

## ATTENTION

### OLD COLONY BEACH CLUB ASSOCIATION MEMBERS

In Accordance with Article VII, Section 4 of the Bylaws of the Old Colony Beach Club Association you are hereby advised that the June Semi-Annual General Membership Meeting of said Association is scheduled for Saturday, June 10, 2023 at the Shoreline Church, 287 Shore Road, Old Lyme, CT at 6:30 PM and available on Zoom (see meeting information at bottom of this form).



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Douglas Whalen, Chairman,  
May 26, 2023

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Please note the location of this meeting. The Shoreline Church is located at the corner of Shore Road (Route 156) and Old Colony Road. Parking is available on the premises.

**Please note that this packet contains a form entitled Old Colony Beach Club Association Proxy. In accordance with the Article VII Section 6 Paragraph B of the Charter members may designate a proxy if they are unable to attend a membership meeting. A member may designate a proxy holder by completing the enclosed Proxy form and submitting it prior to or at the June 10, 2023 General Membership Meeting. A scanned copy of the Proxy with the appropriate signature can be returned by email to [clerk@oldcolonybeach.org](mailto:clerk@oldcolonybeach.org). This form will count toward attendance and the designated proxy holder can participate in any and all voting at this meeting. The member wishing to designate a proxy holder can either name the OCBCA Clerk or another party who will attend this meeting to serve as their proxy.**

**If you have not yet chosen e-mail delivery for meeting documents and other important OCBCA related business please consider completing the last page of this packet.** If you choose e-mail delivery you will no longer receive mailed notices such as this but rather all necessary documents will be sent to you by e-mail. The Email Statement and Required Documents Authorization Form included in this packet explains in detail what your rights are in relation to granting permission to OCBCA to e-mail documents to you. If you choose to select e-mail delivery please bring the completed form to the General Membership Meeting or mail it to:

Old Colony Beach Club Association  
P.O. Box 10  
Old Lyme, CT 06371  
Attn: Clerk

<https://hklaw.zoom.us/j/84073977523>

**Zoom Meeting ID:** 840 7397 7523

**To Participate by Phone:** 888 475 4499 (US Toll Free)

**OLDCOLONYBEACH CLUB ASSOCIATION  
SEMIANNUAL MEETING AGENDA**

**Saturday, June 10, 2023, 6:30 PM**

**In Person Location: Shoreline Church, 287 Shore Road, Old Lyme, Ct  
or by Remote Software:**

**Zoom Meeting ID:**

**To Participate by Phone: 840 7397 7523**

<https://hklaw.zoom.us/j/84073977523>

888 475 4499 (US Toll Free)

- Approval of September 17, 2022 Semi-Annual Meeting Minutes
- Treasurers Report
- Board of Directors reports:
  - Chairman: Doug Whalen
  - Treasurer: Janet Montano
  - Clerk: Rich Kingston
  - Tax Collector: Steve Humes
  - Public Works: Lester Webb
  - Security: Doug Whalen
  - Recreation: Kristina Wilson
- Public Comment- Association member comments on Board of Directors report
- FY2024 Budget **\*\*VOTING ITEM\*\***
- Motion to Rework By-Laws Article III Sec 1 and Remove Sec 2 **\*\*VOTING ITEM\*\***
- Motion to Rework By-Laws Article IV Section 5
- Vacancies **\*\*VOTING ITEM\*\***
- Palm Trees on the Beach **\*\*VOTING ITEM\*\***
- Revised Construction Ordinance (Ch6.9) **\*\*VOTING ITEM\*\***
- Committee Reports
  - Water Pollution Control Authority
  - Sheffield Brook Outlet Drainage Subcommittee
- Old Business
- New Business
- Public Comment
- Next Meeting: Saturday, September 9, 2023 at Shoreline Church

Adjournment:

**Old Colony Beach Club Association Proxy**



The undersigned owner of:

(OCBCA BeachAddress): \_\_\_\_\_

hereby appoint/s (check one);

\_\_\_\_\_ (a) The Clerk of OCBCA, on behalf of the Board of Governors; **or**

\_\_\_\_\_ (b) \_\_\_\_\_ **(name of your Proxy holder).**

As my/our proxy holder to attend the Semi- Annual meeting of the members of OCBCA to be held on:

**June 10, 2023, 6:30pm at (Shoreline Church), 287 Shore Road, Old Lyme, CT**

**The Proxy holder named above has the authority to vote and act for me/us to the same extent that I/we would if personally present. You may complete and submit Voting Items with your Proxy to indicate how you want your vote to be recorded**

