

**Glastonbury Landowners Association
Governing Documents Committee Meeting
Monday, February 19, 2024
Minutes**

Attendance:

- Committee Members Present: Leslie Everett, Jaylyn Jensen
- Landowners Present: Miriam Barker

I. Welcome, Agenda Review & Landowner Comments

The meeting was called to order @ 6:07pm MT by Leslie Everett. Leslie welcomed attendees and reviewed the meeting agenda. Landowner Comments: None.

II. Brief Review of 2023 Governing Documents Committee Work

Leslie provided a summary of some of the work completed by the 2023 Gov Docs Committee, including the updated bylaws, firearms policy change and work on the road policy.

III. Brief Review of Governing Documents Working Files

Leslie will be sharing document files via Google Drive for the committee's work. The files are copies of the working files used by the 2023 committee. Links will be forthcoming via email.

IV. Discuss & Establish Governing Documents Committee 2024 Charter & Goals

Leslie and Jaylyn reviewed and discussed the committee charter established by the 2023 Gov Docs committee. They agreed to adopt the charter as stated:

The GLA Governing Documents Committee reviews the Association's governing documents (Covenants, Master Plan, Bylaws, Articles of Incorporation, Standards, Policies) and advises revisions to the Board of Directors and the general membership for any changes or amendments to ensure their internal consistency, timeliness, and conformity to state law.

Motion: Leslie motioned to adopt the charter. Jaylyn Seconded. Motion passes.

Next, Leslie and Jaylyn discussed goals for the 2024 Governing Documents Committee and determined the following goals:

1. Finalize the GLA Road Policy update.
2. Policy Work – Gather, Review and Organize all GLA Policy Documents with a focus on Board Governance into an Official GLA Policy Manual and post them on the website.
 - a. Identify all approved policies and categorize them for further review.
 - b. Identify all proposed policies that are in draft form – and review them for further consideration.
 - c. Identify gaps in needed policies and recommend new policies as appropriate and identify policies that are obsolete or need revision and recommend changes to the board.
 - d. Adopt a standardized template for GLA Policies and adapt current policies to that template.
3. Master Plan & Covenant Suggested Edits
4. Bylaws review/revision

Motion: Leslie motioned to adopt the list of goals. Jaylyn Seconded. Motion passes.

V. Discuss & Establish 2024 Gov Doc Committee Meeting Schedule

Jaylyn and Leslie discussed the meeting schedule and availability. It was decided to have the Gov Docs Committee meetings on the second Monday of every month at 6pm MT.

Motion: Leslie motioned to set the 2024 Gov Docs Committee meeting schedule for the second Monday of every month at 6pm MT. Jaylyn Seconded. Motion passes.

VI. Review Action Items/Next Steps for Committee Members

Leslie will prepare minutes for the meeting and send out links to the drive documents referenced in discussion.

VII. Landowner Comment

None.

VIII. Adjournment

The meeting was adjourned at 7:14 PM.

**Glastonbury Landowners Association
Governing Documents Committee Meeting
Monday, March 11, 2024
Minutes**

Attendance:

- Committee Members Present: Leslie Everett, Jaylyn Jensen
- Board Members Present: Alicia Roskind Dearing
- Landowners Present: Miriam Barker

I. Welcome & Review Agenda

The meeting was called to order @ 6:02pm MT by Leslie Everett. Leslie welcomed attendees and reviewed the meeting agenda.

II. Landowner Comments

None.

III. Approval of Minutes

The minutes for the February 2024 meeting are not finalized. Leslie will follow-up and circulate the draft minutes once they are ready.

IV. GLA Road Policy Feedback & Next Steps

The committee discussed the draft Road Policy that the 2023 committee prepared which was shared prior to the meeting for mark-up and comments. Leslie thanked Jaylyn for providing numerous mark-ups and suggestions in the document. Leslie suggests that once the committee is done with edits and suggestions then the draft Road Policy should go to the Road Committee for feedback and then to the full Board for feedback. Due to the significance of roads for the budget and Landowners, the board should determine if it should be sent out for Landowner comment.

