

August 11, 2021

Old Colony Beach Club Association Board of Governors Meeting

The meeting was called to order at 6:28 PM by the Board Chair, Douglas Whalen. Board members attended in person at 12 Old Colony Road, Old Lyme and by means of Zoom videoconference software.

ATTENDANCE: Members present- Janet Montano, Nancy Zimmerman, Lester Webb, Steve Humes, Rich Kingston and Doug Whalen.

Member absent - Gavin Cartiera

Members of the Public: Harvey Schiller and John Newson

Approval of 7/14/2021 Board of Governors Meeting Minutes: A motion was made (Montano/Webb) to approve the July 14, 2021 Board of Governors Meeting minutes. There was no discussion. The motion passed.

Treasurers Report (Janet Montano): Before Janet presented the Treasurers Summary she explained that she originally made 611 orange beach passes of which she passed out 609. In addition to the original passes Janet also issued 29 extra passes for Old Colony Beach residents and 19 to eligible Swan Avenue residents. Janet noted that the 29 extra beach passes for Association members were issued and \$145 was collected. Janet then presented the Treasurers Summary to the Board for the period ending July 31, 2021 (Attachment 1). As had been previously mentioned by Doug and Janet Roberts Rules of Order does not require a motion to accept the Treasurer Summary. As of this meeting the Board will no longer vote to approve the Treasurers Summary but rather, the report will be accepted as submitted by the Association Treasurer.

Action Items Update: Rich began his summary of open Action Items by stating that Item #75 – Ask the Homeowner on the Corner of Broughel & Gorton to Trim the Bushes has been completed and should not have appeared as an open item in the July 2021 update. Rich noted that Item #76 – Develop a Procedure to Authenticate Association Website Membership which is assigned to Rich is Item XII of this agenda. Rich reported that there were three new items placed on this list at the July Board meeting. Item #77 – Pursue revised cost from SignPro for a more simplified stop sign will be addressed by Doug later in this meeting. Rich stated that Item #78 – Look into the Feasibility of Using the Gorton Avenue Parking Lot for Other Types of Parking will be addressed under the Security Director's report portion of this meeting. Rich also stated that the final open Action Item, #79

Reword Installment of Plant/Trees Letter to General Policy, will be addressed under Agenda Item XI.

Correspondence: Rich reported that he had received an email from an Association member asking which Board positions would be opening up when the two expiring Board terms are filled at the September 11 General Membership meeting. Rich replied to this member that although elections will be held for the two vacancies at the General Membership meeting the specific Board position for these newly elected will be determined at the first Board meeting held in September after the election of the two members. Rich noted that he had an appeal of a violation notice from a Breen Avenue resident which will be addressed under Item IX of this agenda. Rich also read an email sent by Gina Carbone suggesting that a "Little Free Library" be established in the community. This would entail erecting a small structure to house books donated by the community to be shared within the Association. The Board received this suggestion very positively. Doug noted that there is such a library on Hartford Avenue. Doug suggested that this suggestion should be put on the agenda for the September 11 General Membership meeting for discussion and the formation of a subcommittee to explore this idea further. Doug even noted that Association funds could be made available to assist in this effort. The Board agreed with Doug's suggestion to put this item on the September 11th meeting agenda.

Committee Reports-

Chairman's Report (Doug Whalen): Doug presented his Chairman's Report to the Board (Attachment 2).

Clerk's Report (Rich Kingston): Rich reported that the next General Membership meeting is scheduled for September 11. Rich stated that he is still waiting to hear from the pastor of the Shoreline Church regarding its availability for this meeting. Rich stated that he has already sent out a solicitation on our website to the members to nominate candidates to stand for the September 11th Board elections. Rich noted that this solicitation will also be included with the meeting agenda package which will be sent by US Mail to those members who don't use email to receive official Association meeting materials. Rich stated that he would like to eliminate US Mail as the preferred manner to communicate with members. He will look into this situation and report to the Board if he determines further action needs to be taken.

Tax Collector (Nancy Zimmerman): Nancy stated that the total taxes overdue as of today was \$11,939.03. This amount is owed by 13 Association parcel owners. Nancy noted that she will follow the Board's procedure to collect any amounts that remain outstanding. Nancy asked Steve to assist

her with the wording of the collection letters that she will send to those members who have overdue taxes. Doug stated that he would like to see these letters go out in the mail by August 20th.

