

2010-11 Board Minutes

Board meetings were held on:

July 27, 2010; August 7, 2010; September 4, 2010, October 9, 2010, November 6, 2010, December 11, 2010, April 2, 2011, May 7, 2011, May 21, 2011

Lake Williams Beach Association

PO Box 52, Lebanon, Connecticut 06249

www.lwba.org

MINUTES (approved)

Board of Directors Meeting

July 17, 2010

Opening:

The regular meeting of the Lake Williams Beach Association was called to order at 9:37 am on July 17, 2010 at The Acres by Barry Walwyn, President.

Present: Barry Walwyn, Dave Sorenson, Jenifer Tait, Judy McCabe, Dawn Jacques, Dave Santoro, Christy Kelly

Absent: Fred Doyle

A. Approval of Agenda

The agenda was unanimously approved as distributed.

B. Approval of Minutes

There were no minutes to approve at this time.

C. Organizational items of the new Board of Directors

1. Brief introductions were made by each person present as this is a newly elected board.
2. President made opening remarks regarding the oath of office taken by all officials, the roles and responsibilities of each office, the sensitivity of information discussed. President shared his visions to increase member participation at annual meetings from about 33% to 50 % or more, to improve communication with and between members of the association, to ensure that the beaches are inviting to all, increase the use of the new website.
3. Discussion followed: Christy has been working to improve 3rd beach; use website to publish stories and pictures about members, link to Town of Lebanon websites; maybe we can leverage membership to get group rates on things like garbage pickup; charter and bylaws are on website – need to add the CT act that allows flat rate taxation of members (Judy will check

individuals. Dave Gendreau (previous tax collector) has placed proper liens on properties of delinquent owners. The currently approved budget (as amended at the annual Meeting) seems to be more than was actually collected in taxes last year and assumes no delinquent taxes this year. There are funds in the savings account to support the budget if needed.

Action item: The tax collector to determine the rules regarding tax liens and calling the liens and then report the information to the Board.

Action item: The Board needs to closely monitor income and expenses during this year. There was unanimous agreement that the proposed budget for 2011-12 needs to be properly constructed based on taxes collected and identified needs of the organization.

2. Posting and distribution of new By-law changes: Based on the Charter and the existing By-laws, it appears that proposed by-law changes cannot be amended by the annual Meeting.

MOTION Dave Sorenson, second Judy McCabe- **vote: unanimous:** That the "currently dated" amendment (June 27, 2010 New Business item 1.c) be stricken from the new by-laws.

Action item: mail new by-laws to members; also include combination to boat launch gate, survey on opportunity to volunteer in various capacities, email information.

3. Survey phase 2: Messier and Associates are willing to meet with the Board or committee.

Action item: Dave Sorenson appointed chair to review information and maps including the contract with Messier and Associates. He will report to Board on action that may be needed.

4. Beach and Property: discussion on the landscaping contract which has not been signed. Analeise (red house) is taking care of 1st beach including lawn cutting. Dave Santoro is helping. The beach looks really nice. Christy and Arvid Sundquist are working on 3rd beach. Dave Sorenson volunteered to cut the grass at 3rd beach. The possibility of offering to pay association members who volunteer to take care of beaches was discussed and may be revisited in the future. There is some tree work that needs to be done in several places before dead branches potentially fall and injure people.

MOTION Dave Santoro, second Dave Sorenson- **vote unanimous:** That we dispense with a contract with a landscaping company and use volunteers to maintain the beaches.

into that). Overall, the theme of each member's discussion was to increase interaction and collaboration among members of the association.

Action item to send all members information on the website, a survey re sending information by email.

Discussion process unanimously agreed: define and agree on the problem based on factual information; discuss possible solutions and variables; list pros and cons; prioritize pros and cons based on the effect on the membership as a whole; vote on the direction and bring items to the general membership as needed/required.

D. Existing Business

1. New Officer reports after turn over meetings

- a. President and Vice President: Barry and Dave met with Ryk Nelson and have boxes of association material that they will review. They also have pieces of dock, signs and posts.

Action item: organize and catalog the appropriate material; seal it and place it in the town vault. Barry, Dave, and Judy.

Action item: Insurance policies need to be reviewed re bonding of treasurer and tax collector and liability for directors; adequacy of liability insurance for the association properties. Christy Kelly is appointed to review policies and report to the Board re needed actions

- b. Secretary: Jen talked with Christy. Key to PO Box 52 turned over to Jen;

Action item: Box of materials including notebook will be delivered to Jen by Christy.

- c. Tax Collector: Tom Cartelli submitted his resignation to the President.

MOTION by Jen Tait, second by Dawn Jacques – **vote unanimous:** That the Board approves the appointment by the President of Dave Gendreau for the position contingent on Dave's willingness to accept the position. Should Dave accept the tax collector position, that Sharon Maloney be appointed as the second auditor.

- d. Treasurer: Judy has received the PO Box key and materials from the previous treasurer. The fact that the Town combined parcels owned by the same person in their recent assessments has confused the tax of the Association for separate parcels that have not been legally combined. Judy has collected \$910 of back taxes from certain

MOTION Dave Sorenson, second Dawn Jacques – **vote unanimous**: That we authorize the President to accept bids on tree limbing in lieu of a landscaping contract.

E. New Business

1. Report on Website: Judy is the administrator. She would like some back up help. She will add some appropriate links and new information.
2. **MOTION** Dawn Jacques, second Christy Kelly – **vote unanimous**: That the tax due date be moved to August 11th.
3. Dave Santoro accepted appointment as the Beach and Property chair.
4. Annual picnic: Dawn Jacques volunteered and was appointed chair. Committee includes Dixie Sorenson, Judy McCabe, Liz Pang, Lesa Santoro and anyone else who is interested can volunteer to help.
5. Appointing the second auditor was deferred until the tax collector position is filled.
6. Format for the meeting agendas and minutes was discussed. Meeting minutes will be posted on the website as unapproved as soon as they are completed. They will be changed to approved status once the Board approves them as subsequent meetings.
7. Brainstorming ideas for the association and more inviting uses of properties was deferred for the next meeting.
8. Investigating the need for a constable was deferred to the next meeting.
9. Parking stickers was deferred to the next meeting as, according to the discussion at the annual meeting, it is not an issue at the moment.

