

## Edgartown Forest Estates Association

### Website Minutes of the Board of Directors Meeting, June 16, 2016

**Present:** Cris Mayhew, Ira Certner, Dorie Godfrey, Kenny Ivory, Kathleen Samways

**Absent:** Julie Russell, Tim Dacey

**Homeowners:** Lorna Andrade, John Samways, Brian O'Donohue

**Welcome:** Cris brought the meeting to order at 5:47 p.m.

**Homeowners' questions:** Lorna raised the Foggy Bottom contract. She stated that she had observed the workers installing stop signs and she asked the workers if they had been asked to remove a tree on Gull Lane that is on the easement and whether they had been asked to trim a pine tree in same area. When she returned the pine tree had been trimmed, but the dead tree had not been removed. Lorna noted that the tree has been there for 3 years; Kenny noted that he did not observe the tree during his tenure.

Lorna registered a complaint that White Lynch had blocked Gull Lane with their equipment when making the repairs to Gull Lane and she suggested that a notice be posted in the future prior to scheduled road work.

John Samways noted that there are many broken bottles on Dodgers Hole Road.

Brian O'Donohue, a seasonal resident, came to observe and participate.

Kenny, Director, requested a copy of the final minutes from 3/17/16, 5/5/16, 5/25/16 and those of future meetings. Currently, Kenny receives a copy of the draft minutes via the USPS; other directors receive the draft via email. No director receives a copy of the final minutes. No decision was made by the Board regarding Kenny's request. As this would be a precedent, this will be discussed at the next Board meeting.

**Agenda:** The agenda was reviewed and no changes made.

**Approve minutes from May 25, 2016 meeting.** Minutes and website minutes were approved with no corrections.

**Treasurer's report June 2016:** The Income & Expense report as of May 31, 2016 will also serve as the year-end report. Quicken had to be updated and the bank connectivity is temporarily lost so there may be corrections made to the report. Income over expenses is anticipated to be \$14,000. \$10,000 will be retained in the operating account and \$4,000 moved to the reserved account. Ira noted that several signs were purchased this year and noted that the dog litter sign had been replaced with a "do not litter" sign. Lorna asked to have dog litter sign replaced.

#### Contract Report

**Foggy Bottom update:** Cris reported that Julie has followed up with Foggy Bottom. She has requested that monthly written reports be provided via email. Kenny expressed concern that Foggy Bottom did not call Dig Safe before installing the stop signs. Ira reported that White Lynch had also not called dig safe and had hit a cable. Kenny noted that it sometimes happens. Since Kenny was the previous maintenance contractor and he has stated concerns about the current contract, the board asked Kenny to draft for discussion at the next meeting, a list of tasks that he thinks should be included in the contract for next year.

**White road update:** Work has been completed.

**Review garden redesign documents:** Dorie reviewed the bid documents. Kathleen Samways

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suggested that we add “comply with state and local ordinances”. It was decided not to move the bus shelter at this time, and to ask homeowners about use of the bus shelter at the next Members meeting. Bid documents were approved with the one correction.

#### **Covenant violations:**

**Mockingbird:** Concerning parked RV: RV has been removed.

**Dodgers Hole:** Concern regarding run off: Kathleen was to write a letter. Dorie provided owner information. Letter will be sent by Cris.

**Dodgers Hole:** Concern regarding multiple vehicles in disrepair. Kathleen sent a letter to Selectman and copy to Building Inspector. We will send another letter referring to Kathleen’s first letter. Dorie will give Cris copy of letter that Kathleen sent for Cris to draft letter.

**Eagles Nest Road:** Concern regarding unapproved shed and runoff. Letter to be sent 6/17/16.

**Dodgers Hole Rd:** Concern regarding cars parked on easement. Cris will send a letter 6/17/16.

**Mockingbird:** Homeowner, Lorna Andrade, expressed concern regarding play yard in disrepair. Dorie was the only one who observed the play yard. Other board members will observe the play yard before the next meeting so we can make a determination whether this is a covenant violation.

#### **Old Business-**

**Web master contract.** Contractor requested another chance to maintain the contract. The Board agreed to renew contract for 6 months with clause for termination with 10 days’ notice at Board’s discretion. It was decided to add the task of working with the Board to move to a new host that is more user friendly. If the contract is terminated before its conclusion, the fee would be prorated.

**Second Reading of Board protocol for request of copy of letter to homeowner.** The protocol was approved as written. Dorie will add it to the manual of protocols and the board approved posting the Manual of Protocols on the website.

**Procure EFEA camera from Kenny.** Kenny forgot to bring the camera. He will deliver it to Cris’ home.

**Review and approve “parking on easement” card.** Dorie created a printed notice for cars parked on the easement. The notice will indicate that the roadsides are used as a pedestrian walkway and for the safety of residents, please do not park car on the roadside. Directors will be provided copies of the notice to place on cars parked on the easement. All agreed to the card, “For the safety of pedestrian, do not park on the road side easement. Cars must be parked in drive ways.” Dorie will print cards to distribute to Directors at next meeting.

#### **New Business-**

**Audit:** Lorna suggested at the previous meeting that an audit of the books be done. Ira checked the Homeowners Association website and there is no requirement for an audit to be conducted in Massachusetts. In other states, audits are required when income exceeds \$50,000. It was determined that the annual review of year-end report by the accountant and the State report of finances is sufficient oversight of the Association’s finances.

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#### **Annual meeting date and agenda:**

Items suggested for the Annual Homeowners' meeting include. Discuss possible removal of bus shelter. Prior to meeting inquire of Town of Edgartown Planning committee if there is a projection for sewers in Dodgers Hole. For meeting, talk about cost of roads and sewers for planning for homeowners.

The annual meeting of homeowners is tentatively scheduled for September 11 at 4:00 p.m. to be confirmed at next meeting when Julie and Tim are present.

**Date and location of next board meeting** is July 28, 5:45. Cris will see if Edgartown library is available.

Kenny requested that Cris review his request for payment for confirming repair work that was done on the roads in Dodger's Hole by White Brothers on 6/8/15 for ½ hour and for reimbursement of Christmas decorations purchased on 8/26/15 for \$68.70.

The meeting was adjourned at 7:04 p.m.

Note: Brian O'Donohue suggested at the end of the meeting that we email folks who have submitted their email address when something has been posted on the website.