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**Please sign and date the proxy in the space provided below**  
*(Signatures of Owner/s or designated voter)*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

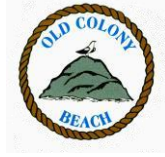
**THIS PROXY IS REVOCABLE BY THE UNIT OWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ALL LAWFUL ADJOURNMENT. IN NO EVENT IS THE PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.**

**Mail proxy back to OCBCA P.O. Box 10 Old Lyme, CT 06371, Email copy to [clerk@oldcolonybeach.org](mailto:clerk@oldcolonybeach.org) or have proxy holder present original before start of the meeting.**

**OCBCA 2024 Fiscal Year Proposed Budget with Actual Expenditures to 4/30/2023**

	Actual FY2020	Actual FY 2021	Actual FY 2022	Approved FY 2023	Actual 4/30/2023	Proposed FY 2024
<b>Revenues</b>						
Property Taxes + finance charges	144,300.59	163,615.26	189,782.14	186,300.00	190,609.93	190,000.00
Town of Old Lyme	8,645.00	8,550.00	8,677.00	8,550.00	9,014.00	8,550.00
Vendor Fees	500.00	500.00	1,300.00	1,300.00	1,300.00	1,300.00
Registrations	700.00	550.00	500.00	50.00	50.00	150.00
Reimbursement for Bank Charge	30.00		15.00			
Gate Swipe Cards	370.00	275.00	315.00	100.00	75.00	100.00
Additional Beach Passes		70.00	80.00		20.00	
Fines		142.24	41.20		70.00	
Swim line repair payment					602.67	
Beach construction debris repay					550.00	
Sign damage payment			144.27			
Boat storage cost	100.00	100.00				
Beach Cleaning Donations		775.00	300.00		715.00	
Federation 1/2 dues returned	289.50					
Federation donation for defibulator	1,500.00					
Funds returned payment error			4,520.76			
Interest Income General Fund	189.25	63.06	37.69	40.00	1,283.65	6,260.00
Interest Income Capital Account	126.22	46.48	24.23	20.00	822.41	3,250.00
Interest Income Loan Account		430.12	356.38	340.00	5,009.86	20,000.00
Webster General Obligation Note		796,250.00				
Old Lyme Shores 1/2 cost Sheffield Brook	2,360.75	4,356.50			3,037.50	
Recreation	2,157.00					
Raffle	2,729.00					
Merchandise	2,400.00	573.00	2,732.00	200.00	1,778.00	860.00
<b>Total Revenues</b>	<b>166,397.31</b>	<b>976,296.66</b>	<b>208,825.67</b>	<b>196,900.00</b>	<b>214,938.02</b>	<b>230,470.00</b>
<b>Expenditures General Fund</b>						
Public Safety	34,942.65	38,513.83		39,000.00	30,260.56	48,000.00
Public Works	37,690.06	41,695.85		38,400.00	31,240.00	42,000.00
Insurance	5,955.00	5,287.32	6,195.32	6,500.00	6,826.76	7,000.00
General Administration	8,005.37	6,689.05	4,403.17	6,500.00	2,556.67	6,000.00
Payment Error			4,520.76			
Electricity	5,670.06	4,582.06	4,627.74	6,000.00	4,560.68	6,500.00
Fire Protection (Hydrants)	10,654.83	10,982.62	11,082.92	12,000.00	9,894.41	13,000.00
Recreation	4,211.33	306.28	826.78	4,000.00	3,544.40	7,000.00
Raffle	473.97					200.00
Merchandise	3,242.50	860.97	2,775.37	1,200.00	1,641.00	2,000.00
Professional Fees	10,282.50	2,150.00	9,750.00	14,500.00	13,687.50	15,000.00
Donations	200.00	100.00	200.00	200.00	100.00	200.00
Bounced Tax Check Bank Fee			15.00			
Property Taxes	948.86	1,105.04	1,109.80	1,200.00	1,119.34	1,200.00
<b>Subtotal</b>	<b>122,277.13</b>	<b>112,273.02</b>	<b>45,506.86</b>	<b>129,500.00</b>	<b>105,431.32</b>	<b>148,100.00</b>
Contingency Fund Capital Account	8,000.00	47,000.00				15,000.00
General Fund Expenditures after \$ transfer	130,277.13	159,273.02				163,100.00
<b>Capital Improvements/Expenditures</b>						
<b>WPCA</b>						
Stormwater Study & Design	56,100.00	58,379.00				
Stormwater Project (Loan Funds)		25,702.89				
Stormwater Loan Interest + Principal		11,411.11	68,978.56	67,400.00	67,392.42	67,370.00
Wires for OCR beach pole placed underground					833.34	
Fencing			3,393.00			
Border lot survey			340.00			
<b>Subtotal</b>	<b>56,100.00</b>	<b>95,493.00</b>	<b>72,711.56</b>	<b>67,400.00</b>	<b>68,225.76</b>	<b>67,370.00</b>
<b>Total</b>	<b>178,377.13</b>	<b>207,766.02</b>	<b>118,218.42</b>	<b>196,900.00</b>	<b>173,657.08</b>	<b>230,470.00</b>
Mill Rate	3.25	3.50	4.00	4.00	4.00	4.00
Profit/Loss	(11,979.82)	768,530.64	90,607.25			

