Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

January 11, 2016

CONFIDENTIAL – DO NOT COPY

1. **Call to Order, Pledge of Allegiance and one minute of silence**
   The meeting was called to order by Charlotte Mizzi at 7:08 p.m.

   PRESENT: Charlotte Mizzi (President), Dennis Riley (Vice President), Charlene Murphy (Secretary), Rudy Parker (Treasurer), Newman Brozovsky (until 9:15), Ross Brunson, Ed Dobrowski, Gerald Dubiel, Dan Kehoe, Kevin Newby, Paul Ranttalo (via phone), Mark Seaver (via phone).
   Also attending: Karleen McSherry (Administrative Assistant).
   Landowners: Aija-Mara Accetino, Miriam Barker, Debbie Blais, Tim Brockett, Robert Buchanan, Debbie DeGraaf, Claudette & Michah Dirkers, Christopher & Catherine Fitzgerald, Leo & Dorothy Keeler, Pat Knock, Michael & Sheila Laverty, George Makris, Marius Michael-George, Tim Murphy, Chuck & Sally Muto, Clare Parker, Francis Regan, David Tonkin, Elena Torphy, Linda Ulrich, Chris & Ia Williams, Regina Wunsch.
   GUEST: Alvera Kubal

2. **Set Agenda**

3. **Comment Period for Visiting Landowners**
   Regina Wunsch asked that the financial data from October through December 2015 be verified to assure all errors had been fixed. A number of landowners volunteered to do the administrative assistant's job or parts of it. Claudette Dirkers stated that she did not receive notification of the board meeting and the agenda.

4. **Approve Meeting Minutes – December 7, 2015**
   Dan asked that end of 5.1.2 be amended to include that he turned over the chair of the meeting to Charlotte. **Motion:** Kevin motioned and Ross seconded to approve the December 7, 2015 meeting minutes as amended. **Motion carried unanimously.**

5. **Officer and Committee Reports**

5.1 President's Report – CM

5.1.1 Reminder regarding landowner comment periods

Charlotte read the "Meeting Decorum" notice that all landowners received upon coming into the meeting that stated there would be two landowner comment periods, one at the beginning and the other at the end of the meeting, during which landowner comments would be received by the board. Only board members would be acknowledged to speak during the body of the meeting. During the Project Review portion of the meeting, if the Board needs additional information, the Board may ask the project review applicant, his representative and/or immediate neighbors to speak.

5.1.2 Establish Sergeant-at-Arms

Tim Brockett volunteered to be the Sergeant-at-Arms for this meeting. The role will rotate every meeting so one person doesn't have to commit to being at all board meetings.

5.1.3 Process for conveying 2016 goals

Charlotte asked committee chairs to hold meetings to establish their goals for the year. They will report on those goals during the next board meeting.

5.1.4 Meeting with attorney update: dwelling unit assessments/Pedro's garage; Covenants 12.01 usage of word "Association;" board's use of e-mails; Parkland questions, etc.

Dan sent to the board three or four questions that he then sent to the attorney. The legal committee will then meet with Alanah to discuss the issues. Kevin asked to meet with Dan one-on-one to clarify the questions.

5.2 Secretary's Report – CRM

5.2.1 January newsletter; suggestions to make newsletter official communication

Charlene reported that a mailing consisting of a newsletter and a Project Review proposed fee change letter was planned to go out to landowners January 22. Both pieces would include official information and be sent to that e-mail list thus simplifying the e-mail/postal mail logistics. Kevin asked that the new list of Project Review application instructions also be included in the mailing. Charlene reiterated Charlotte's request that those instructions be brought before the entire committee, then brought to the board for a vote before going out to landowners.

5.3 Treasurer's Reports – RP

5.3.1 Budget Variance, Check & Deposit – October 2015

Rudy reported that errors in previous reports had been corrected and approved by the accountant. **Motion:** Rudy motioned and Ed seconded to accept the October and November 2015 combined balance sheet. **Motion carried.** (10 in favor, 1 abstention – Kevin; Paul no longer on the call).

5.3.2 Budget Variance, Check & Deposit – November 2015

See above.

5.3.3 Year-End Report

Rudy reported that the association finished the year in a positive position with $146,000 cash on hand, having collected $11,000 more in parcel assessments and having spent less than budgeted. **Motion:** Rudy motioned and Ed seconded to accept the Treasurer's reports. **Motion carried.** (9 in favor, 2 abstentions – Kevin and Dennis; Paul absent).

5.3.4 2015 Delinquent Accounts Report

Rudy presented the board with a list of delinquent accounts. Approximately $21,000 of 2015 assessments were not collected and he proposed having a volunteer call these recent past due accounts. Discussion included the suggestion that a different person call each quarter; and that the accountant fix past interest calculated incorrectly and then recalculate it later in the year if the members vote for the governing docs change regarding the interest rate.

Action Item: ***Rudy – bring the folder of recently delinquent accounts to the Finance Committee meeting and ask for volunteers to call them.***

5.3.5 2016 Proposed Final Budget

The proposed draft budget adopted at the November 9th board meeting will be used along with year end numbers at the next Finance Committee meeting to create the final budget.

5.3.6 Update on accountant and report on January mailing

Rudy reported that the contract was signed in December engaging Julie Indreland as the accountant and she has been doing all data entry, payroll, report preparation, and invoicing. He has been working with Julie and Micah on a day-to-day basis since then. Regina Wunsch helped Julie set up invoice generation. The 2016 assessment invoices were in the mail including an additional $3,700 in dwelling assessments.

5.3.7 Set schedule of January Finance Committee meeting
The next meting of the Finance Committee was set for Wednesday January 20th at 6:30 p.m. in the kitchen of Liberty Hall.

5.4 Finance Committee Report – RP

5.4.1 Debbie Blais request re: number of assessed buildings
Rudy reported that 396 parcels and 289 dwellings, including 16 new dwellings, were billed for 2016.
Action Item: ***Kevin & Gerald – drive through NG or use the MT Cadastral to find houses we're not yet assessing.***

5.5 Project Review Committee Report – GD / KN

5.5.1 SG 41-A Buchanan Shop project review
Gerald reported that Buchanan's flags had blown off the corners and that his previous boundary stakes, which were incorrectly placed, were unable to be moved because the ground was frozen. However, Mr. Buchanan promised to move the markers once the ground thawed. Kevin reiterated his belief that because this is a residential community, Robert needed to build his house first before the shop. Discussion included the idea that the application includes plans for both a residence and a shop and the association has never previously micromanaged a project; that he has 18 months to complete the project and there should be no problem as long as the house was completed in that timeframe; that Mr. Buchanan had agreed to pour the two foundations at the same time, and that he had met all of the setbacks and requirements set forth in the Covenants and Master Plan. Gerald stated that the governing documents were unclear regarding accessory buildings and it may be a good idea to run them by the attorney but board members didn't see the need and said they did not want to set a precedent regarding accessary buildings. **Motion:** Charlene motioned and Ed seconded to approve Buchanan's application for a shop and residence with the conditions that all disturbed land be reseeded and all appropriate permits be obtained before he were to begin the work. Gerald added the condition that the corner posts be reflagged so the 50' setbacks were clear. Charlene amended her motion to include Gerald's condition and Ed accepted the amendment. **Motion carried.** (10 in favor, one abstention – Kevin).

5.5.2 NG 33-B Michael-George Workshop project review
Gerald reported that the Project Review Committee held a phone meeting to discuss issues the Williams' had with Marius' project. Gerald, Ed, Charlotte, Sally Muto, Leo Keeler, the Williams and George Makris met at the site of the proposed workshop. All setbacks had been met. There was agreement that the driveway had a drainage problem that Marius had agreed to fix, and that this issue was between the two landowners and not a GLA requirement. **Motion:** Charlene motioned and Dan seconded to approve the application to put a shop on the property with the condition that all disturbed land be reseeded. Kevin suggested that the Residential Easement Agreement between NG 33C and NG 33B be referenced in the

preliminary approval. Charlene amended her motion and Ross seconded it. **Motion carried unanimously.**

5.6 Road and Weed / Mgmt Committee Report
Kevin reported that he called Park County to fix a pothole on Dry Creek Road, it was fixed but failing again, requiring another phone call. Dennis asked if a snow marker could be replaced on the S side of the road where it narrows.
Action Item: *Kevin – call Parks Frady to widen the narrow portion of the road to county standards.*
Action Item: *Kevin – e-mail Paul for snow stakes and install. Ed will help.*

5.7 Communications Committee Report – Ross B.

5.7.1 Creation of committee e-mail lists
Ross asked the board if they were interested in having individual committee lists. It was decided that e-mail lists would be created for committees as appropriate and when requested, and that there would be two lists per committee – one for board members only and the other for both board members and landowners on the committee.

5.8 Community Property Committee Report – CM
Charlotte reported that the committee had questions for the attorney but other board questions were a priority so the parkland questions might have to wait until a later date to be answered.

5.9 Governing Documents Committee Report – DK / CM
Dan reported that the committee would be holding special meetings of the members in February and March to receive input regarding the proposed changes sent to the members in October. He also suggested the committee ask Alanah, the GLA's attorney, to attend the February 20th meeting and the March 19th meeting.

6. UNFINISHED BUSINESS

7. NEW BUSINESS

8. Comment Period for Visiting Landowner
Sally Muto reiterated her request for informal community meetings during which landowners could convey their ideas and concerns without time limits. Landowners commented on financial issues; Aza Ziegler's accessory building that doesn't have a dwelling on the lot; the need for a reflector on Taurus before the road declines; the concern that there are no repercussions when people don't adhere to the governing documents; the idea that GAV residents aren't paying their fair share of the road costs. The Williams asked about the road standards and if they have any recourse with the GLA regarding their private road and were told that the GLA does not regulate private roads.

9. Adjournment
Charlotte adjourned the meeting at 10:08.

10. Next Board Meeting: February 8, 2016 at Saint John's Church

Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – ***Final***

February 8, 2016

CONFIDENTIAL – DO NOT COPY

1. **Call to Order, Pledge of Allegiance and one minute of silence**
The meeting was called to order by Charlotte Mizzi at 7:04 p.m.

PRESENT: Charlotte Mizzi (President), Dennis Riley (Vice President), Charlene Murphy (Secretary), Rudy Parker (Treasurer, arrived 7:16 pm), Paul Ranttalo via phone, Mark Seaver via phone, Ed Dobrowski, Newman Brozovsky, Kevin Newby, Dan Kehoe, Gerald Dubiel (arrived 7:09 pm)
Landowners: Debbie DeGraaf, Linda Ulrich, Tim Murphy, Jeff Riederer, Sally Muto, Jerry Ladewig, Chris & Ia Williams, Michael & Sheila Laverty, Debbie Blais, Leo & Dorothy Keeler, Chad Stone, Pay Knock, Claudette Dirkers, Tim Brockett, Donna Andersen, Miriam Barker

2. **Set Agenda**

3. **Comment Period for Visiting Landowners**
Landowner recommendations to: Not use time at Feb. 20, Governing Documents meeting for presentation of gold mine near Chico. That the BOD vote on meeting decorum. Opinion that Project Review process is hindered by Admin Assistant being involved. Kevin Newby replied the Admin Assistant's involvement is needed and the forms and the process need to be refined and discussed at the next PR committee meeting, Feb 29, 2016. Questioned if Legal Committee has met and if so wants to see the meeting minutes. Dan Kehoe replied that the consultation with the attorney was not a committee meeting according to the Bylaws definition. Some landowners wanted to hear information listed on Closed Session agenda.

Motion: Kevin motioned and Mark seconded to allow landowners to listen to tonight's closed session. Discussion: Dennis remembered references to current litigation over interpretations of the Gov Docs and the Attorney counseled not to discuss this publically at this time. **Motion Failed.** (3 in favor, 6 opposed, 2 abstentions).

Motion: Kevin made a second motion and Newman seconded to allow landowners to listen silently to discussion of attorney advice that doesn't pertain to litigation. Charlotte will discuss Parkland information from the attorney in the Community Property report. Agenda item 4.4.3 includes attorney interpretation of 11.06. The Treasurer's report includes information from the attorney. **Motion withdrawn:** Kevin withdrew this motion since attorney information will be discussed during the course of the meeting.

4. **Officer and Committee Reports**

4.1 President's Report – CM

4.1.1 Establish Sergeant-at-Arms for the meeting
Ed volunteered for tonight. Gavel taken away from President Charlotte Mizzi by Chad Stone who said it belonged to him. The gavel had been loaned to the Board some time ago and was passed on to Charlotte.

4.1.2 Possible Gold Mine presentation at the Special Meeting of the Members, Feb 20.
Due to landowner input, the Gold Mine presentation will not be presented at the Feb 20 Meeting of Members.

4.1.3 Interviews for Admin Assist position Feb 13
There are four applicants. The interviewers will be Dennis, Charlene, Rudy and Charlotte as the BOD officers. They will bring a recommendation to the board for a vote.

4.2 Secretary's Report – CRM

4.2.1 Mailings

Newsletter mailed Jan 22, 2016 to 38 Official email subscribers and by postal mail. Five sets of Committee Minutes and two sets of Meeting Minutes were emailed to 62 unofficial email subscribers. A postcard was mailed to North Glastonbury residents to fill the vacancy on the Board after Ross Brunson's resignation January 29, 2016. The Bylaws don't require a mailing to announce a vacancy but it has been done in recent months. The next mailing is the End of the Year financial reports to be mailed February 12, 2016.

4.2.2 Training of new Admin Assistant

Karleen will train the new administrative assistant for 3 weeks, 20 hours per week beginning Feb. 29. The net effect on the budget will be about zero since we have been without an admin assistant for over 3 weeks.

4.2.3 Petty Cash held by the Secretary

The Petty Cash is held by the Secretary for use to reimburse postage and office supplies.

4.2.4 Purchase of a recording device

The recording unit is a Zoom H4n with power cord, carry case, and an 8 Gg audio card valued at $165.00. It was purchased by Ross Brunson for use at GLA meetings and has been used by the GLA. Ross will sell it to the GLA for $120.00. It produces a high quality recording. **Motion**: Charlene motioned and Rudy seconded to purchase this recording device from Ross for $120.00. **Motion carried unanimously.**

4.2.5 Procedure for Committee Meeting Minutes

Current procedure is for the committee chairmen to approve the minutes and then they are finalized and sent out to the email subscribers. **Motion:** Charlene motioned and Rudy seconded that the committee meeting minutes procedure be changed: After the committee chair(s) approve the minutes they are sent to all board members for a three-day review and comment period. The minutes are then finalized by the secretary and sent out. An email vote is not required as with Board meeting minutes. **Motion carried unanimously.**

4.3 Treasurer's Reports – RP

Statements sent out in January. 250 payments received in Jan. totaling $62,000. Describing the interface of Rudy and the accountant in Livingston, Julie Inderland, Rudy makes deposits, accountant enters checks into QuickBooks. Rudy visits accountant every Monday morning to discuss issues, bring bills. Accountant enters bills and prints checks. Checks mailed to PO Box on Wed. Rudy signs checks Friday and mails them out.

4.3.1 Profit & Loss, Balance Sheet Reports – January 2016

Motion: Rudy motioned and Gerald seconded to approve Jan 2016 Profit & Loss and Balance Sheet to be included with the minutes. **Motion carried** (10 in favor, 1 opposed.)

4.3.2 Vote to create a snow fund

Finance Committee recommends a snow fund be created. **Motion:** Rudy motioned and Dan seconded to use $12,981 unspent 2015 snow budget to create a snow fund in reserve for a second plow truck or for snow emergencies. Discussion: Board wanted to be sure the money would only be used for snow removal equipment and snow emergencies. The first motion was withdrawn and restated. Rudy motioned and Ed seconded to create a Snow Removal Fund using $12,981 of unspent 2015 snow budget money to be used to purchase snow removal/road equipment and for snow emergencies. **Motion carried unanimously.**

4.3.3 Vote on research into simplifying the books
Finance Committee recommends that the board look into simplifying the books. Regina Wunsch can offer suggestions made by accountant Bob Story in 2013 to simplify. Accountant Julie Inderland can also provide suggestions in May after tax season. The GLA can pay Julie a consulting fee. Discussion: Money will be saved on monthly accountant fees if the books are simplified.
Action Item: ***Rudy – ask Julie what her fee will be and bring a proposal to the board June 14.***

4.3.4 Vote to allocate remaining 2015 money
Motion: Rudy motioned and Dennis seconded to move $3,327 of unspent 2015 NG Gravel/Grading Budget into the NG Road Fund. And move $926 of unspent SG Gravel/Grading budget into the SG Road Fund. **Motion carried unanimously.**
Motion: Rudy motioned and Dan seconded to use $7,910 from past due assessments collected in 2015 to balance the 2016 budget. **Motion carried.** (9 in favor, 2 abstentions).

4.3.5 Vote to approve 2016 Budget & the End of Year financials to be mailed Feb 12
Motion: Rudy motioned and Dan seconded to approve the 2016 Budget. Discussion: Because road paving loan is paid off there is an additional $30,000 in the road maintenance budget. Snow budget remains the same as 2015. Overhead/Admin Costs have increased $8,944, with $7,200 allocated for accountant/bookkeeper in 2016. **Motion carried.** (9 in favor, 1 opposed, 1 abstention).
Action Item: ***Finance Committee – Start the budget analysis earlier next year and look at each line item including what are prudent numbers for the snow plow budget.***
Motion: Rudy motioned and Dan seconded to approve and send to members the End of the Year Financial reports. **Motion carried unanimously.**

4.3.6 Direct deposit of paychecks by accountant
Currently the bi-monthly employee paychecks are delivered by hand or by mail. Direct deposit recommended by accountant, Julie Inderland. QuickBooks charges $1.75 per paycheck. 36 paychecks per year will cost about $63.00. **Motion**: Rudy motioned and Dan seconded to use direct deposit through QuickBooks for employee paychecks. Discussion: There is a Website interface with QB where the employee can log in. Employee has the right to choose to accept direct deposit. **Motion carried unanimously.**

4.4 Finance Committee Report – RP
4.4.1 Report on two committee meetings Jan 20 and 27, 2016. Minutes are finalized.

4.4.2 Next Finance Committee meeting to focus on Collections, Feb 17, 2016

4.4.3 Collections as per Covenant 11.06

Dan shared information from our attorney. In 1997 the 18% interest 5% penalty were written into the covenants. But the interest rate is usurious according to state law and the courts do not uphold penalties that are in percentages. They do uphold a fee tied to expenses, such as a lien fee. If we do not reduce our 18% interest, when we try to collect on delinquent accounts, if a landowner objected to the interest and fees and went to court, we would get the assessments only. All the 18% interest would be thrown out of court. Case law confirms that this would happen. If our covenants had the language "or the maximum the law will allow," after the 18% interest, then we could collect the Montana limit of 15%, but without that we have no fallback position in the covenants.

Action Item: ***Mark – look up prime rates as of January 1st for every year since 1997.***

Action Item: ***Dan – work with Rudy and Regina on the spread sheet to calculate the interest for each delinquent account***

4.4.4 Update on Collection efforts by Debbie DeGraaf

Debbie reports that she has called almost everyone who is less than 2 years behind. She is getting updated contact information as she goes. If the landowner wants to go on a payment plan Debbie refers them to Rudy. Debbie suggests having the accountant do everything other than getting the checks from the mail box and making deposits. This will provide continuity for the board as board members change and the finances will be correct. The Treasurer will be the liaison with the accountant, the members and the board. It would cost more for the accountant to do it all but it would be accurate. Julie Inderland stated her hourly rate goes down when she does more work.

Action Item: ***Board – explore giving more duties to the accountant. Goal is simplification, accuracy, and continuity for the GLA bookkeeping and accounting.***

4.5 Project Review Committee Report – KN

4.5.1 Goals

Kevin reported that the Proposed Fee Changes went out Jan 22 with the Newsletter. Next Project Review Meeting, Monday, Feb 29, 7:00 pm. Two Goals: 1) Amend the Fee schedule. This has been done and is out for 30-day landowner review. 2) Refine proposed changes to Project Review instructions page to make it clear for the applicant. Develop two Project Review checklists. First checklist for use by Admin Assistant who helps the landowner complete the application. Second checklist designed for Project Review committee members for use in the field with at least 30 things to check off. Increase times required to process and review an application from 2 weeks to 30 days to prevent a project being rushed to be voted on at the next board meeting. Allow projects to be discussed at a PR review meeting so landowners can have input. Post agenda for the committee meeting on the GLA calendar online with the parcel/lot number. And post the application as a PDF without personal information. Goal to increase accuracy on projects. Referring to a project approved Jan 11, 2016, Kevin would require the DEQ stamp by Barbara Woodbury on the Buchannan project before he builds in the spring. Well Logs are available on the internet and the proposed governing documents changes will address removing the requirement for the GLA to look at well logs.

4.5.2 Report on Committee meeting Jan 25, 2016 – see above.

4.5.3 Proposed changes to PR instructions and requirements – see above.

4.6 Road and Weed / Mgmt Committee Report – PR

Paul sent a report that was read by Gerald.

a. Paul reported that the reflector post on Taurus road is in place. Ed installed the reflector post on Dry Creek Rd on the gravel part of the road near the large culvert.
b. Paul used engineered drawings of road construction from Park County, which shows the design for the ditches, to recommend the clearing of all ditches on all roads. A road grader can do this work quickly but large rocks cause damage to the grader blade. Paul recommends using a backhoe for this ditch clearing work.
c. Paul recommends using Lembcke Excavating Inc. as the road contractor this year. Paul will get a price quote and equipment inventory from Mr. Lembcke, an experienced road builder and heavy equipment operator. Lembcke has a source for angular, crushed rock for use in rebuilding the roads where base material is exposed. Roads will be crowned and the 'good' crushed gravel with adequate binder will be used to finish the surface.
d. Paul submitted his bid to install a surface water sump on Capricorn. 4' x8' with gravel base and metal cast grate for $1800. Adkins Construction bid this job for $2,500 three years ago. Other bids will be solicited

4.6.1 Committee Meeting, Feb. 11, 2016 – announced

4.6.2 Goals for 5 year road maintenance plan

To be discussed at Feb 11 committee meeting.

4.7 Communications & Technology Committee Report – DR

4.7.1 Report on Committee meeting Jan 14. Email Tracking Spreadsheet

Mark reported that the spreadsheet is experimental and we will see how it can be improved.

4.7.2 Website and Tech duties – not discussed

4.7.3 Committee meeting, Feb 15, 2016, 7:00 pm – announced

4.7.4 Goals

To work on a better system to allow landowners to call in to meetings.
Get permission to have a copper land line installed in St John's Church.
Then purchase a Polycom brand of a conference call device. Goal to have an in-person meeting and a call-in meeting simultaneously. Another goal is to send agendas and other information in a timely manner.

4.7.5 A landowner's meeting where the Board listens

Motion: Dennis motioned and Paul seconded to set up a special meeting to provide a forum for landowners to discuss whatever they want with the board. Date before June. **Motion carried unanimously.**

4.8 Community Property Committee Report – CM

4.8.1 Report on Committee meeting Jan 28

Leo Keeler is researching Park County requirements for Dedicated Parkland. The Attorney, Alanah Griffith, was asked if the Board had the right to decide who can use the parkland once it is developed. Alanah answered, "Because the language in the Parkland Agreement includes use by 'Glastonbury and the surrounding

Emigrant area,' it would seem to be ambiguous regarding the intended users. I think that there is a reasonable argument that the park was intended to be used by the Association members only. My suggestion is to do that, and then see if anyone pushes back on the matter. My guess is that most people already assume it was intended for GLA use." The GLA pays the taxes on the soccer field/Parkland property but the 20-acre parcel is not under the Glastonbury Covenants. Discussion included the land surrounding the 20-acre Parkland that is owned by Church Universal & Triumphant (CUT). Totaling about 176 acres, it is not a part of Glastonbury or the GLA covenants. Dan suggested the Board talk with the church about their plans for the property. The next Community Property meeting will be later in the spring after research on Parklands is completed.

4.9 Governing Document Committee Report – DK

4.9.1 Feb 20 and March 19 Special Meetings of the Members

Feb 20 in-person Mar 19 on phone. The process to change and update our governing docs was started over a year and a half ago. The meetings are a time for landowners to ask questions, the attorney will be at both meetings to answer legal questions.

4.9.2 Goals

After voting on the first set of proposed governing document changes, discuss the scope of the next round of gov doc changes.

5. UNFINISHED BUSINESS

6. NEW BUSINESS

7. Visiting Landowner Input Period

Questions of what would happen to the 176 acres owned by CUT around the soccer fields. If the land is developed or sold could these lands be brought under the GLA Covenants?
ACTION ITEM: Dan – draft a letter to CUT regarding the reserved land.

8. Closed Session

8.1 Report of Legal Committee meeting with attorney

The Board didn't hold a Closed Session. At 10:45 pm, attorney advice regarding Dwelling Units was discussed in a continuation of the Open Meeting. The Covenant definition of a Dwelling Unit is very tight and follows the state and county definition. The Master Plan does not allow duplexes which conflicts with the Covenants so the Master Plan loses out. If a second dwelling unit within dwelling has a wall or a lockable door separating it, it is considered a separate dwelling unit and can be assessed. This question of a separate dwelling unit with a lockable door went all the way to the MT Supreme court level. Hook ups but no appliance does not meet the criteria for a dwelling unit.

