

Glastonbury Landowners Association, Inc.  
**Board of Directors Meeting Minutes – Final**  
**January 16, 2017**

**1. Call to Order, Pledge of Allegiance, Prayer and one minute of silence**

The meeting was called to order by Dennis at 7:05 p.m. at Emigrant Hall.

**PRESENT:** Dennis R. (President), Dan K. (Vice President), Charlene M. (Secretary), Mark S. (Treasurer by phone), Newman B., Ed D., Gerald D., Richard J., Leo K., Charlotte M. Kevin N., Paul R. (by phone until 9p.m.).

**Also attending:** Iona Y. (Administrative Assistant)

**Landowners:** Donna A., Charles B., Miriam B. (ombudsman), Debbie B., John C. (ombudsman), Herb D., Joanna D., Debra D., Claudette D., Dorothy K., Michael L., Sally M., Alan P., Jeff R., Joe T., Linda U., Ia W., Regina W.

**2. Set Agenda**

Charlene added 4.1 Election committee meeting

Kevin added 5.2.2 NG 8 greenhouse final review

Leo added agenda item 5.4.4 Ownership of Lots NG 36 & 69

Charlene added agenda item 5.8.2 Conflict of Interest Policy & Confidentiality Agreement

Leo added agenda item 5.8.3 Confidentiality Stamp on Emails

**3. Visiting Landowner Input Period**

Landowners questioned when they would receive assessment statements and when first quarter payments would be due. One landowner asked if he would be allowed to speak during the discussion period of his topic. One landowner read aloud her letter expressing concerns about discrimination, integrity, and collaboration as practiced by the board. Regina pointed out the importance of including the missing financials in this month's treasurer's report.

**Action Item:** *Mark will communicate with Regina via email or phone to produce missing financials: previous year's comparison on the balance sheet and fund report.*

**4. Unfinished Business**

**4.1 Election Committee Meeting – CM (added to agenda)**

The next election committee meeting was scheduled for Friday, February 10th at 7p.m. at location TBD.

**5. Officer and Committee Report**

**5.1 President's Report – DR**

Dennis proposed fielding landowner questions and comments during the discussion period for each item on the agenda to potentially eliminate the need for the landowner comment period at the end of the meeting. The board would discuss each issue first; if time allowed, the audience would then be invited to speak.

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

Kevin reported there were no new project applications at this time and that the committee's goal was to work on a checklist that would be used with every project application to make sure all requirements were satisfied.

**5.2.1 Discuss walkway/driveway on SG 39-E**

Landowner Alan P.-from Lot 38 1B expressed concern that the walkway in question crossed onto Sunshine Place, which was not owned or maintained by the GLA. Alan felt the walkway should not have been put in and asked for it to be removed. Tire tracks were observed by multiple people over the walkway, suggesting it was being used as a driveway. In response, Ed, who had put in the walkway, explained he had been asked to put in a wheel barrow-wide walkway, not a driveway, which did not require a project review. He thought the walkway was completely on SG 39-E's property. Different

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solutions were suggested, including obtaining permission from all the owners on Sunshine Place since they would be collectively responsible for maintaining a portion of the walkway and increased traffic on Sunshine Place.

**Action Items:** *Readdress the issue at the Project Review Committee meeting on February 6th. Ed will contact the owner of SG 38 1A this week, request that either a project review application be submitted, or that half the culvert be removed (to make it 4 feet wide).*

Mark felt something should be done about Directors who do not follow policy. Dennis suggested resolving the project issue first, and handling director overreach afterwards.

The next Project Review Committee meeting was scheduled for February 6, location TBD.

**Action Item:** *Charlene will contact St. John's Church and Seven Point Ranch to inquire about availability and pricing for committee meetings.*

**5.2.2 NG 8 Greenhouse Final Approval – KN (added to agenda)**

Gerald verified that the project was completed according to regulations and the area was properly reseeded, satisfying all requirements. Bond was refunded.

**5.3 Treasurer's Reports – MS**

**5.3.1 Profit & Loss, Balance Sheet, Deposit/Check Details, Customer Balance Summary – December 2016**

Mark reported that we did not have complete numbers for 2016 yet. He expected to have end-of-year reports finalized for the board meeting on February 13th. Highlights included: that the association collected \$27,000 more than was budgeted and over \$31,000 in past due assessments; and that 89% of invoices were collected for 2016, 4% more than the projected 85%. Overspending occurred within the accounting and administrative budgets. Also, it was discovered that 4 landowners were not being sent statements; this was corrected.

**Action Item:** *Mark will try to get the Treasurer's Reports from the accountant a week and a half before each board meeting and immediately send the reports to the whole board so they can be reviewed sooner.*

Regina pointed out there were 2 cash profit & loss statements, but no profit & loss accrual report.

**Action Item:** *Mark and Regina will discuss P&L accrual and which funds to move; according to Regina, some are missing and one has to be handled differently; Regina will email Mark with details.*

**5.3.2 Draft 2017 Budget**

Charlene noted that the 2017 budget needed to be mailed no later than February 15th and suggested making changes based on the 89% collection rate. Finalizing the budget would be addressed at the finance committee meeting on January 30th at 7pm at Dennis' house.

**5.4 Finance Committee Report – MS**

**5.4.1 Discuss 15% interim interest rate/no compounded interest**

Leo felt the last few correspondences from the attorney were mixed; that one letter suggested the board could decide the interest rate in the interim, before the membership voted; but in a later letter Alanah referenced the 12.01 Variance Code which stated that variances were case specific, meaning it could not be used to change a broad scope item, such as the interest rate.

The board considered seeking declaratory judgement instead of relying on a membership vote to determine what interest rate to use; going forward with collections, collecting as

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much as possible, waiting for a landowner to sue the GLA, and allowing the court to dictate the acceptable rate; putting an amendment change (15%) up for vote in April and working on encouraging community participation in the meantime; or seeking a third legal opinion, voting for a rate in the interim, and working on community involvement for greater turn-out for a future vote. The Board decided to continue the discussion under 5.4.3 .

**5.4.2 Request for waiver of interest NG 25-2**

Michael L. claimed he had not received more than four correspondences from the GLA in the last ten years; that he had attended meetings and often gave his mailing information, but still did not receive mailings; and that the treasurer's letter he received in December threatening to file a lien on his property was the first "bill" he received in 2016. Leo declared he had a personal conflict of interest in addressing this landowner's issue, but the Board did not address his concern before voting. **Motion:** Charlene motioned and Kevin seconded that interest in the amount of \$46.93 be waived for Mr. Lavery for 2016 due to a potential QB error, and any mistakes in his contact info be fixed. **Motion passed unanimously.**

**Action Item:** *Regina suggested that Mark look at the auto-generate bulk invoicing list in QuickBooks to check if Michael L. is listed. If not, customer info will need to be input manually.*

**5.4.3 Collection Attorney, Demand letters, when to send letter**

The board considered sending collections letters out now; proposing a governing documents change in April; seeking attorney advice; or returning to committee for discussion & feedback. Debate continued over the wording: "highest by law" vs. "15% or the highest by law" and the risks and implications of each. The importance of seeking legal clarification about retroactivity was stressed. **Motion:** Charlene motioned and Charlotte seconded to establish Rick Landers as the collection attorney and get his legal advice in writing. **Motion carried** (11 in favor; Paul was no longer on the phone and present to vote).

**Action Item:** *Leo will set up a governing documents committee meeting at his house to produce a proposal by the February board meeting for either 1) new wording of highest interest allowed by law, retroactive, and/or stating an interest rate – i.e. 15% or 2) develop a survey of landowners on what the landowners want the interest rate to be.*

**Action Item:** *Dan and Leo will draft a letter to Rick Landers with a list of questions pertaining to changing the interest rate; that the membership didn't pass at 12%, and ask for case reference where any HOA/LOA lost all interest or interest was reduced below state maximum. Attorney's response could be as an email: a written document that can be shared with the membership.*

**Action Item:** *Charlene will ask the former treasurer to send us a copy of the demand letter he sent to landowners and to whom.*

**5.4.4 Ownership of Lots NG 39 & 65 – LK (added to agenda)**

Questions had not yet been formalized – moved to Unfinished Business.

**Action Item:** *Dan and Leo will formalize questions regarding ownership of lots NG 39 & 65 and who to foreclose on if GLA went to collect.*

**5.5 Secretary's Report – CRM**

**5.5.1 Officially Approve All Committees**

**Motion:** Charlene motioned and Kevin seconded to formally accept all committees. **Motion carried unanimously.**

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**5.5.2 Welcome Letter**

Charlene reported thirty-five letters were sent out and three new landowners responded, requesting to be added to email opt-in.

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

**5.6.1 Discuss Dodge plow truck repairs**

The Dodge was fixed, but Ed still felt the association needed another plow truck & sander. Whether or not Fred Counts would continue as the mechanic for the association would be decided by the road committee.

**5.6.2 Report on recent Road Committee meeting**

**Action Item:** *Walter W. will work on snowplow guidelines for the contractor Fred C.*

**5.6.3 Discuss purchase of another snow plow truck, plow and sander**

Ed was concerned the last snowstorm was not handled well and felt a second plow truck was needed for safety. The board revisited the idea of starting a heavy equipment or capital fund and the present availability of funds. Some felt the newly initiated snowplow contract with Fred Counts should be given a chance instead of spending more money. The conversation shifted to ordering Fisher sand and if a load could be put on Joanna D.'s property so she could distribute it.

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

**5.7.1 Charging for research time on Document requests**

Newman felt that the number of documents as well as the research time to fulfill each request should be considered; that the board should not charge the whole community for individual requests; and that more discussion was needed.

**5.7.2 Revised tracking system for LO communications**

Mark planned to undertake this project after gaining competency with financials.

**5.7.3 Complaint SG 53 – LK**

This long-term issue had been addressed by different boards and currently had potential to go to court. Leo, Kevin, and Dan planned to work with the landowners involved to understand the history and find a solution.

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

**5.8.1 New lawsuit by Chrystal O'Connell – DK**

The association was covered under the old insurance policy. Brown Law firm filed a counterclaim that the lawsuit was almost identical to a previous one filed in early 2016 by Chrystal's parents, who were the real party of interest. The counterclaim asked for the case to be dismissed on these grounds.

**Action Item:** *Dan will upload the Association's counterclaim to the website.*

**5.8.2 Conflict of Interest & Confidentiality Agreement – DR (added to agenda)**

Dennis had asked Alanah's opinion on the legality of the GLA having its own confidentiality & conflict of interest policies and if all the directors needed to sign it. Alanah felt there maybe additional liabilities for individuals by signing it and that in general, the Montana non-profit corporations act covered confidentiality & conflict of interest, so it was not necessary for the GLA to adopt their own policies. Alanah was doing further research and would respond in writing.

Leo felt the board's current conflict of interest policy centered on financial gain, but not *personal* conflict of interest, where one could personally benefit from the situation in a non-financial or economic nature. Leo requested that Alanah address this also.

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**5.8.3 Confidentiality Stamp on Emails – LK (*added to agenda*)**

Leo expressed concern about the statement or "stamp" at the bottom of emails and how it seemed to force email exchanges into being classified or closed meetings with the board.

**Action Item:** *Dan and Leo will develop questions asking Alanah about the legality and implications of the confidentiality "stamp" at the bottom of every GLA email, and request the answer in writing.*

**6. Approve Meeting Minutes: 12-5-2016 & Closed Session 12-14-2016**

**Motion:** Charlene motioned and Kevin seconded to approve the 12-5-2016 minutes as written.

**Motion carried unanimously.**

**Motion:** Charlene motioned and Dan seconded to approve the 12-14-2016 draft as written. **Motion carried unanimously.**

**7. Visiting Landowner Input Period**

Landowners expressed gratitude at being allowed to speak during the meeting and stated that requests for documents would diminish if meetings continued to be run as openly and transparently as this one.

**8. NEW BUSINESS**

**9. Begin Closed Session**

**9.1 Discuss new lawsuit by Chrystal O'Connell - TABLED**

**10. Adjournment**

The meeting was adjourned at 9:50 p.m.

**11. Next Board Meeting: Feb 13, 2017 at 7p.m. at Emigrant Hall**

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**1. Call to Order**

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

**PRESENT:** Dennis R. (President) Dan K. (Vice President), Mark S. (Treasurer on the phone), Charlene M. (Secretary), Newman B., Ed D., Gerald D., Richard J., Leo K., Charlotte M., Kevin N., Paul Ranttalo.

**Also attending:** Iona Y. (Administrative Assistant)

**Landowners:** Miriam B., Claudette D., Sally M., Dorothy K., Alan P., Kristen P., Jeff R., Joe T., Ia W., Regina W., Walter W.

**2. Set Agenda**

**3. Visiting Landowner Input Period**

Landowners asked why committee meetings were being held at Liberty Hall again, despite the NG Teaching Center's request to discontinue use in December; if they'd be allowed to speak after each topic was addressed; and concerns were expressed over damages to Dry Creek and Capricorn Roads. One-inch grooves that skimmed down to the old asphalt were observed throughout Dry Creek. Attendees speculated the cause was snow plowing, but could not determine who caused - or would be responsible for- the damages. Flooding had created ditches across Capricorn; Paul suggested creating culverts would solve the problem.

**4. Unfinished Business**

**4.1 Discuss ownership of NG 39 & NG 65**

In an email sent the prior week, Leo and Dan presented attorney Rick Landers with the issues and requested a conference call with the legal committee to determine what was needed for the GLA to proceed forward with collections of outstanding assessments. Charlene asked and Leo acknowledged that general questions about collections could also be addressed during that call.

**5. Officer and Committee Reports**

**5.1 President's Report – DR**

**5.1.1 Phone line in Emigrant Hall**

**Action item- *Dennis will follow up with Rose Rigler.***

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

**5.2.1 NG 54-D Pole Barn New Project**

Gerald declared he intended no conflict of interest in creating the plat map for this property; that he received no compensation for the service; and that his intention was to create something that could be used as an example with the checklist the project review committee had been working on. The landowner was concerned there was no representative he could contact to speak for his subdivision association; however, he had contacted the four other members of the subdivision. Discussion included the necessity of receiving subdivision association approval; producing a document stating the association was no longer in existence and a document that neighbors in the subdivision could sign to approve the project; the board's responsibility to recommend rather than enforce adhering to subdivision covenants; and the board's power to reject a project application based on lack of subdivision approval. **Motion:** Paul motioned and Richard seconded to approve the project upon payment of the outstanding \$165, with the caveat that the GLA will approve the project because it meets the GLA Master plan and covenants; but that the GLA was not stating that the project meets the Emigrant Vistas Minor subdivision covenants. All disturbed land will be reseeded and all necessary permits would be required. **Motion carried** (11 in favor; 1 abstention - Mark who had difficulty hearing the full discussion over the phone).

**Action Item: *Charlene will email the landowner to explain the motion and caveat.***

**Action item: *Iona will complete the subdivision section of the application.***

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**5.2.2 Discuss driveway/walkway on SG 39-E and SG 38**

Ed reported he took out 4' of the culvert, but felt it wasn't the association's place to tell the landowner to remove the entire walkway. This raised concerns since Ed had indicated at the last project review committee meeting that he would remove the entire walkway and the walkway was currently blocking water flow.

**Action Item:** *Ed to ask Damian K. to clean the culvert since this was his project.*

**Action Item:** *Ed to notify Lyda that if the culvert remains in place, she will be responsible if it floods in the future.*

**5.2.3 Discuss Ed's actions related to SG 39-E**

Some members of the board felt Ed was not at fault because there were no project review requirements for walkways. Some directors questioned the consistency of Ed's explanations regarding his knowledge and involvement in the project. Dennis and Dan requested Ed to exercise more caution and discernment in the future before proceeding with projects: to hold a higher standard as a representative of the GLA board. **Motion:** Mark motioned for Ed to not be reinstated to the project review committee. **Motion withdrawn.** Mark withdrew his motion since this was being discussed under 5.2.4.

**5.2.4 Vote Ed on the PR committee**

**Motion:** Charlotte motioned and Gerald seconded to reinstate Ed onto the PR Committee. Discussion included defining walkway standards in the future so clear parameters were set. **Motion carried** (8 in favor; 3 against – Leo, Dennis and Mark; 1 abstention – Ed).

**5.2.5 Updated checklist for use by both GLA admin assist and PR committee members**

**Action Item:** *Kevin will email the checklist to the board for input and review it at the March board meeting.*

**5.3 Treasurer's Reports – MS**

**5.3.1 Highlights: P&L, Bal. sheet, Dep/Check Details, Customer Bal Sum. Jan 2017**

Mark felt there was not much to report for January, since statements were recently sent out and assessments were still coming in. For this reason he did not run the customer balance summary.

**5.3.2 2016 End of Year Reports**

Posted on website: 2016 assessment payments were at 89% compliance, \$12,000 were prior land assessments and \$4,000 in prior dwelling assessments collected in 2016. Fund Report-almost \$1300 was in the NG chip seal fund; \$40,000 in NG road fund; quality chip seal in NG will cost \$150,000. \$25,000 was in the SG road fund; some extra money went into gravel; working on some roads not well graveled last year; \$13,000 moved into snow removal fund.

