

Glastonbury Landowners Association, Inc.
Board of Directors Meeting Minutes –Final
March 13, 2017
CONFIDENTIAL – DO NOT COPY

1. Call to Order

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

PRESENT: Dennis R. (President), Dan K. (Vice President), Mark S. (Treasurer via phone), Charlene M. (Secretary), Newman B., Ed D., Gerald D., Richard J., Leo K., Charlotte M., Kevin N. (attended via phone), Paul R.

Also attending: Iona Y. (Administrative Assistant)

Landowners: Miriam B., Annie B., Jamaica B., Claudette D., Joanna D., Dorothy K., Donna L.A., Fran N., Anju P., Alan P., Ron P. Francis R., Jeff R., Judith R., ~~Ron R.~~, Jack S., Leticia S., Rebecca T., Joe T., Linda U., Margaret W., Ia W., Regina W., and Walter W.

2. Set Agenda

Paul added 5.6.5 Blacktop engineers report

Ed added 5.7.2 Timeframe of processing small project reviews

3. Visiting Landowner Input Period

4. Unfinished Business

4.1 Road Maintenance of GAV

Action Item: Dan will follow up with last month's action item to determine if there was a maintenance agreement or a new easement agreement between Church Universal & Triumphant and Golden Age Village and the GLA.

Action Item: Charlene will explore what it would take and how much it would cost to list Park County as an additional insured on the general GLA policy. GLA to require proof of insurance from all contractors, and ask our insurance if the GLA should be listed as an additional insured on the contractor's policy.

5. Officer and Committee Reports

5.1 President's Report – DR

5.1.1 Phone line in Emigrant Hall

Action Item: Dennis will continue to follow-up with Rose R.

5.2 Communications & Technology Committee Report – NB

5.2.1 Complaint Research SG 53-B

Action Item: Dennis will draft response letters to Craig L. and John C.

Leo announced he had a conflict of interest and declined further participation except to answer questions and give his opinion, when asked.

5.2.2 Complaint, Donna L.A.

Motion: Charlotte motioned and Leo seconded to form an advisory group consisting of 2 board members and 4 landowners. **Motion passed unanimously.** Newman and Ed volunteered as board members for the group.

Action Item: Newman will write an announcement to send to the membership describing and seeking volunteers for the advisory group. Charlene will send the announcement out via email.

Action Item: Dan will develop materials addressing the standards of education and expectations that all directors would be required to sign.

5.2.3 Complaint, Ia W.

Ia felt it was a conflict of interest when a director designs a job and also bids on that job.

Action Item: The advisory group will include that a board member who designs the specs for a job may not also bid on a job.

Glastonbury Landowners Association, Inc.
Board of Directors Meeting Minutes –Final
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After discussing Ia's complaint, Ed requested to be added to the Communications & Technology Committee. **Motion:** Ed motioned and Charlotte seconded to add Ed to the Communications & Technology Committee. **Motion passed** (10 in favor, 2 abstentions- Ed and Mark).

5.3 Treasurer's Reports – MS

5.3.1 Highlights: P&L, Bal Sheet, Dep/Check Details, Cust Bal Sum for Feb 2017

Concerns were raised because the P&L Accrual and Balance Sheet were missing from the report.

Motion: Charlotte motioned and Gerald seconded that all the Treasurer's Reports be done by the accountant. **Motion carried** (9 in favor, 1 opposed – Kevin, 2 abstentions – Newman and Mark).

5.3.2 Two second dwelling assessments removed

After inspection of the properties, second dwelling assessments were removed on properties owned by Craig L. and Thomas Moore School.

5.3.3 Timeline to assess interest & penalties and effects on November voting, QB internal due dates for accountant, 5% penalty quarterly or yearly

Action Item: *Mark will talk to Micah about fixing due dates on statements in QuickBooks batch invoice, change to due date rather than due on receipt.*

5.4 Finance Committee Report – MS

5.4.1 New Liens

A small number (4 to 6) new liens were scheduled to be sent out soon.

