

## **Board Meeting of October 20, 2009**

The meeting was called to order at 7:00 PM.

Board members present: Diana Hawley, Bill Tucker, Andrea Gilde, John Trainor, Karen Dryden, Don Manges, Beth High, Joe Greenfield, Ed Campbell, James Richardson and Dave Byler.

Board members absent: Joan Ferrick

Committee members and guests: Allen Embon, John Bates, Bill Dryden and Bill Chase

Meeting was called to order by President, Diana Hawley. Diana made the following report:

1. Clean up day is postponed until Saturday, 10/24/09. It was unusually cold and rainy on Saturday, 10/17/09. Clean up day will occur rain or shine on the 24<sup>th</sup>. The Community Events people are good to go with food for pot luck lunch to follow work.
2. Thanks to Brian Clare for purchasing a replacement sound system after the old system was stolen. The replacement cost of \$530.00 was a bargain.
3. Thanks to Bill Chase for coordinating and executing the two (2) road repair projects on Rolling Ave where it meets with Rollins and Cliffview where it meets Rolling and connects to Darrel Rd.
4. Board@CICA is up and running. Test e-mail will be sent.
5. Special thanks to everyone for sticking to the agenda during last months BOD meeting. A question and answer session has been added after Committee Updates.

**Secretary's Report** – John Trainor presented.

- The minutes from the September 15, 2009 BOD meeting were approved following a brief discussion on the topic of Ray Holdren's lawn and the potential of the CICA tractor being used to scrape millings.
- The minutes were approved as written and will be posted on the bulletin board & website.

**Treasurer's Report** – Update provided by Andrea Gilde.

**Reviewed Community Maintenance Report with the following notables:**

- Roads special improvement line item for \$16,750.00 was paid for from the ramp account.
- Report will be corrected to read "Transfer from Community Ramp Account", not "CICA Ramp Account."
- The community maintenance ramp account balance is now \$3,155.65 after removing the \$16,750.00 to pay for road resurfacing on Rolling at Darrel and Rolling at Mowbray– these funds will be replaced to the ramp account as soon as Community Maintenance fees start arriving in February.

**Review CICA Report with the following notables:**

- Pavilion expense of \$530.45 was for the sound system.
- Wages of \$290.90 were posted for grass cutting.
- Community Events expenses were for calendar printing and Oktoberfest.
- Nominal income of \$55.00 was from moorings and memberships.
- CICA brick fireplace was pointed free of charge by Mr. Lapidus. Special thanks for his effort.

Both the community maintenance and the CICA treasurer's reports were approved as written.

**Architectural Review** - Bill Dryden, Chairperson

- Since the last Board Meeting, the following was approved:  
Lot F – 4, Art and Carol Wood  
A small extension of the roof over their front entry.

**Beach** - Joe and Jennifer Greenfield, Beach Chairperson(s)

- Transition from previous Beach Chairpersons continues.
- Clean-up work list developed. Gary Gilde will stand in for Joe on Saturday, 10/24/09.
- Minimal expenses (i.e. < \$50) expected to hit beach budget in October for cleaning supplies, spray paint and privacy locks for bathrooms as part of Fall clean-up activities.
- Please contact Joe or Jennifer with any questions or if you'd like to volunteer for future beach / playground improvement projects.
- John Bates has the bar for the floats.
- Plan to remove two (2) fans and store in the garage over the winter.
- Shuffle board painting pre- or post- winter TBD.

**Bulletin Boards** – Karen Dryden, Chairperson

- Nothing new to report.

**CICA Clothing**

- Still in need new chairperson(s) moving forward. Please volunteer if interested.

**Community Events** – Babs Manges, Chairperson

- Babs Manges is the new community events chairperson taking over for Diana Hawley.
- 2010 CICA calendars have been printed and are ready for sale.

