

June 3, 2010 Annual Meeting
Minutes
Tax Collector's Report
Treasurer's Report
ByLaws passed - on website

Annual Meeting Minutes for 6/27/10 Special Meeting

Lake Williams Beach Association Annual Meeting - **UNAPPROVED**

Sunday June 27, 2010

Meeting was called to order at 1:04 pm.

A moment of Silence was held for Phil Godeck, a longtime LWBA member.

Board of Director's Reports

1. The Presidents Report – was read by Ryk Nelson
2. The Secretary's Report – the minutes from the 2009 annual meeting were read by Christy Kelly
3. The Treasurer's Report – was read by Ryk Nelson (Treasurer Kirk Matson was unable to attend)
4. The Tax Collector's Report – The Tax Collector (Dave Gendreau) was unable to attend. A report had not been provided but known information was read by Ryk Nelson
5. The Auditor's Report – Was read by Judy McCabe
 1. There were concerns from the report

i. A payment was made to Mike Bub for \$100 with no receipt for work done on 2nd Beach. It was for 4 hours of work painting the gate, and staining the picnic table and bench on that beach.

ii. A Landscape company was paid \$265 for Spring clean up of beaches 2 & 3

All Reports were accepted although it was noted that the Tax Collector's Report was incomplete.

Committee Reports

1. Beach and Property
 1. 2009 -2010 – 20 Tons of Sand was spread on beaches 1,2 and 3
 2. 2010 -2011 – The tables and benches on Beaches 1 and 3 need to be repaired.
 3. Annual Picnic
 1. There was no picnic last year since there were no volunteers to run it.
 2. Mile Long Tag Sale
 1. There were 13 participants in last year's tag sale
 2. The sale was advertised in 3 papers – The Hartford Courant, The Willimantic Chronicle and the Reminder Newspaper.
 3. The cost of advertising exceeded the participants fees by \$20
 4. Next year's advertising will include the Norwich Bulletin
 5. This year's tag sale will be held on July 17th with a rain date of July 24th

New Business

1. Bylaws Change Proposal – The proposal made no changes to proxy voting and was intended to clarify the language used.

The following changes were discussed

1. a. **Bylaws Governing LWBA - Section C - Sentence – “In order for an item from such open discussion to be acted upon it must have an affirmative vote of two thirds (2/3) of the attending membership and proxies”.**

i. A motion was made by Dave Sorenson / Judy McCabe to remove that sentence as it would not provide proper notice to non-attending members if open item discussion items could be voted on.

ii. Motion successfully passed

1. b. **Bylaws Governing Committees - Section A “The Beach and Property Maintenance Committee”**

i. A motion was made by Dave Sorenson / Barry W to keep the name of the committee as The Beach and Property Committee.

ii. The name change was inadvertently made

iii. Motion successfully passed

1. c. **Bylaws Governing Use of Association Properties Section A #6 “No Overnight (dusk to dawn) parking of vehicles is allowed on Association property without prior permission of the Beach and Property Chairman, evidenced by a permit to be visibly displayed in the front windshield of the vehicle”.**

i. The original proposal from the bylaws committee had stated “Currently Dated” permit but was removed after review by the Board of Directors

ii. A motion was made by Barry W / Jane Erway to add back that phrase

iii. The motion was passed with only 3 negative votes.

1. A motion was made by Ryk / Debbie Tubbs to approve Bylaws as amended

i. In Favor – 18 present / 11 Proxy

ii. Against – 3 present / 10 Proxy

iii. Motion passed

1. Beach and Property Proposal – The proposal is to hire a landscape company to perform Spring / Fall Cleanups and Weekly Maintenance of Association Properties

1. Bids were taken by 2 local landscape companies – the lowest bid was for \$1650

2. A motion was made by Fred Doyle / Diane Marquis to add \$1800 (\$1650 + tax) to the budget to be used to hire someone to perform clean ups and maintenance of association properties