The following two points are from attorney Alanah Griffith:

1. Regarding dwelling units.

A) "Dwelling unit" is a definition that the courts have visited often due to cities and counties utilizing it in collecting taxes. The Covenants' definition is close to the legal definition used by Gallatin County. The kitchen part of the definition (from the MT Supreme Court) means it has to have appurtenances in it. Having the hook-ups without the appliances does not meet the court's definition of a kitchen.

B) The Master Plan item disallowing duplexes is not valid since the Covenants allow apartments. The courts' ruling on duplexes is if there is a wall or lockable door between the units, they are considered two dwelling units. So we can include this language in the letter to people who fall under the duplex/multiple dwelling units/apartment definition.

ACTION ITEM: ***Board – refine a letter to be mailed to landowners with multiple dwelling units in question with a statement explaining the definition of dwelling unit and why an additional assessment is on their revised statement.***

Charlene disclosed she lives in a duplex and will receive an additional assessment now that it has been determined that the GLA will assess these units. She hopes other landowners who have a locked door with an additional dwelling unit in their home will come forward and pay the additional assessment.

2. **Regarding "Accessory building" situation and assessments.**
HOAs often do try to have the assessed building built first, but the language has to be real clear. In the Accessory building definition of the Covenants it talks about "principal or main building" and does not clearly state dwelling unit, so the principal or main building could be a commercial building. One thing we can do, besides cleaning up the language, is create a "performance bond" like Big Sky Owners Association did. They have a $5,000 bond on new construction to make sure the person is serious about building and will carry through with everything. If the building is not put up after excavation has torn up the ground, they use the $5,000 to grade and reseed the land.
Alanah suggested we look at their website since they run into a lot of the same problems the GLA does. (http://bigskymt.org/). Big Sky created a 501-C3 for their parkland.

8.2 Document requests based on attorney input
Not discussed due to the lateness of the hour.

8.3 Attorney advice on Community Property – addressed in 4.8.1

7. Visiting Landowner Input Period (Cont.)
Jerry Ladewig asked when she will receive a response to her October 2015 complaint of three dwelling units on SG 32A. The board stated it had taken since October to get the attorney advice on this issue. A letter and additional assessment will be sent to the landowner for the two dwelling units in the house. The garage, having a gas hook up but no appliance, does not meet criteria for a dwelling unit as per attorney advice.

A petition from Clare Parker regarding a prayer before board meetings was given to the Board two weeks ago. This topic will be on the agenda for the next meeting.

9. Adjournment
The meeting was adjourned at 11:05 p.m.

10. Next Board meeting, March 14, 2016, St. John's Church

EMAIL VOTE TO APPROVE 02 08 2016 BOARD MEETING MINUTES

From: gerald dubiel
Sent: Thursday, March 03, 2016 9:00 AM
To: GLA Board
Subject: Re: [GLA Board List] Vote to Approve Feb 8 BOD minutes

I vote yes, Gerald

From: Newman Brozovsky
Sent: Sunday, February 28, 2016 9:30 PM
To: GLA Board
Subject: Re: [GLA Board List] Vote to Approve Feb 8 BOD minutes

I vote to approve. Newman

From: Mark Seaver
Sent: Sunday, February 28, 2016 8:20 PM
To: GLA Board
Subject: Re: [GLA Board List] Vote to Approve Feb 8 BOD minutes

I vote to approve. - Mark

From: K Newby
Sent: Sunday, February 28, 2016 8:02 PM
To: GLA Board
Subject: Re: [GLA Board List] Vote to Approve Feb 8 BOD minutes

I vote yes to approve. Kevin

From: Rudy Parker
Sent: Sunday, February 28, 2016 3:23 PM
To: GLA Board
Subject: Re: [GLA Board List] Vote to Approve Feb 8 BOD minutes

I vote to approve.

Rudy Parker | Treasurer

From: Dennis Riley
Reply-To: GLABoardmembers
Date: Sun, 28 Feb 2016 15:22:04 -0700
To: GLA Board
Subject: RE: [GLA Board List] Vote to Approve Feb 8 BOD minutes

I second the motion and vote to approve. Dennis

From: Paul Ranttalo
Sent: Monday, February 29, 2016 2:02 PM
To: GLA Board
Subject: Re: [GLA Board List] Vote to Approve Feb 8 BOD minutes

I vote yes..Paul

From: Charlotte Mizzi
Sent: Sunday, February 28, 2016 10:08 PM
To: GLA Board
Subject: RE: [GLA Board List] Vote to Approve Feb 8 BOD minutes

I vote to approve the Feb. 8th minutes. Charlotte

From: Dan Kehoe
Sent: Sunday, February 28, 2016 3:26 PM
To: GLA Board
Subject: Re: [GLA Board List] Vote to Approve Feb 8 BOD minutes
I second the motion and vote Yes.
Dan

On 2/28/2016 3:14 PM, Charlene Murphy wrote:
I make a motion to approve the Feb 8, 2016 BOD meeting minutes and I vote yes to approve.

Charlene

Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes- *Final*

March 14, 2016

CONFIDENTIAL – DO NOT COPY

1. **Call to Order, Pledge of Allegiance and one minute of silence (7:00 p.m.)**
The meeting was called to order by Charlotte Mizzi at 7:11 p.m.
Maxim Brozovsky named Sergeant at Arms.

PRESENT: Charlotte Mizzi (President), Dennis Riley (Vice President via phone), Charlene Murphy (Secretary), Rudy Parker (Treasurer), Newman Brozovsky, Ed Dobrowski, Gerald Dubiel, Dan Kehoe, Kevin Newby, Paul Ranttalo (left 7:50), Mark Seaver (via phone).
Also attending: Karleen McSherry (Administrative Assistant).
Landowners: Miriam Barker, Debbie Blais, Tim Brockett, Maxim Brozovsky, Ross Brunson, John Carp, Debbie DeGraaf (until 7:34), Claudette Dirkers, Catherine & Christopher Fitzgerald, Richard Johnson, Leo & Dorothy Keeler, Donna Lash-Andersen, Michael Laverty (briefly), George Makris, Tim Murphy, Sally Muto, Frances & Vernon Nye, Clare Parker, Francis Regan, Jeff Riederer, Linda Ulrich, Ia Williams, Regina Wunsch.
GUEST: Alvera Kubal

2. **Commence Special Meeting to fill NG director position vacated by Ross Brunson**
Charlotte reviewed the North Glastonbury board vacancy that was created when Ross Brunson resigned at the end of January. Prior to the meeting Debbie DeGraaf, Richard Johnson and Valery O'Connell (not in attendance) had each submitted a letter of intent to be considered for the position. Debbie and Richard were given opportunity to convey their experiences for and expectations once in the role if they were to be appointed. The board voted by paper ballot. The results were tabulated by Karleen and Charlene who announced that Richard had won (7 Richard, 4 Debbie, 0 Valery)
The Special Meeting was adjourned at 7:24

3. **Commence Regular Monthly Board Meeting**
The meeting was called to order by Charlotte Mizzi at 7:25 p.m.

4. **Set Agenda**
Add 6.2.3 Confidentiality agreement for committee members.

5. **Visiting Landowner Input Period**
A number of landowners expressed dissatisfaction with the board regarding a number of issues including the concept that we live in a democracy and the landowner input period should not be limited to 20 minutes, with the counter that this is not a democracy, it's a board meeting of a corporation; the frustration that landowner issues don't get put on the agenda and the request for a community meeting that all board members attend; that document requests were not being addressed, uncertainty regarding the process for compiling information to send out to landowners in their governing documents changes voting packet; lack of board response regarding complaints submitted; and the idea that there is a shadow board and most of the members are just puppets. One landowner expressed thanks to the board for their tireless efforts and suggested that some landowners have an agenda to side track this board by subjecting directors to constant abuse and attempting to intimidate them and future board members.

6. **Officer and Committee Reports**

6.1 President's Report – CM

6.1.1 Report on hiring administrative assistant

Charlotte reported that the board had hired Michele Strykert as the Administrative Assistant to start sometime in March. Karleen agreed to pick up the slack until then. Karleen also agreed to be on contract at $15/hr. to train Michele.

6.1.2 Prayer Petition

Motion: Rudy motioned and Ed seconded to bring back an opening prayer followed by the Pledge of Allegiance and a moment of silence. **Motion carried** (8 in favor, 4 opposed – Dennis, Dan, Charlene and Mark). Paul voted via phone because he had left the meeting at 7:50 p.m.

6.1.3 Proposal for obtaining written attorney input

At the governing documents meeting in February that 40 plus landowners and board members attended, people wanted to read the attorney's legal opinions. **Motion:** Kevin motioned and Ed seconded that the board agree to spend money to get a written opinion. Discussion included the caution that what is sent out to the landowners not violate attorney-client privilege since the association is still in litigation; the idea that the legal committee meeting notes be transcribed for landowner review and the counter that what is required is that the attorney back up her opinion with case law examples; the question of whether the legal committee needs to meet with the attorney in person or if answers can be given in writing; the committee members preference for in-person meetings to get clarification regarding responses; that $5,000 had been budgeted for legal advice, $1,800 had already been spent and this request would cost about another $1,000. **Amended motion:** Kevin amended his motion and Ed seconded to ask the attorney for three questions to be answered in writing. **Motion carried unanimously.**

6.2 Secretary's Report – CRM

Charlene announced that someone had taken half of the meeting minutes from one of the landowner binders and she requested that they be returned.

6.2.1 Proposal to purchase laptop/device for use by administrative assistant

Charlene reported that Michele, the new administrative assistant didn't have a laptop with which to take notes at the board meetings. Previously there had been board discussion via e-mail regarding the necessity for using two separate computers. Ross was asked to give input and he suggested the association keep the Mac Mini because it is only one year old, easy to use and relatively inexpensive in that the laptop would likely cost twice as much. The Apple platform is better than windows because there's no spyware. Ross then donated a Windows laptop for Michele to use and recommended the association keep the current system as is.

6.2.2 Report on mailings

Charlene reported the association sent out the annual mailing in February as well as a post card to announce the North Glastonbury board opening. Dennis began learning the lien process and had filed two liens.

6.2.3 Confidentiality agreement for committee members

Because some landowners who work with committees, such as the Project Review and Finance Committees, receive confidential information, it was suggested they sign a confidentiality agreement. Leo Keeler who sits on the Project Review Committee objected, saying applications should be put on the web and not doing so squelches landowner input. Charlene reminded him that apps on the web hadn't been voted on and requiring confidentiality involved a level of responsibility and integrity not squelching. That part of the issue was TABLED until the next meeting. Kevin said he couldn't see why a committee member would be against signing a confidentiality agreement and Dan reiterated that there would be a problem with not using it. **Motion:** Charlene motioned and Kevin seconded to ask members of the financial committee dealing with people's personal financial info to sign the Confidentiality Agreement. Charlene distributed copies. **Motion carried** (9 in favor and one abstention – Dennis).

6.3 Treasurer's Reports – RP

6.3.1 Budget Sheet, Budget Variance, Check and Deposit

Rudy reported that things had quieted down in terms of checks coming in; that the association had collected $84,000 in assessments; $5100 in past due assessments; that 13 delinquent accounts needed to have liens filed, and they had filed two emergency liens and collected on one; that the GLA had filed a tax return on $159 of interest income. Rudy handed out a revised balance sheet (the one originally given in the packets had errors). $7910 was put into the 2016 budget from unallocated savings. **Motion:** Rudy motioned and Dan seconded to accept the financial reports as submitted for inclusion in the minutes. **Motion carried** (7 in favor, one opposed – Kevin, and 3 abstentions – Newman, Ed and Mark).

6.3.2 Update on accountant & interest recalculations

Rudy reported that a meeting had been set up with the accountants for Friday, April 1st at 3:00 p.m. at Julie Indreland's office to discuss how to correct past errors. Regina had already met with Micah. They were ready to meet with board members and the Finance Committee to explain the recalculations.

6.3.3 Dwelling Assessment Letter

Rudy reported that 16 new assessments had been entered at the beginning of the year and they had received only two phone calls from landowners about the extra assessments - Lisa Buford & Jim Trisdale. Jim was upset and didn't think he should have to pay an extra assessment. The Project Review Committee still had to finish looking for other new assessments in NG. Ed thought the board was going to get attorney input regarding the letter and would like to get landowner input because it was something new. Charlene suggested people should contact the Finance Committee rather than Project Review Committee. **Motion:** Charlene motioned and Gerald seconded to accept letter with the change to contacting the Finance Committee and to send it out to affected landowners. Discussion included Dan's clarification that this was an explanatory letter not the board making policy. The board was implementing procedure based on three months of review with landowners. **Motion carried** (9 in favor, 1 opposed – Ed, and 1 abstention – Newman).

6.4 Finance Committee Report – RP

6.4.1 Dwelling assessment report review

Rudy reminded the board that he had created a spreadsheet at end of last year that listed 16 non-controversial dwelling assessments to be added to this year's bills. There were some that were controversial and they were not added.

Action Item – ***Rudy send spreadsheet out to board again.***

6.4.2 Meeting with collection attorney re: Liens/Foreclosure/Collections Policy

Dan reported on the meeting with attorney Rick Landers regarding collections. When a landowner is over two or three years delinquent, the GLA would send a delinquency letter and perfect the lien (update and refile). If there was no or an inadequate response to the letter, then the attorney would write a demand letter. If still no satisfactory response, the board would vote to sue for judgment, and if the judge were to rule in the GLA's favor, the association could then report the delinquency to credit agencies. If there is no mortgage on the property, the GLA could foreclose within two years and recoup all court costs at the end. If the property is mortgaged, the association would send a lien to the mortgage company. It might be in the association's best interest to make an amnesty offer in the letter to the landowner to lower the interest or charge no interest at all. Rick said most HOA's waive interest to get principle. If the property is under a lease arrangement, the assessment and lien should be sent to the actual landowner. It is best not to let unpaid assessments go beyond three years before taking legal action. Rick recommended charging 12% since that is what the court charges as interest on court costs and contractor liens. Mortgage foreclosures wipe the slate clean. The new owner gets a clear title but our covenants say the debt runs with the land. The new owner gets a title after the foreclosure, even though our covenants say the debt runs with the land. If the bank holding the mortgage is out of state, it's cheaper for them to pay off liens, they a hire a Montana lawyer to get rid of the lien. In order for us to pursue foreclosures on mortgaged property it's critical to know when a mortgage was put on a property to make sure we have first position. Difficulty arises with quit claim deed and private party sales. In these cases, the GLA would go to the new owner to collect because the debt runs with the property. If the new owner doesn't know there's a lien on the property it's not the GLA's problem; it's between the buyer and seller. The GLA can make a settlement offer and negotiate with the landowner at any point in the collection process.

6.4.3 Interest rate on past due accounts

Rudy reported that the Collections Committee had been successfully collecting past due accounts. As of Dec 31st, 75 accounts had been delinquent and many of these were long-term delinquencies. Sixteen past due accounts have been paid. Rudy asked that the board adopt an interest rate that was defensible in court, like 12%. He admitted this might be controversial because some members believed the board was cutting deals and he planned to address this issue at the next finance committee meeting on March 30th. He said the treasurer needed wiggle room on these long-term accounts. Dan suggested that this is not preferential treatment because the board is empowered by the governing docs to negotiate, which would yield at least some money. Rudy wanted to be empowered to negotiate between 12% and 15% interest. Charlotte suggested that the treasurer could negotiate and then it would have to come back to the board for approval. Rudy stated he would make this an agenda item at the next Finance Committee meeting.

Action Item – ***Rudy to bring proposal to the April board meeting for approval.***

6.5 Road and Weed Mgmt Committee Report – PR / ED / DR

6.5.1 Proposal for placing a newspaper ad for a road engineer

Motion: Dennis motioned and Dan seconded to spend $65 to put an ad in the Bozeman Chronicle for an engineer to assess and give us a proposal for fixing roads with ditches. Discussion included Ed's belief and Gerald's agreement that the association should get bids rather than advertise for an engineer; the idea that $65 would give the GLA an education of what an engineer would charge. **Motion dropped.**

Action Item – ***Ed check with two or three engineering firms to see what they would charge (quotes).***

Action Item – ***Board to work up specs regarding what Ed would ask.***

It was noted that the sump that was never built would be handled during the next Road & Weed Committee meeting.

Claudette suggested the board create a long-term subcommittee for research and road plans. Charlene and Dennis disagreed saying a subcommittee would scatter energies and that the committee itself could do research without needing a separate subcommittee. A group of landowners could also submit a long-term plan without becoming a subcommittee.

6.6 Communications & Technology Committee Report

6.6.1 Proposal for Mark to co-chair Communications and Technology Committee

Motion: Dennis motioned and Dan seconded for Mark to be co-chair of the Communications and Technology Committee. **Motion carried unanimously.**

It was announced that the April 2nd meeting with the landowners was going to be facilitated by Leo Keeler and Dennis, and that Wendy Riley would take notes on flip charts. It would be an opportunity for everyone to speak and for all to work toward resolutions.

6.7 Project Review Committee – GD / KN

6.7.1 Lot 58 (SG) Riederer greenhouse

Gerald reported that he, Ed and Leo had visited the site and checked the placement of the greenhouse between the garage and the house. The setbacks were good and there would be no foundation Mention was made of overpayment of fees and the need to return it. **Motion:** Gerald motioned and Ed seconded to approve the greenhouse project as submitted with the condition that all county and state regulations were met. **Motion carried unanimously.**

6.7.2 Lot 28-E (SG) Fitzgerald dwelling and guest house

Gerald reported that the paperwork the board had been given regarding the Fitzgerald property had been changed. On the new pages, one of the two drainfields that had originally been proposed had been eliminated per the suggestion of Barbara Woodbury, county sanitarian. The new plan called for both dwellings to drain into the drainfield closest to Arcturus. This drainfield would need to be enlarged. Each building would have its own 1,000 gal septic tank whose lines would go into that one drainfield. The setbacks were well over 50'; the new design would not interfere with any existing surrounding wells (parcel 29); the driveway was well over 250' and within required sight restrictions amount. Gerald would like to see an approval stamp from Barbara Woodbury on the new configuration. Debbie Blais demanded no action be taken on this until DEQ approval was received. Charlotte reminded Debbie that there is no requirement to have landowner approval on these projects, that she was being allowed to speak as a courtesy. **Motion:** Ed motioned and Rudy seconded that the board approve this project with the conditions that the DEQ accepts the septic system placement and that the land be reseeded upon completion. **Motion carried** (10 in favor and 1 abstention – Gerald, who announced at the beginning that he wouldn't vote because he had been retained to work on the project).

6.7.3 Proposed Fee Increase for application forms

It was reported that the landowners had had more than 30 days to review the proposed fee increase and application form changes and the associated had received no comments. **Motion:** Dan motioned and Kevin seconded to approve the proposed fee increase and amended application form. **Motion carried unanimously.**

6.7.4 Review members of the Project Review Committee

It was reported that Sally Muto had resigned from the Project Review Committee and that Chris Williams was interested in taking her place. **Motion:** Kevin motioned and Gerald seconded to appoint Chris Williams to the Project Review Committee. Discussion included the idea that both Sally and Chris lived in North Glastonbury. Charlene suggested that committee members needed to be impartial and she expressed some concerns regarding Chris' ability to meet that criterion. Dan reminded that committee members serve the entire community and that they just recommend to the board, which ultimately votes to decide. **Motion carried** (10 in favor and 1 abstention – Charlene).

6.8 Governing Document Committee Report – DK

Dan announced that the next meeting with the landowners would be the following Saturday via phone conference. Charlene asked if people would e-mail their questions or if people speaking up could e-mail the basic content of their statement for the minutes.

Action Item: ***Dan give phone meeting audio to Charlene***

7. UNFINISHED BUSINESS

8. NEW BUSINESS

9. Comment Period for Visiting Landowners

Regina Wunsch asked for permission to talk to the accountant regarding an error; the guardrail on Hercules was sinking and needed to be propped up at the blind curve; Ed agreed to check it out and make recommendations. The Nyes reported a man banged on their detached garage, saying he needed to talk to whomever lived there. They asked if this is the type of checking up the GLA was doing regarding multiple dwelling units and they were told it was not. It was recommended people call the sheriff if this type of thing happens again. Linda Ulrich reported that people were targeting older folks for drugs. She also noted that there was a large pothole at the north entrance on Capricorn at the top of the hill. Claudette thanked the Road Committee for adding a reflector post on Taurus and suggested the dark green one needed reflective tape because you couldn't see it and there's a large drop off. Ed agreed to ask Paul for reflector tape and to handle the repair. Sally Muto commented that if you e-mail questions to the attorney and she e-mails back it's cheaper. She also suggested that an actual percent interest on overdue assessments shouldn't be in the covenants. Rather they should say, "Up to the maximum allowed by the state of MT." That would give the board discretion.

10. Adjournment (10:31)

11. Next Board Meeting: April 11, 2016, 7:00 p.m., St. John's Church

Voting Record for March 14, 2016 BOD Meeting Minutes

From: Rudy Parker

Sent: Tuesday, April 19, 2016 11:40 AM

To: GLA Board

Subject: Re: [GLA Board List] Vote on March Meeting Minutes

I approve.

From: Kevin Newby

Sent: Monday, April 18, 2016 10:20 AM

To: GLA Board

Subject: Re: [GLA Board List] Vote on March Meeting Minutes

Yes I approve.

On Sun, Apr 17, 2016 at 6:40 PM, Newman Brozovsky wrote:

I approve.

