

2011-12

Board Meetings were held on June 18, 2011, July 16, 2011, August 13, 2011, Sept. 24, 2011, March 31, 2012, April 28, 2012, and May 12, 2012

LWBA Board of Directors Meeting June 18, 2011, at The Acre

Board members in attendance: Dave Sorenson, Dave Santoro, Christy Kelly, Dawn Jacques, Fred Doyle, Cathy Nelson and Tom Sholly.

Members in attendance: Jane Erway. *Phil*

The meeting was called to order at 9:40 AM.

Approval of Agenda: Copies of June 18, 2011 agenda were handed out. A motion to approve agenda was made by Cathy Nelson, seconded by Dawn Jacques and passed.

Opening statement by President Dave Sorenson: Our goal is to continue to work together for the good of the entire association.

Approval of Minutes for Meeting of May 21, 2011. The minutes were handed out. A motion to accept minutes by Dave Santoro, second by Christy Kelly, and passed.

Election of Dave Gendreau to the office of Tax Clerk (Collector): Dave had to leave the annual meeting early and was forgotten when nominations were made. The nomination of Dave Gendreau to the office of Tax Clerk was made by Christy Kelly, seconded by Cathy Nelson. Motion to close nominations and cast one ballot for the only nominee was made by Christy Kelly, seconded by Cathy Nelson and passed.

Appointment of Sharon Maloney and Russ Tate as Auditors: A motion to approve the appointment was made by Cathy Nelson, seconded by Fred Doyle and passed.

Appointment of standing committees:

1. Finance: Cathy Nelson.

A motion to approve the appointment was made by Tom Sholly, seconded by Fred Doyle and passed.

2. Beach and Property (which will be combined with Roads, Zoning, Law and Order, Traffic and Signs, Health and Sanitation, Association Property and Equipment): Dave Santoro.

A motion to approve the appointment was made by Cathy Nelson, seconded by Christy Kelly and passed.

3. Annual Picnic: Lee Matson, Lisa Handfield and Christy Kelly (BOD).

A motion to approve the appointments was made by Cathy Nelson, seconded by Dawn Jacques and passed.

Appointment of Special Committees:

1. Website committee: Dixie Sorenson, Jim Smith and Judy McCabe.

A motion to approve the appointments was made by Cathy Nelson, seconded by Dawn Jacques and passed.

2. Insurance committee: Dave Gendreau.

A motion to approve the appointment was made by Christy Kelly, seconded by Cathy Nelson and passed.

3. Encroachment: Dave Gendreau, Dave Santoro and Dawn Jacques.

A motion to approve the appointments was made by Cathy Nelson, seconded by Christy Kelly and passed.

Survey status report:

The contract with Messier & Associates to survey Echo Drive 2 for \$495, approved at the Annual Meeting, has been signed.

Estimates for surveying Echo Drive 1 (the road stub off of the 90 degree bend in Lake Williams Drive) and the road stub off of Ritlinger Circle have been obtained from Messier & Associates. The estimate for each is \$550. Both estimates expire at the end of 2011 and no funds have been budgeted for these projects, however, it shows that we can complete our property survey in the next fiscal year at a cost \$1100 range.

A motion to accept the report was made by Cathy Nelson, seconded by Christy Kelly and passed.

Approval of expenditure of \$713.00 for LWBA Liability Insurance: This insurance is for protection of officers and directors of the Association against legal action and was included in the budget.

A motion to approve the expenditure was made by Cathy Nelson, seconded by Fred Doyle and passed.

Discussion of By-Law enforcement: A violation of the By-Laws involving the launching of a jet ski on Second Beach by member guests was reported by reliable witnesses. The possibility of using fines to control this type of violation was discussed and will be investigated by Fred Doyle. A motion directing the President to send a warning letter to the member involved, including the

pertinent by-law provision, was made by Dawn Jacques, seconded by Dave Santoro and passed.

Any other business to come before the Board:

- 1) The Treasurer has paid Judy McCabe for misc expenditures.
- 2) Dave Santoro noted that First Beach needs sand due to erosion. He is going to check the other beaches, and will get 3 bids for sand and delivery costs.
- 3) Rick Nelson has 2 volunteers (association members) willing to remove some trees that are encroaching on the driveway at The Acre. A motion to authorize Dave Santoro to make the decision on this issue was made by Tom Sholly, seconded by Christy Kelly and passed.
- 4) Dave Santoro noted that the boat launch concrete is deteriorating. It was noted that sand build up is hindering launching. The necessity of repair was discussed. The Board will continue to evaluate the situation.