3. The membership tax rate would not increase and would remain at \$55

4. The proposal was for the budget allowance and not for a specific company as the BOD would decide on whom to hire.

5. Motion passed

6. Budget for 2010 – 2011

1. Motion was made by Gil Koss / Dawn Jacques to amend budget to “donate” additional funds (\$35) to the tag sale so as to cover any shortages in tag sale fees vs. advertising costs

i. Vote – Did not pass

1. In Favor - 12 Present / 5 Proxies

2. Against – 7 Present / 12 Proxies

3. Motion was made by Ron S / Barry W to keep the tax rate at \$55

i. Motion Passed

1. Nominations for 2010 – 2011 Board of Directors

1. President – Barry W
Jacques)

(Made by Dave Sorenson / Dawn

- 2. Vice President – Dave Sorenson (Made by Judy McCabe / Dawn Jacques)
- 3. Secretary – Jen Tate Jácques (Made by Judy McCabe / Dawn Jacques)
- 4. Treasurer – Judy McCabe (Made by Ryk Nelson / Dawn Jacques)
- 5. Tax Collector – Tom Cartelli (Made by Fred Doyle / Debbie Tubbs)

Board of Directors

- Dave Santoro (Plumber Dave) (Made by Judy McCabe / Jane Erway)
- Christy Kelly (Made by Judy McCabe / Dolores S.)

All Voted in

- 1. Volunteers for Auditors
 - 1. Russ Tate volunteered
 - 2. Another volunteer is needed – perhaps someone will step forward later

- 1. Survey
 - 1. No Information to Provide – Information is past due
 - 2. A new meeting will be held when report is completed

Open Discussion

- 1. Street Lights
 - 1. A motion was made to pay for the lights for 1 year by Jane Erway / Ron S
 - 2. Money to come from emergency fund
 - 3. Vote taken – motion was defeated –
- 1. WWW.LWBA.ORG
 - 1. Jim Smith has graciously donated his time and efforts to create a Webpage for LWBA
 - 2. Judy McCabe is working with Jim and is looking for any pictures – old or new – to add
 - 3. There will be a message board but will be edited to ensure that no derogatory statements are posted

- 1. Constable / Enforcement Officer
 - 1. A motion was made by Gill Koss / Ron S to have a Constable / Enforcement Officer Appointed

- 1. Committee to examine Use of Proxy Voting
 - 1. A motion was made by Gill Koss / Russ to create a committee
 - 2. Motion did not pass

Meeting was adjourned at 3:15pm

New Officers were sworn in afterwards.

Christy Kelly, Secretary

**LWBA TAX COLLECTOR'S
ANNUAL REPORT**

JULY 1, 2009 - JUNE 30, 2010

Taxable Properties

At this time there are 128 taxable properties in the LWBA.
A taxpayer combined their 2 lots into 1 (one).

Collections

A total of \$7,323.10 was collected in taxes and late fees. This represents
111 taxable properties paid in full.

7/1/09 - 6/30/10 Member Tax	\$ 6,105.00
Past Due Amounts	\$ 1,105.00
Interest	\$ 113.10
Breakdown of Total Amount Collected	<u>\$ 7,323.10</u>

Outstanding Taxes Due

There are currently seventeen (17) taxable properties which represent fourteen (14)
owners. The total amount past due is \$ 3,275.30

Respectfully Submitted

David Gendreau
Tax Collector, LWBA

CHECKING ACCOUNT SUMMARY

	2008-09	2009-10
Beginning Balance	\$1,672.30	\$1,472.96
Revenue from member taxes/fees	\$6,939.30	\$7,378.10
Misc. Revenue	<u>\$34.41</u>	---
Total Income	\$8,646.01	\$8,851.06
Expenses (actual from budget)	\$7,173.05	\$6,362.57
Balance	\$1,472.96	\$2,488.49
Transfer to Savings	---	\$500.00
Refund of Tax Overpayment	---	\$55.00
Ending Balance	\$1,472.96	\$1,933.49

SAVINGS ACCOUNT SUMMARY

Beginning Balance	\$4,310.14	\$4,328.79
Interest	\$18.65	\$13.90
Fees	---	(\$40.00)
Transfer from Checking	---	\$500.00
Ending Balance	\$4,328.79	\$4,802.69
Total Cash On Hand	\$5,801.75	\$6,736.18
Proposed member tax for 2010-2011--	\$55.00	

