

KTD Board Meeting held March 13, 2013 at 7:00 PM

Windmill

M Cronk – President and Director - Water, K Cullen - Treasurer, E DeLeo – Secretary, E Sears – Director – Marina, R Scott – Director – Beach, B Delaney – Director – Roads, M Radder – Director – Property Management, W Eppler – Director – At large

Absent: C Franklin – Vice President (Excused)

A quorum was reached.

Guests: 3

Approval of Minutes

Approval of minutes for February 13, 2013 KTD Board Meeting – motion by B Delaney, seconded by M Radder – all approved with changes to modify Knolls to Candlewood Isle under marina section requested by E Sears (via email)

Officer's Reports

Treasurer's Report (K Cullen):

Funds in checking accounts and money market were reviewed. Open invoices of approximately \$15,000, representing about \$3,000 reduction from February. Of 18 open invoices, 9 are recent tax installment only, 6 are two installments, 1 is three installments and 2 are long-term.

K Cullen is working with bookkeeper on letters for delinquency after first payment is missed. After 1st letter sent there will be another sent at 6 months and a third at 1 year warning of lien. When outstanding balance is 15 months late (1 year plus 3 months) a lien will be filed in town records and subsequent notices will indicate the lien in place.

While the 1st letter sent to homeowners that missed the second installment for tax year 2012-2013 stated that Interest charged is good through February 28th, partial payments were received. Some were small amounts of interest while others were partial payments Decision was made to write-off balances less than \$1.00 as per accountant's advisement.

Each director was provided a year to date accounting of their directorship budget versus expenses. K Cullen noted that changes are being made to these reports to clean them up for better readability. Bookkeeper was present and answered questions related to unused accounts appearing on Profit & Loss (P&L) statements. She is working to archive and only show on relevant statements.

Secretary's Report (E DeLeo):

No resident emails were received between February 10 and March 12, 2013.

E DeLeo is still waiting on R Scott's updates to welcome kit to finalize edits. All other edits made.

Draft of adverse possession letter presented. It is intended to be sent to homeowners that have built structures or made improvements on KREC property (walls, tree lines, paved parking areas, etc.). The letter presented was reviewed and modified by a practicing attorney, Michael Keenan, Knollcrest resident, at no charge to the community prior to being presented to the board. When reviewed by M Keenan, he noted that an agreement was signed by all residents at one time regarding the easement on each side of road while he was actively involved with the board. He recommended that the board identify where these signed agreements are for future reference.

There was a discussion regarding the process of resolving the adverse possession situation. E DeLeo presented research that had been done that provided three alternatives. The first is to send notice via registered mail requesting a form be returned to acknowledge that KREC is willingly granting use of the property (thereby eliminating adverse situation) to the homeowners. If the homeowner does not respond, KREC can arrange to serve the homeowner, whereas, successful serving of the notice that KREC is willingly granting use of the property also eliminates adverse situation. Third option, if the first two fail, is to post the notice prominently on the property. In all three cases, either the acknowledge form and/or notice given to resident should be filed with the town clerk on the land deed. If property is sold, the notice will be in land records. Title search will find and alert new homeowner.

Decision was made to move forward with sending of letters based on first option, allowing 30 days to return acknowledgement form. Motion made by M Cronk to send letter, M Radder, seconded the motion. Additional discussion took place regarding a private party serving another and who is signatory of the letter to be sent. Decision made that KTD President and Secretary will be co-signers as well as contacts. Cover letter was proposed by K Cullen to soften and be more neighborly. E DeLeo will draft up simple cover letter that includes verbiage that "you may not be aware", "contacting all community properties in similar situation". Vote taken - All in favor.

There was further discussion about one of the properties where a paved parking area was put on KREC property by a homeowner in windmill area. The parking of cars in this area by the homeowner has expanded and destroyed the grass in a large area while jeopardizing the integrity of drainage pipes just below the surface. Action will be taken by KTD to restrict ability to park the number of cars currently being parked in this area. Proposal was to clean up the area and make it ours in order to protect the water system in that same area. There was discussion of eliminating the road around the windmill (leaving partial road at southeastern side of circle for overflow/equipment parking) and cleaning all around the wall, putting in boulders as part of the effort with prominent markers (reflectors) to alert people to the rocks.