Recreation (Gavin Cartiera): In Gavin's absence Doug reported the yoga instructor has agreed to continue offering "Yoga on the Beach" after Labor Day. This instructor will work with those who are interested in attending these sessions. This instructor has also indicated that she is willing to again offer these Saturday morning yoga sessions next summer. Doug stated that there will be a movie on the beach this Saturday and that this summer's second Sand Castle contest will take place this coming Sunday.

Public Safety (Steve Humes): Steve reported that he had nothing to report except that he will be doing an assessment of this year's security guard service's overall quality before determining how to award next year's contract.

Public Works (Lester Webb): Lester stated that he has unsuccessfully tried to close the four foot gap along the fence bordering the west side of the beach. Lester noted that he and Doug had tried twice to close this opening but someone has removed the portion of fence used to close this gap. Lester noted that he solicited two bids from fence companies to make this repair. Lester stated that the amounts submitted were not acceptable. Lester then stated that he would like to buy a few poles, a couple bags of concrete, and the necessary hardware to attach some fencing he had acquired at no cost. Rich asked who owns the existing fencing along the west side boundary of the beach. Janet does not believe that the Association owns this fencing. The Board agreed that this repair should be made after Labor Day. Doug will talk to the owner of the property on the other side of the fence to let them know that it is wrong for anyone to tamper with this fence line.

WPCA Report - Steve Humes reported that the WPCA is looking into the issue of adding alternate members. Steve stated that he is working with the Association's attorney to change the pertinent Board policy regarding WPCA membership. Rich suggested that the change in language be addressed over the winter. Doug asked Frank Noe to raise this issue during his report as a matter for general discussion. This issue surrounds adding two alternate members and asking the membership to approve this change at the June 2022 General Membership meeting. Doug stated that the WPCA is working with AMTRAK to finalize their approval for their portion of the sewer project. Doug stated that DEEP gave approval for Fuss & O'Neill to split the large infrastructure into three smaller projects. Doug remarked that once the external infrastructure projects are bid Fuss & O'Neill has been instructed that the bid for OCB internal improvements should be made within the week.

Doug noted that there are as many as thirty local vendors who may bid on some or all of the three external infrastructure projects. Steve noted that there is hope that new federal infrastructure funds may be made available to assist with the external portion of the sewer project

Appeal of OCBCA Violation Notice for 2 Breen Avenue – Doug asked Rich to read a letter from the owner of 2 Breen Avenue lodging an appeal to a parking violation fee of \$50. Doug explained that the ticket was issued for operating a golf cart without lights and after hours on July 24. The owners, in their email, explained that the golf cart in question had been taken without permission from their property. A motion (Humes/Montano) was made to cancel the ticket and waive the amount due. Doug assured the Board that the owner was totally unaware that the golf cart had been taken. There was no other discussion. The motion passed unanimously.

Use of OCBCA Property for Personal Use – Rich passed out a copy of a revised draft that Gavin composed to notify residents of the inappropriate use of OCBCA owned property (Attachment 3). Doug suggested that once approved by the Board this notification should be sent to members through an “email blast.” Rich stated that he would include this notice with the meeting announcement package for the September 11 General Membership meeting which will be sent to the members either by email or by US Mail. The Board agreed to proceed distributing this notification as indicated by Doug and Rich.

Use of Parking Lot on Gorton Avenue – Doug initially thought that the parking lot could be offered to attendees of Friday night services at the Synagogue. Harvey Schiller, a member of the public at this meeting and a member of the Synagogue, stated that the parking was not needed at this location as they have instructed their members to park on the Synagogue’s grounds during services. Rich stated that in addition to Synagogue parking the Board member originally raising this issue, Gavin Cartiera, thought that allowances could be made for members holding events at their homes which required parking off the member’s premises. The Board agreed to table this issue for now and conduct further review of this situation over the winter.