Printed 5/5/2023



**Voting Items for June 10, 2023 General Membership Meeting**

**MOTION TO APPROVE THE 2023/2024 BUDGET**

**OCBCA Charter Section 9 & Bylaws Article VIII Section 1-** states that the Board of Governors shall prepare and submit to said association, at the June Semi-annual meeting, a budget and recommend a tax for the purpose of and based on such budget. The Board of Governors will set the mill rate on the dollar of the total value of real estate within the limits of said association as shown by the last-completed grand list of the town of Old Lyme.

**The Board of Governors is recommending approving the July 1, 2023 – June 30, 2024 budget at \$230,470.00 and set the mil rate at 4.0**

**VOTE: YES**

**NO**

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**MOTION TO REWORD BYLAWS ARTICLE III SECTION 1 AND REMOVE SECTION 2**

**Article III section 1-** All owners of real estate within the limits of the Association shall be members of said Association, The Old Colony Beach Club Association, and shall be entitled to vote in any meeting of said association.

**Article III section 2- REMOVE-**A member in good standing is defined as having no outstanding financial obligations to the Association.

NOTE: section 2 conflicts with the charter section 4.

**VOTE: YES**

**NO**

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**MOTION TO REWORD BYLAWS ARTICLE IV SECTION 5 VACANCIES**

**Article IV section 5 Vacancies - To read-** Any vacancy in said board, occurring during the year, may be filled by a majority vote of the remaining Board of Governor members and such member so appointed shall hold office for the unexpired portion of the term.

**Remove due to Charter conflict-** A) A vacancy in said Board, occurring during the year, shall be filled by the next highest vote getter. The next highest vote getter at the last election shall hold office for the unexpired portion of the term. If candidate does not accept or there is no candidate, the Board shall fill the vacancy at the next regularly scheduled BOG meeting or at a special meeting called for that purpose.

**VOTE:      YES**

**NO**

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**NEW ORDINANCE**

**PALM TREES ON THE BEACH-** Motion to allow the practice of planting palm trees on Association property subject to rules promulgated by the Board by Ordinance.

**VOTE:      YES**

**NO**

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**REVISION TO ORDINANCE 6.9 – EXPANDED DEFINITION OF “CONSTRUCTION”**

**6.9 Except for emergencies recognized by the Board of Governors, no person(s) shall perform any construction work from July 1 through Labor Day.**

The purpose of this ordinance is to prohibit activities that result in excessive noise or that result in the disturbance of a person’s right to peace, tranquility, and reasonable quiet enjoyment during the prohibited period.

As used in these ordinances, the term “construction” shall include the interior or exterior repair, replacement, remodeling, alteration, conversion, demolition, improvement, rehabilitation, or addition to any building, structure, or land within the Association; any activities requiring the issuance of a building permit or trade permit or license; the replacement, installation, removal, or improvement of plumbing, electrical, heating and cooling systems, driveways, porches, roofs, siding, insulation, flooring, patios, landscaping, fences, doors and windows, and the like.

“Construction” may also be deemed to be any work or activity not specifically defined above involving the use of power tools, such as cutting saws, nail guns, jackhammers, and the like, or heavy equipment, that is deemed to unreasonably interfere with the peace, tranquility, and reasonable quiet enjoyment within the Association.

“Construction” shall not include lawn mowing or other activities commonly associated with regular yard and landscape maintenance.

The restrictions established in this ordinance shall not apply to any maintenance carried out by the OCBCA Board of Governors on association property or done so on Its behalf.