Member participation:

Jane Erway suggested that a shed be placed on Second Beach to store garden tools, lawn mower, etc. The Board response was that a shed would present a security problem and that the people volunteering for maintenance currently store their own tools.

The next BOD meeting is scheduled for July 16, 2011, at 9:30am, at The Acre. A motion to adjourn was made by Dave Santoro, seconded by Cathy Nelson and passed. The meeting was adjourned at 10:38 AM.

Respectfully Submitted,



Dawn Jacques

Acting Secretary

Minutes Approved: July 16, 2011

LWBA Board of Directors Meeting, July 16, 2011, at The Acre

In attendance: Christy Kelly, Cathy Nelson, Dave Santoro, Dave Gendreau, Dawn Jacques, Dave Sorenson and Fred Doyle.

Members in attendance: Phil Godeck Jr. and Jane Erway.

The meeting was called to order at 9:32am.

Approval of agenda: A motion to approve the agenda was made by Cathy Nelson, seconded by Christy Kelly and passed.

Approval of June 18, 2011 meeting minutes: Amended, based on written notes presented by Dawn Jacques, to remove a motion to accept appointments of standing committees and to add a motion to appoint Dave Gendreau to the Insurance Committee made by Christy Kelly, seconded by Cathy Nelson, and passed. A motion to approve the June 18, 2011 minutes as amended was made by Cathy Nelson, seconded by Christy Kelly and passed.

Opening statement from President David Sorenson: Former Secretary Jennifer Tate passed away on July 2, 2011. She was pleasure to work with, pleasant, organized and dependable. Her untimely passing is a loss to us all. A memorial service is being held in Manchester on July 16, 2011 at 1pm.

REPORTS

Treasurer: Cathy Nelson reported that she made two deposits and will pay two outstanding bills, one to the Town for property taxes and one to the Tax Collector for expenses.

Tax Collector: Dave Gendreau reported that tax bills went out on July 1, 2011. The lock on second beach will be changed on August 15, 2011.

Beach and Properties: Dave Santoro reported that he has obtained three quotes for sand. Windham Materials was the lowest bidder with a price of \$280.00 for 20 tons of sand delivered. He noted that he checked the beaches and thought that only first beach needed more sand. The use of p-stone on second beach to retard the erosion of sand, or some type of barrier to keep the sand on the beach, was discussed. A motion to allocate an amount not to exceed \$200.00 for the purchase of sand was made by Dave Gendreau, seconded by Dawn Jacques, and passed.

Annual Picnic: Christy Kelly reported that the date of the picnic will be August 21, 2011, on First Beach. There will be no rain date so, if it rains, the picnic will

be moved to The Acre. The picnic will have a critter show, crafts and a certified lifeguard to watch the swimmers. Also, they will serve sandwiches and salads, etc, instead of grilling.

Website: Use of Association property by the Friends of Lake Williams without permission, was discussed. A notice has been posted our Website that prior permission must be obtained for use of our property by outsiders. Cathy Nelson will notify the president of the Friends of Lake Williams of this policy.

Insurance: Dave Gendreau reported that the liability insurance for the Board of Directors has been paid and that we are fully covered.

Encroachment: No report, but the committee will meet before the next meeting to prepare options for consideration.

UNFINISHED BUSINESS

The Directors and Officers liability insurance premium was \$715.00 and not \$713.00 as previously approved. A motion to pay the additional \$2.00 was made by Christy Kelly, seconded by Dave Gendreau, and passed.

Echo Drive No. 2 Survey Status: No report was given, but Dave Sorenson will provide a report at the next meeting.

Bylaw Enforcement: A certified letter was sent to the offending member, pointing out that the launching of jet skis is not allowed at Second Beach. Fred Doyle obtained an unofficial legal opinion that our bylaws are enforceable, but we will need a formal for final clarification. Further discussion was terminated as there have been no other infractions.

ANY OTHER BUSINESS

Meeting notices are currently being posted only on the bulletin board by First Beach. In the future, an additional notice will be posted on the bulletin board located on Lake Williams Drive.

MEMBER PARTICIPATION

Jane Erway noted that the brook on Second Beach is being filled in and is narrowing. Dave Santoro will evaluate and discuss this at our next meeting. She also noted that the new signs posted on the beaches seem to be deterring violators. Some members have complained about the signs, but the Board approves of the message which they convey.