Action item: at the next meeting revisit the previous procedures for parking.

10. The Board unanimously decided to have the secretary send a sympathy card to Zane's family expressing condolences on his recent passing.
11. The Board discussed the scheduling of future meetings. The decision was to hold the first Saturday of the month at 9:30 am for future meetings and the President will determine when to cancel the dates. This will make planning easier for Board members.

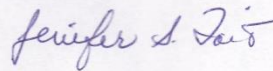
F. Agenda items for Next Meeting

1. Brainstorm ideas to increase member participation in association activities and how to make association properties more inviting.
2. Investigate the need for a constable
3. Discuss parking stickers and parking procedures
4. If information is ready, discuss insurance coverage
5. If information is ready, discuss survey 2nd phase
6. Appoint second auditor

Meeting was adjourned at 12:10 pm by Barry Walwyn. The next general meeting will be at 9:30 am on Aug 7, 2010 at The Acre.

Minutes submitted by:

Jenifer S. Tait, Secretary



Approved by:

Board of Directors 8/7/2010

Lake Williams Beach Association

PO Box 52, Lebanon, Connecticut 06249
www.lwba.org

Board of Directors Meeting
August 7, 2010 (**approved**)

Opening:

The regular meeting of the Lake Williams Beach Association was called to order at 9:51 a.m. on August 7, 2010 in The Acre by Barry Walwyn.

Present:

Barry Walwyn, David Sorenson, Judy McCabe, Jenifer Tait, Fred Doyle, David Santoro, Dawn Jaques (late)

A. Approval of Agenda

Motion to approve: Judy McCabe/Jen Tait. The agenda was unanimously approved as distributed.

B. Approval of Minutes

Motion to approve as corrected: Fred Doyle/Dave Santoro. The minutes of the previous meeting were unanimously approved as distributed with the correction of typographical errors (Fred, 06249).

C. Committee Reports:

1. Survey: Barry Walwyn spoke with Bob Messier, of Messier and Associates. Information is now being sent to the LWBA post office box rather than to private homes addresses. The more generally accepted survey method in that they are contiguously accounted for rather than just a lot by lot survey of individual properties. Mr. Messier reported that there was discussion prior to the Annual Meeting to make some adjustments for a possible decision on quit claiming some property. However, that was not done. Dave checked the boundaries and the angles and suggested that there may need to be an adjustment to grid angles. Red stakes are magnetic control points for the survey and not property line markers.

Action: Dave and Barry will meet with Mr. Messier to gain a better understanding of all aspects of the survey and to determine where there might be concerns about association property boundaries. They will discuss best practices to address any issues related to the survey. Dave and Barry will report back to the Board.

2. Picnic: Judy McCabe reported for chairwoman, Dawn Jacques. The picnic will be on Aug. 29th. Entertainment will be "Curious Creatures" (see info at www.curiouscreatures.com). There will be an anything goes parade from Second Beach to First Beach - Echo Dr #1 – the telephone pole (not to Echo Dr. #2). The end point of the parade will be marked on Echo Dr. Tables and chairs may be needed. The notice has sent out.

3. Beach and Property: Dave Santoro reported that he is still working on bids for tree trimming/removal. He has two at this time that seem reasonable but would like more. He noted that several companies refused to consider work in Lebanon. The bids are for First and Third Beach. One for \$1855 and one for \$1550.

Motion to approve no more than \$1,000 for maintenance of trees on First Beach. Dave Sorenson/Dawn Jacques. Unanimous in favor of the motion.

Beach One requires determination of which trees are on association property. There is a question about a private drain on Third Beach that seems to be on association property.

Dave has had good response to his notice with several people stopping by to talk and to volunteer to help. Board members will speak with neighbors to try to increase participation in Beach and property activities. The survey includes space for volunteers.

There was lengthy discussion of dates for fall and spring clean up including the issue of date restrictions for seasonal property owners. There may need to be a two part clean up – once in October and once in November after most of the leaves are down. Spring may be similar. Dave will set dates. One suggestion is to coordinate one of the clean up days with the Town Earth Day celebration/clean up.

Discussion of boats on beaches. A suggestion for a boat rack for small boats was suggested as a way to enhance Second Beach boat storage. The process for unclaimed boats was also discussed – i.e., the Association removes, stores, charges the owner for storage, and then unclaimed boats are sold to cover cost of storage.

Discussion of use of LWBA wooden signs. Notice boards need to be large enough to read easily and maybe larger sign boards would help.

The need to repair or replace picnic tables at beaches was discussed. Fred Doyle will quote a price for having his school students build 8 six foot picnic tables with benches attached.

4. Insurance: General discussion of insurance concerns. One concern is whether the Association is adequately covered at this time. Another concern was if volunteers are covered if they get hurt on Association property. Association property needs to be posted points. The docks need to be covered in the policy. There was a suggestion to have the agent walk the property and assess the needs against the current policy and adjust the quote as needed.

Action: Christy Kelly is working on reviewing current policy and contacting the agent to determine current limits, missing conditions, and to review areas of exposure. Information should be ready for September 4th Board meeting.

D. Existing Business

1. **Brainstorm ideas:** unanimous agreement to defer until the next meeting.
2. **Parking:** motion to remove this item from the agenda Dawn Jacques/ Fred Doyle. Unanimous agreement.
3. **Review consideration for a constable:** motion: After discussion, the Board determined that a constable is not a cost effective viable option and the Board will look into alternative approaches. Dave Sorenson/Dawn Jacques - unanimous approval.
4. **Review and complete member survey:** motion to approve the survey as revised. Dave Sorenson/Dawn Jacques – unanimous approval

E. New Business

There was no new business.