**5.3.3 2017 Budget**

**Motion:** Mark motioned and Charlene seconded to adopt the draft budget for 2017. **Motion carried unanimously.**

**Motion:** Charlene motioned and Charlotte seconded to accept the January 2017 treasurer's report with one correction on the balance sheet: the money given as a construction bond be moved out of reserve cash and into 004 savings; and also to approve the end of year reports scheduled to be mailed to the membership. **Motion carried unanimously.**

**Action Item:** *Mark to ask Micah to move the funds appropriately.*

**5.4 Finance Committee Report – MS**

**5.4.1 Collection Attorney, Rick Landers, Demand Letters**

The board reiterated the need to meet with Landers; additionally, to give him the list of delinquent accounts and ask his advice on course of action.

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**Action Item:** *Legal committee will meet with Rick Landers to discuss multiple things: the interest rate change; steps of moving in collections; ownership of HG 39 & NG 65 and who to collect from; and how to get all information documented to prevent problems in the future.*

**Action Item:** *Move 4.5.1 under legal committee for March board meeting.*

**5.5 Secretary's Report – CRM**

**5.5.1 Treasurer / Admin work flow**

A new system was developed to compensate for Mark being long distance. Iona had taken on the treasurer's tasks of picking up checks and creating spreadsheets; Charlene was depositing the checks.

**5.5.2 Resident as a representative for an individual landowner**

The board questioned if a landowner could create a trust and that trust could designate a representative, why couldn't a landowner do that and appoint another landowner, since proxies and representatives of trusts could both be non-landowners?

**Action Item:** *Add this question to Rick Landers' list of questions.*

**5.6 Road and Weed / Mgmt Committee Report – PR / ED**

**5.6.1 Contractor snow plow guidelines**

Tabled for in-depth discussion at the road committee meeting and to be readdressed at the March board meeting.

**5.6.2 Generic snow plow contract for back up plow contractors**

The contract would need to be customized with specific terms per contract. Walter W. suggested the contract could be applied to all contractors, not just plowers; the contract would be further developed at the road committee meeting.

**5.6.3 Non board members to dispatch plow drivers**

Instances were cited in which snow coordinators could not reach appropriate road committee members to notify them of dangerous road conditions and dispatch plowers. Dan cited Bylaws 6, Article 6: that stated the board could appoint agents for such positions. **Motion:** Dan motioned and Charlene seconded that if the snow plow coordinators couldn't get a hold of a board member on the road committee or an officer, and snow conditions met the threshold of our snowplow guidelines for safety or depth of snow or ice, they were authorized to call out the plow or sander as needed. Concerns over safety, communication, responding in a timely manner, the budget, and authorizing specific individuals instead of authorizing a position were discussed. **Motion amended.** Dan motioned and Charlene seconded that if Walter or Claudette couldn't get hold of a board member or officer that is on the road committee to report dangerous conditions that met the threshold of our snow plow guidelines, they were authorized to call out the plower or sander as needed. **Motion carried** (9 in favor, 1 opposed – Ed, 1 abstention – Paul).

Two new snow plow drivers, Todd M. and Halt R., were recently hired and would be trained by Fred C.

**5.6.4 GAV Road maintenance**

Leo explained that the GLA liability insurance was property-ownership based and only applied on lands owned by the GLA or that the association had a property interest in, such as the road easements and common lands; that when the GLA was established, every lot dedicated an easement to GLA, so GLA held an interest in all the original roads; and that GLA had no property interest in GAV even though it was part of the GLA. In regards to the truck insurance, damages to the GLA vehicle and damages to another vehicle directly caused by the GLA vehicle while it was in operation were covered. However, the liability



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insurance would not cover damages that resulted from the road maintenance done by the GLA vehicle.

Dan had spoken with William S. who was the original road engineer. William mentioned that in 1997 CUT and GLA had made an agreement regarding GAV road maintenance; and that Sirius and Aries may be prescriptive easements.

**Action Item:** *Dan to research the 1997 agreement between the Church and GLA / GAV and the proper legal easements on Sirius and Aries.*

**5.6.5 Plowing Dry Creek Road**

Discussion included the 2008 Road Policy and if it prohibited GLA from maintaining Dry Creek Road; the necessity of talking to the insurance company; seeking legal advice; the benefit of GLA snowplowing Dry Creek; and the need to get things in writing from the County. **Motion:** Dan motioned and Leo seconded for the road committee to complete and submit the Park County Road Work permit application, signed by Dennis, and also to contact our insurance for clarification. **Motion passed unanimously.**

**Action Item:** *Iona to copy and submit signed work permit application to Parks Frady.*

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

**5.7.1 Complaint Research SG 53-B**

The complaint was made in 2015 and never finalized. LEO, KEvin, and Dan had met with Craig L. and some of the landowners involved; there were many issues to deal with, more landowners to meet with, and significantly more work to do.

**5.7.2 "Confidentiality Stamp" on BOD emails**

As per the January action item, the legal committee developed and emailed a set of questions to attorney Alanah Griffith that questioned the "stamp" as well as the confidentiality & conflict of interest agreements. Alanah had yet to respond.

**5.7.3 Oversized Sign on NG 56**

The landowner was sent a letter requesting that the oversized for sale sign be removed or replaced with one that met association size requirements.

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

**5.8.1 New lawsuit by Chrystal O'Connell**

Dennis had nothing to report at this time; the board awaited Judge Gilbert's decision.

**5.8.2 Vexatious Litigant lawsuit**

Dennis had nothing to report at this time; the board awaited Judge Gilbert's decision.

**5.8.3 Confidentiality and Conflict of Interest agreements**

The topic was addressed under 5.7.2.

**5.9 Governing Documents Committee Report – LK**

**5.9.1 Change of interest rate, landowner survey**

Leo explained the terminology, "the highest allowable by state law," lacked specificity because there were three different MT laws that had different interest rates: two that used 18% and one that used 15%. Attorney advice was being sought. The committee produced a draft governing document amendment that was adjusted. The highlighted changes ratified everything up until January 1, 2018: the date to have the new change become effective. The previous interest rate and penalties would all be applied until that date, and the changes would bring it in compliance with the law. Leo asked the board to identify changes needed to have a draft letter emailed to Rick Landers; that the letter highlighted the intent of getting something in writing that could be shared with landowners; and asked Landers if he had any

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hints of how to get the membership to vote affirmatively. The committee's goal was to have this ready for a vote at the next annual meeting in November.

**Action Item:** *Dan to incorporate suggested edits in preparation for sending to Rick Landers.*

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

During the last meeting, the committee looked more closely at proxies for corporations. As per Covenant requirements, the association would require proxies for Corporations, including annual renewal. The next election committee meeting was scheduled for Monday, March 20th.

**Action Item:** *Charlene will draft a letter to Corporations, Trusts, and LLCs.*

**6. NG and SG Ombudsman Report**

**6.1 Discuss Ombudsman receiving board emails**

Charlotte felt the ombudsmen could advise the board better if they received board emails and were aware of issues. Disagreement arose since the ombudsman's role was not mediation, but to represent landowners who didn't feel comfortable coming directly to the board themselves and to communicate on the landowner's behalf.

**Action Item:** *Mark will expand the ombudsman information on the website by defining the position, indicating they are available and willing to help, and providing contact information for each.*

**7. Approve Meeting Minutes of 01 16 2017**

**Motion:** Leo motioned and Dan seconded to approve the minutes with the correction under 5.3.1 to change "\$27,00" to "\$27,000". **Motion passed unanimously.**

**Action Item:** *Iona to make the above correction.*

**8. Visiting Landowner Input Period**

Landowners commented on Ed's conflicting statements that caused revisiting issues and taking time.

**9. NEW BUSINESS**

**10. Adjournment**

The meeting adjourned at 10:30 p.m.

**11. Next Board Meeting: March 13, 2017**

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**1. Call to Order**

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

**PRESENT:** Dennis R. (President), Dan K. (Vice President), Mark S. (Treasurer via phone), Charlene M. (Secretary), Newman B., Ed D., Gerald D., Richard J., Leo K., Charlotte M., Kevin N. (attended via phone), Paul R.

**Also attending:** Iona Y. (Administrative Assistant)

**Landowners:** Miriam B., Annie B., Jamaica B., Claudette D., Joanna D., Dorothy K., Donna L.A., Fran N., Anju P., Alan P., Ron P. Francis R., Jeff R., Judith R., ~~Ron R.~~, Jack S., Leticia S., Rebecca T., Joe T., Linda U., Margaret W., Ia W., Regina W., and Walter W.

**2. Set Agenda**

Paul added 5.6.5 Blacktop engineers report

Ed added 5.7.2 Timeframe of processing small project reviews

**3. Visiting Landowner Input Period**

**4. Unfinished Business**

**4.1 Road Maintenance of GAV**

*Action Item: Dan will follow up with last month's action item to determine if there was a maintenance agreement or a new easement agreement between Church Universal & Triumphant and Golden Age Village and the GLA.*

*Action Item: Charlene will explore what it would take and how much it would cost to list Park County as an additional insured on the general GLA policy. GLA to require proof of insurance from all contractors, and ask our insurance if the GLA should be listed as an additional insured on the contractor's policy.*

**5. Officer and Committee Reports**

**5.1 President's Report – DR**

**5.1.1 Phone line in Emigrant Hall**

*Action Item: Dennis will continue to follow-up with Rose R.*

**5.2 Communications & Technology Committee Report – NB**

**5.2.1 Complaint Research SG 53-B**

*Action Item: Dennis will draft response letters to Craig L. and John C.*

Leo announced he had a conflict of interest and declined further participation except to answer questions and give his opinion, when asked.

**5.2.2 Complaint, Donna L.A.**

**Motion:** Charlotte motioned and Leo seconded to form an advisory group consisting of 2 board members and 4 landowners. **Motion passed unanimously.** Newman and Ed volunteered as board members for the group.

*Action Item: Newman will write an announcement to send to the membership describing and seeking volunteers for the advisory group. Charlene will send the announcement out via email.*

*Action Item: Dan will develop materials addressing the standards of education and expectations that all directors would be required to sign.*

**5.2.3 Complaint, Ia W.**

Ia felt it was a conflict of interest when a director designs a job and also bids on that job.

*Action Item: The advisory group will include that a board member who designs the specs for a job may not also bid on a job.*

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After discussing Ia's complaint, Ed requested to be added to the Communications & Technology Committee. **Motion:** Ed motioned and Charlotte seconded to add Ed to the Communications & Technology Committee. **Motion passed** (10 in favor, 2 abstentions- Ed and Mark).

**5.3 Treasurer's Reports – MS**

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

Concerns were raised because the P&L Accrual and Balance Sheet were missing from the report.

**Motion:** Charlotte motioned and Gerald seconded that all the Treasurer's Reports be done by the accountant. **Motion carried** (9 in favor, 1 opposed – Kevin, 2 abstentions – Newman and Mark).

**5.3.2 Two second dwelling assessments removed**

After inspection of the properties, second dwelling assessments were removed on properties owned by Craig L. and Thomas Moore School.

**5.3.3 Timeline to assess interest & penalties and effects on November voting, QB internal due dates for accountant, 5% penalty quarterly or yearly**

**Action Item:** *Mark will talk to Micah about fixing due dates on statements in QuickBooks batch invoice, change to due date rather than due on receipt.*

**5.4 Finance Committee Report – MS**

**5.4.1 New Liens**

A small number (4 to 6) new liens were scheduled to be sent out soon.

**5.5 Secretary's Report – CM**

**5.5.1 Communication using info@glamontana.org account**

Charlene requested the board to respond to landowners' emails using the info account to provide a permanent record of all the emails the GLA received and the board's official responses.

**5.5.2 Insurance info received**

Covered under 4.1.

**5.5.3 Committee minutes guidelines**

**Action Item:** *Ed to revise Project Review committee meeting minutes of March 6 as per discussion. Road Committee minutes of Feb. 22 referred back to the road committee.*

**Action Item:** *Charlene to draft a committee meeting minutes template.*

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

**Motion:** Leo motioned and Mark seconded to add Ia W. to the Road committee.

**Motion carried** (9 in favor, 1 opposed – Ed and 2 abstentions – Charlotte and Paul).

**5.6.1 Drainage problem and complaint NG 11-E**

The board was in agreement that the drainage issue should be taken back to the road committee and that a concerted effort was needed to compose a single, coordinated plan in which the three landowners and GLA would each do their part.

**Action Item:** *The road committee will address this problem.*

**5.6.2 Engineer report Gemini & Gemini bid, Adkins**

Road engineer Alan Shaw assessed Gemini as too narrow by 36" and not legal for Montana road standards.

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**Action Item:** *Ed to get 2 more bids from Josh Wells, Mike Adkins, Gene Lembke, and Mountain West Holdings to bring Gemini Rd. up to state standards.*

**5.6.3 Road policy letter from attorney, subcommittee for road policy revisions**

**Motion:** Charlene motioned and Dan seconded for the road policy letter written by Seth Cunningham, written for board use only, not be posted on the website or distributed to landowners. **Motion passed** (7 in favor, 3 opposed – Ed, Leo, Kevin, 2 abstentions – Charlotte, Paul).

**Action Item:** *The Legal committee to redact Seth's letter.*

**Action Item:** *Road Committee to address Road Policy changes to conform to Covenants.*

**5.6.4 Snow plow guidelines – Tabled**

**5.6.5 Blacktop engineers report – PR (added to agenda)**

Knife River Engineer quoted \$385,000 for 2" overlay including patching, crack sealing and bonding layer. Minimum cost; \$140,000 per mile.

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

**5.7.1 Project Review Checklist – Tabled.**

**5.7.2 Timeframe for processing small project reviews – ED (added to agenda)**

Ed asked the board to consider expediting the approval of small projects that were submitted a month before scheduled committee meetings. Attendees asked Ed to recuse himself since this was a conflict of interest as he was the contractor on the job. Ed recused himself.

**5.8 Legal Committee Report – DR**

**5.8.1 "Confidentiality stamp"**

**Action Item:** *Dennis to contact Alanah*

**5.8.2 Confidentiality and conflict of interest agreements**

Same as 5.8.1.

**5.8.3 Meeting with Rick Landers; interest rate change; collections; ownership of NG 39 & NG 65; individuals appointing a representative as a trust or LLC would do.**

**Action Item:** *Dan to follow up with Rick Landers*

**5.8.4 Lawsuit by Chrystal O'Connell**

The case was dismissed.

**5.8.5 Vexatious litigant lawsuit**

The court ruled the O'Connell family as vexatious litigants.

**5.9 Governing Documents Committee Report – LK**

**5.10 Election Committee Report – CM**

The next meeting was scheduled for March 20 at 7 p.m.

**6. NG and SG Ombudsman report**

**7. Approve meeting minutes, 02 13 2017**

**Motion:** Dan motioned and RJ seconded to approve the minutes. **Motion carried unanimously.**

**8. Visiting Landowner input period**

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Regina W. suggested breaking down contractor costs into 2 subaccounts: contractor plowing and contractor sanding.

**Action Item:** *Charlene will give Micah these instructions.*

**9. NEW BUSINESS**

**10. Adjournment**

Dennis adjourned the meeting at 10:35 p.m.

**11. Next BOD Meeting: April 10, 2017**

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**1. Call to Order**

The meeting was called to order by Dennis at 7.02 p.m. at Emigrant Hall.

**Board Members present:** Dennis R. (President), Dan K. (Vice President), Mark S. (Treasurer via phone), Charlene M. (Secretary), Newman B., Ed D., (Ed left at 8:15 p.m.) Gerald D., Richard J., Leo K., Charlotte M., Kevin N., Paul R.

**Landowners:** Jeff R., Annie B., Sally M., Debbie B., Linda U., Rebecca T., Margaret W., Olav N., Ia W., Regina W., Claudette D., Tim B., Donna A., Svend A., Chad S., Steven B., Michael L., John C., Alan P., Charles B. Miriam B., Michelle M., Vernon N., Francis N.,

**2. Set Agenda**

Charlene added 5.4.4 Discuss SG 23-A

Kevin added 5.2.7 Ed's position

**3. Visiting Landowner Input Period**

**4. Unfinished Business**

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

Dan reported he is waiting for a reply from GAV

**5. Officer and Committee Reports**

**5.1 President's Report – DR**

**5.1.1 Phone line in Emigrant Hall**

Dennis reported the Emigrant Hall Board or Directors decided no phone installation will be allowed in Emigrant Hall.

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

**5.2.1 SG 56A-2 Greenhouse**

**Motion:** Paul motioned and Leo seconded to approve the project with reseeding of the disturbed land. Ed recused himself from the vote on this project.

**Motion carried unanimously.**

**5.2.2 NG 10B Shop**

**Motion:** Gerald motioned and Leo seconded to approve the project provided all disturbed land is reseeded and electric permit is obtained.