It was suggested that an adverse possession notice still be sent to this property owner also due to paved area and lamp post on KREC property. M Cronk made a motion to send letter to this resident, M Radder, seconded. Vote taken – all in favor.

M Cronk said that he would bring suggestion of removing the road around windmill to residents at budget meeting.

To Do List:

Beach wall – M Cronk had spoken with health department. The health inspector had come out when marina work was done and M Cronk mentioned pending work at beach. Town advised that if we dug down and made footings we would need to have First Light and CLA approval (application process). R Scott presented another solution, from Ed Gerrity to point up wall with cement and adhesive for \$800 compared to more extensive bids that included footings ranging from \$3300 - \$5500.

Sluiceway – R Scott had quotes that included using asphalt (that will break up) and for riprap rocks (that will eventually slide down) or poured cement. If Ed Gerrity did both beach wall and sluiceway it would be \$3200 for both jobs. Due to urgency of addressing beach wall and uncertainty of scope of work for sluiceway, E DeLeo suggested separating jobs.

M Cronk reiterated that the wall repair must still go through town. He will call town tomorrow (4/14/2013) to let them know that we will go with option that will not disturb ground. M Cronk asked that R Scott ensure that no digging occurs. Motion to repair wall (pointing up) by Ed Gerrity for \$800 made by M Radder, R Scott, seconded. Vote taken – all in favor. Ed Gerrity will need half paid up front to start. R Scott was requested to provide the contractor's sheet to support the work.

R Scott put motion forward to vote on sluiceway for \$2600 (with half down) – motion rescinded.

M Cronk asked to be informed when work would be done on wall. He will discuss sluiceway work with Ed Gerrity at that time to get more information on job as he feels that problem continues all the way to the drain and not limited to between porta-potty shed and storage shed at basketball court.

R Scott requested that someone else look into new diving board to identify what kind is right. She noted that vinyl covering needs to be removed according to companies that she spoke with regarding the installation of a diving board. M Cronk suggested looking into shorter/wider boards (almost like springboards). U bend suggested by Tucker. Whatever solution that we go with we would need to build frame underneath and use reinforcing plates to keep vinyl down. W Eppler recommended a fishplate to straddle two boards to address situation.

Non-payment of dock owners – Suggestion was made to send a letter and investigate options that prevent non-payers from using their dock such as booting or dropping a buoy in center of slip. Whatever is going to be done, it needs to be done before boat goes into water.

E Sears requested that non-paying dock owner be contacted and asked to communicate with the board to solve the problem. Letter will be sent by treasurer, indicating if they do not bring account current for boat club, we will take steps to disallow use of dock. Suggestion by B Delaney to include verbiage that is in welcome kit regarding marina and boat club members.

M Cronk asked if original bill that was not paid is included with additional delinquent notices. K Cullen said that current outstanding bill is 4 years and detailed on billing notice. E DeLeo noted that the delinquent slip owner may not have realized when he bought the dock that there was still a recurring annual fee. May be in community interest to approach owner to see if he would sell dock to community.

Since there is a waiting list of renters, E Sears will discuss with row boat owner that is renting a slip to see if they will give up slip.

Marina Landing Repair – Ne Sa Masonary completed work at marina. M Radder noted that trailers are going off end of ramp and we should let people know where the end of ramp is by marking dock. This is only needed when lake is low but will be looked into to see if marking on launch docks adjacent to ramp can be done.

Drains – B Delaney said that we can't look at drains until roads are cleaned. She has had discussions with two septic companies, T Palmer and CMS and will be contacting them to get estimates for drain cleaning as soon as date for cleaning roads is known.

Beach Insurance Claim – Insurance claim was paid based on no fault provision for payment of \$1000 after investigation was done by insurance company. R Scott questioned if this would increase our rate. It is unknown. Although the animal was collected and tested and found not rabid, individual that had contact with animal got medical treatment immediately. Insurance paid because incident occurred on our property.

