

NHLRA Board Meeting

April 5, 2019

Attendees: Mike Reid, Jolaine Ricci, Alan Clifton, Kelly Burgess

Meeting Minutes

A thank you to Dave for the grading and Vance for upper Swan road grading.

John Ricci is taking the DEP class on May 9th for working around the lake without DEP rep present

Annual Meeting

Determined June 9th at noon for annual meeting

Proposed Agenda items will be in the Newsletter

Reserve fire department room

Next Steps

Call Fire Department for room availability - Mike

Add Annual Mtg Agenda Items in Newsletter - Jolaine

Update the Reference Guide with contact Name/Number – Next Meeting

Corporation Filing - Alan

Each year we as a non-profit corporation need to file for a corporation. This filing must be done by June every year and fee of \$35.

Alan submitted the filing for 2019

Tax Filing - Alan

We should look into obtaining an Accountant and/or Bookkeeper and identify any filings to be done.

Next Steps: Look for Accountant and/or Bookkeeper - Alan

By-Laws

Reviewed updates

Discuss the difference between Non-Profit Corp and Statutory

Determine the Statutory Association would be the best fit for our association

Agreed to work on the by-laws over the next year as there is not time enough to prepare for Annual Meeting in June

Agreed to simplify the wording so all residence can easily read/understand contents

Next Steps: Simplify the proposed by-laws for readability - Mike

Newsletter For Spring

Reviewed and identified information for the Newsletter

Will create draft for Board to approve

Remove reference to by-laws and paypal option

Finalize by end of April

Communicate open position for President and Secretary

Next Steps

Create draft from meeting input, send to Board for approval – Jolaine

Prepare envelopes

Pick up stamps - Alan

Construction Fees - Alan

Construction fee received from Eric Poulin on Candlewyck

No payment from Richard Profenno yet

Debt Card - Alan

Alan and Jolaine will have debt cards for association

Next Steps

Obtain debt card – Alan

Mike will meeting Jolaine at TDBank to get debt card – Mike/Jolaine

Dues/Paypal - Alan

Paypal is now getting \$6 fee per transaction.

Board will discuss moving forward with paypal at a later date

Need to get invoices printed by end of April

Next Steps: Print invoices - Alan

ROW Signs – Jolaine

Changing the signs will be our next move to help secure the ROW

Alan suggested a square red sign to get attention to our new sign

Need to remove old signs

Discussed option for sign wording

1 sign stating association/ROW/No public access

1 sign stating keep gate closed when not in use

2 small square signs to get attention

Will leave design up to the business

Next Steps:

Send copy of signs to Board [attach example in minutes]

Board can get prices

Website – Mike

Mike will remain as our webmaster to transfer website to new location and updates

Information Board – Mike

Mike has some information and material list

NHLRA Reference Guide

This is a list of all the activity/notes for managing the association

Document will be updated as information is gathered

Watershed Review for NHLRA

Distributed list of the impacted properties from the Watershed survey

HLA has some grant money for some upgrading, this will be on a priority list and until the designated grant funds have been used for this year.

Private vs Public access – Alan

Why do some roads get plowed by Town and some do not?

In the 1980's property owners gave easement to town that is why our roads are public vs private therefore the Town of Windham plows our roads.

ROW access/ deeded residents – Kelly and Jolaine

Next Steps

Continue to lookup residents on road outside our current list of roads – Kelly/Jolaine

Send Book 20 – page 20/Exh A definition to team – Jolaine

Update Master Sheet with changes/deed information - Jolaine

Contact town to see if they do anything for road signs for ROW - Alan

ROW - Canoe rack – Mike

Build some canoe racks along the ROW

will work on this in the spring when we can get to the ROW

Workday and BBQ

Spring Workday will be June 23 starting at 10:00 followed by a BBQ

Next Steps

Communication Spring Workday and BBQ in Newsletter

Create work list

Coordinate the BBQ