From: Gerald Dubiel
Sent: Sunday, April 17, 2016 8:55 AM
To: GLA Board
Subject: Re: [GLA Board List] Vote on March Meeting Minutes

I approve the March 14th meeting minutes. - Gerald

From: Charlotte Mizzi
Sent: Saturday, April 16, 2016 7:17 PM
To: GLA Board
Subject: RE: [GLA Board List] Vote on March Meeting Minutes

I approve the March 14th meeting minutes. Charlotte

From: Mark Seaver
Sent: Saturday, April 16, 2016 6:16 PM
To: GLA Board
Subject: Re: [GLA Board List] Vote on March Meeting Minutes

I approve. - Mark

From: Dennis Riley
Sent: Saturday, April 16, 2016 3:45 PM
To: GLA Board
Subject: RE: [GLA Board List] Vote on March Meeting Minutes

I approve. Dennis

From: Dan Kehoe
Sent: Saturday, April 16, 2016 11:58 AM
To: GLA Goard
Subject: Re: [GLA Board List] Vote on March Meeting Minutes

I second the motion and vote to approve.
Dan

On 4/16/2016 10:33 AM, Charlene Murphy wrote:

I motion to approve the March 14, 2016 meeting minutes. I vote to approve. Charlene

Glastonbury Landowners Association
Balance Sheet
As of February 29, 2016

	Feb 29, 16	Jan 30, 16
ASSETS		
Current Assets		
Checking/Savings		
002 · Bank of the Rockies Checking	6,331.38	5,637.32
003 · Savings Account		
004 · Savings Gen Operating Accnt	125,227.30	81,922.47
010 · Construction Bond Reserve C...	12,197.00	11,897.00
012 · Digitizing Reserve Cash	960.31	966.81
013 · NG Chip Seal Reserve Cash	44.79	44.79
014a · NG Road Reserve Cash	15,117.44	14,893.01
014b · SG Road Reserve Cash	24,650.15	24,650.15
015 · Lawsuit Reserve Cash	30,000.00	30,000.00
003 · Savings Account - Other	27.26	11.08
Total 003 · Savings Account	208,224.25	164,385.31
Total Checking/Savings	214,555.63	170,022.63
Accounts Receivable		
Accounts Receivable	241,808.56	289,912.29
Total Accounts Receivable	241,808.56	289,912.29
Other Current Assets		
Petty Cash	38.51	44.51
Total Other Current Assets	38.51	44.51
Total Current Assets	456,402.70	459,979.43
Fixed Assets		
Furniture and Equipment	918.99	918.99
Total Fixed Assets	918.99	918.99
TOTAL ASSETS	**457,321.69**	**460,898.42**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	2,255.07	779.41
Total Accounts Payable	2,255.07	779.41
Other Current Liabilities		
Construction Bonds Held by GLA	12,197.00	12,197.00
Payroll Liabilities	817.12	456.72
Total Other Current Liabilities	13,014.12	12,653.72
Total Current Liabilities	15,269.19	13,433.13
Total Liabilities	15,269.19	13,433.13
Equity		
Digitizing Fund	960.31	966.81
Lawsuit Fund	30,000.00	30,000.00
NG Chip Seal Fund	44.79	44.79
NG Road Fund	15,117.44	15,117.44
Opening Balance Equity	22,222.35	22,222.35
Operating Fund Balance	319,650.15	319,663.15
SG Road Fund	24,650.15	24,650.15
Net Income	29,407.31	34,800.60
Total Equity	442,052.50	447,465.29
TOTAL LIABILITIES & EQUITY	**457,321.69**	**460,898.42**

Glastonbury Landowners Association
Profit & Loss
January through February 2016

					Jan - Feb 16
Ordinary Income/Expense					
Income					
100 · Parcel Assessment Fees					
110 · Land Assessments					
110.16 · Land Assessments 2016			20,737.50		
Total 110 · Land Assessments				20,737.50	
120 · Dwelling Assessments					
120.16 · Dwelling Assessments 2016			15,067.50		
Total 120 · Dwelling Assessments				15,067.50	
150 · Golden Age Village Income				2,572.50	
170 · Finance Ch Income- Past Due Ass				9.03	
171 · 5% Penalty Income				995.85	
Total 100 · Parcel Assessment Fees					39,382.38
200 · Project Review Fees					
201 · Application Fees				50.00	
210 · Structure Imp. & Proc.Fees				465.00	
215 · Well/Septic Imp. & Proc. Fees				150.00	
220 · Road/Driveway Imp. & Proc. Fees				75.00	
250 · Mileage Impact Fees				45.00	
Total 200 · Project Review Fees					785.00
400 · Other Gen Fund Income					
450 · Donation Income				80.00	
Total 400 · Other Gen Fund Income					80.00
Total Income					40,247.38
Gross Profit					40,247.38
Expense					
1000 · Snow Removal					
1015 · Payroll Costs					
1016 · Wages Paid Snow					
1016a · Wages Paid Plowing		1,037.50			
1016b · Wages Paid Sanding		137.50			
1016c · Wages Paid Sand Loading		100.00			
Total 1016 · Wages Paid Snow			1,275.00		
1019 · Workers' Compensation Insura...			347.50		
1015 · Payroll Costs - Other			0.00		
Total 1015 · Payroll Costs				1,622.50	
1020 · Equipment Costs					
1021 · Truck Registration & Insurance			807.00		
1024 · Truck Maintenance			689.99		
1025 · Fuel			189.35		
1026 · Wages Truck Maintenance			210.00		
Total 1020 · Equipment Costs				1,896.34	
Total 1000 · Snow Removal					3,518.84
1200 · Parkland/Recreation Center					
1210 · Utilities for Rec Center				48.40	
Total 1200 · Parkland/Recreation Center					48.40
1300 · Litigation					
1310 · Legal Costs					
1310a · Litigation Incurred			47.71		
1310b · Litigation Initiated			87.50		
Total 1310 · Legal Costs				135.21	
Total 1300 · Litigation					135.21

Glastonbury Landowners Association
Profit & Loss
January through February 2016

		Jan - Feb 16
2000 · Overhead/Admin Costs		
2005 · Accountant's Fees		2,365.79
2010 · Administrative Expense		
2010b · Administrative Costs-Wages ...	1,979.25	
2010c · Mileage Reimbursement	7.29	
Total 2010 · Administrative Expense		1,986.54
2011 · Project Review Wages		91.00
2017 · Legal Fees-General Advice		691.25
2019 · Lien Filing Costs		2.20
2023 · Payroll Taxes All		340.96
2050 · Office Supplies		
2050a · Admin Office Supplies	75.98	
Total 2050 · Office Supplies		75.98
2052 · Postage & Shipping		808.04
2055 · Printing & Copies		427.83
2060 · Rent - Facilities		175.00
2062 · Rent - PO Box & Safe Dep Box		68.00
2066 · Software Costs		
2066a · Drop Box	19.98	
2066 · Software Costs - Other	19.98	
Total 2066 · Software Costs		39.96
2080 · Telephone & Messaging		73.28
2095 · Internet		19.05
Total 2000 · Overhead/Admin Costs		7,164.88
Total Expense		10,867.33
Net Ordinary Income		29,380.05
Other Income/Expense		
Other Income		
5000 · Interest Income - Bank		27.26
Total Other Income		27.26
Other Expense		
Ask My Accountant		0.00
Total Other Expense		0.00
Net Other Income		27.26
Net Income		**29,407.31**

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

	Jan - Feb 16	Budget	% of Budget	Annual Budget
Ordinary Income/Expense				
Income				
100 · Parcel Assessment Fees				
110 · Land Assessments				
110.12 · Land Assessments 2012	249.52			
110.13 · Land Assessments 2013	170.98			
110.14 · Land Assessments 2014	573.00			
110.15 · Land Assessments 2015	1,798.91			
110.16 · Land Assessments 2016	14,295.25	71,314.00	20.05%	71,314.00
Total 110 · Land Assessments	17,087.66	71,314.00	23.96%	71,314.00
120 · Dwelling Assessments				
120.12 · Dwelling Assessments 2012	198.22			
120.13 · Dwelling Assessments 2013	153.87			
120.14 · Dwelling Assessments 2014	382.00			
120.15 · Dwelling Assessments 2015	1,243.69			
120.16 · Dwelling Assessments 2016	10,689.84	52,412.00	20.4%	52,412.00
Total 120 · Dwelling Assessments	12,667.62	52,412.00	24.17%	52,412.00
150 · Golden Age Village Income	2,572.50	10,290.00	25.0%	10,290.00
170 · Finance Ch Income- Past Due Ass	1,137.78			
171 · 5% Penalty Income	166.75			
180 · 2009 Chip Seal Assessment	54.33			
Total 100 · Parcel Assessment Fees	33,686.64	134,016.00	25.14%	134,016.00
200 · Project Review Fees				
201 · Application Fees	50.00			
210 · Structure Imp. & Proc.Fees	465.00			
215 · Well/Septic Imp. & Proc. Fees	150.00			
220 · Road/Driveway Imp. & Proc. Fees	75.00			
250 · Mileage Impact Fees	45.00			
Total 200 · Project Review Fees	785.00			
300 · From Unallocated Savings	0.00	7,910.00	0.0%	7,910.00
400 · Other Gen Fund Income				
401 · Lien Fees Paid	55.83			
440 · Miscellaneous Income	210.00			
450 · Donation Income	80.00			
Total 400 · Other Gen Fund Income	345.83			
Total Income	34,817.47	141,926.00	24.53%	141,926.00
Gross Profit	34,817.47	141,926.00	24.53%	141,926.00

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

	Jan - Feb 16	Budget	% of Budget	Annual Budget
Expense				
1000 · Snow Removal				
1010 · Contracted Snow Removal	0.00	2,000.00	0.0%	2,000.00
1011 · Equipment Rental	250.00	2,600.00	9.62%	2,600.00
1012 · Snow Fences	0.00	200.00	0.0%	200.00
1013 · Sand	0.00	600.00	0.0%	600.00
1015 · Payroll Costs				
1016 · Wages Paid Snow				
1016a · Wages Paid Plowing	1,037.50			
1016b · Wages Paid Sanding	137.50			
1016c · Wages Paid Sand Loading	100.00			
1016d · Wages Paid Snow Fence	0.00	1,000.00	0.0%	1,000.00
1016 · Wages Paid Snow - Other	0.00	8,500.00	0.0%	8,500.00
Total 1016 · Wages Paid Snow	1,275.00	9,500.00	13.42%	9,500.00
1019 · Workers' Compensation Insurar	568.71			
1015 · Payroll Costs - Other	0.00			
Total 1015 · Payroll Costs	1,843.71	9,500.00	19.41%	9,500.00
1020 · Equipment Costs				
1021 · Truck Registration & Insurance	807.00	698.00	115.62%	698.00
1024 · Truck Maintenance	689.99	3,500.00	19.71%	3,500.00
1025 · Fuel	189.35	2,500.00	7.57%	2,500.00
1026 · Wages Truck Maintenance	210.00	1,000.00	21.0%	1,000.00
Total 1020 · Equipment Costs	1,896.34	7,698.00	24.63%	7,698.00
Total 1000 · Snow Removal	3,990.05	22,598.00	17.66%	22,598.00
1030 · Road Maintenance				
1031 · Weed Control	0.00	2,500.00	0.0%	2,500.00
1032 · Roadside Mowing	0.00	1,300.00	0.0%	1,300.00
1035-A · Grading & Gravel NG	0.00	20,250.00	0.0%	20,250.00
1035-B · Paved Road Costs NG	0.00	11,000.00	0.0%	11,000.00
1036 · Grading & Gravel SG	0.00	31,250.00	0.0%	31,250.00
1045 · Signs, Posts, Etc	0.00	700.00	0.0%	700.00
1046 · Insurance - Roads/Common Land	0.00	5,498.00	0.0%	5,498.00
Total 1030 · Road Maintenance	0.00	72,498.00	0.0%	72,498.00
1200 · Parkland/Recreation Center				
1210 · Utilities for Rec Center	48.23	550.00	8.77%	550.00
1220 · Sprinkler Maintenance	0.00	150.00	0.0%	150.00
1230 · Lawn Mowing/Gas	0.00	250.00	0.0%	250.00
1240 · Mower Maintenance	0.00	100.00	0.0%	100.00

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

	Jan - Feb 16	Budget	% of Budget	Annual Budget
1250 · Building Maintenance	0.00	800.00	0.0%	800.00
Total 1200 · Parkland/Recreation Center	48.23	1,850.00	2.61%	1,850.00
1300 · Litigation				
1310 · Legal Costs				
1310a · Litigation Incurred	47.71	1,400.00	3.41%	1,400.00
1310b · Litigation Initiated	87.50	3,000.00	2.92%	3,000.00
Total 1310 · Legal Costs	135.21	4,400.00	3.07%	4,400.00
1312 · Document Production-Wages Paid	0.00	1,700.00	0.0%	1,700.00
Total 1300 · Litigation	135.21	6,100.00	2.22%	6,100.00
2000 · Overhead/Admin Costs				
2005 · Accountant's Fees	134.92	7,200.00	1.87%	7,200.00
2010 · Administrative Expense				
2010b · Administrative Costs-Wages P	1,979.25			
2010c · Mileage Reimbursement	7.29			
2010 · Administrative Expense - Other	0.00	14,000.00	0.0%	14,000.00
Total 2010 · Administrative Expense	1,986.54	14,000.00	14.19%	14,000.00
2011 · Project Review Wages	91.00			
2016 · Insurance	0.00	1,100.00	0.0%	1,100.00
2017 · Legal Fees-General Advice	691.25	5,000.00	13.83%	5,000.00
2018 · Licenses & Annual Reporting	0.00	100.00	0.0%	100.00
2019 · Lien Filing Costs	2.20	1,900.00	0.12%	1,900.00
2023 · Payroll Taxes All	340.96			
2050 · Office Supplies				
2050a · Admin Office Supplies	75.98			
2050 · Office Supplies - Other	0.00	800.00	0.0%	800.00
Total 2050 · Office Supplies	75.98	800.00	9.5%	800.00
2052 · Postage & Shipping	808.04	2,000.00	40.4%	2,000.00
2055 · Printing & Copies	427.83	1,500.00	28.52%	1,500.00
2060 · Rent - Facilities	175.00	2,000.00	8.75%	2,000.00
2062 · Rent - PO Box & Safe Dep Box	68.00	160.00	42.5%	160.00
2066 · Software Costs				
2066a · Drop Box	19.98			
2066 · Software Costs - Other	19.98	650.00	3.07%	650.00
Total 2066 · Software Costs	39.96	650.00	6.15%	650.00
2070 · Taxes - Property	259.36	520.00	49.88%	520.00
2080 · Telephone & Messaging	73.28	1,080.00	6.79%	1,080.00
2090 · Website Costs	0.00	720.00	0.0%	720.00
2095 · Internet	19.05			

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

	Jan - Feb 16	Budget	% of Budget	Annual Budget
2096 · Annual Mtg Refreshments	0.00	300.00	0.0%	300.00
Total 2000 · Overhead/Admin Costs	5,193.37	39,030.00	13.31%	39,030.00
Total Expense	9,366.86	142,076.00	6.59%	142,076.00
Net Ordinary Income	25,450.61	-150.00	-16,967.07%	-150.00
Other Income/Expense				
Other Income				
5000 · Interest Income - Bank	27.26	150.00	18.17%	150.00
Total Other Income	27.26	150.00	18.17%	150.00
Other Expense				
Ask My Accountant	0.00			
Total Other Expense	0.00			
Net Other Income	27.26	150.00	18.17%	150.00
Net Income	**25,477.87**	**0.00**	**100.0%**	**0.00**

Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes- *FINAL*

April 11, 2016

CONFIDENTIAL – DO NOT COPY

1. **Call to Order, Pledge of Allegiance, Prayer and one minute of silence (7:00 p.m.)**
   The meeting was called to order by Charlotte Mizzi at 7:07 p.m.
   Chad Stone repeatedly interrupted the prayer. Charlotte called the sheriff and then asked for a vote regarding whether to continue the meeting. Vote: 5 to continue, 3 not – Rudy, Gerald, Ed, and 1 abstention – Mark.

   PRESENT: Charlotte Mizzi (President), Dennis Riley (Vice President), Charlene Murphy (Secretary), Rudy Parker (Treasurer), Ed Dobrowski, Gerald Dubiel, Richard Johnson, Dan Kehoe, Mark Seaver (via phone).
   Absent: Newman Brozovsky, Kevin Newby, Paul Ranttalo
   Also attending: Michele Strykert (Administrative Assistant) and Karleen McSherry (Trainer).
   Landowners: Charles & Miriam Barker, Tim Brockett, Ken & Debbie DeGraaf, Claudette Dirkers, Edwin Johnson, Leo & Dorothy Keeler, Pat Knock, Donna Lash-Andersen, Jeff and Jerry Ladewig, Michael and Sheila Laverty, George Makris, Tim Murphy, Frances & Vernon Nye, Clare Parker, Pedro Pinardo (arrived 8:50), Kathleen Rakela, Wendy Riley, Janet Sharpless, Chad Stone, Joe Trosclair, Linda Ulrich, Chris & Ia Williams, Regina Wunsch.

2. **Set Agenda**
   Charlene asked to add 5.2.3 Change Meeting Date to the agenda and to handle Rakela's project review application earlier than scheduled due to previous disruptions. The board agreed to handle the application before the president's report. Karleen asked that errors in item numbering be changed from 6.5.1 and 6.5.2 to 6.1 and 6.2.

   Charlotte commented that someone took her picture upon leaving to call the sheriff, and that they do not have permission to print or post any pictures of her. Dorothy Keeler said it was evidence and continued taking pictures during the meeting.

3. **Visiting Landowner Input Period**
   Clare Parker requested information regarding the status of additional dwelling assessments, saying she had received different answers to her questions from different board members; Sheila Laverty said she had enjoyed the listening meeting the previous Saturday and would like to hear board members' opinions as they engage in true discussion; Joe Trosclair, recent owner of parcel 49, was opposed to Rakela's driveway that runs through his property because of questions regarding the legality of her easement purchase, and would prefer a complete neighborhood review be conducted regarding the drainage issue; Chad Stone had previously submitted a request for records and hadn't yet received a response, he requested that his property be removed from the GLA because he didn't want to come to board meetings "to be lied to," because he believed there was a shadow board running things, and the board's decisions infringed on his piece of the world, and that his attorney Kendra Anderson with Swandal PLCC would be sending a letter regarding his request, which would state that he would be willing to pay a prorated portion of the assessments; Leo Keeler expressed concern regarding the board's desire to approve a reduced debt negotiation procedure that he outlined in a document handed out by Dorothy, and he asked to be given an opportunity to comment during Rakela's Project Review; Jerry Ladewig read a letter she had written and given to board members prior to the meeting that covered three areas: 1. her belief that prayer is divisive in this community, 2. her belief that Rudy needed assistance in the collections process, and 3. landowners should be given space in the newsletter. Chris Williams discussed the reasons for his letter to separate from the GLA saying he didn't agree with the proposed governing document changes and with the idea that all who live here are part of the association. In his view, all agreements can be dissolved, like a divorce. He stated that there would be a class action suit by members who wanted to withdraw from the association.

The sheriff arrived at 7:40. He and Charlotte spoke and he declined to intervene because it was a private meeting.

Charlotte called for a vote regarding whether to continue the meeting or adjourn and continue at a later date by phone. **Motion:** Charlene motioned and Dennis seconded to continue the meeting. Discussion involved the technicality of adjourning and continuing without a need to re-notice the meeting; the need for transparency and that is best met, in the opinion of some, by having meetings in person rather than over the phone; and the question of whether the GLA can continue in good conscience to hold meetings at St. John's when disruptions and door slamming have become the norm. **Motion carried** (6 in favor, 1 opposed – Rudy, Mark couldn't be heard). **Motion:** Ed motions and Dan seconds to abridge the agenda and end the meeting at 9:00. Discussion included the need to prioritize what would be talked about and what would be carried to another day. **Motion failed** (2 in favor). Charlene moved and Gerald seconded to continue to 10:00. **Motion carried** (6 in favor, 2 abstentions – Rudy and Ed, Mark couldn't be heard).

George Makris asked Jerry Ladewig to provide proof of her accusations regarding the board; Tim Brockett spoke about his request to have his parcel removed from membership in the GLA and how he had a lot to lose by doing so because of living six miles from a paved road, he wouldn't be able to vote or run for the board, wouldn't be able to fulfill his desire to reduce or eliminate the church culture on the board, couldn't run for Treasurer and have access to board documents, and wouldn't be able to remove the board confidentiality agreement, which he would not sign, as he had hoped but he no longer wanted to be legally connected to the GLA corporation and under its legal jurisdiction, that he would be willing to pay assessments for road maintenance (he stated he had already donated $20,000 to the association for roads) and would agree to abide by the covenants and attach that agreement to the land so any future buyers of his property would be bound by it, Tim also noted that although he had put money aside for a lawsuit, he didn't want landowner money to be spent on court costs and asked the board to accept his request; Ken DeGraaf, who, along with his wife, Debbie, had also submitted a letter of request to separate, said that he agreed with Chris Williams and Tim and that they had spoken for him; Pat Knock gave Charlotte her letter requesting to separate from the GLA.

Charlotte called for an end to the Landowner comment period and Michael Laverty asked if the board was going to deny him his right to speak. Dan reminded him that the public part of the meeting had lasted an hour and it was necessary to move on to the board meeting. Mr. Laverty strenuously objected and Charlotte asked him to leave if he wasn't prepared to respect the board.

4. Approve Meeting Minutes – March 14, 2016 Tabled to e-mail vote.

5. Officer and Committee Reports

5.1 President's Report – CM

5.1.1 Update on written attorney information

Dan reported that Alanah would write up FAQ that the board would post on the website; he reiterated that the board had the right to negotiate and mediate in good faith; that if they could sue, then could settle on collections; and he stated that the lawsuit information on the home page would be replaced with the FAQ; and that the newsletter would contain a paragraph to announce: "To get more info, go to the website."

5.1.2 Appoint a Sergeant at Arms

It was determined that it was too late in the process to appoint a Sergeant at Arms.

5.1.3 Discuss letters from Williams, Brockett and DeGraaf

Motion: Dan motioned and Ed seconded to not allow present and near future withdrawals of landowner parcels from the GLA because maintaining roads, the GLA Project Review process and enforcing the covenants help maintain property values for the entire community. After a period of discussion, Ed withdrew his second and Charlene seconded the motion. **Motion carried** (6 in favor and 3 abstentions – Rudy, Ed and Richard). Discussion included Dennis' agreement with some of the issues brought up by the landowners – specifically regarding the perceived unfair and inequitable use of funds of the corporation to maintain the roads – but his belief that as a board member he could not vote to allow people to separate; the question of whether the landowners have a right to this request and that the governing docs provide a back door in case there would be a need to separate land for some reason, such as if all landowners on Aquila Lane (accessed from Dry Creek Road which belongs to the county) wanted to be released from the GLA, which could then release road responsibility for the entire group; the question of whether the board could actually vote on and debate this issue; that there have been such requests in the past that the board debated and denied; the concern that even though these landowners say they would abide by the covenants, at some point they might sell and the person buying the property could want to build apartments, which would increase the population density and lower property values. Claudette Dirkers mentioned that the church owned 176 acres of land that were not part of the GLA and therefore not under the covenants and she questioned why the church should that be exempt but the rest don't have that right; and the response that the landowners bought the land with covenants and the church property is out of the GLA's jurisdiction. Ia Williams said that when they moved here they knew there was an association but had no idea the association was "run by the church," as a non-church member, she expressed the desire to choose her own religion and be involved in the GLA, which she believed she could not do because in her view the board did not allow non-church members to be involved with this corporation. Mark ended the discussion by suggesting that there is value in maintaining the entire community so the board has enough clout to discuss with the church their land in North. After the board vote Debbie DeGraaf expressed frustration that the board was choosing to ignore the covenants and just say no. Charlotte suggested the vote to keep Glastonbury whole was a move to uphold the covenants.

5.2 Secretary's Report – CRM

5.2.1 Liens and Lien Releases

Charlene reported that the Finance Committee was reworking the calculations so 13 liens could be placed and that the administrative assistant would do the paperwork and Dennis would file the liens with the county.

5.2.2 Spring Newsletter

Charlene reported that the spring newsletter would be used as official notice of the next Board Listens meeting, that it would include a section regarding the proposed governing docs changes, and a recap of the board listens meeting. The Collections Procedure to be voted on later in the meeting would be ready to go out with it.

5.2.3 Board meeting to 16th from 9th

The board agreed to change the next meeting from May 9th to May 16th. Mark was planning to be here in person for that meeting as well as at the June 13th meeting.

5.3 Treasurer's Reports – RP

5.3.1 Balance Sheet, Budget Variance, Check & Deposit

Rudy reported that Micah, the one we work with at the accounting firm in Livingston, had a family emergency that took him out of town so he couldn't process checks or update reports creating a bit of a backlog. Therefore, there would be no treasurer's report that evening. It was hoped that Micah would be back the next week, would do the reports and send then to board. Dennis asked if they had a back up plan if one person in their office is out? Rudy agreed to work with them on it. Rudy assured the board that the April statements would go out the following weekend and that anyone who had not paid 1st quarter dues would be assessed a finance charge.

5.3.2 Update on April 8th meeting with accountant

Rudy announced that the Friday, April 8th meeting with the accountant had been cancelled and rescheduled for 22nd.

5.4 Finance Committee Report – RP/DK

5.4.1 Review updated Collection Procedure

Motion: Rudy motioned and Dennis seconded to approve the updated draft to go out to landowners for the 30-day comment period. **Motion carried unanimously.**

5.4.2 Long-term delinquent accounts, over two years

The Finance Committee was working on bringing past due accounts up to date in order to prepare correct interest on statements. The issue of "amnesty offers" was tabled. Ed requested getting landowner input on it. Dan suggested the board ask the attorney about changing the interest rate.

Rudy asked the board to vote on an interim interest rate. **Motion:** Dan motioned and Rudy seconded that for the interim period from that point until the governing document changes vote and pending the approval of the GLA attorney, the board set a rate of 12% simple interest on delinquent accounts and not charge the 5% penalty. **Motion carried unanimously.** Discussion included the question of why the 5% penalty should be waived and the answer that Montana courts do not support a percentage penalty but do allow for a $50 lien fee levy. Dan amended his motion and Rudy seconded to include the $50 lien fee charge and eliminate the 5% penalty.

5.4.3 Review Collection Letter - TABLED

5.5 Project Review Committee – GD/KN

5.5.1 SG 51 Rakela Driveway Project Review Application

Gerald reported that he had not visited the correct property on Leo Drive that has a driveway easement through lot 49 to reach lot 51. Leo Keeler had visited the parcel in question and reported concerns regarding drainage and steepness. There were some questions regarding whether the subdivision had been recorded with the county and the legal status of the purchased easement from the former owner. Joe Trosclair, the new owner of parcel 49, objected to the project. Because there were too many unanswered questions, the project was referred back to committee. The committee set a date for their next meeting – April 18th, 7:00 at Liberty Hall in the kitchen.

5.6 Communications and Technology Committee Report – DR/MS/DK

5.6.1 Review website placement of lawsuit information

Dennis suggested the lawsuit information on the website be moved to the member area dropdown.

5.6.2 Report on April 2nd Special Meeting of Members – the Board Listens

Dennis reported that his wife, Wendy, had finished collating notes from the easels, and would give them to Charlene to make into minutes, and then send out to the e-mail ~~the~~ list. Four items floated to the top of the list – assessments, trust and transparency, roads and governing docs issues.

5.6.3 Discuss a path forward to address issues identified at the April 2nd meeting

Dennis recommended the board assign a task force for each of the four topics. Discussion included the suggestion for temporary committees for each of those areas that might be composed of members of the current committees but not the chairs, the need to get landowners to serve on these committees, the issue of committees having strict guidelines for reporting and the need to name these groups task forces or focus groups; the idea that these groups could be independent and report to the next listeners meeting. There was concern expressed by the board regarding participating in these groups, which was viewed as an extra burden on people already stretched thin; that it isn't the board's problem that a small vocal group doesn't trust them because the majority do as shown by the fact that the members re-elect them; that the anonymous input was more vitriolic than the signed input; that a number of the comments included unsubstantiated allegations; and that landowners are free to meet in these focus groups; the suggestion that the board members be notified and would be free to attend or not as they preferred. Dennis said that some people think anything they say is disregarded and is not brought to board meetings, that board members listen but don't do anything with the input. Charlene clarified that the past due collections issue came from landowner input; governing docs changes were initiated by landowners, the idea that it's not that the board doesn't do anything but that it just takes time to accomplish. Dennis said he believed everyone on the board voted according to what they thought was best for the community; and even though it may be a small group of people making noise, if they are ignored it could swell. Dan said that the board listens to everybody but they can't let the tail wag the dog. Mark expressed the belief that the job of a board member was to look out for the majority not necessarily the loudest. Dennis agreed to organize the focus groups on the four topics.