F. Agenda items for Next Meeting

1. **Brainstorm ideas for the association and use of property**
2. **Discuss alternative approaches as in item D.3. above.**
3. **Committee reports**

Adjournment:

Meeting was adjourned at 12:15 P.M. by motion Dave Santoro/Dawn Jacques – unanimous. The next general meeting will be at 9:30 a.m. on September 4, 2010 in The Acre.

Minutes submitted by: Jenifer Tait, Secretary

Approved: as corrected 9/4/2010

Beach One:

Add picnic tables.

Identify overflow parking area.

Place picnic tables on blocks or in sand or something to make it easy to trim/mow around picnic tables.

Fix the slope with retaining walls providing a level area for member use.

Build a pavilion to cover picnic area.

Perhaps sell The Acre to fund the pavilion expense.

Have bigger "Private Property" signage with stronger wording at the front of the beach.

Improve existing culvert to make more functional.

Place small storage shed with locks on property for maintenance equipment.

Add electricity to beach that can be used as needed by members with a coin-operated meter.

Add barbeque grills with picnic tables.

Beach Two:

There was general concern about liability of having a beach and boat launch so close together. Property Survey might provide additional information on actual space such as the possibility of creating more separation between the beach and the boat launch areas.

Dedicate Beach Two to boat launch only (liability will be addressed under insurance review).

Move LWBA sign to have better visibility

Provide more parking spaces.

Boat launch requires increased maintenance to remove excess sand drifting from beach area which makes launching more difficult.

Explore boat racks for small boats such as canoes and kayak.

Straighten the entry to the boat launch.

Beach Three:

Remove tree stumps.

Level top section by adding retaining wall or terrace to provide adequate parking lot.

Fix the slope with retaining walls to provide a level area for member use.

Add picnic tables.

Cement pad for grills and picnic tables.

Place picnic tables on blocks or in sand or something to make it easy to trim/mow around picnic tables.

Build a pavilion to cover picnic area.

Perhaps sell The Acre to fund the pavilion expense.

Make swimming beach useable by cleaning debris in water.

There are some shallow areas to address where dirt has drifted. Explore a system that would maintain beach area.

Place small storage shed with locks on property for maintenance equipment.

Add electricity that can be used by members as needed with coin-operated meter.

The Acre:

Add screening to the existing pavilion

Provide easier access road with turnaround for cars and people walking

Monitor the property better.

Paint new graffiti done this season.

Use lower area as overflow parking for boat launch area and beach parking.

Clear trees and brush to provide member recreational area (ball playing/horse shoes/volley ball, bocce etc.), and provide better visibility for monitoring pavilion.

Add picnic tables and grill area with cement pad for grills and picnic tables.

Sell the acre to fund and build pavilion on beach 1 and 3.

Place small storage shed with locks on property for maintenance equipment.

Add electricity that can be used by members as needed with coin-operated meter.

Lake Williams Beach Association

PO Box 52, Lebanon, Connecticut 06249
www.lwba.org

Board of Directors Meeting
September 4, 2010 (**Unapproved**)

Opening:

The regular meeting of the Lake Williams Beach Association was called to order at 9:37 a.m. on September 4, 2010 at The Acre by Barry Walwyn.

Attendance:

Attended: Barry Walwyn, David Sorenson, Judy McCabe, Jenifer Tait, Dave Gendreau, Fred Doyle, David Santoro, Dawn Jaques (late).

Absent: Christy Kelly

Also attending: Phillip Pitruzzello, Jane Erway

A. Approval of Agenda – unanimously approved as distributed

B. Approval of Minutes

Motion: Dave Sorenson/ Judy McCabe. The minutes of the previous meeting were unanimously approved as corrected (remove Dave Sorenson under C1 Survey; wording of first sentence paragraph 3 in Beach and Property; date of September meeting on page 3).

C. Committee Reports

1. **Survey** – no report
2. **Picnic:** Judy McCabe gave the report. As of Aug. 22nd there were only 15 people planning to attend (6 families) most of whom were Board members. Therefore the picnic was canceled. There was no cost to cancel the entertainment. After discussion of various ideas, there was consensus to explore the possibility of having the annual picnic on the same day as the Annual Meeting in June.
3. **Beach and Property:** Trees on First Beach were cleaned up and one was taken down at cost of \$550.

Next will be taking a look at Beach Three – sand, tables, water quality, parking accessibility, stump tress. Cost is prohibitive to take out largest tree by parking area. Concerns about the drain were discussed. Dave Santoro and Dave Sorenson will research the drain concerns at Beach Three.

Spring clean up day will coincide with Earth Day in April 2011.

4. **Insurance:** No report from Christy Kelly. Judy McCabe reported that she is looking into gaps in coverage and director liability coverage. Judy has a survey form that needs to be completed before she can get a quote on director's liability insurance. Dave Gendreau offered to help Judy and Christy work on this.

D. Existing Business

1. **Brainstorm ideas** for the association and use of property (Beaches and Acre): This was purely brainstorming and not evaluating ideas. The Board decided to work through the ideas during future Board meetings to allow time for discussing pros and cons and determining which ideas make sense for the association as a whole.

Beach One:

Dave Santoro: all ideas were addressed, maybe regraded so not so steep, repair picnic tables. Dave Gendreau also suggested regrading or terrace to fix the slope.

Jen Tait: sign for overflow parking area

Dave Sorenson: water issue – seems like we can take care of the bottom by the beaches as have permission for docks and beaches.

Judy McCabe: put picnic tables on blocks or in sand or something to make it easy to trim/mow around picnic tables.

Fred Doyle: fix the slope and make it really level to put up a pavilion and picnic tables. Perhaps sell The Acre to fund the pavilion expense.

Barry Walwyn: have bigger signage with stronger wording at the front of the beach and make the culvert more functional.

