
Total 2050 · Office Supplies	705.80	800.00	88.23%
2052 · Postage & Shipping	798.88	2,000.00	39.94%
2055 · Printing & Copies	263.08	1,500.00	17.54%
2060 · Rent - Facilities	840.00	1,275.00	65.88%
2062 · Rent - PO Box & Safe Dep Box	60.00	160.00	37.5%
2066 · Software Costs			
2066a · Drop Box	19.98		
2066b · Quickbooks	2.00		
2066 · Software Costs - Other	128.94	650.00	19.84%
Total 2066 · Software Costs	150.92	650.00	23.22%
2070 · Taxes - Property	314.50	325.00	96.77%
2080 · Telephone & Messaging	74.75		

Glastonbury Landowners Association
Profit & Loss Budget Performance
January through May 2015

	<u>Jan - May 15</u>	<u>Budget</u>	<u>% of Budget</u>
2090 · Website Costs	0.00	2,200.00	0.0%
2095 · Internet	38.10		
2096 · Annual Mtg Refreshments	0.00	200.00	0.0%
Total 2000 · Overhead/Admin Costs	<u>9,280.94</u>	<u>42,060.00</u>	<u>22.07%</u>
 Total Expense	 <u>17,515.68</u>	 <u>114,406.00</u>	 <u>15.31%</u>
 Net Ordinary Income	 77,891.53	 17,219.00	 452.36%
 Other Income/Expense			
Other Income			
5000 · Interest Income - Bank	<u>64.69</u>	<u>80.00</u>	<u>80.86%</u>
Total Other Income	<u>64.69</u>	<u>80.00</u>	<u>80.86%</u>
 Other Expense			
6000 · Interest Expense	<u>1,699.39</u>	<u>4,800.00</u>	<u>35.4%</u>
Total Other Expense	<u>1,699.39</u>	<u>4,800.00</u>	<u>35.4%</u>
 Net Other Income	 <u>-1,634.70</u>	 <u>-4,720.00</u>	 <u>34.63%</u>
 Net Income	 <u><u>76,256.83</u></u>	 <u><u>12,499.00</u></u>	 <u><u>610.1%</u></u>

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Glastonbury Landowners Association, Inc.
Board of Directors Meeting Minutes – Final
July 13, 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 (arrived at 8:25), Gerald Dubiel (arrived at 7:44), Pouwel Gelderloos, Charlotte Mizzi, Kevin Newby, Rudy Parker, Paul Ranttalo, Robert Wallace (aka Robert W.).

Also attending: Karleen McSherry (Administrative Assistant)

Landowners: Debbie Blais, Tim Brockett, Claudette Dirkers, Leo & Dorothy Keeler, Paula Kehoe, Jerry Ladewig, Donna Lash-Andersen, Charlene Murphy; Sally & Chuck Muto, Valery & Daniel O'Connell, Ia & Chris Williams, Regina Wunsch.

Guests: Victoria Osborne, Danilie Howe, Christine Tafuri.

2. Set Agenda

3. Approve Meeting Minutes – June 15, 2015

Dan reported that the June 15, 2015 meeting minutes were approved by e-mail on July 12, 2015.

4. Visiting Landowner Input Period

Sally Muto distributed a letter to the Board on the Yaney residence (NG 38-B) including her belief that the structure violates the GLA Covenants, her dissatisfaction with the project's review process, and her concern that it may be repurposed as a church or learning center. Leo Keeler expressed concern regarding the Board's procedure in creating policies, that the membership needs to vote on them, and particular policy issues like the Board using its discretion to waive assessment fees or liens when properties are sold when in his view they don't have that discretion; his understanding that assessments are against the land not a person; and the Board has discretion in situations that are not injurious but not collecting fees is injurious because it winds up costing him more. Dan assured Leo that the Board would run the collection policy by a collection attorney and the Board would look at the waiver part again. In response to Leo's question about "intra-board communication" in the Privacy Policy, Ross clarified that it means the internal e-mail addresses used by the Board only. Charlene Murphy commented about the need to control the thistles this year as well as the soccer field shed needing to be painted to keep it from deteriorating, and possibly use volunteers to do the project.

5. Officer and Committee Reports

5.1 President's Report – DK

Dan welcomed Pouwel to the Board, and asked for a special meeting to discuss amendments to the Bylaws, which the Board agreed would be held Monday August 3 at 7:00 p.m. by phone (using a new and better phone conferencing service).

5.2 Secretary's Report – AA

5.2.1 Procedures for Board and Committee meetings

Alyssa reviewed a draft procedures for board and committee meetings that was e-mailed to the Board and included in their meeting packet. Discussion included timeframes for creating minutes, sending them out for Board input, voting, finalizing and distributing to the landowner list before the next board meeting; the suggestion of having one "committee announce" list that would go to everyone who signs up to receive a committee's meeting notice; the possibility of using the administrative assistant as back-up to post meeting dates to the calendar.

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5.2.2 Committee Meeting Minutes Content

Alyssa pointed out that the Bylaws require that committee meeting minutes contain only who attended and any actions taken, however, more can be included. The Board reviewed the draft committee meeting minute guidelines, and suggested that Alyssa organize her list of items to include in committee minutes by “must haves” and “optional” and the method for approving committee meeting minutes. Alyssa also reported that the landowner binders containing previous meeting minutes, including a new binder for committee meeting minutes, would be kept at the Secretary’s table at the meeting. Landowners who desire to view the binders must return them to the Secretary who will check to make sure the contents are still intact. This is in response to the removal of several months of minutes by a landowner and not returned despite a request to do so. Alyssa also reminded board members that when they vote on the meeting minutes via e-mail, those who make the motion and second it will need to make sure they vote as well.

Action Item: *Alyssa – update the draft procedures and committee meeting contents according to comments and send the revision to the Board for review.*

5.3 Treasurer’s Reports – JM

Janice reported that June is a slow month with not a lot of activity; and road-grading bills had not come in yet.

5.3.1 Budget Variance, Check & Deposit – June 2015

Janice stated that the reserve cash funds have remained steady. The finances are in pretty good shape right now with not too many expenses and no emergencies to pay for. **Motion:** Charlotte motioned and Ross seconded to accept the Treasurer’s reports. **Motion carried unanimously.**

Rudy reiterated his request to have the pages of the Treasurer’s reports numbered by hand, which didn’t happen this time due to time constraints. In the future an effort will be made to honor Rudy’s request.

5.3.2 Transition of Treasurer duties

Janice discussed the need to have at least an interim Treasurer, that it would be nice to have the new Treasurer in her meetings with potential bookkeepers, and that the Treasurer would need to be given the assessment books. Rudy stated that he had been the GLA’s bookkeeper about ten years ago and would agree to be the interim Treasurer if he could resign from the Communications Committee.

Motion: Robert W. motioned and Ross seconded to appoint Rudy as the interim Treasurer. **Motion carried unanimously.**

5.4 Collection Committee Report – JM

5.4.1 Updated Payment Plan Agreement

Janice presented the updated Payment Plan Agreement and explained to landowners who thought it was a new policy that it is an edit of an agreement that we have been using to help people pay assessments that are in arrears. **Motion:** Janice moved and Rudy seconded to accept the payment plan agreement as written. **Motion carried.** (1 abstention – Pouwel). Discussion included the idea that this plan is a way to start collections with the help of volunteers.

5.5 Road and Weed / Mgmt Committee Report

Regarding the NG guardrail, Kevin reported that he was able access the police reports, and in order to pursue getting paid for the damage, he had to request that the officer filing the second report add that the GLA owns the guardrail. Only one of the incidents

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involved had an insurance company; the person in the other incident is uninsured. Kevin is in process of obtaining the bids to present to insurance company.

5.5.1 Update on NG crack sealing

Robert W. reported that he sent out to bid the repair of NG's hardtop to about a dozen paving companies; two bids came in – Apex and Bailey Paving. Regarding crack sealing, Bailey would work on 2,400 lineal feet at a price of \$1,604, which works out to \$0.70 per lineal foot. Apex would work on 17,000 lineal feet for a total of \$29,860, which works out to \$1.75 per lineal foot. This cost is two and a half times more than Bailey's bid. To patch potholes, Bailey would repair 1,011 sq. ft. for \$4,894 which works out to \$4.80/sq. ft. Apex would repair 552 sq. ft. for \$5,600 which works out to about \$10/sq. ft. The total cost for Bailey to do as they proposed would be \$6,998, which includes a \$500 setup charge. The total cost for Apex to do as they proposed would be \$35,460, which is about \$29,000 more than Bailey's bid. Neither of these companies warranties their work, and Robert W. commented that Parks Frady had told him this is typically the case. **Motion:** Robert W. motioned and Pouwel seconded to hire Bailey Paving to patch and crack seal NG's hardtop in temperatures not lower than 45° or according to the product specifications regarding temperature for the 24-hour period. **Motion carried unanimously.** Discussion included questions of rehiring Bailey when some of their previous work failed; the statement made by Parks Frady that a 5% failure rate is pretty good and that Robert's observation that Bailey did a really good job patching potholes; the idea that someone from the Board needs to be present to oversee the work; that Bailey will warranty their work if they router the cracks; that routing cracks doesn't mean the work will last longer and the pavement is too thin to router so paying double to warranty against 5% failure isn't cost effective; the question of what constitutes repair work failure and the answer that any crack one inch or more would be considered failed.

Action Item: Robert W. – add specifications to Bailey's contract for minimum temperature at time of work and for 24-hour forecast afterwards.

On another topic: **Motion:** Robert W. motioned and Kevin seconded for Pouwel to be made a member of the Road Committee. **Motion carried unanimously.**

5.5.2 Update on NG gravel and grading

Robert W. reported that all grading and graveling in NG had been done and two extra loads of gravel were put down on upper Hercules courtesy of the Wunsch's. A landowner had notified the GLA that he would be selling his property on Caspari Way, (a GLA platted road) and Robert W. said we might have to spend up to \$500 from his budget to clear the road so the real estate agent can get up there.

5.5.3 Update on DCR crack sealing – KN

Topic not covered.

5.5.4 Update on weed spraying – GD

Gerald reported that weed spraying was finished in South. A dye was used and signs posted to alert landowners to the sprayed areas. Regina Wunsch noted that the contractor sprayed DCR where there were no weeds.

Gerald also reported that the spraying in NG would take place the next day and that he would oversee the work. Discussion involved the question of whether weed spraying should be done at a different time of year before the weeds go to seed; the GLA's schedule used to be spraying in May and October; concern that it rained

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just hours after the weed spraying in SG and a landowner suggested that the weed spraying scheduled for the next day in NG be postponed if rain was forecast; the question of whether spraying before a rain washes the herbicide away or allows it to be taken into the roots; that the contractor would be willing to spray according to whatever schedule the GLA prefers; that he would work to get a contract for next year and spell out the terms and timing. There was a suggestion from the floor to get other bids. Pouwel expressed concern that people pull over and leave their car running which can start a grass fire and that we include this as an article in the newsletter.

Action Items: *Gerald – Review weed spraying invoice and deduct costs for any spraying on Dry Creek Road; find out what kind of chemicals are used and how it works with rain; get bids for weed spraying for next year.*

5.6 Project Review Committee Report – GD

Motion: Gerald motioned that Kevin be co-chair of the Project Review Committee and Ed seconded the motion. **Motion carried unanimously.**

5.6.1 NG 10-B Nash Shed & Carport

Gerald reported that Jeff Nash requested to put in a carport and shed; the site had been checked and setbacks were good. **Motion:** Gerald motioned and Pouwel seconded that the carport and shed on Nash's property Tract 10-D (NG) be approved with the condition that the necessary permits be obtained and disturbed land be reseeded at end of construction. Discussion included Robert B.'s suggestion to add "if necessary" regarding the permits. Gerald amended his motion and Pouwel seconded that the carport and shed on Nash's property Tract 10-D (NG) be approved with the condition that the necessary permits be obtained if necessary. **Motion carried.** (1 abstention – Paul). Discussion included that another condition be added of abiding by all fire, health and safety laws of the state of MT.

Gerald reported that in its meeting on July 8, 2015, the Project Review Committee reviewed a dormer project submitted by Pouwel for NG 40-1B. Discussion included the question of whether this is a project that the Covenants dictate needs approval; the fact that the footprint and floor space would not be changed, only the roof raised; the committee's thinking that they should have a record of all construction to address issues that might come up including conflict between what was proposed and what was actually built; the reminder to new board member Pouwel that since he is the builder on this project he mention a conflict of interest before the vote; the question of how far the committee would go in its oversight such as whether painting one's house pink needs review; Leo Keeler's concern that the Covenants regulate appearance; the suggestion that the committee needs to determine a minimum standard regarding what requires a project review application. Dan clarified that if is not covered by the Covenants it doesn't need an application and approval, and this isn't a project that needs review.

5.6.2 Suggested increase in application fee & % of impact fee to administration

Kevin reported that the Project Review Committee met and discussed a change in the application fee for small projects under 200 s.f. from \$10 to \$25, which is what is currently charged for all projects over 200 s.f. He also presented the idea that the \$25 application fee would cover one form, and each additional form submitted at the same time would be charged an additional \$10 application fee. **Motion:** Kevin motioned to change the application fee to a base of \$25. Discussion included Valery O'Connell's assertion that this change would need to be brought to the

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members first; Dan suggested the Committee draft a change to be put before the members for a 30-day review period with the material going out after the Aug 3 meeting; Regina Wunsch explained that a special account was created for the cost of the administrative assistant's work on project applications, that \$225 had been put into that account and \$325 had already been spent, not including taxes; the increase in application fee will help the project review monies to cover these administrative costs; a question of billing per square foot and the answer that the impact fees are based on square footage and are supposed to be divided between administration and roads; clarification that withdrawn or denied projects forfeit the application fee because the costs for the administrative work is still incurred. Motion was not seconded and will be addressed at the Aug 3rd meeting. Gerald suggested the Project Review Committee require landowners to have more professional drawings done on their site maps and said he would write a paragraph to add to the proposal. Discussion included the premise that staking out the building and citing accurate measurements from the proposed project to the boundaries are the critical issues. Dan referred it back to the Committee to come up with what's necessary and present it to the Board.

Action Item: Project Review Committee – draft a change to be put before the members for a 30-day review period with the material going out after the August 3rd meeting.

Action Item: Gerald – Add a paragraph for more professional drawings.

5.7 Communications Committee Report

5.7.1 Welcome Letter – Robert B.

Robert B. reported that the Communications Committee worked on a draft of the welcome letter. Robert B. agreed to initiate an e-mail vote.

Action Item: Robert B. – initiate an e-mail vote regarding the welcome letter.

5.7.2 Next steps for implementing optional e-mail communications – DK

Due to time constraints, topic not covered.

5.8 Technology Committee Report – Ross/DK

5.8.1 Implementing official Landowner notice by e-mail

Ross explained that there are two things that need to be done to implement noticing landowners by e-mail:

1. Landowner's would need to express that they want to be noticed of meetings via e-mail and their e-mail address would need to be verified. Landowners may want to get an e-mail address just for GLA matters since other members could then access their e-mail address and the e-mail could be discoverable evidence if it is brought up in a GLA lawsuit.
2. After meeting the criteria for official notice, there could be an expansion to other types communications such as committee meetings, announcements, etc. There is a form that might need to be altered slightly.

Action Item: Ross – alter the appropriate form for landowners to indicate if they want to be noticed of meetings via e-mail.

5.8.2 Posting of committee meeting minutes

Due to time constraints, topic not covered.

5.9 Governing Documents Committee Report – DK/CM

Due to time constraints, topic not covered.

Glastonbury Landowners Association, Inc.
Board of Directors Meeting Minutes – Final
July 13, 2015
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5.10 Community Property Committee Report – CM

Charlotte reported that the Community Property Committee met and decided it would be best to terminate the GLA's lease with the PVRC. **Motion:** Charlotte motioned and Robert W. seconded to discontinue the lease with the PVRC. Discussion included the advantage of no longer having a contract on the property and the need to find out what the insurance covers. **Motion carried.** (1 Abstention – Kevin).

6. UNFINISHED BUSINESS

7. NEW BUSINESS

8. Closed Session

8.1 Discussion of legal matters – Board

The Legal Committee reviewed recent letters to and from both attorneys.

9. Adjournment (10:23 p.m.)

10. Next Board Meeting: August 3, 2015 by phone [later postponed to a future TBD date] and then August 10, 2015 at St. John's Church

From: "Ed Dobrowski" <[REDACTED]>
Subject: **Re: [GLA Board List] July 13 draft meeting minutes - revised**
Date: July 31, 2015 2:47:42 PM MDT
To: [REDACTED]
Reply-To: [REDACTED]

I approve the July 13 meeting minutes.

Ed D

From: Paul Rantalo
Sent: Friday, July 31, 2015 8:16 AM
To: [REDACTED]
Subject: Re: [GLA Board List] July 13 draft meeting minutes - revised

I approve July 13 meeting minutes Paul

On Thu, Jul 30, 2015 at 6:01 PM, gerald dubiel <[REDACTED]> wrote:
I approve the July 13, 2015 meeting minutes. Gerald Dubiel

From: Robert Branson <[REDACTED]>
Subject: **Re: [GLA Board List] July 13 draft meeting minutes - revised**
Date: July 27, 2015 9:24:29 AM MDT
To: GLABoardmembers <[REDACTED]>
Reply-To: [REDACTED]

I approve the meeting minutes of July 13, 2015. Robert Branson

On Mon, Jul 27, 2015 at 9:54 AM, Dan Kehoe <[REDACTED]> wrote:
I approve the July 13, 2015 meeting minutes. Daniel Kehoe

On 7/26/2015 4:26 PM, Pouwel Gelderloos wrote:
Approved by me
Pouwel

On Sun, Jul 26, 2015 at 11:16 AM, Robert Wallace <[REDACTED]> wrote:
I also approve the meeting minutes for July 13, 2015
Robert W.

On 7/26/2015 7:37 AM, K Newby wrote:
I approve the meeting minutes of July 13, 2015.
Kevin Newby

On Sat, Jul 25, 2015 at 10:15 PM, Charlotte Haley Mizzi <[REDACTED]> wrote:
I approve the minutes of July 13th. Charlotte

From: Ross Brunson [mailto:[REDACTED]]
Sent: Saturday, July 25, 2015 9:13 PM
To: [REDACTED]
Subject: Re: [GLA Board List] July 13 draft meeting minutes - revised

Seconded and Aye.

On Saturday, July 25, 2015, S. Rudyard Parker <[REDACTED]> wrote:

Hi All,

I looked at the draft minutes and find them in good order. Thank you Alyssa and Karleen. I make a motion that we approve the minutes, and as soon as someone seconds it, I vote to approve the minutes.

Cheers,
~Rudy

2015-07-13_BDGNAUX.pdf

Glastonbury Landowners Association, Inc.
Board of Directors - Meeting Agenda
July 13, 2015 – 7:00 pm

- 1. Call to Order (7:00 p.m.)**
- 2. Set Agenda**
- 3. Approve Meeting Minutes – June 15, 2015**
- 4. Visiting Landowner Input Period – (Limited to 3 minutes per owner)**
- 5. Officer and Committee Reports (7:20 p.m.)**
 - 5.1 President's Report – DK
 - 5.2 Secretary's Report – AA
 - 5.2.1 Procedures for Board and Committee meetings
 - 5.2.2 Committee Meeting Minutes Content
 - 5.3 Treasurer's Reports – JM
 - 5.3.1 Budget Variance, Check & Deposit – June 2015
 - 5.3.2 Transition of Treasurer duties
 - 5.4 Collection Committee Report – JM
 - 5.4.1 Updated Payment Plan Agreement
 - 5.5 Road and Weed / Mgmt Committee Report – RW
 - 5.5.1 Update on NG crack sealing
 - 5.5.2 Update on NG gravel and grading
 - 5.5.3 Update on DCR crack sealing – KN
 - 5.5.4 Update on weed spraying – GD
 - 5.6 Project Review Committee Report – GD
 - 5.6.1 NG 10-B Nash Shed & Carport
 - 5.6.2 Suggested increase in application fee & % of impact fee to administration
 - 5.7 Communications Committee Report
 - 5.7.1 Welcome Letter – Robert B.
 - 5.7.2 Next steps for implementing optional e-mail communications – DK
 - 5.8 Technology Committee Report – Ross/DK
 - 5.8.1 Implementing official Landowner notice by e-mail
 - 5.8.2 Posting of committee meeting minutes
 - 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 legal matters – Board
- 9. Adjournment (10:00 p.m.)**
- 10. Next Board Meeting: August 10, 2015**

MtgAgenda 07 13 2015

GLA 03519

Glastonbury Landowners Association
Balance Sheet
 As of June 30, 2015

	Jun 30, 15	May 31, 15
ASSETS		
Current Assets		
Checking/Savings		
002 · Bank of the Rockies Checking	2,802.49	575.62
003 · Savings Account		
004 · Savings Gen Operating Acct	90,348.17	92,111.96
010 · Construction Bond Reserve C...	12,577.00	12,477.00
011 · Emergency Loan Reserve	7,500.00	7,500.00
012 · Digitizing Reserve Cash	2,181.31	2,181.31
013 · NG Chip Seal Reserve Cash	344.98	344.98
014a · NG Road Reserve Cash	13,312.19	13,312.19
014b · SG Road Reserve Cash	23,716.17	23,716.17
015 · Lawsuit Reserve Cash	30,000.00	30,000.00
003 · Savings Account - Other	15.66	0.00
Total 003 · Savings Account	179,995.48	181,643.61
Total Checking/Savings	182,797.97	182,219.23
Accounts Receivable		
Accounts Receivable	257,504.66	257,384.71
Total Accounts Receivable	257,504.66	257,384.71
Other Current Assets		
Petty Cash	115.21	115.21
12000 · Undeposited Funds	0.00	8.01
Total Other Current Assets	115.21	123.22
Total Current Assets	440,417.84	439,727.16
Fixed Assets		
Furniture and Equipment	918.99	918.99
Total Fixed Assets	918.99	918.99
TOTAL ASSETS	441,336.83	440,646.15
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Construction Bonds Held by GLA	12,577.00	12,477.00
Payroll Liabilities	832.32	579.64
Total Other Current Liabilities	13,409.32	13,056.64
Total Current Liabilities	13,409.32	13,056.64
Long Term Liabilities		
Bank of the Rockies Loan	29,011.39	29,011.39
Total Long Term Liabilities	29,011.39	29,011.39
Total Liabilities	42,420.71	42,068.03
Equity		
Digitizing Fund	2,181.31	2,181.31
Emergency Loan Fund	7,500.00	7,500.00
Lawsuit Fund	30,000.00	30,000.00
NG Chip Seal Fund	344.98	344.98
NG Road Fund	13,312.19	13,312.19
Opening Balance Equity	22,222.35	22,222.35
Operating Fund Balance	194,299.08	194,299.08
SG Road Fund	23,716.17	23,716.17
Net Income	105,340.04	105,002.04
Total Equity	398,916.12	398,578.12
TOTAL LIABILITIES & EQUITY	441,336.83	440,646.15

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07/13/15
Accrual Basis

Glastonbury Landowners Association

Profit & Loss

June 2015

	Jun 15	Jan - Jun 15
Ordinary Income/Expense		
Income		
100 · Parcel Assessment Fees		
110 · Land Assessments		
110.12 · Land Assessments 2012	0.00	8.00
110.15 · Land Assessments 2015	0.00	61,034.05
Total 110 · Land Assessments	0.00	61,042.05
120 · Dwelling Assessments		
120.15 · Dwelling Assessments 2015	0.00	39,393.75
Total 120 · Dwelling Assessments	0.00	39,393.75
150 · Golden Age Village Income	0.00	5,147.46
170 · Finance Ch Income- Past Due Ass	3,188.15	27,442.04
171 · 5% Penalty Income	0.00	-7,533.01
180 · 2009 Chlp Seal Assessment	0.00	-97.03
191 · Bad Debt	0.00	-4,169.94
Total 100 · Parcel Assessment Fees	3,188.15	121,225.32
200 · Project Review Fees		
201 · Application Fees	25.00	220.00
210 · Structure Imp. & Proc.Fees	0.00	2,357.50
215 · Well/Septic Imp. & Proc. Fees	105.00	555.00
220 · Road/Driveway Imp. & Proc. Fees	0.00	225.00
250 · Mileage Impact Fees	0.00	305.00
Total 200 · Project Review Fees	130.00	3,662.50
400 · Other Gen Fund Income		
450 · Donation Income	0.00	79.80
490 · Returned Check Charges	0.00	5.00
Total 400 · Other Gen Fund Income	0.00	84.80
Total Income	3,318.15	124,972.62
Gross Profit	3,318.15	124,972.62
Expense		
1000 · Snow Removal		
1010 · Contracted Snow Removal	0.00	349.00
1011 · Equipment Rental	0.00	450.00
1015 · Payroll Costs		
1016 · Wages Paid Snow		
1016a · Wages Paid Plowing	0.00	1,155.00
1016b · Wages Paid Sanding	0.00	357.50
Total 1016 · Wages Paid Snow	0.00	1,512.50
1016c · Wages Paid Sand Loading	0.00	40.00
1016d · Wages Paid Snow Fence	0.00	210.00
1018a · Payroll Software	0.00	8.00
1019 · Workers' Compensation Insura...	0.00	504.18
1019a · Employ.Practice Liability Ins.	1,085.00	1,085.00
Total 1015 · Payroll Costs	1,085.00	3,359.68
1020 · Equipment Costs		
1021 · Truck Registration & Insurance	0.00	740.00
1025 · Fuel	0.00	110.08
1026 · Wages Truck Maintenance	0.00	390.00
Total 1020 · Equipment Costs	0.00	1,240.08
Total 1000 · Snow Removal	1,085.00	5,398.76
1030 · Road Maintenance		
1035-A · Grading & Gravel NG		
1035d · Caspari Way East	0.00	1,130.00
Total 1035-A · Grading & Gravel NG	0.00	1,130.00