5.6.4 Schedule another Board Listens meeting on June 18

Charlene noted that Mark could attend the next listeners meeting if it were scheduled for June 11th rather than the 18th. **Motion:** Dennis motioned and Dan seconded to schedule a meeting for the 11th of June pending Emigrant Hall being available. **Motion carried unanimously.** Discussion included Wendy Riley's comment that another meeting would only be valuable if the board was committed to doing something about what was brought up; something she was not sensing enthusiasm about it. Charlotte expressed desire for more people to participate in these meetings because they are good for the community; Dennis suggested that during the summer more part-time people might be here and would participate; Dan said it's a great format and could be helpful but what undermines it are the anonymous attacks; Rudy and Dennis agreed that the focus groups could come up with suggestions for resolving issues and the next meeting could be a working session.

5.6.5 Letter to Church Universal & Triumphant

Dan reported that the board held concern over the years regarding non-GLA church properties and that this board was surprised by the Lindorfer property sale the previous month. As a result, a letter had been drafted to the church asking about the church's intentions for the remaining properties. Dan read the proposed letter and several suggestions were offered to strengthen the wording and add a timeframe for requested response. There was general agreement among the board members for Charlotte to sign the edited version and send it out.

5.7. Road and Weed Mgmt Committee Report – PR/DR/ED

5.7.1 Discuss date for next committee meeting

Ed announced that the next committee meeting be Monday, April 25th at Liberty Hall in kitchen at 7:00 (Dennis out of the country through Saturday the 30th); the guardrail on Hercules was sagging as Regina said; that he had contacted Engineer MR Evan of Bridger Engineering who would charge $1,500 to come out to assess the roads. Paul reported contacting the road-grading contractor.

5.7.2 Add Richard Johnson to Road Committee

Motion: Rudy motioned and Gerald seconded to add Richard Johnson to the Road & Weed Committee. **Motion carried unanimously.**

5.8 Governing Documents Committee – DK

5.8.1 Potential edits to GovDocs

5.8.1.1 Covenants Sec 3 item: Spend $20 to secure the "Community of Glastonbury" dba?

Motion: Dan motioned and Charlene seconded to secure the DBA "Community of Glastonbury." **Motion carried unanimously.**

5.8.1.2 Covenants Sec 6, drop the buildings under 200 square feet exclusion

Dan clarified that the board would need to send this out for 30-day landowner review. **Motion:** Dan motioned and Dennis seconded to drop the exclusion of buildings under 200 sq. ft. in Section 6 of the Covenants. **Motion carried unanimously.**

5.8.1.3 Covenants Sec 11.06 change the interest rate to:

Dan advised that the board needed to choose among the worded passages below:

5.8.1.3.1 Wording of "the highest interest rate the law will allow."

Claudette Dirkers commented that the wording should be changed to say MT law; Dan explained that the passage refers to the state the corporation is in.

5.8.1.3.2 Wording of "up to the highest interest rate the law will allow."

5.8.1.3.3. Wording of "___% less than the highest interest rate the law will allow."

5.8.1.3.4 Wording of "15% or the highest interest rate the law will allow."

5.8.1.3.5. Wording of "12% or the highest interest rate the law will allow."

Motion: Rudy motioned and Dan seconded to accept this wording of "12% or the highest interest rate the law will allow." Discussion included the idea of going as high as 15%; that 15% might be seen as too high; that 12% was recommended by the attorney. **Motion carried unanimously.**

5.8.1.4 Covenant Sec.12.01 change "reasonable hardship" to "unreasonable hardship."
Dan explained that this wording was a mistake when it was originally written. **Motion:** Dan motioned and Charlene seconded to change the wording "reasonable hardship" in Covenant Section 12.01 to "unreasonable hardship. **Motion carried** (8 in favor and 1 abstention – Ed).

5.8.1.5 Bylaws Articles 5 & 6 changes - Change the numbering of agenda items to bullets
Motion: Dan motioned and Rudy seconded to use bullets in the numbering of agenda items in the Bylaws Articles 5 & 6. **Motion carried unanimously.**

5.8.2 Make edits to Gov Doc changes for sending out to members, then set dates for meeting to capture the "Pro & Con" side of the proposed changes. These would then be submitted to the Board for approval for mailing before the meeting.

5.9 Community Property Committee – CM TABLED due to lack of time
5.9.1 Report on committee meeting March 29th

6. UNFINISHED BUSINESS – TABLED due to lack of time
6.1 Complaint SG39-E Kletter
6.2 Complaint SG33-C Pinardo

7. NEW BUSINESS

8. Comment Period for Visiting Landowners
Regina Wunsch commented that the quarterly statements are reminders for people to pay and were due to go out April 1st but didn't; Rudy reiterated that he didn't get the files because of the accountant's family emergency so they were delayed; she also stated that Dan had promised her a letter from Alanah regarding the constraints of what non-profit boards can and cannot do and Charlene replied that that information would be included in the newsletter and on the website under FAQ; Michael Laverty asserted that according to parliamentary procedure, the chair of the meeting does not vote yet Charlotte does; Dan explained that because the O'Connell's had sued on this point (that NG & SG are to have equal say and therefore equal votes) normal procedure was superceded by the court order for the president to vote; Mr. Laverty also asked about how much of the past due amount from the last month had been collected; Tim Brockett pointed out an apparent typo in the covenants regarding parcel 28, which is not listed, and Parcel 23, which is listed and the possibility that the church or whoever owned the Teaching Center would owe back assessments to 1997 and that someone who had been paying didn't need to be and would be due a refund; Rudy clarified that some parcels were not under the covenants, and that the TC had made voluntary payments of land assessments; Charlene suggested the board needed to research the issue.

9. Adjournment
Charlotte adjourned the meeting at 10:11 p.m.

10. Next Board Meeting: May 16, 2016, 7:00 pm via phone conference call.

[GLA Board List] August 10 Board Meeting Minutes - Ready for Motion andVote

Alyssa Allen 8/16/15

to GLA-BoardMembe.

Hi All,

There were no edits, so the minutes are now ready for motion, 2nd, and voting.

Thanks!

K Newby 8/17/15

to board

I motion to approve. Kevin

Robert Branson 8/17/15

to GLABoardmembers

i second the motion to approve, and vote to approve. Robert B

Pouwel Gelderloos 8/17/15

to board

I approve

Charlotte Haley Mizzi 8/17/15

to board

I approve the minutes. Charlotte

Robert Wallace 8/17/15

to board

I approve the minutes,
Robert W.

Dan Kehoe 8/17/15

to board

I approve. Daniel

Paul Ranttalo 8/17/15

to board

I approve Paul

Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

May 16, 2016

1. **Call to Order, Pledge of Allegiance, Prayer and one minute of silence**
   The meeting was called to order by Charlotte M. at 7:22 p.m. at Charlotte's house for board members and via phone conference for landowners.

   An attempt was made to use a multidirectional phone so landowners could hear what was being said around the table but it failed. A smart phone was passed around so board members could be heard. At around 10:17, someone inadvertently pushed the mute button and landowners could not hear what was being said until the problem was discovered and corrected.

   PRESENT: Charlotte M. (President), Dennis R. (Vice President), Charlene M. (Secretary), Rudy P. (Treasurer), Newman B., Ed D., Gerald D., Richard J. (via phone), Dan K., Kevin N., Paul R. Mark S.
   Also attending: Karleen M. (Administrative Assistant)
   Landowners: Miriam B., Debbie B., Leo & Dorothy K., Jerry L., Sally M., Val O., Kathleen R., Andrea S., Joe T., Chris & Ia W., Regina W.

2. **Set Agenda**
   Charlene asked that the typo on #5 Approve Meeting Minutes be corrected to April 16, 2016. Ed asked to add the topic of assessing businesses in Glastonbury 4.6.6; Kevin asked to address Buchanan's project 4.5.4.

3. **Visiting Landowner Input Period**
   Jerry L. asked for the next Governing Documents meeting to be run by landowners with board members sitting in; Leo K. said he had received an e-mail from Dan saying that at the next Gov Docs meeting he was planning to present to the landowners only the amount of money to be expected at the 12% interest rate without comparison to how much could have been collected at 15% and 18%, and his recommendation to present those comparisons; Leo reiterated his request for the minutes of the meeting that he presumed occurred to change the current meeting from St. John's to phone; Ia W. asked about which board members signed the petition to restore prayer to board meetings and Charlene answered that Charlotte was the only one who had; a couple of landowners commented about having meetings by phone and the persistent difficulty in hearing; Val O. stated that there was a petition circulating for landowners to sign to remove the board's discretionary powers, such as this situation in which she believed the board had abused their power in voting to take away the basic right of landowners to attend board meetings in person; Jerry L. expressed the desire for the abolishment of the entire board and for NG & SG to be separated; Ia W. was concerned about the legality of the board having what she considered a private meeting at Charlotte's house and Charlotte's response that they had run it by the attorney who said it was legal; Dorothy K. said it was hard to hear and threatened consequences for what she considered the excluding and muzzling of members.

4. **Officer and Committee Reports**

4.1 President's Report – CM

4.1.1 Report on Administrative Assistant
Charlotte reported that Michele S. had resigned and the board would post the position again with the Job Service in Livingston. In the meantime, Karleen had agreed to fill in until the next person was hired.

4.1.2 Report on NG Ombudsman
Charlotte announced that Linda U. had resigned as the North Glastonbury Ombudsman. Her replacement would need to be elected by NG landowners at a special meeting.

4.2 Secretary's Report – CRM

4.2.1 Spring Newsletter

Charlene reported that the mailing date for the spring newsletter would be May 25th and there would be a mailing party at Charlotte's house on that day to collate the materials and stuff envelopes. The Ombudsman position would be announced in the newsletter along with the call for candidates and the special meeting of NG landowners to vote on the replacement on August 6th at Emigrant Hall.

4.2.2 Confidential committee minutes posted on a public website

Charlene reported that she had become aware that the Road Committee's confidential committee meeting minutes had been posted on Tim B.'s website. These minutes are for landowner members only and are sent to those who have requested to receive them. Charlene expressed concern that these minutes were on a website that had slanted material and she didn't want to appear to validate the site by these minutes being on there. Charlene asked the board whether a letter should be written asking Tim to remove the minutes from his site. Discussion included the idea that even the FBI needs a court order to get this type of information; that a letter would only work if backed up by attorney consequences; the idea that perhaps confidential information could be removed and the minutes posted on the GLA website; the problem of posting on the GLA website without password protection; the suggestion that Google has more information on people than anyone else; the belief that landowners who come before the board to have their issues discussed are expecting privacy, not their business posted on a website and available to the entire worldwide web; a concern regarding names, lot numbers and addresses on project review applications being made public and the counter that this information is already available on MT Cadastral; the problem with putting people's quotes on the Internet without asking their permission and the resultant chilling effect on their willingness to speak up in ensuing meetings. **Motion:** Rudy motioned and Paul seconded to send a letter to Tim B. requesting he remove the Road Committee's confidential meeting minutes from his website. **Motion carried** (8 in favor, 3 opposed – Dennis, Mark and Kevin, 1 abstention - Ed). The question was raised about whether the letter should come from in-house or through the attorney and it was decided the Communications Committee would send the letter to the manager of the forum to remove the minutes.

4.3 Treasurer's Reports – RP

4.3.1 Profit & Loss, Balance Sheet, Deposit/Check Details Reports – April 2016

Rudy reported that as of April 30th, there was $135,501 in general savings; 70% of land assessments and 67% of dwelling assessments had been collected; comparison of the deposit reports from April 2015 & April 2016 indicated the association had collected $20,000 more this year than during the same period last year; $9,000 of that $20,000 was in past due assessments. **Motion:** Charlene motioned and Ed seconded to accept the Treasurer's report. **Motion carried unanimously.**

4.3.2 Report on unallocated savings

Rudy estimated and the accountants concurred that $47,242 of the $135,501 in checking and savings was unallocated. Discussion included the suggestion that the annual budget should be balanced without dipping into savings; that the $7,910 shortfall in this year's budget was due to the added expense of the accountant; the recommendation that a certain portion of the annual budget be kept in savings for emergency repairs, such as replacing the engine in the snowplow; that there is a reserve cash fund for the roads; that the association needed a long-term road plan and if the extra money were to be spent now, there would be none left to fund the plan; that the GLA was behind on putting down good gravel; the concern that spending all of the extra savings now was not wise; the counter that people want to see that the organization is working on the roads; the practice at end of the year of assigning all unallocated funds to the road committee. **Motion:** Rudy motioned and Gerald seconded to take $40,000 out of unallocated savings, moving $20,000 to each of NG & SG, for gravel. Discussion included the suggestion that North would need to be able to use these funds on both gravel roads and paved roads. **Amended motion:** Rudy amended his motion and Gerald seconded for the money to be used for general maintenance. **Motion carried** (10 in favor, 2 opposed – Mark & Newman). It was recommended that the amount spent on spring grading not exceed 70% of the budgeted funds collected.

4.3.3 Report on April 22 meeting with accountant
Rudy reported that Micah would correct the finance charges per Regina's suggestion, keeping the rate at 18% until the members vote on Covenant 11.06.

4.4 Finance Committee Report – RP

4.4.1 Panel to assist Finance Committee with Collections
Motion: Kevin motioned and Newman seconded to create a panel of board members and landowners to collect outstanding assessments. **Motion carried unanimously.** Discussion included the reminder that landowners on the panel would need to sign the Committee Confidentiality Agreement.

4.5 Project Review Committee Report – GD / KN

4.5.1 SG 51 Kathleen R. Driveway project review
Gerald received e-mails from Kathleen R. regarding this project and he suggested she file the subdivision plat. Kathleen said that she had filed the paperwork that day and it was signed off by the county but she didn't have a number. Joe T. stated that it had been agreed that before this project was put up for approval, a new engineering report regarding the new position of the road and pitch would be submitted. Without it he didn't know the effect this would have on his property, on Leo Dr. etc. Kevin explained that members of the Project Review Committee as well as William S., an engineer, had met with Kathleen and Joe at the property. The placement of the road as presented by Kathleen was in direct line of the watershed and William had recommended moving the road 12' to skirt the flow of water. Because of the curve of the road, certain portions might still take on water and William had recommended three culverts be placed to allow the water to drain properly. William had agreed to do a new survey once the subdivision had been recorded. Dan noted that Form E of Kathleen's application said only one culvert would be installed instead of three. Charlene informed Kathleen that the Project Review Committee would send a letter telling her what she needed to do to proceed.
Action Item: ***Kevin – draft letter to Kathleen R. asking for the county recording of the subdivision, a revised Form E for 3 culverts and the engineering report for the new driveway position.***

4.5.2 NG 44-A Barbara T. Residence and Garage project review
Kevin reported that Ms. T. would be using the existing well and septic, would install a heat panel on side of building and refurbish the driveway. Setbacks were met. **Motion:** Kevin motioned and Charlene seconded to approve this project with the conditions that she obtain the proper permits and reseed upon completion. **Motion carried unanimously.**

4.5.3 Proposed changes to PR instructions and requirements
Kevin presented the changes to Draft 15 of the Project Review Instructions and the board offered subsequent suggestions for edits. **Motion:** Dan motioned and Rudy seconded to approve the Project Review Instructions as amended by Kevin.

Motion carried unanimously. Charlene – version 15 needs to be finalized to send with newsletter for 30-day review.
Action Item: *Finalize version 15 and send with newsletter for 30-day review.*

Kevin visited two properties for Final Approval. SG 26-E Garage – now two dwelling units. Kevin signed off to refund the construction bond. SG 41-D Deck. Kevin signed off to refund the construction bond.
Action Item: *Karleen – send Rudy paperwork regarding Young and Larsen's Final Approvals for refund.*

4.5.4 SG 44-A Robert B. Shop and Guest House project
Kevin reported that Mr. B. had begun building forms to pour-concrete for two buildings without receiving DEQ permits. Barbara Woodbury, the county sanitarian, said she was having trouble getting him to identify what the septic was for. It appeared to be for two dwellings – an apartment above the shop and a guesthouse. Ed agreed to stop by Robert's property to ask him to stop construction until he had the DEQ permit. Gerald agreed to call and tell Mr. B. that according to the master plan requirements his property was just short of the acreage necessary for two dwellings. He would need to apply for a variance. Dennis suggested that Gerald write a memo to the board reporting on the conversation. There was discussion regarding the corner pins and the property line. Dan suggested that unless the GLA were to get a court order, Mr. B. didn't have to stop. Charlotte said she would e-mail the attorney to send a cease and desist letter also.
Action Item: *Kevin – forward Craig C's (sanitarian) e-mail to the board.*
Action Item: *Karleen – e-mail Robert B.'s preliminary approval form to Charlotte.*

4.6 Road and Weed / Mgmt Committee Report – PR / ED / DR

4.6.1 Review Road Contractors
Paul reported that the new grading contractor, Lembcke Excavating, had started spring grading, that he was working very fast and doing the ditches. His work seemed superior to previous contractors and even though he charged $15 more per hour the bill would likely be less expensive. With the receipt of his bill the Road Committee would then know how much gravel they could buy.

4.6.2 Use of unallocated savings to roads
Handled in 4.3.2.

4.6.3 Discussion of co-maintenance plan of Dry Creek Rd.
Kevin reported that the county had graded the upper part of Dry Creek Road to Hercules; that it needed a better base; that he would wait a few days to see if they were going to do more. Ed suggested that the association had savings that could be used for co-maintenance and that they should talk to county to see what they're willing to do. Kevin affirmed that the county was still planning to chip seal the paved portion of the road and Charlotte suggested letting them finish, thanking them when they do and then asking their plan. Ed suggested the board start a savings account and Charlotte asked that this be discussed in a Road Committee meeting. Rudy suggested the GLA hold a special meeting with landowners to vote on co-maintenance and it was suggested that there would be a lot of research and ground work to accomplish before such a meeting including proposals for payments and the pros and cons of assessments being raised vs. putting aside $5,000 a year.

4.6.4 Proposed snow pole markers at the end of each platted road

Charlene asked to order 30 snow poles to put at the end of platted roads in both North & South Glastonbury. The consensus was to place the order.

4.6.5 Spring grading & roadwork

Spring grading was covered in 4.6.1. Regarding weeds on the road easements, Gerald suggested the association avoid spraying and get landowners to pull or cut weeds on their easements, which usually are only 10 or 15 feet deep. Newman agreed that pulling would be more effective than spraying and so would be cutting but not everyone would be willing to do it. He suggested the association encourage people to cut the weeds but leave money in budget to spray. Discussion involved the idea that May would be the best time to spray, and that it would not be best to spray when it's going to rain.

Action Item: ***Gerald – call weed sprayer a.s.a.p. for May or early June spray date.***

4.6.6 Assessing businesses

Discussion on the possibility of assessing businesses such as SpecTec. Issues involved the question of how many who worked there live in the community; how many cars actually drive up the hill (seemed to be six because employees park at the bottom of the hill and carpool up); the idea that counting cars is too difficult so assessments were tied to dwelling units; that the governing docs mention seven employees but that is on new businesses; that the W's had donated gravel and how could the association structure a road usage fee to equate to four loads of donated gravel. TABLED

4.7 Communications & Technology Committee Report – DR / MS

4.7.1 Set next Board Listens and C&T Committee meetings

Dennis stated that the C&T Committee was in a holding pattern waiting for the spring newsletter to go out and that they would begin recruiting Focus Group members at next Board Listens meeting. He said he felt responsible for the technical difficulties experienced at that meeting because the polycom he ordered was late in arriving and due to be delivered the next day. Charlotte asked if the committee could research if there was an 800 number to use for conference calls. Mark asked people to come with ideas to the next committee meeting on May 25th at his house.

4.7.2 Update on Focus Groups

Handled in 4.7.1.

4.8 Governing Document Committee Report – DR

4.8.1 Set meeting to compile Pros & Cons of proposed gov docs changes

Dan reported that the next Governing Docs Committee meeting would be at Spec Tec Monday May 23rd at 7:00. They would begin with Covenant 11.06 to get pros and cons. Charlene suggested the collections spreadsheet be updated with what had been paid so calculations could be made for comparison of the 18, 15 and 12 percent interest rates.

4.8.2 Announce tentative meeting for community vote

Charlene reserved Emigrant Hall for July 16th but there was no confirmed date.

5. Approve Meeting Minutes – April 11, 2016

Rudy questioned whether the vote about the 12% interest rate was retroactive or from that point forward. Dan said the association would use just one rate across the board, so it was retroactive. Discussion included comparing the potential interest rates to see the money that would be lost; that the money wasn't being lost if the association couldn't legally collect it;

the reminder that the collections attorney recommended 12% so the association could go to court and foreclose on long over-due properties; the suggestion for a new procedure going forward, that if people get to 2 years behind, they get into the collection loop; and that the collection attorney would not let anyone get beyond 2-3 years without going to court. **Motion:** Rudy motioned and Dan seconded to approve the April 16th meeting minutes. **Motion carried** (8 in favor and 3 abstentions – Kevin, Newman and Paul).

6. UNFINISHED BUSINESS

6.1 Complaint SG 39-E Damiaan K.

Paul reported that Mr. K's septic had been approved by the county and it was a closed issue. Mr. K's assessments were in arrears and the return of the sanitation bond would be withheld until his assessments were paid.

6.2 Complaint SG 33-C Pedro P.

Complaint of Jeff and Jerry L. re: Mr. P.'s garage was resolved by the attorney who said the garage doesn't qualify as a residence. Even though the apartment in the house doesn't have a locked door there are renters. That constitutes another assessment.
Action Item: ***Rudy – Send letter to Mr. P. telling him he will be charged another assessment because of renters.***

7. Visiting Landowner Input Period

Val O. stated that the landowners couldn't hear the board at some point after 10:00 and expressed the opinion that phone meetings were an unacceptable way to punish the members**;** that the purpose of meetings was to inform members; and she threatened that the GLA would be sued if they tried to get the committee meeting minutes down from the forum website; she believed this showed the board was abusing power, Mark suggested the board send a letter to those who were on the call to apologize for the technical difficulties.

8. NEW BUSINESS

9. Closed Session

9.1 Discussion of administrative assistant employee

Motion: Charlene motioned and Gerald seconded for the association to pay the new administrative assistant and Karleen from May 1st $15/hr and that $3,769 from unallocated savings be added to the administration budget. **Motion carried unanimously** (Richard no longer on the call). **Motion:** Charlene motioned and Rudy seconded to change the job description to include six paid half-day holidays. **Motion carried unanimously.**

9.2 Discussion of attorney input on Covenant 11.06 and 12% interest rate

The board wrote a rule to enforce the intent of Covenant 11.06 within MT statutes until such time as the membership would vote to amend Covenant 11.06: The association will charge 12% simple interest or the highest rate the law will allow and no 5% penalty. **Motion:** Charlene motioned and Dennis seconded to approve the above written rule. **Motion carried unanimously.** The rule would be included in the newsletter for 30-day review.

Vote: Charlotte asked the board to vote on whether they preferred to hold future meetings in person or by phone. Five voted for in-person meetings (Kevin, Newman, Dennis, Gerald and Mark) and six voted for meetings by phone (Paul, Ed, Rudy Charlotte, Charlene and Dan). **The next board meeting will be by phone.**

10. Adjournment

The meeting was adjourned at 11:55 p.m.

11. Next Board Meeting: June 13, 2016 by phone conference.

Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - ***Final***

June 13, 2016 – 7:00 pm

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

The meeting was called to order by Charlotte M. at 7:03 p.m. at Charlotte M.'s house for board members and via phone conference for landowners.

PRESENT: Charlotte M. (President), Dennis R. by phone (Vice President), Charlene M. by phone (Secretary), Rudy P. (Treasurer), Newman B., Ed D. by phone, Gerald D., Richard J. by phone, Dan K., Kevin N., Paul R. Mark S.
Also attending: Karleen M. (Administrative Assistant)
Landowners: Miriam B. (Ombudsman), Donna A., Debbie B., Catherine F., Leo K., Vernon & Frances N., Andrea S., Ia W., Regina W.

2. Set Agenda

Charlene asked to add 4.2.3 Set and finalize date for upcoming road committee meeting. **Motion:** Kevin motioned and Gerald seconded to accept the agenda as amended. **Motion carried unanimously.**

3. Visiting Landowner Input Period

Landowners asked questions about the status of submitted document requests, why landowners didn't receive the treasurer's reports with the agenda, about how much the new phone system cost, why landowner members of the governing documents committee didn't see the meeting minutes before they were finalized, and whether landowner committee members would be unmuted to speak during their committee's section of the meeting.

4. Officer and Committee Reports

4.1 President's Report – CM

4.1.1 Report on Administrative Assistant

The officers interviewed Iona Y. for the position of administrative assistant. Charlotte and Charlene met with the candidate in person and Dennis and Rudy participated by phone. **Motion:** Dennis motioned and Rudy seconded to make an offer to hire Iona Y. as the administrative assistant for the association. **Motion carried unanimously.** Discussion included that her starting pay would be $15/hr.

