

**BOARD OF TRUSTEE MEETING
SATURDAY, JUNE 16, 2018 AT
8:30 A.M. CLUBHOUSE 2**

PRESENT: President Dave Sanfason, Trustee Michael Fitzpatrick, Trustee George Fowler, Trustee Phil Oreto, Trustee Alan Martel, Trustee Mary Singelais and Trustee Steve Dawson, Public Works Manager Scott Davis, Amy Harris, Director of Finance and Administration, Jason LeBlanc and Sam Anderson, Albin Randall & Bennett

ABSENT: Trustee Robert Pomerleau and Trustee David DelloRusso

CALL TO ORDER: The meeting was called to order at 8:31 am

CHANGES TO THE AGENDA:

New Business: 2. Health Insurance

APPROVAL OF MINUTES

MOTION: Trustee Fitzpatrick moved to accept the May 19, 2018 Board of Trustee Meeting Minutes as presented. Seconded by Trustee Singelais. **The motion passed unanimously.**

APPROVAL OF EMAIL VOTES

MOTION: Trustee Fitzpatrick moved to accept the email votes regarding the personnel issue. Seconded by Trustee Singelais. **The motion passed unanimously.**

TREASURER'S REPORT

Trustee Fowler reported that as of the end of May, the Overall Budget was 9.10% spent, the Operating was 9.44% spent and we are 8.33% through the Fiscal Year. The Operating Account showed a balance of \$47,309 the CD Money Market Account had a balance of \$1,268,663 and Petty Cash showed a balance of \$300 for a total of \$1,316,272.

MOTION: Trustee Oreto moved to accept the Treasurer's Report for May 2018. Seconded by Trustee Fitzpatrick. **The motion passed with Trustee Fowler abstaining.**

AUDITOR'S REPORT

President Sanfason introduced Jason LaBlanc and Samantha Anderson with Albin Randall and Bennett.

Engagement Letter

- Outlines our policies, which have remained status quo from last year to this.
- Their audit is not designed to find fraud, but if something should come to their attention they report it to the Board.

Financial Statements

- Membership receivables is showing there is a higher certainty of collections due to the improvement in the write off plan.
- Continued cleanup of inventory items valued at less than \$50.
- Property and equipment changes in land is due to purchase of Hawes property. Also included are generators, a treadmill and other standard items as well as water infrastructure on the Hawes property purchase. Other land inventory increased due to the additional lots we anticipate selling.
- Long term debt increases are due to the purchase of the Hawes land. Deferred revenue increases are due to increases in annual dues rates as well as an increase in membership prepayments.

- Special assessment has been eliminated, there were eleven new home starts, and salary increases are due to less labor being capitalized this year as compared to prior years.

Management Letter

- A deficiency, as reported every year, is that the auditor does the financial statement presentation. This is understood, and accepted, by the Board due to the nature and size of the organization.
- Suggest a non-accrual status for lots that have probability of not getting collected (i.e. tax acquired).
- Getting closer to a complete accounting of inventory items used in projects.

DIRECTOR OF FINANCE AND ADMINISTRATION

Amy Harris reported:

- **Water Shut Off Notices:** In June, we sent out 146 notices, will do actual shut offs, if necessary, in a few weeks. We did have to shut off one person due to failure to meet payment plan. After receiving a doctor's note we turned the water on and are now waiting for another payment plan.
- **Bank Collections:** In May, we collected around \$10,000 for one property which is now a performing lot. So far in June we've collected \$8,000.
- **Collection Agency:** Collected \$175 for us.
- **Foreclosure on tax current properties:** There is a list of undeveloped lots where the owners are current on property taxes, but not association fees. The last time we pursued foreclosure our legal expenses were \$6,000-\$8,000. We'd like to start this practice again; first by sending a 30-day letter to the owner.

MOTION: Trustee Fowler moved to proceed with foreclosure against the top two properties on the list using Future Reserves as a funding account. Seconded by Trustee Oreto. **The motion passed unanimously.**

- **Deed for Limerick properties:** The deed has been recorded for the lots next to the maintenance facility in Limerick.
- **Limerick Auction Lots:** All lots in the last auction sold. There is another auction scheduled in July.
- **Annual Meeting:** The warrant is set to go out; there were no additional candidates and the warrant article for the land sale is ready. Needs Committee Reports by July 13th.
- **Love Lane:** Some improvement on the property. There is more work going on.