Beach Two: There was general concern about liability of having a beach and boat launch so close together. Property Survey might provide additional information on actual space such as the possibility of creating more separation between the beach and the boat launch areas.

Dave Santoro: beach and boat launch liability

Jen Tait: liability issues but some people do use the beach especially those who live near it.

Dave Sorenson, Judy McCabe, Dave Gendreau – no additional comments

Barry Walwyn: make the LWBA sign more prominent than FLW; address parking to make more space; beach sand impacts launch area increasing maintenance needs; explore boat racks for small boats such as canoes and kayaks; straighten the entry to the boat launch.

Dave Santoro: water, sand, clean up tables, stump grinding needed

Jen Tait: clean water (weeds)

Dave Sorenson: There are some shallow areas to address where sand has drifted out into boating area; need to explore a system to regularly clean the water.

Judy McCabe: commented on the nonprofit status and the potential concerns/rules for selling jointly held property.

Dave Gendreau: sell The Acre and put up a pavilion with electrical and water with locks on them; cement pad for grills;

Fred Doyle: sell The Acre and build pavilion

Barry Walwyn: need to develop the parking area; consider small, locked sheds at each property to store maintenance items and to lock electrical and water access

Dawn Jaques: charge members for use of electricity

The Acre:

Dave Sorenson: no suggestions

Dawn Jaques: add screening to the existing pavilion

Jen Tait: make the access road more accessible for cars and people walking

Judy McCabe: monitor the property better; paint.

Dave Gendreau: use as overflow parking for beaches; clear the field for ball playing/horse shoes/volley ball, etc; clear out brush so can see from road and nearby houses to make monitoring easier; add grill area

Fred Doyle: sell the property; mosquito issue but fewer trees might help that

2. Discuss alternative approached to hiring a constable: Judy McCabe raised the idea of a block watch program.

Motion: Dave Gendreau/Dawn Jaques to take the idea of a constable off the agenda.

In favor: Walwyn, Sorenson, McCabe, Tait, Gendreau, Doyle, Jaques

Opposed: Santoro

3. Finalize requirements to mail approved survey and post to LWBA web site: draft of survey has been approved. Bylaws will go out at the same time. Barry Walwyn will draft a letter from the Board. Get comments back to him promptly so that the information can be sent soon.

4. Review Fred Doyle's quotes for students to build 8 six foot picnic tables: Price is approximately \$75 per table or \$100 for pressure treated wood plus galvanized bolts. Usually the group pays the cost of materials plus a small donation such as a pizza party or something similar.

Motion: Gendreau/Jaques: To purchase 6 six foot tables using pressure treated wood with a budget of \$600. Unanimous approval

5. Establish date for fall cleanup of association properties:

Motion: Santoro/Doyle To set the fall clean up on Saturday, Nov. 20, 2010 starting at Second Beach. Unanimously approved

6. Boat rack for Beach 2: Unanimous agreement to postpone discussion

7. Use of Temporary signs to issue LWBA notices for Association properties:

Motion: Doyle/ Santoro to use some of the LWBA signs in storage for important temporary special notices such as clean up dates at the Association entrance and beaches. Unanimously approved For Saturday, Nov. 20, 2010 starting

D. New Business

1. Barry Walwyn: official bylaws will go out soon. After that, as needed, notices will be sent to members who are in continual violation. Dave Gendreau suggested that talking personally to the member might be a good first step. There is one concern and Dave offered to talk with that member.

2. Judy McCabe: comment from the web to which she responded. The suggestion was to hold the Board meetings at First Beach due to better access.

Motion: Gendreau/Jaques: To schedule the next meeting for First Beach pending weather. If bad weather, meeting will be at The Acre. Write meeting notice to note the possible change in location.

In favor: Santoro, Jaques, Tait, McCabe, Gendreau, Doyle, Walwyn

Opposed: Sorenson

E. Agenda items for Next Meeting:

Begin assessments of brainstorming ideas.

Adjournment:

Meeting was adjourned at 11:25 am. After discussion, the next meeting was changed to October 9, 2010 at 9:30 to accommodate most schedules. It will be held at First Beach or at The Acre if inclement weather.

Minutes submitted by: Jenifer Tait, secretary

Approved:

Lake Williams Beach Association

PO Box 52, Lebanon, Connecticut 06249
www.lwba.org

Board of Directors Meeting
October 9, 2010

Opening:

The regular meeting of the Lake Williams Beach Association was called to order at on 9:42 at First Beach by Barry Walwyn.

Present:

Barry Walwyn, Dave Sorenson, Judy McCabe, Jenifer Tait, David Gendreau, Dave Santoro, Christy Kelly

Also attending: Bob Hathaway, Jane Erway

A. Approval of Agenda

The agenda was unanimously approved with the addition of time for Public Comment before adjournment.

B. Approval of Minutes

Motion: Sorenson/Santoro. The minutes of the previous meeting were unanimously approved as revised and distributed.

C. Committee Reports:

1. Survey: Dave Sorenson reported: Barry and Dave met with Bob Messier.

The summary of the meeting was read – 3 beaches and The Acre were reviewed for status and work done. Beach 1 verify corner pins. Beach 3 south corner pin. The Acre – still working on it: 50' access strip comes 50' short of back of lot as shown on current map. A 45'x200' strip next to the access strip, and not currently shown on our map, was discovered. Found 2 pins which encroach 10'x50' on current map on E corner. Beach 2 directed Bob to complete the survey and place pins as property exists. Once survey is complete, Bob will provide Mylars. LWBA will file the Mylars with the town. Bob Messier is willing to hold a meeting between property owners and LWBA Board to answer any questions. The survey was done based on all the properties together and not by individual deeds.

2. Beach and Property: Dave Santoro reported few volunteers. Nov. 20th reaffirmed as clean up day. Recommendation to put up more signs on beaches facing the water to

reinforce LWBA private property. Third Beach needs better parking, sand, benches, stump removal. There may be liability with so many acorns on the ground that it is slippery walking. Dave is gathering info on boat racks for Second Beach but suggests waiting until April 2011 to see what boats are returned to the beach. Boats left at the beach will be removed and stored at The Acre until claimed.

