

Glastonbury Landowners Association, Inc.
Board of Directors Meeting Minutes – *Final*
December 3, 2018

1. Call to Order, Pledge of Allegiance, Prayer and one minute of silence (7:00 p.m.)

The meeting was called to order by Dan Kehoe at 7:05 p.m., followed by a minute of silence. Newman read the prayer.

PRESENT: Dennis Riley (President, by phone), Dan Kehoe (acting Vice President and initial meeting chair), Newman Brozovsky, John Carp, Gerald Dubiel, Ken Hurley, Richard Johnson, Jerry Ladewig, Charlotte Mizzi, Kevin Newby, Ron Price (until 10:10), Mark Seaver (by phone until 10:00), Andrea Sedlak (by phone until 10:00).

Also Attending: Karleen McSherry (Interim Administrative Assistant)

Landowners: Svend & Donna Andersen, Debbie Blais, Claudette Dirkers, Leo & Dorothy Keeler, Michael Laverty, Timothy & Charlene Murphy, Linda Ulrich, Ia Williams.

2. Set Agenda

Dan asked to handle 5.1.2 before 5.1.1.

Add 5.9 Election Committee to discuss annual election issues.

3. Visiting Landowner Input Period

Questions were raised about the validity of the North Glastonbury election and about allowing proxy votes to trump and replace already received absentee votes, and the retrieving of absentee ballots in favor of a landowner coming in person to vote as well as the board's vote on election day to accept email proxies. The board had received two opinions from Seth on election issues late that afternoon and Leo questioned whether Seth had been given proper information. He requested that the legal committee present Seth with the full facts. Due to the back and forth nature of the discussion it was decided to cover this issue more fully later in the meeting.

4. UNFINISHED BUSINESS

5. Officer and Committee Reports

5.1 President's Report – DR

5.1.1 Board orientation, Code of Conduct policy; Conflict of Interest statement; Confidentiality Agreement

Board members signed the Code of Conduct policy.

5.1.2 Election of Officers

All officer candidates ran unopposed and were approved by unanimous voice votes.

President: Dennis Riley

Vice President: Kevin Newby

Treasurer: Mark Seaver

Secretary: Charlotte Mizzi

Dan passed the chairing of the meeting to Kevin.

5.1.3 Re-establish committees and chairs; complaint process & possible committee

Committees and chairs are as follows:

Road Management Committee: Co-Chairs: John C. (North) and Ken H. (South)

Road & Weed Committee: Co-Chairs: John C. (North) and Ken H. (South).

Members: Newman B., Gerald D., Richard J., Dennis R., Walter Wunsch.

Project Review Committee: Co-Chairs: Gerald D. (North) and Kevin N. (South).

Members: Richard J., Ron P., Donna Andersen, Ia Williams.

Finance Committee: Chair: Mark

Members: Charlotte M.

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Motion: Charlotte motioned and John seconded to create a new complaint committee. Voice vote. **Motion carried unanimously.**

Complaint Committee: Chair: Jerry L
Members: Newman B., Ron P.

Governing Documents Committee: Chair: Jerry
Members: Ken H., Charlotte M., Andrea S.

Election Committee: Co-Chairs: Andrea and Kevin N.
Members: Charlene Murphy.

Legal Committee: Chair: Dennis R.
Members: John C, Charlotte M, Kevin N., Mark S.

Webmaster: Mark S.

Action Item: *Karleen – put on January 2019 agenda for the board to discuss the optimal size of the road committee.*

5.1.4 Determine meeting dates for 2019

The board was presented with a tentative schedule of meetings for 2019. Charlotte requested the March meeting be moved from the 11th to the 4th. All agreed to the change and the rest of the draft schedule. It was noted that the Project Review Committee meeting would also be pushed back one week to February 25th.

5.1.5 Set 2019 goals

It was agreed that committees that were to convene before the January board meeting would discuss their 2019 goals and present them during the first board meeting next year.

5.1.6 Revisit the prayer/no prayer standard for the year

Motion: Charlotte motioned and Ron seconded to have a non-denominational prayer at the beginning of each meeting. Roll call vote. **Motion carried** (7 in favor and 5 opposed – Ken, Jerry, Dennis, Mark & Andrea).

5.1.7 Meeting Safety

The board discussed Jerry's email request to lock the door once a board meeting began and to enact a no gun policy. Discussion included fire regulations prohibiting locking the door; the lack of power on the part of the association to keep someone from carrying if they are legally permitted to do so.

5.2 Project Review Committee Report – GD / KN

5.2.1 Himmelpach's shed on NG 47-C

Gerald spoke with Mr. Himmelpach and he wasn't aware he needed an app for a shed under 200 sq ft. Gerald informed him that he did whereupon he submitted an application.

Action Item: *Karleen – contact Mr. Himmelpach about submitting before the next project review committee meeting a plat map with his shed and distances to boundaries marked.*

5.2.2 Stone second dwelling

Kevin reported that there was enough supporting evidence of Mr. Stone having a 2nd dwelling for which he was receiving \$900/month. **Motion:** Charlotte motioned and Newman seconded, to send Mr. Stone a letter regarding a 2nd dwelling assessment and bill for it immediately. Voice vote. **Motion carried unanimously.**

Action Item: *Karleen – send letter and let board know when it's gone out.*

5.2.3 Small projects and driveways, i.e., Briggs NG 22-C shed

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Kevin reported that Mr. Briggs' 3.5 acres had no improvements and no structures and the request was to put a 192 sq ft movable shed in the middle of the property. He submitted his application late so it would be discussed fully at the next board meeting. Kevin noted that there was no application for a driveway and culvert. The area is undeveloped but there was a subdivision road and cul-d-sac that was 8 inches lower than the property. Discussed if access is off a subdivision road and not a GLA platted road, the association cannot require a driveway.

