

KTD Board Meeting held January 8, 2014 at 7:00 PM

At the Windmill

In Attendance: M Cronk – President, C Franklin – Vice President, K Cullen – Treasurer, E DeLeo – Secretary, E Sears II – Director-Marina, S Plante – Director-Water, J DiFranco – Director-Beach, P Naryniecki – At Large

Absent: J Thompson – Director-Property Management

Quorum Achieved

Guests: 2

Review of Minutes

Motion to accept the November 13, 2013 Monthly Board Meeting Minutes. Seconded, all in favor– motion carried.

Treasurer's Report

Tax District financials are in good shape. We are in the middle of a collection period for tax installment. The current arrears, which does not count current period due, is \$16 thousand. Of the 4 new liens, one was paid and discharged. 4 remain in place, which includes one that was not recently put in place. There are 7 residents in arrears with between 2 to 7 payments past due.

Expenditures from the water system are in-line with those expected for the backup generator project, which is close to completion. Work remaining includes some electrical work and final hookup of propane tank by Mitchell Fuel.

Discussion of fees associated with processing of lien that have been assessed to residents in the past and how the Board feels we should address them going forward. There was discussion of the various costs incurred by the tax district to collect the past due amount including registered letters and town fees to execute/discharge the lien. It was agreed that these costs did not represent the normal cost of doing business as they create additional work and costs to the tax district.

Motion to assess a \$50 flat fee to cover reasonably anticipated costs when a lien is placed on a property. This cost will be communicated to residents and be assessed going forward as of January 8, 2014. Seconded, all in favor – motion carried.

The fee will be communicated to residents as part of the letter sent to residents with the budget proposal.

Notice received from Marie Huepler that former resident, Father Murphy had passed. Further information received by the Board will be shared.

Secretary's Report

All emails received in the Board email box were distributed prior to the meeting.

A Board member raised the concern that a Board email sent to residents went to their junk/spam mail folder. This may have been due to inserted photo, link or because two emails were sent to residents in the same day. Situation will be monitored and may be isolated to AOL addresses.

Three Board members met with Attorney Richard Smith on 12/16/13 to discuss an outstanding issue regarding an incident over the summer that resulted in notification to residents regarding a resident's tenant that posed a potential danger to other residents. The Board was seeking guidance on whether we had a responsibility to inform the homeowner of the notice sent to residents. A written summary of the meeting with Attorney Smith was provided to the Board. While Attorney Smith said that we acted correctly to the incident that we should be careful regarding any follow-up with the homeowner. Based on this advisement, we will not contact homeowner at this time. We will in the future avoid any gap in communication regarding these types of incidents by sending the same correspondence to all residents including the homeowner.

Motion to rescind a prior motion to contact the homeowner regarding this incident. Motion seconded, all in favor – motion carried.

Discussion on retaining Attorney Smith's services on an annual basis. It was agreed that we should retain a lawyer and that Richard Smith will provide the extra benefit of being a legislator.

Motion to retain Attorney Richard Smith as legal council to represent the Board and the community. A \$2000 retainer will be held in escrow fund. Board will collectively make authorization to expend any escrow monies and two Board members will be identified that can communicate that authorization to the attorney. Seconded, all in favor – motion carried.

P Naryniecki and E DeLeo are working on the quarterly report. Coverage will start with September and the report is targeted to be distributed in the next couple of weeks.

Discussion of conducting another resident survey before budget to cover some of the items that we have talked about such as single garbage collection for community, brush pickup, and satisfaction about plowing (based on residents' work schedules). A Board member felt that we should educate the community that we are not paying for exclusive use of the snow plowing

vendor. It was suggested that we try to gauge better the band of time that people leave and come into the community to see if plowing contract should be modified in future years.

It was noted that we have received only 2 complaints over the entire winter. One of the complaints questioned the use of a subcontractor, not Billy Gantert, whom they believed we contracted with. It was confirmed that we have used the same vendor as the past years and the contract has not been with Billy Gantert, but the person that was thought to be the subcontractor.

