

MINUTES – EXECUTIVE COMMITTEE MEETING – AUGUST 26, 2004

Members in attendance:

Richard Maly
Tim Webster
Eileen Franco
Harvey Lowing

Lois Abendroth
Marge Dyer
Frank Flynn
Dave Fry

Bob Lockwood

Two (2) residents were in attendance, Robert M. Mills and Arnold Haverstraw..

The meeting was called to order. The Constitution and By-Laws Committee have placed a notation on the 'Home Page' that the name Barclay Farms Homeowners Civic Association is temporary until put forth for a vote.

New Business:

1. A motion was made, seconded and approved that all committees should provide monthly reports at the Executive Committee meetings.
2. A discussion was held on how the Executive Committee will interface with other committees and the association.

It was agreed that:

- Each committee will collect facts and prepare a presentation or position paper.
- Each committee will present the material to the Executive Committee.
- The Executive Committee will decide if the material is complete or make a recommendation that more work is needed.
- The Executive Committee will decide if the issue requires a community vote. If
 - ✓ YES, the Executive Committee will call a special meeting; if
 - ✓ NO, the committee will proceed with the presentation with or without a member or members of the Executive Committee in attendance.

3. A discussion was held on how the Executive Committee will interface with management; the Town of Camden, etc.

It was agreed that:

- Each committee will collect facts and prepare a presentation or position paper.
- Each committee will present the material to the Executive Committee.
- The Executive Committee will decide if the material is complete or make a recommendation that more work is needed.
- The Executive Committee will decide if the issue requires a community vote. If
 - ✓ YES, the Executive Committee will call a special meeting; if
 - ✓ NO, the committee will proceed with the presentation with the Executive Committee invited to attend.

It was noted how each resident has the right to approach management, the community owner, town officials etc. regarding any issue affecting said individual. The committee requests that residents approaching management on individual issues make note that they do not necessarily represent the entire community or the association.

4. A discussion was held regarding a schedule for future Executive Committee meetings. The merits of either monthly or bi-monthly meetings were discussed and it was recommended that meetings should be not less than quarterly.

A vote by show of hands was taken and monthly meetings were approved. They are scheduled for the 4th Monday of each month at 2:00 P.M. in the Clubhouse. Any meeting can be cancelled if there is insufficient business to discuss.

The community will be advised of these meetings via both e-mail and posting in the Clubhouse.

5. Constitution and By-Laws Committee Report:

Marge Dyer and Dave Fry reported that the committee is suggesting 2 General Meetings be held each year – March and September. The September meeting will include election of officers and budget discussions. Annual elections will be held for one-half of the officers only in order to maintain continuity at all times. Special meetings may be called as necessary. One of these will be a 'Meet the Candidates' night.

It was suggested that one of these meetings should correspond with the Association's fiscal year. Dave Fry noted that the month following the election meeting would be when the new candidates take over and when the fiscal year begins. Harvey Lowing does not foresee any problems with both the election and the budget taking place at the same meeting. It does not appear that there will be any tax liability if the Association is incorporated and applies for tax-exempt status.

6. General Discussion:

- The Secretary will provide minutes of each meeting in MS Word format for posting on the 'Home Page'.
- We are waiting to hear from management regarding the defibrillator and space for an Association glass-enclosed bulletin board.
- A Membership Committee will be formed to 'meet and greet' new residents in order to make them aware of the Association. Membership is not required and no resident will be excluded from any Association function held at the Clubhouse. However, non-members will not be able to vote. In addition, non-members requesting assistance will be required to join the association.
- There has been no negative feedback from management regarding the Association. Jenny Stahl would meet with the Executive Committee as needed.
- The Secretary will draft a letter to all committees to summarize how the Executive Committee requests them to work and interface with all concerned. Rules and time lines need to be set and the scope of work needs to be determined.
- A discussion was held on finances to handle our start-up. Expenses have already been incurred and we will need to print the Constitution and By-Laws when finalized. Dave Fry has offered to donate copy paper and Richard Maly suggested we purchase our own toner cartridge for the copier in the computer room. A motion was made, seconded and approved that each Executive Committee member contribute \$20 for opening expenses. This money will be counted toward our membership dues.
- A discussion was held on the number of Executive Committee members that will constitute a quorum. It was agreed that seven (7) members would constitute a quorum.
- A short discussion was held on whether to publish the Barclay Farms Phone List on the 'Home Page'. This needs to be decided at a general meeting of the residents.

7. A motion to adjourn was made, seconded and approved.

Respectfully submitted,
Eileen Franco