**4<sup>th</sup> of July – No Report**

**Snow Plowing and Grass Mowing** – Bill Tucker, Vice President

- Grass is getting high on foreclosed property on Rolling Ave. It was agreed that the community shouldn't have to pay to cut the grass.
- CICA will continue to submit and accumulate bills for cutting the grass at this property. Please forward all bills to the Membership Chair.
- When the property is finally sold there will need to be a clear certification that all bills have been paid. At this time, CICA will receive payment for the grass cutting.
- Bill Chase should submit his time to Andrea for payment and to Membership for invoice filing.
- Snow plowing team will need more stakes if more than 35 properties register.

- Prior to snow falling, Diana Hawley will handle the following issues:
  1. The Vicari's need to move their two (2) boats from the front of their lot. The boats are in the CICA right-of-way, and are encroaching on the roads.
  2. The RV on Caldwell needs to be moved for the same reason.

**Harbor** –Bob Hartman and Jim Duckenfield will now serve as Harbor Master(s).

- Bob and Jim have contacted numerous likely workers by phone and email for mooring pulling. Several workers responded favorably, including a few younger ones. However; wind, rain, and/or lack of manpower have limited their ability to retrieve moorings as quickly as they had planned. Even so, they have pulled 18 moorings (not counting those to be pulled Tuesday) and moved them to the designated staging area for delivery.
- Pulling the moorings out of the water and up to the staging area is wet/nasty work (special thanks to Art Wood) and requires close coordination with Bill Chase and his tractor drivers. Jim plans to pull moorings this Tuesday (i.e. This activity should be completed by the time of the BOD meeting).
- Another crew is going out this Thursday with Bill Day. Jim and Bob hope to have those mooring out of the water in time for Clean-up day.
- On Saturday (clean-up day), Bill Dryden will take a crew out to pull in the swimming area buoys, and we hope to put a crew together after that to bring in several more moorings. Our plan is to have mostly all of the moorings pulled prior to Moorings Pull Day (11/7/09). All moorings will be out and delivered that day.
- We had about 70 moorings in the harbor this summer. However, approximately half of them were never used. It is getting more difficult to get crews together, due to the “graying” of the harbor worker force.
- As an editorial, it seems inefficient to pick up moorings from a lot, place them in the water, retrieve them in the fall and deliver them back to the owner's lot, knowing that the moorings were never used. The Harbor Masters would like to discourage resident boaters from doing this in the future. In short, if you don't plan on boating that season, please leave your mooring at home.
- The Harbor Masters hope to have a good turnout for Fall Cleanup day and Mooring Pull day.

**History** – Pat Day, Chairperson

- Meetings will resume October 23<sup>rd</sup> at the Pavilion at 10 AM.
- Discussions will begin for the preparation of the presentation for the April Annual Dinner.
- We will also begin to assemble past information into notebooks in order to assist in providing past information to the community for future projects.

**Legal** – David Byler, Chairperson

- Bill Dryden provides update on the Osborne Consent Agreement:
  1. The April, 2009 agreement with the Osborne's was reviewed for the benefit of incoming BOD.
  2. The Osborne property is now up for sale.
  3. CICA has a choice to either do nothing or have the new owners recognize and adhere to the Consent Agreement.
  4. The Consent Agreement is public information.
  5. A draft agreement for new owners to sign was drafted by Bill Dryden and presented to the BOD.
  6. A copy of the Consent Agreement has been given to the realtors handling the Osborne sale. The presumption is the Consent Agreement is not binding to the property, only the current owners. Therefore, the draft agreement between the new owners and CICA would have to be handled through the disclosure process.
  7. RVJ will be presented a copy of the draft agreement for review.
  8. A copy of the draft agreement with RVJ comments would then be presented to the CICA BOD for approval.
  9. The Consent Agreement and Draft Agreement would then be married together and presented to the buyers during the disclosure process.
  10. A motion was raised and accepted to submit the draft agreement to RVJ for review. The motion was carried unanimously with one abstention (Ed Campbell).
  11. The Case number and Docket number would appear on the draft agreement.
  
- Bill Dryden provided update on Crowetz property:
  1. Crowetz property has not paid maintenance dues for two (2) years.
  2. The Owners cannot be located to serve papers regarding back due fees.
  3. Therefore, the property will be served as notice of back due payments. A sign will be posted on the property for 30 days as notification.