Jaylyn believes we should keep some of the verbiage that had been edited out of the document. Leslie suggests we look at Seth's legal opinion (May 2017) regarding the road policy (which was circulated via email) to add more context to these suggestions and ensure that they line up with his suggestions. There was also a suggestion to edit the verbiage requiring an engineer's report to be more flexible. Leslie suggests we continue work on editing the document based on the meeting discussion and review it at the next meeting.

Next Steps: Keep the draft Road Policy document in progress and follow-up at the next meeting with the goal of moving it forward to the Road Committee.

V. Discuss 2024 Goals & Next Steps

This topic was tabled due to time constraints and the focus on Road Policy at this meeting.

VI. Review Action Items/Next Steps for Committee Members

We discussed Alicia's interest in joining the committee. Alicia is uncertain about whether she can commit to serving on the committee at this time but offered to attend the meetings as her schedule might allow.

VII. Landowner Comment

None

VIII. Adjourn

The meeting was adjourned at 7:08 PM.

**Glastonbury Landowners Association
Governing Documents Committee Meeting
Monday, April 8, 2024 | 6:00 PM MT**

Minutes

Committee Members Present: Leslie Everett, Chair & Jaylyn Jensen
Landowners Present: None

I. Welcome, Agenda Review and Landowner Comments

Leslie called the meeting to order at 6:03PM MT. Leslie and Jaylyn reviewed the agenda and added the approval of meeting minutes to the agenda.

Leslie & Jaylyn reviewed the draft meeting minutes for the 2/19/2024 Governing Documents Committee meeting. Jaylyn noted a several recommended edits which were incorporated into the draft.

MOTION: Leslie Motioned to Approve the 2/19/2024 Meeting Minutes. Motion passes.

Leslie & Jaylyn reviewed the draft meeting minutes for the 3/11/2024 Governing Documents Committee meeting. Jaylyn noted several recommended edits which were incorporated into the draft.

MOTION: Leslie Motioned to Approve the 3/11/2024 Meeting Minutes. Motion passes.

II. Discuss Road Policy Update & Edits

Leslie & Jaylyn discussed the road policy document and reviewed the document together adjusting and making suggested edits to the document. It was determined that since the document contained numerous suggested edits, that Leslie would provide a “clean copy” of the draft policy of the document before the next meeting, so it would be easier to review than the mark-up copy.

III. Review Action Items/Next Steps for Committee Members

Leslie to provide a “clean” copy of the draft road policy.
Leslie to prepare minutes for the meeting.

IV. Landowner Comment

No Landowners present.

V. Adjourn

Meeting was adjourned at 7:18PM MT.

Glastonbury Landowners Association
2024 Road Policy-Draft

Maintenance & Repair Funding

GLA Covenant 11.05 states, "Maintenance and repair of roads and snowplowing shall be the first priority for use of annual assessment funds." Therefore, the Association must put the majority of all collected assessments towards platted road maintenance, repair, and snowplowing. Funding may also come from donations, road impact fees, special assessments, and other sources. GLA Covenant 11.04 provides the GLA with the ability to use special assessments to fund emergencies, extraordinary capital improvements, or repairs. Special Assessments require the affirmative vote of at least two-thirds (2/3rds) of the Membership Interests of the Association in good standing at the time pertaining to the property constituting the area to be affected by the special assessment.

Roads Covered Under Policy

Roads covered by this Road Policy are platted roads and easements shown on the Certificate of Survey for North Glastonbury, COS No. 615-A, recorded December 16, 1982, and for South Glastonbury, COS No. 616-A recorded December 16, 1982.

GLA Covenant Section 8.01c states, "The Association intends to maintain a private road system within the platted road easements. The Association may designate and define different qualities or levels of road construction and maintenance."