4.2 Secretary's Report – CRM

4.2.1 Discuss confidential minutes on public website

Motion: Charlene motioned to ask Alanah to weigh in on the question of posting meeting minutes on the GLA website as well as the Forum. Hearing no second she withdrew her motion. **Motion Withdrawn. Motion:** Kevin motioned and Mark seconded to post all meeting minutes on the GLA website and allow Tim to post them on his using first names and last initials. **Motion carried unanimously.** Discussion included the desire to strip the minutes down to decisions made and the possibility of posting associated discussions separately.

4.2.2 Report on and discuss August 6 vote on NG Ombudsman

Charlene reported that the newsletter mailings went out on 25th of May. June 25th would be the deadline for landowners to respond to the items out for 30-day notice. There would be a vote in Emigrant Hall on August 6 to elect a NG Ombudsman and ballots would be mailed by July 6th.

4.2.3 Setting a road committee meeting

The next road committee meeting was scheduled for June 21st.

4.3 Treasurer's Reports – RP

4.3.1 Profit & Loss, Balance Sheet, Deposit/Check Details Reports – May 2016

Motion: Rudy motioned and Gerald seconded for the board tp approve the May 2016 Treasurer's Report to be included with the meeting minutes and to remove the delinquent landowner account report as well as the check & deposit reports. **Motion carried unanimously.**

4.3.2 Report on unallocated savings
There was $14,000 in unallocated savings minus $3,800 approved during the previous meeting to fund a pay increase and training for the new administrative assistant.

4.4 Finance Committee Report – RP

4.4.1 Collection Procedure out for 30-day comment period ending June 25
Rudy thanked the landowners who had submitted comments.

4.4.2 Review edits to Confidentiality Agreement
Motion: Kevin motioned and Mark seconded to accept the new Committee Member Confidentiality Agreement of 6-1-16 with the current changes. **Motion carried unanimously.**

4.4.3 Discuss lots SG 23-A, NG 14-A and SG 28
There was general consensus that there was a typo in Exhibit B of the original Covenants that should be changed from SG 23 to 28; that NG 14A and SG 23A were originally part of CUT reserved land and never under GLA jurisdiction and had been gifted to the teaching centers; as such these properties were not under the Covenants, should not have been paying assessments and should not have voted; that SG 23A used only Dry Creek Road for access and could remain non-GLA but NG 14A was land locked and would need to be accessed by GLA roads; that the TCs could apply to become part of the GLA, continue paying assessments and be eligible to vote.
Action Item: ***Charlotte look up NGTC deed and report back to board.***
Action item: ***Dan call Stuart A. re: SGTC not being under covenants and ask if they want to be; check easement on road given recent land sale.***
Action Item: ***Karleen find .doc of Covenants, edit Exhibit B and send to Mark.***
Action Item: ***– Mark replace Covenants Exhibit B page on website with corrected version.***

4.5 Project Review Committee Report – GD / KN

4.5.1 NG 26-B-1 Victor H's Out Building project review
TABLED until the committee receives a plot map from the surveyor.

4.5.2 SG 51Kathleen R's Driveway - Update
The board was still waiting for the engineering survey for the driveway.
Action Item: ***Kevin to write Ms. R. a letter regarding her For Sale sign being in violation of Standard 5.0 and the need for the sign to come into compliance and the assessments on all her properties to be up-to-date before she would be given approval for her driveway.***
Action Item: ***Rudy to send her assessment statements for each of the subdivided properties.***

4.5.3 SG 41-C Robert B's Project – Update, review County permits
Kevin presented the timeline of Robert's project and the problems with it including the issue of Mr. B.'s comments to a board member that his state and county permits for two dwellings trump the GLA Master Plan. Despite receiving a cease and desist letter from the GLA, Mr. B. was still building. The board reached

general consensus to have the attorney draft a letter informing him that DEQ permits did not trump the GLA's governing documents.

4.5.4 Review PR Instructions, landowners to verify and clearly mark boundary lines
Action Item: ***Gerald to write language for another draft of the instructions requiring owners building new homes and out buildings to hire an independent land surveyor (someone other than the one who had done the original subdivision) to check the boundaries and mark the corners.***
Action Item: ***Mark to add list of local surveyors to the website.***

4.6 Road and Weed / Mgmt Committee Report – PR / ED / DR

4.6.1 Update on spring roadwork
The board discussed which contractor to use for grading and laying gravel in SG – Lembcke or Adkins. The consensus was that Charlene would provide the contract to be signed for the job, Ed would contact Adkins and Paul would see if Lembcke would be available after he finished NG mid next week.

4.6.2 Update of weed spraying
The board discussed the apparent benefits of using an industrial strength 15% vinegar solution and there was general consensus for Gerald to contact Ed S., our weed sprayer, to see if he could use the vinegar solution this year. Other discussion included the benefits of introducing weevils and cutting weeds followed by planting grass seed.

4.6.3 Update on plow truck research
TABLED until they have more information.

4.7 Communications & Technology Committee Report – DR / MS

4.7.1 Report on C & T committee meeting May 25 – proposed website updates
Mark reported that he had designed a new front page with a FAQ section that had nothing in it at that point; he requested ideas to populate this page; Dan put together resources page; and they would continue making changes to website over following several months.

4.7.2 Update on Focus Groups
The next Board Listens meeting would be held on the 25^{th} of June for Focus Groups to work on their respective issues.

4.8 Governing Document Committee Report – DR

4.8.1 Review Pros & Cons of additional minor changes to proposed Gov Docs
Motion: Dan motioned and Mark seconded to accept the minor changes presented, and to incorporate the documents of these changes into the packets sent to members to vote on. **Motion carried unanimously.**

Motion: Dan motioned and Rudy seconded to include in the cover letter going out with the proposed document changes some con statements this time only because of the magnitude of what the board would be asking members to consider.
Amended motion: Dan amended his motion and Rudy seconded to change the wording "this time only" to "not setting a precedent," to now read: The board would include in the cover letter going out with the proposed document changes some con statements, not setting a precedent, because of the magnitude of what the board would be asking members to consider. **Motion carried** (9 in favor, 2 abstentions – Kevin and Richard, 1 against – Ed).

4.9 Legal Committee Report – DR

4.9.1 Noting Judge Cybulski's May 31, 2016 ruling
Dan reported that Judge Cybulski had rendered a decision in the lawsuit with the O'Connells granting the GLA's Motion for Summary Judgment, dismissing the plaintiffs' "New Amended Complaint" in its entirety with prejudice, denying all of plaintiffs' other pending motions and granting the GLA reasonable attorney fees. The GLA's counterclaim remained to be litigated.

5. Approve Meeting Minutes – May 16, 2016
Motion: Charlene motioned and Paul seconded to approve the May 16, 2016 meeting minutes with the change that all names included be written with only the first name and the first initial of the last name. Rudy asked for a correction to 4.3.2 replacing $7,000 with $7,910. **Amended motion:** Charlene amended her motion to add Rudy's correction and Paul seconded. **Motion carried unanimously.**

6. UNFINISHED BUSINESS

7. Visiting Landowner Input Period
Landowners offered input regarding the Buchanan project and the suggestion that the board should have taken a vote regarding sending a letter from the attorney, clarification regarding GLA invoice dates that are not in sync with IRS quarters, and questioned whether the new administrative assistant was solicited for the job and when she might start.

8. NEW BUSINESS

9. Closed Session
9.1 Discuss O'Connell lawsuit
The board discussed the remaining elements and timing of the O'Connell lawsuit.

10. Adjournment
The meeting was adjourned at 11:22 p.m.

11. Next Board Meeting: July 11, 2016 by phone

Glastonbury
Landowners Association

June 13, 2016

Treasure's Report

1. Q1 Land Assessments Invoiced $20,737.50 Unpaid as of 5/31 $4,062.23
   Q2 Land Assessments Invoiced $20,737.50 Unpaid as of 5/31 $5,768.73
   Q1 Dwelling Assessments Invoiced $15,120.00 Unpaid as of 5/31 $2,753.59
   Q2 Dwelling Assessments Invoiced $15,120.00 Unpaid as of 5/31 $4,036.23
2. Current % rate of collection based on Q1 invoices As of May 31
   - Land Assessments Collected $16,675.27 (80.41 %)
   - Dwelling Assessments Collected $12,366.41 (81.78 %)
3. As of May 31st we have spend $19,499.08 (13.72%)
   As of May 31st we have collected $110,105.17 of $134,166 in projected income (82.06%)
4. Out of the ordinary income or expenses in May
   Received $1,254.71 check from Gembica/Lindstrom SG 93 A
   Paid $510 to Karleen for trainings expensed on Michelle Strykert
   Paid $664.85 to Denise Orr for various admin duties
5. As of May 31st we have collected $12,902.95 in past due assessments, which includes penalties + interest. (For 2015 total was $18,325.09)
6. As of May 31st we have collected $97,202.22 in budgeted assessments fees. Our 2016 budget shows $134,016 in assessment fee income. (72.53%)
7. Changes in Allocated Savings for May
   - Digitizing Reserve Cash -$581.25
   - NG Chip Seal Reserve Cash +$613.11
   - NG Road Reserve Cash +$20,000
   - SG Road Reserve Cash +$20,000
   - Donation Cash Reserve +$1,130
8. Report Fund money spent, such as emergency road work, snow plow purchase, etc
9. Amount of allocated savings $124,915.55 (does not include Construction Bonds)
   Amount of un allocated savings $14,000

Rudy Parker | Treasurer
Office: 406.451.0033 | Cell: 406.223.4442 | Fax: 406.451.0033
PO Box 312, Emigrant, MT 59027-0312

4:12 PM
06/09/16
Accrual Basis

Glastonbury Landowners Association
Balance Sheet Prev Month Comparison-BOD mtg
As of May 31, 2016

	May 31, 16	Apr 30, 16	$ Change
ASSETS			
Current Assets			
Checking/Savings			
002 · Bank of the Rockies Checking	5,734.56	4,736.69	997.87
003 · Savings Account			
004 · Savings Gen Operating Accnt	95,763.37	130,765.58	-35,002.21
010 · Construction Bond Reserve Cash	12,437.00	12,197.00	240.00
012 · Digitizing Reserve Cash	379.06	960.31	-581.25
013 · NG Chip Seal Reserve Cash	657.90	44.79	613.11
014a · NG Road Reserve Cash	35,117.44	15,117.44	20,000.00
014b · SG Road Reserve Cash	44,650.15	24,650.15	20,000.00
015 · Lawsuit Reserve Cash	30,000.00	30,000.00	0.00
016 · Snow Removal Reserve Cash	12,981.00	12,981.00	0.00
017 · Donation Cash Reserve	1,130.00	0.00	1,130.00
003 · Savings Account - Other	82.06	61.95	20.11
Total 003 · Savings Account	233,197.98	226,778.22	6,419.76
Total Checking/Savings	238,932.54	231,514.91	7,417.63
Accounts Receivable			
Accounts Receivable	257,069.30	266,886.12	-9,816.82
Total Accounts Receivable	257,069.30	266,886.12	-9,816.82
Other Current Assets			
Petty Cash	49.55	49.55	0.00
Total Other Current Assets	49.55	49.55	0.00
Total Current Assets	496,051.39	498,450.58	-2,399.19
Fixed Assets			
Furniture and Equipment	918.99	918.99	0.00
Total Fixed Assets	918.99	918.99	0.00
TOTAL ASSETS	**496,970.38**	**499,369.57**	**-2,399.19**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Construction Bonds Held by GLA	12,437.00	12,197.00	240.00
Payroll Liabilities	492.81	969.03	-476.22
Total Other Current Liabilities	12,929.81	13,166.03	-236.22
Total Current Liabilities	12,929.81	13,166.03	-236.22
Total Liabilities	12,929.81	13,166.03	-236.22
Equity			
Digitizing Fund	379.06	960.31	-581.25
Donation Fund	1,130.00	0.00	1,130.00
Lawsuit Fund	30,000.00	30,000.00	0.00
NG Chip Seal Fund	657.90	44.79	613.11
NG Road Fund	35,117.44	15,117.44	20,000.00
Opening Balance Equity	22,222.35	22,222.35	0.00
Operating Fund Balance	266,627.53	306,627.53	-40,000.00
SG Road Fund	44,650.15	24,650.15	20,000.00
Snow Removal Fund	12,981.00	12,981.00	0.00
Net Income	70,275.14	73,599.97	-3,324.83
Total Equity	484,040.57	486,203.54	-2,162.97
TOTAL LIABILITIES & EQUITY	**496,970.38**	**499,369.57**	**-2,399.19**

Glastonbury Landowners Association
Profit & Loss
January through May 2016

	Jan - May 16
Ordinary Income/Expense	
Income	
100 · Parcel Assessment Fees	
110 · Land Assessments	
110.16 · Land Assessments 2016	41,475.00
Total 110 · Land Assessments	41,475.00
120 · Dwelling Assessments	
120.16 · Dwelling Assessments 2016	30,240.00
Total 120 · Dwelling Assessments	30,240.00
150 · Golden Age Village Income	5,145.00
170 · Finance Ch Income- Past Due Ass	9,332.92
171 · 5% Penalty Income	995.85
180 · 2009 Chip Seal Assessment	-613.11
190 · Discounts Given	-420.10
Total 100 · Parcel Assessment Fees	86,155.56
200 · Project Review Fees	
201 · Application Fees	125.00
210 · Structure Imp. & Proc.Fees	785.00
215 · Well/Septic Imp. & Proc. Fees	150.00
220 · Road/Driveway Imp. & Proc. Fees	75.00
250 · Mileage Impact Fees	100.00
Total 200 · Project Review Fees	1,235.00
400 · Other Gen Fund Income	
440 · Miscellaneous Income	1,565.00
450 · Donation Income	0.00
Total 400 · Other Gen Fund Income	1,565.00
Total Income	88,955.56
Gross Profit	88,955.56
Expense	
1000 · Snow Removal	
1015 · Payroll Costs	
1016 · Wages Paid Snow	
1016a · Wages Paid Plowing	1,075.00
1016b · Wages Paid Sanding	137.50
1016c · Wages Paid Sand Loading	100.00
Total 1016 · Wages Paid Snow	1,312.50
1018a · Payroll Software	3.50
1019 · Workers' Compensation Insurance	347.50
1015 · Payroll Costs - Other	0.00
Total 1015 · Payroll Costs	1,663.50
1020 · Equipment Costs	
1021 · Truck Registration & Insurance	807.00
1024 · Truck Maintenance	840.98
1025 · Fuel	288.06
1026 · Wages Truck Maintenance	210.00
Total 1020 · Equipment Costs	2,146.04
Total 1000 · Snow Removal	3,809.54
1030 · Road Maintenance	
1045 · Signs, Posts, Etc	415.75
Total 1030 · Road Maintenance	415.75
1200 · Parkland/Recreation Center	
1210 · Utilities for Rec Center	119.46
Total 1200 · Parkland/Recreation Center	119.46

Glastonbury Landowners Association
Profit & Loss
January through May 2016

			Jan - May 16
1300 · Litigation			
1310 · Legal Costs			
1310a · Litigation Incurred	47.71		
1310b · Litigation Initiated	87.50		
Total 1310 · Legal Costs		135.21	
Total 1300 · Litigation			135.21
2000 · Overhead/Admin Costs			
2005 · Accountant's Fees		2,565.79	
2010 · Administrative Expense			
2010a · Admistration Costs - Contracted	592.51		
2010b · Administrative Costs-Wages Paid	3,962.75		
2010c · Mileage Reimbursement	11.66		
Total 2010 · Administrative Expense		4,566.92	
2011 · Project Review Wages		169.75	
2017 · Legal Fees-General Advice		1,984.75	
2018 · Licenses & Annual Reporting		40.00	
2019 · Lien Filing Costs		99.45	
2023 · Payroll Taxes All		547.59	
2025 · Miscellaneous		510.00	
2050 · Office Supplies			
2050a · Admin Office Supplies	744.83		
2050b · Doc Production Office Supplies	22.00		
Total 2050 · Office Supplies		766.83	
2052 · Postage & Shipping		1,279.91	
2055 · Printing & Copies		436.43	
2060 · Rent - Facilities		450.00	
2062 · Rent - PO Box & Safe Dep Box		68.00	
2066 · Software Costs			
2066a · Drop Box	79.92		
2066c · Microsoft Office	29.97		
Total 2066 · Software Costs		109.89	
2080 · Telephone & Messaging		193.16	
2090 · Website Costs			
2092 · URL & Domain Fees	15.00		
2093 · Software Fees	394.74		
Total 2090 · Website Costs		409.74	
2095 · Internet		19.05	
2096 · Annual Mtg Refreshments		47.26	
Total 2000 · Overhead/Admin Costs			14,264.52
Total Expense			18,744.48
Net Ordinary Income			70,211.08
Other Income/Expense			
Other Income			
5000 · Interest Income - Bank			82.06
Total Other Income			82.06
Other Expense			
Ask My Accountant			0.00
6100 · Income Taxes			18.00
Total Other Expense			18.00
Net Other Income			64.06
Net Income			**70,275.14**

Glastonbury Landowners Association
Profit Loss Budget Performance Cash
January through May 2016

	Jan - May 16	Annual Budget	Received	% of Budget	Invoiced	% of Invoiced
Ordinary Income/Expense						
Income						
100 · Parcel Assessment Fees						
110 · Land Asessm.						
110.12 · Land Asessm. 2012	999.12					
110.13 · Land Asessm. 2013	550.82					
110.14 · Land Asessm. 2014	1,200.95					
110.15 · Land Asessm. 2015	3,289.40					
110.16 · Land Asessm. 2016	32,470.81	71,314.00	53,933.17	45.53%	83,317.50	64.73%
Total 110 · Land Asessm.	38,511.10	71,314.00		54.0%		
120 · Dwel. Asessm.						
120.12 · Dwel. Asessm. 2012	215.28					
120.13 · Dwel. Asessm. 2013	172.13					
120.14 · Dwel. Asessm. 2014	627.95					
120.15 · Dwel. Asessm. 2015	1,829.04					
120.16 · Dwel. Asessm. 2016	24,180.59	52,412.00	38,124.05	46.14%	60,480.00	63.04%
Total 120 · Dwel. Asessm.	27,024.99	52,412.00		51.56%		
150 · Golden Age Village Income	5,145.00	10,290.00		50.0%		
170 · Finance Ch Income- Past Du	3,641.07					
171 · 5% Penalty Income	347.64					
180 · 2009 Chip Seal Assessment	29.55					
190 · Discounts Given	-321.20					
Total 100 · Parcel Assessment Fees	74,378.15	134,016.00		55.5%		
200 · Project Review Fees						
201 · Application Fees	125.00					
210 · Structure Imp. & Proc.Fees	785.00					
215 · Well/Septic Imp. & Proc. Fees	150.00					
220 · Road/Driveway Imp. & Proc. I	75.00					
250 · Mileage Impact Fees	100.00					
Total 200 · Project Review Fees	1,235.00					
300 · From Unallocated Savings	0.00	7,910.00		0.0%		
400 · Other Gen Fund Income						
401 · Lien Fees Paid	155.83					
440 · Miscellaneous Income	1,775.00					
450 · Donation Income	0.00					
Total 400 · Other Gen Fund Income	1,930.83					
Total Income	77,543.98	141,926.00		54.64%		
Gross Profit	77,543.98	141,926.00		54.64%		

Glastonbury Landowners Association
Profit Loss Budget Performance Cash
January through May 2016

	Jan - May 16	Annual Budget	Received	% of Budget	Invoiced	% of Invoiced
Expense						
1000 · Snow Removal						
1010 · Contracted Snow Removal	0.00	2,000.00		0.0%		
1011 · Equipment Rental	250.00	2,600.00		9.62%		
1012 · Snow Fences	0.00	200.00		0.0%		
1013 · Sand	0.00	600.00		0.0%		
1015 · Payroll Costs						
1016 · Wages Paid Snow						
1016a · Wages Paid Plow	1,075.00					
1016b · Wages Paid Sanc	137.50					
1016c · Wages Paid Sanc	100.00					
1016d · Wages Paid Snov	0.00	1,000.00		0.0%		
1016 · Wages Paid Snow	0.00	8,500.00		0.0%		
Total 1016 · Wages Paid Snow	1,312.50	9,500.00		13.82%		
1018a · Payroll Software	3.50					
1019 · Workers' Compensatio	568.71					
1015 · Payroll Costs - Other	0.00					
Total 1015 · Payroll Costs	1,884.71	9,500.00		19.84%		
1020 · Equipment Costs						
1021 · Truck Registration & In	807.00	698.00		115.62%		
1024 · Truck Maintenance	840.98	3,500.00		24.03%		
1025 · Fuel	288.06	2,500.00		11.52%		
1026 · Wages Truck Maintenai	210.00	1,000.00		21.0%		
Total 1020 · Equipment Costs	2,146.04	7,698.00		27.88%		
Total 1000 · Snow Removal	4,280.75	22,598.00		18.94%		
1030 · Road Maintenance						
1031 · Weed Control	0.00	2,500.00		0.0%		
1032 · Roadside Mowing	0.00	1,300.00		0.0%		
1035-A · Grading & Gravel NG	0.00	20,250.00		0.0%		
1035-B · Paved Road Costs NG	0.00	11,000.00		0.0%		
1036 · Grading & Gravel SG	0.00	31,250.00		0.0%		
1045 · Signs, Posts, Etc	415.75	700.00		59.39%		
1046 · Insurance - Roads/Common	0.00	5,498.00		0.0%		
Total 1030 · Road Maintenance	415.75	72,498.00		0.57%		
1200 · Parkland/Recreation Center						
1210 · Utilities for Rec Center	143.49	550.00		26.09%		
1220 · Sprinkler Maintenance	0.00	150.00		0.0%		
1230 · Lawn Mowing/Gas	0.00	250.00		0.0%		
1240 · Mower Maintenance	0.00	100.00		0.0%		
1250 · Building Maintenance	0.00	800.00		0.0%		
Total 1200 · Parkland/Recreation Center	143.49	1,850.00		7.76%		

Glastonbury Landowners Association
Profit Loss Budget Performance Cash
January through May 2016

	Jan - May 16	Annual Budget	Received	% of Budget	Invoiced	% of Invoiced
1300 · Litigation						
1310 · Legal Costs						
1310a · Litigation Incurred	47.71	1,400.00		3.41%		
1310b · Litigation Initiated	87.50	3,000.00		2.92%		
Total 1310 · Legal Costs	135.21	4,400.00		3.07%		
1312 · Document Production-Wage	0.00	1,700.00		0.0%		
Total 1300 · Litigation	135.21	6,100.00		2.22%		
2000 · Overhead/Admin Costs						
2005 · Accountant's Fees	2,565.79	7,200.00		35.64%		
2010 · Administrative Expense						
2010a · Admistration Costs - (	592.51					
2010b · Administrative Costs-	3,962.75					
2010c · Mileage Reimburseme	11.66					
2010 · Administrative Expens	0.00	14,000.00		0.0%		
Total 2010 · Administrative Expens	4,566.92	14,000.00		32.62%		
2011 · Project Review Wages	169.75					
2016 · Insurance	0.00	1,100.00		0.0%		
2017 · Legal Fees-General Advice	1,984.75	5,000.00		39.7%		
2018 · Licenses & Annual Reportin	40.00	100.00		40.0%		
2019 · Lien Filing Costs	99.45	1,900.00		5.23%		
2023 · Payroll Taxes All	547.59					
2025 · Miscellaneous	510.00					
2050 · Office Supplies						
2050a · Admin Office Supplies	744.83					
2050b · Doc Production Office	22.00					
2050 · Office Supplies - Other	0.00	800.00		0.0%		
Total 2050 · Office Supplies	766.83	800.00		95.85%		
2052 · Postage & Shipping	1,279.91	2,000.00		64.0%		
2055 · Printing & Copies	436.43	1,500.00		29.1%		
2060 · Rent - Facilities	450.00	2,000.00		22.5%		
2062 · Rent - PO Box & Safe Dep B	68.00	160.00		42.5%		
2066 · Software Costs						
2066a · Drop Box	79.92					
2066c · Microsoft Office	29.97					
2066 · Software Costs - Other	0.00	650.00		0.0%		
Total 2066 · Software Costs	109.89	650.00		16.91%		
2070 · Taxes - Property	259.36	520.00		49.88%		
2080 · Telephone & Messaging	193.16	1,080.00		17.89%		
2090 · Website Costs						
2092 · URL & Domain Fees	15.00					
2093 · Software Fees	394.74					
2090 · Website Costs - Other	0.00	720.00		0.0%		
Total 2090 · Website Costs	409.74	720.00		56.91%		

Glastonbury Landowners Association
Profit Loss Budget Performance Cash
January through May 2016

	Jan - May 16	Annual Budget	Received	% of Budget	Invoiced	% of Invoiced
2095 · Internet	19.05					
2096 · Annual Mtg Refreshments	47.26	300.00		15.75%		
Total 2000 · Overhead/Admin Costs	14,523.88	39,030.00		37.21%		
Total Expense	19,499.08	142,076.00		13.72%		
Net Ordinary Income	58,044.90	-150.00		-38,696.6%		
Other Income/Expense						
Other Income						
5000 · Interest Income - Bank	82.06	150.00		54.71%		
Total Other Income	82.06	150.00		54.71%		
Other Expense						
Ask My Accountant	0.00					
6100 · Income Taxes	18.00					
Total Other Expense	18.00					
Net Other Income	64.06	150.00		42.71%		
Net Income	**58,108.96**	**0.00**		**100.0%**		

EMAIL VOTE FOR JUNE 13, 2016 GLA BOARD MEETING MINUTES

On Wednesday, June 22, 2016, Charlene Murphy wrote:

Dear Board,

I make a motion to approve the BOD minutes of June 13, and I vote YES to approve.