NEXT MEETING:

The next meeting will be on August 13, 2011, 9:30am, at the acre.

ADJOURNMENT

A motion to adjourn the meeting was made by Fred Doyle, seconded by Dave Santoro and passed. The meeting was adjourned at 10:38am.

Respectfully Submitted,

Dawn Jacques, Acting Secretary

LWBA Board Of Directors Meeting, August 13, 2011, at The Acre

In attendance: Dave Sorenson, Tom Sholly, Dave Santoro, Fred Doyle, Cathy Nelson, and Dawn Jacques.

Members in attendance: Phillip Pitrezzello, Sr., Phillip Pitrezzello, Jr., Jane Erway, and Lynne Borsa.

The meeting was called to order at 9:35 am.

A motion to approve the agenda was made by Cathy Nelson, seconded by Fred Doyle and passed.

A motion to approve the minutes of the July 16, 2011 meeting was made by Cathy Nelson, seconded by Dawn Jacques and passed.

REPORTS

Treasurer: Cathy Nelson reported that since the last meeting there were 6 deposits made. The current checking account balance is \$7,142.08. Taxes have been paid for 105 of the 128 taxable properties. \$190.36 was paid for sand and \$250.00 was paid for picnic entertainment.

Tax Collector: no report

Beaches and Properties: Dave Santoro reported that 7 tons of sand was delivered to First Beach. An ashtray and garbage can were placed on First Beach to control recent littering. We will assess Third Beach during fall cleanup.

Annual Picnic: There are 12 families committed to attending the picnic.

Website: no report

Encroachment Options: Dave Santoro and Dawn Jacques reported that discussion has begun and the first suggestion was to lease the small portion of Second Beach property to Tom Sholly for \$1 per year for 5 years. He would be responsible for taxes and insurance for the parcel and would be responsible for all attorney costs incurred due to the process. The Association would have full right to take back the parcel if it is deemed that it is not being maintained or if the Association needed the property for any reason. The committee will continue to discuss other options to present to the board and ultimately to the membership.

Echo Drive No. 2 Survey: Dave Sorenson reported that the survey on Echo Drive 2 has been pushed back to the fall. The non-committal contract target date was August. Dave will keep in touch with the surveyor.

Unfinished Business: Violations on Second Beach included a suspicious boat launching and trailer left in the parking area. The combination on lock on the launch ramp will be changed on August 15, 2011. Hopefully members will not share the combination. Dave Sorenson stressed the importance of getting license plate numbers and boat registrations. Members should call the police if they see a non-member launching a boat. Anyone launching a boat that is not a member must have a member present.

No new business

Member participation: Jane Erway was concerned about enforcement of bylaws concerning people being on beaches after dusk. Kids have been hanging out on First Beach and at The Acre after dark, using foul language and littering both areas with garbage and cigarette butts. Dave Santoro reported that he had a meeting with some of the members whose kids have been hanging out with friends at the beach and placed a garbage can and ashtray on First Beach. Since the parent meeting things have gotten better.

The next meeting will be on September 24, 2011, 9:30 am, at The Acre.

A motion to adjourn the meeting was made by Cathy Nelson, seconded by Fred Doyle and passed. The meeting was adjourned at 10:15 am.

Respectfully Submitted,

Dawn Jacques, Acting Secretary

LWBA Board of Directors Meeting, September 24, 2011, at The Acre

In attendance: Cathy Nelson, Dawn Jacques, Dave Santoro, Dave Sorenson.

Members in attendance: None.

The meeting was called to order at 9:35am.

APPROVAL OF AGENDA: A motion to approve the agenda was made by Cathy Nelson, seconded by Dave Santoro and passed.

OPENING REMARKS: None

APPROVAL OF MINUTES FOR MEETING OF AUGUST 13, 2011: A motion to approve the August 13, 2011 minutes was made by Cathy Nelson, seconded by Dawn Jacques and passed.

REPORTS:

Treasurer: Cathy Nelson reported that she had made several deposits in August totaling \$3,811.85. She paid out \$250.00 to the picnic committee, \$190.00 for beach sand to the Beach and Properties Committee and \$19.13 for the boat launch lock to the Beach and Properties committee. Our estimated balance is \$6,580.00. A letter from Dave Pitney of the bond department for the town was received, requesting that Cathy submit a form stating how much we collected in taxes last year. It was noted that we have no indebtedness at this time and the reason for the request was questioned.

Tax Collector: No report.