**Mowing and Maintenance** – Bill Chase provided update

- Grass continues to grow after mowing. However, it is believed the 2009 mowing season is virtually over. Bill Chase continues to look for lots that may require one more cut.
- Problem areas with over grown weeds may require mulching in the spring, instead of weed whacking. TBD.
- The intersections at Darrell and Rolling and the intersection at Rolling and Rollins have been paved.
- Potholes on Arden were filled.
- Tractor emphasis will now move from mowing to pothole repair and general road maintenance
- A BOD member received several phone calls from residents regarding the condition of the CI roads.
- The road repair project approved during the 2009 Annual Meeting will commence in the Spring, 2010 following the winter.
- A milling specification is needed prior to purchasing the material for the road improvement effort in the spring.

**Library** – Joan Ferrick, Chairperson

- No report.

## **Membership – Jean Tucker, Chairperson**

Recap:

- 2008 – One property owner (Crowetz) has not paid their required 2008 (nor 2009) maintenance fees and did not pick up the registered letter sent by Bill Dryden on May 13.
- 2009 - Invoices and forms were sent to all property owners including Mason exempt and 11 renters on Jan 1.
  - 79 second notices for 2009 were sent March 1.
  - 34 third notices were sent April 15.
  - All bathhouse and shuffleboard keys have been hand delivered or mailed.

## **2009 Responses to Date**

- CI Community
  - Maintenance
    - Required 312 full & 3 partial of 326 lots (96%)
    - Optional (Mason Lane) 5 of 5 paid (100%)
  - Bath House 124
- CICA
  - Membership
    - Owner 238 of 301 owners (79%)
    - Renters includes 2 renter memberships
  - Shuffle Board 52
  - Boat Storage 93
  - Mooring Set & Pull\* 88
  - Mooring Pick up & Return 79
  - Donations/Late fees \$54.94

\* includes 2 special mooring fees from Murray

## **Newsletter - John Trainor, Secretary**

- October newsletter completed and distributed.
- Addendum containing omitted and corrected material will be distributed electronically.
- Information for upcoming newsletters needs to be provided to the Secretary directly. Electronic copies of the information are preferred.

**BOD Nominating Committee** – New nominating committee chairperson will be needed to take the place of Diana Hawley. Volunteers welcome.

**Pavilion Rental** – No report on rental activity.

**Roads** – No report on roads.

**Town Watch** – Janet McKenna, Chairperson

- No report.
- Concern was raised that a crew of town watch volunteers is needed for Halloween.

**Tractor** – Bill Chase provided update

- Lights work.
- Tractor started up rough one day. The problem was determined to be restricted air flow. Restriction removed and the tractor runs great.

#### **CICA Web Page and E-Mail – Diana Hawley**

- Nothing new to report.
- Give updates to Diana.

#### **Community Member Questions and Answer Session**

No questions or concerns were raised.

#### **Review of Old Business**

##### **Boat Ramp Project:**

1. Money to replace the boat ramp should be available in the Spring, 2010.
2. Brian Clare sent an e-mail to BOD encouraging them to stick with plans to replace the boat ramp in 2010.
3. Once the \$16,750 is repaid to the ramp account (two special paving projects performed in fall, 2009), the ramp account should have over \$41,000 available.
4. These moneys typically come in February with the bulk being received by the end of March.
5. Since the ramp is a seasonal priority, the replacement would have to be completed prior to the start of the boating season.
6. A motion was raised to execute the ramp replacement in March, 2010. This motion was unanimously carried by the BOD.

##### **Road Maintenance Project:**

1. The timeline for the road maintenance project will be discussed at the next BOD meeting in November, 2009. Tentatively set for Spring, 2010.
2. Paying to have the roads maintained for the balance of the 2009 year is not possible, since it was not budgeted.

##### **Insurance:**

1. As a follow up to last month's insurance discussions, Bill Dryden investigated and determined that committee chairs are covered from law suits under the existing CICA insurance policy, while performing work for CICA.
2. Volunteer workers are not covered under the CICA insurance policy. It would be beneficial for volunteers to have an umbrella policy under their personal insurance plan to cover them in the event of lawsuit during volunteer work activities.