Lake Williams Beach Association
 BUDGET PROPOSAL
 6/3/2010

Expenditures	Budgeted 2009-10	Actual 2009-10	Proposed 2010-11
Liability Insurance	\$ 2,200.00	\$ 2,171.74	\$ 2,200.00
Town Property Tax	\$ 1,300.00	\$ 1,255.63	\$ 1,400.00
Secretary Fee	\$ 150.00	\$ 150.00	\$ 150.00
Treasurer Fee	\$ 150.00	\$ 150.00	\$ 150.00
Tax Collector Fee	\$ 550.00	\$ 550.00	\$ 550.00
Collection Expenses	\$ 25.00	\$ -	\$ 25.00
Auditor Fee	\$ 70.00	\$ 70.00	\$ 70.00
Postage/Stationary	\$ 200.00	\$ 204.29	\$ 200.00
BOD Expenses	\$ 100.00	\$ 63.26	\$ 100.00
Annual Picnic	\$ 500.00	\$ -	\$ 500.00
Legal Expenses	\$ 300.00	\$ 20.00	\$ 300.00
Professional Services	\$ 2,500.00	\$ 750.00	\$ 1,750.00
Beach and Property	\$ 1,000.00	\$ 977.65	\$ 2,800.00
Emergency Reserve	\$ 350.00	\$ -	\$ 500.00
Totals	\$ 9,395.00	\$ 6,362.57	\$ 10,695.00

Budgeted vs Actual- (\$3,032.43)

Checking Account Balance-\$1,933.49

Savings Account Balance-\$4,802.69

Total On Hand-\$6,736.18

09-10	DATE	DESCRIPTION	TRANSFERS/DEPOSITS	CHECKS/WITHDRAWALS	BALANCE
		SAVINGS ACCT. BALANCE AS OF 5/1/09 - 4388.79			
		CHECKING ACCT. BALANCE AS OF 5/1/09 - 4142.96			
		OUTSTANDING			1472.96
1177	6/29	CNA SURETY - BONDING INS.	✓	114.82	1358.14
1178	6/29	JUDY McCABE - EARLY DAY - (BODEXP.)	✓	20.98	1337.16
1179	7/1	MESSIEL & ASSOC. PHASE 2 SURVEY RETAINER	✓	75.00	587.16
1180	7/1	CHRISTY KELLY - ANNUAL INTLG POSTAGE	✓	52.80	534.36
1181	7/1	DAVE GENDREAU - POSTAGE 51.49 LEGAL-ZO	✓	71.49	462.87
	7/8	DEPOSIT	✓		1232.87
	7/11	DEPOSIT	✓		1657.47
	7/11	DEPOSIT	✓		3389.87
1182	7/18	LEGANON TAX COLLECTOR - R.E. TAXES	✓	1255.63	2134.24
	7/29	DEPOSIT	✓		3415.24
	8/5	DEPOSIT	✓		5714.84
1183	8/15	WINDHAM MATERIALS, LLC - SAND BEACH 2	✓	146.28	5568.56
1184	8/15	RYK NELSON (PRINTING - 23.62 - B.O.D.; 44. - POSTAGE; 338.9 - PAINT - BEACH; PAWP. 100 - PAINTING BEACH (PROP))	✓	201.51	5367.05
	9/2	Deposit	✓		5931.05
	9/12	Deposit	✓		6043.05
	9/12	Transfer to Savings	✓		5543.05
	9/19	Deposit	✓		5598.05
	9/21	Deposit	✓		5682.55
1185	10/10	Philip Pirruzzello (Tax overpay)	✓	55.02	5627.53
	10/31	Deposit	✓		5682.53
1186	11/7	Ryk Nelson posting copy (BOD)	✓	181.66	5663.87
1187	4/9	Insurance Company	✓	2056.92	3606.97
1188	4/19	Windham Materials (Sand - Beach + Prop)	✓	432.48	3174.49
1189	4/19	A GR Landscaping (Beach & Prop)	✓	265.00	2909.49

Proposed

By-Laws Governing Lake Williams Beach Association

Article 1

By-Laws Governing Lake Williams Beach Association

Section A – By-Laws Governing Meetings and Voting Procedures. (Old: Section 1-1)

1. Meeting notices **for the Lake Williams Beach Association** shall be posted on the Association Bulletin Board at least ten (10) days prior to the date of such meeting. In addition, a copy of such notice, including an agenda shall be mailed to each legal voter of said association.

Explanation: clean-up of existing language.

Section B – Board of Directors Meetings (Old: Section 1-2)

Meeting notices shall be posted on the Association Bulletin Board at least **seven (7)** days prior to the date of such a meeting. All Board of Directors meetings shall be open to the public. Voting shall be limited to Board members only.

Explanation: a clean-up of language and a change from 5 to 7 days for notices.