M Cronk identified that a tree at the entrance of the community where another tree fell in the recent past, knocking out the power and blocking the road, is leaning. If the Board agrees, he will ask property owner if they object to us having the tree dropped. The cost should be roughly \$150 to just drop the tree. It was agreed that doing so would protect the community, now a risk and that if we get permission in writing, it is better to address now than if it comes down during a storm. It was suggested that a walk around be done to see what other tree work needs to be done in the community. M Cronk will get an opinion on the integrity of tree from a tree expert and an estimate to drop the tree, if it should come down.

M Cronk requested that the Roads director get estimates for sand removal, targeting end of March to have vendor identified. Additionally, he suggested that we consider a one-source contractor for property maintenance with exception of gardening work as this would minimize vendors and have someone on call resulting in better responsiveness.

M Cronk asked that each director look at their budget based on spending and what they are responsible for by March to have proposed budget ready to be sent in April to residents. We will start calling for location for budget meeting in May to lock in date/location.

P Naryniecki, as president of Knollcrest Real Estate Corp, confirmed that he has filed corporate tax returns and that the balance of property taxes \$1500 will be covered by \$2300 balance in KREC bank account. Next payment due from KTD will be in June.

Marina

Avalon has come out to look at the docks that need replacing. Tucker has also been contacted and E Sears will follow up with him this Friday to arrange a meeting. D&D, who has done work for Danbury and 6 or 7 other communities, as well as Knollcrest residents - Frank, Auster and Bayliss, asked for photos and measurements for the job. They will provide an estimate also. E Sears said that we will need to move quickly, after the lull during holiday, in early March their busy season starts. M Cronk would like to investigate aluminum also for dock materials. Sullivan was a vendor that does aluminum.

E Sears said that a project will be undertaken to try to contact residents that have kayaks, rowboats, and canoes at marina. We will take pictures, post to the website and request residents to claim vessel. The question was raised if no one claims, can we discard as unclaimed

property. It was agreed that we will consider a nominal fee for the season but first step is to identify owners.

Water System

Electrician is recovering from an injury but estimates that he will be able to complete work next week. At that time final hookup for generator will be done.

A resident called about low water pressure and it was identified that system was down to 56 pounds and that a pump had not kicked in. The reason is unknown at this point. When system was checked pump kicked on and worked again. It is suspected that every few cycles, one pump is not kicking in. The water system director asked that if anyone notices low pressure to give him a call and he will go to look. Problem was reported around 7 PM and not related to heavy usage. He will go every day to check pressure and see if he can diagnose the problem. Although not seen as due to excessive usage, he will request readings from the water service. Bookkeeper noted that she monitors electric bills to look for excessive usage that might indicate a broken pipe in an unoccupied summer resident's home. The water director said that if pipe was broken, wells would be running continuously and that this was not the case and that, normally, only some pumps run at any given time. M Cronk will contact water service for reports tomorrow.

As a warning when pressure drops to 55 pounds, there is consideration of putting a warning light on pumps which would stay on even after catch up so that it can be seen afterwards to help in diagnosis.

Beach – Quiet at the beach.

Roads – All is fine.

Property Management – No Report.

Public Comment

A resident questioned another resident in attendance about their acquisition of the website domain, knollcrestboard.com on 10/18/2013 that is being used to host a duplicate instance of the Knollcrest Homeowner's website including a weather camera (available also on the domains knollcrestnews, ktdhomeowners, and k-wx), when the Board had acquired the domain, knollcrestboard.org for use to host the Knollcrest Tax District Board website just 8 days earlier on 10/10/2013. The concern raised by the resident was the confusion it might cause other residents since both were domains that included knollcrestboard and one could easily think that the non-Board site was being run by the Board.

The resident was asked if they would help avoid a lot of confusion for their fellow residents and consider taking down the knollcrestboard.com site.

Meeting adjourned – 9:15 PM.