SECURITY REPORT

Trustee Sanfason reported for Paul Carey:

- A member called regarding their neighbor's house that is vacant and the door was open. He has passed along to York County Sheriff's Office as we have no good contact info for the owners.
- Received a call for a member's dog that had escaped; it was found it and returned home.
- On June 13th he had a two-hour meeting with the Sheriff's Department regarding ATV's speeding; there will be some speed traps with Warden Service to prevent this from becoming an issue over the summer.

DRAWING FOR BALLOT POSITION

1. Phil Oreto
2. Mary Singelais
3. Dave Dello Russo

PUBLIC WORKS MANAGER REPORT

Scott Davis reported:

- **12" Transmission Main Preparations:** We have only gotten a few days on this project recently due the demand of getting ready for summer.
- **40kw Generator at Garage:** The new garage generator has been delivered and will be up and running next week.
- **Clubhouse 2 Inside Pool:** The crew finally found a long-term leak in the indoor pool at CH2. It was very difficult to locate and required shutting the pool down for a week to repair.
- **iPhone Rescue:** We help recover an iPhone that a resident had lost on some Lake Arrowhead property.
- **Vehicle Vandalism at Victoria CBU's:** This past week someone hit one of the corner supports at the mailbox cluster. If anyone has any info please let us know. Law enforcement has been notified.
- **Summer setup:** The Crew has gotten all the summer amenities ready for members to enjoy.
- **Water Main Breaks:** Repaired two significant leaks on Crescent that had been leaking for a long time.
- **Equipment Repairs:** The Crew is continually repairing our fleet. This month we worked on leaking seals on the 2001 Freightliner as well as multiple repairs to the 1999 Chevy 10-wheeler.
- **Water Production:** May – 12.9 million gallons.

NEW BUSINESS

August BOT Meeting

Trustee Sanfason stated that we have our Annual Meeting in August and asked if we still wanted to have the regularly scheduled meeting on the third Saturday of the month.

MOTION: Trustee Fitzpatrick moved to make our Annual Meeting the regularly scheduled meeting.

Seconded by Trustee Oreto. **The motion passed unanimously.**

Health Insurance

Trustee Oreto reported the renewal came in at a 13% increase. Clark has presented an alternative; Maine Choice HMO, which is basically the same plan with a two tiered system. It is a 1% increase.

MOTION: Trustee Martel moved to go with the personnel committee's suggestion to switch to the two-tier Maine Choice HMO plan. Seconded by Trustee Fowler. **The motion passed unanimously.**

FY18 Cash Balance Surplus

Trustee Fowler reported that the cash surplus is at \$206K.

MOTION: Trustee Martel moved to fully fund future reserves at \$500,000 and put the balance to Capital Improvement. Seconded by Trustee Oreto. **The motion passed unanimously.**

COMMITTEE REPORTS

Lake Improvement Committee

Trustee Fitzpatrick reported:

- The LACC Dash and CBI starts Monday.
- Membership is up.
- Everything is on target and on schedule.

Recreation Committee

Trustee Singelais reported the Ice Cream Social was well attended. The Boat Parade is coming up on July 4th.

MEMBER CONCERNS

Brandon Williams, Lot 1595: Has issues with speeding, wants to possibly have temporary speed bumps put in on Lone Pine Road.

Todd Smith, Lot 1545: Also has issues with speeding and would like to see a stop sign at the corner of Old Portland Road and Lone Pine Road.

Anne Applin, Lot 1563: She is also concerned with speeding.

Jill Smith, Lot 1545: Has concerns with the ATV's tearing up roads and her property. Also has concerns with kids on the basketball courts at night.

Trustee Sanfason addressed all member concerns by asking members to call the Sheriff Department or the Security Officer for coordination with the Sheriff's Department. Trustee Martel added that temporary speed bumps do not work.

Dave Robertson, Lot 1206: Asked if the brush could be cut back at some of the intersections. Trustee Sanfason advised the crew would look at them.

Dale Schultz, Lot 0135: Asked if the Board would consider docks for people who don't have them. Trustee Fitzpatrick responded it has been investigated before and decided to not be done.

MOTION: Trustee Oreto moved to adjourn. Seconded by Trustee Singelais. **The motion passed unanimously.**

Meeting adjourned at 10:17 a.m.

Nanette Walton, Recording Secretary