Web Site User Authentication Procedure – Rich stated that Joe has discovered that as many as 160 email addresses never open OCBCA-sent email. Joe will now start the process of removing those addresses that never respond. Joe thinks many of these addresses are no longer in use. Doug suggested that a list of those unanswered email addresses be provided to the individual Board members. Rich stressed that no one besides the Board should handle this list and that all addresses provided must be kept in confidence. Steve remarked that it is noteworthy that none of the Association’s documents that are maintained on our website are available to

the general public. Doug suggested that the Board work with the Association's attorney over the winter to address this concern. Doug offered that when he is contacted by realtors to join our website he denies their request but does send a copy of the Association's operating documents to the realtor's attention. Doug stated that he and Steve, in cooperation with the Association's Webmaster, will work with Attorney Sharkey to determine what information needs to become public and what can still be retained for members only.

It was at this time that Doug raised an issue that should have been discussed under the Director of Public Security's report. Doug reported that he had addressed Item #77 - Pursue revised cost from SignPro for a more simplified stop sign. Janet had previously expressed that the cost of replacement signs was getting prohibitive. Janet stated that new generic stop signs would cost \$41 a sign when bought in multiples. The Board discussed the proper way to change the design on a sign included in a plan approved by the general membership. Doug noted that the local Old Lyme Police can issue violation notices for failure to observe OCBCA signage. The Board agreed to advise the membership of this planned change but to proceed buying generic stop signs as necessary. Nancy is concerned with the wrong way traffic on Grove Street. Doug suggested that another bucket sign labelled Do Not Enter to be placed on the corner of Breen Avenue and Grove Street would suffice for the remainder of this year. Doug stated that once the sewers have been installed the plan is to end the use of one way streets in the community.

Preparation for September 11 General Membership Meeting – Rich shared a draft agenda for the September 11 General Membership meeting. Doug stated that the two voting items will be to approve a budget adjustment for last fiscal year and to elect two members to fill the upcoming vacancies on the Board. Doug stated that Steve Humes' and Rich Kingston's terms are expiring. Doug asked Janet to provide him with the total expenses the Association incurred to deal with the Covid-19 pandemic. A motion (Humes/Webb) was made to approve the draft agenda for the September 11th meeting with the addition of a Lending Library item under New Business. There was no discussion. The motion passed unanimously. Doug stated that the agenda and the other meeting materials should be sent to the membership by August 27th. Janet stated that the Association should be able to rent the Shoreline Community Center at Soundview member rates as OCBCA owns property at Soundview Beach.

Old Business – There was no old business.

New Business – There was no new business.

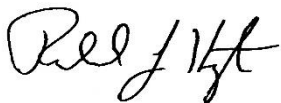
Public Comment – Doug asked for comments by the two members of the public. Although Harvey Schiller had no comments John Newson had a few. John expressed concern that the Board is not paying enough attention to how the new beach pass system is operating. John encouraged the Board to take strong stands on the amount of passes being issued over and above the allotted portion of two per dwelling unit. Janet explained how the system is currently working. John, using the Board's discussion about the fence along the west boundary of the beach as an example, asked why the Board does not immediately address situations such as this one instead of waiting until the end of the season to do so. Doug responded that the owner of the effected property on the Swan Avenue side has been very cooperative and that Doug wants to work with her. John also remarked that the Board seemed to be going out of its way to address the "bad" email situation also addressed earlier in this meeting. John stated that instead of going ahead and making the necessary changes to the list of authorized website and email users the Board is being too cautious about the manner in which these users may be removed from such list. Rich and Doug encouraged John to consider running for election to the Board of Governors.

Doug let the Board know that a resident was advised that they could not occupy a camper left on their property. Doug stressed that the Charter specifically prohibits the overnight occupancy of such a vehicle.

NEXT MEETING - The next Board of Governor's meeting date is scheduled for Tuesday, September 14. The meeting may be held in person at a location TBD and will also be held with Zoom remote meeting software.

A motion (Humes/Zimmerman) was made to adjourn at 7:58 PM. The motion passed.

Respectfully submitted



Richard Kingston
Clerk
August 21, 2021

Minutes Approved at September 14, 2021 Board of Governors Meeting

Results of Voting at the August 11, 2021 Old Colony Beach Club Association Board of Governors Meeting. Board of Governor members present- Janet Montano, Nancy Zimmerman, Lester Webb, Steve Humes, Rich Kingston and Doug Whalen.

Preparation for September 11 General Membership Meeting –A motion (Kingston/Webb) was made to approve the draft agenda for the September 11th meeting with the addition of a Lending Library item under New Business. There was no discussion. The motion passed unanimously.

