

**POINT O'WOODS  
BOARD OF GOVERNORS MEETING  
July 22, 2014 6:30PM-9:30PM  
Phoebe Griffin Noyes Library  
OLD LYME, CT 06371**

**Minutes**

**Type of Meeting:** Regular – Association Business

**Secretary:** Jean M. Smith

**Attendees:** Wayne Buchanan, Fred Callahan, Mike D'Aquila, Carl Filios, Beth Kelly, Bud Phelps, Peter Roberge, Roy Johnson, Faith Weiss

**Absent:** Jennifer Reyes

Carl Filios called the meeting to order at 6:31 PM.

Carl stated that the same policy used at the Annual Meeting applies to Citizen Speak in the monthly BOG Meetings. That is, property owners of record are the only ones to address the Board during the Citizen Speak portion of the BOG meeting. The speaker will have 3 minutes to describe their situation, comment or request.

**Citizen Speak:**

Mark Stankewicz, 1 North Rd requested the Board approval to use the Pavilion and basketball court on 8/31/14 (rain date 9/1/14), 11:00 AM-2:00 PM, for a benefit similar to the one held last year for Jeff Keish. He also stated that a group of property owners would like to hold such an event each year to raise funds for special causes of the community.

Richard Burlingham, 16 Walnut Rd., had several items to comment on: 1) He stated that a policy of “no off-road” vehicles would be authorized on Point O'Woods streets but he had seen one with #9 on the side, 2) although fences are still not allowed, they are still being installed, 3) he has observed bikes and skate boards in the tennis courts and security should be keeping them out, and 4) Point O'Woods no longer has re-cycle containers at the beach.

Shelagh Smith, 12 Champion Rd, asked about the security guard schedule, if had changed and if so, why. Fred Callahan stated that the security was scheduled was the same as last year, Sunday-Wednesday 9:00 AM-11:00 PM, and Thursday-Saturday 9:00 AM to midnight. There were a few occasions earlier in the season. Wayne Buchanan asked about patrols. Fred Callahan stated that there was one guard at the gate and one patrolled in the car and covered beach patrol. He suggested people call the gatehouse directly at 860-434-2594 to report problems.

Richard Roach, beach lot on Champion Rd next to Adams cottages, commented that there has been a lot of disruption to get 24 Champion Rd cottage repaired after the hurricane and requested that the Board move quickly to resolve the issue so things could settle down and naturalize. Carl Filios stated that it was under research by the Board.

Marilyn Stitham, 49 Ridgewood Rd. The submission cutoff date for *The Wave* articles is this coming weekend (7/25/14).

**Agenda:**

Carl Filios added the WPCA nomination to the agenda, Mr. Stankeicz request for the pavilion and recreation area for an event. Bud Phelps moved to accept the agenda, Wayne Buchanan seconded and the motion carried.

**Secretary's Report:**

Jean Smith stated that the 6/17/14 monthly meeting minutes had been posted on the bulletin boards and website according to requirements. Carl clarified that legal counsel had informed him that the president could vote on Board actions. Wayne Buchanan moved to accept the minutes of 6/17/14, Bud Phelps seconded and the motion carried.

**Treasurer's Report:**

Roy Johnson reported that preliminary fiscal year end 2013-2014 financials looked good. All Commissioners came in under budget and the \$25,000 that the community approved to address administrative needs was under budget. That item will be included in the Administration Budget going forward. There may be a few expenses yet to clear but nothing major is anticipated. Delinquent taxpayers continue to decline. Wayne Buchanan will contact our attorney to determine lien status and potential action. We end the year with over \$350,000 cash and equivalents. Next month the report will address the new fiscal year 2014-2015.

Roy Johnson stated that we would come in under budget for the audit and requested that the excess funds be applied to QuickBooks training from the audit firm to enhance our utilization of the software. Fred Callahan moved to spend the excess audit budget funds on QuickBooks training, Mike D'Aquila seconded and the motion carried.

**Executive Session:**

Wayne Buchanan motioned that the BOG move to executive session for the purpose of a personnel matter, Bud Phelps seconded and the motion carried. The Board entered executive session at 7:00 PM. The Board returned from executive session at 7:25 PM. No votes taken.

**Administrator Position:**

Mike D'Aquila motioned to offer the open Administrator position to Pamela Walters subject to background check and salary negotiations. Pete Roberge seconded, the motion carried.

Bud Phelps motioned to offer the open Grounds & Maintenance Assistant position to Brian Kerley subject to background check. Beth Kelly seconded, the motion carried.

**Review of Open Business:**

Carlson Fence Request: Bud Phelps reported that it would take 5 rails rather than the 2 anticipated and the work would be done in the fall. Pete Roberge reported that the expense was part of the Roads budget since it is a right-of-way.

Burned House, Connecticut Rd: Beth Kelly reported that the petition was being circulated and there were about 95 signatures to date. John Flowers (town of Old Lyme) was not encouraging about the town taking any action. Beth will contact Greg McKenna to get history on his conversations with the town Sanitarian and to write a letter to the owners asking what their plans are regarding the property.

Adam's Walkway: Pete Roberge reported that he, Mike D'Aquila and Faith Weiss met at the property today and he thought the new walkway protruded beyond the original fence, was raised 7.5", presented a safety hazard and could be easy to fix. Pete referred to survey drawings showing the original concrete walkway before Storm Sandy. It was determined that the sidewalk and fence issues were entwined. The walkway issue was tabled until the August meeting. By then Pete Roberge and Mike D'Aquila will determine where the fence is to be returned and we can then address the walkway.

Adam's Fence: Lance Brown, general contractor on the Adam's house removed the fence to facilitate access to the property during construction. He stated that he is unable to locate the original fence materials and he requested that The Association replace the fence and have it placed so that it protected the walkway to eliminate the safety hazard. He stated that it would be prohibitively expensive for the homeowner to change the walkway.