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07/13/15

Accrual Basis

Glastonbury Landowners Association

Profit & Loss

June 2015

	Jun 15	Jan - Jun 15
1045 · Signs, Posts, Etc	0.00	154.08
1030 · Road Maintenance - Other	0.00	150.00
Total 1030 · Road Maintenance	0.00	1,434.08
1200 · Parkland/Recreation Center		
1210 · Utilities for Rec Center	23.34	119.29
Total 1200 · Parkland/Recreation Center	23.34	119.29
1300 · Litigation		
1310 · Legal Costs		
1310a · Litigation Incurred	0.00	192.50
Total 1310 · Legal Costs	0.00	192.50
1312 · Document Production-Wages Paid	50.00	835.00
Total 1300 · Litigation	50.00	1,027.50
2000 · Overhead/Admin Costs		
2010 · Administrative Expense		
2010b · Administrative Costs-Wages ...	643.50	5,044.00
2010c · Mileage Reimbursement	5.26	76.16
Total 2010 · Administrative Expense	648.76	5,120.16
2011 · Project Review Wages	341.25	341.25
2012 · Miscellaneous Fees	0.00	103.54
2017 · Legal Fees-General Advice	192.50	192.50
2018 · Licenses & Annual Reporting	0.00	15.00
2019 · Lien Filing Costs	0.00	5.00
2023 · Payroll Taxes All	100.51	819.15
2050 · Office Supplies		
2050a · Admin Office Supplies	388.46	1,035.86
2050 · Office Supplies - Other	0.00	58.40
Total 2050 · Office Supplies	388.46	1,094.26
2052 · Postage & Shipping	70.00	868.88
2055 · Printing & Copies	0.00	263.08
2060 · Rent - Facilities	50.00	840.00
2062 · Rent - PO Box & Safe Dep Box	0.00	60.00
2066 · Software Costs		
2066a · Drop Box	0.00	19.98
2066b · Quickbooks	2.00	4.00
2066 · Software Costs - Other	9.99	138.93
Total 2066 · Software Costs	11.99	162.91
2080 · Telephone & Messaging	14.95	89.70
2095 · Internet	19.05	57.15
Total 2000 · Overhead/Admin Costs	1,837.47	10,032.58
Total Expense	2,995.81	18,012.21
Net Ordinary Income	322.34	106,960.41
Other Income/Expense		
Other Income		
5000 · Interest Income - Bank	15.66	80.35
Total Other Income	15.66	80.35
Other Expense		
6000 · Interest Expense	0.00	1,700.71
Total Other Expense	0.00	1,700.71
Net Other Income	15.66	-1,620.36
Net Income	338.00	105,340.05

Glastonbury Landowners Association
Profit & Loss Budget Performance
June 2015

	Jun 15	Jan - Jun 15	YTD Budget	% of Budget
Ordinary Income/Expense				
Income				
100 - Parcel Assessment Fees				
110 - Land Assessments				
110.12 - Land Assessments 2012	17.86	1,240.51		
110.13 - Land Assessments 2013	2.88	251.11		
110.14 - Land Assessments 2014	20.02	1,787.12		
110.15 - Land Assessments 2015	1,686.40	51,842.20	72,160.00	71.84%
Total 110 - Land Assessments	1,727.16	55,120.94	72,160.00	76.39%
120 - Dwelling Assessments				
120.12 - Dwelling Assessments 2012	17.86	1,020.30		
120.13 - Dwelling Assessments 2013	2.88	205.90		
120.14 - Dwelling Assessments 2014	9.79	1,626.17		
120.15 - Dwelling Assessments 2015	583.36	33,312.16	49,170.00	67.75%
Total 120 - Dwelling Assessments	613.89	36,164.53	49,170.00	73.55%
150 - Golden Age Village Income	0.00	5,147.46	10,295.00	50.0%
170 - Finance Ch Income- Past Due Ass	52.59	2,519.93		
171 - 5% Penalty Income	0.00	-35.93		
180 - 2009 Chip Seal Assessment	14.34	78.05		
191 - Bad Debt	0.00	-4,169.94		
Total 100 - Parcel Assessment Fees	2,407.98	94,825.04	131,625.00	72.04%
200 - Project Review Fees				
201 - Application Fees	25.00	220.00		
210 - Structure Imp. & Proc.Fees	0.00	2,357.50		
215 - Well/Septic Imp. & Proc. Fees	105.00	555.00		
220 - Road/Driveway Imp. & Proc. Fees	0.00	225.00		
250 - Mileage Impact Fees	0.00	305.00		
Total 200 - Project Review Fees	130.00	3,662.50		
400 - Other Gen Fund Income				
401 - Lien Fees Paid	0.00	60.35		
450 - Donation Income	0.00	79.80		
490 - Returned Check Charges	5.00	5.00		
Total 400 - Other Gen Fund Income	5.00	145.15		
Total Income	2,542.98	98,632.69	131,625.00	74.94%
Gross Profit	2,542.98	98,632.69	131,625.00	74.94%
Expense				
1000 - Snow Removal				

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Glastonbury Landowners Association Profit & Loss Budget Performance

June 2015

	Jun 15	Jan - Jun 15	YTD Budget	% of Budget
1010 - Contracted Snow Removal	0.00	349.00	2,000.00	17.45%
1011 - Equipment Rental	0.00	770.00	2,600.00	29.62%
1012 - Snow Fences	0.00	0.00	200.00	0.0%
1013 - Sand	0.00	0.00	600.00	0.0%
1015 - Payroll Costs				
1016 - Wages Paid Snow				
1016a - Wages Paid Plowing	0.00	1,155.00		
1016b - Wages Paid Sanding	0.00	357.50		
1016 - Wages Paid Snow - Other	0.00	0.00	8,500.00	0.0%
Total 1016 - Wages Paid Snow	0.00	1,512.50	8,500.00	17.79%
1016c - Wages Paid Sand Loading	0.00	40.00		
1016d - Wages Paid Snow Fence	0.00	210.00	1,000.00	21.0%
1018a - Payroll Software	0.00	8.00		
1019 - Workers' Compensation Insurance	0.00	914.75		
1019a - Employ.Practice Liability Ins.	1,085.00	1,085.00		
Total 1015 - Payroll Costs	1,085.00	3,770.25	9,500.00	39.69%
1020 - Equipment Costs				
1021 - Truck Registration & Insurance	0.00	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	390.00	1,000.00	39.0%
Total 1020 - Equipment Costs	0.00	1,559.93	7,698.00	20.26%
Total 1000 - Snow Removal	1,085.00	6,449.18	22,598.00	28.54%
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				
1035d - Caspari Way East	0.00	1,130.00		
1035-A - Grading & Gravel NG - Other	0.00	0.00	12,250.00	0.0%
Total 1035-A - Grading & Gravel NG	0.00	1,130.00	12,250.00	9.22%
1035-B - Paved Road Costs NG	0.00	0.00	4,000.00	0.0%
1036 - Grading & Gravel SG	0.00	0.00	16,250.00	0.0%
1045 - Signs, Posts, Etc	0.00	154.08	900.00	17.12%
1046 - Insurance - Roads/Common Land	0.00	0.00	5,498.00	0.0%
1030 - Road Maintenance - Other	0.00	150.00		
Total 1030 - Road Maintenance	0.00	1,434.08	42,698.00	3.36%
1200 - Parkland/Recreation Center				
1210 - Utilities for Rec Center	23.34	143.32	400.00	35.83%

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Glastonbury Landowners Association
Profit & Loss Budget Performance
June 2015

	Jun 15	Jan - Jun 15	YTD Budget	% of Budget
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	23.34	482.32	950.00	50.77%
1300 · Litigation				
1310 · Legal Costs				
1310a · Litigation Incurred	0.00	192.50	1,400.00	13.75%
1310b · Litigation Initiated	0.00	0.00	3,000.00	0.0%
Total 1310 · Legal Costs	0.00	192.50	4,400.00	4.38%
1312 · Document Production-Wages Paid	50.00	835.00	1,700.00	49.12%
Total 1300 · Litigation	50.00	1,027.50	6,100.00	16.84%
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	0.00	0.00	300.00	0.0%
2010 · Administrative Expense				
2010b · Administrative Costs-Wages Paid	643.50	5,044.00		
2010c · Mileage Reimbursement	5.26	76.16		
2010 · Administrative Expense - Other	0.00	0.00	12,275.00	0.0%
Total 2010 · Administrative Expense	648.76	5,120.16	12,275.00	41.71%
2011 · Project Review Wages	341.25	341.25		
2012 · Miscellaneous Fees	0.00	103.54		
2016 · Insurance · Board Liability	0.00	0.00	2,700.00	0.0%
2017 · Legal Fees-General Advice	192.50	912.50	5,000.00	18.25%
2018 · Licenses & Annual Reporting	0.00	15.00	100.00	15.0%
2019 · Lien Filing Costs	0.00	5.00	300.00	1.67%
2023 · Payroll Taxes All	100.51	819.15		
2050 · Office Supplies				
2050a · Admin Office Supplies	388.46	1,035.86		
2050 · Office Supplies - Other	0.00	58.40	800.00	7.3%
Total 2050 · Office Supplies	388.46	1,094.26	800.00	136.78%
2052 · Postage & Shipping	70.00	868.88	2,000.00	43.44%
2055 · Printing & Copies	0.00	263.08	1,500.00	17.54%
2060 · Rent · Facilities	50.00	890.00	1,275.00	69.8%
2062 · Rent · PO Box & Safe Dep Box	0.00	60.00	160.00	37.5%
2066 · Software Costs				
2066a · Drop Box	0.00	19.98		
2066b · Quickbooks	2.00	4.00		
2066 · Software Costs - Other	9.99	138.93	650.00	21.37%
Total 2066 · Software Costs	11.99	162.91	650.00	25.06%

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Glastonbury Landowners Association
Profit & Loss Budget Performance
June 2015

	Jun 15	Jan ~ Jun 15	YTD Budget	% of Budget
2070 · Taxes - Property	0.00	314.50	325.00	96.77%
2080 · Telephone & Messaging	14.95	89.70		
2090 · Website Costs	0.00	0.00	2,200.00	0.0%
2095 · Internet	19.05	57.15		
2096 · Annual Mtg Refreshments	0.00	0.00	200.00	0.0%
Total 2000 · Overhead/Admin Costs	1,837.47	11,117.08	29,785.00	37.32%
Total Expense	2,995.81	20,510.16	102,131.00	20.08%
Net Ordinary income	-452.83	78,122.53	29,494.00	264.88%
Other Income/Expense				
Other Income				
5000 · Interest income - Bank	15.66	80.35	80.00	100.44%
Total Other Income	15.66	80.35	80.00	100.44%
Other Expense				
6000 · Interest Expense	0.00	1,700.71	4,800.00	35.43%
Total Other Expense	0.00	1,700.71	4,800.00	35.43%
Net Other Income	15.66	-1,620.36	-4,720.00	34.33%
Net Income	-437.17	76,502.17	24,774.00	308.8%

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GLA 03527

Glastonbury Landowners Association, Inc.
Board of Directors Special Meeting Minutes – Final
July 27, 2015
CONFIDENTIAL – DO NOT COPY

1. Call to Order

The special meeting was called to order by Dan Kehoe at 7:11 p.m. via conference call service.

PRESENT: Dan Kehoe (President), Alyssa Allen (Secretary), Robert Branson (aka Robert B.), Ed Dobrowski, Gerald Dubiel, Pouwel Gelderloos, Charlotte Mizzi, Kevin Newby, Paul Rantalo and Robert Wallace (aka Robert W.).

Absent: Rudy Parker (Treasurer, absent with notice) and Ross Brunson (Vice President).

Also attending: Karleen McSherry (Administrative Assistant)

Landowners: Donna Lash-Andersen, Debbie Blais, and Claudette Dirkers.

2. Officer and Committee Reports

2.1 Road Mgmt Committee Report – RW/PR

2.1.1 Review Bailey Paving contract with additional mobilization cost for work to be done on NG asphalt

Motion: Robert W. motioned and Pouwel seconded to accept Bailey Paving's bid with the added \$1500 mobilization cost for a total of \$8,498 without needing more details on the bid other than what we asked them to add at the last board meeting. A discussion period ensued and included the fact that the cost per lineal ft. was still under \$1 and nearly two times less expensive than the other bid; Bailey agreed to blow out the cracks and not seal when temperatures fall below 40°; Robert W. thanked Claudette Dirkers for bringing the online publications regarding crack sealing and asphalt thickness to the board's attention, and mentioned how he and Pouwel had learned from reading the reports that material temperature is more important than air temperature in doing the work, that 35° – 40° is best to bond new material to current material; the idea that the cracks are more open in cooler weather allowing more material to fill the cracks than when the temperatures are hot; Robert W. recommended we stop micromanaging Bailey Paving, the professionals, who know what they're doing but he and the other members of the Road Committee will supervise the process; that every year new cracks develop and alligators form so the road needs to be crack sealed and patched every year, and chip sealed according to the appropriate schedule to maintain it so it will last another ten years or more; that crack sealing should last two – four years; Bailey's 5% failure rate from last year was normal according to several paving contractors; the budget contained the funds for the added \$1,500; the idea that the pavement is only 2" thick and the substrate is substandard; the GLA has no requirement to pave its roads to county standards, and jack-hammering out the existing pavement and rebuilding the road anew would cost millions of dollars; the suggestion to formulate a comprehensive long-term plan to take care of the roads, and Robert W.'s response that crack sealing and chip sealing the road on a regular basis, as we are currently doing, is the best long-term maintenance plan for the asphalt roads.

Motion carried unanimously.

Action Item: Dan – sign the Bailey Paving contract and send to Robert W.

Action Item: Robert W. – Schedule asphalt work to be done with Bailey Paving, inform the board of the schedule and coordinate Road Committee members to oversee the work at the time it is performed.

3. Comment Period for Visiting Landowners

Discussion included the timeline for beginning the crack sealing work; the question of whether we've erred in stipulating the job be done in temperatures 40° or greater since cooler temperatures may be preferable; the suggestion that we let Bailey Paving know we'd prefer the work be done in cooler weather, allowing that they might not be able to adjust their

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schedule; the idea of taking before and after pictures; the complaint that this meeting wasn't posted on the website calendar; the suggestion that committee heads be trained to add their meetings to the calendar; the suggestion by Ed that this job be done by a volunteer landowner and Debbie Blais' offer to do so.

4. Adjournment

Dan adjourned the meeting at 7:45 p.m.

5. Next Board Meeting: August 10, 2015, 7:00 p.m. at St. John's Church.

From: Robert Branson <[REDACTED]>
Subject: **Re: [GLA Board List] July 27 Phone Meeting Minutes - Ready for Motion and Vote**
Date: August 8, 2015 2:00:21 PM MDT
To: Alyssa Allen <[REDACTED]>

I approve. Robert B

From: Ross Brunson <[REDACTED]>
Subject: **Re: [GLA Board List] July 27 Phone Meeting Minutes - Ready for Motion and Vote**
Date: August 8, 2015 10:52:49 AM MDT
To: Alyssa Allen <[REDACTED]>

I vote to approve.

On Thu, Aug 6, 2015 at 5:06 PM, Charlotte Haley Mizzi <[REDACTED]> wrote:

I second the motion and vote yes. Charlotte

From: Pouwel Gelderloos <[REDACTED]>
Subject: **Re: [GLA Board List] July 27 Phone Meeting Minutes - Ready for Motion and Vote**
Date: August 6, 2015 5:33:48 PM MDT
To: [REDACTED]
Reply-To: [REDACTED]

Sorry, I am in favor.
Pouwel

From: "Ed Dobrowski" <[REDACTED]>
Date: August 7, 2015 9:38:29 PM MDT
To: [REDACTED]
Subject: **Re: [GLA Board List] July 27 Phone Meeting Minutes - Ready for Motion and Vote**
Reply-To: [REDACTED]

Approve,

Ed

From: gerald dubiel
Sent: Friday, August 7, 2015 8:34 AM
To: GLA Board
Subject: **Re: [GLA Board List] July 27 Phone Meeting Minutes - Ready for Motion and Vote**

I approve. Gerald

On Thu, Aug 6, 2015 at 7:23 PM, Paul Rantalo <[REDACTED]> wrote:
I approve Paul..

On Thu, Aug 6, 2015 at 5:46 PM, Robert Wallace <[REDACTED]> wrote:
Approve, Robert W.

On 8/6/2015 10:20 AM, Dan Kehoe wrote:
Approve, Dan

On 8/6/2015 9:01 AM, K Newby wrote:
In favor. Kevin

From: Pouwel Gelderloos <[REDACTED]>
Subject: **Re: [GLA Board List] July 27 Phone Meeting Minutes - Ready for Motion and Vote**
Date: August 6, 2015 7:09:53 AM MDT
To: [REDACTED]
Reply-To: [REDACTED]

I will second the motion.
Pouwel

On Wed, Aug 5, 2015 at 10:43 PM, S. Rudyard Parker <[REDACTED]> wrote:
Dear Board Members,

I make a motion that we approve the minutes of the July 27 telephone meeting. Can someone second my motion, please. I abstain from voting on the motion since I was not present.

Cheers,
-Rudy Parker
[REDACTED]

2015-07-27_BDGNAUX.pdf

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Glastonbury Landowners Association, Inc.
Board of Directors – Special Meeting Agenda
July 27, 2015 – 7:00 pm
(to be held by conference call)

- 1. Call to Order**
- 2. Officer and Committee Reports**
 - 2.1 Road Mgmt Committee Report – RW/PR
 - 2.2.1 Review Bailey Paving contract with additional mobilization cost for work to be done on NG asphalt
- 3. Comment Period for Visiting Landowners – (Limited to 3 minutes per owner)**
- 4. Adjournment**

2015-08-10_BDGN.pdf

Glastonbury Landowners Association, Inc.
Board of Directors Meeting Minutes – Final
August 10, 2015
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1. Call to Order

The meeting was called to order by Dan Kehoe at 7:07 p.m. at St. John's Church.

PRESENT: Dan Kehoe (President), Ross Brunson (Vice President), Rudy Parker (Treasurer), Robert Branson (aka Robert B.), Ed Dobrowski, Gerald Dubiel, Pouwel Gelderloos, Charlotte Mizzi, Kevin Newby, Paul Ranttalo, Robert Wallace (aka Robert W.).

Absent: Alyssa Allen (Secretary).

Also attending: Karleen McSherry (Administrative Assistant)

Landowners: Miriam Barker, Newman Brozovsky, Claudette & Micah Dirkers, Debbie DeGraaf, Kenneth Haug, Leo & Dorothy Keeler, Paula Kehoe, Donna Lash-Andersen, Sally & Chuck Muto, Daniel & Valery O'Connell, Clare Parker, Dennis Riley, Chuck Tanner, Linda Ulrich, Ron Wartman, Ia & Chris Williams, Regina Wunsch.

2. Commence Special Meeting

Dan reviewed the North Glastonbury board vacancy that was created when Janice McCann resigned. Prior to the meeting, four people had expressed intent to be considered for the position: Newman Brozovsky, Kenneth Haug, Valery O'Connell and Chuck Tanner. Each of the candidates was given an opportunity to speak about their background, skills, experience, and interest in serving. Board members and landowners asked questions of each nominee. During the discussion Rudy noted that Chuck Tanner's North Glastonbury property had assessment dues in arrears of almost \$900 and that to be considered for the director position all dues would need to be paid. Chuck explained that he hadn't paid the dues because he didn't agree with how the Board is spending the landowner's money. He then wrote a check for the back due amount and gave it to the Treasurer. The board voted by written ballot and the results were counted by Karleen. Dan announced that Newman Brozovsky had received eight votes, Chuck Tanner had garnered two, Kenneth Haug one, and Valery O'Connell zero, and that Newman would be the new board member. The Special Meeting was adjourned at 7:42 p.m.

3. Commence Regular Monthly Board Meeting

Newman took his seat at the board table and the regular meeting was called to order by Dan Kehoe at 7:43 p.m. at St. John's Church.

4. Set Agenda

5. Visiting Landowner Input Period

Linda Ulrich brought to the board's attention an outhouse located on Church property in South Glastonbury. Dan explained that the Church property given to the teaching center was not in Glastonbury. Linda and Chuck Tanner expressed dissatisfaction with the growing collection of unmoved cars on a particular property that have begun to encroach upon their view sheds in Glastonbury North. Discussion included the suggestion that they talk with their neighbors or submit a complaint; that the issue of eyesores needs clarification; the need to amend the Covenants regarding nuisances or adopt a specific criteria for nuisances and eyesores; the question of whether the association could build a fence to hide the offensive objects and then bill the landowner for it; that this would not be legal/appropriate for the board to do but with a complaint on file the board could send the landowners a letter from the attorney; the idea that the governing documents give the board discretion but specific criteria are needed so they are applied to everyone equally. Leo Keeler noted the agenda item 9.2 Potential Legal Situation Regarding "GLFPC" Communications that was to be addressed in the closed session of this meeting, and questioned why it wasn't first discussed in public. Discussion included the current practice of bringing attorney client privileged information to the board first and then to the landowners; how policy creation and revision seems to be handled in the same manner - by the board, attorneys and finally landowners as the last step;

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that the attorneys deal with other associations and understand the issues from an informed, broader perspective; the desire for landowners not only to hear from the board and attorneys but also from other landowners in a public forum; the board's desire to have overwhelming support for the changes to the governing documents and the new/revised policies, and if that support isn't there, then to not implement them; the perception that the board is trying to meet a tight timeline rather than giving the members ample opportunity to digest, discuss and offer suggestions of their own regarding the changes; the board's desire to not plod along but move things forward in a timely manner with member input and special meetings; the concern that November is really close and holding to that timeline may not be feasible; the board's commitment to making sure of adequate member input even if it takes until next year to get it done. Chuck Tanner asked newly-appointed board member, Newman, if he is a member of the Church. Dan responded that his question was not appropriate, that religion has no place in board discussions. Chuck believed he had a legal right to ask and expressed his desire for things to change, indicating that last year the board passed a budget that was 9% over projected income; the need to address roads and weeds; the desire for the community to be one cohesive unit; that he would have been a fresh set of eyes and could have been helpful if he had been appointed to the board. He wished Newman well in his new position, threatened to file a lawsuit against the GLA and walked out. Chris Williams read a statement by Debbie Blais regarding the GLA's initiation of a Protective Order legal action against the O'Connell's and a threat to initiate legal action against the GLFPC at landowner's expense and without landowner input. Rudy expressed concern at the amount of misinformation conveyed in the letter and acknowledged that the board did not have the time during this meeting to address all of the errors. The comment period was peppered with unintelligible outbursts by the O'Connell's, who were consistently asked to refrain from talking over other landowners until they were called out of order by Dan.

6. Officer and Committee Reports

6.1 President's Report – DK

6.1.1 Clarification on Meeting Minute Attachments - Skipped

6.1.2 Revised Criteria for Closed Meetings - Skipped

6.1.3 Committee Appointments

Dan noted that Pouwel had expressed interest in serving on the Road & Weed and Governing Documents Committees. Before the board could vote to approve Pouwel to these committees, Valery O'Connell demanded to have an opportunity to speak for three minutes. Daniel O'Connell complained that Leo Keeler had spoken for quite a bit longer than three minutes and that they, the O'Connell's, were not being treated equally. After repeated warnings to the O'Connell's of being out of order, the threat of calling the sheriff, and a hand vote by the landowners that they desired the meeting to continue, it became apparent that the meeting could not be brought to order, so Dan adjourned the meeting.

Note: Agenda items 6.2 through 9.2 were not addressed due to meeting circumstances as described above.

10. Meeting adjourned at 8:10 p.m. to be reconvened by phone on 8/17/2015

11. Next Board Meeting: TBD.

2015-08-10_BDGNAUX.pdf

Glastonbury Landowners Association, Inc.
Board of Directors - Meeting Agenda
August 10, 2015 – 7:00 pm

1. **Call to Order (7:00 p.m.)**
2. **Commence Special Meeting to fill NG director position vacated by Janice McCann**
3. **Commence Regular Monthly Board Meeting**
4. **Set Agenda**
5. **Visiting Landowner Input Period – (Limited to 3 minutes per owner)**
6. **Officer and Committee Reports**
 - 6.1 President's Report – DK
 - 6.1.1 Clarification on Meeting Minute Attachments
 - 6.1.2 Revised Criteria for Closed Meetings
 - 6.1.3 Committee Appointments
 - 6.2 Secretary's Report – AA
 - 6.2.1 July 13 & July 27, 2015 Meeting Minute Written Vote Results
 - 6.2.2 Procedures for Board and Committee Meetings - revised
 - 6.2.3 Planning for Annual Meeting/Elections
 - 6.2.4 Upcoming Mailings
 - 6.3 Treasurer's Reports – RP
 - 6.3.1 Budget Variance, Check & Deposit – July 2015
 - 6.4 Collection Committee Report – DK
 - 6.5 Road and Weed / Mgmt Committee Report – RW
 - 6.5.1 Bailey Paving Update
 - 6.5.2 Knapweed Overgrowth - GD
 - 6.6 Project Review Committee Report – GD / KN
 - 6.6.1 NG 43-1 Naclerio - Shed Project Review Application
 - 6.6.2 Increase to Project Review Application Fees – revised documents – KN
 - 6.7 Communications Committee Report – Robert B.
 - 6.7.1 e-mail Opt-in Consent Form
 - 6.8 Technology Committee Report – Ross
 - 6.8.1 Implementation of e-mail Program
 - 6.8.2 Implementation of Ticketing System
 - 6.8.3 Debbie Blais & Kevin Newby Updating Calendar
 - 6.9 Governing Documents Committee Report – DK / CM
 - 6.10 Community Property Committee Report – CM
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
9. **Closed Session (9:30 p.m.)**
 - 9.1 Current Litigation with O'Connells - Update
 - 9.2 Potential Legal Situation Regarding "GLFPC" Communications
10. **Adjournment (10:00 p.m.)**
11. **Next Board Meeting: September 14, 2015**

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GLA 03538

2015-08-17_BDGN.pdf

Glastonbury Landowners Association, Inc.
Board of Directors Meeting Minutes – Final
August 17, 2015
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1. Call to Order

The meeting was called to order by Dan Kehoe at 7:14 p.m. via phone conference.