Welcome Kit – revision will be finalized for May budget meeting. R Scott requested that map be included. E DeLeo will bring copies for residents that may want a copy.

Additions to To Do List:

Resident Survey – Draft of survey passed around for review. It was agreed that it will be sent to residents via email. Questions included demographics, amenity use and priorities for funding.

Property Management Bids –M Radder had previously forwarded description of Request for Bids for Property Management to M Cronk followed by bids received. Individual bids were read from to board but since some had materials (i.e. mulch) and others did not and some labor costs were missing from some bids (i.e. spreading mulch), it was difficult to equate one bid to another. Bids ranged from \$3,600, \$3,658 to \$16,300, M Cronk requested M Radder to prepare a grid broken by items and what each vendor bid for the item.

M Radder indicated the need for tree trimming around circle. She had a quote of \$350 to take down birch trees on outside of wall resting on wires. She asked if other tree work needed to be done. E DeLeo noted that corner evergreen at end of stonewall on Knollcrest property, southeast corner of windmill circle, needs to be addressed. R Scott suggested that we remove weeping cherry trees that line the beach property on Southeast side of Eastview/Millway intersection as they are a high maintenance cost and impede parking for beach goers. E DeLeo suggested to get bid to move trees from there to around windmill. If not excessively expensive should be considered before cutting down.

Entrance garden. – M Radder presented a plan to beautify entrance. W Eppler has already planted tulips and has asked for cost of materials to be covered for additional planting plus stain to remediate sign posts. Motion by M Radder, seconded by R Scott – 7 in favor, 1 not in favor. Motion carried. M Cronk asked to try solar light before pursuing electric wired lighting.

Windmill – W Eppler investigated leaks and although other leaks, nothing from shaft. If wind comes from a certain direction water will leak in. He suggests to put a tarp up on third floor to prevent damage to ceiling tiles on second floor. Also, he noted water on the floor on ground level and identified that the door is put in backwards. Water is coming in when it hits door and running down and causing rotting of threshold. To fix, he will need to install a new threshold/weather stripping and apply wood filler. Motion made by B Delaney to fix door (threshold) and purchase tarp, R Scott, seconded. Vote taken – all in favor. Added request to get caulking done on second floor.

M Cronk requested that W Eppler perform a complete needs assessment of problems in windmill and present as a single project. There was debate about consolidating and resolving or do we need to chip away. No resolution reached. Caulking on second floor is still outstanding.

W Eppler suggested \$513 double hung windows with screens plus installation. Less than \$1000 total from Home Depot. However, it was acknowledged that these windows do not match style desired. Window discussion was tabled.

Basketball hoop – B Delaney expected the teen resident she was working with to attend meeting to discuss options for basketball hoop based on text she received from him. However, he was not in attendance. E DeLeo presented alternates. Costs were given for Lifetime Backboard (54" Toys-R-Us 159.99, Sports Authority \$249, Dick's \$299). Adapter Kit would be needed (\$34.99). Flat plate may be needed to be mounted to existing pole to complete installation. Spaulding Backboard costs were also presented but were more expensive. Once you went down is size – all makes were priced the same. B Delaney confirmed that she is ready to release check that represents last year's fundraiser when purchase is assured.

Motion made to purchase 54" Lifetime backboard \$159.99 with mounting Kit \$34.99 from Toys-R-Us by E DeLeo, B Delaney seconded. Agreement to allow for installation costs. Vote taken – all in favor.

Road Sweeping – It was determined that sweeping job would be just Windmill and Millway. B Delaney presented three estimates. She talked to Dom's Garden Center about the work and they do other communities in the area so they will send an estimate. Excel provided a bid also. John Gilbert was \$4100 last year.

Water system – Generator was purchased and installed. It is a plug and play solution for \$4000 including generator. Electrical work was well done by Warren Schaumburg. Work will start on Phase II based on prior approval of \$15,000 budget. Next step is larger generator, propane.

Other –

E Sears noticed that cap in middle of lawn snapped right off.

Since budget not discussed, K Cullen requested that those who had not sent a budget yet, send them to her by email.

Motion to adjourn by E Sears, seconded by M Radder. Vote taken – all in favor. (9:21 PM)