Section C – Agenda (Old: Section 1-3)

An agenda shall act as the format for meetings of the Beach Association and the order of the call shall be amended only by vote of the attending membership. Time shall be provided at the close of each meeting for open discussion. **In order for an item from such open discussion to be acted upon it must have an affirmative vote of two thirds (2/3) of the attending membership and proxies. A simple majority of the attending membership may submit the item to A: the next regularly scheduled Association meeting or B: a special meeting of the Association to be called at a date not more than thirty (30) days after the current annual meeting.**

Any association member wishing to place an item on the agenda for the annual meeting shall present the item in writing to the President or the Secretary of the Association at least twenty (20) days prior to the annual meeting.

Explanation: a clean-up of existing language and creates a way to act upon items brought to the Association under Open Discussion

Section D – Sign-in Sheet (Old: Section 1-4)

A sign-in sheet **shall** be available at each association meeting. Each voting member is **required** to sign in on arrival to the meeting. This list shall serve a two-fold purpose:

1. A legal record of attendance for each meeting and a record of those present and voting
2. A roll-call sheet in the event that a roll-call vote is required.

Explanation: changed will to shall. changed asked to required

Section E – **Voter List** (Old: Section 1-5)

The Secretary shall have available and in his/her possession at each meeting, an updated list of all eligible voting property owners.

Explanation: added a title for this section

Section F – Proxy Voting (Old: Section 1-6)

Anyone designated to act as a proxy for a voting member must present to the Secretary prior to the beginning of the meeting (or upon arrival) a signed statement designating the name of the individual for whom he/she will be voting. It shall be signed by both the proxy and the voting member. This proxy shall further state the items to be voted upon or whether the individual has been given full proxy.

Explanation: no changes

Section G – Meeting Records (Old: Section 2-7)

The Secretary **shall** provide to the President copies of the minutes from both the Association and Board of Directors meetings. All minutes and records of the Association shall be available for review by any member, by appointment, with the Secretary. **Minutes will also be available on the existing LWBA web site.**

Explanation: Changed will to shall. Added website reference

Article 2

By-Laws Governing Committees

Section A – Committees (Old: Section 2-1 A and B, Section 2-2)

There shall be two (2) standing committees of the Lake Williams Beach Association:

- 1. The Beach and Property Maintenance Committee – This committee shall be responsible for the maintenance of all Association properties.**
- 2. The Annual Picnic Committee – This committee shall be responsible for the annual picnic.**

The Association President shall appoint the Chair Persons for each committee, subject to the approval of the Board of Directors. All Committees shall be subject to the authority of the Board of Directors.

The Board of Directors shall have the authority to create ad hoc and/or special committees from time to time to help with the execution of their duties.

Explanation: This cleans up the original article – adds the ability for the Board to create ad hoc committees. The rest of the old article has been moved to the Article on Finances.

Article 3

By-Laws Governing Finances

Section A – Emergency Funds (Old: Section 3-1)

An unforeseen emergency reserve fund in the amount of **\$500** shall be **available**.
What constitutes an emergency shall be voted and determined by the Board of Directors.

Explanation: Change from \$350 to \$500. Added who determines what is an emergency.

Section B – Allocation of Unused Monies (Old: Section 3-2)

1. At the end of the fiscal year, all monies allocated in the budget and not spent shall be placed in the general fund.
2. Money collected from violations must be paid to the treasurer to be deposited in the general fund.

Explanation: No change

Section C – Bonding (Old: Section 2-3)

Directors, with the approval of membership, will set the amount of bonding for the Treasurer, Tax Collector, and the Constable.

Explanation: No change

Section D – Honorariums (Old: Section 2-4)

The Charter provides that an Honorarium be paid to the Tax Collector, Treasurer, and Secretary if the membership so desires.

Explanation: No change

Section E – Checks (Old: Section 2-5)

The Treasurer, with the authorization of the Board of Directors, shall draft checks for budget expenses and/or those approved by special meeting of the Association. Such checks shall be co-signed by both the Treasurer and the President, or in the absence of either party, the secretary of the Association.

Explanation: No change

Section F – Closing of the Books (Old: Section 2-6)

The books of the Treasurer shall be closed for four (4) weeks before the annual meeting of the Association. Auditors, appointed by the President, shall consist of two (2) voting members of the Association. **Volunteers will be solicited at the Annual Meeting.**

Explanation: added volunteer solicitation and clean-up of language

Section G – Fines (Old: Section 8-1)

1. For any violation of the By-Laws established by the Lake Williams Beach Association a fine of \$25.00 is hereby established. Fines not resolved within ninety (90) days of issue are subject to additional fines of \$25.00 for each additional period of ninety (90) days or less within which each fine is not resolved. The maximum amount of which shall not exceed \$500.00 plus interest and legal fees for each violation. Non-settlement of fines shall constitute a lien on the offending members property and shall be registered as such with the Town of Lebanon. Members shall be directly accountable for violations perpetuated by their guests, lessees, or renters.