August 11, 2021
OCBCA Board of Governors Meeting

Attachment 1

Treasurer's Summary
OCBCA Board of Directors Meeting
August 11, 2021

Balance July 1, 2021:	\$1,026,650.17
	\$170,094.06 *
	(\$16.98) FY 2020 tax overpayment made in 2019*
	FY 2020 tax overpayment credit*
Income:	\$170,077.08
Expenses:	\$15,428.20
Balance July 31, 2021:	\$1,181,299.05
General Fund Checking	\$107,075.63
General Fund MM Savings	\$188,390.54
Capital Fund MM Savings	\$173,204.39
Capital Loan MM Savings	<u>\$712,628.49</u>
Balance July 31, 2021	\$1,181,299.05

*QuickBooks does not consider tax overpayments made in one FY as income in that year but as income in the following FY.

Attachment 2

OCBCA Chairman's notes for 8/11/21 BOG meeting

- Monitored front entrance gate closings after Tuesday recycle. Gates closed from Tuesday afternoon through Sunday night. Sunday night Security opens gates during evening shift for Monday & Tuesday refuse & recycle pick-up.
- Monitor putting back garbage & recycle cans on the beach entrances every Monday & Tuesday. Can are washed out every 3-weeks and new liners put in cans.
- Monitored Saturday night movies on the beach, put out signs on Wednesday, sent movie flyer to webmaster for email blast, setup, monitor & take down movie equipment Saturday night.
- Handling request for clothing by residents, taking inventory of merchandise, ordering out of stock clothing and special orders.
- Providing gate cards & window stickers to residents. Monitoring supply and ordering new supply when needed.
- Working with WPCA, Fuss & O'Neill & Amtrak on sewer project issues. Working with Frank Noe on DEEP issues, contacting OCBCA insurance agent for special coverage needed for Amtrak project, signing invoices for Fuss & O'Neill & DEEP. Attended numerous meeting related to sewers.
- Provided letter to Connecticut State & Federal representatives & Senators requesting additional funding for sewer project.
- Monitored beach during weekday checking for beach passes. Beach pass compliance was approx. 95%, those people that did not have a beach pass were asked to go back to house and get beach pass. A few people were escorted off the beach and directed to the public beach.
- Did a maintenance check on the Association golf cart. Put 7 gallons of water in the batteries, washed cart and checked it over for damage. No damage noted. Need rear view mirror.
- Cleaned out the guard shack on the beach, reorganized stored items inside, swept out sand & emptied garbage can.
- Received approx. 25 calls from security on different issues during the month, provided proper guidance to security.
- Called 911, DEEP Police & Old Lyme Police on beach related issues five times this month. Person drunk on beach, family & individuals not a member of beach would not leave beach area, loud noise from boats disturbing residents on beach and jet skis securing to swim line were a few of the issues police were contacted.
- Working with CWPM (refuse & recycle company) & Town of Old Lyme to get single day refuse & recycle pickup. CWPM will work with Town to see if we can get the same day for both refuse & recycle pickup. Contacted other beach communities for support on this issue.
- Took trip to Southington to sign company for pick-up of OCBCA signs.

Attachment 3

Dear Members,

The Old Colony Beach Club Association (“OCBCA”) Board of Governors (the “Board”) would like to remind all its members that the Board is obligated to enforce adherence to the OCBCA ordinances. The Board has been made aware of several instances of ordinance violations. In particular, Section 7.2 of the OCBCA ordinances states:

No person(s) shall erect a fence higher than four (4) feet on front property, six (6) feet in backyards and four (4) feet inside yards for the first 24 feet and six (6) feet high thereafter. Hedges and bushes cannot exceed four (4) feet in height on front property line. Fences, bushes, or permanent structures cannot be placed within 2 feet of the Association property line, may not interfere with sight lines at any OCBCA intersection or be placed in a position which may cause a safety issue.

Based on the cited ordinance, no fences, bushes, or permanent structures shall be placed within 2 feet of the Association’s property line and shall not interfere with sight lines at intersections.

Please be advised that beginning next summer season, the Board will strictly enforce its ordinances, therefore, any trees, plants or structures placed within 2 feet of OCBCA property (including on the beach) without Board approval will be treated as violations.

The Board thanks you for your attention to this matter.