Charlene

From: K Newby
Sent: Wednesday, June 22, 2016 8:03 AM
To: GLA Board
Subject: Re: [GLA Board List] 3-day vote for June 13 BOD minutes

I second and vote yes to approve

From: Dennis Riley
Sent: Wednesday, June 22, 2016 8:16 AM
To: GLA Board
Subject: RE: [GLA Board List] 3-day vote for June 13 BOD minutes

I second and vote to approve.
Dennis

From: Richard Johnson
Sent: Wednesday, June 22, 2016 8:30 AM
To: GLA Board
Subject: Re: [GLA Board List] 3-day vote for June 13 BOD minutes

I vote yes to approve.
Richard Johnson

From: Dan Kehoe
Sent: Wednesday, June 22, 2016 8:48 AM
To: GLA Board
Subject: Re: [GLA Board List] 3-day vote for June 13 BOD minutes

I vote yes and approve.
Dan

From: gerald dubiel
Sent: Wednesday, June 22, 2016 9:13 AM
To: GLA Board
Subject: Re: [GLA Board List] 3-day vote for June 13 BOD minutes

I vote yes to approve.

-----Original Message-----
From: Charlotte Mizzi
Sent: Wednesday, June 22, 2016 11:53 AM
To: GLA Board
Subject: Re: [GLA Board List] 3-day vote for June 13 BOD minutes

I vote to approve.

From: Rudy Parker
Sent: Wednesday, June 22, 2016 1:24 PM
To: GLA Board
Subject: Re: [GLA Board List] 3-day vote for June 13 BOD minutes

Yes, I approve!

From: Mark Seaver
Sent: Wednesday, June 22, 2016 3:21 PM
To: GLA Board
Subject: Re: [GLA Board List] 3-day vote for June 13 BOD minutes

I approve. Mark

From: Paul Ranttalo

Sent: Wednesday, June 22, 2016 7:04 PM

To: GLA Board

Subject: Re: [GLA Board List] 3-day vote for June 13 BOD minutes

I approve

From: Ed Dobrowski

Sent: Wednesday, June 22, 2016 7:55 PM

To: GLA Board

Subject: Re: [GLA Board List] 3-day vote for June 13 BOD minutes

Approve, I do

Ed

Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Corrected*

July 11, 2016

1. **Call to Order, Pledge of Allegiance, Prayer and one minute of silence (7:00 p.m.)**
   The meeting was called to order by Charlotte at 7:09 p.m. at Charlotte's house for board members and via phone conference for landowners.

   PRESENT: Charlotte M. (President), Dennis R. (Vice President by phone), Charlene M. (Secretary), Rudy P. (Treasurer), Newman B. (by phone), Ed D., Richard J. (by phone), Dan K., Kevin N. (by phone), Paul R., Mark S. (by phone).
   ABSENT: Gerald D.
   Also attending: Iona Y. (Administrative Assistant), Karleen M. (Trainer).
   Landowners: Donna A., Miriam B., Debbie B., Claudette D., Catherine F., Leo & Dorothy K., Jeffery L., Michelle M., Chuck & Sally M., Vernon & Francis N., Regina W.

2. **Set Agenda**
   Charlene added 4.7.2 Vote to approve the June 25th Special Meeting Minutes; Dan added 4.8.1 Vote on Proposed Change of Master Plan from 2 Weeks to 4 Weeks Project Review Approval.

3. **Visiting Landowner Input Period**
   Landowners commented on the difficulties of phone meetings; concerns about document requests and attorney letters regarding the 11.06 rule that were either rejected or unanswered. After learning a landowner recorded a previous board meeting, Dan K. advised that per state law, non-board members must reveal if they are recording the meeting.
   Action Item: ***Dan to send e-mail re: section of state law that requires an announcement of the meeting being recorded.***

4. **Officer and Committee Reports**

   4.1 President's Report – CM
   Charlotte had nothing to report at this time

   4.2 Secretary's Report – CRM

   4.2.1 Discuss Admin Assistant position and questions from Regina W.
   Charlene responded to Regina W.'s questions and concerns about the administrative assistant position.

   4.2.2 Electronic Signatures of Board Members
   Board members' signatures were collected for the purpose of creating electronic signature files. Charlene asked for volunteers to assist with stuffing Ombudsman voting packets for the July 26 mailing and assistance with the election event on August 27.

   4.3 Treasurer's Reports – RP

   4.3.1 Profit & Loss, Balance Sheet, Deposit/Check Details Reports – June 2016
   Rudy reported that the July 1, 2016 statements were mailed to landowners on time and that he had sent personal letters to 40 delinquent landowners. **Motion:** Rudy motioned and Paul seconded for the board to approve the June 2016 Treasurer's Report to be included with the meeting minutes. **Motion carried unanimously.**

   4.3.2 Discuss not adding $2000 carry over balance from 1997
   Motion: Rudy motioned and Dan seconded to write off the $2,000 CUT carry-over balance from 1997 as bad debt. **Amended motion:** Rudy amended his motion and Dan seconded to change the wording "bad debt" to "uncollectible debt." **Motion**

carried (10 in favor, 1 abstention- Mark). Discussion included the problem of not knowing how much was interest and how much were the assessments, and if any was compounded interest; the idea that this was not money ever owed to the GLA.

4.4 Finance Committee Report – RP

4.4.1 Collection Procedure - review comments from 30-day review period

Rudy reported that he received one feedback letter from landowner Debbie B. and advised that it be reviewed in the next finance committee meeting. TABLED.

4.4.2 Rule for 11.06 - review comments from 30-day review period

Rudy reported that he received a letter from Debbie B.'s attorney John Hess concerning the Rule for 11.06. Dan spoke to the board's attorney and it was decided that it made no sense to pursue the rule because of the timeline, rather he suggested the board put the Covenant 11.06 proposed changes out to the landowners to vote on at the August 27th Special Meeting of the Members. (See 4.8 below for the vote.)

4.4.3 Follow-up re: lots SG 23-A, NG 14-A

Tabled until next board meeting.

Charlene noted issues that had recently surfaced regarding Neil K.'s SG 18, 56 & 57 properties that through boundary adjustments had been combined into one parcel, the apparent subdivision of Parcel 57 for a land sale in January 2016, and the possibility that he needed to have at least one land assessment added for SG 57-A. There was also an issue raised with SG 57-A originally including a no-build zone that seemed to have been sold in January as part of 57-A-3.
Action Item: ***Rudy will speak with Neil K. for clarification on subdivision of the land and check Quickbooks for current assessments.***

4.5 Project Review Committee Report – GD / KN

4.5.1 NG 11-E Michele M. Shed project review

Motion: Kevin motioned and Rudy seconded to approve the NG 11-E shed project application on the conditions that she complete the application in full, pay the $40 impact fee, and verify that the required 25'setback had been met. **Motion carried** (10 in favor, 1 abstention – Paul).
Action Item: ***Paul to verify the 25' setback requirement was being met.***

4.5.2 NG 26-B-1 Victor H. Out Building Project Review

Kevin reported that the surveyor's report was missing. Further discussion was tabled until next board meeting.
Action Item: ***Kevin and Paul will talk to Victor and acquire the surveyor's report.***

4.5.3 PR Instructions - review comments from 30-day review period

Kevin reviewed the comments sent in by five landowners regarding the proposed changes to the instructions, and the board discussed each of the topics covered in the landowner remarks. **Motion:** Kevin motioned and Mark seconded to accept the proposed project review instructions as written. **Motion failed** (3 in favor – Mark, Dennis & Kevin, 6 against – Charlotte, Rudy, Charlene, Newman, Paul, and Dan, 2 abstentions – Richard and Ed). **Discussion:** Charlene clarified that the votes against the motion were not in rejection of the entire proposal, but rather because the board members were not comfortable with certain aspects.
Action Item: ***Board members to submit proposed edits to the instructions to Kevin before the following project review committee meeting.***

4.6 Road and Weed / Mgmt Committee Report – PR / ED / DR

4.6.1 Discuss weed spraying

Motion: Charlene motioned and Rudy seconded for Gerald to contact Ed Schilling to begin weed spraying as soon as possible. **Motion carried unanimously.** Discussion included the various options for controlling weeds; that because the GLA cancelled its scheduled spraying in May to investigate different, non-poisonous methods, it was too late at that point to spray because some weeds had already gone to seed; that the association has a legal obligation to engage in weed abatement every year; the idea that the committee would begin at its next meeting to discuss and decide what methods would be tried the following year.
Action Item: ***Gerald to contact Ed Schilling to begin spraying.***

4.6.2 Review Road Committee's recommendation re: plow truck

The board weighed the pros and cons of investing in a grader with a "V" plow, purchasing a new or used snowplow truck, or relying on hired contractors to plow snow with their own equipment. Costs would range from $25,000 to $50,000. Dan suggested setting up a capital asset account that would be funded by past due assessments collected. The directors also proposed forming a task force to research the various equipment purchase options and recommend the best solution to the board.

4.6.3 Update on Gravel and Grading

Paul reported cleaning three culverts for free and the need to get bids for cleaning the remaining culverts. He offered to do the work for $150. The question was raised about whether this presented a conflict of interest, the suggestion that he would just have to abstain from the vote regarding who the board would hire.
Action Item: ***Charlene to contact Walter Wunsch to get two more bids.***

Paul offered to apply cold patches to the various holes in the blacktop for $400.
Action Item: ***Charlene to call Bailey Paving and two other paving contractors for bids.***

The board also discussed whether the amount of gravel that was ordered for Glastonbury South was delivered in its entirety, and if the gravel was distributed properly. Dennis suggested that in the future a committee member walk the entire job with the contractor in advance of beginning the work.
Action Item: ***After the committee meeting, Dennis to draft a letter to the landowners who wrote in about this issue.***

4.7 Communications & Technology Committee Report – DR / MS

4.7.1 Review landowner recommendations from Board Listens II meeting June 25

Discussion included ideas for how to meet some of the landowner suggestions.

4.7.2 Vote to approve the June 25th Special Meeting Minutes

Motion: Charlene motioned and Rudy seconded for the board to accept the minutes of the April 2nd 2016 Special Meeting of the Members that were prepared and presented by Dennis. **Motion carried unanimously** (vote by the four board members who attended the meeting – Dennis, Charlene, Rudy and Ed).

4.8 Governing Document Committee Report – DR

The board reviewed the latest edits to Covenant 11.06 intended to clarify two issues noted by landowners as confusing wording, specifically "...or the highest interest rate allowed by law, **whichever is less,...**. **The interest rate shall be applied retroactively to**

all outstanding assessments." Motion: Dan motioned and Rudy seconded that the board accept the wording approved by Alanah regarding Covenant 11.06 affecting non-payment of assessments including "whichever is less" and "shall be applied retroactively to all outstanding assessments." **Motion carried** (10 in favor, 1 abstention – Ed).

Motion: Dan motioned and Rudy seconded to take the new wording of 11.06 and fit it into the template the Association had used previously for voting, call a special meeting on August 27, and include pros and cons to be sent to landowners in the July 26th mailing and voting packet. **Amended motion:** Dennis asked that the motion be amended to include that the wording changes be bolded and/or italicized. Dan and Rudy accepted the motion as amended. **Motion carried unanimously.**

4.8.1 Vote on Proposed Change of Master Plan under Project Review Approval from 2 Weeks to 4 Weeks.
Motion: Dan motioned and Charlene seconded to include a minor change in Master Plan Section 2.0, second paragraph, under "Project Review," that the timeline for bringing a project to the board for review would be changed from 2 weeks to 4 weeks. This change would go out in Governing Documents changes, not the 7/26 mailing. **Motion carried unanimously.**

4.9 Legal Committee Report – CM / DR
Dan noted that according to an attorney in Billings, across the board, insurance companies were declining to support homeowner associations with legal insurance. Dennis clarified that the Association was covered by liability insurance.

5. UNFINISHED BUSINESS

6. NEW BUSINESS
6.1 Keeler Complaint May 14, 2016
Charlene answered the two parts of Leo's complaint. Regarding how it was decided the May board meeting would be held by phone, Charlene explained that because the April 11th meeting at St. John's Church was continually disrupted by landowners, the rules of their Vestry were not followed and the GLA could not return there for meetings. Regarding Rule 11.06, Leo's believed a written approval from the attorney had to be attached to the motion. The legal committee had run it by the attorney and she had said "yes" but the board now needed her to write an opinion to clarify the board's ability in general to make rules.

7. Visiting Landowner Input Period
Landowners expressed interest in returning to live, in-person board meetings; concern about the integrity of the mail-in voting process, as well as the conflict of interest that arises when board members are hired to do GLA jobs without getting other bids and the expenses associated with purchasing a road grader.

8. Adjournment (11:24 p.m.)

9. Next Board Meeting: Aug 8, 2016 via phone conference call.

Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

August 8, 2016 – 7:00 pm

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

   The meeting was called to order by Charlotte at 7:05 p.m. at Charlotte's house for board members and via phone conference for landowners.

   PRESENT: Charlotte M. (President), Dennis R. by phone (Vice President), Charlene M. (Secretary), Rudy P. (Treasurer), Newman B., Ed D., Gerald D., Richard J., Kevin N. by phone, Paul R., Mark S. by phone.
   ABSENT: Dan K.
   Also attending: Iona Y. (Administrative Assistant), Karleen M. (Trainer).
   Landowners: Debbie B., Debbie D., Claudette D., Leo K., Jerry L., Sally M., Vernon N., Frances N., Val O., Andrea S.

2. **Set Agenda**

3. **Visiting Landowner Input Period**

   Multiple landowners expressed interest in seeing project review applications with brief descriptions of the projects published on the GLA website. Concerns were raised about the board allowing discounts on assessments; that the 11.06 amendment voting packet contained misinformation regarding the requirements for passing the vote; and the preference for using collected non-budgeted past due assessments to purchase a new snow plow & grader in lieu of taking out a loan. One landowner believed the board influenced out-of-town landowners and the voting process by endorsing the 11.06 Rule in the spring newsletter and another landowner commented on her recently submitted petition for special meetings.

4. **Officer and Committee Reports**

   4.1 President's Report – CM

   Charlotte thanked Mark and the communications committee for the new look of the website, highlighting the new links, sections, and accessibility to government resources.

   4.2 Secretary's Report – CRM

   4.2.1 Aug complaints from Debbie B. and Leo K. re: 11.06 vote

   Charlene apologized for mistakenly including information to pass a bylaw rather than for a covenant change in the 11.06 voting packets. She clarified that 51% of members in good standing were required to pass the 11.06 Amendment at the August 27 election. Charlene continued to address eight items of a complaint made by Leo K. concerning the 11.06 Rule and voting process.

   4.2.2 Mailings and fall newsletter

   Charlene reported the next mailing, scheduled for August 31st, would include the fall newsletter and nomination materials for the annual elections in November. Board members were asked to submit newsletter articles to the administrative assistant by August 17th.

   4.3 Treasurer's Reports – RP

   4.3.1 Profit & Loss, Balance Sheet, Deposit/Check Details Reports – July 2016

   Motion: Rudy motioned and Mark seconded to move $20,000 from the SG Road Reserve cash fund into the SG Road Budget for 2016. **Motion carried** (10 in favor and 1 abstention - Kevin).

   Rudy presented the treasurer's report and noted the accountant had recalculated delinquent accounts applying simple instead of compounded interest. Receivables were reduced by $40,000. Corrections were to continue. **Motion:** Rudy motioned and Mark seconded to include the July 2016 Treasurer's Report as presented with the minutes minus the delinquency report. Discussion included the issue of sending out and posting inaccurate accounts receivable numbers. **Motion amended:** Rudy amended the motion and Mark seconded to place an asterisk and note by number 10 explaining that the accounts receivables included compounded interest that was currently being recalculated on delinquent accounts. **Motion carried** (8 in favor and 3 abstentions - Newman, Ed, and Kevin).

The next Finance Committee meeting was scheduled for Wednesday, August 17th at 6:30 in Liberty Hall and discussion would include landowner feedback received regarding the collection procedures.

4.4 Finance Committee Report – RP

4.4.1 Assessment discounts in general

The board explored the idea of helping landowners with demonstrated financial hardship including assessment discounts and creating a charitable fund; establishing a procedure to assess reasonable criteria and annual reviews. Concern was raised about Covenants 11.01 and 11.03 and the power of the board to grant discounts. **Motion:** Mark motioned and Rudy seconded to seek legal advice regarding giving discounts for assessments, and should discounts be allowed, develop criteria and a procedure to follow, including annual reviews. Kevin objected to voting on the issue until the legality of discounts had been determined. **Mark withdrew his motion.**
Motion: Kevin motioned and Mark seconded to eliminate all reductions in assessments immediately, until further review with the attorney. **Motion failed** (3 in favor – Kevin, Dennis and Mark, 7 opposed, and 1 abstention – Ed).
Motion: Mark reinstated his previous motion and Charlene seconded it; to seek legal advice regarding giving discounts for assessments. **Motion carried** with 8 in favor, 1 opposed - Kevin, and 2 abstentions – Newman and Ed.

4.4.2 Debbie B. 7-28-16 discounts given complaint

In response to Debbie's complaint, Rudy explained he was acting in accordance with a motion passed by previous boards who believed they had the discretion to review and respond to individual landowner circumstances, such as in freezing interest rates for people on payment plans. That specific discretion isn't spelled out in the covenants either. He requested the complaint be dismissed. Charlotte expressed interest in receiving a formal legal response based on specific law from attorney Alanah Griffin. **Motion:** Charlene motioned and Rudy seconded to seek legal advice as to whether the board has the power to waive interest on payment plans, send Alanah the relevant information, and request her formal reply in writing. **Motion carried unanimously (Gerald not present).**

4.4.3 Recalculations of NG 48-3, NG 48-M1, NG 48-M2

Charlene presented the history of NG 48-3 that has two mobile homes and two Colstrip units on it. The land and Colstrips belong to one person and the mobiles belong to another, who was never a landowner. The land was never subdivided nor were the owners of the dwellings ever tenants in common. Assessments had been charged for two lots and four dwellings when they should have been for one lot and four dwellings. This was a Quick Books error that needed to be corrected in order to collect past due assessments. **Motion:** Charlene motioned and Rudy seconded that NG 48-3 receive one land and four dwelling assessments and the accountant would recalculate assessments according to how the land was actually owned. **Motion carried unanimously.**

4.4.4 Variance fees owed by SG-90

Rudy explained that the Erickson property went through a variance process and the landowners agreed to pay the administrative and attorney costs incurred. However, when he sent them the bill they refused to do so because the variance was dropped because of ongoing litigation (O'Connell lawsuit) and Mr. Erickson had felt bullied in the process. Discussion included the pros and cons of collecting these outstanding fees and the legal right of the GLA to do so including placing a lien on the property. The board agreed to speak first with the landowners regarding their outstanding balance, and should they continue to refuse to pay, seek legal advice. **Action Item:** ***Rudy to discuss payment obligation with landowner.***

4.5 Project Review Committee Report – GD / KN

4.5.1 NG 26-B-1 Haug out building surveyor's report

Paul reported that the Haug surveyor's report, the final component required to approve his project review application, met the necessary requirements. **Motion:** Paul motioned and Gerald seconded to approve the NG B-1 Haug application for a meditation room including the surveyors report as presented, on condition that any disturbed land be reseeded and there is no electric or septic. **Amended Motion**: Paul motioned and Gerald seconded that the building not be a living space. **Motion carried unanimously.**

4.5.2 PR Instructions - review PR Committee revisions from July 25 meeting

Motion: Kevin motioned and Charlene seconded to approve these edited instructions and put them on the GLA website, excluding the requirement for completion by 18 months and the cross outs, and with 2 provisions: Provision 1 – find documentation that "30 days" was put into the proposed master plan changes to be voted on in November or if it wasn't included, then Provision 2 – add "(30 days recommended)" after each occurrence of "2 weeks." **Motion carried** (10 in favor, 1 opposed – Ed).

Action Item: ***Kevin to check with Dan to see if "30 days" was added to the proposed master plan changes.***

4.5.3 PR Instructions - review historical research on 18-month completion timeline

Kevin reported that previous boards put the timeline requirement on page 3 of the instructions but did not follow through with this.

4.6 Road and Weed / Mgmt Committee Report – PR / ED / DR

4.6.1 SG guardrail repair

Action Item: ***Ed to get three bids by September that the board would approve by email vote.***

Action Item: ***Paul will create a drawing regarding how to fix the guardrail.***

4.6.2 Topics from the Aug 4 Road Committee meeting

The board discussed the costs, associated expenses, financing options, and affordability of purchasing a new plow truck and sander vs. outsourcing the service. A suggestion was made to save money this year and purchase next year. Tabled until the next Road Committee meeting. **Motion:** Paul motioned and Newman seconded to spend $1,500 to patch the hole on Capricorn on top of the north entrance hill. **Motion passed unanimously.**

Action Item: ***Paul confer with Mike Atkins regarding three culverts to be removed to divert water around Hercules Road.***

4.6.3 Fall Grading

Action Item: ***Dennis to drive with Mike Atkins up to High South to recommend what needs to be done in grading this fall.***

4.7 Communications & Technology Committee Report – DR / MS

4.7.1 Update of conference call system

Mark reported that a toll free line was added to the conference call system, allowing landowners without long distance plans to participate free of charge. Cell phone users would be encouraged to continue to use their cell phones.

4.7.2 Phone meetings and in-person BOD meetings

Motion: Dennis motioned and Kevin second to have next month's board meeting in Emigrant Hall in person. Charlene reminded the board that if the behavior or tenor of the meeting were to become disorderly, unsafe, or unproductive, the meeting would be adjourned. Kevin proposed standing outside with landowners who were uncomfortable with the opening prayer until the prayer was finished. **Motion carried** (6 in favor, 4 opposed – Charlene, Rudy, Paul and Charlotte, and 1 abstention - Newman).

4.8 Governing Document Committee Report – DR

Tabled due to Dan K.'s absence.

4.9 Legal Committee Report – CM / DR

Charlotte had nothing to report, but reiterated the need to have attorney Alanah Griffin provide formal legal responses in her communications with the board that could be forwarded to landowners if need be.

5. Approve Meeting Minutes - July 11, 2016

Mark requested the insertion of the word "being" in the last sentence of 4.3.2, to read: "...the idea being that this was not money ever owed to the GLA."

Motion: Charlene motioned and Rudy second to approve the July 11, 2016 meeting minutes with the addition of the word "being". **Motion carried** (10 in favor and one abstention – Gerald).

Action Item: ***Admin Assist to insert the word "being" into the last sentence of 4.3.2 when finalizing July meeting minutes.***

6. UNFINISHED BUSINESS

7. Visiting Landowner Input Period

Landowners expressed agreement with in-person board meetings; concern about depending on an accounting firm to produce reports and approving those reports without full understanding of the data; that taking out a loan for a new plow truck made less sense than collecting higher interest rates on overdue assessments; and questioned the legality of freezing interest rates.

Action Item: ***Rudy to find out from accountant why there is a $70,000 difference in accounts receivables from the June to July 2016 reports.***

8. NEW BUSINESS

9. Begin Closed Session

9.1 Discuss one specific Landowner Assessment Discount

Rudy reported on and the board discussed the particulars regarding a landowner's request for a financial hardship discount on assessments.

10. Adjournment

The meeting was adjourned at 11:05 p.m.

11. Next Board Meeting: Sept 12, 2016 at Emigrant Hall.

Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

September 12, 2016

1. Call to Order, Pledge of Allegiance, Prayer and one minute of silence
   The meeting was called to order by Charlotte at 7:01 p.m. at Emigrant Hall.

   PRESENT: Charlotte M. (President), Dennis R. (Vice President), Charlene M. (Secretary), Rudy P. (Treasurer), Newman B., Ed D., Gerald D., Richard J., Kevin N., Paul R., Mark S. (by phone).
   ABSENT: Dan K.
   Also attending: Iona Y. (Administrative Assistant), Karleen M. (Trainer).
   Landowners: Miriam B., Debbie B., John C., Ken & Debbie D., Claudette D., Leo K., Dorothy K., Tim M., Sally M., Vernon & Frances N., Dan & Val O., Ranga & Anju P., Kathleen R., Joe T., Linda U., Ia W., Regina W.
   Guest: William S. (project representative - see section 4.2.3)

2. **Set Agenda**

3. **Visiting Landowner Input Period**
   Input included the belief that the discount discussed in the last meeting had not been an oversight, but was *discontinued*; the question of how the board would handle future hardship cases and why discounts were allowed in the past if the board had only received legal guidance recently; concern about the proposed soccer field meetings; the request for a recount of the August 27 special elections votes; the assertion that photography was allowed in these meetings; a question about which law required attendees to notify the board if they were recording; and the idea that the landowner comment period was too brief to allow all attendees to speak.

