

10/14/20

Beaver Bench Special Board Meeting Minutes

Present: Pegasus Romaine, Michele Townsend, Barbara May

Meeting Start: 6:30 pm

Agenda Items

1. **Kathy Ryan – nomination to board.**
 - a. Motion Pegasus, second, Michele, motion passed.
2. Gutter bids –
 - a. Action Item – Pegasus, Inform VM of authorization to place gutter system over B1 only at cost of \$374. Test for next year, test for need for heat tape. Question: anything else that can be done to get us through winter
 - b. Motion – Michele, second, Peg, motion passed
3. Emails – Godaddy
 - a. Action item – Pegasus, Authorize VM to purchase 3 year Godaddy contract for service of 5 secure emails, backup capability, 10GB of storage, payment monthly option on a 3 year contract if possible, if not start service January 1 in 2021 budget year. 3 year contract is \$1700, \$9.54 per email per month. Emails: president@beaverbench.com, secretary@beaverbench.com, treasurer@beaverbench.com, vicepresident1@beaverbench.com, vicepresident2@beaverbench.com.
 - b. Motion Michele, second Barbara, motion passed
4. Court letter- needs clarification, letter from VM appears to have 2 motions: 1 adding Beaver Bench to Defendants and removing Kelly Flanagan from defendants list. That is how I read it.
 - a. Judge Granger has set a Case management conference call for Nov. 5, at 9:30 via telephone.
 - b. **Action Item – Ask Steve McDonald to be on call with Pegasus on Nov. 5**
5. Insurance – Action items – Kathy –
 - a. Travelers Bid – finish it
 - b. Philadelphia – Rider A, finish it
 - c. Hanover – understand the specific language of the per occurrence and total cost in policy
6. 2020 budget – discussion of what happens when, who does what, reserve amounts, capital reserve study
7. Blusky – meeting date, ask VM
 - a. letter from Cunningham on \$17K, If we have no other invoice beyond this one dated July of 20, then we do not owe more.
 - b. **Action Item – Kathy/Michele**– prepare for meeting with updated punch list
8. Pest – no further action
9. Signage – No smoking/no trespassing signs

- a. **Action Item – Pegasus/VM** - Authorize \$200 for preliminary signage – No Smoking property, No Smoking within 25 feet of buildings, No Park Access. Three signs at 2 entrances and 2 at park side
10. Letter to Comcast
 - a. **Action Item – VM/Pegasus** - write letter to Comcast request burial of cabling before winter sets in.
11. Property Clean up
 - a. **Action Items – VM** – sort out/clean up the bike/boat area before December
12. Parking lot – lots and lots and lots of unauthorized cars all the time in lot. Item needs address before winter.
 - a. **Action item – VM** – Issue all new parking permits in November and enforce use of new permits.
13. Board Process – Commitment by board members
 - a. If mailing to owners by Board, then all board members to review before mailing
 - b. Member emailing item for review to give response time requirement.
 - c. If urgent issue, text all board members so that they can log into email accounts
 - d. When generating an email, use a single subject in subject line and keep subject matters separate. This so that documentation is kept streamlined and searches in future are easier.
14. Letter to Homeowners to go out end of Week
 - a. **Action Item – Pegasus**
15. Pegasus and Barabara to get to Alpine Bank for Signatures next week.

Meeting adjourned at 7:30 pm