**VOTE:      YES**

**NO**

**OLDCOLONYBEACH CLUB ASSOCIATION  
SEMI-ANNUAL MEETING  
SATURDAY, SEPTEMBER 17, 2022  
SHORELINE CHURCH, 287 SHORE RD., OLD LYME**

**Old Colony Beach Club Association Semi-Annual Meeting**

The meeting was called to order at 6:35 p.m. by Board Chairperson Doug Whalen. Doug led the membership in reciting the Pledge of Allegiance. Doug then requested a moment of silence to remember all of the Association residents who have passed away during the past year. The Association Clerk confirmed that there was a quorum present.

**Approval of June 18, 2022 Semi-Annual Meeting Minutes:** A motion was made (George Balducci/Joe Frutuoso) to approve the June 18, 2021 meeting minutes as presented. There was no discussion. The motion passed.

**Treasurers Report:** Janet Montano, the OCBCA Treasurer, read her report for the period of July 1, 2022 to September 17, 2022 (Attachment 1).

**Board of Director's report:**

**Chairman's Report:** Doug reported on the activities he has been involved with since our last membership meeting on June 18th (Attachment 2).

**Treasurer's Report:** Janet noted that the full Treasurers Report, a budget sheet, and a detail of transactions by account will be available on the Association's website. Janet also stated that she would also provide copies of these reports on request.

**Clerk's Report:** Rich Kingston stated that he was happy that the Board had received forty (40) proxies prior to this meeting.

**Tax Collector Report:** Nancy Zimmerman reported that \$186,929.14 has been collected in taxes and interest. Nancy also reported that there are still six (6) outstanding tax bills to be paid totaling \$3,442.95. *(Taxes not collected by July 1 of the following year that taxes were due and still unpaid will require the Association to place a lien on the delinquent property.)*

**Director of Public Works Report:** Lester stated that he was satisfied with the beach cleaning contractor's performance this summer. Lester advised the membership that kayaks stored on the beach racks must be removed by November 1. Lester also mentioned the inappropriate use of trash and recycle waste cans on the beach. He also noted that the swim lines have been repaired or replaced this summer. Lester stated that he placed mosquito "dunks" in the storm drains to keep the mosquito population in check.

**Director of Public Safety Report:** Steve Humes reported that the Board will be reevaluating the Association's security contractor this off season. A new bid process will probably be conducted next spring to select a new security vendor if this is warranted after the Board's review.

**Entertainment Director Report:** In John Newson's absence Doug stated that some suggestions had been received from our members to conduct new activities for kids and families next summer. Doug stated that



the Board is interested in hiring someone to assist in these kinds of summer activities. Doug noted that past efforts to find such a person have been unsuccessful.

**Public Comment** –Michelle Gavens asked about the outstanding tax bills and what is being done to collect these sums. Nancy Zimmerman explained the process in regards to overdue taxes due. Rick Hyne asked if there is an opportunity to look for better interest rates for the Association’s funds. Janet Montano explained that due to the terms of the storm drain loan secured from Webster Bank we must continue to bank our funds there. Doug stated that an effort would be made to determine if better interest rates for savings can be obtained. Andrea Lombard, who had received a letter from the Board about infringing on OCBCA property, informed the Board that the white pillars along her property line are not on OCBCA property. Doug acknowledged this statement. Donna Maselli said that she would be glad to volunteer to assist the Association as necessary and encouraged others to volunteer.

**FY2022 Budget Year End Balance Transfer** – Doug read the language for the FY2022 Budget Year End Balance Transfer (Attachment 3). A motion (Rick Hyne/George Balducci) was made to effect the needed transfer of funds in the amount of \$2,275.37. There was no discussion. The motion passed.

**Amended OCBCA WPCA Ordinance** – Doug noted that three substantive changes were made to the existing WPCA Ordinance, one to add two alternate members to the WPCA, one to stipulate that all WPCA members serve without compensation, and the last one to detail the process for removing a member from the WPCA for cause (Attachment 4). Doug stated that these changes were approved by the Board and now require general membership approval. A motion (Joe Frutuoso/Joel Zimmerman) was made to approve the ordinance as amended. Andrea Lombard asked about the possibility of reducing the term of office for WPCA members from five years to something shorter. Doug explained that although that was discussed it was found not to be practicable. Doug moved the motion. The motion passed.

