

**BOARD OF TRUSTEE MEETING
SATURDAY JULY 17, 2021, AT
8:30 A.M. CLUBHOUSE 2**

PRESENT: President Dave Sanfason, Vice-President Michael Fitzpatrick, Trustee George Fowler, Trustee Phil Oreto, Trustee Alan Martel, Trustee Mary Singelais, Trustee Beverly Hudson, Trustee Mark Berry, Security Officer Carol Carey, and Amy Harris, Director of Finance and Administration

ABSENT: Trustee Megan Exley

CALL TO ORDER: The meeting was called to order at 8:31 am.

ADDITIONS TO THE AGENDA

1. Executive Session

APPROVAL OF MINUTES

MOTION: Trustee Fowler moved to accept the June 19, 2021 Board of Trustee Meeting Minutes as presented. Seconded by Trustee Oreto. **The motion passed unanimously.**

APPROVAL OF EMAIL VOTES

MOTION: Trustee Fitzpatrick moved to accept the email vote for the gift card for Tracy. Seconded by Trustee Martel. **The motion passed unanimously.**

AUDITOR'S REPORT

Jason LeBlanc presented the draft audit report.

Engagement Letter

- Outlines policies and obligations.
- There was a GAAP change that had no impact on our statements related to recognizing revenue.
- The audit is not designed to find fraud, but if something should come to their attention, they report it to the Board.

Financial Statements

- Very strong balance sheet. Cash is up and A/R is down, but the net is consistent from year to year.
- Inventory balance declined due to purchase timing.
- Fixed assets investments increased by \$494,000 due to the water crossing, Clubhouse 1 improvements and the purchase of a new truck. Land inventory increased due to the community taking back land from members for outstanding dues owed.
- This year more dues were collected in advance of the Fiscal Year. There was no rate increase in the annual dues, but an increase in the quantity of payors including strong new housing starts. We are seeing a better trend in collections.
- Employee Benefits have increased due to health insurance increases, payroll expenses increased due to less capitalization of labor in projects this year.

Management Letter

- One item that is a recurring item every year comes from the fact that as a small entity we have the auditors do some of our adjusting entries.
- Clean letter and unmodified opinion.

TREASURER'S REPORT

Trustee Fowler reported that as of the end of June, the Overall Budget was 17.45% spent, the Operating was 18.08% spent and we are 16.67% through the Fiscal Year. The Operating Account showed a balance of

\$66,546 the CD Money Market Account had a balance of \$1,485,822 and Petty Cash showed a balance of \$300 for a total of \$1,552,667.

MOTION: Trustee Martel moved to accept the Treasurer's report as presented. Seconded by Trustee Fitzpatrick. **The motion passed unanimously with Trustee Fowler abstaining.**

SECURITY OFFICERS REPORT

Carol Carey reported:

- We had an incident at CH1 where a member's son was inappropriate with our Club Attendant. The Sheriff's department responded; they have been banned for a year from both Clubhouses.
- A different Club Attendant had a problem with a member not listening to him.
- A member on Grandview Circle was worried about a neighbor's kids; she called the landlord; they will deal with it.

DIRECTOR OF FINANCE AND ADMINISTRATION

Amy Harris reported:

- **Water Shut Off Notices:** We sent out 127 notices in June and turned off 2 that have since paid; In July we sent out 37 notices.
- **Collection Agency:** We collected \$12,931 in July.
- **Tennis Courts:** Maine Tennis and Track has confirmed the prices on the quote are still valid.

MOTION: Trustee Singelais moved to fix tennis courts for \$11,410 funded from the Capital Improvement account. Seconded by Trustee Martel. **The motion passed unanimously.**

- **Annual Meeting:** It is August 7 this year; articles are due by next week. Michael Traister and Jason LeBlanc will both attend in person. Do we want to offer a video to members? Board replied both.
- **Foreclosures:** The two properties were sent to Traister; he suggests holding off due to the moratoriums on foreclosures due to COVID.
- **Deerfield Drive:** House is moved, will confirm the septic location and dues paid prior to turn on.
- **Porta Potty on Eagleview Court:** It was moved.
- **Surplus:** The surplus for FY21 is \$262,528. We need to put \$106,986 back into future reserve to bring it to \$500,000; \$155,542 to capital improvement and \$23,000 out of capital improvement for the water pipe.