##### **Pavilion Exterior Doors:**

1. A discussion occurred regarding the benefit of changing design of the pavilion doors. This change was prompted by the recent break in and burglary over the summer.
2. Any change to steel doors would require that both the frames and doors be changed.
3. Common thought was that the doors need to be made more secure. Potential ideas included:
  - a. Increase security by adding dead bolt locks with updated locks and strike plates.
  - b. Keys should be distributed to BOD and committee chairs.

4. Two (2) main issues are security and access. A lengthy discussion occurred over the pros and cons of increased security and key distribution.
5. In the end, Joe Greenfield offered to investigate the cost of adding dead bolts with new strike plates. All locks would be keyed the same to simplify access.
6. A motion was raised to proceed with the investigation. The motion was carried unanimously.
7. Findings will be presented at the next BOD meeting in November.

**Phone Access in Pavilion:**

1. No new information presented at the October, 2009 BOD meeting.

**Solar Light at Pavilion:**

1. Don Manges is donating a pair of solar spotlights for installation at the pavilion.
2. Increased lighting could benefit security.
3. Don was thanked for the generous offer. It was agreed that the spotlights would be installed for a trial run.

**New Business**

**Commissioner Candidates:**

1. Joe Greenfield gives background on request of a county commissioner candidate to attend the CICA BOD meeting.
2. The commissioner lives in a community similar to CICA but does not have a strong association. The commissioner desired to sit in on the CICA BOD meeting and observe as a learning experience.
3. The BOD agreed that the commissioner is free to come and observe the monthly meetings, but political "pitches" will not be entertained as an agenda item.

**Permits on the CICA web site:**

1. Pavilion costs have been updated from \$25 to \$35 on the web site.
2. References to the tent and beach permit have been removed from the web site as they are no longer applicable.
3. Discussion regarding the possibility of a boat ramp annual fee will be discussed at a future BOD meeting.

**Street Signs:**

1. It was brought to the attention of the BOD that a couple of CICA streets are missing signs.
2. John Bates stated that CICA has a lifetime sign clause with the sign shop at the county dump.
3. It was agreed that a survey of all community street signs would occur to inventory and determine which signs are missing or damaged.
4. Then this list of damaged/missing signs would be taken to the sign shop to acquire replacements.

**Discussion around forming a Community Safety Committee:**

1. Objectives – Provide review and oversight of security issues.
2. Committee chair would be the point of contact for all CICA security issues. The chair would also serve as the community liaison to all local and state authorities in the event of security events.
3. Regarding community security it was also brought to the BOD attention that there are two (2) amateur radio operators at CI. One is Bill Chase. This could come in handy in the event of a community emergency.

**Community Owned Property:**

1. Numerous community owned tools and property is distributed throughout the community at people's houses. Obviously, these tools are used by volunteers to maintain the community. However, it would be a good idea to know of there whereabouts.
2. The concept of keeping a log of equipment and tools was received favorably. This log would track the whereabouts of the tools.
3. John Bates will forward an equipment / tool log to Diana Hawley.

**Tubes at Houses:**

1. It was noted that numerous tubes are either damaged or missing, making distribution of CICA newsletters difficult.
2. A tube log needs to be compiled so CICA can replace damaged or missing tubes. This information could be acquired by a membership mailing with inquiry about tubes. Such an inquiry can also find out who doesn't want a tube at all.
3. Diana Hawley to work with Jack Ferrick and the membership committee to compile the tube log.
4. As a side note, it is preferable if residents receive electronic copies of the quarterly newsletter versus hardcopies.

**Final Issues:**

1. Spam from CICA server gets difficult for some people (200 + spam e-mails a day). John Reber will review.
2. Consideration should begin for the CICA Man/Woman of the year. Plaques will be needed for next April.
3. Need new aerial photograph of CI. Such a picture may be available at individual houses. TBD.

The meeting was adjourned at 9:25 PM.

Next meeting will be Tuesday, November 17 at 7 p.m. at the pavilion.

Respectfully submitted,

John J Trainor, Secretary