PRESENT: Dan Kehoe (President), Ross Brunson (Vice President), Rudy Parker (Treasurer), Alyssa Allen (Secretary), Robert Branson (aka Robert B.), Newman Brozovsky, Ed Dobrowski, Gerald Dubiel, Pouwel Gelderloos, Charlotte Mizzi, Kevin Newby, Paul Rantalo, Robert Wallace (aka Robert W.).

Also attending: Karleen McSherry (Administrative Assistant).

Landowners: Miriam Barker, Leo Keeler, Donna Lash-Andersen, Sally Muto, Dan & Valery O'Connell, Wendy Riley, Ronald Wartman, Regina Wunsch. Several unidentified landowners were also on the call.

2. Set Agenda

Alyssa asked that the item "Clarification on Meeting Minute Attachments" that was on the August 10th agenda be added as 3.1.3. She also explained that the e-mail vote of the August 10th meeting minutes was not complete and asked that the board vote on those minutes as part of this meeting. That item was added to the Secretary's Report.

3. Officer and Committee Reports

3.1 President's Report – DK

3.1.1 Revised Criteria for Closed Meetings

Dan explained that the purpose of the proposed criteria is not to move to a less inclusive form of board or committee meeting but rather to clarify and limit the times the board can choose to hold closed meetings. In March, spurred by a landowner's inquiry regarding the board's criteria for closed meetings, board members researched the issue. Using information from the Montana State Constitution, Montana Code Annotated, our attorney's review, and the framework of Colorado and California's state laws that are more explicit than Montana law, the board formulated a policy that was sent to landowners for 30-day review. People commented and the criteria were revised based on member input. Dan further explained that closed meetings are primarily informational, currently mostly to share with board members updates regarding lawsuits and other attorney client privileged communications. One of the goals in having written criteria is to make it easier for landowners coming onto the board to become educated quickly regarding how and why things are done. It is not easy to get up to speed in the new role with all of its responsibilities, so having written criteria such as this makes it easier for landowners to believe they can run for the board. It provides a point to consistently act from and therefore is defensible in court. The current draft has a change prompted by input from Leo Keeler regarding number 4. It was noted that point number 5 had been deleted since it was unnecessary, could be handled by the webmaster, and its wording troubled some members. **Motion:** Robert W. motioned and Rudy seconded to accept the August 18, 2015 revised version of the Criteria for Closed Meetings. Discussion included the idea that actions such as decisions for attorneys or to send a landowner who is out of line with the covenants a cease and desist order could be taken during a closed session and the need to reflect any actions taken in the minutes; however, taking action to sue someone would not be something the board would do on their own without landowner consent; the concern that closed sessions go against the transparency members desire; the counter that rules aren't made just for one case but for a broad spectrum of issues and there are legitimate reasons to have closed sessions such as dealing with employment law, which prohibits public disclosure of employee issues, and libelous accusations of a member that might ruin a person's reputation within the

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community if discussed publicly; the fact that board members are not considered public officials and therefore should not be subjected to diminished privacy rights, e.g., having misquoted and out-of-context statements distributed to members and/or posted on public websites. **Motion carried.** (10 in favor; 1 opposed – Ed; 1 abstention – Kevin).

3.1.2 Committee Appointments

Motion: Kevin motioned and Gerald seconded to appoint Pouwel to serve on the Governing Documents and Road & Weed Committees. **Motion carried unanimously.** **Motion:** Charlotte motioned and Kevin seconded to appoint Rudy to both serve on and chair the Collections and Budget Committees. **Motion carried unanimously.** **Motion:** Kevin motioned and Paul seconded to appoint Ed to serve on the Project Review Committee. **Motion carried unanimously.**

3.1.3. Clarification on Meeting Minute Attachments

The board decides what is and is not attached to meeting minutes because they are accountable and liable for the content. In the past, the board had not formally decided about the accounting reports to be attached to the minutes. **Motion:** Rudy motioned and Robert W. seconded to attach on a regular basis to any regular board of director's meeting minutes three accounting reports – P/L Cash Basis, Balance Sheet Accrual and Budget. **Motion carried unanimously.** (11 in favor; Ross was no longer on the call).

3.2 Secretary's Report – AA

3.2.1 July 13 & July 27, 2015 Meeting Minute Written Vote Results; August 10, 2015 Meeting Minutes

Motion: Rudy motioned and Charlotte seconded to approve the August 10, 2015 meeting minutes as written. **Motion carried unanimously.** (11 in favor). Alyssa reported on the results of the July meeting minutes e-mail votes. For the July 13, 2015 meeting minutes, Rudy motioned and Ross seconded to approve them as written and the motion carried unanimously. For the July 27, 2015 meeting minutes, Rudy motioned and Pouwel seconded to approve them as written and the motion carried with 10 in favor and 1 abstention.

3.2.2 Procedures for Board and Committee Meetings – revised

Alyssa reviewed the latest draft of the procedure for meetings that had been e-mailed to the board and included in their packets the previous week. Since the Board Meeting section didn't have corrections, attention was focused on the Committee Meeting section. With regard to contacting landowners for committee meetings it was suggested to include a list of potential means of doing so such as phone call, e-mail or in person and that it be done by the committee chair or the administrative assistant. Discussion ensued regarding the responsibility or lack thereof involved in committing to alerting landowners to meetings and the need to stress that if they were unreachable there would be no follow-up. Several board members questioned whether it wasn't in fact landowner's responsibility to check the calendar but Dan suggested that the board didn't want continued bad press by landowners desiring to attend meetings that were not posted. The best solution would be two pronged – improving calendar postings and using a proactive approach by contacting people. It was noted that not only do board members not have time to call or e-mail 20+ people but also if committee chairs send e-mails then their board addresses become public. It was suggested that it would be better to have the Secretary or administrative assistant send the announcement from the

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info account. Alyssa stated that contacting people was especially important when a meeting would be canceled or changed in some way because people wouldn't necessarily think to look at the calendar for updates. Ed questioned whether this procedure for meetings would still allow board members to add items to the agenda, and stated that three days is not enough time to get an agenda and conduct any research that might be required. Dan confirmed that the procedure would still allow board members to add agenda items, and agreed to try to get the meeting agenda to board members sooner.

Action Item: *Alyssa – edit procedure based on input received and resend to board.*

3.2.3 Planning for Annual Meeting/Elections

Every board member is on the Elections Committee and there is a need for someone to volunteer to oversee and manage the election process. In the past Denise created guidelines to be followed; Charlene Murphy also helped and might be willing to do so again. Dan explained that the Committee needs a chair, the procedures are straightforward, albeit time consuming, and involve setting up subcommittees, calling people and following up to make sure things are getting done. Pouwel agreed to take on the role as long as his trip out of town for two weeks in October was not seen as an impediment to him fulfilling the requirements of the job. **Motion:** Charlotte motioned and Robert W. seconded to appoint Pouwel as chair of this year's Election Committee. **Motion carried unanimously.** (11 in favor).

3.2.4 Upcoming Mailings

Alyssa reported that there are a number of mailings coming up and any assistance in putting them together will be needed. Some of the upcoming mailings would include information about the November election, the e-mail opt-in consent form; the proposed changes to the project review application fee; the proposed changes to the governing documents; new and revised policies, etc.

3.3 Treasurer's Reports – RP

3.3.1 Budget Variance, Check & Deposit – July 2015

Rudy reported having had a meeting with Janice on July 25th to receive the Treasurer's laptop and files as well as training regarding his new responsibilities. So far he has reconciled bank statements, made deposits and run reports. Currently there is \$188,000 on hand with one long-term liability – the road loan at \$30,000. According the board's decision earlier this year, he doubled this month's payment sending the bank \$15,000 so that only \$15,000 remains. Dan reminded Rudy that there is \$7,500 in the emergency loan reserve that can be used to double the final payment in November to pay the loan off entirely. Dan also noted that the \$12,227 in construction bonds collected from landowners for their building projects is untouchable money and eventually needs to be returned to the landowners. Rudy reported that the association had only spent \$28,000 in expenditures at this point in the year, not including the loan payments, which do not show up on the Profit-Loss Statement. It was noted that the bills for spring grading had not yet come in. Robert W. reminded Rudy that there would be fall grading and crack sealing still to be paid. Rudy explained that the GLA had to date spent only 25% of its allotted \$114,000 in expenditures even though the year was 60% through. No category had been overspent. Rudy noted that the current lawsuits were covered by insurance and that only \$1,200 had so far been spent of the \$6,100 in litigation fees; Debbie Blais had been making calls to landowners in arrears and some larger payments

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had come in from accounts that had been past due; some people made payments directly to the Bank of the Rockies which made it difficult to trace who the money had come from; that finding a bookkeeper who could enter payments and make deposits was a priority; and that he had finished the paperwork to be able to sign checks and was waiting for a new debit card. **Motion:** Robert W. motioned and Charlotte seconded to accept the Treasurer's reports. **Motion carried unanimously.** (11 in favor).

3.4 Collection Committee Reports – DK

Dan reported his communications with Rick Landers, a lawyer who specializes in collection procedures. Rick had agreed to charge the GLA \$200/hour rather than his normal fee of \$225/hour. Dan asked the board to approve the legal committee communicating with Rick to go over collection procedures and answer six questions pertaining to difficult collection situations the association was currently facing including the issue of foreclosing on properties with long-standing delinquent dues. He estimated the time needed to be 5-10 hours and stressed the importance of legal review of the procedures to be undertaken especially since Covenant 11.06, Effect of Non-Payment of Assessment, states that "The Association may bring an action at law against a Landowner to collect delinquent assessments, penalties and interest and/or to foreclose on the lien against the parcel..." and that the current procedure doesn't spell out the final steps. Unless the full procedure is spelled out, if the GLA were to go to court, the case would be thrown out and the GLA would not be able to collect the overdue assessments. **Motion:** Rudy motioned and Robert W. seconded to meet with Rick Landers at \$200/hour for 5-10 hours for a total of \$1,000-\$2,000. Discussion included identifying that the money to pay for this would come out of the budget line "Legal Fees, General Advice;" that after meeting with the attorney, the procedure would go to the board to approve the version to go to the landowners, then to the landowners for a 30-day review, edited based on feedback, and then back to the board for a final vote. Discussion addressed the concern of board members not wanting to foreclose on properties for unpaid assessments. The counter-arguments were that sending out a procedure indicating the possibility of foreclosure might cause delinquent landowners to view the GLA as serious about collecting fees and find a way to pay to avoid it; that the association had huge bills for repair and maintenance of roads that could use the money; that the landowners had made clear that outstanding debt was not acceptable and unfair to those who did pay; that the board would have leeway to foreclose or not, and would likely choose not to take legal action in some circumstances such as if the property were mortgaged and the bank would claim all proceeds from the foreclosure; that the association had the obligation to collect past due assessments and what was being proposed was the criteria spelling out how it would be done, setting up the association for success if the organization felt the need to go as far as foreclosure. A number of directors expressed the preference for reporting past due accounts to a credit agency, which, as reported by Dan, other organizations had adopted and had seen collections improve by 40%. Dan explained that this would be a free step for the GLA with the potential for bringing in quite a bit of money, but that it was not currently a part of the association's collection procedure. Getting help from the attorney in adding it and then noticing the landowners about it in the written procedure was part of the reason for the motion. **Motion carried.** (8 in favor, 2 abstentions – Robert W. and Ed; Newman was no longer on the call). Note that Pouwel voted "yes" with the stipulation that he reserved the right to reject the lawyer's advice.

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3.5 Road and Weed / Mgmt Committee Report – RW

3.5.1 Bailey Paving Update

After last month's board meeting, Dan signed and sent out the Bailey Paving bid to crack seal NG roads. Robert called and confirmed that we are on their schedule for early September, which conforms to our preference for the work to be done in cooler weather. Robert W. asked that Bailey Paving call him when they are preparing to come so he and others can supervise the work.

Kevin gave an update regarding Dry Creek Road. He had spoken with Parks Frady in early August and confirmed that we are still on for crack sealing this month, the County will clean out two culverts, signs will likely be put up in September, they will fix the one remaining pothole, and are going to look at the issue of standing water on the blind curve. Regarding the NG guardrail that was taken out by two accidents on January 1st of this year, Kevin reported that this week the GLA had received a check from Allstate to cover the cost of the bid to replace the guardrail by Mountain West Holding out of Billings, who does guardrail replacement for the state and has promised to do the work on the NG hill before snow falls. With one week's notice Paul has agreed to remove the boulders currently in place to protect drivers in lieu of a guardrail. Robert W. thanked Kevin for his diligent follow-through on both of these issues.

3.5.2 Knapweed Overgrowth – GD

Gerald reported that the GLA has taken care of weeds on the road easements but weed overgrowth is present on numerous individual private properties. After conducting research, Gerald suggested the GLA consider stopping spraying and engage in regular weed-whacking instead. It is his understanding that consistently cutting and pulling may take five years to eliminate the weed problem but eventually the weeds get the message and stop growing. Dan reported on his research that what has worked best in the National Forest around Missoula is the introduction of a knapweed-eating weevil that survives Montana winters and returns year after year. These larvae eat the roots of knapweed and harm no other growth. He agreed to put information about this on the website.

Robert W. announced the next Road Committee meeting would be on Tuesday, August 25, 2015 at 7:00 in the Liberty Hall kitchen in North Glastonbury.

Action Item: Dan – put information about weed-eating weevils on the website.

3.6 Project Review Committee Report – GD / KN

3.6.1 NG 43-1 Naclerio - Shed Project Review Application

Gerald reported that he visited the Naclerio property on August 9th. The 25 ft. setback from the property line was met. After the August 10th board meeting Ron Wartman had expressed concern regarding the number of items stored on the property boundary he shares with the Naclerios, and their effect on his view. Ron subsequently sent two communications to the board detailing the issues. Kevin reported visiting Peter Naclerio to convey Mr. Wartman's concerns but Mr. Naclerio was not inclined to change the shed's location. Kevin also noted that both landowners are bitter toward each other because of past conflicts. Ron Wartman spoke about his concerns and desire for the items on the boundary that he looks down on to be screened by trees. Discussion included whether the board is justified in disapproving a project for an overlooking viewshed issue when all the regulations have been met; that only commercial items are required to be screened; the question of whether the board has the discretion to engage in visuals

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management; and the recommendation that Ron write to the Naclerio's suggesting they screen their boundary items with a row of trees. **Motion:** Gerald motioned and Kevin seconded to approve the project with no conditions because the setbacks were met and the shed would be put on the land without disturbing the ground or needing any utilities. **Motion carried unanimously.** (10 in favor).

3.6.2 Increase to Project Review Application Fees – revised documents – KN

Kevin had previously sent to the board the proposed wording for the increased Project Review application fees. **Motion:** Kevin motioned and Ed seconded to send the new wording for the proposed fee increase out to landowners for a 30-day review. **Motion carried unanimously.** (10 in favor).

Action Item: *Communications Committee & Kevin – produce a document describing the proposed application fee change to be mailed to the membership.*

3.7 Communications Committee Report – Robert B.

3.7.1 e-mail Opt-in Consent Form

Robert B. announced that the Communication Committee meeting previously schedule for August 20th was put back a week until August 27th. Alyssa will resend the notice of the meeting with the new date. Everything else will stay the same. Robert B. presented the final version of the e-mail Opt-in Form that Alyssa worked on and sent previously to the board. **Motion:** Robert B. motioned and Robert W. seconded to send this form to the landowners to sign after any needed attorney input had been incorporated. Discussion included the need to verify people, to assign each one a unique code similar to the method used for the landowner survey. **Motion carried unanimously.** (10 in favor).

Action Item: *Alyssa – resend CC meeting notice with new date.*

3.8 Technology Committee Report – Ross

Because Ross had another engagement and was no longer on the phone, Dan tabled the first two items in this section.

3.8.1 Implementation of e-mail Program – Tabled

3.8.2 Implementation of Ticketing System – Tabled

3.8.3 Debbie Blais & Kevin Newby Updating Calendar

It was noted that Kevin and Debbie Blais are now updating the calendar. Kevin had nothing to report. Alyssa asked committee chairs to send their committee meeting information to Kevin and Debbie at calendarupdates@glamontana.org.

3.9 Governing Documents Committee Report – DK / CM

Dan reported that the committee sent proposed changes regarding the governing documents to the attorney on July 9th and they still haven't heard back. They will put pressure on the attorney to respond but if they don't hear anything by this Friday, they will send the proposed changes out to the board.

3.10 Community Property Committee Report – CM

Charlotte reported that the Community Property Committee met and proposed to purchase gravel for a parking lot and paint for the building by the soccer field. She calculated that the recreation area budget reflected a lower amount (\$147) spent on utilities to date that could be used to cover the cost of part of the project. She questioned whether there would be extra money from somewhere else to pay for 20 yards of gravel. Pouwel suggested the weeds would need to be eliminated before the gravel for the

Glastonbury Landowners Association, Inc.
Board of Directors Meeting Minutes – Final
August 17, 2015
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parking lot could be laid. Dan recommended that the committee paint now with the available budget and put down gravel when the roads are graded and graveled in the fall. It was decided that no motion was needed to buy paint because the money for it was in the budget but a motion would be needed in the fall to allot funds to cover the cost of the gravel. Paul asked that the corners of the parking lot be flagged and volunteered to pull the weeds with his backhoe. The next meeting of the Community Property Committee will be September 10th at 7:00 at 60 Taurus Road in NG.

4. UNFINISHED BUSINESS

5. NEW BUSINESS

6. Visiting Landowner Input Period

Dan unmuted individual numbers and asked each landowner for input. Most indicated they had nothing to say. Leo Keeler asked if it was the proper time to ask to be invited to the meeting with the attorney regarding collections. Dan indicated he would run the request by the attorney to see if it was appropriate in relation to attorney/client privilege. Leo also reiterated his concern that the board was rushing through the process of changing the governing documents in order to meet the deadline of a November member vote. Regina Wunsch said that she could explain to Rudy why liabilities aren't posted on the P/L and that she would contact her CPA as one person to look at to fill the bookkeeper/accountant position.

The regular meeting adjourned at 10:24 p.m. Board members were instructed to leave the call and dial-in to a different number for the closed session. Dan was unable to find the moderator call-in code and e-mailed everyone postponing the closed session to a future date. The items below were not covered in this meeting.

7. Closed Session

7.1 Current Litigation with O'Connells – Update – Postponed to a later date

7.2 Potential Legal Situation Regarding "GLFPC" Communications – Postponed to a later date

8. Adjournment

9. Next Board Meeting: September 14, 2015, by phone

From: gerald dubiel [REDACTED]
Subject: Re: [GLA Board List] August 17 Board Meeting Minutes - Ready for Motion and Vote
Date: September 8, 2015 8:31:28 AM MDT
To: GLA Board <[REDACTED]>
Reply-To: [REDACTED]

I approve.

Gerald

On Tue, Sep 8, 2015 at 10:17 PM, Ed Dobrowski <[REDACTED]> wrote:
I approve.

Ed

From: K Newby
Sent: Tuesday, September 8, 2015 5:50 PM
To: [REDACTED]
Subject: Re: [GLA Board List] August 17 Board Meeting Minutes - Ready for Motion and Vote

I approve and thought I already did so. Confused. O well. Kevin

From: "S. Rudyard Parker" <[REDACTED]>
Subject: Re: [GLA Board List] August 17 Board Meeting Minutes - Ready for Motion and Vote
Date: September 2, 2015 1:21:34 PM MDT
To: [REDACTED]
Reply-To: [REDACTED]

I vote to approve the motion.

Cheers,
-Rudy Parker
406-223-4442

From: Ross Brunson [REDACTED]
Subject: Re: [GLA Board List] August 17 Board Meeting Minutes - Ready for Motion and Vote
Date: September 2, 2015 12:54:55 PM MDT
To: [REDACTED]
Reply-To: [REDACTED]

I vote Aye.

From: Robert Wallace [REDACTED]
Subject: Re: [GLA Board List] August 17 Board Meeting Minutes - Ready for Motion and Vote
Date: September 2, 2015 8:46:30 PM MDT
To: [REDACTED]
Reply-To: [REDACTED]

I vote yes for the Aug. 17th minutes.
Robert W.

On 9/2/2015 11:56 AM, Charlotte Haley Mizzi wrote:
I vote yes for the Aug. 17th minutes

On Wed, Sep 2, 2015 at 11:16 AM, Dan Kehoe [REDACTED] wrote:
I vote Yes, Daniel

On 9/2/2015 11:09 AM, Robert Branson wrote:
I second the motion to approve the minutes of 8-17-15 . and vote yes for approval. Robert B

On Wed, Sep 2, 2015 at 10:40 AM, Paul Rantala [REDACTED] wrote:
I motion to approve and vote yes..Paul

2015-08-17_BDGNAUX.pdf

Glastonbury Landowners Association, Inc.
Board of Directors - Meeting Agenda
August 17, 2015 – 7:00 pm
(to be held by conference call)

- 1. Resumption of August 10, 2015 board meeting (7:00 p.m.)**
- 2. Set Agenda**
- 3. Officer and Committee Reports**
 - 3.1 President's Report – DK
 - 3.1.1 Revised Criteria for Closed Meetings
 - 3.1.2 Committee Appointments
 - 3.2 Secretary's Report – AA
 - 3.2.1 July 13 & July 27, 2015 Meeting Minute Written Vote Results
 - 3.2.2 Procedures for Board and Committee Meetings - revised
 - 3.2.3 Planning for Annual Meeting/Elections
 - 3.2.4 Upcoming Mailings
 - 3.3 Treasurer's Reports – RP
 - 3.3.1 Budget Variance, Check & Deposit – July 2015
 - 3.4 Collection Committee Report – DK
 - 3.5 Road and Weed / Mgmt Committee Report – RW
 - 3.5.1 Bailey Paving Update
 - 3.5.2 Knapweed Overgrowth - GD
 - 3.6 Project Review Committee Report – GD / KN
 - 3.6.1 NG 43-1 Naclerio - Shed Project Review Application
 - 3.6.2 Increase to Project Review Application Fees – revised documents – KN
 - 3.7 Communications Committee Report – Robert B.
 - 3.7.1 e-mail Opt-in Consent Form
 - 3.8 Technology Committee Report – Ross
 - 3.8.1 Implementation of e-mail Program
 - 3.8.2 Implementation of Ticketing System
 - 3.8.3 Debbie Blais & Kevin Newby Updating Calendar
 - 3.9 Governing Documents Committee Report – DK / CM
 - 3.10 Community Property Committee Report – CM
- 4. UNFINISHED BUSINESS**
- 5. NEW BUSINESS**
- 6. Visiting Landowner Input Period – (As time allows. Limited to 3 minutes per owner)**
- 7. Closed Session (9:20 p.m.)**
 - 7.1 Current Litigation with O'Connells - Update
 - 7.2 Potential Legal Situation Regarding "GLFPC" Communications
- 8. Adjournment (10:00 p.m.)**
- 9. Next Board Meeting (by phone): September 14, 2015**

Glastonbury Landowners Association
Profit & Loss Budget Performance
August 2015

Ordinary Income/Expense	Jan - Aug 15	YTD Budget	% of Budget	Annual Budget
Income				
100 - Parcel Assessment Fees				
110 - Land Assessments				
110.12 - Land Assessments 2012	2,581.48			
110.13 - Land Assessments 2013	613.23			
110.14 - Land Assessments 2014	2,002.70			
110.15 - Land Assessments 2015	58,612.33	72,180.00	81.23%	72,180.00
Total 110 - Land Assessments	63,809.74	72,180.00	88.43%	72,180.00
120 - Dwelling Assessments				
120.12 - Dwelling Assessments 2012	1,040.13			
120.13 - Dwelling Assessments 2013	232.28			
120.14 - Dwelling Assessments 2014	1,826.75			
120.15 - Dwelling Assessments 2015	38,822.34	49,170.00	78.96%	49,170.00
Total 120 - Dwelling Assessments	41,921.50	49,170.00	85.26%	49,170.00
160 - Golden Age Village Income	5,147.46	10,285.00	50.0%	10,285.00
170 - Finance Ch Income - Past Due Ass	3,358.11			
171 - 6% Penalty Income	2.27			
180 - 2008 Chip Seal Assessment	109.50			
161 - Bad Debt	-4,169.94			
Total 100 - Parcel Assessment Fees	110,177.64	131,625.00	83.71%	131,625.00
200 - Project Review Fees				
201 - Application Fees	245.00			
210 - Structure Imp. & Proc.Fees	2,377.50			
215 - Well/Septic Imp. & Proc. Fees	555.00			
220 - Road/Driveway Imp. & Proc. Fees	225.00			
260 - Mileage Impact Fees	305.00			
Total 200 - Project Review Fees	3,707.50			
400 - Other Gen Fund Income				
401 - Lien Fees Paid	148.25			
450 - Donation Income	79.60			
480 - Returned Check Charges	5.00			
Total 400 - Other Gen Fund Income	233.05			
Total Income	114,118.19	131,625.00	86.7%	131,625.00
Gross Profit	114,118.19	131,625.00	86.7%	131,625.00
Expense				
1000 - Snow Removal				
1010 - Contracted Snow Removal	349.00	2,000.00	17.45%	2,000.00
1011 - Equipment Rental	770.00	2,000.00	29.52%	2,000.00
1012 - Snow Fences	0.00	200.00	0.0%	200.00
1013 - Sand	0.00	600.00	0.0%	600.00
1015 - Payroll Costs				
1016 - Wages Paid Snow				
1016a - Wages Paid Plowing	1,155.00			
1016b - Wages Paid Sanding	357.50			
1016 - Wages Paid Snow - Other	0.00	8,500.00	0.0%	8,500.00
Total 1016 - Wages Paid Snow	1,512.50	8,500.00	17.78%	8,500.00
1016c - Wages Paid Sand Loading	40.00			
1016d - Wages Paid Snow Fence	210.00	1,000.00	21.0%	1,000.00
1018a - Payroll Software	8.00			
1019 - Workers' Compensation Insurance	914.75			
1018b - Employ./Practice Liability Ins.	1,085.00			
Total 1015 - Payroll Costs	3,770.25	9,500.00	39.68%	9,500.00
1020 - Equipment Costs				
1021 - Truck Registration & Insurance	740.00	698.00	106.02%	698.00
1024 - Truck Maintenance	0.00	3,500.00	0.0%	3,500.00
1025 - Fuel	420.33	2,500.00	17.2%	2,500.00
1026 - Wages Truck Maintenance	380.00	1,000.00	38.0%	1,000.00
Total 1020 - Equipment Costs	1,540.33	7,698.00	20.26%	7,698.00
Total 1000 - Snow Removal	6,449.18	22,598.00	28.54%	22,598.00
1030 - Road Maintenance				
1031 - Weed Control	0.00	2,500.00	0.0%	2,500.00
1032 - Roadside Mowing	0.00	1,300.00	0.0%	1,300.00
1035-A - Grading & Gravel NG				
1035d - Casper Way East	1,130.00			
1035-A - Grading & Gravel NG - Other	0.00	12,250.00	0.0%	12,250.00