3. Insurance: Christy had her cousin at State Farm help her review the policy. Question if agent is licensed in CT and it seems to be a non-traditional policy. Suggestion is to get more quotes. Dave Gendreau checked with another agent who recommended stay with the same carrier and by an additional umbrella policy. Barry noted it is important to protect the association from liability. He suggested meeting with current agent to walk all four of the properties and review his policy and any gaps. Then we could put out formal quotes/RFPs at the annual meeting. Dave Gendreau agreed to call the agent, walk the property with him and discuss what we have now, the gaps, and what propose for the future. Depending on the date, Barry volunteered to join the meeting.

D. Existing Business

1. Brainstorming – defer to next meeting

2. Letter to members – motion Gendreau/Tait to approve the draft letter with the suggested edits. Motion Gendreau/Kelly to send out by Oct. 31, to include the bylaws, survey, notice to remove boats, clean up date, annual picnic date of June 5, 2011, and the letter. Unanimous approval.

E. New Business

Letter from member Bob Hathaway re proper notice of Annual Meeting (10 day notice and signed by the President or by 3 members of the board) and the one vote per property at the Annual Meeting. Discussion followed and it is noted that Barry, as chair, has not voted based on Roberts Rules. Further, each Board member was elected as an individual to an individual officer position. The current board is not responsible for prior Annual Meeting notices or BOD Meeting notices, but the group feels that each property owner was notified by mail and well as by a posted notice of each meeting whether or not the notice was signed. Thus all members were appropriately notified of the meeting. The Board was in unanimous agreement to be sure the notice of meetings are posted on the boards, signed and posted at least two weeks before the meeting as required by charter. The one vote per property will also be enforced.

F. Agenda items for Next Meeting

1. Begin review of brainstorm ideas
2. Insurance
3. Report on picnic tables

4. Committee reports

5. Survey responses

G. Public comment

1. Jane Erway suggested a locked, glass protected message board to protect notices

2. Bob Hathaway noted the Town of Lebanon letters re new FEMA flood area map changes. Dick Tanger's wife reviewed the maps and noted that they refer to the building itself, not to the property. He noted that the box behind the dam was build for a 100 year flood. He suggested make a link on our website to the Town and the letter.

3. Jane Erway noted that she has had theft of tires and a wagon from her property recently. She suggested notifying members to be careful and lock things up. She also suggested a Block Watch.

Adjournment:

Meeting was adjourned at 11:10 am by Barry Walwyn. The next general meeting will be at 9:30 on Nov 6, 2010 at First Beach, maybe depending on weather.

Minutes submitted by: Jenifer Tait, secretary

Approved by: [Type name here]

Lake Williams Beach Association

PO Box 52, Lebanon, Connecticut 06249

www.lwba.org

Board of Directors Meeting
November 6, 2010(**Unapproved**)

Opening:

The regular meeting of the Lake Williams Beach Association was called to order at 9:42 a.m. on November 6, 2010 at First Beach by Barry Walwyn.

Attendance:

Attended: Barry Walwyn, David Sorenson, Judy McCabe, Dave Gendreau, Fred Doyle, Dawn Jacques, Judy McCabe.

Absent: Christy Kelly, Jen Tait, Dave Santoro.

- A. Approval of Agenda –**
- Insurance
 - Picnic Tables
 - Tax Report
 - Survey-Property
 - Beach and Property
 - Website
 - Letter to Members

Agenda was unanimously approved.

B. Corrections made to October 9, 2010 Minutes (to be reviewed at Dec.Meeting)

Insurance

1. LWBA Insurance – Dave G. has been working with our insurance company to help the board evaluate our existing policy. The walkthrough with the agent that was scheduled for November 3rd was rescheduled for Wednesday, November 10, 2010 at 10:30. Dave G. and Barry W. will be walking each property with the agent and asking a list of questions to see if he has any recommendations. They are gathering information to bring back to the board to determine if our current and future coverage is adequate.

Dave G. has information on pricing for increasing liability coverage if required. More to come.

2. Picnic Tables – Fred D. reported that the fourth table was complete and was delivered. Fred initiated the project with the special needs kids from Coventry High School woodworking shop. The class had to do a business plan and do research to establish the plan. The tables were mad of quality material and produced at cost. The labor cost for this project was \$50.00 for pizza. It was a great project for the class and they did an outstanding job for us. The tables are well built and should last many years. The Board will be sending a thank you letter to the kids for a job well done.

3. Tax Report – Deferred to next meeting.

4. Survey – The survey has been scheduled to be complete November 12, 2010 pending no new issues are reported.

5. Beach and Property – Dave S. was not available for this meeting. Fall cleanup is scheduled for November 20, 2010 @ 10:30.

6. The Board of Directors is looking for someone a new volunteer that would like to maintain website. There will be a notice on the website for interested volunteers. Contact any board member via the website. www.lwba.org

7. Letter to Members – The BOD letter to the members, membership survey, revised bylaws and important dates to remember was mailed to members based on town tax information for addresses on November 4, 2010. Information is available on website as well.

New Business

Brainstorming Ideas – We will be looking at the surveys completed and returned by members at the next meeting.

Meeting was adjourned at 10:50. Next meeting is scheduled for December 4, 2010 with an inside location to be determined.

Lake Williams Beach Association

PO Box 52, Lebanon, Connecticut 06249
www.lwba.org

Board of Directors Meeting
December 11, 2010

Opening:

The regular meeting of the Lake Williams Beach Association was called to order at 9:39 am on Dec. 11, 2010 in a meeting room at Church of the Holy Family by Barry Walwyn.

Present:

Barry Walwyn, Dave Sorenson, Judy McCabe, Jenifer Tait, David Gendreau, Christy Kelly, David Santoro.