**Motion carried unanimously.**

**5.2.3 SG 28C Dwelling, Driveway, Septic**

**Motion:** Kevin motioned and Gerald seconded to approve the project provided all disturbed land is reseeded and electric permit is obtained. **Motion carried unanimously.**

**5.2.4 NG 9B Dwelling, Driveway, Septic, Well**

**Motion:** Gerald motioned and Newman seconded to approve the project provided all disturbed land is reseeded and electrical and DEQ permits are obtained.

**Motion carried unanimously.**

**5.2.5 SG 88B Shop**

The committee was unable to verify the setback that was needed.

**Action Item:** *Survey work by Gerald and Kevin to site a line to locate the existing pad in relationship to the front portion of the boundary line.*

**Action Item:** *Property owner to submit a variance as per Master Plan section 4.2. The variance is estimated to be about a 41-foot setback instead of a 50-foot setback.*

**Motion:** Leo motioned and Dan seconded to acknowledge Article 6 J "Action by Written Consent" that will be used to make the final decision to approve this

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project after survey and variance are submitted, to utilize a written consent process to vote by email. **Motion carried unanimously.**

**Action Item:** *Secretary will send the completed email vote to email subscribers.*

**5.2.6 PR Checklist Section I**

**Action Item:** *Kevin will continue to work on the checklist and the board will offer edits. Move to unfinished business on May's agenda. Add suggestion that landowners get a well log and water rights.*

**Action Item:** *Fee schedule needs to be updated on the website to match the fees included with the application.*

**5.2.7 Discuss Ed's position.**

**Motion:** Kevin motioned and Mark seconded to remove Ed from the Project Review committee. **Motion carried** (7 in favor- Richard, Leo, Dan, Charlene, Kevin, Mark, Dennis; 3 opposed- Gerald, Charlotte and Paul; 1 abstention- Newman). Ed left at 8:15 p.m. and was not present.

**5.3 Treasurer's Reports – MS**

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

There was no motion to approve.

**Action Item:** *Ask Micah to correct NG8 A-3 invoices.*

**5.3.2 Electronic Payment Option**

PayPal charges 2.9% plus 30 cents per transaction. **Action Item:** Mark to continue research to determine if the GLA can charge a convenience fee to cover the 2.9%.

**5.4 Finance Committee Report – MS**

**5.4.1 Next Committee Meeting**

May 4, 2017, 7:00 p.m., 12 Keaton Lane in South Glastonbury.

**5.4.2 Assessment letter for NG 8B-3**

**Motion:** Leo motioned and Charlene seconded to bill the landowner since the date of the court decision which created the lot, with interest and penalties.

**Motion carried unanimously.**

**5.4.3 Ownership transfer issue NG 10-A**

**Action Item:** *Mark to send the 2017 bill to the new owners.*

**5.4.4. Discuss SG 23-A**

**Action Item:** *Mark research and send refund if needed to SG 22-E.*

**Action Item:** *Mark research inaccurate late fees for Michael L. NG 25-2*

**5.5 Secretary's Report – CM**

**5.5.1 Committee Meeting template and input from Donna A. & Claudette D.**

Discussed.

**5.5.2 Insurance information from Key Insurance**

**Action Item:** *Charlene to follow up with Key Insurance to be sure they received the entire four page contract with Park County.*

**5.5.3 General Liability Insurance for contractors**

**Action Item:** *Road co-chairs request that all contractors provide current and ongoing copies of their vehicle insurance and their general liability insurance.*

**5.5.4 Establish Committee Communication via info@glamontana.org**

**Action Item:** *Charlene update email addresses for non-board committee members.*



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

**5.6.1 Report Capricorn Drainage problem update**

**Action Item:** *Refer the issue back to the Road and Weed Committee and get a written proposal for the board.*

**Motion:** Mark motioned and Leo seconded to remove Ed from the Road Committee as a co-chair and as a committee member. **Motion carried** (6 in favor- Dan, Leo, Charlene, Kevin, Mark, Dennis; 3 opposed- Newman, Gerald and Charlotte; 2 abstentions- Richard and Paul). Ed was not present for the vote.

**Motion:** Leo motioned and Dan seconded to appoint Dennis to Road Committee as SG road co-chair. **Motion carried** (10 in favor). Dennis recused himself.

**5.6.2 Report Gemini bid and road work**

**Motion:** Charlotte motioned and Leo seconded that the work done on Gemini be checked by a qualified engineer to see if it meets state standards or if more work needs to be done. **Motion carried unanimously.**

**Action Item:** *Pay bill to Standish Excavation from the NG Road Fund. Dennis and Paul will find an engineer to inspect the road.*

**Action Item:** *Dennis will contact the county officials Dept. of Natural Resources about Gold Meir Creek.*

**5.6.3 Road Policy advisory group**

Next meeting, April 19, 2017, 7:00 p.m. at SpecTec, 9 Polaris Way in South Glastonbury. Walter W. and Claudette D. will formulate an agenda.

**5.6.4 Five-year road plan**

**Action Item:** *Road Policy advisory group will work on the five-year plan, send it to the Road & Weed committee and then present a final draft to the board.*

**5.6.5 NG Pavement patching & ditch work bids**

Four companies were contacted. Bailey Paving agreed to give a bid. Ditch work to be done by a back hoe at an hourly rate of \$100.

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

**5.7.1 Complaint Donna A. March 29, 2017**

**Action Item:** *Discuss at Communication & Technology meeting. Newman to set a date.*

**5.7.2 New advisory group formed**

Kathleen R., Ia W., Dorothy K., Newman B., Charlotte M., and Ed D. are part of the advisory group.

**Action Item:** *Newman to notify group of a meeting time and place.*

**5.7.3 Update on recent Complaint responses**

**Action Item:** *Send out final letters for complaint SG 53-B or SG 22-A with Dennis R.'s signature as president.*

**5.7.4 Board education and expectations follow-up**

**Action Item:** *Legal and Communication committee will work on this.*

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

**5.8.1 "Confidentiality stamp" on BOD emails, follow-up with attorney**

Tabled to May 8.

**5.8.2 Confidentiality and conflict of interest agreements follow up**

Tabled to May 8.

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- 5.8.3 Report on meeting with Rick Landers; interest rate change; collections; ownership of NG 39, NG 65 & NG 23 put them on the lien. Notify them.**  
**Action Item:** *All people or corporations listed as having an interest in the land NG 23, 39 and 65, should get all correspondence from the GLA and attorney.*  
**Action Item:** *Mark will send out the 30 day Collection letters.*  
**Action Item:** *30 days after assessment becomes delinquent the 5% penalty is assessed. Dennis will give Micah instructions.*  
**Action Item:** *Ask Micah to change Due Date on statements and invoices; Jan 31, April 30. July 31, October 31.*

- 5.8.4 Covenant and Master Plan enforcement, shelters and industrial activity**  
**Action Item:** *Governing Documents committee will study advice from Alanah which outlines a set of procedures to enforce the covenants and possible fining system of \$10-20 per day penalty until violation is corrected.*

**5.9 Governing Documents Committee Report – LK**

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

**5.10.1 Oct 31 Cutoff date for voter eligibility**

**5.10.2 Input from Kevin and Charlene**

**Motion:** Kevin motioned and Leo seconded to implement the cutoff of date for voting eligibility as October 31 and accept the details as written in Kevin's proposal. This cutoff date will apply to the November 11, 2017 annual meeting only. **Motion Carried** (6 in favor- Gerald, Richard, Kevin, Leo, Mark and Dennis; 5 opposed- Newman, Dan, Charlotte, Charlene and Paul).

Details of Kevin's proposal, 1-5:

- 1.** Have a cutoff date of 10-31-20 17 to receive payments for all delinquent accounts in order to be eligible to vote.
- 2.** Mail-in payments for 2017 4<sup>th</sup> installment must be postmarked on or before 10/31/17 and must be received in the GLA PO Box by 4 pm Thursday Nov 9, 2017 to be eligible to vote. No mail will be collected after this time before GLA Election Day.
- 3.** No walk-in payments on GLA Election Day to become eligible.
- 4.** No payments will be processed on GLA Election Day.
- 5.** Mail-in absentee ballots must be received in the GLA PO Box by 4 pm Thursday, Nov 9, 2017. No mail will be collected on Friday Nov 10, 2017. It is a holiday. No mail will be collected on Election Day, Saturday, Nov 11, 2017.

**6. NG and SG Ombudsman report**

**7. Approve Meeting Minutes, 03 13 2017**

**Motion:** Leo motioned and Dan seconded to approve the minutes with two edits. **Motion carried** (10 in favor; 1 abstention- Kevin).

**8. Visiting Landowner input period**

**9. NEW BUSINESS**

**10. Adjournment:** Dennis adjourned the meeting at 11:58 p.m.

**11. Next BOD Meeting: May 8, 2017**

**Glastonbury Landowners Association, Inc.**  
**Board of Directors Meeting Minutes**  
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**1. Call to Order**

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

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

**ABSENT:** Charlotte M.

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

**2. Set Agenda**

Charlene added 5.6.6, Elect NG Director to Road Management Committee

Dennis added 5.1.3, Education of the board

**3. Visiting Landowner Input Period**

**4. Unfinished Business**

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

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

**5. Officer and Committee Reports**

**5.1 President's Report – DR**

**5.1.1 Resignation of Director Ed D.**

Dennis reported Ed D. resigned May 2, 2017.

**5.1.2 Filling vacancy of SG Director**

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

**5.1.3 Education of the board**

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

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

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

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

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

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

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

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

**5.3 Treasurer's Reports – MS**

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

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

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

**5.3.2 Electronic Payment Option**

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

**5.4 Finance Committee Report – MS**

**5.4.1 Letter for NG8 A-3**

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

**5.4.2 Six lien warning letters**

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

**5.4.3 Next Collection steps**

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

**5.5 Secretary's Report – CRM**

**5.5.1 Board Committees and Advisory Committees**

Discussed

**5.5.2 General Liability Insurance for contractors**

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

**5.5.3 Newsletter**

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

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

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

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

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

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

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

Refer to committee.

**5.6.3 Bailey Paving patch bid**

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

**5.6.4 Newsletter article on weed spraying**

Discussed during 5.5.3

**5.6.5 Five-year road plan**

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

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

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

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

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

**5.7.1 Next meeting date**

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

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

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

This attorney letter does not state attorney client privilege.

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

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

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

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

**5.8.3 Confidentiality and conflict of interest agreements**

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

**5.9 Governing Documents Committee Report – LK**

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

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

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

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

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

**5.10.2 Newsletter announcement**

Discussed during 5.5.3

**6. NG and SG Ombudsman report**

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

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

**8. Visiting Landowner input period**

**9. NEW BUSINESS**

**10. Adjournment**

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

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

**Glastonbury Landowners Association, Inc.**  
**Board of Directors - Meeting Agenda**  
**June 12, 2017 – 7:00 pm**

**1. Call to Order**

The meeting was called to order by Dennis at 7:01 p.m. at Emigrant Hall.

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

**ABSENT:** Paul R.

**Landowners:** Donna A., Richard A., Ross B., Miriam B., Debbie B., Tim B., John B., John C., Claudette D., Micah D., Ed. D., Debbie D., Jose G., Deb H., Charlene K., Dorothy K., Michael L., Jerry L., George L., Michele M., Sally M., Tim M., Vern N., Fran N., Shannon O., Valery O., Jeff R., Wendy R., Chad S., Andrea S., Joe T., Linda U., Chris W., Ia W., Regina W., Walter W., Robert W., Mary W.

**2. Commence Special Meeting**

Regina W. was voted by the board to fill the SG director position vacated by Ed Dobrowski. Tally: 10 votes for Regina W.

**3. Commence Regular Monthly Board Meeting**

The regular meeting commenced at 7:12 p.m.

**4. Set Agenda**

**5. Visiting Landowner Input Period**

Chad S. NG 29 A & D, requested a list of landowners who may have received a financial reduction on their assessments and how much and he suggested a forensic audit of the books. Tim B. SG 88A, wanted the board to release the check registers every month. John B. SG 80, also wanted to know of any discounts.

**6. Officer and Committee Reports**

**6.1 President's Report – DR**

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

**6.2.1 Maaik M. NG 51-A, Project Review, new home.**

Waiting for landowner to submit final DEQ permit. No work can begin on her property until the permit is given to the board.

**Motion:** Kevin motioned and Gerald seconded the approval of the new home project on NG 51-A under the conditions that the board receive a new updated DEQ permit and an updated plot map which matched the original plot map supplied with the application; and that the landowner obtain electric and plumbing permits and reseed disturbed land. **Motion carried unanimously.**

**6.2.2 High South Homes LLC, SG 84-D, project approved 2004**

The 3 bedroom septic permit for the original mobile home in 1990 that was removed about 2004, was adequate for the new 3 bedroom house. The existing driveway was installed in 1990. The GLA came into being in 1997. No motion was needed.

**6.6.3 George & Camille L. SG 41-D, Project Review, addition and setback variance**

Kevin asked George L. if he sent a check for \$10 for the Variance H Form. George requested an email explaining the additional charge. All adjourning neighbors

approved the variance.

**Motion:** Leo motioned and Gerald seconded the approval of the addition, garage, shop, utility room on SG 41-D, and approve the setback variance at 37 feet rather than 50 feet subject to the removal of the current storage unit. The storage unit must be removed from the lot and the additional fee must be paid. Landowner must obtain any necessary permits and reseed disturbed land. **Motion carried unanimously.**

### **6.3 Treasurer's Reports – MS**

#### **6.3.1 Highlights: P&L, Bal. Sheet, Dep/Check Details, Customer Bal Sum. May 2017**

Accounting fees totaled 50% of budget spent after 5 months of the year.

**Action Item:** *Mark to ask Micah if he invoiced the 2<sup>nd</sup> Quarter payment for GAV.*

#### **6.3.2 Electronic Payment Option**

**Action Item:** *Mark to continue to work on setting up the PayPal account.*

#### **6.3.3 Accounting Updating**

**Action Item:** *Mark to work with Micah on a schedule for updating the accounting interest and database address changes, etc.*

**Motion:** Leo motioned and Charlene seconded to rework the draft of statement verbiage by June 25 and vote by email vote to approve the new wording. **Motion carried unanimously.**

#### **6.3.4 Park Electric auto payment, currently paid by check by the accountant.**

**Motion:** Mark motioned and Charlotte seconded to set up an auto payment for the electric bill which would save \$1.50 on the bill and reduce accountant time and fees. **Motion carried unanimously.**

**Action Item:** *Mark to set up the auto payment.*

#### **6.3.5 Mark resigned as treasurer at the end of the meeting.**

Leo motioned and Mark seconded to elect Regina as the treasurer effective at the end of this meeting. **Motion carried** (10 in favor; 1 abstention- Regina).

### **6.4 Finance Committee Report – MS**

#### **6.4.1 Second Dwelling assessments**

**Action Item:** *Mark will send four additional dwelling letters to landowners who may have a second dwelling: Constance B.C. SG 101, Neil and Linda K. SG 18-A, Paul R. NG 30-E, Leticia S. NG 28-A.*

**Action Item:** *Leo will research SG 57 lot numbers.*

#### **6.4.2 Next steps for collection of delinquent accounts**

**Action Item:** *Finance Committee will send a Delinquency letter from the Treasurer, sent by certified mail receipt.*

**Action Item:** *The Legal Committee will consult with Rick Landers on the contents of the Delinquency letter.*

### **6.5 Secretary's Report – CRM**

#### **6.5.1 Meeting Notes –**

Discussed Meeting Notes.

**Motion:** Leo motioned and Kevin seconded that Kevin's Meeting Notes dated 6/7/2017 be added to the GLA records to be kept as working notes. **Motion failed** (5 in favor– Gerald, Richard, Leo, Kevin, and Dennis; 4 opposed– Newman, Dan, Charlotte, Charlene; 2 abstentions– Mark and Regina).

**Motion:** Kevin motioned and Leo seconded to create a meeting notes folder of working notes. Working notes would not be posted on the website. A Document Request form would be required to get these notes. Statements made at a public meeting may be put in the meeting notes folder. **Motion carried** (7 in favor– Gerald, Richard, Leo, Kevin, Mark, Regina, Dennis; 4 opposed– Newman, Dan, Charlotte, Charlene).

#### **6.5.2 Confidential topics:**

Secretary presented a reminder to Directors that we do not forward PR apps, drafts of minutes or procedures, employee issues, litigation, complaints on board emails as they are unofficial or issues to be handled privately.

#### **6.5.3 Document Requests**

**Motion:** Leo motioned and Mark seconded that Tim B. be allowed to receive agendas from 1997 to 2000 as per his Document Request, after the Admin Assistant has returned to work and Tim is billed for the time. **Motion carried** (10 in favor– Newman, Gerald, Richard, Leo, Charlotte, Charlene, Kevin, Mark, Regina, Dennis; 1 opposed– Dan).