Glastonbury Landowners Association
Profit & Loss Budget Performance
August 2015

	Jan - Aug 15	YTD Budget	% of Budget	Annual Budget
Total 1035-A - Grading & Gravel NG	1,130.00	12,250.00	9.22%	12,250.00
1035-B - Paved Road Costs NG	0.00	4,000.00	0.0%	4,000.00
1036 - Grading & Gravel SG				
1036b - Arcturus Drive	100.00			
1036 - Grading & Gravel SG - Other	0.00	16,250.00	0.0%	16,250.00
Total 1036 - Grading & Gravel SG	100.00	16,250.00	0.62%	16,250.00
1045 - Signs, Posts, Etc	154.08	900.00	17.12%	900.00
1046 - Insurance - Roads/Common Land	5,472.16	5,496.00	99.53%	5,496.00
1030 - Road Maintenance - Other	150.00			
Total 1030 - Road Maintenance	7,006.24	42,686.00	16.41%	42,686.00
1200 - Parkland/Recreation Center				
1210 - Utilities for Rec Center	181.52	400.00	47.88%	400.00
1220 - Sprinkler Maintenance	339.00	150.00	226.0%	150.00
1230 - Lawn Mowing/Gas	127.58	150.00	85.05%	150.00
1240 - Mower Maintenance	44.04	250.00	17.62%	250.00
Total 1200 - Parkland/Recreation Center	702.14	950.00	73.91%	950.00
1300 - Litigation				
1310 - Legal Costs				
1310a - Litigation Incurred	192.50	1,400.00	13.75%	1,400.00
1310b - Litigation Initiated	0.00	3,000.00	0.0%	3,000.00
Total 1310 - Legal Costs	192.50	4,400.00	4.38%	4,400.00
1312 - Document Production/Wages Paid	835.00	1,700.00	49.12%	1,700.00
Total 1300 - Litigation	1,027.50	6,100.00	16.84%	6,100.00
2000 - Overhead/Admin Costs				
2005 - Accountant's Fees	0.00	300.00	0.0%	300.00
2010 - Administrative Expense				
2010b - Administrative Costs/Wages Paid	6,623.50			
2010c - Mileage Reimbursement	76.16			
2010 - Administrative Expense - Other	0.00	12,275.00	0.0%	12,275.00
Total 2010 - Administrative Expense	6,699.66	12,275.00	54.58%	12,275.00
2011 - Project Review Wages	393.25			
2012 - Miscellaneous Fees	127.54			
2016 - Insurance - Board Liability	0.00	2,700.00	0.0%	2,700.00
2017 - Legal Fees-General Advice	1,105.00	5,000.00	22.1%	5,000.00
2018 - Licenses & Annual Reporting	15.00	100.00	15.0%	100.00
2019 - Lien Filing Costs	5.00	300.00	1.67%	300.00
2020 - Management Expense	0.00	12,275.00	0.0%	12,275.00
2022 - Payroll Costs Office	2.00			
2023 - Payroll Taxes All	880.63			
2050 - Office Supplies				
2050a - Admin Office Supplies	1,035.86			
2050 - Office Supplies - Other	108.39	800.00	13.55%	800.00
Total 2050 - Office Supplies	1,144.25	800.00	143.03%	800.00
2052 - Postage & Shipping	1,119.42	2,000.00	55.97%	2,000.00
2055 - Printing & Copies	290.08	1,500.00	19.34%	1,500.00
2060 - Rent - Facilities	890.00	1,275.00	69.8%	1,275.00
2062 - Rent - PO Box & Safe Dep Box	107.50	160.00	67.19%	160.00
2066 - Software Costs				
2066a - Drop Box	39.96			
2066b - Quickbooks	4.00			
2066 - Software Costs - Other	148.92	650.00	22.91%	650.00
Total 2066 - Software Costs	192.88	650.00	29.67%	650.00
2070 - Taxes - Property	314.50	325.00	96.77%	325.00
2080 - Telephone & Messaging	119.60			
2090 - Website Costs	0.00	2,200.00	0.0%	2,200.00
2095 - Internet	76.20			
2096 - Annual Mtg Refreshments	0.00	200.00	0.0%	200.00
Total 2000 - Overhead/Admin Costs	13,882.51	42,060.00	32.79%	42,060.00
Total Expense	28,797.57	114,406.00	25.15%	114,406.00
Net Ordinary Income	85,360.62	17,219.00	495.68%	17,219.00
Other Income/Expense				
Other Income				
5000 - Interest Income - Bank	65.77	80.00	119.71%	80.00
Total Other Income	65.77	80.00	119.71%	80.00

Glastonbury Landowners Association
Profit & Loss Budget Performance
August 2015

	Jan - Aug 15	YTD Budget	% of Budget	Annual Budget
Other Expense				
6000 - Interest Expense	1,700.71	4,800.00	35.43%	4,800.00
Total Other Expense	1,700.71	4,800.00	35.43%	4,800.00
Net Other Income	-1,604.94	-4,720.00	34.0%	-4,720.00
Net Income	83,745.58	12,400.00	670.02%	12,400.00

6:46 PM

08/09/15

Cash Basis

Glastonbury Landowners Association
Profit & Loss
 January 1 through August 9, 2015

	Jan 1 - Aug 9, 15
Ordinary Income/Expense	
Income	
100 · Parcel Assessment Fees	
110 · Land Assessments	
110.12 · Land Assessments 2012	2,581.48
110.13 · Land Assessments 2013	613.23
110.14 · Land Assessments 2014	2,002.70
110.15 · Land Assessments 2015	58,612.33
Total 110 · Land Assessments	63,809.74
120 · Dwelling Assessments	
120.12 · Dwelling Assessments 2012	1,040.13
120.13 · Dwelling Assessments 2013	232.28
120.14 · Dwelling Assessments 2014	1,826.75
120.15 · Dwelling Assessments 2015	38,822.34
Total 120 · Dwelling Assessments	41,921.50
150 · Golden Age Village Income	5,147.46
170 · Finance Ch Income- Past Due Ass	3,358.11
171 · 5% Penalty Income	2.27
180 · 2009 Chip Seal Assessment	108.50
191 · Bad Debt	-4,169.94
Total 100 · Parcel Assessment Fees	110,177.64
200 · Project Review Fees	
201 · Application Fees	245.00
210 · Structure Imp. & Proc.Fees	2,377.50
215 · Well/Septic Imp. & Proc. Fees	555.00
220 · Road/Driveway Imp. & Proc. Fees	225.00
250 · Milleage Impact Fees	305.00
Total 200 · Project Review Fees	3,707.50
400 · Other Gen Fund Income	
401 · Lien Fees Paid	148.25
450 · Donation Income	79.80
490 · Returned Check Charges	5.00
Total 400 · Other Gen Fund Income	233.05
Total Income	114,118.19
Gross Profit	114,118.19
Expense	
1000 · Snow Removal	
1010 · Contracted Snow Removal	349.00
1011 · Equipment Rental	770.00
1015 · Payroll Costs	
1016 · Wages Paid Snow	
1016a · Wages Paid Plowing	1,155.00
1016b · Wages Paid Sanding	357.50
Total 1016 · Wages Paid Snow	1,512.50
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
1019a · Employ.Practice Liability Ins.	1,085.00
Total 1015 · Payroll Costs	3,770.25
1020 · Equipment Costs	
1021 · Truck Registration & Insurance	740.00
1025 · Fuel	429.93
1026 · Wages Truck Maintenance	390.00
Total 1020 · Equipment Costs	1,559.93

6:46 PM
08/09/15
Cash Basis

Glastonbury Landowners Association
Profit & Loss
January 1 through August 9, 2015

	Jan 1 - Aug 9, 15
Total 1000 · Snow Removal	6,449.18
1030 · Road Maintenance	
1035-A · Grading & Gravel NG	
1035d · Caspari Way East	1,130.00
Total 1035-A · Grading & Gravel NG	1,130.00
1036 · Grading & Gravel SG	
1036b · Arcturus Drive	100.00
Total 1036 · Grading & Gravel SG	100.00
1045 · Signs, Posts, Etc	154.08
1046 · Insurance - Roads/Common Land	5,472.16
1030 · Road Maintenance - Other	150.00
Total 1030 · Road Maintenance	7,006.24
1200 · Parkland/Recreation Center	
1210 · Utilities for Rec Center	191.52
1220 · Sprinkler Maintenance	339.00
1230 · Lawn Mowing/Gas	127.58
1240 · Mower Maintenance	44.04
Total 1200 · Parkland/Recreation Center	702.14
1300 · Litigation	
1310 · Legal Costs	
1310a · Litigation Incurred	192.50
Total 1310 · Legal Costs	192.50
1312 · Document Production-Wages Paid	835.00
Total 1300 · Litigation	1,027.50
2000 · Overhead/Admin Costs	
2010 · Administrative Expense	
2010b · Administrative Costs-Wages ...	6,623.50
2010c · Mileage Reimbursement	76.16
Total 2010 · Administrative Expense	6,699.66
2011 · Project Review Wages	393.25
2012 · Miscellaneous Fees	127.54
2017 · Legal Fees-General Advice	1,105.00
2018 · Licenses & Annual Reporting	15.00
2019 · Lien Filing Costs	5.00
2022 · Payroll Costs Office	2.00
2023 · Payroll Taxes All	980.63
2050 · Office Supplies	
2050a · Admin Office Supplies	1,035.86
2050 · Office Supplies - Other	108.39
Total 2050 · Office Supplies	1,144.25
2052 · Postage & Shipping	1,119.42
2055 · Printing & Copies	290.08
2060 · Rent - Facilities	890.00
2062 · Rent - PO Box & Safe Dep Box	107.50
2066 · Software Costs	
2066a · Drop Box	39.96
2066b · Quickbooks	4.00
2066 · Software Costs - Other	148.92
Total 2066 · Software Costs	192.88
2070 · Taxes - Property	314.50
2080 · Telephone & Messaging	119.60
2095 · Internet	76.20
Total 2000 · Overhead/Admin Costs	13,582.51
Total Expense	28,767.57

6:46 PM
08/09/15
Cash Basis

Glastonbury Landowners Association
Profit & Loss
January 1 through August 9, 2015

	Jan 1 - Aug 9, 15
Net Ordinary Income	85,350.62
Other Income/Expense	
Other Income	
5000 - Interest Income - Bank	95.77
Total Other Income	95.77
Other Expense	
6000 - Interest Expense	1,700.71
Total Other Expense	1,700.71
Net Other Income	-1,604.94
Net Income	83,745.68

6:36 PM

08/09/15

Accrual Basis

Glastonbury Landowners Association
Balance Sheet
 As of August 9, 2015

	Aug 9, 15
ASSETS	
Current Assets	
Checking/Savings	
002 - Bank of the Rockies Checking	1,446.16
003 - Savings Account	
004 - Savings Gen Operating Acct	98,018.70
010 - Construction Bond Reserve C...	12,227.00
011 - Emergency Loan Reserve	7,500.00
012 - Digitizing Reserve Cash	2,181.31
013 - NG Chip Seal Reserve Cash	344.98
014a - NG Road Reserve Cash	13,312.19
014b - SG Road Reserve Cash	23,716.17
015 - Lawsuit Reserve Cash	30,000.00
003 - Savings Account - Other	31.08
Total 003 - Savings Account	187,331.43
Total Checking/Savings	188,777.59
Accounts Receivable	
Accounts Receivable	265,208.27
Total Accounts Receivable	265,208.27
Other Current Assets	
Petty Cash	115.21
Total Other Current Assets	115.21
Total Current Assets	454,101.07
Fixed Assets	
Furniture and Equipment	918.99
Total Fixed Assets	918.99
TOTAL ASSETS	455,020.06
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	691.43
Total Accounts Payable	691.43
Other Current Liabilities	
Construction Bonds Held by GLA	12,247.00
Payroll Liabilities	611.52
Total Other Current Liabilities	12,858.52
Total Current Liabilities	13,549.95
Long Term Liabilities	
Bank of the Rockies Loan	29,011.39
Total Long Term Liabilities	29,011.39
Total Liabilities	42,561.34
Equity	
Digitizing Fund	2,181.31
Emergency Loan Fund	7,500.00
Lawsuit Fund	30,000.00
NG Chip Seal Fund	344.98
NG Road Fund	13,312.19
Opening Balance Equity	22,222.35
Operating Fund Balance	194,299.08
SG Road Fund	23,716.17
Net Income	118,882.64
Total Equity	412,458.72

6:36 PM
08/09/15
Accrual Basis

Glastonbury Landowners Association
Balance Sheet
As of August 9, 2015

	Aug 9, 15
TOTAL LIABILITIES & EQUITY	<u>455,020.06</u>

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GLA 03558

Glastonbury Landowners Association, Inc.
Board of Directors Meeting Minutes – Final
September 14, 2015
CONFIDENTIAL – DO NOT COPY

1. Call to Order

The meeting was called to order by Dan Kehoe at 7:05 p.m. via phone conference.

PRESENT: Dan Kehoe (President), Alyssa Allen (Secretary), Robert Branson (aka Robert B.), Newman Brozovsky, Ed Dobrowski (left at 7:18), Gerald Dubiel, Charlotte Mizzi, Paul Rantalo, Robert Wallace (aka Robert W.).

Absent: Ross Brunson (Vice President, absent with notice), Rudy Parker (Treasurer, absent with notice), Kevin Newby, absent with notice).

Also attending: Karleen McSherry (Administrative Assistant)

Landowners: Miriam Barker, Mary Benz, Debbie Blais, Debbie DeGraaf, Sandra Irby, Myron Moorman, Charlene Murphy, Sally Muto, Vernon & Frances Nye, Valery O'Connell, Dennis & Wendy Riley, Mark Seaver (at the end), Andrea Sedlak.

Charlotte Mizzi delivered an opening prayer.

2. Commence Special Meeting

Dan announced that three people – Kenneth Haug, Charlene Murphy and Valery O'Connell – had come forward to be considered for the position vacated by Pouwel Gelderloos. Because three directors were absent, Dan asked the other directors if they preferred to vote during this meeting or wait until the meeting planned for the following week when everyone would be present. The sentiment was to fill the position at this meeting. Charlene Murphy and Valery O'Connell were present and spoke about their interest in serving. Robert B. clarified for the candidates that the position's duration would be until November 2016. A vote was taken by e-mail except for Robert W. who voiced his vote since he did not have access to his computer at the time. Karleen tabulated the results and announced that Charlene had been appointed by unanimous vote (8 in favor). The Special Meeting was adjourned at 7:27 p.m.

3. Commence Regular Monthly Board Meeting

Dan called the regular meeting to order at 7:27 p.m., and Charlene joined the call as a board member.

4. Set Agenda

5. Visiting Landowner Input Period

Sally Muto asked if the board had made a decision about hiring an accountant and was told it had not and that this topic would be on the agenda of next week's meeting when Rudy would be in attendance. Sally reiterated her belief that the association needs to hire a full-charge bookkeeper to provide continuity to the revolving nature of a volunteer board as well as professional oversight, and the benefit of hiring a CPA who would act as a representative should there be an audit. Although the initial expense to set up the system may seem high, ongoing work would not be a financial drain. Regarding the proposed Governing docs changes, Sally asked if the lawyers had changed the documents much from what the committee came up with, and Dan clarified that there were small changes in keeping with an effort to reduce liability and keep things clear. Dan also mentioned that the main topic of the next meeting would be reviewing the changes suggested by the committee and tightened by the attorney.

6. Officer and Committee Reports

6.1 President's Report – DK

6.1.1 Board meetings: venue, control and tenor; letter from St. John's

Dan reported that the reason the meeting was not at St. John's Church was that we had received a letter from Reverend Gunderson, who expressed concern regarding the tenor of recent meetings including hostility, profanity and unproductive argument. Dan read the letter which further enumerated three norms as a basic

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guide for all activities held in the Vestry: to welcome and embrace all members of the community; to speak with each other with kindness and good intention; and to listen carefully and do one's best to understand ideas that are different from one's own. Dan explained that because the board can't guarantee our meetings won't be loud and in violation of their basic guidelines, we would need another place to meet. Discussion included using Emigrant Hall at \$75/rental; meeting at Chico; Liberty Hall in North Glastonbury, which Charlotte clarified has a capacity limit of 40 people, and alternating in-person meetings with phone meetings, the latter of which would allow residents living out of town the opportunity to attend at least some of the meetings. It was suggested that live meetings would be preferred if we were to strictly adhere to Robert's Rules of Order and meeting decorum. Dan suggested that we could only control ourselves, not others. Therefore, the meeting next week would be scheduled as a phone conference meeting and the October meeting would be held in Emigrant Hall.

Action Item: Karleen – call Emigrant Hall to rent for October 5 meeting.

Action Item: Karleen – call John Carp to find out cost and availability of Liberty Hall.

6.1.2 Legal duties of non-profit board of directors & who can run

Dan reported that the board had received some e-mail questions and commentary about who could run for the director positions of the association. He explained that the Bylaws (Article VI. A.) reference members in "good-standing" as the only qualification for director candidates, and the Covenants (Section 3.19) define a member in good-standing as one who is current in assessments and not in violation of the Covenants. Additionally, Montana law allows non-profits to set their own qualifications for directors, and poses no additional restrictions. If, however, a landowner suing the Board were elected as a director, it would present a conflict of interest from an attorney-client privilege standpoint. An information wall would need to be erected between the suing party and the rest of the board in regard to the litigation in order to exclude the suing party from the privilege. In addition, the GLA's insurance doesn't cover lawsuits by the association's own board members against the board. In such a situation, insurance claim payments would stop and the GLA would have to pay attorney fees from member assessments. The question also was posed whether someone with the declared intent of dismantling the GLA could run for the board. Although this goal might not be seen as a "bona fide interest," since it would not be in the best interest of the corporation to cease to exist, a court would likely allow that person to run. Since the GLA is a member-driven organization, if enough members were to vote someone into office on the dissolution platform, a court would likely determine the director had the right to serve on the board and pursue that goal as long as the Bylaws and Covenants were followed. Some members have mentioned "duty of care, duty of loyalty, and duty of obedience to mission" as legal duties of board members, and therefore criteria to eliminate certain candidates from running for the board. Although some states include this language in their requirements for non-profit directors, that language is not included in Montana law. MCA 35-2-416 spells out the "General Standards for Directors." It is, therefore, the prudent course in limiting liability to allow any member in good standing, regardless of stated intent, to run for office.

6.1.3 Misconception about board members being public officials; clarification about board's position on slander and libel

Dan noted that the GLA is a private corporation and its board members are not public officials. He explained that there is a story going around about the

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association suing the “GLFPC,” which did not originate with him or anyone else on the board. Dan described how there is a long distance between consulting an attorney and suing. For example, a cease and desist order might be drawn up regarding issues the attorney believes are not in accordance with the law. Dan described the chilling effect on people’s willingness to serve and speak up during both board and committee meetings when free speech is abused with slanderous remarks and a negative tone is used in reporting.

Dan noted that the most recent court filings through the first week of September had been put on the website and encouraged people to read them.

6.2 Secretary’s Report – AA

6.2.1 August 17, 2015 Meeting Minute Written Vote Results

Alyssa reported on the results of the August 17th meeting minutes e-mail vote. Paul motioned and Robert B. seconded to approve the minutes as written. The motion carried with 10 in favor and 1 who did not vote.

6.2.2 Upcoming Mailings

Alyssa reported that the first mailing for the annual election, the nomination mailing, had gone out on time at the beginning of September. Nominations need to be in by the end of the month. We will then prepare the candidate mailing that needs to go out by October 8. She requested the board consider what other items may need to go out with this mailing, such as a newsletter or governing document changes information. Discussion included the suggestion to set a date by which auxiliary items would need to be received and September 24th as that date; the need for a vote/decision regarding what material will go out on October 5th.

Action Item: Board – write articles for the fall newsletter and submit to Karleen by September 24th.

6.3 Treasurer’s Reports – RP – Tabled until next week

6.3.1 Budget Variance, Check & Deposit – August 2015

6.3.2 Hiring a bookkeeper

6.4 Election Committee

Dan announced that Charlotte had offered to take over chairmanship of the Election Committee. **Motion:** Charlene motioned and Robert W. seconded to appoint Charlotte as Election Committee Chair. **Motion carried unanimously.**

6.5 Collection Committee Report – RP / DK

Dan reported that Debbie Blais had called a list of people having recent past due accounts; that there is a need to get back to the attorney to get feedback from him; and that this issue would be covered in more detail next week when Rudy would be attending.

6.6 Road and Weed Mgmt Committee Report – RW / PR

Robert W. reported that he asked Bailey Paving to crack seal when the weather cools down, preferably during the first week in October. Patching was done in NG on Capricorn last week and they did a good job, milling down the hardtop, removing quite a bit to put in the patches. The bid was for 1000 sq. ft. but it appears as if 1600 sq. ft. in five large patches were done. Regarding Dry Creek Road, nothing happened so far but Kevin has been faithfully interacting with Parks Frady from Park County on it. The NG guardrail is currently being fixed by MWHC. Paul moved the boulders back, keeping them as a secondary safety measure. Ed had a 50-gallon sample of new product delivered that could go on the gravel roads. Robert suggested that Ed send the literature about it to the board.

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Gerald reported that a complaint letter from Kathleen Rakela came in regarding weeds on Pisces. He will get Ed Schilling out there next week to see why that hasn't been done.

6.7 Project Review Committee Report – GD / KN

Gerald reported that no new projects had come in. Dan asked about Damiaan Kletter's septic system project and Paul explained that he was no longer involved and that Damiaan may be thinking about doing the job himself. Robert W. suggested that it could be checked through Park County to see if Damiaan hired someone else and that he has until mid-October to finish.

6.8 Communications Committee Report – Robert B.

Robert reported on the last Communications Committee meeting that focused on the September nominations and e-mail opt-in mailing and the ticketing system. Pouwel had been on the call and wanted to make sure his proposal to the board regarding a mass reaffirmation vote wouldn't affect the nomination letter going out and it was determined that it would not. The response to the e-mail opt-in letter had been positive with lots of returns coming in. There had been concern about how the ticketing system was set up, and when some of the bugs were worked out Ross trained Karleen on the process. Robert announced that the next Communication Committee meeting date would be changed because of conflict with next board meeting. He asked that everyone look at the website calendar for the new date.

6.9 Technology Committee Report – DK Tabled

6.9.1 Ticketing System update

6.10 Governing Documents Committee Report – DK / CM

Dan announced that the proposed changes to the governing documents would be sent out the following day to the board for their review and he asked the directors to e-mail him with their preferred day to meet during the next week.

6.11 Community Property Committee Report – CM

Charlotte had nothing to report because her meeting was scheduled to take place on Sept 17th at 7:00 p.m. at 60 Taurus Road.

5. Visiting Landowner Input Period (Cont.)

Debbie DeGraaf expressed disagreement with the idea of having prayer before GLA meetings saying she didn't think it was appropriate. Andrea Sedlak agreed with Debbie regarding the opening prayer. Valery O'Connell expressed dissatisfaction with Robert W. because she felt he was ignoring her e-mails regarding the roads. She reported having tried for 3 months to get him to recognize that magnesium chloride is toxic and to consider the information she sent regarding the non-toxic Pennzsuppress-D, which eliminates dust and wash boarding. She stated that a representative of the company has given us a trial amount to cover 100 lineal ft. of road. Valery explained the product and suggested that its cost in the long run would be less expensive than what is currently being done. The company rep had planned to be here the 23rd of Sept. to oversee the trial so it would be applied correctly. She suggested Arcturus receive the treatment because of being a high traffic area. Robert W. responded with various points including the fact that Ed was the one who had agreed to take this on; that the product would be highly expensive to use; the request that Valery send the specs to the board; that Park County uses magnesium chloride. Additional points of discussion included that the company website lists the price as \$1000 per linear 100 ft.; that a 55-gallon barrel is concentrated and pricing is based on how much you apply on the road; that the cost to do a mile of road is just a couple of thousand dollars; that buying in quantity reduces the cost and the representative is willing to work with us on the price; that after a few applications there would no longer be a need to grade the roads. Robert W. expressed concern that once this

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product hardens it can't be broken up and Valery countered that it could be broken up by a grader. Robert W. agreed to add this to the agenda of the next road meeting, which he would try to schedule within a week, although he wasn't sure it was a good idea to rush into this until it could be fully researched. Valery explained that the immediate decision to be made was to pay the cost of a water truck for three hours. Dan reiterated that the Road Committee would have to bring it to the board explaining how it would work with the overall budget, especially since when he looked at the company's website it looked like the material was expensive and suggested that if we needed a water truck it might be better to get it when we're actually grading roads and have a water truck already here. Miriam Barker asked if the weeds had been sprayed yet and was told they had been done in August.

7. UNFINISHED BUSINESS

8. NEW BUSINESS

9. Closed Session – Tabled until next week

- 9.1 Current Litigation with O'Connells - Update
- 9.2 Potential Legal Situation Regarding Slander and Libel

10. Adjournment

Dan adjourned the meeting at 8:31 p.m.

11. Next Board Meeting: October 5, 2015

From: Robert Wallace <[REDACTED]>
Subject: Re: Fwd: [GLA Board List] September 14 Board Meeting Minutes - Ready for Motion and Vote
Date: September 27, 2015 11:48:43 AM MDT
To: [REDACTED]

I motion that we accept the Board meeting minutes for September 14, 2015
(Draft 2 version) and I approve the minutes.
Robert W.