Beach and Properties Committee: the Beaches have been cleaned up since the tropical storm. The raft at First Beach has been taken out of the water for the winter. Fall cleanup is scheduled for November 12, 2011, from 9-12. Volunteers are needed to move canoes, boats, etc., before the cleanup can begin. Dave Sorenson will take care of posting notice to website. The dock at Second Beach will be taken out that same day. April 14, 2012 has been set for Spring Cleanup Day.

Annual Picnic Committee: A total of \$472.98 was spent on the picnic, a successful event, which came in under budget.

Website Committee: No report.

Encroachment Options Committee: No report.

UNFINISHED BUSINESS:

Survey status report: No work was done by surveyor.

Bylaw Enforcement: There have been no problems.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD: None.

MEMBER PARTICIPATION: None

SET TIME AND PLACE FOR NEXT MEETING: The next meeting will be on March 31, 2012. The meeting place has not been determined and will be announced.

ADJOURNMENT: A motion to adjourn was made by Cathy Nelson, seconded by Dave Santoro and passed. The meeting was adjourned at 10:20am.

Respectfully Submitted,

Dawn Jacques, Acting Secretary

**LWBA Board of Directors Meeting, March 31, 2012, at Sorenson's Cottage
85 Lake Shore Drive**

In attendance: Dave Sorenson, Dawn Jacques, Christy Kelly, Dave Santoro, Cathy Nelson and Tom Sholly.

Approval of Agenda: A motion to approve the agenda was made by Dave Santoro, seconded by Christy Kelly and passed.

Opening Remarks: None

Approval of Minutes for Meeting of September 24, 2011: A motion to approve the September 24, 2011, minutes was made by Cathy Nelson, seconded by Dawn Jacques and passed.

REPORTS:

Treasurer: Cathy Nelson reported that there is currently \$6,856.59 in checking and \$4,761.84 in savings. There were two tax payment deposits made, one for \$100.00 and the other for \$130.00. The bank has instituted new rules concerning accounts inactive for six months or longer. A \$10 per month fee was charged for 3 months on our savings account. She was able to get those fees waived and will keep the savings account active, making withdrawals and/or deposits periodically.

Tax Collector: No report

Beach and Properties Committee: Dave Santoro reported that the beaches look good due to a great fall cleanup. Spring cleanup is scheduled for April 14, 2012 from 9-12. The dock at 2nd beach will also be put in for the season that day.

Picnic Committee: Christy Kelly reported that the committee would like to have the picnic on the same weekend as last year (third weekend in August).

Website Committee: No Report

Encroachment Options Committee: The Committee has been deliberating a lease agreement and will continue meeting to discuss other options.

UNFINISHED BUSINESS:

Survey Status Report: Dave Sorenson reported that the Echo Drive #2 survey needs to be finished before our books close for the year. He has informed the surveyor and will follow up.

Election of Secretary to Fill Vacancy: Dawn Jacques has been acting secretary. She will not give up her position as a Director, but will finish the year as Acting Secretary.

Annual Meeting Preparation:

- 1) The Books have to be closed 4 weeks before Annual Meeting.
- 2) The Annual Meeting Agenda and mailing packet should be approved in time to be prepared and mailed at least two weeks before the Annual Meeting.
- 3) We will need a meeting at the end of April and another in May.

Any other business to come before the Board:

Cathy Nelson requested consideration of a Bylaw revision to read as follows:
No voting unit shall have more than one representative on the Board of Directors.

Cathy Nelson suggested consideration of the following budget changes:

Increase the Tax Collector's stipend to \$1000,
Increase the Secretary's stipend from \$150 to \$500,
And increase the Annual Picnic budget to \$700.

Member Participation: None

Set time and place for next meeting: The next meeting will be held on Saturday April 28, 2012, 9:30am at The Acre.

Adjournment: A motion to adjourn was made by Cathy Nelson, seconded by Dawn Jacques and passed. The meeting was adjourned at 10:44am.

Respectfully Submitted,

Dawn P. Jacques
Acting Secretary

LWBA Board of Directors Meeting, April 28, 2012, 09:30am, at The Acre

The meeting was called to order at 09:30am. A motion to move the meeting to 85 Lake Shore Drive was made by Cathy Nelson, seconded by Dave Santoro and passed. The location change was posted at The Acre and, at 09:40am, the meeting reopened at 85 Lake Shore Drive.

In attendance: Dave Sorenson, Dawn Jacques, Christy Kelly, Dave Santoro, Cathy Nelson, Tom Sholly and Dave Gendreau.