#### **Second Document Request of Tim B. For copies of voter sign-in sheets from 2014, 2015 and 2016 elections.**

Discussed the Particularity of Purpose for Tim to receive the sign-in sheets was to build a case for or against cumulative voting for the election committee.

**Motion:** Charlene motioned and Dan seconded to not fill the document request for sign in sheets from 2014, 2015, 2016, and use “anonymous data” instead. **Motion carried** (7 in favor– Newman, Gerald, Richard, Dan, Charlotte, Charlene, Regina; 3 opposed Mark, Leo, Dennis; 1 abstention– Kevin).

### **6.6 Road and Weed Mgmt Committee Report – DR/RJ**

#### **6.6.1 Road policy draft**

**Motion:** Richard motioned and Charlene seconded to send the draft for 30-day review.

**Motion carried** (10 in favor– Newman, Gerald, Richard, Leo, Charlotte, Charlene, Kevin, Mark, Regina, Dennis; 1 opposed– Dan).

**Action Item:** *Secretary to send out the draft for 30-day review, and let board members and landowners make comments during that time.*

#### **6.6.2 Spring grading**

Richard contacted three contractors: Standish Excavation, Gene Lembcke and Adkins Construction. The Road and Weed Committee recommended Adkins Construction. Mike Adkins will work with Dennis to inspect ditches and culverts. Adkins will provide proof of insurance.

#### **6.6.3 NG paving repair**

Richard repaired 3 potholes on NG pavement using cold patch. Richard needed more patch material to complete the work. Cost will be less than \$500.

#### **6.6.4 CTA estimates**

Committee felt the bids were very expensive and will not use the CTA Company but will wait to get advice from Mr. Nye, an engineer, in early July.

#### **6.6.5 Weed control**

Joanna D. will cut the weeds. The Board will evaluate the results of cutting the weeds instead of spraying them this year. A six-foot width on both sides of the platted roads



will be mowed. It was presented that no other bids were sought.

#### **6.6.6 Signs, reflectors and snow fencing**

Discussed how to attach reflectors to the T-Posts. Will use the white reflectors we have on hand.

**Action Item:** *Richard will follow up on the reflectors and the 25 MPH signs.*

#### **6.6.7 Hercules erosion update**

Discussed asking engineer, Mr. Nye, to look at it.

**Action Item:** Walter & Dennis will fill out the necessary forms with state water quality department located in the Forest Service building in Livingston.

#### **6.6.8 Add Jeff R.**

**Motion:** Dan motioned and Leo seconded to add Jeff R. to the road committee.

**Motion passed unanimously.**

### **6.7 Communications and Technology Committee Report – NB**

#### **6.7.1 Michele M. complaint 4/23/2017**

This complaint involved GLA board members Charlotte M., Paul R., and Gerald D. and concerns of;

1. trespassing onto Michele's property during the construction of a greenhouse,
2. a conflict of interest between their roles as GLA board members
3. a violation of their fiduciary responsibilities as GLA board members.

**Motion:** Leo motioned and Kevin seconded that Charlotte M. and Paul R. be censured for their involvement with the greenhouse and not following their fiduciary responsibilities to the landowners. **Motion carried** (6 in favor– Gerald, Leo, Kevin, Mark, Regina, Dennis; 3 opposed– Newman, Dan, Charlene; 1 abstention– Richard; Charlotte recused herself).

President Dennis Riley stated no further GLA board action was appropriate or within the purview of the Board as the impacts from the trespass was a civil issue between the two landowners involved.

**Action Item:** *Leo will write the censure.*

**Action Item:** *Road and Weed Committee will finalize the letter to Leticia S. NG 28-A, regarding water drainage issue on Capricorn.*

#### **6.7.2 Follow-up letter, dog barking complaint**

**Action Item:** *Newman to finalize the follow up letter to include a timeline for a response from John C.*

#### **6.7.3 B.E.E. Board Education and Ethics advisory group**

**Action Item:** *Newman will discuss meeting times with the advisory group.*

#### **6.7.4 Donna A. complaint 3/29/2017, resolution: public apology**

Charlotte made a public apology to Leo and Leo accepted her apology.

### **6.8 Legal Committee Report – DR**

#### **6.8.1 Status of Sirius Road and easements**

Discussed the need to work on exchanging easement locations for Aries Dr, obtaining an easement for Sirius Dr. from Aries toward the Post Office and determining where road maintenance obligations for residents of Taurus Rd will be conducted.

**Motion:** Leo motioned and Dan seconded that the GLA officially inform/notify Western Shamballa and Church Universal and Triumphant the GLA will not be maintaining Sirius Road from the intersection at Aries to Golden Age Village, nor Helios Way and Vesta Circle as they are not platted roads. **Motion carried unanimously.**

**Action Item:** *Leo will draft the letter to Western Shamballa Inc. and Church*

*Universal and Triumphant.*

**6.9. Governing Documents Committee – LK**

**6.9.1 Covenant Enforcement Procedures**

**Action Item:** *Leo will call a meeting of the committee.*

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

**6.11 Community Property Report**

**6.11.1 Add committee members**

**Motion:** Dan motioned and Charlotte seconded that Dennis be added to the Community Property Committee. **Motion carried unanimously.**

**Motion:** Charlotte motioned and Newman seconded to add John Carp to the Community Property committee. **Motion carried unanimously.**

**7. Approve Meeting Minutes, 05 08 2017,**

**Motion:** Charlene motioned and Dan seconded to approve the meeting minutes of May 8, 2017.

**Motion carried** (10 in favor; 2 abstentions– Charlotte and Regina).

**8. NG and SG Ombudsman Report**

**9. UNFINISHED BUSINESS**

**10. NEW BUSINESS**

**11. Visiting Landowner Input Period**

**12. Adjournment (10:00 p.m.)**

The meeting was adjourned at 11:43p.m.

**13. Next Board Meeting: July 17, 2017**

**Glastonbury Landowners Association, Inc.**  
**Board of Directors Meeting Minutes –FINAL**  
**July 17, 2017**  
**CONFIDENTIAL – DO NOT COPY**

**1. Call to Order**

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

**PRESENT:** Dennis R. (President), Dan K. (Vice President), Regina W. (Treasurer), Charlene M. (Secretary), Newman B., Gerald D., Richard J., Leo K., Charlotte M., Kevin N., Mark S. via phone

**ABSENT:** Paul R.

**Landowners:** Charles B., Miriam B., Debbie B., Tim B., John C., Joanna D., Claudette D., David H., Debbie H., Donna J., Dorothy K., Donna L.A., Myron M., Sally M., Fran N., Vern N., Dan O., Valery O., Jeff R., Leticia S., Linda U., Chris W., Ia W.

**2. Set Agenda**

Claudette D. added 5.5.1 Committee member absenteeism, and 5.10.3 add members to Election Committee. Joanna D. 5.6.3 Weed Mowing; Charlotte M. added 5.7.2 Censure on June 12

**3. Visiting Landowner Input Period**

Sally M., representing Jeff M. of NG 27, expressed concerns about the Community Property Committee, wanted to dissolve the committee and return the 20-acre Parkland back to CUT. Sally submitted a formal complaint. Board will address the complaint at the Communication and Tech committee meeting. Debbie B. of SG 40-C expressed concerns that the CUT /Davis property and CUT & Holder property are many years in arrears; she hopes to expedite the collection of these accounts. Ia W. of NG 33-C suggested using names of board members on the board agenda instead of initials. Val O. of NG 5-C was concerned about personal attacks against the board; that the 1998 contract between the GLA & CUT was the contract approved by the board in 1998; that the contract is over 5 years old; and that the Parkland/soccer fields raise property values and should be maintained.

**4. Unfinished Business**

**4.1 Settlement Agreement of 1998 on GAV, Helios and Vesta Roads**

Dan reported on a meeting with Attorney, Alanah, who will write to CUT regarding easement issues and platted easements and maintenance of roads. Board voted in 1998 to accept the contract.

**5. Officer and Committee Reports**

**5.1 President's Report – Dennis R.**

**5.1.1 Moving forward**

Dennis stated he believed all board members had the best interest of the GLA at heart. He hoped for less polarization to help the board to function.

**5.2 Project Review Committee Report – Gerald D. / Kevin N.**

**5.2.1 Garage application, NG 28-A**

The project was not staked when Kevin went to visit on July 4<sup>th</sup>. He was unable to call the landowner. There is a documented drainage problem with runoff from this property.

The committee voted 4-0 to not approve this project. This project was referred back to the committee due to it not being staked in time and the need to address a drainage issue.

**5.2.2 Earth Moving at NG 45**

Kevin reported that two subdivision roads were being built as required by the county. This subdivision was approved in 2007.

**5.3 Treasurer's Reports – Regina W.**

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

**Motion:** Regina motioned and Charlene seconded to approve the Treasurers Reports.

**Motion passed unanimously.**

**5.3.2 Electronic Payment Option, PayPal update - Mark S.**

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Landowners can contact Mark via the [info@glamontana.org](mailto:info@glamontana.org) to get instructions on the use of PayPal to pay their assessments.

**5.3.3 Treasurer's Procedures – Regina W.**

Regina worked with the accountant on procedures.

**Action Item:** *Dan will contact Alyssa A. and Richard B. to work with the treasurer on payment of variance fees owed by SG 90.*

**5.4 Finance Committee Report – Regina W.**

**5.4.1 Delinquency Letter, timeline for approval and mailing**

**Action Item:** *Dan to send the revised Delinquency letter to the collection attorney, Rick Landers. Final Delinquency letter to be sent by the treasurer to delinquent accounts, including the Collection Procedure and a statement by registered mail.*

**5.4.2 Add landowners to Finance Committee**

**Motion:** Regina motioned and Dan seconded to add Wendy R., Debbie B., Sally M. and Val O. to the Finance Committee. **Motion passed unanimously.**

**5.5 Secretary's Report – Charlene M.**

**5.5.1 Committee Member Absenteeism.**

Claudette stated a problem occurs when there is no participation by a committee member. The committee chair could recommend that a member be removed.

**5.6 Road /Weed Management Committee Report – Dennis R.**

**5.6.1 Summer grading update. Motion for road work.**

Richard reported NG work is completed; 33 loads of gravel were used and the bill will be about \$25,000.

**Action Item:** *Dennis to add addendum to the Adkins Road Contract for 17 additional loads of donated gravel.*

**Motion:** Regina motioned Leo seconded that \$25,000 of unallocated funds be moved into the NG and SG road Funds at \$12,500 each. **Motion carried unanimously.**

**Motion:** Regina motioned Dan seconded to move \$9,500 out of the SG Road Fund to be added to increase the SG summer 2017 road work. **Motion carried unanimously.**

**Action Item:** *Regina will instruct the accountant to move the money.*

**5.6.2 Draft Road Policy, 30-day review ends July 20**

Still receiving comments on the draft Road Policy. The Road Policy Advisory Group will work on processing feedback.

**Action Item:** *Dennis to send emails received as of June 20 to the Road Policy Advisory Group.*

**5.6.3 Mowing Weeds**

Joanna has begun to mow with a weed wacker; 20 inches wide and she will make two passes to get a 40 inch wide path. She stops the blade when a car passes.

**5.7 Communications and Technology Committee Report – Newman B.**

**5.7.1 Update on complaint responses.** Newman reported that recent complaints have been finalized and response letters sent.

**5.7.2 Censure letter from Charlotte to the Board**

**Motion:** Gerald motioned and Newman seconded to reverse the censure against Charlotte and Paul done at the June 12 board meeting.

**Motion failed** (5 in favor – Newman, Gerald, Richard, Dan, Charlene; 5 opposed– Kevin, Mark, Regina, Dennis, Leo. Charlotte recused herself from the vote).

**5.7.3 Next Communication and Technology committee meeting**

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Wednesday, July 26 at 7:00 pm at 12 Gemini Road.

**5.7.4 B.E.E. Board Education and Ethics Advisory Group meeting**

The group plans to meet in September.

**5.8 Legal Committee Report – Dennis R. / Dan K.**

**5.8.1 Landowner complaint to Dept. of Labor and Industry**

A landowner had sent a complaint to The Department of Labor and Industry. Dan and Dennis and Leo had a phone conversation about this issue with attorney, Alanah Griffith. Due to strict timelines and the sensitivity of this complaint, the board voted by email to hire attorney Alanah Griffith, who wrote a response letter to the Department of Labor and Industry.

**5.9 Governing Documents Committee Report – Leo K.**

**5.9.1 Report on Covenant Enforcement Investigation**

Leo reported the committee did not see the need for additions or changes to the governing documents. The ombudsman position and need for a position description was discussed.

**Action Item:** *The Communication and Technology committee will expand the complaint process.*

**5.10 Election Committee Report – Charlene M. / Kevin N.**

**5.10.1 Nomination Mailing & Letters to Legal Entity Landowners**

Nomination mailing, August 1, 2017. Nominations due September 13, 2017.

Letters to Legal Entities to be mailed next week.

**5.10.2 Cumulative voting**

35.2.540 research cumulative voting in Montana Code to determine if it is legal according to our bylaws.

**Action Item:** *The Election Committee will develop the questions to ask the attorney: if cumulative voting is allowed by our bylaws and other relevant questions.*

**5.10.3 Adding members to the Election Committee**

**Motion:** Charlene motioned and Kevin seconded to add Dorothy K. and Tim B. to the Election Committee. Voice vote. **Motion carried unanimously.**

**5.11 Community Property Report – Charlotte M.**

**Motion:** Leo motioned and Dan seconded that the legal committee undertake the research and work with Park County, CUT and attorney Alanah Griffith, regarding the Parkland Dedication agreement June 11, 2002, and the deed to determine the latitude of use and any requirement for amendments, and the Community Property committee suspend their planning activities until this information is available. **Motion carried unanimously.**

**Motion:** Leo motioned and Charlotte seconded to get bids to have a professional inspect the building for danger of mold or mouse problems and to recommend and give a recommendation for GLA actions concerning the building and metal materials on the land.

**Motion carried unanimously.**

Next Community Property Committee meeting was scheduled for Wednesday, July 19, 2017.

**6. NG and SG Ombudsman report**

**7. Approve Meeting Minutes, 06 12 2017**

**Motion:** Kevin motioned and Regina seconded to approve the minutes. **Motion carried unanimously.**

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**8. Visiting Landowner input period**

Val stated the PVRC has paid its own way.

**9. NEW BUSINESS**

**10. Adjournment**

Dennis adjourned the meeting at 11:55 p.m.

**11. Next BOD Meeting: August 14, 2017**

**Glastonbury Landowners Association, Inc.**  
**Board of Directors Meeting Minutes – Final**  
**August 14, 2017**

**1. Call to Order**

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

**PRESENT:** Dennis Riley (President), Dan Kehoe (Vice President), Regina Wunsch (Treasurer), Charlene Murphy (Secretary), Newman Brozovsky, Richard Johnson, Leo Keeler, Charlotte Mizzi, Kevin Newby, Mark Seaver (via phone).

**ABSENT:** Gerald Dubiel, Paul Rantalo.

**Also attending:** Iona Yabut (Administrative Assistant)

**Landowners:** Charles & Miriam Barker, Debbie Blais, Tim Brockett, John Carp, Claudette Dirkers, Joanna Dawson, Dorothy Keeler, Donna Lash-Andersen, Frances Nye, Val O'Connell, Linda Ulrich, Chris & Ia Williams.

**2. Set Agenda**

Kevin Newby added 5.7.4 Paul Rantalo's absenteeism

Regina Wunsch added 5.4.2A Payment plans - right terms

Leo Keeler added 5.4.5 Committee authority (spending of monies) and overall committee management

Agenda items 5.4.3, 5.4.4, and 5.11 moved under 5.9 Governing Documents

**3. Visiting Landowner Input Period**

Ia Williams read her letter expressing concerns over Charlotte Mizzi's performance as the Community Property Committee chair and board director; added to agenda item 5.11.2.

**4. Unfinished Business**

**4.1 Settlement agreement of 1998 on GAV, Helios & Vesta Roads**

A letter was sent to Church Universal & Triumphant and a meeting has yet to be scheduled to discuss proposed settlements and commitments. The road agreement of 1998 will be discussed to find a way forward, including the gravel portion of Sirius.

;

**5. Officer and Committee Reports**

**5.1 President's Report – Dennis Riley**

**5.1.1 Welcome and introduction of board members**

**Motion:** Leo motioned and Regina seconded for all official committee and board meeting minutes and agendas to use board members' full names.

**Amended Motion:** Leo motioned and Regina seconded that all official committee and board meeting minutes and agendas include full names when referring to a person. **Motion passed** (9 in favor; 1 abstention – Newman Brosovksy).

**5.1.2 Moving Forward**

**5.2 Communications & Technology Committee Report – Newman Brozovsky**

**5.2.1 Complaint Sally M. NG 27**

Donna Lash-Andersen, read Sally Muto's rebuttal to Charlotte Mizzi's rebuttal to Muto's July 28th complaint about the parklands.