**New Ordinance to Regulate Private Parking Lots** – Doug read the language for the new proposed ordinance to regulate private parking lots (Attachment 5). Doug explained that although the town of Old Lyme had the responsibility in the past to regulate private parking lots in Old Colony Beach it was subsequently learned that OCBCA is the appropriate authority to regulate parking lots within this community. Doug explained that public parking will not be allowed under the terms of this ordinance with parking spaces limited to owners, their guests, and their renters. A motion (Marian Cancelliere/Jonathan Grossman) was made to approve this new ordinance. Pat Mathews asked about the number of spaces that will be available next summer. Anita Russo, the owner of the first parking lot to be regulated, explained how she determines who can rent a spot from her which complies with the ordinance language under consideration. Doug moved the question. The motion passed.

**Board of Governors Nominations**–Doug turned the meeting over to Rich Kingston, Association Clerk, to conduct the election for the three expiring Board positions. Rich explained that the three incumbents on the Board; Janet Montano, Lester Webb, and Nancy Zimmerman; indicated they would like to serve for another three year term and Katrina Wilson had also submitted her name in advance of this meeting. Rich then asked for nominations from the floor. There were none. As a result the following names were nominated and seconded to stand for election:

Janet Montano (Joel Zimmerman/Rick Hyne)  
Lester Webb (Joe Frutuoso/Frank Noe)  
Kristina Wilson (Anita Russo/Joe Cancelliere)  
Nancy Zimmerman (Frank Nicotera/Nancy Lagano)

Rich then closed nominations. The candidates then made a short presentation regarding their desire to serve on the Board. Rich asked for volunteers to assist him in collecting the ballots and counting the votes. Voting by the membership then commenced. After collecting all the ballots Kim, Andrea, and Rich adjourned to a separate room to count ballots.

Rich returned with the results of the vote after the conclusion of the WPCA portion of the meeting. Rich announced the results of the vote as follows:

Janet Montano – 70 votes  
Lester Webb – 69 votes  
Kristina Wilson – 47 votes  
Nancy Zimmerman – 46 votes

Rich declared that Janet Montano, Lester Webb, and Kristina Wilson have been elected to the OCBCA Board of Governors for a three year term commencing in September.

Doug thanked Nancy Zimmerman for all her hard work as a member of the Board of Governors.

### **Committee Reports-**

**Water Pollution Control Authority** – Frank Noe, the chairperson of the Water Pollution Control Authority (WPCA), began his presentation by describing a presentation that was held at the Lyme/Old Lyme Middle School to discuss the need for additional grant funding for the sewer project. Frank explained that he is also working with the Commissioner of DEEP to explore the possibility of additional grants. Frank stated that between \$10 and \$14 million is needed to complete this project. Frank explained that a Clean Water Fund loan was coming due at the end of January 2023 which will require the commencement of loan repayment. Frank stated that the WPCA was able to get an extension to delay the start of loan repayment until January 2024. The current amount of funds due is approximately \$600,000. Frank then asked for questions from the body.

Joel Zimmerman asked what would happen if the additional funds do not become available. Frank responded that the sewer project would be terminated and the current amount of funds due would have to be repaid. Frank stated that the Consent Order with DEEP does have some language that may allow this to happen. Rick Hyne asked how the loan amount that is due in January 2024 will be paid if the project ends. Frank explained that the amount due would have to be factored into and paid from OCBCA's annual taxes paid by Association members. Frank explained that the EDU assessment can't be used if the sewers are not working. Len Gregorian asked what the yearly payment would be based on what is owed now. Frank figured it would be about \$37,000 per year for twenty years. Frank stated that the storm water drain project current cost estimate is \$597,000. Those funds were borrowed separate from the sewer project. Joe Frutuoso asked if those funds could be used to pay back the Clean Water Fund loan. Doug stated that the condition of the roads and the storm drains require that those borrowed funds be used for that purpose. Joe is concerned that since Soundview Beach is part of this project will we be taxed from the town to pay for their share of these project costs? The answer was yes. Lenny asked about DOT's plan to repave Route 156. Frank asked Joe Cancelliere, a member of the WPCA, to address that question. Joe stated that unfortunately DOT will need to do this paving before the beaches are ready with their sewer project. Doug reassured the members that efforts are ongoing to obtain the needed additional funding.