From: Newman Brozovsky <[REDACTED]>
Subject: Re: [Fwd: Re: [GLA Board List] September 14 Board Meeting Minutes - Ready for Motion and Vote]
Date: September 28, 2015 12:23:27 PM MDT
To: [REDACTED]
Reply-To: [REDACTED]

I vote yes

On Sun, Sep 27, 2015 at 9:29 AM, gerald dubiel <[REDACTED]> wrote:
I vote yes.

On Sun, Sep 27, 2015 at 9:06 AM, Paul Ranttalo <[REDACTED]> wrote:
I vote yes.

On Thu, Sep 24, 2015 at 1:42 PM, [REDACTED] wrote:

I vote yes. Charlotte

From: Robert Branson <[REDACTED]>
Subject: Re: [GLA Board List] September 14 Board Meeting Minutes - Ready for Motion and Vote
Date: September 23, 2015 9:28:07 PM MDT
To: GLABoardmembers <[REDACTED]>
Reply-To: [REDACTED]

I vote yes to approve - Robert B

From: Dan Kehoe <[REDACTED]>
Subject: Re: [GLA Board List] September 14 Board Meeting Minutes - Ready for Motion and Vote
Date: September 24, 2015 10:16:44 AM MDT
To: [REDACTED]
Reply-To: [REDACTED]

I vote Yes.
Dan

On 9/24/2015 8:33 AM, K Newby wrote:
I also abstain.

On Thursday, September 24, 2015, Charlene Murphy <[REDACTED]> wrote:
I vote yes to accept the second draft of the meeting minutes of Sept 14th

On Wed, Sep 23, 2015 at 11:43 PM, Ed Dobrowski <[REDACTED]> wrote:
I abstain

Ed

-----Original Message----- From: S. Rudyard Parker
Sent: Wednesday, September 23, 2015 11:00 PM
To: GLABoardmembers

Subject: Re: [GLA Board List] September 14 Board Meeting Minutes - Ready for Motion and Vote

Rudy abstains (I was not present)

From: Ross Brunson <[REDACTED]>
Subject: Re: [GLA Board List] September 14 Board Meeting Minutes - Ready for Motion and Vote
Date: September 23, 2015 8:58:41 PM MDT
To: [REDACTED]
Reply-To: [REDACTED]

I second and vote aye to approve.

On Wednesday, September 23, 2015, Robert Wallace <[REDACTED]> wrote:
I motion that we accept the Board meeting minutes for September 14, 2015 (Draft 2 version)
Robert W.

2015-09-14_BDGNAUX.pdf

Glastonbury Landowners Association, Inc.
Board of Directors - Meeting Agenda
September 14, 2015 – 7:00 pm
(to be held by conference call)

1. **Call to Order (7:00 p.m.)**
2. **Commence Special Meeting to fill NG director position vacated by Pouwel Gelderloos**
3. **Commence Regular Monthly Board Meeting**
4. **Set Agenda**
5. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)
6. **Officer and Committee Reports**
 - 6.1 **President's Report** – DK
 - 6.1.1 Board meetings: venue, control and tenor; letter from St. John's
 - 6.1.2 Legal duties of non-profit board of directors & who can run
 - 6.1.3 Misconception about board members being public officials; clarification about board's position on slander and libel
 - 6.2 **Secretary's Report** – AA
 - 6.2.1 August 17, 2015 Meeting Minute Written Vote Results
 - 6.2.2 Upcoming Mailings
 - 6.3 **Treasurer's Reports** – RP
 - 6.3.1 Budget Variance, Check & Deposit – August 2015
 - 6.3.2 Hiring a bookkeeper
 - 6.4 **Election Committee**
 - 6.5 **Collection Committee Report** – RP / DK
 - 6.6 **Road and Weed Mgmt Committee Report** – RW / PR
 - 6.7 **Project Review Committee Report** – GD / KN
 - 6.8 **Communications Committee Report** – Robert B.
 - 6.9 **Technology Committee Report** – DK
 - 6.9.1 Ticketing System update
 - 6.10 **Governing Documents Committee Report** – DK / CM
 - 6.11 **Community Property Committee Report** – CM
7. **UNFINISHED BUSINESS**
8. **NEW BUSINESS**
9. **Closed Session (9:30 p.m.)**
 - 9.1 Current Litigation with O'Connells - Update
 - 9.2 Potential Legal Situation Regarding Slander and Libel
10. **Adjournment (10:00 p.m.)**
11. **Next Board Meeting: October 5, 2015**

2015-09-28_BDGN.pdf

GLA 03567

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1. Call to Order

The meeting was called to order by Dan Kehoe at 7:15 p.m. via phone conference.

PRESENT: Dan Kehoe (President), Ross Brunson (Vice President), Rudy Parker (Treasurer), Alyssa Allen (Secretary), Ed Dobrowski, Robert Branson (aka Robert B.), Newman Brozovsky, Gerald Dubiel, Charlotte Mizzi, Charlene Murphy, Kevin Newby, Paul Rantalo, Robert Wallace (aka Robert W.).

Also attending: Karleen McSherry (Administrative Assistant).

Landowners: Miriam Barker; Debbie Blais, Claudette Dirkers, Byron Kassing, Leo Keeler, Donna Lash-Andersen, Sally Muto, Mark Seaver & Andrea Sedlak, Chris & Ia Williams.

An opening prayer was given by Charlotte Mizzi.

2. Set Agenda

Ed commented that the road policy on the website was not the most recent version and asked to discuss it in this meeting. Dan agreed to update the website, eliminating the need for an added agenda item.

3. Visiting Landowner Input Period

Leo Keeler had read in the minutes of the previous board meeting that the board received input from the attorney regarding the governing documents and expressed concern about the process of amending them. He questioned whether there would be ample time and opportunity for landowner review and input. Dan responded that that issue would be addressed in this meeting. Mark Seaver announced that he had decided to run for the board, and that he would try to make next Monday night's meeting in person so the board could meet him. Mark also said that he sent to Robert W. information from the BLM regarding dust suppression on dirt roads. Robert W. acknowledged having received the information and expressed excitement about what he had read thus far. Robert planned to finish reading the material as well as pass it on to the board and Road Committee.

4. Officer and Committee Reports

4.1 Treasurer's Reports – RP

4.1.1 Budget Variance, Check & Deposit – August 2015

Rudy reported that the association's finances were in good shape. We had collected 93% of total budgeted income and had only spent 40% of budgeted expenditures even though almost three-quarters of the year had passed. He also noted that in paying the spring grading bill to Adkins, a \$2,500 credit was applied for a sump project that had previously been paid for but which had never been done. **Motion:** Rudy motioned and Charlotte and Ross seconded to accept the August Treasurer's report as presented. **Motion carried unanimously.**

4.1.2 Hiring a bookkeeper

Rudy proposed that the board hire a bookkeeper and an accountant to manage the GLAs books. He noted that Janice McCann and Regina Wunsch had put in countless volunteer hours in doing this work and saved the association quite a bit of money in the past couple of years. He has also volunteered over 20 hours a month for the past two months as the de facto bookkeeper but would prefer to dedicate his time to Treasurer duties. Rudy outlined the responsibilities of each of the different positions: Bookkeeper – handle weekly QuickBooks entries and deposits, produce quarterly statements, prepare monthly financial reports; Accountant – oversee the books each month and handle monthly payroll, fund accounting and review of monthly financial reports, as well as yearly tax reporting;

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Treasurer – sign checks, compile information on new landowners when a property sells, receive information from the Project Review Committee when a dwelling is completed and needs a dwelling assessment, receive and answer questions about assessments, compile a list of new liens to be placed; work with landowners on payment plans; and work with and serve on the Budget and Collection Committees. The proposed group would have a shared Dropbox account that they would upload files to and regularly update. Rudy suggested the board advertise a job listing for a bookkeeper to work 20 hrs/mo at \$20 per hour (\$4,800/yr) and hire an accountant for 4 - 5 hrs/mo at \$45/hr (\$2,160 - \$2,700/yr). The total annual budget for these two positions would range from \$6,960 to \$7,500. He also asked that the board allot \$1,200 for a bookkeeper and \$540 for an accountant for the remainder of 2015. Discussion included questions of whether an accountant may have a bookkeeper in their office to handle those functions; the logistics of getting checks to a bookkeeper in Livingston and the possibility of having payments sent to a different address; of whether people could pay directly to the Bank of the Rockies and if not, about opening an account with a different bank that could accommodate our needs; the concept that continuity and professionalism in these positions are crucial, that fixing problems is more time consuming and costly than doing it correctly in the first place; and that \$20/hr may not be enough to pay a professional bookkeeper charged with purchasing their own equipment, software and insurance. Sally Muto relayed her experience with professional accountants and suggested that Rudy's estimates of how much it would cost an accountant to do all of the work were high, that after the initial set-up cost, monthly work is far less than he'd projected and could be done by one person, not two. Rudy added that he had spoken to Julie Indreland, an accountant in Livingston who is also Regina Wunsch's accountant/bookkeeper, and she was willing to reduce her rate to \$40 per hour for the GLA. The board asked Rudy to research going rates for professional bookkeepers, projected hours accountants who look at our books say they would require to do the work, whether accountants have internal or external bookkeepers they prefer to work with as well as projected work flow among the three positions, and to bring this information to the next board meeting so they would have more specific data to make a decision.

Action Item: Rudy – research going rates for professional bookkeepers.

Action Item: Rudy – get bids from at least two accountants.

Action Item: Rudy – create workflow chart of the three financial positions.

4.1.3 Proposal to open a PayPal account

Rudy reported that some landowners have asked to pay their assessments by credit card and he proposed opening a PayPal account that would not be connected to our operational account. He reviewed the fees associated with PayPal, and board discussion involved questions of whether there are other services that charge less per transaction. Charlene commented that this had been looked at before and rejected because of the amount of money lost in fees. Robert B. mentioned a landowner service that would involve no cost to the association. Discussion also included the idea that some people in arrears have asked to pay by credit card and this would be one way to collect past due accounts. Dan noted that some people would consider it a positive thing to pay past due accounts if they could accrue miles or points on credit cards in doing so. Rudy explained that only a minority ask to use this method of payment. **Motion:** Rudy motioned and Robert W. seconded to open a separate bank account to receive credit card services in order to firewall the operations account from fraud. **Motion carried unanimously.**

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4.2 Secretary's Report – AA

4.2.1 September 14, 2015 Meeting Minute Written Vote Results

Alyssa reported that the vote to approve the September 14th meeting minutes had been completed. Robert W. had motioned and Ross had seconded to approve the minutes as written. The motion carried with 9 in favor and 3 abstentions.

4.3 Collection Committee Report – RP/DK

Rudy reported that he would be having a Collection Committee meeting in the near future and that he and Debbie Blais had been trying to collect non-controversial past due accounts from 22 landowners recently overdue within the past two years, with a combined delinquent amount of \$9,000. Debbie Blais had diligently called and reached most of the landowners on the list. As a result, there was movement on several accounts in setting up monthly payments for some and receiving payments from others. In talking with Debbie, several landowners brought up their displeasure with how the association conducted business, such as the perceived poor grading of roads, especially Arcturus, and the idea of spending money on lawsuits. Rudy reiterated that the GLA hadn't spent money on lawsuits; they were covered by insurance. Several landowners on the list could not be reached because of changed addresses and phone numbers. Debbie suggested that the volunteer job of calling to collect past due monies rotate every quarter and that maybe Debbie DeGraaf, who had also volunteered, might be asked to do it next quarter. She also recommended older unpaid accounts be called in the same manner. Discussion involved the issue of five properties owned by the Church and leased to members and who hadn't paid assessments in many years; the idea that amending the governing documents would allow for the steps necessary to go after that minority; the suggestion that any board member that had the time might call one of the long-term accounts per month and that once the policy was in place, Rudy could make a list of long-term delinquencies and divvy them up. Rudy reported that he had been working with Karleen to get a list of outstanding liens and to release two that had been paid, as well as his desire to file liens on new delinquencies.

4.4 Governing Documents Committee Report – DK

4.4.1 Review proposed changes to send to membership

Dan presented an overview of the proposed process for changing the governing documents. The committee focused mostly on the Bylaws and Covenants, looking for areas that by amending would limit liability and tasks that the board shouldn't be overseeing because either the State, such as the DEQ, or the County oversee it, as well as to clarify terms. The attorneys in both Billings and Bozeman reviewed the changes and the next step would be for the board to approve these changes so they could be sent out to landowners for discussion and input. He suggested that a process would then be needed to meet with the landowners in special meetings – in person at Emigrant Hall and on the phone for out-of-towners – to explain and clarify as well as answer questions and receive input. Although the original timeline had been to vote on these changes at the annual meeting, a more realistic timeline would be to aim for having meetings with the landowners in the fall and then vote in February. That would give people the opportunity to read and chew on the proposed changes before voting. Rudy asked Dan to explain why there was a push to change these documents and why the board had been doing this process. Dan explained that generally, it is attorney-advised best business practice to review governing documents every five to ten years because times change and new innovations have been created, like e-mail, that could affect the manner in which the association may conduct its business. He explained that the GLA had not reviewed their governing documents since they were created in 1997. Also, the

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attorney suggested that some of the wording of the original documents, such as the Covenants, make it impossible or time consuming to fulfill, and they recommended eliminating certain language to reduce liability and exposure to lawsuits. In addition, some of the language didn't match within and across documents, so clarification was required through the proposed changes. Charlotte added that in one case the proscribed interest rate was too high and needed to be adjusted according to today's standards and Dan explained that the move to change that portion was landowner driven. **Motion:** Charlotte motioned and Rudy seconded to send the proposed governing documents changes out to landowners with the election mailing and to post them on the website. Discussion included the suggestion that in order to keep these two things distinct in people's minds, the election materials and governing documents need to go out as separate mailings with the possibility of putting stickers on the outside of the envelopes announcing "election materials" and "governing documents." Alyssa explained the logistics of these mailings, including that the election material is complex and timely in that it needs to meet the required 30-day timeframe while the governing documents could go out anytime. There is also a newsletter that needs to be sent. Requiring all of these pieces to go at once would put a burden on the administrative workload. **Motion retracted:** Given the circumstances described, Charlotte retracted her motion. It was suggested that the governing documents could be sent the following week and Karleen gave the board her schedule including a trip out of town for a few days in the middle of this, asking that the board consider this in determining the timing of sending out the mailings. Dan suggested that someone else could do the copying.

Dan reviewed proposed changes to the Bylaws with the board. Ed asked to see the attorney's comments and expressed concern about changing the original documents that had served the community well for the past 20 years. Dan explained that the attorney's comments were in the cover letter and incorporated into the changes. He asked Ed to speak up about items he perceived to be improper changes. Robert W. reminded Ed that the board had voted to appoint Dan and Ross to the Legal Committee and had given them responsibility and authority to work with the attorneys in circumstances such as these. Ed's notion that the association hadn't had problems with the original documents across the years was countered by board members who reminded him about the lawsuits. Discussion included clarification that the changes didn't give the board more discretionary power but rather cleared up conflicts in wording, and with county regulations and standards; that the county is the regulator not the GLA; that some of the original documents were not well written; that the updates would allow the association to conduct business in a more efficient and consistent manner such as being able to e-mail members. **Motion:** Robert B. motioned and Ross seconded to accept the recommended Bylaws changes, including the discussed correction to Notice of Meeting Governance, number five under Committees (change "committee of the directors" to "committee of the board"), and to send them out to the landowners with explanations from the attorneys. **Motion carried.** (10 in favor, 2 abstentions - Ed and Newman).

Dan reviewed proposed changes to the Covenants. Rudy questioned the proposed changes to Section 5.01 asking what was wrong about telling landowners they had to abide by Montana State laws. Discussion included the suggestion that the GLA provide new landowners with a piece that references applicable state laws; that links to these might be put up on the website; that the changes take the association off the hook of enforcing Park County and MT State laws; that the attorneys recommended removing items that couldn't be defended in case law according to

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their experience; that these changes would make it less likely the GLA could be successfully sued in regard to these points. **Motion:** Ross motioned and Kevin seconded to accept the recommended Covenants changes, and to send them out to the landowners with explanations from the attorneys. **Motion carried.** (9 in favor, 2 opposed – Ed and Rudy, and 1 abstention – Newman,).

5. UNFINISHED BUSINESS

6. NEW BUSINESS

The regular meeting adjourned at 9:57 p.m. Board members were instructed to leave the call and dial-in to a different number for the closed session.

7. Closed Session

7.1 Current Litigation with O'Connells – Update

Dan apprised the board of the most recent court decision in which Judge Cybulski ruled in the GLA's favor, awarding payment of attorney's fees by the litigants; the impact of this decision upon the board in moving forward; and the O'Connell's response to this decision in the form of an affidavit to disqualify Cybulski as a judge in this case.

7.2 Potential Legal Situation Regarding Slander and Libel

Dan apprised the board of the attorney's opinion and advice regarding slanderous and libelous statements sent out and posted on public websites by members and groups and the attorney's advice as to potential next steps.

8. Adjournment

The closed session meeting was adjourned at 10:55 p.m.

9. Next Board Meeting: October 5, 2015, Emigrant Hall.

From: Newman Brozovsky <[REDACTED]>
Subject: Re: [GLA Board List] September 28 Board Meeting Minutes - Ready for Motion and Vote
Date: October 19, 2015 2:22:10 PM MDT
To: [REDACTED]
Reply-To: [REDACTED]

I approve. Newman

On Fri, Oct 16, 2015 at 10:11 AM, Robert Wallace <[REDACTED]> wrote:
I approve Sept. 28th minutes.
Robert W.

From: "Rudy Parker (GLA Treasurer)" <[REDACTED]>
Subject: Re: [GLA Board List] September 28 Board Meeting Minutes - Ready for Motion and Vote
Date: October 14, 2015 8:19:14 PM MDT
To: GLABoardmembers <[REDACTED]>
Reply-To: [REDACTED]

I vote to approve the motion ...

Rudy

From: Paul Rantalo <[REDACTED]>
Subject: Re: [GLA Board List] September 28 Board Meeting Minutes - Ready for Motion and Vote
Date: October 14, 2015 6:18:18 PM MDT

I approve sep.28 mins. Paul

On Wed, Oct 14, 2015 at 10:37 AM, Charlene Murphy <[REDACTED]> wrote:
I approve the Sept 28 board minutes Charlene

On Wed, Oct 14, 2015 at 8:47 AM, <[REDACTED]> wrote:

I approve the minutes of Sept. 28. Charlotte

From: gerald dubiel <[REDACTED]>
Subject: Re: [GLA Board List] September 28 Board Meeting Minutes - Ready for Motion and Vote
Date: October 14, 2015 8:38:28 AM MDT

I vote to approve.

Gerald

From: Dan Kehoe <[REDACTED]>
Subject: Re: [GLA Board List] September 28 Board Meeting Minutes - Ready for Motion and Vote
Date: October 14, 2015 7:44:32 AM MDT

I vote to approve.

Dan

From: "Ed Dobrowski" <[REDACTED]>
Subject: Re: [GLA Board List] September 28 Board Meeting Minutes - Ready for Motion and Vote
Date: October 13, 2015 8:29:36 PM MDT

I approve

Ed

From: K Newby <[REDACTED]>
Subject: Re: [GLA Board List] September 28 Board Meeting Minutes - Ready for Motion and Vote
Date: October 13, 2015 7:55:10 PM MDT
To: [REDACTED]
Reply-To: [REDACTED]

I approve. Thanks. Kevin

From: Robert Branson <[REDACTED]>
Subject: Re: [GLA Board List] September 28 Board Meeting Minutes - Ready for Motion and Vote
Date: October 13, 2015 10:17:17 PM MDT

I second, and vote to approve. Robert B

On Tue, Oct 13, 2015 at 10:04 PM, K Newby <[REDACTED]> wrote:
I motion to approve the minutes. Kevin

GLA 03573

2015-09-28_BDGNAUX.pdf

Glastonbury Landowners Association, Inc.
Board of Directors - Meeting Agenda
September 28, 2015 – 7:00 pm
(to be held by conference call)

1. **Call to Order (7:00 p.m.)**
2. **Set Agenda**
3. **Visiting Landowner Input Period** – (Limited to 3 minutes per owner)
4. **Officer and Committee Reports**
 - 4.1 **Treasurer's Reports – RP**
 - 4.1.1 Budget Variance, Check & Deposit – August 2015
 - 4.1.2 Hiring a bookkeeper
 - 4.1.3 Proposal to open a PayPal account
 - 4.2 **Secretary's Report – AA**
 - 4.2.1 September 14, 2015 Meeting Minute Written Vote Results
 - 4.3 **Collection Committee Report – RP/DK**
 - 4.4 **Governing Documents Committee Report – DK**
 - 4.4.1 Review proposed changes to send to membership
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
7. **Closed Session (9:30 p.m.)**
 - 7.1 Current Litigation with O'Connells - Update
 - 7.2 Potential Legal Situation Regarding Slander and Libel
8. **Adjournment (10:00 p.m.)**
9. **Next Board Meeting: October 5, 2015 at Emigrant Hall**

Glastonbury Landowners Association
Balance Sheet
As of August 31, 2015

	Aug 31, 15	Jul 31, 15
ASSETS		
Current Assets		
Checking/Savings		
002 - Bank of the Rockies Checking	14,350.03	1,947.43
003 - Savings Account		
004 - Savings Gen Operating Acctnt	64,027.58	94,559.37
010 - Construction Bond Reserve C...	12,227.00	12,227.00
011 - Emergency Loan Reserve	7,500.00	7,500.00
012 - Digitizing Reserve Cash	2,181.31	2,181.31
013 - NG Chip Seal Reserve Cash	344.98	344.98
014a - NG Road Reserve Cash	13,312.19	13,312.19
014b - SG Road Reserve Cash	23,716.17	23,716.17
015 - Lawsuit Reserve Cash	30,000.00	30,000.00
003 - Savings Account - Other	46.12	31.08
Total 003 - Savings Account	153,355.35	183,872.10
Total Checking/Savings	167,705.38	185,819.53
Accounts Receivable		
Accounts Receivable	267,487.43	268,667.60
Total Accounts Receivable	267,487.43	268,667.60
Other Current Assets		
Petty Cash	115.21	115.21
12000 - Undeposited Funds	165.10	0.00
Total Other Current Assets	280.31	115.21
Total Current Assets	435,473.12	454,602.34
Fixed Assets		
Furniture and Equipment		
	918.99	918.99
Total Fixed Assets	918.99	918.99
TOTAL ASSETS	436,392.11	455,521.33
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	-19.06	2,191.99
Total Accounts Payable	-19.06	2,191.99
Other Current Liabilities		
Construction Bonds Held by GLA	12,247.00	12,247.00
Payroll Liabilities	861.24	460.94
Total Other Current Liabilities	13,108.24	12,707.94
Total Current Liabilities	13,089.18	14,899.93
Long Term Liabilities		
Bank of the Rockies Loan	13,974.58	29,011.39
Total Long Term Liabilities	13,974.58	29,011.39
Total Liabilities	27,063.76	43,911.32
Equity		
Digitizing Fund	2,181.31	2,181.31
Emergency Loan Fund	7,500.00	7,500.00
Lawsuit Fund	30,000.00	30,000.00
NG Chip Seal Fund	344.98	344.98
NG Road Fund	13,312.19	13,312.19
Opening Balance Equity	22,222.35	22,222.35
Operating Fund Balance	194,299.08	194,299.08
SG Road Fund	23,716.17	23,716.17
Net Income	115,752.27	118,033.93

7:57 PM
09/27/15
Accrual Basis

Glastonbury Landowners Association
Balance Sheet
As of August 31, 2015

	Aug 31, 15	Jul 31, 15
Total Equity	409,328.35	411,610.01
TOTAL LIABILITIES & EQUITY	438,392.11	455,521.33

8:00 PM

09/27/15

Accrual Basis

Glastonbury Landowners Association
Profit & Loss
 January through August 2015

	Jan - Aug 15
Ordinary Income/Expense	
Income	
100 · Parcel Assessment Fees	
110 · Land Assessments	
110.12 · Land Assessments 2012	8.00
110.15 · Land Assessments 2015	72,117.89
Total 110 · Land Assessments	72,125.89
120 · Dwelling Assessments	
120.15 · Dwelling Assessments 2015	48,218.80
Total 120 · Dwelling Assessments	48,218.80
150 · Golden Age Village Income	7,721.19
170 · Finance Ch Income- Past Due Ass	34,692.14
171 · 5% Penalty Income	-7,533.01
180 · 2009 Chip Seal Assessment	-97.03
191 · Bad Debt	-4,169.94
Total 100 · Parcel Assessment Fees	150,958.04
200 · Project Review Fees	
201 · Application Fees	255.00
210 · Structure Imp. & Proc. Fees	2,377.50
215 · Well/Septic Imp. & Proc. Fees	555.00
220 · Road/Driveway Imp. & Proc. Fees	225.00
250 · Mileage Impact Fees	305.00
Total 200 · Project Review Fees	3,717.50
400 · Other Gen Fund Income	
440 · Miscellaneous Income	2,350.00
450 · Donation Income	1,455.68
490 · Returned Check Charges	5.00
Total 400 · Other Gen Fund Income	3,810.68
Total Income	158,486.22
Gross Profit	158,486.22
Expense	
1000 · Snow Removal	
1010 · Contracted Snow Removal	349.00
1011 · Equipment Rental	450.00
1015 · Payroll Costs	
1016 · Wages Paid Snow	
1016a · Wages Paid Plowing	1,155.00
1016b · Wages Paid Sanding	357.50
Total 1016 · Wages Paid Snow	1,512.50
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
1019a · Employ. Practice Liability Ins.	1,085.00
Total 1015 · Payroll Costs	3,359.68
1020 · Equipment Costs	
1021 · Truck Registration & Insurance	740.00
1025 · Fuel	110.08
1026 · Wages Truck Maintenance	390.00
Total 1020 · Equipment Costs	1,240.08
Total 1000 · Snow Removal	5,398.76
1030 · Road Maintenance	
1031 · Weed Control	2,192.00
1035-A · Grading & Gravel NG	
1035b · Arles Drive	426.66