**Motion:** Leo motioned and Kevin seconded that the board freeze spending of money on the soccer fields until legal issues are resolved; and that maintenance be stopped, including watering, so the electricity bill is not extended.

The board discussed the value of the parkland as an asset to the association, reiterated attorney advice to include high membership involvement, and considered the greater financial burden of rehabilitating the area if it were allowed to deteriorate. **Motion Amended:** Leo motioned and Kevin seconded to spend the absolute minimum to secure the building and stop the mold; and that the mowing stop since funds for mowing have already exceeded. **Motion failed** (5 in favor – Leo, Kevin, Mark, Regina, and Dennis; 5 opposed – Newman, Richard, Dan, Charlotte, Charlene).

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**5.2.2 Complaint Process, Status and Review**

The Communications & Technology Committee will modify the complaint form for landowner complaints about directors and expand the conflict of interest policy during their next committee meeting on August 23.

**5.3 Treasurer's Reports – Regina Wunsch**

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

**Action Item:** *Regina Wunsch will move line item 1305 to 1310 in the budget.*

**Motion:** Dan motioned and Kevin seconded to accept the Treasurer's Report as presented. **Motion passed unanimously.**

**5.3.2 Electronic Payment Option, PayPal update**

The board desired to offer PayPal as a payment option since it is the only means for a landowner to pay by credit card.

**Action Item:** *Mark will continue to work on programming the PayPal account, including fixing the formula for the assessments.*

**5.4 Finance Committee Report – Regina Wunsch**

**5.4.1 Delinquency Letter, timeline for approval and mailing**

**Action Item:** *Regina Wunsch will send Charlene Murphy and Iona the list of landowners two years or more in arrears; Regina will also revise (delete the section about four installments) and send the payment plan letter and statements to Charlene & Iona.*

**Action Item:** *Iona Yabut will complete the delinquency letters with the landowners' information; make copies of the collection policy, payment plan letters and statements; and have the mailing ready to go out by August 24th. Letters will be sent via certified mail.*

**Action Item:** *Dan Kehoe, Regina Wunsch, and Wendy Riley will create a spreadsheet to keep track of landowner cases and responses; and be prepared to turn the list of non-responders over to attorney Rick Landers thirty days after the letters are sent.*

**5.4.2 Payment Plan payment application**

**Motion:** Regina motioned and Charlene seconded to follow standard accounting and business practices by applying payments to oldest invoices first, then in the order they occur. **Motion carried** (9 in favor; 1 opposed – Mark).

**Action Item:** *Regina will notify ATS of the change in procedure.*

**5.4.3 Establish uniform rules for a committee's authority to spend money**

**Review Bylaw Article VI. I.**

Moved to 5.9 Governing Documents Committee Report

**5.4.4 Address Community Property contract process that exceeded the budget allocation by 60% (line item 1230 allowed \$250 but \$400 was spent)**

**Motion:** Leo motioned and Dan seconded that if a line item is to be exceeded, it be brought to the board for a vote to reallocate the funds. **Motion passed unanimously.**

**5.5 Secretary's Report – Charlene Murphy**

**5.5.1 Committee Minutes**

Charlene reported that three sets of committee minutes were stalled and that she could not send them out until they were approved. She suggested restating motions and action items for clarification, focusing on motions and action items, and limiting the use of narrative.

**5.5.2 Trusts as Owners of Property**



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The election committee had sent letters to known legal entities to establish proxies. The administrative assistant continued research on cadastral, and in the process uncovered fourteen more Trusts/LLCs and two properties that were not being billed. The board discussed if GLA should continue research to uncover Trusts/LLCs and decided the research was valuable enough if it uncovered unreported properties.

**Motion:** Leo motioned and Kevin seconded for Iona to continue searching, as time allowed, on Montana cadastral for properties not currently being assessed. **Motion passed unanimously.**

**Action Item:** *Charlene will mention in the next newsletter that landowners need to notify the association if their property has gone into a Trust or LLC or other business entity.*

**5.6 Road /Weed Management Committee Report – Dennis Riley**

**5.6.1 SG Summer grading update**

**Action Item:** *Tim Brockett will send Regina Wunsch the donation breakdown for invoicing.*

**5.6.2 Mowing and Weed update**

**Action Item:** *Dennis will let Joanna Dawson know she can begin mowing in South Glastonbury since the grading is done.*

Since the association was experimenting with mowing instead of spraying the weeds, Charlene pointed out the weed spraying budget was not being used.

**Motion:** Charlene motioned and Kevin seconded to transfer \$2,410.01 from the weed control budget to be used as roadside mowing and weed control.

**Action Item:** *Regina will ask Micah to change the budget for weed control.*

**5.6.3 Draft Road Policy, 30-day review**

Landowners responded with many concerns and questions. The committee will work through these concerns and will develop a question & answer document. Dennis anticipated changes in the policy will eventually be made.

**5.6.4 Update on Hercules Wash-out**

Parks Frady agreed to fix the gravel portion of Dry Creek Rd.

**Action Item:** *Walter Wunsch will follow-up with the conservation office.*

**5.7 Project Review Committee Report – Gerald Dubiel / Kevin Newby**

**5.7.1 NG 28-A garage project update**

The project review committee is waiting for a report from the hydraulic engineer working on the property. When the water run-off problem is resolved the deficiencies from this project application will be satisfied.

**Motion:** Kevin motioned and Charlotte seconded to send a copy of the Project Review committee minutes from the last meeting, August 7, 2017 to both property owners involved in the water run-off issue. **Motion passed unanimously.**

**Action Item:** *Kevin Newby will ask landowner of NG 11-E permission to forward the cease & desist letter to the board.*

**5.7.2 New proposed PR App instructions for page one. Page 2 is unchanged.**

Emphasis was placed on making applicants aware of potential subdivision documentation and subdivision covenants.

**Motion:** Kevin motioned and Dan seconded to accept the form with two changes: 1) change the order of the first two questions: "Have you read the GLA covenants?" and "Do the proposed structures..." and 2) after the question: "Do you have a copy of your subdivision covenants?" add the verbiage: "(not GLA's covenants)".

**Motion passed unanimously.**

**Action Item:** *Kevin will make the changes as per above and send to Mark who will*

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*update the website with the new form.*

**5.7.3 Update PR instructions preliminary review timeline to reflect new PR meeting date one week before monthly BOD meetings**

**Motion:** Kevin motioned and Charlotte seconded to accept the new Preliminary Project Review timeline to reflect the new meeting schedule. **Motion passed unanimously.**

**Action Item:** *Mark to change PR preliminary approval timeline on the website to match the handout.*

**5.7. Paul Ranttalo's absenteeism – (added to agenda)**

Kevin asked the board for guidance concerning Paul's absence from the last three project review committee meetings; that it affected the quorum during one meeting when landowners had travelled a distance to discuss their project; and his lack of communication with co-chairs. Individuals in attendance mentioned Paul had suffered from an illness and was currently out of the country.

**Motion:** Kevin motioned and Mark seconded to remove Paul from the Project Review committee for not responding over ninety days. **Motion failed** (5 in favor – Leo, Kevin, Mark, Regina, and Dennis; 2 opposed – Newman & Charlotte; 3 abstentions – Richard, Dan, and Charlene).

**5.8 Legal Committee Report – Dennis Riley**

**5.8.1 Legal Questions re: Parkland NG 16**

Attorney Alanah Griffith will draft a letter to Church Universal & Triumphant outlining what we can and cannot do according to the deed and parkland agreement. And discuss how to modify the agreement.

**Motion:** Charlene motioned and Dan seconded. To spend up to \$800 from line item 1250 to secure the doors of the soccer building to make it weather proof.

Discussion: Jeff Redierer volunteered to secure the doors. The board accepted Jeff's offer and the motion was not voted on.

A loud disruption occurred in the audience. President Dennis Riley asked for silence in order to continue the meeting. All audience members stopped talking except Val O'Connell who continued to argue when asked to stop talking.

**Motion:** Leo motioned and Dan seconded to end the meeting,

**Motion Carried.** Unanimous agreement.

**Meeting Adjourned: 11:13 p.m.**

**All remaining agenda items were tabled due to the termination of the meeting.**

**5.8.2NG 7-A, nonpayment of assessments - TABLED**

**5.9 Governing Documents Committee Report – Leo Keeler**

Agenda items 5.4.3, 5.4.4, and 5.11 moved under 5.9 Governing Documents –**TABLED**

**5.10 Election Committee Report – Charlene Murphy / Kevin Newby**

**5.10.1 Annual Meeting Agenda - TABLED**

**5.10.2 Cumulative voting - TABLED**

**5.11 Community Property Report**

**5.11.1 Committee powers and authorizations, established Dec. 5, 2016 – TABLED**

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**5.11.2 Committee member concerns - TABLED**

**Ia Williams letter of concern – added to the agenda - TABLED**

- 6. NG and SG Ombudsman report**
- 7. Approve Meeting Minutes, 07 17 2017 - TABLED**
- 8. Visiting Landowner input period**
- 9. NEW BUSINESS**
- 10. Adjournment**
- 11. Next BOD Meeting: Sept 11, 2017**

**Glastonbury Landowners Association, Inc.**  
**Board of Directors Meeting Minutes – Final**  
**September 11, 2017**

**1. Call to Order**

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

**PRESENT:** Dennis Riley (President), Dan Kehoe (Vice President), Regina Wunsch (Treasurer), Charlene Murphy (Secretary), Newman Brozovsky, Gerald Dubiel, Richard Johnson, Leo Keeler, Charlotte Mizzi (via phone), Kevin Newby, Paul Ranttalo, Mark Seaver (via phone).

**ABSENT:**

**Also attending:** Iona Yabut (Administrative Assistant)

**Landowners:** Aija-Mara Accatino, Svend & Donna Andersen, Charles & Miriam Barker, Edward Anderson, Joseph Bozotsky, Debbie Blais, Tim Brockett, Ross Brunson, John Carp, Claudette Dirkers, Dorothy Keeler, Michelle McCowan, Frances & Vernon Nye, Dan & Val O'Connell, Jeff Reiderer, Leticia Sandoval, Linda Ulrich, Ia Williams.

**Guest:** Danilie Howe, Sally Muto

Dennis Riley apologized for losing his temper during the August 14 board meeting. He presented a new system in which Leo Keeler would list landowners in the order their hands were raised. After board discussion of each topic, Leo would call upon the landowners, according to the list, to comment.

**2. Set Agenda**

Kevin Newby added 5.11.2 Project Review on the website.

5.10.2 Road Committee nomination- added by landowner

**3. Visiting Landowner Input Period**

Val O'Connell reiterated her complaint against President Dennis Riley and expressed dissatisfaction with not being offered a personal apology; Ia Williams requested the meeting move along and that Val's concerns be addressed at the appropriate time; Claudette Dirkers suggested setting the agenda first and continuing with order and peace; Ross Brunson suggested that officers of the board do what is appropriate as long as it's within the rules of the GLA; Dan O'Connell expressed his feelings of rage and resolve to protect his property and his wife; Linda Ulrich suggested accepting President Riley's apology and moving forward with the meeting.

**4. Unfinished Business**

**4.1 Settlement agreement of 1998 on GAV, Helios & Vesta Roads**

Attorney Alanah Griffith had sent a letter to C.U.T. requesting a meeting to discuss this and the parameters of GLA's obligations to maintaining- and options with using- the parkland.

According to Alanah, C.U.T. agreed to a meeting, but a date had not been set. Dennis had asked Alanah for copies of these letters and was still waiting for her response.

**Action Item:** *Dennis will continue to request copies of the letters from Alanah.*

**4.2 Arcturus Extension**

The board questioned how far the GLA had to maintain Arcturus, considering the extensions it had gone through over the years. Leo felt the topic was more appropriate for the road committee to address.

**5. Officer and Committee Reports**

**5.1 President's Report – Dennis Riley**

**5.1.1 Welcome and Introduction of Board Members**

Directors introduced themselves.

**5.1.2 Moving Forward**

**5.2 Legal Committee Report – Dennis Riley**

**5.2.1 Legal Questions re: Parkland NG 16**

Addressed under 4.1 as an issue to be discussed with C.U.T.; at present the board questioned what was possible and what GLA was legally bound or not bound to do.

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**5.2.2 NG 7-A, nonpayment of assessments, Letter sent and reply 9/6/2017**

The board agreed by general consensus that the next step was to reply to Wolberd with a letter specifically explaining why he owed penalties and interest.

**Motion:** Leo motioned and Kevin seconded that GLA develop a letter via the email approval process that once approved by the board would be sent to Wolberd. **Motion passed** (11 in favor; 1 opposed– Gerald).

**Action Item:** *Leo will write the draft.*

**5.2.3 Establish protocol for corresponding with parties and taking action on behalf of the GLA**

Discussion focused on working as a whole board; that directors should not send anything out or request information from landowners without discussing it with the board; the need to be careful with anything written and to show drafting; and finding the balance to prevent analysis paralysis.

**5.3 Governing Documents Committee Report – Leo Keeler**

**5.4 Election Committee Report – Charlene Murphy / Kevin Newby**

**5.4.1 Annual Meeting Agenda, seating and question box**

The election committee suggested making changes to the traditional order of the annual meeting: the meeting would start later (10 a.m.); the committee reports would be given after the introduction of the candidates; the cutoff time for walk-in absentee ballots would be noon; an announcement would be made at 11:45 that voting would close in fifteen minutes. **Motion:** Kevin motioned and Leo seconded to accept the annual meeting agenda as presented. **Motion passed unanimously.**

The committee also proposed reserving an area in the front of the room for candidates to sit and having candidates wear name tags. The board agreed by general unanimous consent.

The committee further proposed providing a box for landowners to submit questions for the candidates; the anonymity would assist those not comfortable with asking out loud. The board discussed the potential for misuse and the need for a moderator to screen the questions for appropriateness.

**Motion:** Kevin motioned and Mark seconded to add the box that the election committee suggested, with 2 moderators who have to sign up before the election day of Nov 11; the moderators would be given instructions to limit rants. **Motion failed** (5 in favor– Leo, Kevin, Mark, Regina, Dennis; 7 opposed– Newman, Gerald, Richard, Dan, Charlotte, Charlene, Paul).

**5.4.2 Cumulative voting**

The Election Committee was not prepared to institute this for the Nov 11 election, but wanted to make the board aware of this option. They questioned if it would take a membership vote for a bylaw change to allow cumulative voting, or a rule instituted by the board to adopt cumulative voting.

**5.4.3 Approve Election Letter, Absentee Ballot and Proxy for Sept. 25 mailing 1:35:14**

Concern about language in the absentee ballot's "Important Voting Notes" was raised. Regina suggested the second paragraph to read: "Each parcel, tract or lot is allotted one vote. A landowner who owns multiple parcels receives one absentee ballot, but you will receive the appropriate number of votes.

**Motion:** Leo motioned that the election committee finish the modifications discussed tonight, and by committee vote approve the documents to be sent out to landowners; without it coming back to the board for a vote. No second as made.

**Motion:** Kevin motioned that the election committee reword the Important Voting Notes section of the 2017 Absentee Ballot as documented in this meeting, vote amongst the committee, and send it out to the landowners. No second was made.

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**Motion:** Charlene motioned and Leo seconded to approve the Election Letter, Proxy form, and Absentee Ballot with the edit as suggested by Regina. **Motion passed unanimously.**

**Action Item:** *Charlene will apply Regina's suggested changes and then send it to the committee via email for edits and comments.*

**5.4.4 Tenants in Common, assessments and voting**

Leo had done a considerable amount of research and sent a summary to the board concerning lots that had tenants-in-common ownership. The information could be used to determine the number of votes per lot. Although the County recognized some of those lots as an undivided lot, the GLA, in accordance with its Bylaws, considered tenant-in-common lots divided.

**5.5 Community Property Report – Charlotte Mizzi/Dennis Riley**

**5.5.1 Committee powers and authorizations, established Dec. 5, 2016**

The whereabouts of the lawnmower was questioned; Val O'Connell reported she had bought it; that it was owned by the PVRC; that she discovered it recently at the soccer field damaged beyond minor repairs; and it was now being kept on her property.

**Action Item:** \_\_\_\_\_ *to research the July-Sept 2014 board meeting minutes for the motion to void the contract agreement between the PVRC and GLA.*

**5.5.2 Committee member concerns**

Committee members were concerned about the committee chair's leadership and did not feel any decisions should be made until parameters were established with C.U.T. and legal guidance.

**Motion:** Dan motioned and Leo seconded to dissolve the committee property committee and choose a board member to notify the board of necessary maintenance on the property. **Motion carried** (11 in favor and 1 opposed– Newman).

Richard volunteered himself and Paul Rantalo to be those board members.

**5.6 Communications & Technology Committee Report – Newman Brozovsky**

**5.6.1 Complaint Val O'Connell 8 15 2017 – Still being researched**

Newman presented the idea of getting written statements from anyone who was at the meeting to hear other people's interpretations of the event.