Also attending: Dixie Sorenson

A. Approval of Agenda

The agenda was unanimously approved as distributed.

B. Approval of Minutes

The minutes of the Oct. 9, 2010 meeting were unanimously approved (motion Sorenson/McCabe) as distributed. The minutes of Nov. 6, 2010 were unanimously approved as distributed (motion Sorenson/Gendreau).

C. Reports:

1. Survey

This report of LWBA Survey Status is based on a telephone conversation with Bob Messier of Messier Associates on 9 December 2010.

Mylars for the 3 beach properties are complete.

There is an issue with The Acre which will require us to obtain legal counsel. Messier is still in the process of obtaining the information which will be needed by said legal counsel. The issue involves a strip of property not shown on the current Town of Lebanon Tax Assessors map, but found deeded to us by Omicioli. It is about 45 feet in width and extends 200 feet back from lot 171 along the currently shown SE side of our property. This strip was apparently not removed from property subsequently deeded to Barry Ostrager.

There is a second unresolved issue with The Acre. The SW line of the strip referenced in the previous paragraph is implied to parallel the street line, which is an undefined curve.

David H. Sorenson

Action: Barry and Dave Sorenson will meet with Mr. Messier to confirm the information and then file the completed mylars with the town.

2. Insurance –

Barry and Dave Gendreau met with our insurance agent and performed a physical inspection of all the properties owned by the LWBA.

At this point, it was deemed that we have sufficient, if anything too much, liability coverage for the association.

Liability coverage should only increase based on the type of improvements we put on the properties. (e.g. playground for children, pavilions, etc). Any improvements done to LWBA property should be done by a licensed/insurance contractor to protect us from liability.

Our agent recommended that we write a letter to the town asking them to put in Stop signs, Speed Limit signs, and street lights. This would waive us of any liability if something were to happen due to the lack of these items. It would document that we have put the town on notice.

He also recommended that we notify the membership that there is Loss Assessment Coverage available to each member through their own homeowners that would protect them if a lawsuit exceeded our liability coverage.

Directors and Officers coverage would be an additional \$1,000.

3. Beach and Property

On November 20th 2010 we held our fall clean-up, thanks to all the committee members and all the volunteers it was in my opinion a great success. To all those who used their A.T.V.s and trailers and trucks to transport all the leaves and nuts, many thanks. All the boats, kayaks, and canoes were gone from beach # 2, except for two which were brought up to the Acre for storage there until owners are found, one owner has claimed one boat and presently there is only one canoe left. We are going to be looking for volunteers for springs clean-up tentatively scheduled for the April 22nd to coincide with Earth Day. Once again thank-you to everyone for giving up your free time and making this an enormous accomplishment. Dave Santoro, Chair.

4. Taxes – Dave Gendreau has sent reminder letters by certified mail to those who are delinquent. He has placed liens on appropriate delinquent properties.

5. Picnic tables – the new tables have been delivered: 3 at First Beach; 2 at Third Beach and 2 at The Acre. Next task is to decide on what to place under the tables for ease of maintenance.

Dave Sorenson raised concern about reallocation of landscape funds for tree work. The Board decided and approved that tree removal and trimming was within the maintenance area and so voted.

D. Existing Business

1. Website – Dave and Dixie Sorenson are volunteering to maintain the website with help and consultation from Jim Smith.

Motion: (McCabe/Kelly) to acknowledge on the website the work of Annalise for maintaining First Beach; to Jim Smith for setting up and helping with the website – it was a donation.

2. Brainstorming – the results of the survey were discussed. There was a 3% return (4 people) plus 6/8 Board of Directors brainstorming ideas brings it up to a 10% return. We noted that only 17% attended the Annual Meeting, excluding proxies. Those attending plus proxies equaled 23% at the Annual Meeting.

Suggestions discussed were to reach out to association members by phone and survey. General consensus was not to use phone survey. Other thoughts were to use the survey at the Annual Meeting, to have a drop box for ideas once the seasonal people return. Consensus was to defer gathering ideas from members until the Annual Meeting to get a higher response.

Ideas from the responses were: drop the water level in the off season; increase parking; if develop areas such as a pavilion on Beach 3 that could even be rented for weddings, etc; increase things for kids to do; increase no trespass signs; start a Block Watch; raise dues by \$10 per year; speed bumps to slow traffic; “senior day” to help clean up homes or properties where the owners can’t do the work themselves; remove weeds in water at beaches; set up a fund to send cards and flowers for illnesses or deaths; that members be more responsible in not giving out the combination to the boat launch to non members.

Action: McCabe/Sorenson to take brainstorming off the table for discussion at this time.

E. New Business –

By consensus, the Board canceled the meeting for Jan. 8, 2011.

F. Agenda items for Next Meeting

1. Guidelines for the website
2. Next step for the survey
3. Ways to engage members in the Association
4. Budget for 2011

G. Public Comment: none

Adjournment:

Meeting was adjourned at 11:20 am by Barry Walwyn. The next general meeting will be on February 5, 2011 at 9:30 am in location to be determined.

Minutes submitted by: Jenifer Shinn Tait, Secretary

Approved by: unanimously as corrected 4-2-2011

Lake Williams Beach Association

PO Box 52, Lebanon, Connecticut 06249

www.lwba.org

Board of Directors Meeting

April 2, 2011

Opening:

The regular meeting of the Lake Williams Beach Association was called to order at 10:13 am on April 2, 2011 in Lebanon Library by Barry Walwyn.

Present:

Barry Walwyn, David Sorenson, Judy McCabe, Jenifer Tait, Fred Doyle, Christy Kelly, David Santoro. Also members: Ryk Nelson, Jane Erway, Sandra Doyle

A. Approval of Agenda

Motion: Sorenson/McCabe to accept the agenda. The agenda was unanimously approved as distributed.

B. Approval of Minutes

Motion: Sorenson/Doyle to accept minutes as corrected. The minutes of the previous meeting were unanimously approved as corrected.