8:00 PM
09/27/15
Accrual Basis

Glastonbury Landowners Association

Profit & Loss

January through August 2015

	Jan - Aug 15
1035c · Capricorn Drive	799.70
1035d · Caspari Way East	1,130.00
1035f · Gemini Road	1,239.41
1035i · Orion Way	140.00
1035j · Pisces Way	140.00
1035k · Sirius Drive	531.67
1035l · Taurus Road	376.68
1035m · Venus Way	1,099.40
1035o · Helios Way	295.00
1035-A · Grading & Gravel NG - Other	425.00
Total 1035-A · Grading & Gravel NG	6,603.50
1036 · Grading & Gravel SG	
1036b · Arcturus Drive	2,372.50
1036e · Leo Lane	250.00
1036g · Hercules Road	3,611.58
1036h · Polaris Way	1,145.58
1036k · Scorpio Way	333.34
1036z · Other	100.00
1036 · Grading & Gravel SG - Other	250.00
Total 1036 · Grading & Gravel SG	8,063.00
1045 · Signs, Posts, Etc	154.08
1046 · Insurance - Roads/Common Land	5,472.16
1030 · Road Maintenance - Other	-2,350.00
Total 1030 · Road Maintenance	20,134.74
1200 · Parkland/Recreation Center	
1210 · Utilities for Rec Center	267.98
1230 · Lawn Mowing/Gas	127.58
1240 · Mower Maintenance	44.04
Total 1200 · Parkland/Recreation Center	439.60
1300 · Litigation	
1310 · Legal Costs	
1310a · Litigation Incurred	192.50
Total 1310 · Legal Costs	192.50
1312 · Document Production-Wages Paid	848.00
Total 1300 · Litigation	1,040.50
2000 · Overhead/Admin Costs	
2010 · Administrative Expense	
2010b · Administrative Costs-Wages ...	7,605.00
2010c · Mileage Reimbursement	91.23
Total 2010 · Administrative Expense	7,696.23
2011 · Project Review Wages	416.00
2012 · Miscellaneous Fees	127.54
2017 · Legal Fees-General Advice	770.00
2018 · Licenses & Annual Reporting	15.00
2019 · Lien Filing Costs	5.00
2022 · Payroll Costs Office	2.00
2023 · Payroll Taxes All	1,074.53
2050 · Office Supplies	
2050a · Admin Office Supplies	1,077.81
2050 · Office Supplies - Other	108.39
Total 2050 · Office Supplies	1,186.20
2052 · Postage & Shipping	1,129.39
2055 · Printing & Copies	343.34
2060 · Rent - Facilities	840.00
2062 · Rent - PO Box & Safe Dep Box	107.50
2066 · Software Costs	
2066a · Drop Box	39.98
2066b · Quickbooks	4.00

8:00 PM

09/27/15

Accrual Basis

Glastonbury Landowners Association
Profit & Loss
January through August 2015

	Jan - Aug 15
2066 - Software Costs - Other	158.91
Total 2066 - Software Costs	202.87
2080 - Telephone & Messaging	119.60
2095 - Internet	95.25
Total 2000 - Overhead/Admin Costs	14,130.45
Total Expense	41,144.05
Net Ordinary Income	117,342.17
Other Income/Expense	
Other Income	
5000 - Interest Income - Bank	110.81
Total Other Income	110.81
Other Expense	
6000 - Interest Expense	1,700.71
Total Other Expense	1,700.71
Net Other Income	-1,589.90
Net Income	115,752.27

Glastonbury Landowners Association
Profit Loss Budget Performance Cash BOD
January through August 2015

	Jan - Aug 15	Budget	% of Budget	Annual Budget
Ordinary Income/Expense				
Income				
100 · Parcel Assessment Fees				
110 · Land Assessments				
110.12 · Land Assessments 2012	5,187.48			
110.13 · Land Assessments 2013	995.23			
110.14 · Land Assessments 2014	2,384.70			
110.15 · Land Assessments 2015	59,532.88	72,160.00	82.5%	72,160.00
Total 110 · Land Assessments	68,100.29	72,160.00	94.37%	72,160.00
120 · Dwelling Assessments				
120.12 · Dwelling Assessments 2012	1,040.13			
120.13 · Dwelling Assessments 2013	232.28			
120.14 · Dwelling Assessments 2014	1,826.75			
120.15 · Dwelling Assessments 2015	39,424.00	49,170.00	80.18%	49,170.00
Total 120 · Dwelling Assessments	42,523.16	49,170.00	88.48%	49,170.00
160 · Golden Age Village Income	5,147.46	10,295.00	50.0%	10,295.00
170 · Finance Ch Income- Past Due Ass	3,558.60			
171 · 6% Penalty Income	2.27			
176 · Subdivision Waiver Asmnts	1,151.56			
180 · 2009 Chip Seal Assessment	108.50			
191 · Bad Debt	-4,169.94			
Total 100 · Parcel Assessment Fees	116,421.92	131,625.00	88.45%	131,625.00
200 · Project Review Fees				
201 · Application Fees	255.00			
210 · Structure Imp. & Proc.Fees	2,377.50			
215 · Well/Septic Imp. & Proc. Fees	555.00			
220 · Road/Driveway Imp. & Proc. Fees	225.00			
250 · Mileage Impact Fees	305.00			
Total 200 · Project Review Fees	3,717.50			
400 · Other Gen Fund Income				
401 · Lien Fees Paid	148.25			
440 · Miscellaneous Income	2,350.00			
460 · Donation Income	379.80			
490 · Returned Check Charges	5.00			
Total 400 · Other Gen Fund Income	2,883.05			
Total Income	123,022.47	131,625.00	93.46%	131,625.00
Gross Profit	123,022.47	131,625.00	93.46%	131,625.00
Expense				

Glastonbury Landowners Association
Profit Loss Budget Performance Cash BOD
January through August 2015

	Jan - Aug 15	Budget	% of Budget	Annual Budget
1000 - Snow Removal				
1010 - Contracted Snow Removal	349.00	2,000.00	17.45%	2,000.00
1011 - Equipment Rental	770.00	2,600.00	29.62%	2,600.00
1012 - Snow Fences	0.00	200.00	0.0%	200.00
1013 - Sand	0.00	600.00	0.0%	600.00
1015 - Payroll Costs				
1016 - Wages Paid Snow				
1016a - Wages Paid Plowing	1,155.00			
1016b - Wages Paid Sanding	357.50			
1016 - Wages Paid Snow - Other	0.00	8,500.00	0.0%	8,500.00
Total 1016 - Wages Paid Snow	1,512.50	8,500.00	17.79%	8,500.00
1016c - Wages Paid Sand Loading	40.00			
1016d - Wages Paid Snow Fence	210.00	1,000.00	21.0%	1,000.00
1018a - Payroll Software	8.00			
1019 - Workers' Compensation Insurance	914.75			
1019a - Employ.Practice Liability Ins.	1,085.00			
Total 1015 - Payroll Costs	3,770.25	9,500.00	39.69%	9,500.00
1020 - Equipment Costs				
1021 - Truck Registration & Insurance	740.00	698.00	106.02%	698.00
1024 - Truck Maintenance	0.00	3,500.00	0.0%	3,500.00
1025 - Fuel	429.93	2,500.00	17.2%	2,500.00
1026 - Wages Truck Maintenance	390.00	1,000.00	39.0%	1,000.00
Total 1020 - Equipment Costs	1,559.93	7,698.00	20.26%	7,698.00
Total 1000 - Snow Removal	6,449.18	22,598.00	28.54%	22,598.00
1030 - Road Maintenance				
1031 - Weed Control	2,192.00	2,500.00	87.88%	2,500.00
1032 - Roadside Mowing	0.00	1,300.00	0.0%	1,300.00
1035-A - Grading & Gravel NG				
1035b - Arles Drive	426.66			
1035c - Capricorn Drive	799.70			
1035d - Caspari Way East	1,130.00			
1035f - Gemini Road	1,239.41			
1035i - Orion Way	140.00			
1035j - Pisces Way	140.00			
1035k - Sirlus Drive	531.67			
1035l - Taurus Road	376.66			
1035m - Venus Way	1,099.40			
1035o - Hellos Way	295.00			
1035-A - Grading & Gravel NG - Other	425.00	12,250.00	3.47%	12,250.00
Total 1035-A - Grading & Gravel NG	6,603.50	12,250.00	53.91%	12,250.00

Glastonbury Landowners Association
Profit Loss Budget Performance Cash BOD
January through August 2015

	Jan - Aug 15	Budget	% of Budget	Annual Budget
1035-B · Paved Road Costs NG	0.00	4,000.00	0.0%	4,000.00
1036 · Grading & Gravel SG				
1036b · Arcturus Drive	2,372.50			
1036e · Leo Lane	250.00			
1036g · Hercules Road	3,611.58			
1036h · Polaris Way	1,145.58			
1036k · Scorpio Way	333.34			
1036z · Other	100.00			
1036 · Grading & Gravel SG - Other	250.00	16,250.00	1.54%	16,250.00
Total 1036 · Grading & Gravel SG	8,063.00	16,250.00	49.62%	16,250.00
1045 · Signs, Posts, Etc	154.08	900.00	17.12%	900.00
1046 · Insurance - Roads/Common Land	5,472.16	5,498.00	99.53%	5,498.00
1030 · Road Maintenance - Other	-2,350.00			
Total 1030 · Road Maintenance	20,134.74	42,698.00	47.16%	42,698.00
1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center	292.01	400.00	73.0%	400.00
1220 · Sprinkler Maintenance	339.00	150.00	226.0%	150.00
1230 · Lawn Mowing/Gas	127.58	150.00	85.05%	150.00
1240 · Mower Maintenance	44.04	250.00	17.62%	250.00
Total 1200 · Parkland/Recreation Center	802.63	950.00	84.49%	950.00
1300 · Litigation				
1310 · Legal Costs				
1310a · Litigation Incurred	192.50	1,400.00	13.75%	1,400.00
1310b · Litigation Initiated	0.00	3,000.00	0.0%	3,000.00
Total 1310 · Legal Costs	192.50	4,400.00	4.38%	4,400.00
1312 · Document Production-Wages Paid	848.00	1,700.00	49.88%	1,700.00
Total 1300 · Litigation	1,040.50	6,100.00	17.06%	6,100.00
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	0.00	300.00	0.0%	300.00
2010 · Administrative Expense				
2010b · Administrative Costs-Wages Paid	7,605.00			
2010c · Mileage Reimbursement	91.23			
2010 · Administrative Expense - Other	0.00	12,275.00	0.0%	12,275.00
Total 2010 · Administrative Expense	7,696.23	12,275.00	62.7%	12,275.00
2011 · Project Review Wages	416.00			
2012 · Miscellaneous Fees	127.54			
2016 · Insurance - Board Liability	0.00	2,700.00	0.0%	2,700.00
2017 · Legal Fees-General Advice	1,490.00	5,000.00	29.8%	5,000.00

Glastonbury Landowners Association
Profit Loss Budget Performance Cash BOD
January through August 2015

	<u>Jan - Aug 15</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
2018 · Licenses & Annual Reporting	15.00	100.00	15.0%	100.00
2019 · Lien Filing Costs	5.00	300.00	1.67%	300.00
2020 · Management Expense	0.00	12,275.00	0.0%	12,275.00
2022 · Payroll Costs Office	2.00			
2023 · Payroll Taxes All	1,074.53			
2050 · Office Supplies				
2050a · Admin Office Supplies	1,077.81			
2050 · Office Supplies - Other	108.39	800.00	13.55%	800.00
Total 2050 · Office Supplies	1,186.20	800.00	148.28%	800.00
2062 · Postage & Shipping	1,129.39	2,000.00	56.47%	2,000.00
2055 · Printing & Copies	343.34	1,500.00	22.89%	1,500.00
2060 · Rent - Facilities	890.00	1,275.00	69.8%	1,275.00
2062 · Rent - PO Box & Safe Dep Box	107.50	160.00	67.19%	160.00
2066 · Software Costs				
2066a · Drop Box	39.96			
2066b · Quickbooks	4.00			
2066 · Software Costs - Other	158.91	650.00	24.45%	650.00
Total 2066 · Software Costs	202.87	650.00	31.21%	650.00
2070 · Taxes - Property	314.50	325.00	96.77%	325.00
2080 · Telephone & Messaging	119.60			
2090 · Website Costs	0.00	2,200.00	0.0%	2,200.00
2095 · Internet	95.25			
2096 · Annual Mtg Refreshments	0.00	200.00	0.0%	200.00
Total 2000 · Overhead/Admin Costs	15,214.95	42,060.00	36.17%	42,060.00
Total Expense	43,642.00	114,406.00	38.15%	114,406.00
Net Ordinary Income	79,380.47	17,219.00	461.01%	17,219.00
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank	110.81	80.00	138.51%	80.00
Total Other Income	110.81	80.00	138.51%	80.00
Other Expense				
6000 · Interest Expense	1,700.71	4,800.00	35.43%	4,800.00
Total Other Expense	1,700.71	4,800.00	35.43%	4,800.00
Net Other Income	-1,589.90	-4,720.00	33.68%	-4,720.00
Net Income	77,790.57	12,499.00	622.37%	12,499.00

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Glastonbury Landowners Association, Inc.
Board of Directors Meeting Minutes – Final
October 5, 2015
CONFIDENTIAL – DO NOT COPY

1. Call to Order

The meeting was called to order by Dan Kehoe at 7:08 p.m. at Emigrant Hall.

PRESENT: Dan Kehoe (President), Ross Brunson (Vice President), Rudy Parker (Treasurer), Alyssa Allen (Secretary), Robert Branson (aka Robert B.), Newman Brozovsky, Ed Dobrowski, Gerald Dubiel, Charlotte Mizzi, Charlene Murphy, Kevin Newby, Paul Rantalo, Robert Wallace (aka Robert W.).

Also attending: Karleen McSherry (Administrative Assistant).

Landowners: Miriam Barker, Debbie Blais, Claudette Dirkers, Leo & Dorothy Keeler, Paula Kehoe, Jerry Ladewig, Timothy Murphy, Vernon & Frances Nye, Dan & Val O'Connell, Clare Parker, Mark Seaver & Andrea Sedlak, Linda Ulrich, Chris & Ia Williams, Regina Wunsch.

Charlotte Mizzi offered an opening prayer.

2. Set Agenda

3. Visiting Landowner Input Period

Regina Wunsch commented about problems with the Treasurer's reports including the need to fix the interest rate in Quick Books that is too high. She and Rudy agreed to meet the following week to address these issues. Andrea Sedlak repeated her objection to prayer at the beginning of these meetings, suggesting a moment of silence, and Dan asked for the topic to be put on the next board meeting agenda. Mark Seaver introduced himself saying he was running for the board, was a non-resident landowner, would be able to attend phone meetings and some in-person meetings, and offered to speak with people after the meeting. Leo Keeler reiterated his objection to phone meetings saying it was difficult for landowners to participate, to get attention to speak, to hear everything being said, and to not have eye contact. Discussion included the fact that phone meetings allowed out-of-towners to attend but in giving four or five people that opportunity, it inconvenienced the twenty-plus landowners who live here who prefer attending in person; that seeing body language and having communication that is more of a two-way street were preferable; that meetings were for conducting the business of the board not necessarily to be a continuous give and take; that some landowners preferred phone meetings because in-person meetings had become too contentious; that VOIP (internet) phone service quality was just as bad as the conference services currently used and the suggestion to try Go to Meeting or Ready Talk. Jerry Ladewig thanked Karleen for her work on the e-mail program. Val O'Connell accused Dan of picking on her at every meeting, retaliating every time she opened her mouth, and not following the Conduct of Meeting Policy; that he didn't treat everyone else the way he treated her. She questioned who would oversee the CPA the association has proposed to hire, whether Dry Creek Road really couldn't be maintained by the GLA for snowplowing, and whether the Pennzsuppress-D had been applied yet. Val also stated that in their lawsuit they would be filing a petition for writ of prohibition or writ of certiorari against what she called "that ridiculous motion" because she believed the judge just wanted to get out of the case. Clare Parker suggested that Dry Creek Road could be maintained by the GLA but that there wasn't a will to do so. All that was required was consent of the county and member consent to maintain it just as consent was obtained to pave it.

Action item: *Karleen – Put the issue of prayer on next month's agenda.*

Action item: *Rudy & Regina – Meet to resolve financial report discrepancies.*

4. Officer and Committee Reports

4.1 President's Report – DK

4.1.1 November board meeting date

Glastonbury Landowners Association, Inc.
Board of Directors Meeting Minutes – Final
October 5, 2015
CONFIDENTIAL – DO NOT COPY

General consensus was reached to move the November board meeting from November 2nd to November 9th.

4.1.2 Committee Appointments

Newman had expressed interest in serving on the Road & Weed Committee.

Motion: Robert W. motioned and Ross seconded to appoint Newman to the Road & Weed Committee. **Motion carried unanimously.**

4.1.3 Conflict of Interest Policy

Moved to November meeting.

4.1.4 Record Retention Policy

Moved to November meeting.

4.1.5 Legal Situation Regarding Slander and Libel

Dan reported having spoken with attorneys regarding the negative commentary about board members that was posted on public websites. This is a private board and the directors are not public officials. With this in mind, the attorneys reviewed some landowner sites and determined that some of the material was libelous. Dan discussed the chilling effect of libel and board member hesitation to speak in meetings as well as the difficulty in getting people to run for the board. The postings also created an “us vs. them, divide and conquer” atmosphere in which everyone loses. Dan reported that landowner fears of the GLA suing groups for libel were unfounded. Libel cases take two years at minimum to settle and nobody wins. In similar situations, the GLA lawyer discovered that when the association’s attorney answered complaint letters, there was an initial surge in complaints that finally died down to a trickle after a few months and then stopped. Dan suggested that the board do a better job of communicating with landowners and make better use of newsletters in order to deal with rumors. Discussion included questions regarding how much it would cost to send all complaints to the attorney; and the number of these types of communications the association receives, which was quite a few. There was pushback from affected landowners about their summaries and communications being libel, which they did not believe was the case. The board debated the pros and cons of giving complaints to the attorney including minimizing general distrust of the board if a third party were to answer issues; giving legal answers to landowners who didn’t honor other’s viewpoints; the possibility of reducing the experience of being told at every meeting that someone’s finger was on the legal trigger, which made it hard for the board to function; freeing the board to handle its main duties of maintaining roads and enforcing covenants; the cost of several letters per month going to the attorney; the need for the board to be more transparent and the suggestion that it causes its own problems by not getting committee meeting minutes out in a timely manner; the counter that the board takes longer to release minutes because of the need to make sure they’re right and approved by the majority of directors. Other discussion included the idea that the board would have to prove harm to win a libel case; that board members have been instructed not to interact with landowners in public such as at the post office and that creates a wall between the board and members; that board members are willing to talk about building projects and neighborhood issues but hesitate to engage in discussions of contentious topics that would better be brought up in a board meeting where everyone can participate; that landowners would prefer to hear individual board member opinions, not the board’s opinion; that three minutes isn’t enough time for a landowner to thoroughly present an issue

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during the input period at board meetings and the remedy of submitting an agenda request; the idea that communications to the board be voted on by members on a case-by-case basis regarding sending them to the attorney; and the idea of getting the Ombudsmen involved in contentious issues. Ia Williams stated that she believed there was a shadow board operating in the background controlling everything, and its members were Dan, Ross and Alyssa. She questioned who was on the Legal Committee, and why Alyssa was talking to the attorney. Dan clarified that he and Ross are on the Legal Committee, and Alyssa is the paid employee to assist the committee in legal matters. Dan also stated that Alyssa was an elected officer and the perception of a shadow board sounds like it is simply the officers doing their jobs.

4.2 Secretary's Report – AA

4.2.1 Upcoming Mailings – election, newsletter, governing docs

Alyssa reported that the election mailing was going out and that the goal was to send the governing documents mailing along with the newsletter the following week.

4.2.2 Agenda item submission timeline

Alyssa asked board members to get their agenda requests in two weeks before the board meeting by sending them to Karleen, who puts together the preliminary agenda.

4.3 Treasurer's Reports – RP

4.3.1 Budget Variance, Check & Deposit – August 2015

Rudy reported that not much had changed since the previous meeting. We had spent \$22,000 on road maintenance so far this year and \$20,000 remained. Fall grading was taking place and would therefore reduce the available amount. Dan asked Rudy to prepare a rough budget for 2016 for the board to review at the next meeting and present to the membership at the annual meeting. Regina commented upon several errors in the statements and it was decided that the errors would be fixed before the board would vote to approve the Treasurer's reports. It was also noted that Denise Orr Kirk had not submitted an invoice for her work on the digitizing project and the request that she submit her hours every month.

Action item: Alyssa – Contact Denise regarding monthly invoicing.

Action item: Rudy – Send board corrected Treasurer's reports.

4.3.2 Proposed workflow among Treasurer, Bookkeeper and Accountant

Rudy and Charlene, a previous bookkeeper for the GLA, discussed these issues but were not yet ready with something to report.

4.3.3 Research results regarding Bookkeeper/Accountant hours required and costs

Rudy reported that he spoke with Julie Indreland and she would be willing to come down to \$40/hr because she didn't realize it was so much work (approximately 20 hrs/mo). She indicated she'd be willing to charge less for entry work. Her accounting, i.e., preparing tax returns, was charged at \$65/hr. The question was posed as to where the 20 hrs/week number came from and Rudy explained it was an average of the time he and previous bookkeepers had spent. Dan reiterated the need for a roadmap of what the different financial jobs were. Paula Kehoe mentioned someone in Livingston who prepared books for the schools and Shane Center that the GLA might talk with about the job. Rudy explained that payroll would have to either go through the mail or be directly deposited in the bank on Wednesdays rather than on Mondays. He also reported that W2s for 2014 were

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misfiled and rejected by the Social Security Administration, and he is working on getting these corrected.

4.4 Election Committee – CM

Charlotte reported that the election mailing would be going out Thursday this week, and volunteers were still needed to help with the mailing. On the day of the Annual Meeting volunteers will be needed for early morning set-up, making coffee and cleanup. Emigrant Hall had been reserved for November 14th but Charlotte had confirmed that it was also available the night before for set-up by the board and volunteers.

4.5 Collection Committee Report – RP

Rudy reported the need to have a Collection Committee meeting; that he was working on preparing assessment statements and separating the ones who had signed up to get them via e-mail; that he would be meeting the following week about bookkeeping services and expected to have more time after that to do other things.

Action item: Rudy – *Schedule Collections Committee meeting.*

4.6 Road and Weed / Mgmt Committee Report – RW

Robert W. reported that the Road and Weed Committee had met on September 25th and there were five landowners in attendance as well as board members. Fall grading in NG was underway aided by rain but there might be a need for a water truck in grading SG. For winter snowplowing, a number of landowners own trucks and were ready to volunteer. Robert W. also reminded the board that he would not be seeking reelection in November and someone would need to succeed him as chairperson of the committee. Discussion included the condition of Arcturus, which might need a better base and more gravel; that Dry Creek Road was crack sealed by the county but where the pavement takes off at the beginning of Arcturus is not a county road and therefore was not done; that Bailey Paving might be asked to do this section when working on NG paved roads next year or Parks Frady might be asked about how much it would cost to chip seal it next year when they do Dry Creek. It was reported that the new guardrail in NG was installed and paid for, that a straight, not curved, piece was used, it was structurally sound, and the boulders remained behind the rail for extra safety; and that crack sealing was done that week in NG. There was extensive discussion about the best products to improve the gravel roads including Pennzsuppress-D, a free sample of which had been given to the GLA, the plan to treat 100 ft. of Arcturus with the product as a trial, and the pros and cons of that product; a report of various products currently in use that was sent to the board by Mark Seaver; the question of whether any application would hold up with roads that aren't crowned and that pool with water; the need for drainage ditches on the sides of roads; the need to find someone to install a sump to eliminate puddling on Capricorn now that the association had been reimbursed for the job not done by Adkins; the suggestion to use more clay to improve the road and reduce dust, and the counter that fast driving would still cause wash boarding; and the question of what the criteria was for a road to receive more gravel.

Weeds - Gerald reported that he was supposed to meet with Ed Schilling about the weeds on Pisces but it was cancelled; Paul suggested that grading might take care of the weeds on the sides of the road. The idea of using weevils to handle the weed problem was suggested.

4.7 Project Review Committee Report – GD / KN

4.7.1 Pinardo final project approval

Kevin reported that Pedro Pinardo (Lot 32-A-2 SG) had submitted a Final

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Approval Form to receive back his construction bond of \$100 on his garage project. Kevin had gone to inspect the property, and having been inside in the past and knowing there were cooking facilities and a bathroom inside, he asked to be let in to inspect and see if the building was just a garage. Pedro had indicated he was not comfortable allowing Kevin in so Kevin walked around outside and noticed power, a satellite dish, and gas line going into the garage. Mr. Pinardo had told Kevin that he only stayed in the garage for 30 days out of the year when he rented out his house. Kevin stated that he could not approve this project approval because he believed the building was more than a garage and suggested it be assessed as a dwelling. Discussion included Dan's explanation of the definition of a dwelling as being specifically designed for occupancy by a single family (Covenants 3.1.2) and that Pedro's outbuilding did not rise to the level of being a dwelling because it was designed as a garage and housed vehicles including an RV; Clare Parker's assertion that you don't park an RV in your house and the governing documents allow for a resident to live in an RV for up to 90 days; the idea that board members are not the police and can't get a warrant to search the inside; that when you do a project review, you don't need to show a floor plan, only a footprint and height; the question of whether this situation is different than having a guesthouse which has two sets of people living on the property simultaneously and using the roads, since Pedro seems to be using his garage as a guesthouse. Several landowners expressed suspicion about the situation. It was also reported that Mr. Pinardo had removed a stove from the garage that very morning with the aid of a board member; and the landowner's fear that once the dust settled Pedro would be able to move the stove back in. **Motion:** Kevin motioned and Rudy seconded to refund Pedro Pinardo's \$100 construction bond. Discussion included Charlene's suggestion that his money be returned along with a letter expressing the suspicion that he had been using this building as a guesthouse. **Motion carried.** (9 in favor; 3 abstentions – Kevin, Ross & Charlene).

