

**BELLEAU LAKE PROPERTY OWNERS ASSOCIATION
FALL MEMBERSHIP MEETING
SATURDAY, SEPTEMBER 2, 2017**

ROLL CALL – Wendy Davis. The meeting commenced at 10:05 A.M. Attendance exceeded 25 members securing a quorum without reading attendee names.

REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Copies were available for membership review prior to the membership meeting. Dana Magnolis, current Vice President, led the meeting in Jen Dropski's absence. Dana called for questions concerning the minutes. There were no questions. **Motion:** Allen Trombly made a motion to accept the minutes from the Spring Membership Meeting. Frank Rago seconded the motion. There was a majority vote to accept the minutes. The motion was passed.

INTRODUCTION TO THE MEETING – DANA MARGOLIS

- Dana opened the meeting by reading a letter from our President, Jennifer Dropski. This letter is attached to these minutes.
- **Temporary By-Laws Amendment to Realign the Pairing of Elections for the Board of Directors.**

Dana was made aware of an issue concerning the need for realignment of replacement of Board Members in accordance with the current By-Laws. The By-Laws state that the elections shall begin with the election of the directors and on alternate years shall proceed as follows: at one election we will elect the Secretary and Vice President and the next year the election will be Treasurer and President.” In order to remedy this process, the membership will be asked to approve the election of the new Treasurer for a one year term, for this election only. In doing so, next September the Treasurer and the President terms will expire and realign the process in accordance with the By-Laws.

Ted Taylor asked why the Assistant Treasurer (John Brown) does not fill the position rather than electing a new Treasurer and temporarily adjusting the Association By-Laws. Dana responded that the BOD met in an emergency meeting and voted to handle the realignment of the positions with a new Treasurer candidate in this election, for one year. Mary Vinagro, ballot candidate for the Treasurer, stepped up to the microphone to inform the membership of her vast financial experience. **Motion:** Karen Brown made a motion to accept a one year realignment of the Treasurers term to bring the re-election process in accordance with the By-Laws. Mark Tucker seconded the motion. Motion Passed.

- **Elections-**The meeting was held in abeyance during the distribution of the ballots and the voting process. **Positions up for re-election were as follows:**
 - **Vice President** - 2-year term (**Dana Margolis**)
 - **Treasurer** - 1-year term (**Mary Vinagro**). One-year term this year only. Required realignment of officer elections to By-Laws. 2 year term to resume in 2018.
 - **Secretary** - 2-year term (**Joanne Parker**)
 - **Assistant Secretary** - 1-year term. This position will be up for re-election in 2018 for a 2-year term (**Jeffrey Zegas**)
 - **Association Park** - 2-year term – **Open**
 - **At Large 1 & 2-** 2-year term (**Ted Taylor, Rick Dill, Gene Parker, Bill Rowan**)

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- **Lake Safety** - 2-year term (**John Shaffer**)
- **Roads** - 2-year term. (**Tom Dube**)

Officers and Directors Reports:

- **Financial Report and 2018 Budget Proposal, Internal Audit Report**– Dana Margolis

Dana informed the membership that he and Matt Krause (CPA) performed an audit of the Association financials in line with the By-Laws pursuant to the stepping down of the Treasurer. The books were all in order. There were some changes made to the realignment of some of the funding but there were no issues concerning funds available. Dana discussed several items on the budget sheets to include milfoil, roads, BLDA funds, fireworks fund, etc. Joe Hoodlet informed Dana that the Association had overpaid the Belleau Lake Dam Association (BLDA) and the BLDA refunded the Association for the overpayment. However, the refunded amount on the balance sheet reflected a \$5.00 discrepancy. The balance sheet will be corrected to reflect the correct refund. **Motion:** A motion was made by John Shaffer to accept the first page of the budget. Joe Hoodlet seconded the motion. Motion passed.

- **Milfoil Update** - Victor Vinagro- Victor informed the membership that the lake was treated for milfoil in July in four areas of the lake. The State representatives returned to review the results of the treatment. There are some areas on the west side of the lake that may need an additional treatment. After the treatments, the Acton Wakefield Watershed Alliance (AWWA) provides water testing for our lake to ensure the water is safe. Reports indicated the water is clean. Victor will post the results of the water test as soon as he receives it. Again this year, Victor will submit a request to the town of Wakefield for funds to support milfoil treatments. Victor thanked the new group of volunteers signed up to assist with milfoil eradication.

