

## MINUTES – EXECUTIVE COMMITTEE MEETING – SEPTEMBER 20, 2004

Members in attendance:

Tim Webster	Harvey Lowing	Dave Fry
Eileen Franco	Marge Dyer	Bob Lockwood

Two (2) residents were in attendance: Paul George and Peter Franco

### Old Business

The minutes of the August 26, 2004 Executive Committee meeting were read. A motion was made, seconded and approved that the minutes be accepted as read.

The following business was completed:

- The defibrillator has been mounted in the Clubhouse near the Exercise Room. It resides in a glass case that has been alarmed.
- We have been allotted space on one of the existing bulletin boards in the Clubhouse.
- The letter to all committees summarizing their scope of work was prepared and distributed to all committee members.
- \$180 has been collected from the Executive Committee. This money is to be earmarked for our start-up expenses.

### Committee Reports

Constitution and By-Laws: Dave Fry – Written

1. Work is progressing. We are about 90% finished with the draft Constitution and Bylaws.
2. The scheduled review by Legal Aid did not take place because the 'expert' on these documents has left the commission. We have, however, submitted our latest documents to the Legal Aid Deputy Director and expect an opinion from him soon. This will be in the form of suggestions.
3. We expect to present copies of the Constitution and Bylaws to each member of the Executive Committee no later than Oct. 15, 2004. We can accept comments from the Executive Committee members either in the form of written comments or at a Regular or Special Executive Committee meeting. **PLEASE ADVISE WHICH YOU PREFER.**
4. After the comments are considered, we will, with the President's approval, distribute the documents to every household in Barclay Farms. We will request written comments to the committee, which will be addressed at an open meeting of the Constitution and Bylaws committee at the Clubhouse.
5. If, after the open meeting, there are any outstanding issues, we will come back to the Executive Committee for guidance. If there are no outstanding issues, we will republish (if necessary) and request a vote be scheduled at the next General or Special meeting of the full Association.
6. So far the committee has met 9 times. Most have been 2-3 hours in length, totaling 90 hours of meetings and at least 40 hours of independent time working alone. That's a total of 135 hours of work.
7. We have a question about the number of Executive Committee members it should take to form a quorum at an Executive Committee meeting. The wording in the Bylaws calls for a seven (7)-member quorum. However, that may be too high. **SHOULD THIS NUMBER BE LOWER {5 (55%)? OR 6 (66%)?}**

Regarding #3 above: A motion was made, seconded and approved that a preliminary copy of the Constitution and Bylaws be distributed to the Executive Committee for their written comments.

Regarding #7 above: The Executive Committee members present at this meeting recommend that the number of members needed for a quorum be lowered to six (6) members. Further discussion was tabled until the October meeting.

Water/Sewer: Paul George – Verbal

The final report will be presented to the Executive Committee upon receipt of some outstanding correspondence. There was not as much input from the residents as originally expected.

Community Homeowner Problems: Paul George – Verbal

Research is still being done on the building codes to determine which is being used: ICC or BOCA. Inspectors have not been forthcoming with any answers; however, the Town of Camden has been receptive to our efforts.

Community Skills: Tim Webster – Verbal

There has been excellent response from the residents. Approximately 75% of the questionnaires have been returned. A database is being prepared combining the available skills with the residents who have responded. It was noted that some residents objected to the personal information section of the questionnaire.

The question of how often the database will be updated on both skill and resident information was posed. It was also suggested that a presentation to the general membership at some time in the future might be helpful.

### New Business

The Executive Committee has learned that management is not paying contractors until their work has been checked. In addition, contractors are being notified of outstanding homeowner issues. They have a choice of either fixing the problem themselves or allowing Barclay Farms to fix the problem with the contractor receiving a bill for services.

John Hunter would like to meet with the Executive Committee. For the purpose of an informative and timely meeting, it was proposed that the Community Homeowner Problems Committee put together a list of their most crucial questions for the Executive Committee to review at our October 25<sup>th</sup> meeting. The questions, when complete, will be forwarded to John Hunter with an invitation to address the issues at our November meeting.

Mike Greenstreet has researched the original filing of Paynters Village with the Town of Camden. Tim brought two issues to the table from this research:

1. The Clubhouse is to have 92 parking spaces for residents.
2. Each street is to have an extension at the end to provide parking for two (2) cars.

Bob Lockwood raised some questions regarding the walking path and how it will be accessed from each street.

A motion to adjourn was made, seconded and approved.

Respectfully submitted,  
Eileen Franco, Secretary