

**POINT O'WOODS
BOARD OF GOVERNORS MEETING
May 27, 2014 6:30PM-9:00PM
PHOEBE GRIFFIN NOYES LIBRARY
OLD LYME, CT 06371**

Minutes

Type of Meeting: Regular – Association Business

Secretary: Jean M. Smith

Attendees: Fred Callahan, Sandy Downes, Bill Griffin, Beth Kelly, Bud Phelps, Harry Ritson, Peter Roberge, Roy Johnson, Faith Weiss

Absent: Greg McKenna

Bill Griffin called the meeting to order at 6:33 PM.

Citizen Speak:

Elaine Harris of 44 Hillcrest Rd, requested restoration of her golf cart privileges. The item was added to the agenda.

Paula Barakos, 47 Seaview Rd. commented that natural fences do not prevent neighbors' pets from roaming into their yard. She would like to see the fence ordinance revisited.

Approve Agenda: Fred Callahan requested that the topic of Seaweed disposal be added to the agenda. Harry Ritson requested a word about the Boat Basin. Bud Phelps moved to accept the amended agenda, Fred Callahan seconded. The motion carried.

Secretary's Report: Beth Kelly motioned to approve the minutes from April 22, 2014, Pete Roberge seconded the motion. So voted, the minutes were approved.

Treasurer's Report:

Roy Johnson reported that there was no income in April but receipts for boat basin and golf cart fees had begun to come in for May. The forecast shows income is up and expenses down so we will generate a surplus of about \$44,000 that will carry over as reserve cash to the next fiscal year. During the transfer to the new accounting software, QuickBooks, a data error occurred which was discovered in reconciliation and resolved.

Outstanding delinquent taxes are down to \$12,800 for 7 property owners.

Roy Johnson reported that he had met with the auditing firm who are familiar with quasi-municipalities like Point O'Woods and serve clients with similar organizations. They did the audit last year, it was a quality piece of work and their fee remains the same. Roy Johnson recommends them and if we choose to contract with them, he has the engagement letter to be signed by the President. Bill Griffin reported that he had one source reviewing this and we have some time before we need to sign the engagement letter.

Beth Kelly moved to accept the treasurer's report, Harry Ritson seconded. Motion carried.

DISCUSSION AND DECISIONS:

Harris Golf Cart: The Harris golf cart privileges had been revoked last season after a motor vehicle/golf cart incident. Fred Callahan moved to reinstate their privileges with the stipulation that any future violations would result in a more lengthy suspension. Harry Ritson seconded. Motion carried.

Seaweed: Faith Weiss reported that removal of seaweed cost over \$3,000 last year and that she is looking at alternatives to reduce this expense. Fred Callahan stated that since we pay by the ton, the seaweed could be deposited by the railroad tracks in Anderson Park, limed and dried for removal reducing tonnage. Faith Weiss has also looked into the possibility of getting a dumpster for the seaweed and a licensed firm will pick up the dumpster for \$300 when it is full. Further cost reduction could be achieved by purchasing our own dumpster and the firm would empty it for us. Concern about the lack of desirableness of a seaweed dumpster was expressed.

Bill Griffin indicated that further research should continue on alternatives for reducing seaweed expense and thanked Faith Weiss for achieving a \$1,000 reduction in the beach-cleaning contract.

Budget Recap: Bill Griffin stated that, last meeting, the Board agreed to 10% mil rate and any differential of that and the expenses and capital costs will go to general reserves.

He clarified that more reserved cash is required due to the growing issue with the boat basin and the big hit to reserve cash from Storm Sandy. We have not established a target reserve as of yet (a study will be done this year), but it is fiscally responsible to replenish reserves and also fiscally responsible to keep taxes reasonably controlled. Roy Johnson indicated that the Grand List had little change from last year and this mil rate is still less than it was 5 years ago. The 10% mil rate increase will add approximately \$23,000 to reserves. Bill Griffin stated that opportunities for expense reduction exist, like the seaweed, and those savings would go to reserve.