4.8 Communications Committee Report – Robert B.

Robert reported that he had missed the Communication Committee meeting and would reschedule it the following Thursday, October 15th at 7:00 p.m.

4.9 Technology Committee Report – Ross

4.9.1 Implementation of e-mail Program

Ross reported that about 17% of landowners had sent in e-mail consent forms and a little less than half of them had completed the authentication and confirmation process at that point. Almost a quarter of the forms were missing key elements such as initials for assessments, the authorization code and/or checked boxes indicating their preferences.

Action item: Karleen – Get back to those who have not yet completed the process to let them know they are not yet on the list.

4.9.2 Implementation of Ticketing System

Ross reported that the ticketing system was up and running; that we had worked on a service level agreement of high to low priority, assigning a timeframe that each priority level would receive a response in; that in the first weeks, response times were relatively quick with an average resolution time of one day and six hours; and that some tickets contained e-mails with multi-part questions that would take longer to answer. It was noted that although every e-mail went to the board, attachments, phone messages and faxes were no longer directly accessible to the directors. Karleen was therefore the router or dispatcher, sending those items to

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individual committees or the entire board as necessary. At this time the ticketing system was free but might require more agents to be added at a cost.

4.10 Community Property Committee Report – CM

Charlotte reported that the Committee had met on September 17th; Robert W. had not been able to attend; that Paul had assessed the damage to the building at the soccer fields and all seven door frames had been kicked in and split, and would cost about \$1,500 to fix. The building was storing soccer equipment. Discussion included the idea of putting up a security camera; getting volunteers to help paint; the need for community input to create a plan for developing the area; and questions regarding whether non-Glastonbury landowners might use the land. The original agreement with the Church regarding use of this donated property seemed to include Glastonbury and the Emigrant area.

Action item: *Charlotte – investigate the intent and meaning of non-Glastonbury neighbor's use of the property.*

5. UNFINISHED BUSINESS

6. NEW BUSINESS

7. Adjournment

Dan adjourned the meeting at 10:04 p.m.

8. Next Board Meeting: November 9, 2015 via phone conference.

From: Admin Assistant
Sent: Wednesday, November 25, 2015 10:37 AM
Subject: Oct 5 mtgmins

Attached are two files. One is a draft of the October 5 meeting minutes that includes the 10 corrections from Kevin along with quotes from the recording regarding those corrections. The other is a file with the meeting minutes amended.

On Wed, Nov 25, 2015 at 1:18 PM, **Charlotte Haley Mizzi** wrote:
I make a motion to approve the minutes as amended by Karleen. Charlotte

On Wed, Nov 25, 2015 at 4:02 PM, **K Newby** wrote:
I will second those minutes. Kevin Newby

From: **Charlene Murphy**
Sent: Wednesday, November 25, 2015 7:12 PM
Subject: Re: Oct 5 mtgmins
For the Record, I, Charlene, approve the Oct 5th meeting minutes as edited.

On Wed, Nov 25, 2015 at 9:03 PM, **K Newby** wrote:
I approve. Kevin

On Nov 25, 2015, at 22:05, **Charlotte Haley Mizzi** wrote:
I approve the minutes of October 5th.

From: **rossbrunson**
Date: Thu, 26 Nov 2015 04:06:11 -0700
Subject: Re: Oct 5 mtgmins
Approved.

On Thu, Nov 26, 2015 at 8:09 AM, **Paul Rantalo** wrote:
I approve..Paul

From: **gerald dubiel**
Date: Thu, Nov 26, 2015 at 8:35 AM
Subject: Oct 5 mtgmins
I approve.

On Fri, Nov 27, 2015 at 10:54 AM, **Ed Dobrowski** wrote:
I approve,
Ed

On 11/27/2015 10:42 PM, **Rudy Parker** (GLA Treasurer) wrote:
I approve. ~Rudy

On Mon, Nov 30, 2015 at 10:43 AM, **Dan Kehoe** wrote:
I approve.
Dan

Newman Brozovsky
Date: Tue, Dec 1, 2015 at 7:35 AM
Subject: Re: Oct 5 mtgmins
I approve. Sorry about being so late. Newman

2015-10-05_BDGNAUX.pdf

GLA 03593

Glastonbury Landowners Association, Inc.
Board of Directors - Meeting Agenda
October 5, 2015 – 7:00 pm

- 1. Call to Order and Opening Prayer (7:00 p.m.)**
- 2. Set Agenda**
- 3. Visiting Landowner Input Period – (Limited to 3 minutes per owner)**
- 4. Officer and Committee Reports**
 - 4.1 President's Report – DK
 - 4.1.1 November board meeting date
 - 4.1.2 Committee Appointments
 - 4.1.3 Conflict of Interest Policy
 - 4.1.4 Record Retention Policy
 - 4.1.5 Legal Situation Regarding Slander and Libel
 - 4.2 Secretary's Report – AA
 - 4.2.1 Upcoming Mailings – election, newsletter, governing docs
 - 4.2.2 Agenda item submission timeline
 - 4.3 Treasurer's Reports – RP
 - 4.3.1 Budget Variance, Check & Deposit – September 2015
 - 4.3.2 Proposed workflow among Treasurer, Bookkeeper and Accountant
 - 4.3.3 Research results regarding Bookkeeper/Accountant hours required and costs
 - 4.4 Election Committee – CM
 - 4.5 Collection Committee Report – RP
 - 4.6 Road and Weed / Mgmt Committee Report – RW
 - 4.7 Project Review Committee Report – GD / KN
 - 4.7.1 Pinardo final project approval
 - 4.8 Communications Committee Report – Robert B.
 - 4.9 Technology Committee Report – Ross
 - 4.9.1 Implementation of e-mail Program
 - 4.9.2 Implementation of Ticketing System
 - 4.10 Community Property Committee Report – CM
- 5. UNFINISHED BUSINESS**
- 6. NEW BUSINESS**
- 7. Adjournment (10:00 p.m.)**

2015-11-09_BDGN.pdf

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1. Call to Order

The meeting was called to order by Dan Kehoe at 7:07 p.m. via phone conference.

PRESENT: Dan Kehoe (President), Ross Brunson (Vice President), Rudy Parker (Treasurer), Alyssa Allen (Secretary), Robert Branson (aka Robert B., arrived at 7:27), Newman Brozovsky, Ed Dobrowski, Gerald Dubiel, Charlotte Mizzi, Charlene Murphy, Kevin Newby, Paul Rantalo.

ABSENT: Robert Wallace (aka Robert W.)

Also attending: Karleen McSherry (Administrative Assistant).

Landowners: Miriam Barker; Debbie Blais, Gregory Bodwell, Debbie & Ken DeGraaf, Claudette Dirkers, Sandra Irby, Leo & Dorothy Keeler, Jim Kozlik, Donna Lash-Andersen, Sheila Laverty, Chuck & Sally Muto, Val O'Connell, Mark Seaver, Ia Williams, Regina Wunsch.

Opening Prayer.

2. Set Agenda

3. Approve Meeting Minutes

Alyssa reported that the October 5, 2015 meeting minutes had received board input and were not yet ready to vote on. When edited they would be sent for an e-mail vote.

4. Visiting Landowner Input Period

4.1 Landowner Forum setup by Jim Kozlik

Jim Kozlik informed everyone that he had set up a GLA member forum at GLAmemberforum@freeforums.net; and that it was separate from the GLA website. He explained his vision of it being a place for landowner discussions, for board committees to communicate with landowners, and for the board to take a pulse regarding what concerns landowners. Members needed to register with a user name and password for their messages to be recorded. Leo Keeler noted it would be an asset for landowners to discuss proposed changes to the governing documents. Mark Seaver suggested that the member forum be part of the GLA website so it would be easier for members to find and use.

Kevin reminded everyone that the speed limit on GLA gravel roads is 25 mph. Claudette Dirkers referenced a letter she had sent the board before the meeting about desiring to return to St. John's Church for monthly meetings. Charlene clarified that although St. John's didn't kick the GLA out, the board couldn't guarantee to St. John's that what they required in terms of decorum would be met and maintained given the current climate of division and dissent. Dan reiterated that if we could all arrive at the level of courteous behavior the church required, we'd love to return to St. John's. Kevin suggested that if the GLA were to fix up and add on to the soccer field building it could be used for meetings. Val O'Connell reported that Pennzsuppress-D was applied on Friday before it snowed on Tuesday. It was applied from the beginning of Arcturus to the speed limit sign.

5. Officer and Committee Reports

5.1 President's Report – DK

5.1.1 Opening Prayer

Dan opened the discussion about prayer in these meeting. It was noted that Park Electric opened its meetings with the Pledge of Allegiance, a prayer and the state song; that Congress and corporate meetings opened with a prayer; and that since prayer was reintroduced during these meetings people seemed to be behaving

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better. Others believed a moment of silence at the beginning would be more inclusive and would make people feel more comfortable in attending meetings. An analogy was made with the National Anthem at sporting events during which some people don't put their hands over their heart. Likewise, it was suggested that people who don't prefer verbal prayer don't have to participate in it. Sympathy was expressed for atheists in the community who might be offended by an opening prayer. The board voted to retain the opening prayer (6 for prayer and 5 for a moment of silence). Dan suggested the topic be revisited by the new board.

Action Item: Karleen – put opening prayer on the next agenda for the new board to vote on.

5.1.2 Conflict of Interest Policy

The board discussed the Conflict of Interest Policy including the fact that having a financial interest doesn't necessarily represent a conflict because all landowners have a financial interest in the GLA; that if anybody meets the criteria for 2A, B or C, then they are deemed to have a conflict but if it's not spelled out in the policy the board can determine if a conflict exists or not. **Motion:** Kevin motioned and Charlotte seconded that the board accept the Conflict of Interest Policy as presented. **Motion carried unanimously.**

5.1.3 Record Retention Policy

Dan asked the board if they had any questions about the policy that had been sent out with attorney comments quite a while ago. Questions on a number of issues were raised and answered such as whether there was a need to permanently hold onto all of the things listed as such and the response that it was being done according to federal or state law and that they could be kept electronically; about the absence of audio recordings from the list and the assurance that the attorneys had advised not to put that on the list but to just discard audios after the minutes had been approved; about the length of time to retain signed board Conflict of Interest statements, either every year or for the length of board service. **Motion:** Kevin motioned and Ross seconded to remove from the policy any mention of "annual" and replace with "sign statement when a director comes onto the board." **Motion carried unanimously.** Further questions and discussion involved retention of newsletters, which need to be kept when serving as official notice. Therefore easier to keep all and preserve the history; can keep electronically. **Motion:** Ross motioned and Charlotte seconded to adopt the record retention policy with the addition of audio recordings of meetings, if made, be retained until the meeting minutes are approved. **Motion carried unanimously.**

5.1.4 Transition Time / Assuming Duties Between Outgoing and Incoming Board

Dan reminded that the membership meeting would be this Saturday November 14th and the first board meeting with new members would be December 7th. The association's attorneys had confirmed that outgoing board members were still in office until replaced at the December 7 meeting when the board would vote for officers and would receive committee assignments. Charlene questioned whether if in the interim she could have a Road Committee meeting to discuss the issue of getting a new snowplow and she was advised that she could do so. It was also suggested that she invite new board members who might be interested in the Road Committee to attend.

5.2 Secretary's Report – AA

5.2.1 September 28, 2015 Meeting Minute Written Vote Results

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Alyssa reported that Kevin motioned and Robert B. seconded to approve the September 28, 2015 meeting minutes by e-mail vote. Eleven board members were in favor and one did not vote.

5.2.2 Mailings – Need to separate Official and Non-Official types of communications

Alyssa reported that the governing documents mailing that included a newsletter involved two different types of association communication – official and unofficial. She suggested that in the future attention be paid to keeping the different types separate and to make the physical match the electronic mailing. It would be complex for volunteers who collate and stuff the mailing to pull out some items from some envelopes. Discussion involved the idea that doing two separate mailings doesn't save money and that the administrative costs relative to sending to separate e-mail lists also costs.

5.2.3 Secretary Position – Resignation & New Appointment

Alyssa announced that she was resigning from the secretary position as previously written in a resignation letter to the board. She reminded people that she had been asked to stay on and had agreed to do so in order to train a new administrative assistant and to complete projects. Those things had been accomplished and she felt it was time to move on. She also stated that she would be happy to pass torches and train whomever the board chose to succeed her. Various board members thanked Alyssa for all she had done and for being willing to help in the future if needed. Dan asked for a volunteer to take the position until the Dec. 7th meeting when officers would be elected. Charlene came forward as well as Dorothy Keeler, who was neither a board member nor running for the board, and who had previously e-mailed the board about her interest and qualifications. The concern that the board would pay someone to be the secretary was clarified that this was not being considered. The board voted to fill the secretary position until the Dec. 7th meeting with 9 for Charlene, 1 for Dorothy and 1 abstention. Dan asked Dorothy to keep her hat in the ring for the Dec. 7th vote.

5.3 Treasurer's Reports – RP

5.3.1 Revised Budget Variance, Profit & Loss Reports – September 2015

Rudy reported that he had corrected the two September reports at issue. **Motion:** Rudy motioned and Charlene seconded to accept the corrected September reports for inclusion in the Oct 5 meeting minutes. **Motion carried.** (8 in favor and 2 abstentions – Robert B. & Kevin.)

5.3.2 Budget Variance, Check & Deposit – October 2015

Rudy reported that the association had been keeping within the limits of the budget and would likely have money at the end of the year if there were no big snowstorms. A question was raised about whether the \$2,500 that had been deducted from Adkin's bill had been credited to NG and Regina e-mailed in saying they had been credited to North. Discussion included issues regarding how to note in the reports money moved from savings into the general fund to pay for gravel and grading, and donation income being applied to roads. Because of various problems found by Regina Wunsch, it was decided to hold off on voting on the treasurer's report until it had been corrected.

Action Item: Rudy – correct various reports and resend to the board.

5.3.3 Proposed 2016 Budget

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Rudy had previously sent the board the proposed draft budget for 2016 to be presented at the annual meeting. **Motion:** Rudy motioned and Charlotte seconded to accept the corrected and amended draft budget. **Motion carried.** (7 in favor, 1 opposed – Kevin, and 2 abstentions – Ed & Newman. Ross was no longer on the call.)

5.3.4 Bookkeeper/Accountant Update

Rudy reported that the Budget Committee had met and the consensus had been to hire Julie Indreland as the bookkeeper/accountant. Since Rudy was not in favor of this option he asked Regina Wunsch to speak to the board about hiring Julie. Regina presented the benefits: the \$45/hr fee which was very reasonable for the level of skill and professionalism that would be received; consistent bookkeeping regardless of rotation in the Treasurer position; and the fact that she herself would not have to spend countless hours training a new Treasurer in doing the books every time the person in the role changed. Discussion included the agreement that Julie would charge a lower price when running payroll; that she had a way of quickly fixing the outstanding accounts, especially the one's that were inherited; and that having a professional do the books would free up the Treasurer to focus on collections, the refutation of that idea because in order to keep costs down, division of labor still left a lot of day-to-day tasks to be done by the Treasurer, such as handling incoming deposits, copying and sending bills and other things to the bookkeeper, invoicing, etc. Hiring Julie would not involve signing a contract for any length of time and the arrangement could be terminated at any time. Her fees had been incorporated into the new budget for next year. **Motion:** Robert B. motioned and Charlene seconded to hire Julie Indreland. **Motion carried.** (8 in favor, 2 opposed – Rudy and Ed.)

(Due to time constraints, some of the following items were tabled as noted.)

5.3.5 Rounding off of annual fees – Tabled

5.3.6 Updating our records for properly assessing member accounts – Tabled

5.3.7 SG 32-A-2 Complaint re: garage used as dwelling unit – Tabled

5.4 Collection Committee Report – RP – Tabled

5.5 Election Committee – CM

5.5.1 Planning for reports and handouts to be given at Annual meeting

Dan reminded the board of the reports to be given at the annual meeting: president's report, treasurer's report, road and weed report, project review report and community property report. Regina Wunsch agreed to help Rudy create the treasurer's reports and Rudy suggested he give Regina the current Quickbooks via Dropbox. Charlene reported that Robert W. would not be attending the meeting but would give Charlene the report to read. Charlotte asked for help in setting up Emigrant Hall on Friday evening at 7:00 p.m.

5.5.2 Timeline for submitting documents needing to be printed prior to meeting

Dan asked that any reports to be handed out in the packets at the annual meeting be sent to Karleen as an electronic file, which is easier to attach to the minutes, by 5:00 on Wednesday Nov. 11.

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5.6 Road and Weed / Mgmt Committee Report – RW – Tabled

5.7 Project Review Committee Report – GD / KN

5.7.1 SG 42-C Barker Playhouse project review

Gerald reported that the Barkers wanted to bring a playhouse onto their property. He had visited the site and found that it was near a seasonal creek but had met the 20' setback. **Motion:** Gerald motioned and Kevin seconded to approve the Barker's playhouse with the conditions that all necessary permits be obtained and the ground is reseeded in the spring. Discussion involved the issue of using the structure to sleep in and the idea that it doesn't conform to the definition of a single-family dwelling. **Motion carried unanimously.**

5.7.2 NG 37-E Dillard Addition and Deck project review

Gerald reported that Tim Dillard wanted to put an addition on the master bedroom along with a wrap around deck. He had visited the site and the setbacks were met. **Motion:** Gerald motioned and Kevin seconded to approve Dillard's proposed addition and wrap around deck with the conditions that all necessary permits be obtained and the ground is reseeded in the spring. **Motion carried unanimously.**

5.7.3 Policy re: collecting assessments at the time of a project review – Tabled

5.7.4 Clarification of criteria for a guesthouse – CRM – Tabled

5.8 Communications Committee Report – Robert B. – Tabled

5.9 Technology Committee Report – Ross – Tabled

5.10 Community Property Committee Report – CM

Charlotte reported that the Committee was still waiting for a legal opinion regarding the section of the agreement between Church Universal and Triumphant and the GLA about who can use the land.

Action item: *Dan – follow-up with attorney regarding land use.*

5. UNFINISHED BUSINESS

6. NEW BUSINESS

7. Adjournment

Dan adjourned the meeting at 10:48 p.m.

9. Next Board Meeting: December 7, 2015 at Emigrant Hall.

2015-11-09_BDGNAUX.pdf

Glastonbury Landowners Association, Inc.
Board of Directors - Meeting Agenda
November 9, 2015 – 7:00 pm
(to be held by conference call)

- 1. Call to Order and Opening Prayer (7:00 p.m.)**
- 2. Set Agenda**
- 3. Approve Meeting Minutes – October 5, 2015**
- 4. Visiting Landowner Input Period – (Limited to 3 minutes per owner)**
 - 4.1 Landowner Forum setup by Jim Kozlik
- 5. Officer and Committee Reports**
 - 5.1 President's Report – DK
 - 5.1.1 Opening Prayer
 - 5.1.2 Conflict of Interest Policy
 - 5.1.3 Record Retention Policy
 - 5.1.4 Transition Time / Assuming Duties Between Outgoing and Incoming Board
 - 5.2 Secretary's Report – AA
 - 5.2.1 September 28, 2015 Meeting Minute Written Vote Results
 - 5.2.2 Mailings – Need to separate Official and Non-Official types of communications
 - 5.2.3 Secretary Position – Resignation & New Appointment
 - 5.3 Treasurer's Reports – RP
 - 5.3.1 Revised Budget Variance, Profit & Loss Reports – September 2015
 - 5.3.2 Budget Variance, Check & Deposit – October 2015
 - 5.3.3 Proposed 2016 Budget
 - 5.3.4 Bookkeeper/Accountant Update
 - 5.3.5 Rounding off of annual fees
 - 5.3.6 Updating our records for properly assessing member accounts
 - 5.3.7 SG 32-A-2 Complaint re: garage used as dwelling unit
 - 5.4 Collection Committee Report – RP
 - 5.5 Election Committee – CM
 - 5.5.1 Planning for reports and handouts to be given at Annual meeting
 - 5.5.2 Timeline for submitting documents needing to be printed prior to meeting
 - 5.6 Road and Weed / Mgmt Committee Report – RW
 - 5.7 Project Review Committee Report – GD / KN
 - 5.7.1 SG 42-C Barker Playhouse project review
 - 5.7.2 NG 37-E Dillard Addition and Deck project review
 - 5.7.3 Policy re: collecting assessments at the time of a project review
 - 5.7.4 Clarification of criteria for a guesthouse – CM
 - 5.8 Communications Committee Report – Robert B.
 - 5.9 Technology Committee Report – Ross
 - 5.10 Community Property Committee Report – CM
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
- 8. Adjournment (10:00 p.m.)**

2015-12-07_BDGN.pdf

Glastonbury Landowners Association, Inc.
Board of Directors Meeting Minutes – Final
December 7, 2015
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1. Call to Order

The meeting was called to order by Dan Kehoe at 7:04 p.m. at Emigrant Hall.

PRESENT: Dan Kehoe (President), Ross Brunson (Vice President), Rudy Parker (Treasurer), Charlene Murphy (Secretary), Newman Brozovsky, Ed Dobrowski, Gerald Dubiel, Charlotte Mizzi, Kevin Newby, Paul Ranttalo via phone during 5.1.2, Dennis Riley, Mark Seaver via phone.

Also attending: Karleen McSherry (Administrative Assistant).

Landowners: Alyssa Allen, Svend & Donna Andersen, Miriam Barker, Tim Brockett, Robert Buchanan, Claudette Dirkers, Richard Johnson, Leo & Dorothy Keeler, Paula Kehoe, Pat Knock, Jeff & Jerry Ladewig, Michael & Sheila Lavery, George & Karen Makris, Richard Mead, Tim Murphy, Chuck & Sally Muto, Clare Parker, Wendy Riley, Chris & Ia Williams, Regina Wunsch.

Guest: Danilie Howe

Charlotte Mizzi offered an opening prayer.

2. Set Agenda

Added 5.3.6 to discuss who would handle financial duties while Rudy was away.

3. Visiting Landowner Input Period

Issues discussed were the opening prayer; why only the board votes on issues that come before it; the request for a schedule of meetings to discuss the governing docs; a document request regarding payment plans that had not yet been answered; issues of accurately reporting financial information; the need to report assessments in the same month they come in; and the date that assessment invoices would be mailed out.

4. Approve Meeting Minutes – November 9, November 14, 2015

Charlotte asked that the November 9th meeting minutes be corrected to reflect that under the Community Property Committee the action item of talking with the attorney was to be done by Dan not Charlotte. **Motion:** Kevin motioned and Ross seconded to approve the November 9th meeting minutes with the above correction. **Motion carried.** (10 in favor and 1 abstention – Newman.) **Motion:** Kevin motioned and Ross seconded to approve the November 14th annual meeting minutes. **Motion carried unanimously.**

5. Officer and Committee Reports

5.1 President's Report – DK

5.1.1 Board orientation, Conflict of Interest Statement; Confidentiality Agreement

Dan asked all board members to fill in and sign their conflict of interest form and turn it in to Karleen. Dennis was asked to sign a confidentiality form.

5.1.2 Election of Officers

President: Charlotte 7, Dennis 5 (on the third vote).

Vice President: Dennis (unopposed).

Secretary: Charlene 9, Dorothy Keeler 3.

Treasurer: Rudy (unopposed).

Dan passed the chairing of the meeting over to Charlotte.

5.1.3 Re-establish committees and chairs

Committees of Directors:

Communications & Technology Committee: **Motion:** Ross motioned & Dennis seconded to combine the Communications & Technology Committees, and call it the Communications and Technology Committee. **Motion carried unanimously.**

Motion: Rudy motioned and Ross seconded to appoint Ross and Dennis as co-

Glastonbury Landowners Association, Inc.
Board of Directors Meeting Minutes – Final
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chairs with Mark, Charlene, Dan & Charlotte as members. **Motion carried unanimously.**

Legal Committee: **Motion:** Ross motioned and Rudy seconded to appoint Charlotte and Dennis as co-chairs with Ross and Dan as members to provide continuity. **Motion carried unanimously.**

Road Committee: **Motion:** Charlene motioned and Ross seconded to have three co-chairs of the Road Committee - Paul (North), Ed (low South) and Dennis (high South) – with Mark, Charlene and Kevin as members. Discussion included the suggestion that the road committee meet soon to decide on a snowstorm/plow coordinator. **Motion carried unanimously.**

Advisory Committees to the Board:

Road and Weed: **Motion:** Charlene motioned and Ross seconded to appoint committee co-chairs Paul, Ed, Dennis and members Mark, Charlene, Kevin, Gerald, Newman, Walter Wunsch, and Clare Parker. **Motion carried unanimously.**

Finance Committee: Dan proposed that the Budget and Collections Committees be combined into the Finance Committee. **Motion:** Rudy motioned and Ross seconded Dan's proposal. **Motion carried unanimously.** **Motion:** Rudy motioned and Dan seconded to appoint Rudy (chair), Dan, Dennis, Charlotte, Debbie Blais, Debbie DeGraaf and Regina Wunsch, as members. **Motion carried unanimously.**

Project Review Committee: **Motion:** Dan motioned and Dennis seconded to appoint co-chairs Gerald and Kevin and members Ed and Paul, Leo Keeler and Sally Muto. **Motion carried unanimously.**

Community Property Committee: **Motion:** Charlene motioned and Ross seconded to appoint Charlotte (chair), Kevin and Ed to the committee. **Motion carried unanimously.**

Governing Documents Committee: **Motion:** Charlene motioned and Dennis seconded to appoint Dan (chair), Charlotte, Dennis, Leo Keeler, Donna Andersen and Jerry Ladewig to the committee. **Motion carried unanimously.**

Elections Committee: All board members.