Explanation: Moved from Article 8

Article 4
Miscellaneous By-Laws

Section A – Grievances (Old: Section 4-1)

The Board of Directors shall act as the Board of Appeals in settling grievances. Any aggrieved Association member shall provide written notice to the Secretary of the Association who in turn will give to the President and the Board of Directors. A meeting to hear the grievance shall be called within thirty (30) days and a written decision shall be rendered by the Board within thirty (30) days of said meeting.

Explanation: removed the word primary

Section B – Signs (Old: Section 6-1)

The Lake Williams Beach Association Bulletin Boards are for official Association business. Association members may post notices on the Bulletin Boards subject to the approval of the Association President. Commercial advertizing signs on any Association property shall require the approval of the Board of Directors.

Explanation: Expands & clarifies existing provisions.

Section C – By-Laws Revision (Old: Section 5-1)

There shall be no change to the Association By-Laws unless said changes is recommended by the Board of Directors and approved by a two thirds (2/3) vote of the Association members present **and proxies**, at an Association meeting.

Explanation: removed word majority and added and proxies.

Article 5
By-Laws Governing Use of Association Properties

Section A – By-Laws applicable to all association properties (**Old: Section 7-A 1-15**)

1. All beaches and recreation areas are reserved for the exclusive use of Association Members and their guests.
2. No vehicles shall be allowed in or on designated swimming areas.
3. No vehicles or boat trailers shall obstruct the access or exit of any other vehicle on the beaches or other Association property.
4. After boats are launched, all boat trailers must be returned to the member's property. No boat trailer is to be left on beach or parking areas.
5. No boats are permitted in swimming areas
6. No Overnight (dusk to dawn) Parking of vehicles is allowed on Association property without prior permission of the Beach and Property Committee Chairman, evidenced by a permit to be visibly displayed in the front windshield of the vehicle.
7. Parking is permitted in the designated parking areas at each beach area, only when using the beach. Exceptions are permitted with prior written permission of the LWBA Security or the Beach and Property Committee Chairman. Vehicles using parking areas must prominently display either a LWBA Membership parking sticker or a currently dated guest parking permit, on their vehicle.
8. No changing of clothes in vehicle is permitted.
9. No fires or camping is allowed on the beaches.
10. No trash is to be thrown or left on any Association property or in the water.
11. Members and their guests utilizing Association property do so at their own risk
12. No loitering is permitted

Explanation: 1-12: No changes

13. Watercraft left on the beach after 9:00 P.M. must be identified with the owners' name prominently displayed.

Explanation: Eliminated Security staff registration

- 14. Launching of personal water craft (jet skis) is not allowed.**

Explanation: No changes.

- 15. The Association is not liable for any damage done to personal property while on Association property.**

Explanation: a new by-law to provide a liability waiver

Section B – By-Laws Applicable to Beaches #1 and #3 (Old: Section 7-B)

1. Use of these Beaches is limited to:
 - a. Swimming
 - b. Launching of carry-on non-motorized boats only.
2. Fishing is not permitted at **these areas**.
- 3. Storage of watercraft is not permitted at these beaches.**

Explanation: added prohibition of storage of boats at these beaches, deleted storage, and deleted parking requirements as redundant.

Section C – By-Laws Applicable to Beach #2 (Boat Launch) (Old: Section 7-B)

1. Use of this Beach is limited to:
 - a. Swimming in the area **so** designated.
 - b. Fishing, except in the designated swimming area.
 - c. Launching of boats.
 - d. Storage of boats in the designated storage area.
 - e. Use of the dock is for loading and unloading only.**
 - f. Storage of more than one (1) boat or other water craft is not permitted
- 2. Boats and other watercraft stored in the designated storage area must be identified with the owner's name prominently displayed.**
- 3. Storage of boats and other watercraft on Association property is not permitted from November 15th through April 15th. Boats and other watercraft remaining on Association property during that period will be removed and stored at the owner's expense. Boats and watercraft unclaimed at the Annual Meeting will be sold to cover storage fees. Notice will be sent to the membership prior to the Annual Meeting regarding any unclaimed watercraft.**

Explanation: deleted parking requirements are redundant. Added 1e on the use of the dock. Item 2 and 3 were added to improve maintenance of the area.