Review annual meeting presentation:

Bill Griffin will do the key presentation. He asked each commissioner to be prepared to respond to questions in their area of responsibility.

Roy Johnson will present the budget and the process used this year to develop it. The detail is available at the office for anybody who requests it. There will be some copies available at the meeting and it can also be emailed. By not mailing them with the Call of the Meeting, we saved over 4,000 printed pages and associated postage

Roy Johnson will have the expenses from Storm Sandy, which Bill Griffin believes is about \$250,000. Bill Griffin will also have his notes

Harry Ritson stated that we have had a fantastic financial year. We avoided a special assessment by using cash reserves. We are coming in under budget, and implemented the Administrator function.

Greg McKenna will handle the questions about the ordinances.

Pavilion use: Beth Kelly stated that use of the Pavilion has been limited to small groups of 1-2 hours. Pavilion Usage form was reviewed. Concern for appropriate level of liability insurance was expressed. The form will be revised with the liability language recommended by our insurance agent and reposted on the website.

The request for using the boardwalk for a wedding on a July weekend when the pavilion is unavailable was discussed. Beth Kelly indicated that we don't reserve the boardwalk or beach, which are the community's shared property. However, it should be clear that parking restrictions and other ordinances would be enforced. Board identified the need for a clear process for using Point O'Woods community property for private events.

Faith Weiss stated that there is a policy for private use of the pavilion but since it is not available, she felt that as long as people comply with the Point O'Woods ordinances and regulations regarding the beach and parking lot they could have a small ceremony in the sand, on the beach but setting up chairs for larger parties.

Permitting process (parking, golf carts, tenant parking): No discussion

Appeals process for violations: Bill Griffin stated that the Board should undertake streamlining the violation appeals process by clarifying the facts of the situation so that board members are prepared to more quickly discuss and decide on appeals. An appeals form was discussed that the violator would complete and give to the Operations Administrator. A subset of the Board would investigate, gather facts, deny the appeal for lack of facts or approve the appeal to go to the full Board to present the facts. The form and process will be posted on the website.

Violations Collections: Bill Griffin stated that it has been difficult to collect fines from violators at Point O'Woods who were not owners. Fred Callahan concurred stating that we do hold the golf cart deposit for non-owners with unpaid fines but it is difficult to collect from tenants, guests, relatives, etc.

Sandy Downes motioned that the Board interpret references to Point O'Woods homeowners in the ordinances to include anybody in the household (i.e., resident, relative, tenant, guest, etc.). Beth Kelly seconded. Sandy Downes, Bill Griffin, Beth Kelly, Bud Phelps, Harry Ritson, Peter Roberge, Faith Weiss voted for the motion and Fred Callahan abstained. Motion carried.

Operations Administrator has the blank ticket books and will maintain records of ticket books, violations served and fines payment status. Ticket books will be distributed to security officers; officers will deliver copies of served tickets to the Operations Administrator who will track payment. Next year, if fines are not paid, this file will be the source of information to deny parking and golf cart permits for non-payment. Pete Roberge will look into getting a drop box at the office.

Liens on delinquencies:

Roy Johnson reported that he had sent notice letters to delinquent owners, has received some payments, but there are still 7 delinquent owners. Bill Griffin will ask the attorney to place liens on the outstanding unpaid properties with the request to protect Point O'Woods Association if there is a sale.

Security Service Schedule:

Bill Griffin stated that his understanding was that there would be 1 security guard to cover the beach, parking lot and boat basin; 1 guard at the front gate; and 1 roving in the cruiser.

Fred Callahan said there would be a guard on the beach, at the gate, and cruising in the car. He had hired civilians to handle the parking lot entrance and issuing permits. Bill Griffin asked if the guard was on the beach full time. Fred Callahan said yes.

Beth Kelly stated that her understanding was that instead of 2 guards, as in the past, a 3rd guard was contracted to cover beach, boat basin, and parking lot. Harry Ritson expressed interest in more monitoring of the boat basin. He expressed a concern for boats getting in when they shouldn't and occupying vacant slips.