- **Beach/Dock Lease update** - Mary Vinagro – Update on dock leases. Beverly Hills beach has deteriorated from erosion. Mary has reached out to several companies for estimates to correct and repair the erosion problem. The South Dorr dock must be replaced. She will report back to the BOD as soon as she receives the estimates. **Beach Leases.** Mary recommended providing the new Association docks with a slip rental option. Fees charged will maintain the beaches and the docks. Mary recommended a lottery process be adopted to select a resident should more than one family apply for a slip rental. More than one slip per dock would only be considered if the boat does not infringe on the beach area, there is a minimum 100 foot property frontage available and the docks maintain a 20 foot margin from any abutter's property line. There are only five Association properties that fit this criteria and can be considered for docks with boat slips. Mary is putting together prices for the docks and the fees required to rent the boat slip. The insurance required will be included in the rentals.

Mary requested the membership vote to give her permission to hire a surveyor to outline Association beach properties. With this information she can proceed with the proposed placement of docks and assure docks will not infringe on abutters. Some of the comments from the membership included:

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- Ernie Belleau created the beaches to increase resident opportunities to swim in the lake, not provide more boats on the lake.
- This would provide members that do not own lake front property an opportunity to have access to lake sports.
- It would be nice if there was one area designated for no lake front property owners to tie up their boat. Is there an opportunity to harbor some boats around Association Park? (question tabled for further discussion)
- Vachon Beach is a designated swim area and should not be considered for a dock.
- To begin, the Association should vote to have only one boat slip per dock.

Mary made it clear that Millie would be docked on Gold Coast Beach. **Motion:** Bill Rowan made a motion to approve Mary's request to hire a surveyor, put together the details of dock placement and boat slip opportunities per dock. Mary will report back to the membership meeting with the findings during the Spring Membership Meeting in May 2018. Tom Dube seconded the motion. Motion passed.

- **Lake Safety** - John Shaffer – John has built the birdhouses now on the north end of the lake. These birdhouses indicate hazards for boaters and serve as an environmentally safe haven for birds. The bird houses also have a solar light attached to indicate hazard areas at night. John would like to add more birdhouses to the lake. John indicated that the area between the red caution market and the island is a danger zone for boaters and swimmers. He cautioned the membership when boating or swimming in this area.
- **Communications Update** – Dana Margolis – Steve Consolmagno, our communication director, resigned from the Board of Directors. The Association is looking for a communications director volunteer.
- **Roads Update** - Tom Dube. Tom opened his discussion telling the members that roads are in good shape. This year he will obtain access to a bush hog to cut back the brush along the roads. Although the existing brush will not impinge on winter snow removal efforts, he has scheduled the brush cutting for the end of September to ensure the brush is beyond the growing season for this year. In an effort to save time and money to the Association, Tom asked the members to assist the Association by clearing the brush in front of their own properties.

Comments from the members:

- Beverly Hills drive has areas that have a washboard surface and should be graded.
- Are there any plans to pave Vachon Blvd? A: There is no road paving currently scheduled. However, we do have Vachon Blvd. on the list when funds are available to pave Association roads.
- The plunge pits need to be cleaned on Beverly Hills Blvd and Belleau Blvd. The water is washing over the pits and going into the lake. A: We will make sure all the important plunge pits are cleaned out. This is not part of the current contract, so any cleaning of the plunge pits being done now are an extra duty that Dave Caram has been doing for free.
- The area in front of the boat launch is in need of grading.

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A personal statement was made by Mr. Bob Williams – Bob has been working as a volunteer for the Association for 16 years. He has just stepped down from his position as caretaker for Association Park. Bob has concerns about Dave Caram's work on the roads. He indicated that the Association has no record of what Dave is accomplishing per month in efforts to improve our roads. Bob expressed issues with the following:

- Road raking is only done twice a month on Beverly Hills Blvd.
- Dave is only raking or grading some of the roads.
- Some of roads are losing their crowns and accumulating standing water.
- The road pack is being done sporadically.
- The Association needs to pay extra for cleaning the plunge pits and removing brush as our roads are getting narrower every year.
- The contractor needs to buy or lease a road hog to do the job correctly.
- In the future the Association should have volunteer road spotters to report to the road agent when there are ongoing road issues.
- The road contractor should submit a report monthly on what has been accomplished before he is paid.
- In the spring, the Association should send out Requests for Proposal (RFP) from other road contractors prior to the completion of the current contract.

Tom Dube's response. Dave Caram's strong suit is snow plowing. There have been no reports of issues in the winter months. Tom agreed with Bob about having road spotters to assist with road issues. Tom's phone number is on the webpage and would be happy to discuss issues with the road spotters. He also agreed that Dave should submit a list of accomplished tasks along with his monthly invoice. Tom will pursue getting an account with Ossipee Aggregates to facilitate invoices coming directly to the Association and to track when and how much gravel is being purchased for Association Roads. Tom and other BOD members will get together in the spring to rewrite the road contract terms and solicit other contractors to submit an estimate in response to our RFP.