5.1.4 Determine meeting dates for 2016

Discussion involved returning to St. John's Church with the provision that problems would be handled on the spot; preference for landowners being given an opportunity to speak either at the beginning or at the end of the meeting but not during board discussions; the question of whether there would be a way to get out-of-towners into the meeting via phone and the idea of talking with St. John's about putting a landline into their building at the GLA's expense. **Motion:** Ross motioned and Dennis seconded to meet at St. John's Church during 2016. **Motion carried unanimously.** **Motion:** Kevin motioned and Rudy seconded for the GLA to pay for a landline into the live meeting location. **Motion carried unanimously.** **Motion:** Ross motioned and Gerald seconded to accept the meeting dates as written. **Motion carried unanimously.**

5.1.5 Set 2016 goals

Charlotte asked committee chairs to prepare to report at the next meeting the top two goals for their committees to accomplish in the next year. Discussion included special meetings to be held with landowners regarding the governing docs and the options for phone meetings with out-of-towners. It was suggested that a Sergeant of

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Board of Directors Meeting Minutes – Final
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Arms be established. **Motion:** Dan motioned and Dennis seconded to hold governing documents meetings with the landowners on February 20th in Emigrant Hall and on March 19th via phone. **Motion carried unanimously.**

Action Item: *Karleen – put sergeant of arms item on January agenda.*

Action Item: *Karleen – arrange for rental of Emigrant Hall on February 20th.*

5.1.6 Revisit the prayer/no prayer standard for the year

Discussion included the pros and cons of opening GLA meetings with a prayer and the suggestion to recite the Pledge of Allegiance. Charlene motioned and Ross seconded to start GLA meetings with the Pledge of Allegiance and one minute of silence. **Motion carried.** (7 in favor; 4 opposed – Ed, Newman, Gerald and Charlotte.)

5.2 Secretary's Report – CRM

Charlene provided an overview of what was ahead in terms of mailings – statements, financials, governing docs meeting info and newsletter – and discussion involved the timing and grouping of what would be sent out; the suggestion to move financial counseling sessions between Regina & Rudy to committees; the need for a volunteer coordinator; and the goal of streamlining meeting minutes.

5.3 Treasurer's Reports – RP

5.3.1 Budget Variance, Check & Deposit – November 2015 - Tabled.

5.3.2 Budget Variance, Check & Deposit – December 2015

Regina Wunsch found a number of problems in the Treasurer's reports. **Motion:** Dan motioned and Gerald seconded for Rudy and Regina to meet one more time before meeting with the accountant on Monday to correct the reports which the board would then vote on via e-mail. **Motion carried.** (10 in favor, 1 abstention – Kevin. Paul was no longer on the call.)

Action Item: *Rudy & Regina – correct various reports and resend to the board.*

5.3.3 Update on accountant

Rudy reported that he and Regina would meet with Julie Indreland on Monday the 14th of Dec. and that Julie would run payroll.

5.3.4 Planning for January Mailing

Rudy reported that Julie Indreland would create the financials, i.e., entering invoices for this mailing.

5.3.5 Rounding off of annual fees

Rudy explained the difficulty experienced in breaking \$210.10 into quarterly payments. **Motion:** Rudy motioned and Charlene seconded to remove the \$0.10 from the assessment to make it \$210 even per dwelling and per lot. **Motion carried unanimously.**

5.3.6 Processing funds while Rudy is away

Charlene volunteered to make deposits and update Quick Books while Rudy is away. Julie Indreland will run payroll.

Action Item: *Rudy – deliver Quick Books computer and checkbook to Charlene.*

5.4 Collection Committee Report – RP

5.4.1 Dwelling assessment report review

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Rudy provided the history of the assessment report sent to the board prior to the meeting beginning with a list of properties assembled by Debbie Blais that appeared to have dwellings that were not assessed. He then put this information into a spreadsheet and sent it to board members who reviewed and edited the list for validity. Some on the list were straightforward, such as new homes built recently that had not been noted by the association, and these were estimated to generate about another \$3,200 in income. Others were found to be in gray areas, such as basement apartments. Extensive discussion ensued regarding how to prove multi-dwelling units when the covenants expressly prohibit interior inspections without permission of the resident; Kevin's proposed letter that would alert landowners to an increase in their assessments for an additional dwelling unless they allowed us in to inspect to prove otherwise; multiple suggestions to find another way to motivate the landowner to let us in to inspect including requiring an appraisal; the difference between apartments that are internally connected vs. those that are not; the issue of multi-dwelling units that were built before the master plan and therefore grandfathered in; that attorney advice was needed to clarify the gray areas; and the suggestion to move now with what we were sure of and research the rest. **Motion:** Kevin motioned and Ed seconded to send out additional assessments to those we were sure of. **Motion carried unanimously.**

Action Item: Legal Committee: check with attorneys regarding multiple dwellings under one roof and how to approach landowners regarding paying additional assessments for them.

5.5 Project Review Committee Report – GD / KN

5.5.1 SG 41-A Buchanan Shop project review

Mr. Buchanan had asked that his project be tabled in order to submit a correct plat map with dimensions. Despite this request, Kevin presented the board with a list of issues regarding the project. Discussion included whether a residence must be built before an accessory building. Kevin requested Mr. Buchanan resubmit paperwork that would include a residence.

Action Item: Dan – put commercial activity on governing docs agenda.

5.5.2 Policy re: collecting assessments at the time of a project review – Tabled.

5.5.3 Clarification of criteria for a guesthouse – Tabled.

5.6 Road and Weed / Mgmt Committee Report – Tabled.

5.7 Technology Committee Report – Tabled.

5.10 Community Property Committee Report – Tabled.

5. UNFINISHED BUSINESS

6. NEW BUSINESS

7. Adjournment

Charlotte adjourned the meeting at 11:50 p.m.

9. Next Board Meeting: January 11, 2016 at St. John's Church.

2015-12-07_BDGNAUX.pdf

Glastonbury Landowners Association, Inc.
Board of Directors - Meeting Agenda
December 7, 2015 – 7:00 pm

- 1. Call to Order and Opening Prayer (7:00p.m.)**
- 2. Set Agenda**
- 3. Comment Period for Visiting Landowners – (Limited to 3 minutes per owner)**
- 4. Approve Meeting Minutes – November 9, November 14, 2015**
- 5. Officer and Committee Reports**
 - 5.1 President's Report – DK
 - 5.1.1 Board orientation, Conflict of Interest Statement; Confidentiality Agreement
 - 5.1.2 Election of Officers
 - 5.1.3 Re-establish committees and chairs
 - 5.1.4 Determine meeting dates for 2016
 - 5.1.5 Set 2016 goals
 - 5.1.6 Revisit the prayer/no prayer standard for the year
 - 5.2 Secretary's Report – CRM
 - 5.3 Treasurer's Reports – RP
 - 5.3.1 Budget Variance, Check & Deposit – November 2015
 - 5.3.2 Budget Variance, Check & Deposit – December 2015
 - 5.3.3 Update on accountant
 - 5.3.4 Planning for January Mailing
 - 5.3.5 Rounding off of annual fees
 - 5.4 Collection Committee Report – RP
 - 5.4.1 Dwelling assessment report review
 - 5.5 Project Review Committee Report – GD / KN
 - 5.5.1 SG 41-A Buchanan Shop project review
 - 5.5.2 Policy re: collecting assessments at the time of a project review
 - 5.5.3 Clarification of criteria for a guesthouse – CRM
 - 5.6 Road and Weed Mgmt Committee Report – CRM
 - 5.7 Technology Committee Report – Ross
 - 5.8 Community Property Committee Report – CM
- 6. UNFINISHED BUSINESS**
- 7. NEW BUSINESS**
- 8. Comment Period for Visiting Landowners – (Limited to 3 minutes per owner)**
- 9. Adjournment (10:00 p.m.)**

11:20 AM

12/07/15

Accrual Basis

Glastonbury Landowners Association
Balance Sheet
As of November 30, 2015

	Nov 30, 15	Oct 31, 15
ASSETS		
Current Assets		
Checking/Savings		
002 - Bank of the Rockies Checking	3,527.66	21,371.51
003 - Savings Account		
004 - Savings Gen Operating Acct	65,848.41	62,260.54
010 - Construction Bond Reserve C...	11,877.00	11,977.00
011 - Emergency Loan Reserve	0.00	7,500.00
012 - Digitizing Reserve Cash	979.81	2,181.31
014a - NG Road Reserve Cash	9,312.46	9,312.46
014b - SG Road Reserve Cash	23,596.17	23,596.17
015 - Lawsuit Reserve Cash	30,000.00	30,000.00
003 - Savings Account - Other	12.13	70.88
Total 003 - Savings Account	141,625.98	146,898.36
Total Checking/Savings	145,153.64	168,269.87
Accounts Receivable		
Accounts Receivable	271,100.70	274,840.42
Total Accounts Receivable	271,100.70	274,840.42
Other Current Assets		
Petty Cash	315.21	115.21
Wage Advances	120.00	0.00
Total Other Current Assets	435.21	115.21
Total Current Assets	416,689.55	443,225.50
Fixed Assets		
Furniture and Equipment	918.99	918.99
Total Fixed Assets	918.99	918.99
TOTAL ASSETS	417,608.54	444,144.49
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	-410.00	200.00
Total Accounts Payable	-410.00	200.00
Other Current Liabilities		
Construction Bonds Held by GLA	11,897.00	11,997.00
Payroll Liabilities	962.08	594.98
Total Other Current Liabilities	12,859.08	12,591.98
Total Current Liabilities	12,449.08	12,791.98
Long Term Liabilities		
Bank of the Rockies Loan	-24.77	14,543.31
Total Long Term Liabilities	-24.77	14,543.31
Total Liabilities	12,424.31	27,335.29
Equity		
Digitizing Fund	966.81	979.81
Emergency Loan Fund	7,500.00	7,500.00
Lawsuit Fund	30,000.00	30,000.00
NG Road Fund	9,312.46	9,312.46
Opening Balance Equity	22,222.35	22,222.35
Operating Fund Balance	194,299.08	194,299.08
SG Road Fund	23,596.17	23,596.17
Net Income	117,287.36	128,899.33
Total Equity	405,184.23	416,809.20

11:20 AM
12/07/15
Accrual Basis

Glastonbury Landowners Association
Balance Sheet
As of November 30, 2015

	Nov 30, 15	Oct 31, 15
TOTAL LIABILITIES & EQUITY	<u>417,608.54</u>	<u>444,144.49</u>

Glastonbury Landowners Association
Profit & Loss Budget Performance Cash
January through November 2015

	Jan - Nov 15	Budget	% of Budget	Annual Budget
Ordinary Income/Expense				
Income				
100 - Parcel Assessment Fees				
110 - Land Assessments				
110.12 - Land Assessments 2012	6,632.93			
110.13 - Land Assessments 2013	1,220.70			
110.14 - Land Assessments 2014	2,753.22			
110.15 - Land Assessments 2015	69,774.40	72,160.00	96.69%	72,160.00
Total 110 - Land Assessments	80,381.25	72,160.00	111.39%	72,160.00
120 - Dwelling Assessments				
120.12 - Dwelling Assessments 2012	1,093.71			
120.13 - Dwelling Assessments 2013	240.92			
120.14 - Dwelling Assessments 2014	1,958.17			
120.15 - Dwelling Assessments 2015	47,982.03	49,170.00	97.58%	49,170.00
Total 120 - Dwelling Assessments	51,274.83	49,170.00	104.28%	49,170.00
150 - Golden Age Village Income	10,294.92	10,295.00	100.0%	10,295.00
170 - Finance Ch Income- Past Due Ass	4,142.28			
171 - 5% Penalty Income	2.27			
175 - Subdivision Waiver Asmnts	1,727.37			
180 - 2009 Chip Seal Assessment	14.34			
191 - Bad Debt	-4,169.94			
Total 100 - Parcel Assessment Fees	143,667.32	131,625.00	109.15%	131,625.00
200 - Project Review Fees				
201 - Application Fees	285.00			
210 - Structure Imp. & Proc.Fees	2,377.50			
215 - Well/Septic Imp. & Proc. Fees	555.00			
220 - Road/Driveway Imp. & Proc. Fees	225.00			
250 - Mileage Impact Fees	305.00			
Total 200 - Project Review Fees	3,747.50			
400 - Other Gen Fund Income				
401 - Lien Fees Paid	155.01			
440 - Miscellaneous Income	2,369.18			
450 - Donation Income	0.00			
490 - Returned Check Charges	5.00			
Total 400 - Other Gen Fund Income	2,529.19			
Total Income	149,944.01	131,625.00	113.92%	131,625.00
Gross Profit	149,944.01	131,625.00	113.92%	131,625.00

Glastonbury Landowners Association
Profit & Loss Budget Performance Cash
January through November 2016

	<u>Jan - Nov 15</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Expense				
1000 - Snow Removal				
1010 - Contracted Snow Removal	349.00	2,000.00	17.45%	2,000.00
1011 - Equipment Rental	920.00	2,600.00	35.39%	2,600.00
1012 - Snow Fences	0.00	200.00	0.0%	200.00
1013 - Sand	400.00	600.00	66.67%	600.00
1015 - Payroll Costs				
1016 - Wages Paid Snow				
1016a - Wages Paid Plowing	1,155.00			
1016b - Wages Paid Sanding	357.50			
1016 - Wages Paid Snow - Other	450.00	8,500.00	5.29%	8,500.00
Total 1016 - Wages Paid Snow	1,962.50	8,500.00	23.09%	8,500.00
1016c - Wages Paid Sand Loading	70.00			
1016d - Wages Paid Snow Fence	210.00	1,000.00	21.0%	1,000.00
1016a - Payroll Software	8.00			
1019 - Workers' Compensation Insurance	914.75			
1019a - Employ. Practice Liability Ins.	1,085.00			
Total 1015 - Payroll Costs	4,250.25	9,500.00	44.74%	9,500.00
1020 - Equipment Costs				
1021 - Truck Registration & Insurance	740.00	698.00	106.02%	698.00
1022 - Equip Maintenance	777.71			
1024 - Truck Maintenance	0.00	3,500.00	0.0%	3,500.00
1025 - Fuel	749.53	2,500.00	29.98%	2,500.00
1026 - Wages Truck Maintenance	390.00	1,000.00	39.0%	1,000.00
Total 1020 - Equipment Costs	2,657.24	7,698.00	34.52%	7,698.00
Total 1000 - Snow Removal	8,576.49	22,598.00	37.95%	22,598.00
1030 - Road Maintenance				
1031 - Weed Control	2,192.00	2,500.00	87.68%	2,500.00
1032 - Roadside Mowing	1,080.00	1,300.00	83.08%	1,300.00
1035-A - Grading & Gravel NG				
1035b - Aries Drive	739.52			
1035c - Capricorn Drive	1,112.55			
1035d - Caspari Way East	1,130.00			
1035e - Caspari Way West	225.00			
1035f - Gemini Road	1,612.27			
1035i - Orion Way	672.85			
1035j - Pisces Way	160.00			
1035k - Sirius Drive	1,044.52			
1035l - Taurus Road	669.52			
1035m - Venus Way	1,412.27			

Glastonbury Landowners Association
Profit & Loss Budget Performance Cash
January through November 2015

	Jan - Nov 15	Budget	% of Budget	Annual Budget
1035o · Helios Way	295.00			
1035z · Other	-150.00			
1035-A · Grading & Gravel NG - Other	0.00	12,250.00	0.0%	12,250.00
Total 1035-A · Grading & Gravel NG	8,923.50	12,250.00	72.85%	12,250.00
 1035-B · Paved Road Costs NG	 4,150.00	 4,000.00	 103.75%	 4,000.00
1036 · Grading & Gravel SG				
1036b · Arcturus Drive	5,148.95			
1036d · Leo Drive	2,056.25			
1036e · Leo Lane	250.00			
1036g · Hercules Road	5,858.18			
1036h · Polaris Way	33.34			
1036j · Sagittarius Skyway	732.50			
1036k · Scorpio Way	1,145.58			
1036z · Other	100.00			
1036 · Grading & Gravel SG - Other	0.00	16,250.00	0.0%	16,250.00
Total 1036 · Grading & Gravel SG	15,324.80	16,250.00	94.31%	16,250.00
 1045 · Signs, Posts, Etc	 154.08	 900.00	 17.12%	 900.00
1046 · Insurance - Roads/Common Land	5,472.17	5,498.00	99.53%	5,498.00
Total 1030 · Road Maintenance	37,296.55	42,698.00	87.35%	42,698.00
 1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center	524.61	400.00	131.15%	400.00
1220 · Sprinkler Maintenance	339.00	150.00	226.0%	150.00
1230 · Lawn Mowing/Gas	244.20	150.00	162.8%	150.00
1240 · Mower Maintenance	44.04	250.00	17.62%	250.00
Total 1200 · Parkland/Recreation Center	1,151.85	950.00	121.25%	950.00
 1300 · Litigation				
1310 · Legal Costs				
1310a · Litigation Incurred	743.75	1,400.00	53.13%	1,400.00
1310b · Litigation Initiated	0.00	3,000.00	0.0%	3,000.00
Total 1310 · Legal Costs	743.75	4,400.00	16.9%	4,400.00
 1312 · Document Production-Wages Paid	 854.50	 1,700.00	 50.27%	 1,700.00
Total 1300 · Litigation	1,598.25	6,100.00	26.2%	6,100.00
 2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	245.00	300.00	81.67%	300.00
2010 · Administrative Expense				
2010b · Administrative Costs-Wages Paid	10,725.00			
2010c · Mileage Reimbursement	154.37			
2010 · Administrative Expense - Other	0.00	12,275.00	0.0%	12,275.00
Total 2010 · Administrative Expense	10,879.37	12,275.00	88.83%	12,275.00

Glastonbury Landowners Association
Profit & Loss Budget Performance Cash
January through November 2015

	<u>Jan - Nov 15</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
2011 · Project Review Wages	491.84			
2012 · Miscellaneous Fees	127.54			
2016 · Insurance - Board Liability	0.00	2,700.00	0.0%	2,700.00
2017 · Legal Fees-General Advice	2,015.00	5,000.00	40.3%	5,000.00
2018 · Licenses & Annual Reporting	15.00	100.00	15.0%	100.00
2019 · Lien Filing Costs	5.00	300.00	1.67%	300.00
2023 · Payroll Taxes All	1,445.25			
2050 · Office Supplies				
2050a · Admin Office Supplies	1,514.36			
2050b · Doc Production Office Supplies	28.78			
2050 · Office Supplies - Other	0.00	800.00	0.0%	800.00
Total 2050 · Office Supplies	1,543.14	800.00	192.89%	800.00
2052 · Postage & Shipping	1,932.31	2,000.00	96.62%	2,000.00
2055 · Printing & Copies	343.34	1,500.00	22.89%	1,500.00
2060 · Rent - Facilities	1,290.00	1,275.00	101.18%	1,275.00
2062 · Rent - PO Box & Safe Dep Box	107.50	160.00	67.19%	160.00
2066 · Software Costs				
2066a · Drop Box	179.82			
2066b · Quickbooks	12.00			
2066c · Microsoft Office	72.99			
2066 · Software Costs - Other	0.00	650.00	0.0%	650.00
Total 2066 · Software Costs	264.81	650.00	40.74%	650.00
2070 · Taxes - Property	573.91	325.00	176.59%	325.00
2080 · Telephone & Messaging	253.61			
2090 · Website Costs	0.00	2,200.00	0.0%	2,200.00
2095 · Internet	171.45			
2096 · Annual Mtg Refreshments	309.49	200.00	154.75%	200.00
Total 2000 · Overhead/Admin Costs	22,013.56	29,785.00	73.91%	29,785.00
Total Expense	70,636.70	102,131.00	69.16%	102,131.00
Net Ordinary Income	79,307.31	29,494.00	268.89%	29,494.00
Other Income/Expense				
Other Income				
8000 · Interest Income - Bank	147.70	80.00	184.63%	80.00
Total Other Income	147.70	80.00	184.63%	80.00
Other Expense				
8000 · Interest Expense	2,557.73	4,800.00	53.29%	4,800.00
Total Other Expense	2,557.73	4,800.00	53.29%	4,800.00
Net Other Income	-2,410.03	-4,720.00	51.06%	-4,720.00
Net Income	78,897.28	24,774.00	310.4%	24,774.00

8:24 PM

12/06/15

Accrual Basis

Glastonbury Landowners Association
Profit & Loss
 January through November 2015

	Jan - Nov 15
Ordinary Income/Expense	
Income	
100 · Parcel Assessment Fees	
110 · Land Assessments	
110.12 · Land Assessments 2012	8.00
110.15 · Land Assessments 2015	83,199.62
Total 110 · Land Assessments	83,207.62
120 · Dwelling Assessments	
120.15 · Dwelling Assessments 2015	57,042.17
Total 120 · Dwelling Assessments	57,042.17
150 · Golden Age Village Income	10,294.92
170 · Finance Ch Income- Past Due Ass	37,870.27
171 · 5% Penalty Income	-7,533.01
180 · 2009 Chip Seal Assessment	-250.32
191 · Bad Debt	-4,169.94
Total 100 · Parcel Assessment Fees	176,461.71
200 · Project Review Fees	
201 · Application Fees	285.00
210 · Structure Imp. & Proc.Fees	2,377.50
215 · Well/Septic Imp. & Proc. Fees	555.00
220 · Road/Driveway Imp. & Proc. Fees	225.00
250 · Mileage Impact Fees	305.00
Total 200 · Project Review Fees	3,747.50
400 · Other Gen Fund Income	
440 · Miscellaneous Income	7,621.93
450 · Donation Income	0.00
490 · Returned Check Charges	5.00
Total 400 · Other Gen Fund Income	7,626.93
Total Income	187,836.14
Gross Profit	187,836.14
Expense	
1000 · Snow Removal	
1010 · Contracted Snow Removal	349.00
1011 · Equipment Rental	600.00
1013 · Sand	400.00
1015 · Payroll Costs	
1016 · Wages Paid Snow	
1016a · Wages Paid Plowing	1,155.00
1016b · Wages Paid Sanding	357.50
1016 · Wages Paid Snow - Other	450.00
Total 1016 · Wages Paid Snow	1,962.50
1016c · Wages Paid Sand Loading	70.00
1016d · Wages Paid Snow Fence	210.00
1018a · Payroll Software	8.00
1019 · Workers' Compensation Insura...	504.18
1019a · Employ.Practice Liability Ins.	1,085.00
Total 1015 · Payroll Costs	3,839.68
1020 · Equipment Costs	
1021 · Truck Registration & Insurance	740.00
1022 · Equip Maintenance	777.71
1025 · Fuel	429.68
1026 · Wages Truck Maintenance	390.00
Total 1020 · Equipment Costs	2,337.39
Total 1000 · Snow Removal	7,526.07
1030 · Road Maintenance	

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Accrual Basis

Glastonbury Landowners Association
Profit & Loss
 January through November 2015

	Jan - Nov 15
1031 · Weed Control	2,192.00
1032 · Roadside Mowing	1,080.00
1035-A · Grading & Gravel NG	
1035b · Arles Drive	739.52
1035c · Capricorn Drive	1,112.55
1035d · Caspari Way East	1,130.00
1035e · Caspari Way West	225.00
1035f · Gemini Road	1,612.27
1035i · Orion Way	672.85
1035j · Pisces Way	160.00
1035k · Sirius Drive	1,044.52
1035l · Taurus Road	669.52
1035m · Venus Way	1,412.27
1035o · Helios Way	295.00
1035z · Other	-150.00
Total 1035-A · Grading & Gravel NG	8,923.50
1035-B · Paved Road Costs NG	4,150.00
1036 · Grading & Gravel SG	
1036b · Arcturus Drive	5,148.95
1036d · Leo Drive	2,056.25
1036e · Leo Lane	250.00
1036g · Hercules Road	5,858.18
1036h · Polaris Way	33.34
1036j · Sagittarius Skyway	732.50
1036k · Scorpio Way	1,145.58
1036z · Other	100.00
Total 1036 · Grading & Gravel SG	15,324.80
1045 · Signs, Posts, Etc	154.08
1046 · Insurance - Roads/Common Land	5,472.17
Total 1030 · Road Maintenance	37,296.55
1200 · Parkland/Recreation Center	
1210 · Utilities for Rec Center	600.58
1230 · Lawn Mowing/Gas	244.20
1240 · Mower Maintenance	44.04
Total 1200 · Parkland/Recreation Center	788.82
1300 · Litigation	
1310 · Legal Costs	
1310a · Litigation Incurred	743.75
Total 1310 · Legal Costs	743.75
1312 · Document Production-Wages Paid	854.50
Total 1300 · Litigation	1,598.25
2000 · Overhead/Admin Costs	
2005 · Accountant's Fees	245.00
2010 · Administrative Expense	
2010b · Administrative Costs-Wages ...	10,725.00
2010c · Mileage Reimbursement	154.37
Total 2010 · Administrative Expense	10,879.37
2011 · Project Review Wages	491.84
2012 · Miscellaneous Fees	127.54
2017 · Legal Fees-General Advice	1,295.00
2018 · Licenses & Annual Reporting	15.00
2019 · Lien Filing Costs	5.00
2023 · Payroll Taxes All	1,445.25
2050 · Office Supplies	
2050a · Admin Office Supplies	1,514.36
2050b · Doc Production Office Supplies	28.78
Total 2050 · Office Supplies	1,543.14
2052 · Postage & Shipping	1,932.31

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Accrual Basis

Glastonbury Landowners Association
Profit & Loss
 January through November 2015

	Jan - Nov 15
2055 · Printing & Copies	343.34
2060 · Rent - Facilities	1,240.00
2062 · Rent - PO Box & Safe Dep Box	107.50
2066 · Software Costs	
2066a · Drop Box	179.82
2066b · Quickbooks	12.00
2066c · Microsoft Office	72.99
Total 2066 · Software Costs	264.81
2070 · Taxes - Property	259.41
2080 · Telephone & Messaging	253.61
2095 · Internet	171.45
2096 · Annual Mtg Refreshments	309.49
Total 2000 · Overhead/Admin Costs	20,929.06
Total Expense	68,138.75
Net Ordinary Income	119,697.39
Other Income/Expense	
Other Income	
5000 · Interest Income - Bank	147.70
Total Other Income	147.70
Other Expense	
8000 · Interest Expense	2,557.73
Total Other Expense	2,557.73
Net Other Income	-2,410.03
Net Income	117,287.36