5.5 Secretary's Report – CM

5.5.1 Communication using info@glamontana.org account

Charlene requested the board to respond to landowners' emails using the info account to provide a permanent record of all the emails the GLA received and the board's official responses.

5.5.2 Insurance info received

Covered under 4.1.

5.5.3 Committee minutes guidelines

Action Item: *Ed to revise Project Review committee meeting minutes of March 6 as per discussion. Road Committee minutes of Feb. 22 referred back to the road committee.*

Action Item: *Charlene to draft a committee meeting minutes template.*

5.6 Road /Weed Management Committee Report – PR / ED

Motion: Leo motioned and Mark seconded to add Ia W. to the Road committee.

Motion carried (9 in favor, 1 opposed – Ed and 2 abstentions – Charlotte and Paul).

5.6.1 Drainage problem and complaint NG 11-E

The board was in agreement that the drainage issue should be taken back to the road committee and that a concerted effort was needed to compose a single, coordinated plan in which the three landowners and GLA would each do their part.

Action Item: *The road committee will address this problem.*

5.6.2 Engineer report Gemini & Gemini bid, Adkins

Road engineer Alan Shaw assessed Gemini as too narrow by 36" and not legal for Montana road standards.

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Board of Directors Meeting Minutes –Final
March 13, 2017
CONFIDENTIAL – DO NOT COPY

Action Item: *Ed to get 2 more bids from Josh Wells, Mike Adkins, Gene Lembke, and Mountain West Holdings to bring Gemini Rd. up to state standards.*

5.6.3 Road policy letter from attorney, subcommittee for road policy revisions

Motion: Charlene motioned and Dan seconded for the road policy letter written by Seth Cunningham, written for board use only, not be posted on the website or distributed to landowners. **Motion passed** (7 in favor, 3 opposed – Ed, Leo, Kevin, 2 abstentions – Charlotte, Paul).

Action Item: *The Legal committee to redact Seth's letter.*

Action Item: *Road Committee to address Road Policy changes to conform to Covenants.*

5.6.4 Snow plow guidelines – Tabled

5.6.5 Blacktop engineers report – PR (added to agenda)

Knife River Engineer quoted \$385,000 for 2" overlay including patching, crack sealing and bonding layer. Minimum cost; \$140,000 per mile.

5.7 Project Review Committee Report – GD / KN

5.7.1 Project Review Checklist – Tabled.

5.7.2 Timeframe for processing small project reviews – ED (added to agenda)

Ed asked the board to consider expediting the approval of small projects that were submitted a month before scheduled committee meetings. Attendees asked Ed to recuse himself since this was a conflict of interest as he was the contractor on the job. Ed recused himself.

5.8 Legal Committee Report – DR

5.8.1 "Confidentiality stamp"

Action Item: *Dennis to contact Alanah*

5.8.2 Confidentiality and conflict of interest agreements

Same as 5.8.1.

5.8.3 Meeting with Rick Landers; interest rate change; collections; ownership of NG 39 & NG 65; individuals appointing a representative as a trust or LLC would do.

Action Item: *Dan to follow up with Rick Landers*

5.8.4 Lawsuit by Chrystal O'Connell

The case was dismissed.

5.8.5 Vexatious litigant lawsuit

The court ruled the O'Connell family as vexatious litigants.

5.9 Governing Documents Committee Report – LK

5.10 Election Committee Report – CM

The next meeting was scheduled for March 20 at 7 p.m.

6. NG and SG Ombudsman report

7. Approve meeting minutes, 02 13 2017

Motion: Dan motioned and RJ seconded to approve the minutes. **Motion carried unanimously.**

8. Visiting Landowner input period

Glastonbury Landowners Association, Inc.
Board of Directors Meeting Minutes –Final
March 13, 2017
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Regina W. suggested breaking down contractor costs into 2 subaccounts: contractor plowing and contractor sanding.

Action Item: *Charlene will give Micah these instructions.*

9. NEW BUSINESS

10. Adjournment

Dennis adjourned the meeting at 10:35 p.m.

11. Next BOD Meeting: April 10, 2017