4. **Officer and Committee Report**

4.1 President's Report – CM

4.1.2 Discuss photography at private meetings
Charlotte emphasized the board meetings were private for GLA members and their representatives, such as professionals and contractors for project reviews, only.

4.2 Project Review Committee Report – GD / KN

4.2.1 NG 28-A Sandoval Modular Home
The landowner originally had a project approved in April 2015 that included a stick-built home. Due to difficulties with excavation, the plan was changed to placing a modular home in the same location. **Motion:** Gerald motioned and Ed seconded to approve the project with the condition that any disturbed land be reseeded. **Motion carried** (10 in favor, 1 abstention – Paul).

4.2.2 SG 56-A2 Parthasarathy Garage
Motion: Ed motioned and Paul seconded to approve this project with the conditions that the proper electrical permit be obtained and any disturbed land be reseeded. **Motion carried unanimously.**

4.2.3 SG 51-A Hathaway-Rakela Manufactured Home, Garage, Septic
Kevin pointed out what appeared to be multiple problems among the site plan, shared well covenants, easements, topography, and proposed dwelling site. The board suggested angling or moving the house elsewhere on the property to "fit" the setbacks. Engineer William S. clarified that the water tank was a fire suppression tank and was filled by a hose. There was no pipeline from the well to the fire tank and no water was drawn from the tank unless there was a fire. Two properties that share this well would draw water from the artesian well itself. The only easement

was the turn-around for emergency vehicles near Arcturus. The distance of the dwelling from the boundary was fifty feet on one side. The distance from the other side to the boundary needed to be determined. **Motion:** Kevin motioned and Rudy seconded to approve the building location as outlined on the site plan on the conditions that all sides of the building met the 50' setback; all proper permits would be obtained and any disturbed land would be reseeded. **Motion carried unanimously.**
Action Item: Three project committee members would meet with William S. at SG 51-A on Sept. 13 at 8:30a.m. to verify the 50' setbacks.

4.2.4 SG 68 Diehl Home, Septic
Motion: Gerald motioned and Kevin seconded to approve this project ~~under~~ with the conditions that the electric and septic permits be obtained and any disturbed land be reseeded. **Motion carried** (10 in favor, 1 not present – Ed).

4.3 Treasurer's Reports – RP

4.3.1 Profit & Loss, Balance Sheet, Deposit/Check Details, Customer Balance Summary – August 2016
Rudy reported that he had included a new report – the Customer Balance Sheet and past due collections were doing well and had already exceeded the amount collected in 2015, but road, administrative, and accounting expenses were over budget. All areas would be covered by funds from unallocated savings. Concern arose about the assessment discount for one specific landowner showing up in the budget and if and when it was terminated. **Motion:** Rudy motioned and Gerald seconded to include the treasurer's reports in the September 12 board meeting minutes. **Motion carried** (7 in favor, 2 opposed – Ed & Kevin, 2 abstentions – Dennis & Mark).
Action Item: ***Administrative Assistant will research past meeting minutes to see if and when the discount was rescinded.***

4.3.2 Collection procedure
Rudy reported that Dan was drafting a collections procedure that would take landowner input into consideration. Discussions would continue at the next Finance Committee meeting on Sept. 21 at Liberty Hall.

4.4 Finance Committee Report – RP

4.4.1 Update on liens
Rudy sent eleven lien letters to landowners. Some landowners agreed to make payments, some paid off their debts, and three did not respond. Three new liens were also recently filed. Two other landowners were willing to make monthly payments, but because the payments would not be substantial enough to bring their accounts up to date in 2 years, the association would follow procedure and file liens. Ed suggested composing a letter for future landowners that clearly stated the monthly payment amount necessary to avoid getting a lien.
Action Item: **Rudy will draft letters thanking the two landowners for their efforts to make payments, but that liens were going to be filed.**

4.4.2 Update on lien recalculations
After the audit, most accounts went down, but some went up. Rudy reviewed specific cases where recalculations and other billing errors resulted in landowners owing more money than was agreed upon in their payment plans; in one case, money was owed after a landowner paid in full. The board discussed if landowners

should be held responsible for these billing changes and errors; if a billing statement was a contract; and what the statute of limitations was for billing errors.
Action Item: ***Charlotte will ask the attorney for legal opinion on billing errors and statute of limitations as well as what interest to charge since members rejected 12%, 18% is illegal and 15% is highest currently allowed by law.***
Action Item: ***Rudy create the list and Mark put on website recalculation differences with names redacted.***
The Green account was taken off the books because Green wasn't a landowner. His dwellings were on Ali's land; Ali should have been billed for 4 dwellings and land, not 2 dwellings & land. By correcting this error, Ali's assessments went up $8,000.
Action Item: ***Rudy will research all aspects of the recalculations of Ali's account and report his findings to the board.***

4.5 Secretary's Report – CRM

4.5.1 Election Chairperson & committee follow-up
Charlene reported that she had been elected chairperson of the Election Committee by e-mail vote and that the election committee would meet Sept. 28 at Liberty Hall to review election procedures.

4.5.2 Nominations due September 30 by 12:00 p.m.
Landowners were asked to submit nominations for the open board of directors positions by the due date and that Gerald, Charlene, and Newman were up for re-election in North; Ed, Rudy, and Dan for South.

4.5.3 Committee minutes procedure
Charlene reminded the board that committee meeting minutes were a record of the meeting and not a forum for debate and that a motion from February allowed all board members a three-day review and comment period before the minutes were finalized and made public.

4.5.4 O'Connell petition
The petition requested the board call three landowner-driven Special Meetings of Members during which proposed changes to the covenants, bylaws, and the board of director's discretionary powers would be sought and reviewed. The O'Connells submitted thirty-nine signatures; nineteen were verified to meet the requirements. Twenty signatures were flawed due to being from non-landowners, multiple parties under one membership interest~~,~~ or rescinded because people said they signed believing the petition was for the proposed asphalt plant. Although the bylaws stated that the board must call one Special Meeting of Members when a petition is submitted, the present board would honor the O'Connell's request to hold three. The official 30-day notice would be mailed on Sept.12 announcing the meeting dates.

4.6 Road and Weed / Mgmt Committee Report – PR / ED / DR

4.6.1 SG guardrail repair
Concern had been expressed about a portion of the guardrail sinking. Paul stated that a 20' section was dipping and repairs could wait until the spring. In the interim, Adkins could scoop out at least one foot of gravel when they did the fall grading to expose more of the guardrail and make it more effective. Adkins would be asked if he could raise the guardrail.
Action Item: ***Ed to ask Adkins to dig out one foot of gravel at the area the guardrail was dipping and discuss raising the sinking section of guardrail.***

4.6.2 Topics from the Aug 18 Road Committee meeting
Disagreements continued regarding the distribution of gravel from the pile on Dry Creek Rd. to the individual roads in South Glastonbury. The committee planned to have culverts cleaned; the snow fence on Sirius Hill repaired; and more speed limit signs put up on Arcturus. Kevin explained the chip sealing on Dry Creek stopped 60 ft. from Hwy 89 because the state easement began at that point and maintenance on Hwy 89 was planned for 2017 that would include that 60 ft.

4.6.3 Fall Grading
Paul reported that Mike Adkins and Lembke were ready and waiting to grade and compact the roads after the next rainfall.

4.6.3 Snowplow truck
In their last meeting, the Road Committee voted to recommend that the board buy a used truck with a sander and plow for $15,000. However, Ed felt purchasing a new vehicle was the better choice. Board opinion varied: that money collected from back assessments could buy a new truck; that the committee's discussion should be honored; and that there were 6 people in the community with their own equipment who could be contracted to plow.

4.7 Communications & Technology Committee Report – DR / MS
Mark, committee chair, was going to be in town in 10 days, for 1 month. It was suggested that he call a Communications Committee meeting while he was in town to discuss improving procedures such as responding to document requests.

4.8 Governing Document Committee Report – DR
4.8.1 Covenant 11.06
Tabled since Dan K. was absent.

4.9 Legal Committee Report – CM / DR
4.9.1 Attorney letter on hardships
Charlotte summarized Alanah's response to the board's request regarding its ability to grant hardship waivers. In her formal letter, Attorney Alanah Griffith declared the board had the discretionary powers to grant and negotiate hardship discounts in good faith. The board commented on the effects a foreclosure would have on the property values: the need to write a policy and establish a consistent procedure for handling hardship cases; the option of creating a charitable fund; that since landowners could receive a reduction in their county taxes, a discount on assessments wasn't necessary; and that reviewing cases yearly would be too much work. **Motion:** Charlene motioned and Kevin seconded to discontinue any further discounts as of 2017. The motion was never brought to vote because the meeting was interrupted by a power outage.

4.9.2 Attorney letter on interest rate
Charlotte read sections of the attorney's letter regarding freezing interest rates for people on a payment plan and determined that the board had such power.

Due to the power outage, agenda items 5 through 8 were not addressed. However, even though the lights were out, one landowner asked the board to consider the meaning of covenant 3.16 which asserted that corporations or trusts could not appoint a representative to run for the board or ombudsman.

5. UNFINISHED BUSINESS

6. Visiting Landowner Input Period

7. NEW BUSINESS

8. Begin Closed Session
8.1 Discuss one specific landowner assessment discount

9. Adjournment
The meeting was adjourned by Charlotte at 11:01 p.m.

10. Next Board Meeting: October 3, 2016 at Emigrant Hall

Please note that a meeting decorum statement was available for landowners at the entrance of the meeting. This edited version included previous information, and the quote about open meeting laws was from website http://www.parli.com. A statement on the prohibition of photography was included. Signs were posted on door and tables letting landowners know they were not permitted to take photos during the meeting. The meeting decorum is attached to these minutes.

Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – ***Final***

October 3, 2016

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

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

   PRESENT: Charlotte M. (President), Dennis R. (Vice President), Charlene M. (Secretary), Rudy P. (Treasurer), Newman B., Ed D., Richard J., Dan K., Kevin N., Paul R., Dennis R., Mark S.
   Also attending: Iona Y. (Administrative Assistant)
   Landowners: Debbie B., Claudette D., Leo & Dorothy K., Val & Chrystal O., Chuck & Sally M., Andrea S., Robert S., Joe T., Linda U., Ia W., Regina W.
   Guests: Tim M.

2. **Set Agenda**

3. **Visiting Landowner Input Period**

   Concern was expressed about non-standard bookkeeping instructions that were given to the accountant that were artificially lowering finance charges. This was the first time the board had heard about this issue; the landowner will send the correspondence she had with the accountant to the board. Questions were also raised about differences in accounts receivables totals on the balance sheets from month to month; $1,800 spent on administrative office supplies; the procedure of the Project Review Committee to notify landowners about work to be done on their property; the actual law that required everyone who was recording the meeting to state that they were (Montana Law MC 45-8-213 Privacy and Communications); and if an area of land that was plowed to park the grader would be reseeded. Comments were also made about a landowner bringing his driveway up to GLA governing documents standards to address the water run-off problem affecting the adjacent property.

4. **Officer and Committee Report**

4.1 President's Report – CM

Charlotte had nothing to report at this time.

4.2 Project Review Committee Report – GD / KN

4.2.1 NG 31-W, Sones Boundary Adjustment

Sones requested a boundary adjustment to acquire a 75-foot section of land. The landowner who currently owned the 75-foot portion had not signed the application and was out of town. Sones needed to obtain the landowner's signature. Once this was submitted, the board could proceed with an e-mail vote to allow Sones to complete the boundary adjustment through Park County.

4.2.2 SG 42-A Quesenberry Garage

The proposed 2-level building would serve as a garage on the first floor and a shop with a bathroom on the second. There were already two dwellings on this property. The landowner confirmed that the second floor would not be used as a dwelling.
Motion: Ed motioned and Gerald seconded to approve the Quesenberry project under the conditions that the proper permits be obtained and the land be reseeded.
Motion carried unanimously.

4.2.3 Additional dwelling assessments

Kevin asked board members and landowners alike to send input to the project review committee on any properties that may have a dwelling not currently being assessed. The project review committee would also follow-up on completed projects more diligently. If newly-constructed dwellings were roughed in or dried in - if doors and windows were in and the structure was livable - the property owner would be charged the additional ~~assessments~~.

Charlene was recently approached by resident Tom B. who owned two properties: one in North and a second, adjacent property that is not part of Glastonbury. Tom offered to pay a road usage fee to allow him use of our roads for the land not in Glastonbury. Otherwise, his legal access was through Story Rd. The board discussed having an attorney draw up an easement that specified the terms of Tom's road use (non-commercial).
Action Item: ***Mark will consult with Tom B. about the specifics of his use, including payment, and then ask the attorney to draw up a contract.***

4.3 Treasurer's Reports – RP

4.3.1 Profit & Loss, Balance Sheet, Deposit/Check Details, Customer Balance Summary – September 2016

Rudy reported we were over the amount anticipated in collections and had surpassed 2015 in collecting past due assessments. The only out-of-ordinary expense was for recalculations, which amounted to nearly $5,000. A typo was recognized under number 2 in unpaid dwelling assessments. Rudy will mail the corrected statement to the board. **Motion:** Rudy motioned and Ed seconded to include the September 2016 treasurer's report: balance sheet, profit & loss statement, and profit & loss budget performance with the minutes. **Motion carried** (10 in favor, 1 opposed - Kevin, 1 abstention - Dennis). Discussion: Kevin asked for clarification on the profit & loss statement line item 2050 for $1800 spent on office supplies and Mark requested detailed information on yearly expenditures on software fees. **Action Item:** ***Rudy to research all items in question.***

4.3.2 2017 Budget planning

The 2017 budget planning meeting was scheduled for Oct. 19 at 7p.m. at Liberty Hall. Committee chairs were asked to consider this year's expenses, where they were with this year's budget, how to potentially save funds, and anticipated special projects for 2017 when calculating proposals for next year's budget.

4.4 Finance Committee Report – RP

4.4.1 Update on liens

Rudy reported the recalculation process was finished and he was now refreshing past liens in order of accounts that owed most to least.

4.4.2 Update on lien recalculations of past due accounts by accountant - 3 accounts that increased after recalculations

Rudy was waiting for a response from the attorney for an opinion on the statute of limitations regarding how far back recalculations could be applied to accounts.

4.4.3 Collection Procedure, review draft

The Collections Procedure was revised at the committee level with landowner input and was now ready to be voted on by the board. The procedure had one 30-day review and comment period from landowners. It was discovered that an older draft from 9/7 was mistakenly included in the handouts; Dan agreed to resend the 9/21 version to the board for email vote. Once approved, the draft would be included in the election mailing for another 30-day landowner review.

4.5 Secretary's Report – CRM

4.5.1 BOD meeting Nov 7, location

Emigrant Hall would not be available on November 7th since it was a County polling site the following day. The board chose Friday, November 4th at 7p.m. for the next meeting at Emigrant Hall instead.

4.5.2 Voter Eligibility on August 27

Voter eligibility for the August 27 vote was figured incorrectly due to incorrect payment due date and use of an incorrect report. Usually, voting was done at the annual meeting in November, and landowners needed to be paid up (0 balance) to be eligible to vote. However, the August 27th special meeting fell between the 2nd and 3rd quarter payment cycles and that's where the mistake occurred. Landowners should have been paid up through their third installment to be able to vote. On August 27th there were twenty-three ineligible landowners who were listed as eligible to vote and two of them voted. To correct this in the future, the customer balance summary report would be pulled as close as possible to the election day and reviewed to see who still owed. Landowners could also vote if they paid up on the day of an election.

4.5.3 Special Meetings of Members, Oct 22, 27 & Dec 8

The specific purpose of the meetings would be to discuss limiting board discretionary powers, as per a petition submitted on August 8. Kevin would manage the key from the General Store; Charlotte would preside over the meeting; Mark & Dennis would also attend.

4.6 Election Committee Report – CRM

4.6.1 Report on committee meeting, Sept. 28

Charlene addressed the claim made at the last board meeting that trustees or representatives of a trust or corporation could not run for the board or ombudsman. Corporations and trusts paid assessments and were allowed to vote. Current board members Ed D. and Kevin N. were serving as the appointed representatives of a corporation and a trust. The attorney had been asked for her opinion on the matter, but had not yet responded.

4.6.2 Name new co-chairs for Nov 12 meeting

Charlene, election chair, was up for re-election. New co-chairs were needed for the annual meeting November 12. **Motion:** Charlene motioned and Kevin seconded for Dennis and Charlotte to take over as co-chairs of the election committee for the November 12th meeting. **Motion passed unanimously.** It was determined from discussion that at least one of the two people in each verifier and sign in team should not be related or associated with a candidate and that none of the people counting the votes should be associated with candidates.

4.6.3 Nomination forms: late submissions and an incomplete form

There is nothing in the Covenants that requires strict adherence to a 30-day deadline for submitting nominations for board elections. The idea of a timeline was meant to give people something to shoot for because reasonable time was needed to type, print, prepare, and mail the information by 30 days before the election. Two nominations were received past the deadline and another had yet to be submitted in full. These and other nominations would be accepted as long as they were submitted within a reasonable timeframe.

4.7 Road and Weed / Mgmt Committee Report – PR / ED / DR

4.7.1 SG guardrail repair

Ed reported that Adkins was down to one employee and could not perform the job. Dennis would make phone calls to find a contractor; Kevin suggested Mountain West Holdings Corporation.

4.7.2 Update sand delivered, snow fence and snow poles
Charlene ordered 700 feet of snow fence for South and 400 feet of wire. Steven H., who would install the poles and reflectors, was asking for help with poles. Joe T., the new back-up snowplow driver, agreed to help. Sand was delivered in September and stored in the Quonset hut; Walter W. reported the truck was ready to go.

4.7.3 Fall grading
Ed reported Adkins was grading right now and Lower South was done. Six loads of road base were going at very beginning of Arcturus and it was yet to be decided where the remaining 3 loads would go. Adkins would do all the grading and then bring gravel in; Ed expected at least 10 loads. In North, Paul reported the grading was completed under budget. The contractor had a roller on the back of the grader, so he graded and rolled at the same time. Since it rained, money was saved on the use of a water truck. Five loads of gravel were used.

Aza Z. had agreed to install the signs on Arcturus, but changed his mind concerned he might hit power lines. Dennis suggested calling 811 to have the ground marked where the power lines were hidden. **Action Items:** ***Ed will call 811 to determine where power lines are under Arcturus; talk to Aza about completing job; donate two 25 mph speed signs to North. On Friday 10/7 Kevin and Ed will mark Arcturus where the signs will go; Claudette D. will help determine where to put signs in North.***

4.7.4 Snowplow truck
Despite committee recommendation to set the budget at $15,000, Ed introduced the idea of putting 50% of unallocated savings into a heavy equipment fund and using monies for a down payment on a new truck. The pros and cons of using a used snowplow truck versus purchasing a new one were discussed. The greatest concern was that used trucks were cheaper up front, but would require maintenance and end up costing more. One landowner suggested focusing on confirming a list of drivers with trucks instead, since funds were not available at this time.
Action Item: ***Paul will call Pouwel Gelderloos to see if he can be the main back-up driver. Paul will also call all drivers with snowplow trucks to confirm.***

4.8 Communications & Technology Committee Report – DR / MS
There will be a committee meeting on Thursday, Oct. 6 at 7pm at the Seaver residence focusing on devising a procedure to keep better track of document requests.

4.9 Governing Document Committee Report – DK
4.9.1 Covenant 11.06
Dan felt the vote to change Covenant 11.06 was due to lack of attendance, which resulted in lack of votes, at the August 27th Special Election. Ideas about educating the membership; encouraging landowner participation by holding more Governing Documents Committee meetings; offering more options on the ballot; and getting feedback to find out what landowners wanted were discussed as ways to generate more votes in the future. Concerns were raised that if the vote was presented again without education and outreach, the result would be the same.

4.9.2 Decide what to vote on in November
Discussion included the unprecedented number of candidates up for election and the magnitude of the mailings that would be required to address all the bylaws and Master Plan changes proposed. Dan felt Covenant 11.06 was the most important. **Motion:** Dan motioned and Rudy seconded to put Covenant 11.06 up for vote at the Annual Meeting. **Motion failed** (5 in favor, 4 opposed - Ed, Kevin, Dennis, Mark, 3 abstentions - Richard, Charlene, Charlotte).

4.9.3 Agree on what is sent in the cover letter on the items to be voted on
No governing documents would be included in the November elections.

4.10 Legal Committee Report – CM / DRDK

4.10.1 Attorney letter on hardships - Continue motion from Sept 12
According to the attorney, granting a hardship discount should be based on some type of verifiable criteria and offered to all. Charlene noted that the hardship discount currently in effect does neither. The motion was restated. **Motion:** Charlene motioned and Kevin seconded to discontinue any further discounts as of 2017. The board discussed having a donation fund for those who qualify for an 80% tax waiver with the Montana Department of Revenue and creating a committee or subcommittee to manage hardship cases. Charlene withdrew the motion. **New Motion:** Kevin motioned and Dennis seconded that all hardship discounts cease starting 2017 and a new procedure and review process to evaluate people that are requesting discounts be made. Rudy requested an amendment to the motion to grandfather in the current landowner receiving the discount. The amendment was denied. **Motion failed** (5 in favor - Ed, Charlene, Kevin, Dennis, Mark, 3 opposed - Newman, Gerald, Rudy, 4 abstentions - Richard, Daniel, Paul, Charlotte). The board decided to delegate this issue back to the finance committee.

4.10.2 Attorney letter on interest rate
The attorney believed the board had the authority to determine interest rates and also vote on an interim interest rate (the interim defined as the time between now and when the landowners vote on it). It was decided to write out a motion and run it by the collections attorney. **Action Item:** ***Dan will write up a proposed motion with an interim interest rate and Dennis will send it to the attorney.***

5. Approve Meeting Minutes of September 12, 2016
Motion: Rudy motioned and Dennis seconded to approve the minutes with the correction of the typo: "labeled" to *tabled*. In discussion, Ed and Mark pointed out that the issue described under 4.6.2 was not about the amount of gravel that was delivered to South, but how the total amount was distributed onto South roads. Ed felt the contractor fulfilled the Statement of Expectations, which stated how much gravel was distributed per road; Mark felt there was no way to truly measure how the gravel was distributed. **Amended motion:** Rudy amended the motion and Dennis seconded to include the rewording of the first sentence under 4.6.2 to read: "Disagreements continued regarding the distribution of gravel from the pile on Dry Creek Road to the individual roads in South Glastonbury". **Motion carried** (9 in favor, 1 opposed - Ed and 2 abstentions - Dan and Kevin).

6. UNFINISHED BUSINESS

7. Visiting Landowner Input Period
One landowner asked why the customer balances due for September 30 was different from the total accounts receivable. Rudy explained that the accountant filtered out accounts with negative balances (credits) to shorten the report from six pages to two, and then ran the report

again and the amount did match the total on the balance sheet. Rudy offered emailing the full 6-page report that included the minus balances (and credits) to the board and interested landowners. Another landowner explained that if past receivables changed for a month, it was standard practice to issue a new, corrected report for that month with the old one and an explanation on the report; that reports from January 2016 to present were no longer valid and each month should be redone; that only the balance sheet (only 1 report) going back to January needed to be redone because the past year was already in the records; and that the accountant could include an asterisk and separate line items to break down the credits, recalculate credits to simplify the report, and show that the totals do match.

Landowners were also of the opinion that deferred maintenance was just as harmful to property values as foreclosure and continuing to offer a discount to someone who couldn't afford to maintain their property contributed to the decline of the neighborhood; that if the board decided to continue offering hardship discounts, there should be a hardship committee made of non-board members.

8. NEW BUSINESS

Ed announced fall grading was underway and donations for gravel were welcome.

~~**9. Begin Closed Session**~~

~~**9.1 Discuss one specific landowner assessment discount**~~

~~**9.2 Discuss hardship issue**~~

10. Adjournment

The meeting was adjourned at 11:04 p.m.

11. Next Board Meeting: Friday, November 4, 2016

Section 9. Closed Session Meeting Minutes were not approved on 11 04 2016

Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes – *Final*

November 4, 2016

1. **Call to Order, Pledge of Allegiance, Prayer and one minute of silence**
   The meeting was called to order by Dennis at 7:02 p.m. at Emigrant Hall.

   PRESENT: Dennis R. (Vice President), Charlene M. (Secretary), Rudy P. (Treasurer), Newman B., Ed D., Richard J., Dan K., Kevin N., Paul R., Dennis Riley, Mark S.
   ABSENT: Charlotte M. (President)
   Also attending: Iona Y. (Administrative Assistant)
   Landowners: Donna A., Timothy B., Debbie D., Claudette D., Leo K., Dorothy K., Jerry L., Michael L., Dan O., Val O., Fran N., Jeff R., Wendy R., Andrea S., Linda U., Ben V., Ia W., Walter W., Regina W.
   Guest: Tim M.

2. **Set Agenda**
   Paul added 4.6.5 Road engineers report; Kevin requested to add 4.6.6 County Involvement with Dry Creek Road.