Approval of Agenda: A motion to approve the agenda was made by Cathy Nelson, seconded by Dawn Jacques and passed.

Opening Remarks: None

Approval of Minutes for Meeting of April 28, 2012: A motion to approve the minutes was made by Cathy Nelson, seconded by Christy Kelly and passed.

REPORTS:

Treasurer: No report.

Beach and Property: Dave Santoro suggested that we undertake restoration of the street lights. This will be put on the agenda for discussion at the annual meeting. Dave Santoro suggested that we request additional patrols on Lake Williams Drive and Lake Shore Drive by the Lebanon police, and will draft a letter.

Tax Collector: A total of \$8,249.25 was collected in taxes and late fees. This represents 110 taxable properties paid in full. The total outstanding is \$2,705.30. Extra bills will be sent to those in default.

Annual Picnic Committee: No Report.

Website Committee: No Report.

Encroachment Options Committee: The recommended option will be that the association lease the property involved in the encroachment for \$1 per year with renewal every 5 years. The Lessee would be responsible for all taxes and insurance on the leased property.

UNFINISHED BUSINESS:

Echo Drive No. 2 Survey: This work will not be completed before the books close on May 6. Therefore, this project will need to be re-approved at the Annual Meeting and added to the 2012-2013 budget.

ANNUAL MEETING PREPARATION:

Budget:

A motion was made by Cathy Nelson to raise the secretary salary from \$150 to \$500, seconded by Dave Santoro and passed 3 to 2 with 1 abstention.

A motion was made by Christy Kelly to raise the picnic budget to \$700 and lower the beach and property budget to \$500, seconded by Dave Gendreau and passed.

Professional Services will include refunding of the unfinished survey Echo Drive 2, plus funds to cover possible approval of surveying the Echo Drive No. 1 and Rittlinger Circle road stubs, an approximate total of \$1600.00. Legal Fees will stay at \$300.00.

SLATE OF NOMINEES:

President -	open
Vice President -	Tom Sholly
Treasurer -	Cathy Nelson
Tax Collector -	Dave Gendreau
Secretary -	open
Director -	open
Director -	open

Any other business to come before the Board: None.

Member Participation: None.

Set time and place for next meeting: The next meeting will be on Saturday May 12, 2012, 9:30am at the Sorenson's Cottage, 85 Lake Shore Drive.

Adjournment: A motion to adjourn was made by Dave Santoro, seconded by Dave Gendreau and passed. The meeting was adjourned at 11:30 am.

Respectfully Submitted,

Dawn P. Jacques, acting secretary
Minutes Approved: May 12, 2012

**LWBA Board of Directors Meeting, May 12, 2012, at Sorenson's Cottage
85 Lake Shore Drive**

In attendance: Dave Sorenson, Dave Santoro, Cathy Nelson and Dave Gendreau.

The meeting was called to order at 09:35am.

Approval of Agenda: A motion to approve the agenda was made by Cathy Nelson, seconded by Dave Santoro and passed.

Approval of Minutes for Meeting of April 31, 2012: A motion to approve the minutes was made by Cathy Nelson, seconded by Dave Gendreau and passed.

Annual Meeting Preparation:

1) Proposed Budget Approval:

Cathy Nelson presented a budget for 2012-13. A 100 dollar addition was made to Professional Services to cover the actual cost of the proposed survey projects. A motion to accept this modified 2012-13 budget was made by Dave Gendreau, seconded by Dave Santoro and passed.

2) Agenda Approval:

Dave Sorenson presented an agenda for the 2012 Annual Meeting. One change was made to the wording of the Second Beach Encroachment item. A motion to approve this modified agenda was made by Dave Gendreau, seconded by Cathy Nelson and passed.

3) Mailing Package Approval:

a) Agenda:

The agenda will be left open for requests through May 14, 2012.

b) Proxy Form:

Dave Sorenson presented a proxy form for 2012 Annual Meeting. Cathy Nelson asked that the last return date be changed to June 1, 2012.

The proxy form will be left open through May 14, 2012, for possible agenda additions.

c) Proposed Budget:

Cathy Nelson will provide a corrected copy of mailing.

A motion to approve the mailing package as modified was made by Dave Santoro, seconded by Cathy Nelson and passed

Adjournment: A motion to adjourn was made by Cathy Nelson, seconded by Dave Santoro and passed. The meeting was adjourned at 10:10am.

Respectfully Submitted,



David H. Sorenson, Acting Secretary