Categories of Roads

All Glastonbury platted roads (Addendum A) are classified as either Arterial or Collector Roads. An arterial road begins where it serves a minimum of 25 dwellings.

- **Arterial Roads** - It is the Association's duty to allocate the assessments in a way that serves the greatest number of landowners which is why Arterial Roads receive the greatest amount of funds from the GLA budget on an ongoing basis.
- **Collector Roads** - Collector Roads will receive the next greatest amount of maintenance expenditures and snow plowing priority after the Arterial Roads. This is because the Collector Roads provide access to the next greatest number of properties.

In North Glastonbury (NG), Arterial Roads are Capricorn Drive and Gemini Road to the points where they serve the minimum number of dwellings.

In South Glastonbury (SG), Arterial Roads are Arcturus Drive and Hercules Road to the points where they serve the minimum number dwellings.

All other GLA platted roads in Glastonbury are Collector Roads

Steep Terrain and Higher Elevation Roads - Access to roads in higher elevations or which have steep terrain, is limited by weather, mud, snow, and ice, and the Association's ability to remove snow due to available manpower, equipment and financial constraints. Road maintenance, gravel and grading are also very limited in these areas due to steep terrain and budget limitations. These roads that serve fewer parcels require that the fewer number of assessments collected be stretched over a greater number of miles. Landowners accessing their property from these locations who desire greater levels of snow removal services or gravel/grading/paving may consider joining with landowners in their area to form local improvement districts that fund this greater level of maintenance.

The Association suggests Landowners consider for safety and access:

- Tire chains
- Four-wheel drive vehicles
- Owning a snowplow
- Being prepared to access these properties by snowshoes or snowmobiles during winter months.
- Contracting for private snowplowing services

Road Maintenance Priorities

- 1) First Priority - Snowplowing and sanding, where needed, is the first priority for use of road funds.
- 2) Second Priority - create and maintain roadside ditches and culverts, repair damaged roads, remove protruding rocks, fill gravel and paved road potholes, and grade out washboards and apply fresh road mix or other treatments.
- 3) Third Priority - Remaining funds shall be used for meeting the priorities recommended by the Road Committee and approved by the Board.

Road Standards

Upon the recommendation of the Road Committee, the GLA may contract with a licensed professional engineer to provide an inspection and report of the GLA platted road network. A professional report on existing road conditions, upgrades and repairs that fit within the GLA's budget and road standards will be produced, and made available to all Landowners and used as a guide for future maintenance and repairs in accordance with the Road Maintenance Priorities.

Fiduciary Use of Funds

GLA Covenant 8.01h states, "The Association is not obligated to provide maintenance or snowplowing in excess of the amount that has been paid by Landowners through the annual assessment."

Further, GLA Covenant 11.05 states, "The Association is and shall be a fiduciary in the allocation, application and use of assessment funds." All money spent by the GLA Road Committee must be scrupulously expended and accounted for. Transactions shall be transparent and detailed, and written reports provided to all landowners on a monthly and yearly basis via the posting of financial reports, Board, and Road Committee minutes on the GLA website.

ADDENDUM A

Platted Roads in North Glastonbury and South Glastonbury:

North Glastonbury

- Aquarius Loop
- Capricorn Drive
- Caspari Way (Both Ends)
- Gemini Road
- Jupiter Way (First 1/3)
- Mercury Lane
- Orion Way
- Pisces Way
- Sirius Road Hill to Story Road
- Taurus Road
- Venus Way to Dome Home

South Glastonbury

- Aquila Lane
- Arcturus Drive to Arcturus Lane
- Hercules Road
- Hesperus Road
- Leo Drive
- Leo Lane (First 1/3)
- Libra Drive
- Libra Extension
- Polaris Way
- Scorpio Way
- Sagittarius Place
- Sagittarius Skyway
- Virgo Way