5.3 Treasurer's Reports

5.3.1 P&L, Balance Sheet, Deposit/Check Details, Customer Balance Summary Oct. 2018

Motion: Newman motioned and Gerald seconded to accept the October treasurer's report as presented at the annual meeting. Voice vote. **Motion carried** (11 in favor, 1 abstention – Charlotte because she didn't attend the annual meeting).

5.4 Finance Committee Report

5.5 Secretary's Report –

5.5.1 Document Request, Donna Andersen

Charlene discussed the precedent set earlier in the year when the board voted to not give Tim Brockett sign-in sheets. Signatures and knowledge of who voted and who didn't was deemed private. Discussion included whether to give Donna the documents she requested, her belief that she had a right to them; the idea that the state requires the organization to provide landowners certain documents but there are a lot of records the association is not required to provide. The next election committee meeting was set on December 17 at 6:00 pm in Emigrant Hall where election materials could be seen by all interested parties, and the flow of events could be examined.

Action Item: *Charlene to call Rose Rigler to reserve Emigrant Hall.*

5.5.2 Administrative Assistant

Charlene reminded the board that they had voted to hire Karleen as the interim administrative assistant until the first of the year. The board would need to vote to keep her on. Discussion included the difficulty in attracting candidates with a \$15/hr wage; the issue of perhaps needing to add hours especially if she would be helping Mark with scans, documentation & banking; the proposal to raise the salary to \$18/hr and provide one week of paid vacation; the need to check the budget before committing to any increases. **Motion:** Charlotte motioned and Gerald seconded to extend Karleen as the administrative assistant until August and to look into a pay raise, additional hours, and a week's paid vacation. **Amended Motion:** Charlotte motioned and Andrea seconded to extend Karleen indefinitely as the administrative assistant and to look into a pay raise, additional hours, and a week's paid vacation. Voice vote. **Motion carried unanimously.**

Action Item: *Karleen – keep track of the number of hours spent in treasurer's help.*

Action Item: *Karleen – ship the treasurer's laptop to Mark.*

5.5.3 Email Votes

1. Nov 28-30, the board voted to approve the 11 02 2018 board meeting minutes. Motion carried unanimously (all 12).

2. Nov 6-7, 2018, the board voted to send a letter to Ron Price regarding his withdrawal as a candidate and their acceptance of his withdrawal but not his reinstatement. Motion carried (9 in favor: Leo, Mark, Charlene Regina, Dennis, John, Kevin, Dan, Gerald; 1 opposed: Charlotte; 1 Recusal: Newman).

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5.5.4 2014 Bylaw amendment re: email notification, post to website
Action Item: *Karleen – send to Mark the document to be posted.*

5.5.5 Unofficial email notifications

For the past few weeks the association didn't have a secretary and no unofficial email communications were sent out during that time. Such communications are a courtesy of board. Charlotte agreed to send them out in the future.

5.6 Road and Weed / Management Committee Report – DR / CM

5.6.1 Snowplow contract

The association needed to sign a contract with the new snowplow contractor. Fred Counts sold his equipment to Standish. It was noted that the GLA plow was stored at Fred's property and he would use it as a backup driver coming under the GLA's insurance plan.

Action Item: *Dennis – follow-up with Standish and draft a contract with the new driver.*

5.6.2 Authorize snowplow coordinators to dispatch as per guidelines

Motion: Charlotte motioned and Ken seconded to authorize all snowplow coordinators to dispatch snowplow drivers and make decisions as long as they follow the current snowplow guidelines. Voice vote. **Motion carried unanimously (9 members).**

5.6.3 Consider whether to reestablish markers as part of ditch work & special projects

Tabled until next meeting

5.7 Complaints – DR /MS

5.7.1 Sherwood eyesore

Dennis reported that the association had exhausted its process regarding Mr. Sherwood's eyesore, including sending two letters without receiving any response.

Motion: Dennis motioned and Jerry seconded to authorize Tyler to include the eyesore complaint as part of his action against them for non-payment of assessments. It was noted that Mr. Sherwood was on a payment plan. **Amended Motion:** Dennis motioned and Ken seconded for Dennis to contact Seth regarding the covenant violation. **Motion carried unanimously (9 members).** It was alleged that Mr. Sherwood also has people living in a motor home on the property, which is a covenant violation.

5.8 Legal Committee Report – CM / DR

5.8.1 Update from Tyler and how to proceed with collections

Dennis would look over the paperwork and communicate with the legal committee regarding how to proceed with the ten outstanding cases. The board would then vote via email regarding what to instruct Tyler to do.

5.8.2 Collections options (pay in full now, 2-year plan or extended payment plan w/ interest)

Tabled until next meeting.

5.8.3 Legal advice from Seth: re: proxy designation via email, proxy and absentee ballot

Tabled until next meeting.

5.9 Election Committee

Action Item: *Committee chairs – contact John to schedule a meeting at Liberty Hall.*

Action Item: *Karleen - prepare a new board contact list.*

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6. Approve minutes: Annual Meeting 11-10-2018

Tabled until next meeting.

7. Ombudsman Reports

8. Visiting Landowner Input Period

9. Adjournment

Kevin adjourned the meeting at 10:25

10. Next Board Meeting: January 14, 2019

11. Closed Session (if needed)