- **Keys** – Mark Tucker. The sale of keys for Association Park is up to 125 receipts. Mark requested that members contact him by email should they want to purchase a key. Only one key will be issued per family.
- **Belleau Lake Dam Association (BLDA).** Joe Hoodlet. The BLDA budget is attached to the bottom of these minutes. Joe received a quote of \$2,900.00 to replace the old fence around the dam. The new fence will be a 9 foot galvanized chain link fence with two doors. The fence will be installed in September.
 - **Lake Drawdown:** The drawdown of the lake will start on Oct 15th. Joe will step down from his position on the BLDA. Gene Parker will be his replacement. The members applauded Joe for his outstanding work on the dam and work in Association Park over the years.
- **Unfinished Business** – There were no issues presented for unfinished business.

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- **New Business**
 - **Welcoming packets.** Members requested the Association provide real estate agents with a BLPOA welcoming packet for new residents. This packet should contain information on names and phone numbers of Board members to contact for information concerning items such as: keys to Association Park, acquiring mailboxes, yearly dues, elections, etc. Dana agreed and informed the membership that a welcoming packet was being developed.
 - **Changes to By-Laws.** Dana informed the membership that the Association By-Laws are in the process of being updated. The By-Laws recommended changes will be distributed to the membership, on line, prior to the spring membership meeting and will be discussed during the meeting.
 - **Mailboxes.** Allen Trombly informed the membership that the new postmaster has indicated that they would like to have the Association take over responsibility for the assignment of keys for the mailboxes. There are some forms the Association will need to complete and file. The postmaster will provide a price list for the boxes and the process used to provide oversight of keys distributed. Allen Trombly volunteered to handle the details and report back to the Board of Directors.
- **Election Results – The following people were elected to fill open Board of Director positions:**
 - **Vice President - Dana Margolis – 2 year term**
 - **Treasurer - Mary Vinagro -1year term**
 - **Secretary Joanne Parker – 2 year term**
 - **Assistant Secretary – Jeffery Zegas – 1 year term**
 - **Association Park – Ted Taylor -2 year term**
 - **At Large 1 - Rick Dill -2 year term**
 - **At Large 2 – Gene Parker- 2 year term**
 - **Lake Safety – John Shaffer - 2 year term**
 - **Roads – Tom Dube – 2 year term**
- **Adjourn:** Tom Dube made a motion to adjourn at 10:45 AM. John Shafer seconded the motion. Motion passed.

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**BELLEAU LAKE DAM ASSOCIATION
Treasurers Report
September 1, 2016 –August 21, 2017
Joseph Hoodlet**

Income

From BLPOA Dam Collections (9/6/2016)	\$1,669.51
From BLPOA Dam Collections (6/30/2017)	\$ 466.37
Total Fiscal Income	\$2,135.88

Expenses

N.H. Dam Bureau Registration (annual) (11/22/2016)	\$ 400.00
Nonprofit Report Filing Fee (every five years)	\$ 0.00
Maintenance (none, all volunteer work)	\$ 0.00
Total Expenses	\$ 400.00

Assets

Certificate of Deposit	\$10,000.00
CD Interest	\$ 667.42
Checking Account (as of 7/31/2017)	\$12,416.66
Total on Deposit	\$23,084.08

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Letter from the President to the Membership

I am so sorry I am unable to attend the fall membership meeting. I did want a chance to say a few things to the membership. My first year as president has been one heck of a year. We have seen some great things in the community this year. Many of our members are new home owners on the lake and I would just like to say welcome if you are here today. We look forward to you being part of this great community.

We also had a very successful golf tournament this year and a DJ at the park after the event. Thank you to Frank Rago and all the volunteers who put this together for our membership every year. We appreciate all you do and look forward to next year!

The fireworks this year were awesome! What a spectacular show and we all thank Dana who works to put all the fine details together for us all.

I would also like to publicly thank the entire BOD for all their work this year. Taking over as president was very much a challenge and I have very big shoes to fill. The board has been wonderful with helping me become acclimated with everything and we are in a great place to take this head on and do some great work for the membership.

I do want to be able to let the membership know about all the work that we are doing behind the scenes. Steve does a great job with communicating everything to the membership but I wanted a minute to share some of the other things we have done.

This year, Jan and I have worked with a CPA to get our taxes correct and in order. He is a local guy that takes care of many associations and with tax laws changing so much, we wanted to be sure we could secure our non profit status.

Mary has done a ton of leg work with regards to the beaches and dock leases. We do not have all final answers for you, but we are so much closer to being able to allow our off lake properties to be able to have full lake access.

John has really taken his job as safety director to heart. I appreciate that. I hope you have all had a chance to see the birdhouses. He has also added buoys for our safety. This lake can be a really fun place, but safety is so important.

Tom has worked very closely with our road contractor. We know we still have some areas to work on, but I will tell you that he does a great job in the winters!

Victor has done a great job with milfoil. This was a tough job this year. We have milfoil growth we haven't seen in a while and we had to treat mid summer to keep it under control. I would also like to thank all of our milfoil volunteers!