

**Bristol Harbour Village Association**  
**July 24, 2007**  
**Board Meeting Minutes**

**Members Present:** Robert Belmont, Leo Raab, Larry Hubler, Sally Eldon, Shelly Gerstner, Lou Thomas, Bernie Caprini, Richard Booth and Carolyn Hotchkiss

**Others Present:** Jay Adams, Michelle Alvaro, Dave Eldon, Adam Raab, Maureen Mulley, Judi McGrath, Dick McGrath, Jan Starowitz, Mary Lynn Smart, Art Smart and John Constance

**Call to Order:** Meeting was called to order at 7:00 PM

**Opening Remarks:**

Bob Belmont announced that this would be the last Board meeting held at 1 Spyglass Hill. The next Board meeting on August 28, 2007 will be held at the new Community Center.

**Privilege of the floor:**

Maureen Mulley-5 Golfside Circle: Was attending the meeting on behalf of the BCYC, for which she is an officer. The Yacht Club is requesting to change the address of record to 30 Golfside Circle. She also requested an increase from the current donation of \$1,000.00 that is given each year. There is no figure in mind, any increase would be appreciated.

Sandy Whyte-5548 Vardon Drive: Requested that the agenda for the Board meetings be published in the Villager and on the web site. Sandy Whyte also inquired when and where copies of the restatement of the Declaration will be available for residents.

Dick McGrath-5541 Jones Way: Mr. McGrath had some questions regarding the trash compactor. The trash compactor will be discussed in the Facilities Committee report and he was asked to hold questions until that time.

**Approval of the June 26, 2007 Board Meeting Minutes:**

*Motion to approve the June 26, 2007 Board Meeting Minutes by Carolyn Hotchkiss, seconded by Larry Hubler, motion carried*

**Reports:**

**South Bristol Resorts/Steering Committee (see attached):**

The Steering Committee met with Greg Mulhern and the following topics were addressed. Sally Eldon provided an overview.

- Lot clean-up on Lakewood Trail-the port-a-potty has been removed but the dumpster still remains
- Marina Bathroom Cleanliness-many concerns were discussed with Greg Mulhern.
- Shuttle bus usage-SBR is currently researching the possibility of purchasing a bus.
- Parking Attendant-reviewed need for continued use of an attendant

*Motion for a BHVA commitment of three years for use of the shuttle bus by Sally Eldon, seconded by Bernice Caprini, motion carried*

*Motion to approve the Steering Committee Report by Sally Eldon, seconded by Larry Hubler, motion carried*

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Property Managers Report: By Jay Adams (see attached):

- Jay Adams provided a draft of the audit to all Board members. Jay Adams also provided an overview of the draft. The audit was conducted by Michael Boychuk.

*Motion to approve the adoption of the 2006 audit by Larry Hubler, seconded by Carolyn Hotchkiss, motion carried*

- Jay Adams also responded to questions regarding the financial statement.
- The process for the Annual Meeting was reviewed and the following items were discussed:
  1. The Annual Meeting notice must be mailed to residents not more than 30 days but not less than 10 days prior to the meeting.
  2. 2 notices regarding the annual Meeting will be mailed to all residents. One notice will be mailed on September 6<sup>th</sup> and the other notice will be mailed on September 26<sup>th</sup>.
  3. The meeting will be held at the lodge on 10/6/07.
  4. Every residents/voter signature will need to be notarized. BHVA will have 2 notaries present at the Annual Meeting.
  5. Jay Adams will provide drafts of the ballots and proxies for the August Board meeting.
  6. Proxies will be included in the first mailing.
  7. A designated proxy is a Board member who can to vote for a resident in their absence. A designated proxy is a member on the Board who is not up for re-election. Sally Eldon has agreed to be the designated proxy.
- Michelle Alvaro announced that Patt Jones, who lives on Andrews Way, has agreed to volunteer on the Villager Committee.

**Standing Committee Reports:**

Environmental Committee (EC) Report-By Carolyn Hotchkiss (see attached):

- Carolyn Hotchkiss provided an overview of the applications received.
- The EC is contemplating changing the EC meetings from the third Thursday of each month. The EC will discuss this with the new Board in October.
- There was discussion about reforming the Hospitality Committee. The committee could be used as an avenue to educate new residents about the EC Guidelines and the BHVA Rules and Regulations. Will continue to discuss regarding the Hospitality Committee.
- The EC will become a member of the Steering Committee in the fall.

