

Board of Directors Meeting Minutes

Donald Drive Clubhouse

August 15, 2017

President Barbara Giordani called the meeting to order at 6:00 pm.

Board Members in attendance were Barbara Giordani, Mary Leonard, Dorrie Kossuth, Susan Soule, Deb Cyr, Odette Perron, Karen Kirkpatrick and John Menczywor.

The Board of Directors and guests recited the Pledge of Allegiance.

MEMBERS COMMENTS: Jack Cyr asked if we were planning on spending any more money on the roads next year. Barbara stated that as previous boards and this board states we will try to add some road work every year.

SECRETARIES REPORT: Susan Soule made a motion to approve the minutes from the July 18, 2017 meeting. Karen Kirkpatrick seconded the motion. Motion Carried

TREASURERS REPORT: Dorrie Kossuth stated the debt coverage ratio for the month of July was 1.303. Total income was higher than budgeted. Total Expenses were under budget and the water was under budget. Dorrie Kossuth made a motion to approve the treasurer's report. Mary Leonard seconded the motion. Motion Carried.

After much discussion regarding the 2018 budget proposal, it will be discussed again at the September meeting.

Mary Leonard made a motion to approve an 8'x8' addition to the back of their existing shed at 71 Country Way. Susan Soule seconded the motion. Motion Carried. Mary Leonard made a motion to approve the addition of a 12'x16' 3 season room on the back of the home at 71 Country Way. It may be amended to a 10'x16' room if the building inspector does not approve the 12'x16' addition. Karen Kirkpatrick seconded the motion. Motion Carried.

OPERATIONS REPORT: Fences were stained, traps for skunks were placed, replaced backhoe door handle, picked up supplies for drainage project, trucks were inspected, lawnmowers were worked on, relocated turkey vulture, common areas were worked on, tree limbs and shrubs were pulled, mattress and box spring was picked up and disposed of, brought folding chairs to the PLCH, worked on flower bed on Country Way, John Foss went to water classes, repaired water shut off, sent 2012 truck for repairs, catch basin was rebuilt, Constitution Road shoulder backed up with gravel, helped unload new tables and tree limbs were cut on River Ledge Drive.

There was discussion regarding a request for a member to have a tree removed at 40 Williams Way. John Menczywor feels that we should give it another year. John also stated that there is another tree on William's Way that is full of carpenter ants and should be removed. Barbara stated that there is also a tree that should be removed at 9 My Way. John mentioned that he had spoken with the gentlemen from 130 Donald Drive regarding his tree. John suggested that he speak to John Foss regarding his issues. We will have our maintenance team look at the trees and make a decision to remove them.

John Menczywor made a motion to ratify a written vote a written vote for a handicap ramp at 52 Rachel Circle. Karen Kirkpatrick seconded the motion. Motion Carried.

John Menczywor made a motion to approve the capital expenditure of \$13,000.00 for drainage erosion, berms and the paving of the driveway at 123 Partridge Lane. The cleaning out of the retention pond on Constitution is not included in this motion. Deb Cyr seconded the motion. Motion Carried.

John Menczywor made a motion to approve the capital expenditure of \$2500.00 for pedestal lights. Susan Soule seconded the motion. Motion Carried.

John Menczywor made a motion to approve the capital expenditure of \$10,000.00 for retaining walls. Mary Leonard seconded the motion. Motion Carried.

John Menczywor stated that he had received quotes for the salt shed. After much discussion it was decided to table this until the September meeting.

John Menczywor made a motion to have the backhoe repaired for \$9760.00. Karen Kirkpatrick seconded the motion. Motion Carried.

COMMITTEE REPORTS:

MEMBERSHIP: Mary Leonard made a motion to ratify the email vote for Dale & Pauline Rheame who are purchasing 251 Donald Drive, email vote for Giisele LaFluer who is purchasing 76 Country Way, email vote for Kevin Gallagher as a second resident of 76 Country Way and email vote for Rebecca Stamp and Sheryl Smith who are purchasing 11 Kelly Court. Susan Soule seconded the motion. Motion Carried.

OLD BUSINESS: Karen Kirkpatrick stated that she would be meeting with Linda Stonner to change the domain name for the website. There is a fee of \$20.00. Roger has been loading items to the new website.

NEW BUSINESS: Barbara stated that she had spoken with Kelli Cicirelli from ROC regarding Sturgis. She said that she was very helpful. We have to bring back the amendments as old business. She suggested that we ask one of our resident parliamentarians to work as a moderator.

We have to bring back the amendments to the annual meeting because they were tabled to the next annual meeting. The first one, 4. e) was; **all approved plans must be completed within a three month time frame or the approval will be revoked and the homeowner will have to resubmit their plans and obtain another approval**, it was decided that it will no longer be recommended by the board.

The next change was 5. All buildings, additions, porches, utility buildings, towers, carports, decks, etc. require a detailed plan of the structure **indicating length, widths and height, a list of building materials to be used. Shed finishes must be white or match the colors of the home. Plans should be submitted a minimum of two weeks before the next regularly scheduled meeting of the board of directors. All approved plans must be completed within a three-month time frame or the approval will be revoked and the homeowner will have to resubmit their plans and obtain another approval.** The board decided that this rule will no longer be recommended by the board.

The next change was 10 a). **Carports may have solid walls up to a maximum of four feet high on the side and rear; lattice may be placed on top of each wall up to the roof of the carport.** After much

discussion Deb Cyr and Karen Kirkpatrick volunteered to research regulations and get clarification from the town and the Building Inspector.

Deb Cyr made a motion and Karen Kirkpatrick seconded the motion to open up to any interested parties the vacant position of Director at Large on the Board. We will need responses by September 1, 2017. Barbara Giordani stated that it would give the board a week to interview before the next board meeting. Deb will ask the newsletter committee if they can put the announcement on the front page of the newsletter. Motion Carried.

MEMBERS COMMENTS: N/A

Susan Soule made a motion to adjourn at 8:30pm. Mary Leonard seconded the motion. Motion Carried.

Deb Cyr made a motion to go into executive session at 8:45pm. Karen Kirkpatrick seconded the motion. Motion Carried.

Susan Soule made a motion to go back into regular session at 9:46pm. Mary Leonard seconded the motion. Motion Carried.

Mary Leonard made a motion to send a response letter to a member regarding a grandchild living in their home. The board decided she will be allowed to stay until September 15, 2017 with a note to the member that this is a fourth resident. Karen Kirkpatrick seconded the motion. Motion Carried with John Menczywor abstaining.

Mary Leonard made a motion to recommend sending a member's file to Attorney Shepard. Deb Cyr seconded the motion. Motion Carried.

Mary Leonard made a motion to send a letter to a member regarding a camper in their driveway for an extended period of time. Susan Soule seconded the motion. Motion Carried.

Mary Leonard made a motion to recommend sending another member's file to Attorney Shepard. Deb Cyr seconded the motion. Motion Carried.

Mary Leonard made a motion to send a friendly letter to a member regarding their dumping yard waste in their backyard. Karen Kirkpatrick seconded the motion. Motion Carried.

Mary Leonard made a motion to adjourn at 9:50pm. Susan Soule seconded the motion. Motion Carried.

Susan Soule, Secretary

Approval Date