The sentiment of the Board was that the fence was important to protect the berm, which protected the houses on Champion Rd. Fred Callahan stated that the fence should be returned to its original location, not closer to the road. Fred Callahan motioned that the fence be returned to the original position with the cost shared 1/3 Adam's family, 1/3 Mr. Roach and 1/3 Point O'Woods. Faith Weiss seconded. Wayne Buchanan asked if we were certain about having agreement from all parties. Beth Kelly stated that Mr. Roach had indicated he was willing to pay a share of the expense to replace the fence. Since one of the parties was not present, Carl Filios suggested we vote on this motion and if agreement is not reached with the other parties, we will ask all parties to be present at the August meeting to resolve this.

Security Schedule: Fred Callahan stated that attendants were at the parking lot 9:00-4:00, 7 days a week. Fred Callahan assured Carl Filios that the schedule was compatible with the budget

Beth Kelly stated that in the past, there were security guards at the beach lot on movie night but there was no guard in parking lot the previous Saturday night, movie night and a lot of car and golf cart traffic in the lot. Fred Callahan will follow up on this with security personnel..

Board Member Assignments: Carl Filios referenced a list of boards and commissions in Old Lyme from the June BOG meeting that Point O'Woods may have an interest in. He will send it out and would like Board members to volunteer for one of these assignments.

Seaweed Disposal: Faith Weiss and Bud Phelps reported that the seaweed was being deposited in Anderson Park to dry out, then it would be scooped into a dumpster and hauled away.

#### **FOI Follow-up:**

Carl Filios distributed a document created from his notes at the FOI session 6/17/14. He requested comments on it and he will finalize. He has invited our Attorney to attend the next meeting to cover legal and regulatory topics of interest to the Board. Handouts from meetings will now be filed with agendas and minutes. Carl Filios is attempting to find the Code of Ethics approved by the Board in 2011.

#### **Conflict of Interest:**

All records are complete for this year.

#### **Permit Process – customer service:**

Carl Filios stated that this is a year of growing pains with new tools and processes trying to figure out where to do what, or where to find something. He stated we would continue to figure out how to balance customer convenience and operations control next year. We have new forms, procedures and various data files, but we can be more responsive when we connect the varied individual files created this year.

#### **Commissioners Reports:**

Recreation - Beth Kelly requested the Board approve the Reggae on the Beach party 8/2/14, 7:00-10:00 PM allowing light snacks, alcohol drinks, no glass and no fire. This has been a well-attended event for 5 years and we will need extra security. Pete Roberge motioned to approve the Reggae on the Beach party 8/2/14, 7:00-10:00 PM allowing light snacks, alcohol drinks, no glass and no fire, Bud Phelps seconded, the motion carried.

#### **New Business:**

Debit Cards: Carl Filios proposed the act on a previous approval of debit card for Jeff Keish and an additional for the Administrator for miscellaneous expenses. Discussion ensued about handling receipts, approvals and credit card vs. debit card. Carl Filios will talk with Bank of America to determine the best approach.

Golf Carts: Fred Callahan reported that an ATV was registered as golf cart #9 in error. A letter was sent to the owner indicating that we had made a mistake so we would let it stand for this season but would not renew it next year. There are only a few golf carts unregistered, one has been seen on the roads and security is addressing it. Beth Kelly reported that she has seen a number of golf carts driving at night with no lights. She read the CT DMV regulations regarding golf carts and distributed a copy. Faith Weiss noted that if our ordinances were to be changed, it would need to be voted on at the Annual Meeting. Wayne Buchanan will consult with the attorney to determine if there is something we need to do to be in compliance.

Bank Signature Authority: Carl Filios reported that with Board changes, bank signatory cards for bank accounts and safe deposit box needed to be updated. Wayne Buchanan motioned to grant safe deposit box access to change the access Carl Filios and Roy Johnson in place of Kathy McKeough and Mario Ciampi. Bud Phelps seconded and the motion carried. Wayne Buchanan motioned to grant checking account signature authority to Carl Filios and remove William (Bill) Griffin if he is currently authorized.

Hammer Law Extensions: Carl Filios reported that the new form was good to collect the request information but the requests require rapid response and it is difficult to get a quorum quickly. From now on, property owners only, not contractors, will complete Hammer Law Extension requests. The request form will be sent to the office, and then distributed to all board members via email. Board members will respond to Faith Weiss, Ordinance Commissioner. When she gets 5 approving responses she'll notify the office. Fred Callahan affirmed that the deadline for stopping work under the Hammer Law is 11:59 PM on June 24. Wayne Buchanan suggested clarification of the policy at the annual meeting clarification.

For Violation Appeals, a 2-person committee will be assigned by Faith Weiss to investigate and make recommendations to the board. Anybody involved in the issue or a witness with relevant data will not be on the committee.

WPCA Nomination: Wayne Buchanan moved to reappoint Richard Hrinak to the WPCA for a 3 year term, Bud Phelps seconded. The motion carried.

Benefit Request: Fred Callahan motioned to approve the benefit event Pavilion and basketball court on 8/31/14 (rain date 9/1/14), 11:00 AM-2:00 PM, for a benefit similar to the one held last year for Jeff Keish.

Wayne Buchanan reported that the stipend from Town of Old Lyme, is 1% return on the tax base and Point O'Woods receives just over \$20,000 per year. He mentioned that information about town meetings and committees will be sent to you via email if you go to the town website, and subscribe.

**Adjournment:**

Bud Phelps moved to adjourn, Mike D'Aquila seconded, the motion carried, the meeting adjourned at 9:04 PM.