*Motion to accept the June 21, 2007 Environmental Committee meeting minutes by Carolyn Hotchkiss, seconded by Bob Belmont, motion carried.*

*Motion to accept the July 18, 2007 Environmental Committee meeting minutes by Carolyn Hotchkiss, seconded by Sally Eldon, motion carried.*

Issues Pending:

- Bob Belmont read a letter and provided an overview of the letter that was received from Dr. Wayne Chanler's lawyer in regards to the paving of his driveway. Discussion followed. The Kenrick main office will follow-up with a response letter to Dr. Chanler. Penalties for non-compliance were discussed.

*Motion that if Dr. Chanler's driveway is not completed by August 21, 2007 a fine of \$75.00 will be instituted for every day Dr. Chanler is not in compliance by Richard Booth, seconded by Bernice Caprini, motion carried.*

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- George Kotlik is currently having his driveway black topped.

Facilities Committee Report-By Leo Raab:

Leo Raab provided an overview of the following:

- Trash Compactor
  1. The pad has been installed.
  2. The foundation has been installed.
  3. Awaiting the RGE inspection on the electrical work.
  4. The security swipe card system will be installed in the future.
  5. A key pad will be installed on the trash compactor.
  6. The compactor will be installed in 4-6 weeks.
- Copies of the road survey completed by Parrone Engineering were handed out to the Board members. The Facilities Committee will meet with the engineer to assist in prioritizing the needs of the village.
- SBR is going to begin road repair work on August 1<sup>st</sup> and should be completed by August 10<sup>th</sup>.
- The cul-de-sacs on Jones Way and Hagen Trail will not be paved to make the middle circle smaller. The developer and residents do not have objections with the circle the way it is at this time.

Recreation Committee Report- By Shelly Gerstner:

- The July 28<sup>th</sup> Neighbor's Night will be held at John and Ellen Beck's home on Lakewood Trail.
- There will be a bonfire on the beach on July 1<sup>st</sup>.
- August Neighbor's Night will not be held in lieu of the dedication ceremony on September 2<sup>nd</sup>.

*Motion to approve the Recreation Report by Shelly Gerstner seconded by Larry Hubler, motion carried.*

Treasurer's Report-By Lou Thomas:

- Lou Thomas overview of the BHVA financials and the BHVA reserve.

*Motion to approve the Treasurer's Report by Lou Thomas seconded by Carolyn Hotchkiss, motion carried.*

**Special Committee Reports:**

Town Board/Planning Board-By Larry Hubler:

- There were no topics relating to BHVA.
- Larry Hubler will schedule a meeting in the future with Dan Marshall (Supervisor, Town of South Bristol) and Larry Duhl (Superintendent, Town of South Bristol) to discuss BHVA roads.

Community Center Update-By Sally Eldon:

- Sally provided an overview of the Community Center and work completed to date.
- Once the Community Center Rules and Regulations are agreed upon, Michelle Alvaro will conduct a telephone vote of the Board members. Once the Community Center Rules and Regulations are approved, they will be mailed to all residents.

Communication Committee-By Wendy Blackstone (see attached):

Wendy Blackstone's report was distributed to all Board members.

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Declaration Committee-By Bernie Caprini:

- An informational meeting will be held prior to the annual Meeting regarding the proposed revisions on August 18<sup>th</sup>.
- Still awaiting response from Bill Kenyon for some issues to be resolved.

Citizen Award Committee-By Richard Booth:

A meeting has been scheduled for Friday, July 27, 2007 at 10:00 am. JoAnn Lawler and Bernie and Evie Adams have joined the committee.

**Old Business:**

No old business at this time.

**New Business:**

*Motion to increase the Bristol Daze donation by \$200.00 from \$1,000.00 to \$1,200.00 by Bernie Caprini seconded by Richard Booth, motion carried.*

Meeting was adjourned at 8:57 PM

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Minutes Approved: August 28, 2007  
Michelle Alvaro; Recording Secretary  
BHVA Board of Directors