MOTION: Trustee Martel moved allocate \$106,986 to future reserve, \$155,542 to capital improvement and \$23,000 of that allocated to water pipe. Seconded by Trustee Oreto. **The motion passed unanimously.**

- **Town of Limerick:** They have more lots they want to divest themselves of. One is near our recreation area.

MOTION: Trustee Martel moved purchase Lot #1827 from the Town of Limerick for \$325. Seconded by Trustee Fitzpatrick. **The motion passed unanimously.**

- **Section 6:** The town is also looking to auction lots in Section 6 off Lori Lane. There is currently a water main on Lori Lane so we could provide water to those lots on either side of Lori Lane. Board is OK with selling only the abutting lots on Lori Lane.
- **Easement:** The owner of the property we granted an easement to over Waycross way is asking again for another easement, this time over Lori Lane. In discussing this with the crew, they feel the better option would be off Joyce.

MOTION: Trustee Fowler moved to allow for an easement change; at the cost of the property owner. Seconded by Trustee Fitzpatrick. **The motion passed unanimously.**

PUBLIC WORKS MANAGERS REPORT

Dave Sanfason reported for the crew:

- **Tree across a cove:** The crew removed a tree that fell across one of the coves.
- **Champion Grader:** The new motor is in and working well.
- **New main on Sunset:** There is a leak in the new main and we suspect vandalism.

- **New service lines:** They installed new services to 15 new homes.
- **Unscreened fill:** We will be running out at some point.
- **SCADA Radios:** They have not arrived yet; still highly manual monitoring process.
- **Water Production:** Production for June is estimated at 18 million gallons.

NEW BUSINESS

LACC Donation

Trustee Sanfason asked to allocate the annual donation to LACC.

MOTION: Trustee Fowler moved to fund the \$20,000 donation to LACC. Seconded by Trustee Martel. **The motion passed 5, 0, 3 (Sanfason, Fitzpatrick, Oreto abstain).**

COMMITTEE REPORTS

Water Committee

Trustee Sanfason reported some of that reserve is needed for Phase 1 of Well 3.

Road Committee

Trustee Martel reported the mailboxes on New Dam Road were paved; the crew also graded the shoulders on Old Portland Road.

Lake Improvement Committee

Trustee Fitzpatrick reported they started right after Father's Day in full operation. He shared with Maine DEP the effects of last year's temps and increased boat activity. We will be showing DEP the eco-harvester, but it is a 4-month permitting process. Their philosophy has changed on chemicals and there is a new product that has 0-day impact on water usage, but it is costly. The golf tournament was the most successful one yet; Beth was able to gather \$2,000 in donations.

Recreation Committee

Trustee Singelais reported the Boat Parade had to be postponed to Saturday, July 10th. There was a small but enthusiastic group of people in the boat parade. Merrill's sponsored the parade and supplied snacks. Debbie Mousseau will be nominated for the Tom Sotir award; she has helped organize exercise classes, the tennis club, and pickle ball activities. The next event will be our ice cream event in September.

MEMBER CONCERNS

Richard Lindell, Lot 0052: What is the harvest rate of the eco-harvester compared to what we do now? And why don't they draw down the lake? Trustee Fitzpatrick replied the new one does an acre every 1-2 days while our current method is an acre a week. The FERC permit requires them to keep a certain level to supply electricity so we would have to pay a fee equal to lost electricity provided while dam is shut down.

Elizabeth Burk, Lot 0063: She's seen the harvesters in their cove harvesting; why aren't they out on rest of the lake for the benefit of all residents? Trustee Fitzpatrick replied they started early doing pay to play and that provides money for the season to be extended. Trustee Sanfason added they will send a boat in to check it out.

MOTION: Trustee Martel moved to adjourn to executive session. Seconded by Trustee Fowler. **The motion passed unanimously.**

Meeting adjourned at 10:21 a.m.

Nanette Walton, Recording Secretary