**Motion:** Leo motioned and Dan seconded to follow Newman's recommendation to accept written statements from landowners who were present during the disturbance to be reviewed by the committee. Statements sent by Sept 20<sup>th</sup> will be reviewed at the next committee meeting. Landowners must identify themselves or their statement would not be accepted. Newman, Paul, and Dennis recused themselves from the vote. **Motion carried** (8 in favor– Gerald, Richard, Leo, Dan, Charlene, Kevin, Mark, Regina and 1 abstention– Charlotte).

**Action Item:** *Newman to get a transcript of that section.*

**5.7 Treasurer's Reports – Regina Wunsch**

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

**Motion:** Kevin motioned and Dan seconded to accept the Treasurer's Report as presented. **Motion passed unanimously.**

**5.7.2 Electronic Payment Option, PayPal update**

**Action Item:** *Mark will work on figuring out how to send email from the website for the rest of the week.*

**5.7.3 NG 23 Difo/Hornack; Letter to Hornack 2:57:03**

Regina attempted to explain the long and complex history of the property; it was unclear if it was a joint ownership or tenancy-in-common, but the question remained who GLA should invoice and send correspondences to.

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**Action Item:** Iona research and send thru email latest lien on file for NG 23.

**Action Item:** Regina will email statements to Louis Difo, and send all correspondences to all three: Louis Difo, Germain Difo, and Jan Marie Hornack.

**5.7.4 Draft Budget- added by Regina**

The draft budget needed to be approved by the board and be ready by the election.

**5.8 Finance Committee Report – Regina Wunsch**

**5.8.1 Clarify language in Collection Procedure**

Regina was concerned the terms in Section F suggested landowners could negotiate down what they owed and she didn't want to make promises or imply they could be given a break; the term "settlement" could be interpreted in different ways. The board determined they would not be able to recognize hardship cases at this time. Cases in which landowners could not make payments on a 2-year payment plan would be handed over to the collections attorney. Landowners could then try to negotiate a settlement in mediation before going to court.

**5.8.2 Approve revised Payment Plan form**

**5.8.3 Delinquent Letter mailing**

**Motion:** Leo motioned and Kevin seconded for the Finance committee to start sending out delinquency letters next week. **Motion passed unanimously.**

**5.9 Secretary's Report – Charlene Murphy**

**5.9.1 Non-profit Disclaimer. No discrimination based on race, religion etc...**

By general consensus the board felt it was not necessary to print the disclaimer on anything in the election packets.

**5.9.2 Posting agendas on website**

By general consensus the board decided to not post old agendas on the GLA website.

**5.10 Road /Weed Management Committee Report – Dennis Riley**

**5.10.1 Discuss Magnesium Chloride**

Mag Chloride helps secure and preserve the gravel investment. Dennis Riley presented a summer grading summary and fall grading proposal.

**Motion:** Kevin motioned and Dan seconded to accept the proposal without the mag chloride. **Motion carried** (8 in favor and 4 opposed – Richard, Charlotte, Charlene, Regina).

**5.10.2 Road Committee nomination- added by landowner**

Linda Ulrich asked to join the road and weed committee. **Motion:** Richard motioned and Newman seconded to add Linda to the road committee. **Motion passed unanimously.**

**5.11 Project Review Committee Report – Gerald Dubiel / Kevin Newby**

**5.11.1 Review bond refund, Wallace SG 40A**

**Motion:** Paul Rantalo motioned and Richard Johnson seconded to refund the \$250 bond. Kevin recused himself. **Motion carried unanimously.**

**5.11.2 PR on the website- Kevin added**

**Motion:** Kevin motioned and Leo seconded to put project applications and plans on the website with the landowner's personal information removed. **Motion carried** (1 opposed– Charlene).

Charlene reminded the Board of the need to send the revised PR Instructions out for a 30-day review.

**5.11.3 NG 28-A Hydraulic engineers report- added by landowner**

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Leticia Sandoval handed the board a letter from her engineer as requested by the PR committee regarding drainage from her property and her proposed garage building project. **Motion:** Kevin motioned and Gerald seconded to approve the NG 28-A garage with the McNabb engineering report dated 9-10-2017, subject to the two sumps and 18" of drain field rock installed as McNabb recommended.

Paul recused himself. **Motion carried unanimously.**

**6. NG and SG Ombudsman report**

**7. Approve Meeting Minutes, 08 14 2017**

**Motion:** Charlene motioned and Dan seconded to approve the minutes. **Motion carried unanimously.**

**8. Visiting Landowner input period**

**9. NEW BUSINESS**

**10. Adjournment: 12:10 a.m.**

**11. Next BOD Meeting: October 9, 2017**



**Glastonbury Landowners Association, Inc.**  
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**1. Call to Order**

The meeting was called to order by Dennis at 7:04p.m.

**PRESENT:** Dennis Riley (President), Dan Kehoe (Vice President), Regina Wunsch (Treasurer), Charlene Murphy (Secretary), Newman Brozovsky, Gerald Dubiel, Richard Johnson, Leo Keeler, Charlotte Mizzi (via phone), Kevin Newby, Paul Ranttalo, Mark Seaver.

**ABSENT:**

**Also attending:** Iona Yabut (Administrative Assistant)

**Landowners:** Svend & Donna Andersen, Charles & Miriam Barker, Debbie Blais, Tim Brockett, Lisa Bush, Claudette Dirkers, Joanna Dawson, Dorothy Keeler, Jeff & Jerry Ladewig, Michael Lavery, Michelle McCowan, Sally Muto, Vernon & Frances Nye (via phone), Val O'Connell (via phone), Kathleen Rakela, Jeff Reiderer, Andrea Sedlak, Jeff Reiderer, Wendy Riley, Linda Ulrich, Kevin Wiley, Ia Williams, Walter Wunsch

**2. Set Agenda**

The agenda was rearranged so that 5.2 Project Review Committee report would be addressed first. Mark requested to comment at start of the project review report.

5.7.3 Drainage issue on NG 10-A would follow project review; landowner Lisa Bush was present to speak.

Charlene added 5.6.3 snow fencing and 5.6.4 snow plowing

Leo added 5.7.4 Lannes/Clawson complaint-closure.

**3. Visiting Landowner Input Period**

Ia Williams passed out her letter; she had expressed concern about Charlotte Mizzi's decision-making as chair of the community property committee at the August board meeting and she made it a formal complaint. In closing, she asked for the complaint to be investigated and resolved.

**Motion:** Leo motioned and Kevin seconded to move Ia's complaint under 5.7.5 the communications & technology committee report. **Motion passed** (10 in favor; 1 abstention- Mark; 1 recusal- Charlotte).

Newman explained her complaint would be addressed at the next Communications & Tech meeting.

**4. Unfinished Business**

**4.1 Settlement agreement of 1998 on GAV, Helios & Vesta Roads**

Tabled

**4.2 Arcturus Extension**

Tabled

**5. Officer and Committee Reports**

**5.1 President's Report – Dennis Riley**

**5.1.1 Welcome, introductions**

**5.1.2 Moving Forward**

**5.2 Project Review Committee Report – Gerald Dubiel / Kevin Newby**

Mark expressed concern that one of the directors had not disclosed his involvement in the Sandoval project review, and had voted on September 11. Gerald explained he was not involved with the garage application. He had asked for the driveway to be part of the solution to the drainage issue Mark did not request any action.

**5.2.1 NG 51-C, Residence, Wiley 25:37**

Concern was raised that the landowner was building on a ridge. Since the property naturally sloped up, the board determined it would be acceptable. The committee had Wiley correct the height to 22' 7" on his application and initial it.

**Motion:** Gerald motioned and Richard seconded to accept the proposal under the conditions the project was in compliance with all subdivision covenants; any disturbed

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land would be reseeded; and all necessary permits were obtained. **Motion carried** (11 in favor; 1 abstention- Leo).

**5.2.2 NG 32-B-1, Garage, Dubiel**

**Motion:** Kevin motioned and Leo seconded to approve the project under the condition any disturbed land be reseeded. **Motion carried** (11 in favor; 1 recusal- Gerald).

**5.2.3 SG 94 Helmbrecht, Residence SG 94**

**Motion:** Leo motioned and Gerald seconded to approve the project subject to receipt of sanitation approval; and under the condition all disturbed land will be reseeded. **Motion carried unanimously.**

**5.2.4 PR Checks, when to deposit**

**Motion:** Dan motioned and Leo seconded that the check and pages 1 and 2 be given to the treasurer as soon as the application comes in for deposit of check for project review fees before application is approved. **Motion carried** (11 in favor; 1 opposed- Charlotte).

**Action Item:** *Kevin will add this to the instructions.*

Gerald observed NG 9-B had submitted a project review with a drawing of a 1-1/2 story house, but built a 2-story house (the house was sheeted, but had no siding yet). Leo suggested this was an issue of actions being in conflict with the application and to add the topic to unfinished business.

**5.3 Treasurer's Reports – Regina Wunsch 33:20**

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

**Motion:** Charlene motioned and Kevin seconded to accept the Treasurer's Report as presented. **Motion passed unanimously.**

Board will determine when a parcel was subdivided and charge assessments, penalties and interest from that date forward as was done with Edwin Johnson on NG 8-A3. This should be done for Lisa Buford on NG 12-A.

**Action Item:** *Charlene will write Lisa Buford of NG 12-A and explain the mistake.*

**Action Item:** *Mark to send Regina exact paperwork on Edwin Johnson.*

**Action Item:** *Regina will tell accountant to keep notes on when a lot was subdivided and that finance charges and penalties were charged on the back assessments from that day on.*

**Action Item:** *Leo will research when parcel NG 12 was subdivided.*

**5.3.2 Electronic Payment Option, PayPal update**

Mark explained that while attempting to send emails to the board from the website, the e-mail system broke.

**Action Item:** *Mark will work with Dan Kehoe and Ross Brunson on alternative methods for sending emails to the board.*

**5.4 Finance Committee Report – Regina Wunsch**

**5.4.1 Delinquency Letter, responses**

Regina reported that most landowners picked up their Delinquent letters; 13 people did not claim their letter; one sent in payment for the year and expressed wanting to enter a payment plan. SG 50-D signed a payment plan and NG 7-A paid in full. Those Delinquent letters not picked up will be handed over to collections attorney.

**Motion:** Leo motioned that on Nov 1 Landers be sent all the picked-up cases, and on Nov 15, Landers be sent any unclaimed and those picked up beyond the 30 days. The board decided a motion was not necessary because they were following the collections procedure. **Motion withdrawn.** Leo withdrew his motion.

**Action Item:** *Admin to send Dan Collections & Liens Spreadsheets.*

**5.4.2 Assessment, penalties and interest for lot NG 53-C**

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**Action Item:** *Regina will bill NG 53-C from Sept 8, 2016, the date it was filed as a subdivision.*

**5.4.3 NG 23 Difo / Hornack property for sale**

Difo had emailed the treasurer that the property was being listed for sale and proposed paying off his debt when the property sells.

**Action Item:** *Regina to email Difo the board will follow collections procedure and does not accept his proposal to wait for payment when the property sells..*

**5.4.4 Develop Lien procedure**

**Action Item:** *Regina and Charlene will develop a draft lien procedure for filing and Releasing liens, to ensure files are complete.*

**5.5 Secretary's Report – Charlene Murphy**

**5.5.1 Due Process, 30 day review, Article XI. Paragraph C. and Article V. paragraph D**

**Action Item-** *Admin to verify set of instructions voted on is the set on the website.*

**5.5.2 Candidate eligibility, Kathleen Rakela**

The board questioned Kathleen's eligibility to run as a candidate for South Glastonbury based on violations to covenants 9.09 and 10.04. The parcel in question was divided Sept 8, 2016 and Kathleen did not notify the association of this division until last month when she was contacted by the Secretary; nor had assessments been paid on this property. For a member to be in good standing, and eligible as a nominee, they must be paid in full and not in violation of any covenants as of the closing of the nomination period on September 13, 2017 at noon. The division of the property should have been reported to the GLA the previous year. Rakela stated covenant 10.04 does not stipulate the timeline for notification of subdivisions and that she had used an outdated form on the GLA website that instructed her to send her info to the old administrative contractor in Bozeman when she sent notification in September 2017.

**Motion:** Charlotte motioned and Gerald seconded to accept Kathleen Rakela as an acceptable candidate for South Glastonbury.

**Motion failed** (1 in favor, 9 opposed, 1 abstention - Paul, 1 recusal - Newman).

**Motion:** Leo motioned and Kevin seconded that Ms. Rakela be considered not in good standing and ineligible to run as a candidate for South Glastonbury due to a violation of covenant 10.04. Newman recused himself. **Motion carried** (8 in favor, 1 opposed- Charlotte, 2 abstentions- Paul & Gerald, 1 recusal - Newman).

By general consensus, the board decided to write Kathleen an official letter and do a mailing to notify South membership of the change in candidates. Mark volunteered to complete the mailing.

**Action Item:** *Legal committee to write Rakela an official letter- and a letter to be mailed to South landowners.*

**Action Item:** *Admin to send South mailing labels to Andrea Sedlak.*

**5.5.3 Road Committee emails/photos/messages**

Charlene asked the board to approve her current procedure of forwarding road info to Claudette as info came in. Dennis gave his approval.

**5.6 Road /Weed Management Committee Report – Dennis Riley**

**5.6.1 Magnesium Chloride proposal**

Walter Wunsch presented on behalf of the road committee; outlined the benefits; that it was used successfully by the County; requested it be put into the budget as part of Fall 2017 grading and also for 2018. The main negative concern was about potential damage to vehicles.

**Motion:** Leo motioned and RJ seconded for the board to approve Magnesium Chloride

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and basalt as proposed by the road committee and make it a budget item to be considered for 2018. **Motion carried** (10 in favor; 2 opposed- Paul & Gerald).

**5.6.2 Draft Road Policy Q & A**

**5.6.3 Snow fencing proposal**

**Motion:** Charlene motioned and Gerald seconded to accept the snow fence proposal as written and funding request with \$3,429 money transferred from the snow fund; with snow fence added along the gravel portion of Aries on the posts already in place.

**Motion Amended-** Charlene amended the motion to take money out of the unallocated fund instead of the snow fund. **Motion carried unanimously.**

**5.6.4 Snowplowing**

Charlene asked the road committee to replace the snow fencing along Aries and to convey to all snow plow drivers where they are to go (plow Aries, the Sirius Hill).

Tim Brockett, on behalf of the road committee, requested approval for moving leftover funds from road mowing to signs.

**Motion:** Leo motioned and Newman seconded to move mowing money to signs.

**Motion carried unanimously.**

**5.7 Communications & Technology Committee Report – Newman Brozovsky**

**5.7.1 Complaint Val O’Connell 8 15 2017 – Still being researched**

**5.7.2 Draft Conflict of Interest Policy**

**5.7.3 Drainage Issue NG 10A / Bush**

Landowner Lisa Bush expressed concerns about damages to her property caused by road contractors, including disturbed land on her driveway; spilled oil & antifreeze on her driveway; flooding on her pasture that ruined a bale of hay; and wires that were sticking out of the ground. Additionally, tourists were using her driveway to take pictures and may have moved her cattle gate. The board determined culverts needed to be redirected to a natural drainage path; that landowners renting their homes should be contacted about talking to their renters about trespassing; and that since Adkins damaged her driveway, they should repair it.

**Motion:** Dan motioned and Charlene seconded for the association to reimburse Lisa \$100 for the damaged bale of hay, and for the Road Committee to talk to Mike Adkins to repair her driveway. **Motion passed unanimously.**

**Action Item:** Regina to issue the refund check (\$100).

**5.8 Legal Committee Report – Dennis Riley / Dan Kehoe**

**5.8.1 President's email to C.U.T. re: road easements, parkland**

Dennis reported the legal committee will take over contact with CUT, and forgo Alanah's services.

**5.8.2 Attorney advice re: safety concerns - Tabled**

**5.9 Governing Documents Committee Report – Leo Keeler**

**5.10 Election Committee Report – Charlene Murphy / Kevin Newby**

**5.10.1 Safety concerns at Annual Meeting Nov. 11, 2017- Tabled**

**5.11 Community Property Report**

**5.11.1 Water lines update -Tabled**

**6. NG and SG Ombudsman report**

**7. Approve Meeting Minutes, 09 11 2017**

**Motion:** Leo motioned and Kevin seconded to approve the minutes by email vote. **Motion passed unanimously.**

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**8. Visiting Landowner input period - Tabled**

**9. NEW BUSINESS**

**10. Adjournment**

The meeting was adjourned at 10:26 p.m.

**11. Next BOD Meeting: November 6, 2017**

**Glastonbury Landowners Association, Inc.**  
**Board of Directors Meeting Minutes – Final**  
**November 6, 2017**

**1. Call to Order**

The meeting was called to order by Dennis at 7:02 p.m. at Emigrant Hall.