**Old Business** – Doug asked if there was any Old Business. There was none.

**New Business** - Doug asked if there was any New Business. There was none.

**Public Comment** – Lenny Gregorian reported his concern about excessive speeding on Old Colony Beach roads. Loretta Brown and Joe Frutuoso echoed Lenny’s concern about speeding. Doug stated that the Board of Governors may want to secure additional signage and explore other methods of traffic control to be used next summer. Rosemary Lombard suggested securing a digital traffic sign that records the speed of vehicles. Doug stated that the Resident State Trooper has one that we may be able to borrow. Pat Matthews suggested that whenever the Board sends out materials that reference needs to be made to the 15 MPH speed limit and the need to observe this limit. Joe Frutuoso would like to see movies on the beach conducted every Friday. Joe would also like to see morerecreational activities for the adults in the community.

**Next Meeting** – The next OCBCA General Membership meeting will be held at the Shoreline Church at 6:30 PM on a yet to be determined Saturday in June of 2023.

**Adjournment:** A motion (Frank Nicotera/Steve Humes)was made to adjourn. The meeting was adjourned by acclamation at 8:07PM.

Minutes recorded by:

A handwritten signature in black ink, appearing to read 'Richard Kingston', written in a cursive style.

Richard Kingston, Clerk  
September 23, 2022

**Attachments to these Minutes are Available at [www.oldcolonybeach.org](http://www.oldcolonybeach.org)**

**Results of Voting at the September 17, 2022 Old Colony Beach Club Association Semi-Annual General Membership Meeting**

**FY2022 Budget Year End Balance Transfer** – Doug read the language for the FY2022 Budget Year End Balance Transfer (Attachment 3). A motion (Rick Hyne/George Balducci) was made to effect the needed transfer of funds in the amount of \$2,275.37. There was no discussion. The motion passed.

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EMAIL STATEMENT AND REQUIRED DOCUMENTS AUTHORIZATION FORM

Yes, I want to enroll in OCBCA's email statement and document service. I acknowledge and agree to the terms and conditions set forth below as a condition for participation in this service.

Name: \_\_\_\_\_ Beach address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Alternate Address: \_\_\_\_\_

Signature: \_\_\_\_\_

I would also like to be given member access to the OCBCA website and receive digital notifications via email.

*(Retain the bottom portion, submit this page portion for processing or e-mail a copy to: Clerk@oldcolonybeach.org)*

**Agreement to Terms and Conditions:** Please enroll me in the Old Colony Beach Club Association ("OCBCA") email statement and required documents service ("email statement and documents"). I understand that there is no charge for using this service. This document forms the basis of the agreement between a property owner and OCBCA in relation to the use of email to receive statements and other required documents. **Terms and Conditions:** 1. **Email Enrollment** (a) By enrolling or registering for the email statement and document service, you agree to receive your OCBCA statements and other OCBCA documents via electronic mail (email and/or broadcast messages). This includes, but is not limited to, any and all legally required documents that you are entitled to received as detailed in the OCBCA governing documents. (b) By enrolling, you acknowledge and agree that email statements and documents are a courtesy service and, regardless of whether you receive any email statements or documents, you agree to pay all assessments and/or other charges to OCBCA in a timely fashion and in conformance with the governing documents of OCBCA. (c) By registering and completing the required form, you are considered enrolled. As soon as possible you will begin receiving your statement via email and no other statement will be provided through the postal service or other written form. (d) After registering, you may discontinue the email statement and documents service by written and signed notification to OCBCA. 2. **Limitations, Charges and Cancellation:** *Service Limitations:* OCBCA will take commercially reasonable efforts to provide your email statements and documents in a productive and efficient manner. However, technical or other difficulties cannot always be foreseen or anticipated. These difficulties may result in loss of data, personalized settings or delays in your receipt of your statements or documents. OCBCA is not liable for failures of email statement or documents transmissions due to any cause, including but not limited to transmission failures due to: (i) bounced emails; (ii) full email boxes; (iii) internet access problems; (iv) network failures; (v) any other delays or customer failure to receive email statements. *Cancellation:* You may cancel your email statement and documents enrollment any time by sending a signed request for cancellation to OCBCA at P.O. Box 10 Old Lyme, CT 06371 *Privacy:* OCBCA will use all commercially reasonable efforts to ensure email addresses are not used for purposes other than HOA document dissemination, but CBCA takes no responsibility for unauthorized access of emails, ensuing spam, cyber-attacks, etc. 3. **Contact Information:** For questions regarding these Terms and Conditions contact us at: Old Colony Beach Club Association P.O. Box 10 Old Lyme CT 06371