3. **Visiting Landowner Input Period**
   Concerns were expressed about adjustments in the road maintenance fund that needed to be done to correct the financial reports; that County records suggested two properties that the Association had listed as being owned by individuals were owned by Church Universal & Triumphant; that landowners should be charged for unusual document requests only and not general research since the board was responsible for providing a certain level of service. Regarding the upcoming election, questions arose about how eligible voters would be verified and when the final day was to comment on the proposed Collection Policy.
   Action Item: ***Rudy will ask Micah to correct the financial reports and provide the corrected report in time for the Annual Meeting on November 12th.***

4. **Officer and Committee Report**

   4.1 President's Report – CM
   Due to Charlotte's absence, there was no report.

   4.2 Project Review Committee Report – GD / KN
   4.2.1 Second Dwelling Assessment SG 26-A2
   Earlier this year, the landowner objected to being charged for a second dwelling assessment. Rudy removed the charge for 2016 but reinstated the second dwelling assessment for 2017. Discussion included the new letter that would be sent to landowners who would receive additional dwelling assessments in 2017; the procedure landowners could follow if they wanted to challenge the board's decision to charge the extra assessment.

   Kevin also addressed a final project review application sent in by Randy R. that was on hold until his property was properly reseeded.

   4.3 Treasurer's Reports – RP 25:20
   4.3.1 Balance Sheet, Deposit/Check, Customer Balance Summary
   Motion: Rudy motioned and Ed seconded to accept the treasurer's report: balance sheet, profit & loss statements, and check & deposit details as amended with corrections under 10.35 & 10.36 to reflect the proper allocation of funds for inclusion in the minutes. In discussion, Dennis suggested the motion be approved by email vote after the corrections were made in QuickBooks. **Motion carried** (7 in favor, 1 abstention – Newman, 2 opposed - Kevin, Dennis).

   4.3.2 Draft 2017 Budget

Rudy presented the draft 2017 budget prepared during two recent Finance Committee meetings. There was an extra $217 that could be split between North and South in order to balance the budget to zero. **Motion:** Rudy motioned and Dan seconded to accept the draft budget with the change to zero out the $217 by splitting it between the North & South road budgets, and that this draft would be presented at the Annual Meeting. **Motion carried unanimously.**

4.3.3 Procedure to apply payments to past due accts- Regina

Rudy has given written instructions to Micah, the accountant, to apply payments to past due accounts that were not on payment plans as per standard accounting procedures and as recommended by Regina W.

4.4 Finance Committee Report – RP

4.4.1 Discuss pymt plan SG 34B & SG 34C

Rudy created a 3-year payment plan, different from the typical 2-year plan that is offered to landowners in arrears. Rudy mentioned that if the board approved this plan, we would reserve the right to file the liens if the landowner missed a payment or put the property up for sale. **Motion:** Rudy motioned and Ed seconded that the board approve the payment plan as presented, the president co-sign the plan when she returns, and the payment plan go into effect. **Motion failed** (3 in favor – Ed, Dan, Rudy; 5 opposed – Gerald, Charlene, Kevin, Dennis, Mark; 3 abstentions – Newman, Richard, Paul). Discussion included concerns about deviating from procedures & setting precedents and a suggestion to consider a 24-month payment plan. **Motion:** Kevin motioned to ask the landowner for payments of $180/month for 2 years. Discussion: Dan pointed out that if liens were filed, it would be going the other direction of violating the collections draft. He suggested to just file the liens. **Motion withdrawn.** Kevin withdrew his motion and proposed a new one. **Motion:** Kevin motioned and Dennis seconded to file liens on the SG34B & SG 34C properties with no negotiating payment plans. **Motion failed** (2 in favor – Kevin, Dennis; 7 opposed – Newman, Ed, Gerald, Dan, Charlene, Rudy, Paul; and 2 abstentions – Richard, Mark).

Motion: Rudy motioned and Ed seconded to reduce the payment terms to 2 years with payments of $187/mo, and not file a lien if the landowner signed the plan. **Motion carried** (9 in favor; 1 opposed – Kevin; 1 abstention – Dennis).

4.4.2 Attorney opinion statute of limitations, 3 increased after recalculation

The board had not yet received the attorney's response. George M. had fulfilled his payment plan from 2009, but two weeks later, the recalculation revealed he owed more. On November 12 George was a board candidate and the board questioned if he should be expected to pay the $158.53. The board considered that since he paid in full according to the agreed plan, fulfilling his obligation, the error should be written off as a bank error. Furthermore, attorney opinion was not needed. **Motion:** Rudy motioned to write off the $158.53. In discussion, Regina suggested this should be a credit because it was an overcharge. Rudy explained he withheld George M's last assessment payment because he was waiting for attorney opinion about the recalculation mistake, so he never received his last bill.
Motion amended: Rudy motioned and Paul seconded to give George a credit for $53.53 and give him the opportunity to pay the $105 in 5 days so he could participate in the election. **Motion carried** (10 in favor, 1 abstention – Dan).

4.4.3 Collection Procedure, review draft 10-26-2016

Changes to section F were reviewed regarding the inclusion of the statement that the settlement of accounts could be voted on by the board in a public meeting. Landowners had until November 10 to submit comments; if no further comments were submitted, the board could approve the draft by email vote on November 10, put it on the website for thirty days, and then start collections.

4.4.4 Assessment discount issue

Kevin noted that although the present discount was accepted by subsequent boards, nothing stated it needed to continue. He also felt those who wanted to continue this discount needed to write a policy. **Motion:** Kevin motioned and Charlene seconded to discontinue all discounts starting January 2017. **Motion carried** (9 in favor, 2 opposed – Newman and Rudy).

4.4.5 Discuss ownership of NG 39 & NG 65

Charlene suggested the board seek attorney advice in lieu of continued debate. **Motion:** Charlene motioned and Mark seconded for the legal committee to gather all info about NG 39 & NG 65 and ask the attorney who would be served liens, and who was legally obligated to pay when the association goes to collect on outstanding debts. Discussion included the suggestion to allow the attorney to research and interpret the information. **Motion carried unanimously.**
Action Item: ***The legal committee will draft the letter requesting attorney Rick Landers' assistance in the matter.***

4.4.6 15% interim interest rate/no compound interest 3

Charlene suggested this was a job for the new board on December 5 - Tabled.

4.4.7 Revisit current assessment discount

The board felt this was already addressed under 4.4.4.

4.4.8 Report on donation fund discussion at 10-19-2016 meeting

Rudy will ask Micah, the accountant, to prepare the fund report with instructions from Regina. The fund report will be handed out at the annual meeting.

4.5 Secretary's Report – CRM

4.5.1 Annual meeting November 12, logistics and agenda

Charlene reviewed the agenda including topics for committee reports, the candidate presentation period; the need for kitchen helpers and a ballot counter from South (Walter Wunsch volunteered); and set-up the evening before.

4.5.2 Open meetings and guests

Landowners' spouses who were not listed on the deed and guests or representatives of landowners would be welcome to attend meetings as per attorney advice.

4.5.3 Special Meetings of Members canceled, Oct. 27 & Dec. 8/next mailing

The board voted via email to cancel the special meetings and would notify the membership through a letter in the mail.

4.6 Road & Weed / Management Committee Report

4.6.1 Discuss Dodge plow truck repairs

Walter W. reported that final repairs would be completed on the sander motor. The plow blade had been improved.

4.6.2 Installation of sump on Capricorn
Gerald stated a sump (and not a culvert) needed to be installed to prevent rain getting under the road and damaging it. Three bids had been collected in the past, but the board felt there was not enough information to a make decision and moved to topic to unfinished business.

4.6.3 More snow poles & reflectors
For additional safety, fifty more poles and reflectors were ordered and would be installed soon.

4.6.4 Commercial plow truck
Walter W. proposed the idea of Fred Counts buying a commercial snowplow truck, contracting with the GLA to use the equipment as the main plow, and using the Dodge as back-up. Counts would require the GLA to pay a minimum of $2,500 for a season and an hourly rate of $110/hour thereafter. Strengths of the truck included its ability to go up to High South with chains; its ability to plow the width of the road in one pass; and that it was all hydraulic. Counts sought verbal consent from the board through Walter. Dennis suggested a written contract to establish GLA as Counts' priority contract. **Motion:** Charlene motioned and Paul seconded to contract with Fred Counts who will use the large commercial snow plow unit; contract for a minimum of $2,500 a season (first 22.7 hrs.); pay $110 an hour thereafter; expect all his paperwork be in place as an independent contractor; and GLA would be his primary contract. Discussion included the financial advantages and savings to the GLA; that as an independent contractor, Counts would be responsible for his own insurance, and comp exemption; that loading up the sander would still cost $50 a load (separate from the $110 per hour); and how long a commitment the GLA would make at this time. **Motion Amended:** Charlene motioned and Paul seconded to contract with Fred Counts and his big machine for $2,500 starting Dec 2016 through end of 2017 at $110 per hour after the contract fee of $2,500 was used up, and $50 to load sand. **Motion carried** (10 in favor, 1 opposed – Ed).

4.6.5 Road Engineer's report
Paul consulted engineer Alan Shaw who stressed the importance of preserving the paved roads in North with chip sealing as soon as possible. He also advised building up the gravel roads as much as possible, cleaning up the ditches, and removing material where steep banks hindered proper depth.

4.6.6 County Involvement with Dry Creek Road
Kevin initiated discussions with Parks Frady concerning adding three extra speeding signs, a sign that recommended use of tire chains, culvert clean-up, and mowing on Dry Creek Rd. Kevin was still waiting for a response.

4.7 Communications & Technology Committee Report

4.7.1 Charging for research time on Document Requests
A landowner suggested making certain documents readily available electronically and charging a specific rate for research that took over an hour. The topic was moved to Unfinished Business.

4.7.2 Revised tracking system for landowner communications
Mark and Dennis were in the process of trying to implement a new code, but difficulties with google mail, including locating original emails after long threads of discussion, were hindering progress.

4.8 Legal Committee Report

4.8.1 Attorney opinion on open meetings and photography at meetings
Attorney Alanah Griffith confirmed the board could ban photography at meetings.

4.8.2 Attorney opinion on representatives of trusts and corporations
Attorney Alanah Griffith confirmed representatives of trusts and corporations could serve as board directors and ombudsmen.
Action Item: ***Mark will post attorney letters regarding open meetings, photography at meetings, and rights of representatives of trust or corporations.***

5. **Approve Meeting Minutes, 10-3-2016 & Special Meeting of Members minutes 8-27-2016**
Motion: Charlene motioned and Rudy seconded to approve the August 27 meeting minutes as written. **Motion carried unanimously.**

Kevin requested that the closed session minutes include that the board agreed to file liens on the two properties, SG34B & SG 34C. **Motion:** Charlene motioned and Paul seconded to approve the October 3 board meeting minutes through number 8, not including the closed session. **Motion carried** (9 in favor and 2 opposed - Ed and Kevin).
Action Item: ***Iona will provide an audio clip of the closed session discussion and write closed session meeting minutes. The board will then vote on the closed session minutes via email.***

6. **UNFINISHED BUSINESS**
4.7.1 Charging for research time on Document Requests

7. **Visiting Landowner Input Period**
Landowners commended Dennis for his performance presiding over the meeting.

8. **NEW BUSINESS**

9. **Adjournment**
The meeting was adjourned at 11:28 p.m.

10. **Next Board Meeting: Friday, December 5, 2016**

Annual Glastonbury Landowners Meeting & Elections Minutes - *Final*

November 12, 2016

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1. **Pre-Meeting: Early Sign-In & Continental Breakfast Buffet**

2. **Meeting Commencement/Opening Prayer/Welcome**
   Charlotte Mizzi called the meeting to order at 9:25 a.m. and gave the opening prayer.

3. **Proof of Notice of Meeting, Proxy & Quorum Certification**
   Dennis announced that quorum had been met and certified.

4. **Reading of Minutes of preceding meeting**
   Charlene directed the membership to read the minutes posted on the website.

5. **Director & Officer Reports**
   Charlotte Mizzi presented the President's Report.
   Rudy Parker presented the Treasurer's Report.

6. **Reports of Committees**
   Paul Ranttalo gave the Road report.
   Kevin Newby gave the Project Review Committee report.
   Dennis Riley gave the Communications & Technology Committee report.
   Charlotte Mizzi gave the Community Property Committee report.

7. **Introduction of the Candidates**
   Charlotte Mizzi introduced the North and South Glastonbury Candidates who gave their speeches to the membership.

8. **Question & Answer Period for Candidates**
   North and South Glastonbury Candidates answered questions from members and other Candidates.

9. **Refreshment Break**

10. **Announce Voting Period Ends**

11. **Forum for Members' Questions/Comments**
    Members, Candidates and Directors spoke and answered questions.

12. **Announce Election Voting Results**
    North Glastonbury Candidates and votes received:
    59 – Newman Brozovsky
    40 – Debra DeGraaf
    35 – W. Claudette Dirkers
    60 – Gerald Dubiel
    31 – Donna Lash-Andersen
    71 – Charlene Murphy
    06 – Valery O'Connell

South Glastonbury Candidates and votes received:
40 – Timothy Brockett
59 – Ed Dobrowski
47 – Leo Keeler
51 – Dan Kehoe
21 – Jerry Ladewig
46 – George Makris
33 – Jeffrey Reiderer

North Glastonbury Ombudsman and votes received:
55 – John Carp
07 – Daniel O'Connell
27 – Ia Williams

South Glastonbury Ombudsman and votes received:
78 – Miriam Barker
03 – Debbie Blais (write-in)

Charlotte summarized that the North Glastonbury Directors elected were Newman Brozovsky, Gerald Dubiel, and Charlene Murphy; the South Glastonbury Directors elected were Ed Dobrowski, Leo Keeler, and Dan Kehoe; the Ombudsman elected for North Glastonbury was John Carp and Miriam Barker was elected as Ombudsman for South Glastonbury.

13. Meeting Adjourned at 1:00 p.m.

Glastonbury Landowners Association, Inc.

Board of Directors Meeting Minutes - *Final*

December 5, 2016

1. **Call to Order, Pledge of Allegiance, Prayer and one minute of silence**
   The meeting was called to order by Charlotte M. at 7:04 p.m. at Emigrant Hall.

   PRESENT: Charlotte M. (President), Dennis R. (Vice President), Charlene M. (Secretary), Rudy P. (Treasurer), Newman B., Ed D. (left at 10pm), Gerald D., Richard J., Dan K., Kevin N., Paul R. (left at 10pm), Mark S. (by phone)
   Also attending: Iona Y. (Administrative Assistant)
   Landowners: Tim B., John C. (Ombudsman), Claudette D., Dorothy K., Leo K., Jerry L., Chrystal O., Val O., Ron P., Joe T., Linda U., Ia W., Regina W., Walter W.
   Guests: Alanah G., Fred C.

2. **Set Agenda**

3. **Visiting Landowner Input Period**
   Landowners asked why all the roads were not consistently plowed and sanded after the recent snowfall; why ombudsman reports had not been on the agenda for some time; and if landowners would be allowed to speak while the attorney had the floor and during committee reports. During this period, landowner Val also served lawsuit papers to certain board members on behalf of her daughter, Christal.

4. **Officer and Committee Reports**
   4.1 President's Report – CM
   4.1.1 Attorney Alanah Griffith will be present for Questions and Answers regarding annual election results and concerns

During the annual election on November 12, one landowner who owned multiple properties and who was entitled to multiple votes was restricted to fewer votes because her assessments were not paid up. It was discovered after her votes were processed that the landowner's assessment check was received the same day as her absentee votes. This raised the issue if the outcome of the election should be accepted despite the association's mistake, or if the association should seek to correct the mistake and have a recount. The board decided on the latter and held a recount of South votes on November 26. Concerning these events and the results of the recount, the attorney explained that many homeowners' associations do not count their votes on the day of an election (also known as the day of record or record date), but wait 3 or 4 more days to do so; that a recount could be done and redone until the board was reasonably satisfied the results were correct; and that the recount results became the results of the day of record.

During the recount on November 26, results determined that George Makris would have been seated as the new director for South instead of Leo Keeler (the result on election day). However, Makris withdrew his candidacy four days after the record date. This brought to question how to properly handle the vacancy. The attorney explained that the board had the flexibility and options of holding an election for the one vacant position; conducting a do-over special election for the whole of South; or appointing a new director by board motion. The board considered these options. **Motion:** Kevin motioned and Dennis seconded to accept Leo K. onto the Board because George M. withdrew and Leo was next in line. **Motion carried** (7 in favor, 1 opposed - Gerald, and 2 abstentions - Ed and Paul).

The attorney also addressed concerns about proxies, stating that it was standard for LLCs to designate representatives; that it was not required that the organization specifically put their choice in writing; that individuals designated proxies; and that individual proxies did need to be in writing. Again, according to the attorney, the board had the right to define how they would practice official recognition of these.

4.1.2 Board orientation, Conflict of Interest Statement; Confidentiality Agreement
The board decided to seek legal opinion concerning the Conflict of Interest & Confidentiality Agreements; however, board members were welcome to sign. Charlotte asked board members to put concerns in writing and send them to her or Dennis - Tabled.
Action Item - *Iona will scan and return any signed statements to directors for their records.*

4.1.3 Election of Officers
The following positions were determined by secret ballot:
President: Dennis 7, Charlotte 4, 1 abstention.
Vice President: Dan 7, Kevin 5
Treasurer: Mark Seaver (unopposed)*
Secretary: Charlene 9, Val 2, 1 abstention

*Charlene proposed the idea of a treasurer's team that would consist of a designated Treasurer (Mark) assisted by another director (Dennis) who would assist with duties.

4.1.4 Re-establish committees and chairs
Committees of Directors:
Communications & Technology Committee chair is Newman with Leo, Dan, Charlotte, Charlene, and Mark as members by unanimous agreement.

Legal Committee chair is Dennis with Ed, Leo, and Dan as members by unanimous agreement.

Project Review Committee: Gerald nominated Kevin and Kevin nominated Gerald to be co-chairs of the PR committee with members Ed, Richard, Leo, and Paul by unanimous agreement.

Road Committee: Dan motioned and Charlotte seconded to appoint Ed and Paul as co-chairs. Motion carried unanimously.

Advisory Committees to the Board:
Road and Weed Committee co-chairs are Ed and Paul and members are Newman, Gerald, Richard, Claudette D., Valery O., and Walter W. by unanimous agreement.

Finance Committee chair is Mark and members are Dan, Charlotte, Valery O., Rudy P., and Regina W. by unanimous agreement.

Community Property chair is Charlotte with members Claudette D., Dorothy K., Valery O., Linda U., and Ia W. by unanimous agreement.

Governing Documents Committee chair is Leo and members are Dan, Claudette D., Valery O., Linda U., and Regina W. by unanimous agreement.

Election Committee co-chairs are Charlene M. and Kevin N. with members Ed, Claudette D., Jerry L., Valery O., Wendy R., Andrea S., and Linda U. by unanimous agreement.

4.1.5 Committee Meetings at Liberty Hall Youth Center
The NG Teaching Center asked that committee meetings no longer be held in the Liberty Hall kitchen and offered use of the Youth Center, at $30 per meeting, as an alternative. **Motion:** Ed motioned and Paul seconded to use the Youth Center for committee meetings. In discussion, Walter W. offered use of Spectec for meetings free of charge and the idea of holding meetings in private homes was mentioned. **Amended motion:** Ed amended his motion and Paul seconded to use any of the possible locations: the Youth Center, Spectec, or private homes for community

meetings. **Motion carried unanimously.**

4.1.6 Determine meeting dates for 2017
Motion: Charlene motioned and Ed seconded to accept the dates as presented. **Motioned carried unanimously.** In discussion, Rudy suggested moving the December 4th meeting to Wednesday, December 6th to allow the treasurer more time to put his report together.

4.1.7 Set 2017 goals
Committee chairs were reminded to work with their committees to establish goals.

4.1.8 Revisit the prayer/no prayer standard for the year
Motion: Ed motioned and Paul seconded to keep the opening prayer. **Motion carried** (8 in favor, 4 opposed - Charlene, Leo, Mark, Dennis). In discussion, it was suggested that an opening officer be designated, and that officer could decide if a prayer, moment of silence, or both be used at each meeting.

4.2 Road and Weed / Management Committee Report – PR / ED/ DR

4.2.1 Snow Plow Contract with Fred Counts
The board established that Fred would be covered by liability insurance and that should a landowner's vehicle get stuck in the snow due to his plowing, Fred had the authorization to do what was needed to assist. It was also suggested he put "caution" signs up at the top and bottom of the hill when plowing in High South.
Motion: Richard motioned and Kevin seconded to accept the contract as presented. **Motion carried** (10 in favor, 1 opposed - Ed, 1 abstention - Dan).
Action Item: ***The Road Committee will discuss setting the standard of plowing based on safety (i.e. iciness), instead of based on inches of fallen snow.***

4.2.2 Snow Plow Coordinator
Ed was designated as the coordinator for South. Landowners could call Ed at 220-5324 after 6am to report snow conditions and he would convey the information to Fred. Gerald was suggested as the possible coordinator for North.

4.3 Treasurer's Reports – RP

4.3.1 P&L, Balance Sheet, Deposit/Check Details, Customer Bal Summary Nov. 2016
Rudy reported that the overall collection rate on invoiced assessments was higher than last year, which meant more funds for the 2017 budget. The funds, which total $32,759.87, could be used to cover use of the Liberty Hall Youth Center or a phone account if a phone line was put into Emigrant Hall. No motions were made.

4.3.2 2017 Budget income, increased collection rates, finalized after Dec. 31

4.4 Finance Committee Report – RP

4.4.1 Discuss payment plan NG 48-3
The landowners were seeking legal advice on how to handle their debt to the association, which was complicated by the bankruptcy of their tenant. The landowners' recent payment was considered a step of good faith; however, a payment plan still needed to be established at $1400 a month.
Action Item: ***Rudy will hand off management of the new payment plan to Mark.***

4.4.2 Attorney verbal opinion re: accounts increased after recalculations
The attorney explained that the statute of limitation was five years; that most boards would waive mistakes such as those the association was considering; and that if the membership was ok with it, to just forgive the overages. Further discussion included crediting or waiving the difference on accounts where the landowner was making an effort to make payments (although they may not be on a payment plan). Using the

term "discount" signified that the landowner owed the amount, but wasn't obligated to pay it. **Motion:** Dan motioned and Kevin seconded to do a discount after the recalculations where there was an overage on parcel NG 28-B, NG 7-A, NG 32-C, SG 93-A, SG 35-C, SG105-B, and NG 47-F. **Motion passed unanimously.**

4.4.3 Collection Procedure, review draft incorporating landowner input
Motion: Charlene motioned and Dan seconded to adopt the procedure. **Motion carried unanimously.** Subsequently, the board discussed the process of demanding payment and that the board should look at cases individually to decide the feasibility of getting money.

4.4.4 Interim interest rate/no compound interest
Move to Unfinished business.
Action Item: ***Dan will send Alanah a proposed motion with an interim interest rate as mentioned under 4.10.2 of the October 3 meeting minutes.***

4.5 Secretary's Report – CRM
Charlene provided an overview of what was ahead in terms of mailings – statements, financials, and the January newsletter, and the timing and grouping of what would be sent. Discussion included the necessity of the board to approve the new budget before anything could be sent out.

4.5.1 Annual meeting Nov 12 and recount of SG votes
Action Item: ***Charlene will put together an addendum reflecting the recount.***

4.5.2 Election Committee meeting January 2017 re: new/revised procedures
The meeting would be postponed until after the advisory committee met at Jerry L.'s home on January 11th.

4.6 Project Review Committee Report – GD / KN
4.6.1 Review newly completed dwellings and assessments for 2017
NG 28 - The new modular home was now on its foundation, so the additional dwelling assessment would be applied.
SG 68 - Plans to build were rescheduled for 2017. The new assessment was retracted.
NG 61 - Two full dwellings were recognized on the property. The additional assessment would be applied.
Action Item: ***Rudy will communicate additional dwelling assessments with Micah.***

The board addressed allegations that director Ed D. circumvented proper project review application procedures and put in an illegal driveway. Dennis requested to put this topic on next month's agenda, as well as all unfinished business, after the first landowner comment period at next month's board meeting.

4.7 Communications & Technology Committee Report – DR / MS
4.7.1 Revised tracking system for landowner communications

4.8 Legal Committee Report – CM / DR

5. Approve Minutes: 11-4-2016; Annual Meeting 11-12-2016; Closed Session 10-3-2016
Motion: Charlene motioned and Kevin seconded to approve the three sets of minutes with an addendum for the November 12 Annual Meeting vote counts from the recount on November 26. **Motion carried** (8 in favor, 1 abstention - Leo).
Action Item: ***Charlene will compose the addendum and attach it to the November 12 minutes.***

6. UNFINISHED BUSINESS
6.1 Sump on Capricorn Road
6.2 Charging for research time on Document Requests

7. **Visiting Landowner Input Period**

8. **NEW BUSINESS**

9. **Adjournment**
   The meeting was adjourned at 11:03 p.m.

10. **Next Board Meeting: January 9, 2017**