**PRESENT:** Dennis Riley (President), Dan Kehoe (Vice President), Regina Wunsch (Treasurer), Charlene Murphy (Secretary), Newman Brozovsky, Gerald Dubiel (left 9:45 p.m.), Richard Johnson, Leo Keeler, Charlotte Mizzi, Kevin Newby, Paul Ranttalo (left at 10:00 p.m.), Mark Seaver.

**ABSENT:**

**Landowners:** Svend and Donna Andersen, Debbie Blais, Timothy Brockett, John Carp-Ombudsman, Claudette Dirkers, Dorothy Keeler, Michelle McGowan, Sally Muto rep for Jeff Muto, Jeff Reiderer, Andrea Sedlak, Randy Venteicher, Ia Williams.

**Guest:** Danilie Howe

**2. Set Agenda**

Regina added: 5.3.5 Iona's timecard breakdown problem;  
5.4 Draft Budget changing name of acct and new accts that have to be added  
5.8.4 Update on Erickson variance invoice  
5.10.12 SG candidate not in good standing

Charlene added: 5.10.13 Annual Mtg agenda

Leo added: 5.2.3 SG 26-D Randy Ventichner- Project Review requirements for home modifications for employee housing for Mountain Sky Guest Ranch

**3. Visiting Landowner Input Period**

John Carp responded to two statements written about him that he felt were not true; the statements were from letters recently written by Val O'Connell and Ia Williams. Debbie Blais requested that email votes be published in the board meeting minutes. Charlene explained the email votes would be read aloud at this meeting and attached to the official minutes sent to landowners.

**Action Item:** *Charlene to send email motions and votes to email subscribers.*

**4. Unfinished Business**

**4.1 Settlement Agreement of 1998 on GAV, Helios and Vesta Roads**

Dennis reported that he never found the letter from Alanah to CUT requesting a meeting.

**Action Item:** *Dennis will look on his computer for a copy the letter; if it had been sent, he will follow up with another letter.*

**4.2. Arcturus Extension**

Leo expressed concern that funds were being spent in maintaining the extension, benefiting the landowners in that subdivision, but that all other subdivision roads did not receive services.

**Action Item:** *Dan will find the motion in the 2004 or 2005 meeting minutes wherein the board voted to maintain the Arcturus extension beyond the platted portion.*

**4.3 NG 9-B, building project different from application**

While it appeared that the Johnson's construction did not match the design submitted in the application, the siding was not yet up and the height requirement was being met. The board decided no further action was needed at this time as there was no change from the plan submitted.

**5. Officer and Committee Reports**

**5.1 President's Report – DR**

**5.1.1 Welcome, introductions**

**5.1.2 Moving forward**

### **5.1.3 Temporary Restraining Order update**

The court hearing to make the order permanent was scheduled for November 8th at the City-County complex at 414 E. Callender St. in Livingston.

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

### **5.2.1 New Dwellings for assessment**

Finished new dwellings that would receive an assessment in 2018: NG 9-B, NG 30-D, SG 28-C, and NG 28-A. SG 41-A should be billed for a two bedroom apartment when it was done because plans sent to state and county indicated a dwelling upstairs..  
Dwellings that have not been built yet: SG 41-A, SG 68, NG 51-A, SG 94 .

### **5.2.2 Chris Brookhart bond refund**

Due to snow covering the property, nothing could be verified–Tabled.

### **5.2.3 SG 26-D Project Review requirements for home modifications - employee housing for Mountain Sky Guest Ranch, LLC**

The potential buyer of SG 26-D, Mountain Sky Guest Ranch, LLC, desired to convert the current single family home into employee housing. The board discussed that since improvements would be made under the existing roof, and all other requirements would be met, that a project review was not needed. The improvements would result in 2 dwellings under one roof and affect assessments.  
**Motion:** Leo motioned and Kevin seconded that no Project Review was needed to convert the house at SG 26-D from a single family dwelling to employee housing as per Mountain Sky Guest Ranch's plans. **Motion passed unanimously.**  
**Action Item: Charge an additional dwelling assessment after remodel.**

## **5.3 Treasurer's Reports – RW 3:05:25**

### **5.3.1 Highlights: P&L, Bal. Sheet, Dep/Check Details, Customer Bal Sum. Oct, 2017**

**Motion:** Charlene motioned and Dan seconded to accept the October Treasurer's Reports. **Motion passed unanimously.**

### **5.3.2 Collections Update**

Regina reported that 7 people were on payment plans. NG 65- William Davis' entire account needed to be recalculated before sending the case to the collection attorney. By general agreement, the board decided to ask Micah to do the recalculation.

NG 48 was not legally subdivided, so GLA had to treat it as one parcel. The landowner also claimed a \$1,025 credit should have been applied last year.

**Action Item: Regina to check if the payment to NG 48 was applied.**

**Action Item: Send entire list to Landers Wed or Thurs; Regina will take care of troublesome ones; Dan and Leo will plan to meet with Landers after.**

### **5.3.3 Recalculate NG 65**

**Action Item: Regina to ask Micah Hardin at ATS to recalculate NG 65.**

### **5.3.4 Statute of limitations on Buford NG 12A and Jordan-Guess SG 105B**

**Action Item: Dan will ask Landers about this.**

### **5.3.5 Iona's timecard breakdown – added by Regina**

Document fulfillment hours were to be included as administrative hours and should be tagged as "hours to be invoiced", unless it is a document request for legal purposes (only those should be marked as "document request hours").

## **5.4 Finance Committee Report – RW**

### **5.4.1 2018 Draft Budget 3:38:44**

New accounts were added for the draft: 1035c NG Gravel Road Magnesium Chloride and the equivalent for SG: 1036-B. Parkland utilities were reduced; "litigation" will be changed to "legal costs"; admin expense reduced.

**Motion:** Charlene motioned and Charlotte seconded to accept the draft budget to present at the annual meeting with the one change of line title "litigation" to "legal costs". **Motion passed unanimously.**

**Action Item- Regina to have Micah change name to "legal costs".**

#### **5.4.2 Davis NG 65, recalculation**

Addressed under 5.3.3

#### **5.4.3 Collection List to Attorney Rick Landers**

Addressed under 5.3.2

#### **5.4.4 PayPal fix using JTech Communications web support**

#### **5.4.5 Jeremy Backer address and delinquent letter**

Backer closed his PO Box after receiving his delinquency letter; his account will be turned over to the collections attorney.

### **5.5 Secretary Report – CRM**

#### **5.5.1 Landowner representatives**

By general consensus, the board felt a landowner's representative should have the power of attorney and act in the same manner as the landowner, i.e. request documents.

#### **5.5.2 Annual meeting changed to December 2, 2017 – mailing and new SG ballot**

Last month, the board had planned to send out a mailing to notify the membership one of the candidates was not eligible due to a violation of Covenant 10.04. The mailing was scheduled to allow 30 days prior to Nov 11. However, this candidate sent the board a legally weighted email which led the board to seek legal advice and delayed the mailing. To allow 30 days prior to the election, the date was changed to Dec. 2.

Dan will lead the meeting because Dennis is running and will not be present. Kevin will also be absent.

**Action Item: Dennis will write his President's Report, Road & Weed report, and introduction/biography and choose someone to read for him.**

**Action Item: Kevin will write his candidate statement and choose someone to read it for him. Kevin will also email Gerald the Project Review Committee Report so Gerald can present it at the meeting.**

**Action Item: Leo will address the status of the Community Property Committee**

**Action Item: Charlene to ask Jerry Ladewig to update her article in next issue of the Park County Community Journal to announce there will be no hamburgers for lunch.**

#### **5.5.3 Alternate committee meeting location**

Liberty Hall kitchen is also available for committee meetings, as another alternative to Sally Muto's home, and will not charge GLA.

#### **5.5.4 Tim Brockett Document Request**

Tim requested to copy the ballots from 2016 for research for an article. The actual ballots would not be published. The board determined that anyone could inspect, rather than copy the ballots. Tim was satisfied to do so after the election.

### **5.6 Road and Weed / Mgmt Committee Report – DR 4:00:**

#### **5.6.1 Draft Road Policy Q & A 4:01:30**

**Motion:** Leo motioned and Kevin seconded to send the Draft Road Policy Q & A with the draft Road Policy and current Road Policy with a cover letter, for 30-day



review, requesting landowner comments sent to the board. Mailing to be sent as soon as possible. Motion carried (9 in favor, one no vote-Newman; Gerald and Paul had left).

**Action Item:** *Tim Brockett and Claudette Dirkers will write the cover letter.*

#### **5.6.2 Fall grading and culvert cleaning update**

Road work was delayed. The contract for fall grading with Standish took time to finalize. Mag chloride will probably not be done due to weather. If the snow melts we may do some grading in November. Plan for next year, spring grading in late May or early June. Culvert work was completed. Culvert on Gemini now has a steep drop off. May need guard rails.

#### **5.6.3 Snowplowing contract, maps and roads to be plowed**

**Motion:** Dan motioned and Newman seconded to spend \$150 from misc. account to print and laminate 10 copies of all road maps for plow drivers and snow plow coordinators. Unanimous agreement **Motion Carried.**

#### **5.6.4 Snow fence replacement**

Park County donated \$800 in fence. We bought 41 rolls and all the poles. Permission from MT Sky Guest Ranch to install them, it took time to get this in place and then the snow came. Nelson Story gave permission to fix fence on the Sirius Hill curve and permission to build a gate to access the top of Sirius Hill.

**Motion:** Leo motioned and Regina seconded that GLA donate a gate and lock to Story Ranch costing about \$100 and the road committee will install it.

Unanimous Agreement **Motion carried.**

**Motion:** Dan motioned and Leo seconded to allocate \$2500 for snow fencing as per Road & Weed committee proposal. Unanimous agreement. **Motion Carried.**

Proposal from Road & Weed committee for or new signs was tabled.

### **5.7 Communications & Technology Committee Report – NB**

#### **5.7.1 Hire website support to customize PayPal for GLA use**

Mark got as far as he could in trying to get PayPal fully functioning. He contacted web developing company JTech 405 in Bozeman for assistance; they estimated 3 hrs., at \$135/hr. to get it up and running.

**Motion:** Kevin motioned and Charlotte seconded to hire web developer JTech 405 to assist Mark in making PAYPAL work for GLA use. **Motion carried** (10 in favor; 2 opposed- Leo and Regina).

#### **5.7.2 Draft Conflict of Interest Policy**

##### **a. identification, enforcement, penalties**

Mark had drafted a new policy, but a few directors expressed preference for the older version.

**Motion:** Charlotte motioned and Gerald seconded for the conflict of interest draft to go back to committee, then return to the board for comment and out to the membership for 30-day review. **Motion carried** (7 in favor; 5 opposed- Leo, Kevin, Mark, Regina, and Dennis).

#### **5.7.3 Lannes noise complaint – draft letter**

Newman had drafted a letter to Clawson, and asked the board for assistance with drafting a concluding letter for Lannes. In discussion, however, it was determined that since Clawson's wood cutting was a business, he should be notified of the noise ordinance and made aware of his potential violation of this covenant.

**Action Item:** *Send the letter back to committee to revise it.*

#### **5.7.4 Complaint Val O'Connell 8 15 2017 – draft letter**

**Action Item:** *Charlene will draft the letter by the next committee meeting and bring it to the board.*

#### **5.7.4 Kwiecien complaint - draft letter**

Mark drafted- and was ready to send out- a response to the landowner's letter.

The complaint came in as an “aside” with payment, not as an official complaint.

**Action Item:** *Mark will include in the letter that if Kwiecien wants to make it a formal complaint, he needs to submit a complaint form.*

**Action Item:** *Mark will send the final product to Kwiecien and a copy to the secretary & admin assistant for the record.*

#### **5.7.5 Covenant enforcement, fines and penalties**

The Communication & Tech committee didn't have a proposal to bring to board.

**Action Item-** *Refer this issue back to the Communication & Tech committee.*

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

#### **5.8.1 President's email to C.U.T. re: road easements, parkland**

Addressed under 4.1.

#### **5.8.2 Attorney advice re: safety concerns**

The board passed a motion to hire a uniformed security guard on advice from the attorney (email vote-- see 7.1), however, one had not yet been hired for the Dec 2 meeting. Gerald felt there should be a security guard at every meeting.

**Motion:** Gerald motioned to hire a security guard for every GLA board meeting, including the annual meeting, thru 2018 (calculated at \$35/hr, including compensation for travel fees, an armed guard would cost \$250 per mtg). No second. **Motion failed.**

**Motion:** Charlotte motioned and Gerald seconded to hire a security guard for the Dec 2, 2017 annual meeting. **Motion carried unanimously.**

**Action Item:** *Charlene will give Dennis the phone number to Rocky Mountain Security and Dennis will hire the security guard for the meeting.*

#### **5.8.3 Invoice O'Connell's**

Dan was waiting to consult with Landers.

#### **5.8.4 Erickson invoice**

Dan wanted to have a meeting with the Erickson's, and Richard and Alyssa, the board members originally involved with managing the variance; if the phone call didn't work, they would seek legal advice.

**Action Item:** *Dan to contact the Erickson's and set up a phone meeting.*

### **5.9 Governing Documents Committee Report - LK**

#### **5.10 Election Committee Report - CRM / KN**

##### **5.10.1 Safety concerns at Annual Meeting**

Addressed under 5.8.2.

##### **5.10.11 Motion to follow Covenant 3.19**

The Election committee had recommended that the board require a landowner to be paid up on all lots owned, in order to vote. Multiple interpretations to the covenant were expressed and the importance of getting this resolved before the 2018 election (instructions and procedures determined last April 2017 would be honored for the current election). Multiple legal opinions would be sought.

**Action Item:** *Get attorney Seth Brown's opinion and look for other reputable attorneys for advice.*

##### **5.10.12 SG candidate not in good standing – added by Regina**

Because Marshall Haley did not pay his fourth installment by October 31, 2017, he was not in good standing and could not vote or run as a candidate named on the ballot.

**Motion:** Leo motioned and Mark seconded to notify Mr. Hailey that because he did not pay assessments by Oct 31, he was no longer a member in good standing and not eligible to run for the board as a ballot candidate. However, he could be a write –in candidate if he paid by the Dec 2, 2017 **Motion carried** (10 in favor, 2 opposed– Newman and Gerald).

**Motion:** Charlotte motioned to send out a new SG ballot. No second. **Motion failed.**

**Action Item:** *Charlene will contact Marshal Haley and inform him his is not qualified as a candidate named on the ballot but could be a write in candidate if he pays the assessments and late fees.*

## **5.11 Community Property Report**

### **5.11.1 Water lines update**

The water lines were blown out and the toilets winterized by RJ, Paul, and Hank Fabich.

## **6. NG and SG Ombudsman Report**

### **7. Approve Meeting Minutes, 09 11 2017 & 10 09 2017 2:29:18**

**Motion:** Kevin motioned and Dan seconded to approve the September and October meeting minutes.

**Discussion:** Leo felt there was an omission to the October minutes under the second 5.5.2 motion regarding Ms. Rakela. Leo asked to have the following added to that motion: "...due to the violation to covenant 10.04."

**Amended motion:** Kevin amended the motion to approve the minutes with the change as specified. Leo seconded the amended motion. **Motion passed unanimously.**

### **7.1 Approve Closed Sessions minutes and 3 email votes**

**Email Motion voted on September 16-21, 2017:** Kevin motioned and Mark seconded to seek a restraining order against Valery and Dan O'Connell for GLA Board meetings.

**Motion carried** (8 in favor; 1 opposed; 1 abstention; 1 recusal).

**Email Motion voted on October 4-5, 2017:** Charlene motioned and Dan seconded to hire the necessary security guard for the October and November board meetings and two security guards for the November 11 Annual meeting. **Motion carried** (9 in favor).

**Email Motion voted on October 10-12, 2017:** Charlene motioned and Charlotte seconded to hire attorney Seth Cunningham to give legal advice on 1) Kathleen Rakela's eligibility to be a candidate for the board, 2) that she violated Covenant 10.04 and is not a member in good standing, 3) if there is any conflict of interest by Dennis, Mark, or Kevin voting to disqualify her. Charlene further motioned that no letter be sent to South Glastonbury landowners until attorney advice is received. **Motion carried** (9 in favor; 1 opposed).

**Email Motion begun during closed session via conference call on Oct 19, 2017:**

Charlene motioned and Leo seconded to postpone the Annual Meeting to December 2, 2017 to enable the revised ballot for SG candidates to be mailed and have 30-day notice.

**Motion carried** (10 in favor; 1 opposed- Kevin; one abstention- Charlotte).

**Email Motion begun during closed session via conference call on Oct 19:** Charlene motioned and Mark seconded to accept the SG cover letter, submitted by Charlene, to accompany the revised absentee ballot, with minor grammatical edits and clarification, provided the substance is not changed. **Motion carried** (9 in favor; 1 abstention- Charlotte).

**Email Motion voted on October 20-21, 2017:** Leo motioned and Charlene seconded to send Draft 4 to Ms. Rakela via email as a response to her email, to be sent via the Communication Committee on behalf of the board. If there is a need/purpose for sending a hard copy, sending that is included in this motion. **Motion carried** (8 in favor; 1 abstention).