Harry Ritson stated his understanding was that issuing of parking, boat and golf cart permits was to be shifted to the Administration Office after Memorial Day weekend.

Bud Phelps indicated that he thought we were trying to eliminate positions and questioned whether we needed civilians at the parking lot entrance if we had 3 guards. The civilians were an extra \$3,500.

Bill Griffin stated that there did not appear to be a consensus among Board members regarding the security process, staffing and procedures. He asked Fred Callahan to re-check the budget and ensure that it was sufficient to cover expenses of security guards and civilians to ensure it was the right budget for the right security coverage. Roy Johnson stated that there is \$60,000 in the budget for security and offered to work with Fred Callahan to develop the schedule to reflect how that would be allocated.

Fred Callahan agreed to Bill Griffin's request for a schedule of civilian and security guard coverage that demonstrates how the various requirements and posts are covered and the related budget.

FOI session June or July: In order to resolve an FOI claim, the Board will have an FOI training session at the scheduled June Board Meeting. Jean Smith will schedule this.

Report on administrator recruiting: The position was posted on Point O'Woods website and bulletin boards as well as *The New London Day* and Monster.com. Closing date for applications is 6/5/14. Currently have 24 applicants, discarded 12 for 'not qualified'. Remaining applications are on file awaiting a second screen to develop a slate of qualified candidates for the new President.

Bill Griffin acknowledged that if we find the right person we can adjust the hours.

Burned house: No news on the burned house Beth Kelly will contact Old Lyme officials for more information.

Board Candidate: Wayne Buchanan, Sargent Rd, 3rd generation Point O'Woods person introduced himself, provided background and said he looked forward to serving the community as a board member.

Jean Smith will have candidate bios available at the Annual Meeting. Nominees will present their background to the meeting attendees.

Board Member Resignation: Bill Griffin announced that Sandy Downes is resigning from the Board. He proposed Mike D'Aquila a year round resident on Connecticut Rd., to complete Sandy Downes term. Bill Griffin motioned to accept Mike D'Aquila to complete Sandy Downes term, Fred Callahan seconded. Board vote for acceptance was unanimous.

Boat Basin Commissioner's report:

Harry Ritson reported that only one person expressed interest in storing their boat trailer in Anderson Park so he would pursue the possibility no further. He ordered life preservers and a boat pole to be available along Champion Rd creek for the need to rescue anybody. There were several boat slips available this year and Harry Ritson went down to number 32 on the list to allot these. It was a lengthy process since many did not have boats and needed time to decide whether they wanted the slip. He is now requesting a deposit to hold the slip for a potential boat.

Harry mentioned that boat slips are not handed down in a family but there have been cases when a child gets on the waiting list and when they get close to the top of the list, the parent gives up their slip and the child winds up being offered a slip. Harry stated that this is acceptable under the current guidelines.

Harry expressed concern about misinformation in the community regarding the boat basin's potential expenses for repairs and asked all board members to clarify this anytime they had an opportunity. He re-iterated that an unsolicited and unsubstantiated

estimate of more than a million dollars to rebuild is not true nor are there any plans to fill in the boat basin to enlarge the parking lot, a silly notion. An engineering study needs to be performed to determine what the problems are and the options for corrective action. It will take a few years to fix it, but as of yet what and how much are undefined.

Carlson Fence Request: The Board members received an email from Mr. Carlson, Ridgewood Rd., requesting replacement of a fence along his property abutting the right of way. He does not indicate what he proposes to replace it with. Per the ordinance, the fence can be repaired, not replaced. This request varies from the ordinance, but the members commented on the poor condition of the chicken wire fence. Bud and Pete will look into this further. No further action will be taken until they report back.

ADJOURNMENT:

Harry Ritson motioned to adjourn at 8:37. Beth Kelly seconded. So voted, the motion carried.