C. Existing Business

1. Property/survey report:

LWBA Report of Meeting at Messier & Associates, Inc., on March 16, 2011 by Dave Sorenson

Attendees: 1) Barry Walwyn and Dave Sorenson representing the LWBA

2) Bob Messier representing Messier and Associates

Bob stated that all the survey work has been completed except for one pin which needs to be set on The Acre. However, Bob suggested holding off on Mylars pending our legal consultation on problems with property lines on The Acre.

Subsequent to the LWBA receiving deeds to the property which forms The Acre, neighboring property was deeded to Barry Ostrager. When the Ostrager deed was drawn up, a mistake was made on the site map which shifts the NNE line of both that deeded property and LWBA lot 171, so that they overlap The Acre by fifty feet.

The LWBA representatives recommended that, because the Ostrager deed was filed after ours and because the boundary line conflict is obviously a mapping mistake, we should accept our survey as accurate and file the Mylars with the Town of Lebanon. Bob agreed to provide the Mylars, along with two printed copies of the maps and a written narrative.

The billing for overcharges resulting from direction by the previous LWBA president to expand the scope of the effort in order to include an optional modification to the Second Beach NE property line was discussed. Bob agreed to bill the LWBA at cost.

Bob was asked why Echo Drive No. 2 is shown on the First Beach map but was not included in the survey. He stated that the LWBA directed that it not be included when the initial contract was negotiated. The LWBA representatives requested an estimate from Bob to complete a survey of Echo Drive No. 2, including pins and Mylars.

David H. Sorenson

MOTION: Sorenson/Santoro to approve the survey as complete and file mylars with payment pending completion of placement of remaining pin and narrative concerning The Acre. The motion was passed unanimously.

2. Property Survey – Part 2: Discussion regarding the extra work product of alternatives for possible boundary line adjustment around Beach 2. The work was completed and maps as such provided. The discussion revolved around the original scope of work (discussed at Board meetings but no quote or signed contract exists in Board records). It was agreed that the request for extra work by president of association could be interpreted as authorization for additional work for fee.

Ryk Nelson clarified that he felt that the request of Bob Messier was to discuss options for any issues that arose from the survey and that any extra work was Bob's responsibility and on him.

MOTION: Tait/Sorenson to present the question to the Annual Meeting to budget money to pay for extra work product billed by Bob Messier with recommendation for BOD to approve. The motion passed unanimously.

3. Property Survey – Part 3: Discussion on whether it makes sense to complete mapping of other small LWBA property at Echo Drive #1, 2, 3 so that all properties are properly updated on a survey.

MOTION: Sorenson/Doyle to request a quote to complete a survey of all remaining LWBA properties and present quote to Annual Meeting for approval. The motion passed unanimously.

4. Property Survey – Part 4: Discussion on how to present mylars and areas of encroachment on LWBA property to members.

3. Annual Picnic
4. Committee reports
5. Ideas from membership re use of properties
6. Potential Social Committee

G. Public Comment

1. Sandra Doyle expressed appreciation for past and present Boards for all the work on the beaches. She wondered whether a social committee would be useful and she would be interested in helping with that.

2. Ryk Nelson commented on the property survey: Before the mylars are filed, check of the narrative should be part of the filing particular to The Acre. There was no discussion for additional survey work, no discussion of funding and recommends that LWBA not pay for the extra work. Regarding Echo Dr, the initial assumption was part of the contract, if not, my fault. Doesn't know how it was taken off. Echo Dr 1 and 3 were never part of the survey request.

Adjournment:

Meeting was adjourned at 11:48 by Barry Walwyn. The next general meeting will be at 9:30 or as required by location of the meeting on May 7, 2011 in location to be determined.

Minutes submitted by: Jenifer Shinn Tait, Secretary

Approved as corrected by: unanimous BOD vote 5/7/2011

Lake Williams Beach Association
PO Box 52
Lebanon CT 06249

April 25, 2011

Joyce R. Okonuk
First Selectman
Town of Lebanon
579 Exeter Road
Lebanon CT 06249

Dear Joyce:

The Board of Lake Williams Beach Association voted at the Board meeting of April 2, 2011 to inform you of some safety concerns on the roads at Lake Williams. We have concern for the speed at which cars travel the road, for safety of people crossing the streets at the beach areas, and the lack of street lighting in the area, particularly in the winter season.

We would like to request that additional speed limit signs be posted, particularly along Lake Shore Drive which runs along the beach areas. This is particularly important as there are no sidewalks and people walk along the edge of the road to get to and from beaches and neighbors.

Additionally, speed limit signs, crosswalks and stop signs at beach crossing areas would be helpful especially at the corner of Lake Williams Drive and Lake Shore Drive, at First Beach where there is heavy traffic.

We are very concerned by the elimination of street lights in our area. With so many people walking along the roads in the evenings and the fact that woods surround the area with abundant wildlife often on the road, street lights make it possible to see them. Additionally, in the winter season when seasonal owners are not in their homes, safety and security for those homes becomes a concern when there is no street lighting. In the last several years there have been instances of break in or theft from various properties.

We request the street lighting be restored and additional street signs be posted as soon as possible to help eliminate any potential safety issues.

Sincerely,

Barry R. Walwyn
President
Lake Williams Beach Association

cc Official Record
Insurance Agent

Partial Minutes of the LWBA BOD meeting on 7 May 2011 by David H. Sorenson

D.1.) Budget review and forecast budget for 2011 (Continuing deliberations)

The Professional Services allocation was increased to include the \$416 invoice for additional work on Survey Phase II and the \$495 estimate surveying the Echo Drive No. 2 property.

The Beach and Property allocation was increased from \$500 to \$1000.

The Recommended tax for 2011-2012 was set at \$65.

A motion to approve the Proposed Budget was made by Dave Santoro, seconded by Fred Doyle and approved by unanimous vote.