**Email Motion voted on October 23-26, 2017:** Charlene motioned and Leo seconded to approve the motion made by the election committee, to 1) Host a Candidate Forum on Sat. Nov 11, 2017, 10 a.m. - noon; 2) Send a letter to invite current candidates; 3) Post the candidate forum on the website and invite all candidates, and any landowner in good standing who wants to be a write-in candidate; 4) Include the forum announcement with the SG and NG cover letter mailings to be mailed Oct 30; 5) Moderator of forum will be Andrea Sedlak. **Motion failed** (6 in favor; 1 no vote; 1 response without a vote.)

**Motion:** Charlene motioned and Dan seconded to approve the closed session minutes of Oct. 18 and Oct. 19, 2017 and approve the six email votes with the changes of Kevin voting "no" on changing the annual meeting to Dec. 2 and Mark voting "no" to hire Seth. **Motion passed unanimously.**

**8. Visiting Landowner Input Period – (15 minutes, up to 3 minutes per speaker)**

**9. NEW BUSINESS**

**10. Adjournment (11:38 p.m.)**

**11. Next Board Meeting: December 4, 2017**

Glastonbury Landowners Association, Inc.  
**Board of Directors – Meeting Minutes - *final***  
**December 4, 2017 – 7:00 pm**

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

**PRESENT:** Dan Kehoe (Vice President), Regina Wunsch (Treasurer), Charlene Murphy (Secretary), Newman Brozovsky, Gerald Dubiel (left at 9:24p.m.), Richard Johnson, Leo Keeler, Charlotte Mizzi, Kevin Newby, Paul Rantalo, Mark Seaver (via phone)

**ABSENT:** Dennis Riley (President),

**Also attending:** Iona Yabut (Administrative Assistant)

**Landowners:** Svend & Donna Andersen, Miriam Barker, Debbie Blais, Tim Brockett, John Carp, Claudette Dirkers, Dorothy Keeler, Jerry Ladewig, Michael Laverty, Tim Murphy, Sally Muto, Jeff Reiderer, Andrea Sedlak, Bob & Kristie Sones, Chad Stone, Linda Ulrich, Ia Williams.

2. **Set Agenda**

3. **Visiting Landowner Input Period**

Chad Stone stated he was angered by statements from Gerald Dubiel.

Gerald Dubiel apologized to Chad Stone for commenting that he was dangerous (in a past meeting). Chad accepted the apology. Chad felt Charlotte Mizzi owed him an apology for suggesting he assaulted her.

Ia Williams expected her letter of complaint to be on the agenda this month; said she would let it go this time; and would leave it to the board to address.

Leo reminded the board that at the last communications & technology meeting there was discussion about a letter or documentation to close every complaint, and wondered if it should be added to the agenda tonight or in the future to make sure complaints are properly closed.

Dorothy Keeler invited meeting attendees to see the Christmas lights and decorations at her house; Linda Ulrich thanked the Keeler's for uplifting the community with their décor.

4. **Officer and Committee Reports**

**4.1 President's Report – Dennis Riley (absent)**

**4.1.1 Welcome, introductions**

**4.1.2 Petition received November 27, 2017**

The petition asked the board to start the election process all over again. More than the required 5% of signatures were received.

**4.1.2 Court Order to postpone Election meeting**

The Election meeting was postponed due to this injunction. The hearing is scheduled for January 2, 2018 at 1:30 p.m.

**4.1.3 Temporary Restraining Order update, O'Connell**

Nothing new to report; until the judge makes a ruling, the temporary order stays in effect until the ruling.

**Action Item:** *Mark will post the O'Connell Temporary Restraining Order and court order on the website.*

**4.1.4 Mailing regarding postponement of election, postcard, web posting**

By general consensus, the board agreed to announce on the website and send out a postcard to the membership explaining why the election was postponed. Leo felt

landowners should be made aware of the complexity that was presented to the judge; that it was a 2-inch thick filing and could be viewed by members at the Courthouse. Board announced a meeting with Seth Cunningham to address Ms. Rakela's complaints was set for Dec. 11<sup>th</sup>.

#### **4.1.5 Determine meeting dates for 2018**

Jan 8; Feb 12; March 12; April 9; May 7; June 11; July 9; Aug 13; Sept 10; Oct 8; Nov 5; Nov 10 (Annual Election); Dec 3 (no financials).

### **4.2 Road and Weed / Management Committee Report – Dennis Riley**

#### **4.2.1 SG snow fence update and NG snow fence funding proposal**

Tim Brockett reported that the snow fencing in SG was 80% done. The committee had originally planned to hire a professional, but decided to save money by coordinating the efforts of volunteers. They finished the job under budget.

**Snow fence funding proposal:** The previous proposal included 200 ft. for NG. Tim felt the way the committee was installing it, the fence would last 10 years and cut down on snow plowing. Funding would come from unallocated funds. 1,130 feet of snow fencing in NG, and to complete snow fencing in SG.

**Motion:** Newman motioned and Paul seconded to use \$3500 for snow fencing in NG & SG. **Motion passed unanimously.**

**Action Item:** *Regina- will move \$3500 from unallocated funds to SG snow funds.*

#### **4.2.2 Fall road work update**

Grading and culvert cleaning could not proceed due to heavy snowfall in Oct.; completion of grading was left up to the contractor; culverts in SG needed to be cleaned; Arcturus and Hercules were graded and some ditches were cleaned.

#### **4.2.3 Draft Road Policy 30-day review, Dec. 13**

Landowner comments received to date: 1

### **4.3 Treasurer's Reports – Regina Wunsch 49:50**

#### **4.3.1 ~~P&L, Balance Sheet, Deposit/Check Details, Customer Bal Summary Nov. 2017~~**

The report was received too late to copy for the meeting, but the landowner version was on the website. Invoices for culvert cleaning were not in yet, so available funds will decrease. GLA incurred an IRS penalty for not filing not filing the 2014 W2s and W3 with the IRS; breakdown of ATS charges were coming this week (Regina will get amount charged for all the recalculations); credit balance for worker's comp- dividend from 2015; need to revisit snow budget in Jan 2018.

**Motion:** Charlotte motioned and Leo seconded to approve the treasurer's report over email. **Motion passed unanimously.**

### **4.4 Finance Committee Report – Regina Wunsch**

#### **4.4.1 Update on collections-under Legal Committee**

### **4.5 Secretary's Report – Charlene Murphy**

#### **4.5.1 January newsletter articles needed**

Directors were asked to be thinking about newsletter-worthy articles. Dan suggested an update after the hearing on January 2; Landowner Claudette Dirkers suggested a thank you to those who donated gravel.

#### **4.5.2 Shredding old ballots**

Old absentee ballots prior to 2016 had landowner's names on them. The board decided by general consensus to not shred old ballots until the end of the retention

period. 2017 absentee ballots received are being kept by the Admin Assistant, as per court order until the January 2 hearing, pending further instructions by Judge Gilbert.

#### **4.6 Project Review Committee Report – Kevin Newby / Gerald Dubiel**

##### **4.6.1 Review newly completed dwellings and assessments for 2018**

No new dwellings completed since last meeting.

##### **4.6.2 Request for final approval: Michael Campbell SG 75, Haug NG 26-B-1, Brookhart NG 54-D**

Michael Campbell's residence project was dried in, and he had been living in the house for 20 years. Kevin felt the bond could be refunded.

According to Paul, Haug's project was just a shell with a full roof, but was done, and should be approved.

Gerald- Bookhart project appeared completed, but the driveway was expanded, and reseeding was not done. Postpone final review until spring when snow melt allows reseeding and final inspection.

**Action Item: Regina to refund Campbell and Haug.**

#### **4.7 Communications & Technology Committee Report – Newman Brozovsky**

##### **4.7.1 Draft Formal Complaint form**

The committee presented a draft version to the board. Mark had not had time to review it.

**Action Item: Board to review and send comments via email.**

##### **4.7.2 Clawson commercial wood cutting, Lannes noise complaint 1:16:48**

The board determined that since Clawson's s woodcutting was commercial, a new letter was needed; per the business clause in the Covenants, noise should not disturb neighbors.

##### **4.7.3 Update on Paypal payment option**

Mark had not heard anything from JTech; when he signed the contract, JTech said they were backed up and it would take 3 weeks before they could address the GLA project.

##### **4.7.4 Complaint Brian Trisler, 11/29/2017**

The complaint alleged set back problems with the garage/apartment and another out building and driving vehicles on his land in trespass. Mr. Trisler questioned Ranttalo's "good standing" status which would affect his ability to run in the upcoming election and remain on the current Board. The board noted that from 2000 to 2007 the distance from the property boundary to an accessory building was 25'; after 2007, the requirement was 50'. The complaint had not yet been addressed at the committee level, but because of the upcoming election, the complaint was addressed here to expedite the process.

**Action Item: Newman and Leo will schedule to meet at Ranttalo's property to investigate the complaint. Bob Sones will be present to represent Mr. Trisler. Newman and Leo will report findings to the board by email.**

##### **4.7.5 Doc Request, Michael Laverty letter**

Mr. Lavery complained about not receiving documents he requested, and was informed they would be mailed soon. He requested the project review application for the building which housed Paul Ranttalo's second dwelling. He questioned how this dwelling was overlooked or not reported, and inquired how Ranttalo would be billed. The board noted that the Project Review committee did not require to know about internal structural changes.

(Combined with discussion regarding 4.7.4).

#### **4.8 Legal Committee Report – Dennis Riley**

##### **4.8.1 CUT Attorney Sironi letter re: Sirius, Aries, Helios & Vesta road maintenance**

Correspondence was received from CUT through their attorney, who cited “Blazer Law”. Leo challenged the application of the Blazer case and the 1998 Board authority to sign agreement. CUT stance was that the original agreement stood: GLA maintains Aries and Sirius; it is platted; and maintenance of Helios and Vesta was the responsibility of the property owner (CUT). Dan felt that since this came from the GLA attorney,

the board needed to meet with their attorney. Various Directors stated GLA needed the GLA attorney to review and advise.

These issues were previously being handled by Alanah Griffith, but the board would shift to working with Seth Cunningham at Brown Law firm.

**Action Item:** *The Board to present this topic to Seth Cunningham when board meets with him on the 11<sup>th</sup>.*

##### **4.8.2 Demand letters to be sent by Rick Landers**

Leo reported Legal Committee met with Rick and his starting to send the Demand letters and expecting it to take about 2 weeks to get them all out.

##### **4.8.3 O’Connell, ‘Entry of Judgement’ to collect \$10,097**

Attorney Rick Landers advised to keep this debt separate from assessments, and to not send a bill, but rather, to have Brown Law Firm file an immediate entry of judgement.

##### **4.8.4 Tenants in Common, D’Argensio/Jordan-Guess SG105-B, Hull/Murphy NG 40-4, Buford NG 12-A, Statute of Limitations**

Three properties were recently discovered that were not billed properly; statute of limitations for contract law states most GLA can go back is 8 years.

**Action Item:** *Dan look for Andrea Sedlak’s email with notes and bring up to Attorney Rick Landers.*

##### **4.8.5 Old Past Due Accounts, bill 8 years prior to first lien**

Rick reported that Title Companies would seek full payment, but Courts may award only 8 years from date of first lien. He is recommending continuing to bill full amount.

##### **4.8.6 Mueller/Weiss SG47, write off Weiss due to court decision**

SG 47 was a tenancy in Common, divided 50/50. Weiss disappeared in the 1990s; Mueller received declaration that Weiss was deceased. In a court ruling, the judge Awarded 100% interest in the Tenant-in-Common deed to be held by Mueller and the Court wrote off Weiss' debt.

**Action Item:** Regina to ask accountant to take the Weiss account off the books.

##### **4.8.7 Difo/Hornack NG23, ‘Move to Intervene’ add GLA to pending case**



**Motion:** Leo motioned and Kevin seconded to have Rick Landers intervene to get GLA involved in the Difo-Hornack case to protect GLA's interest. **Motion passed unanimously.**

#### **4.8.8 CUT estate for years, Holder NG39, Davis NG 66**

Where CUT is the underlying owner, they will be informed and involved throughout the process. Before litigation, CUT will be asked to pay since they are the long-term owner.

#### **4.8.9 Burkley SG 76 & Thorburn SG93-A, send Demand letter to other TIC's**

Correction: *delinquency* letter, not demand letter. The other Tenants in Common (TIC's) had not yet received a Delinquency Letter.

#### **4.8.10 Criteria for hardship**

Cases would need to be assessed individually in open Board sessions. Hardships refers to those accounts sent for Collection who claim inability to pay. Various Directors expressed concern in maintaining consistency

#### **4.8.11 Penalties and Interest are part of Assessments**

4.8.11 Leo reported that Rick answered the question regarding whether interest and penalties were considered part of the definition of assessment in terms of having all assessments paid in order to be considered a member in good standing and Rick answered that they were.

#### **4.8.12 Eisvang and Kovacs, charge current owners, Richardson SG63 and Finehage NG57-A**

**Action Item:** *Regina to ask Micah Hardin to recalculate accounts.*

**Action Item:** *Charlene to send Rick Landers updated addresses.*

#### **4.8.13 Old Past Due Accounts – Bill as recalculated - Title Company will collect and transfer it all, but a court decision may only go back 8 years from first lien filing.**

#### **4.8.14 CUT Estate for Years - process first with contract holder.**

**CUT has responsibility as holder of the remainder interest and must be involved in the entire process.**

Related to 4.8.8

#### **4.8.15 Hardship claims – how to evaluate what is best for the Association**

Same as 4.18.10

#### **4.8.16 Lack of communication from Legal committee to Board.**

Regina asked the committee to communicate regularly, i.e. share correspondences, legal paperwork, and updates in general, with the board.

### **5. Approve Minutes: 11 06 2017**

**Motion:** Charlene motioned and Kevin seconded to approve the minutes. **Motion carried** (9 in favor; 1 abstention- Leo. Gerald had already left).

### **6. UNFINISHED BUSINESS**

#### **6.1 Settlement Agreement of 1998 on GAV, Helios and Vesta Roads.**

#### **6.2 Arcturus Extension**

**Action Item:** Leo expressed concern for length of time and no responses from Dan on his review of old minutes. Process of assuming maintenance of roads built by subdividers will impact many roads in Glastonbury, including Sirius gravel section.

***Dan will ask Denise Orr if she started putting all motions in a searchable format.*** (Results would be put into an excel spreadsheet.)

**Ericksons- Action Item: *Dan to re-send email from August.***

**7. Visiting Landowner Input Period** – (15 minutes, up to 3 minutes per speaker)

Jerry Ladewig suggested reviewing hardship cases at intervals to make sure they were legitimate. Donna Lash-Anderson questioned attorney Rick Landers' credentials and expressed concern that he didn't market himself as a collections attorney.

**8. NEW BUSINESS**

**9. Adjournment (9:44 p.m.)**

**10. Next Board Meeting: January 8, 2018**

**Glastonbury Landowners Association**  
**Closed Session Board Meeting Minutes**  
**December 11, 2017**

**Board members present:** Dennis Riley (President), Dan Kehoe (Vice President), Regina Wunsch (Treasurer), Charlene Murphy (Secretary), Newman Brozovsky, Gerald Dubiel, Richard Johnson, Leo Keeler, Charlotte Mizzi, Kevin Newby, and Paul Ranttalo.

**Board members present by phone:** Mark Seaver

**Also attending:** Seth Cunningham, attorney

The closed section of the Meeting convened at noon at the Rib & Chop House in Livingston. The use of the backroom was provided for free as lunch was ordered and each person paid for their own meal.

The Board discussed the Rakela TRO and Injunction with the attorney.

The Board created an Indemnification Committee to deal with the indemnification of named Board members in the lawsuit per state law and GLA Bylaw VI (O) Authority to Indemnify.

**Motion:** Dan motioned and Charlotte seconded to create a committee to determine if the board members named in the legal action by Ms. Rakela should be indemnified. The committee would consist of Charlotte Mizzi, Paul Ranttalo and Regina Wunsch. Voice vote of all 12 board members, Unanimous agreement. **Motion Carried.**

The Board meeting paused for a

**Indemnification Committee Meeting**

**Committee members present:** Charlotte Mizzi, Paul Ranttalo, Regina Wunsch

**Motion of this committee:** Charlotte motioned and Regina seconded to indemnify the board members named in the legal action by Ms. Rakela and for Attorney Seth Cunningham to accept notice for the 7 named board members and defend them along with the Board. Paul, Charlotte and Regina voted yes. **Motion Carried.**

The Committee meeting ended after the vote and the Board meeting continued.

The Board worked with Seth on the strategy and steps to take in the case. The board and attorney discussed legal strategy and finding a way to avoid litigation through a mutually agreeable settlement. A motion was made and unanimously passed for Seth to ask Ms. Rakela if she was willing to negotiate a settlement.

The meeting ended at approximately 2:00pm