D.2.) Survey encroachment next steps

No issues for consideration.

D.3.) Review/approve Letter to town – Liability concerns

The proposed letter, recommended by our insurance agent, was read by Barry Walwyn. A motion to approve the proposed letter was made by Fred Doyle, seconded by Dave Santoro and approved by unanimous vote.

D.4.) Agenda for Annual Meeting (June 5, 2011)

“Item B., Approval of Agenda”, was removed.

A new item, “Old Business”, was added before item “D. New Business” and “Survey Phase Two – Additional charges for increase(d) scope of work” was moved from New Business to Old Business.

Under D. New Business, “Survey Phase Three – Budget approval to complete LWBA Property survey” was changed to “Survey Echo Drive No. 2”.

Under D. New Business, “Approve Tax rate for 2011-2012” was moved to follow “Budget for 2011-2012”.

Item “F. Swearing in of Officers and Directors” was moved to follow item “g. Adjournment”.

A motion to approve the modified Agenda for the Annual Meeting was made by Dave Santoro, seconded by Fred Doyle and approved by unanimous vote.

D.5.) Annual Picnic

No issues for consideration.

D.1.) Updates to Director BOD Books

Barry Walwyn directed that all Director BOD Books be updated by the next meeting.

D.2.) Review and post BOD term endings

The two year terms of Directors Fred Doyle and Dawn Jacques expire this year. Directors Christy Kelly and Dave Santoro expire in 2012.

D.3.) Review and Post BOD vacancies

Verified vacancies exist for the offices of President and Treasurer.

D.4.) Key action items and deliverables for Annual Meeting

Barry Walwyn wants all committee reports completed by the next BOD meeting.

E.) Open discussion for attending membership

The sole attending member has left.

F.) Agenda items for Next Meeting

Complete proposed budget, finish Annual Meeting agenda and proxies, and recommend nominees for vacancies.

g. Adjournment:

A motion to adjourn was made by Dave Sorenson, seconded by Dave Santoro and approved by unanimous vote. The meeting was adjourned at 1207.

Lake Williams Beach Association, Board of Directors Meeting, 7 May 2011

Survey Committee Report by David H. Sorenson

- 1) The four Mylar maps produced by the survey of the three Beaches and The Acre were filed with the Town Clerk of the Town of Lebanon for a total fee of forty (40) dollars (ten dollars per map).
- 2) The final pin has been set at The Acre and a written summary of the surveyor's effort at The Acre, including a problem involving adjoining property, has been delivered. Payment for completion of contracted work on phase II of the survey was made to Messier & Associates.
- 3) Estimates for surveying the road stubs off of Ritlinger Circle and the sharp turn of Lake Williams Drive were requested from Messier & Associates, but not yet delivered.
- 4) A letter offering the property owner who was determined by the survey to be encroaching on Second Beach an opportunity to meet with our surveyor, was delivered by certified mail.

David H. Sorenson

LWBA Board of Directors Meeting May 21, 2011

The meeting, held at The Acre, was called to order by President Walwyn at 09:43AM.

Board members in attendance were: Barry Walwyn, Dave Sorenson, Dave Gendreau, Dave Santoro, Christy Kelly and Judy McCabe.

Members in attendance were: Phil Godeck, Jr. and Cathy Nelson

A motion to accept the meeting agenda was made by Dave Gendreau, seconded by Dave Santoro and passed by unanimous vote.

The minutes of the May 7, 2011, meeting were discussed and amended by agreement. A motion to accept the minutes as amended was made by Christy Kelly, seconded by Dave Gendreau and passed by unanimous vote.

Dave Sorenson reported that the Annual Report of the Survey Committee had not been completed. Barry Walwyn requested receipt of all Committee Annual Reports before May 23, 2011.

Dave Gendreau reported that the Annual Report of the Insurance Committee had not been completed.

Dave Santoro read the Annual Report of the Beach and Property Committee. It was discussed and the addition of a statement on our handling of landscaping was recommended.

Dave Gendreau handed out the Annual Tax Collector's Report.

Judy McCabe handed out the Annual Treasurer's Report. It was discussed and amended by agreement to change the line name of "Total income" to "Sub-total", and to move the "proposed tax" statement to the proposed budget.

Judy McCabe handed out the Proposed Annual Budget for 2011. It was discussed and amended by agreement to add the "proposed tax" statement.

Barry Walwyn handed out the 2011 Annual Meeting Agenda. It was discussed and amended by agreement to remove both the "BOD Attendance" and "Secretary Report" items, and to change the wording of the "Survey Echo Drive 2" item. A motion to accept this agenda as amended was made by Dave Gendreau, seconded by Christy Kelly and passed by unanimous vote.

Barry Walwyn handed out the 2011 Annual Meeting Proxy Form. It was discussed and amended by agreement change the wording of the "Survey Echo Drive 2" item, include a statement that "Full Proxy" supercedes all individual items, and add a statement about

sign in procedure prior to the meeting. A motion to accept this proxy form as amended was made by Dave Gendreau, seconded by Christy Kelly and passed by unanimous vote.

A discussion of nominees for officers and directors was held. The terms of Directors Christy Kelly and Dave Santoro do not expire this year. Barry Walwyn, Judy McCabe and Jen Tait do not want another term. Dave Gendreau is willing to stay on as Tax Collector. Dave Sorenson will accept the nomination as President and Cathy Nelson will accept the nomination as Treasurer. This leaves vacancies for Vice-president and Secretary.

The letter to the First Selectman regarding traffic control and street lighting {approved at May 7, 2011 meeting) was sent by certified mail and receipt confirmed.

The letter to the encroaching property owner demanding removal of the encroachment (approved at the April 2, 2011 meeting) was sent by certified mail but receipt has not yet been confirmed.

Dave Sorenson moved to adjourn, seconded by Christy Kelly and passed by unanimous vote. Time of adjournment was not recorded.



David H. Sorenson

Minutes Approved: June 18, 2100