

Cape Cod Village Club, Inc.

General Membership Meeting September 1st, 2018

Calling of the Roll:

Secretary, Karen Spano performed the calling of the roll. Meeting called to order at 7:08 pm by President Mike Rizza. The following members were present or proxy was given:

Name	Present	Proxy to	Absent
Anderson, Jennifer & Chuck			X
Atiyeh, Wendy, Robert 7 Chris	X		
Aziz, Janet & Massood	X		
Babson, Barbara & Linda Brownlee	X		
Bambach, JC & Lee Ann		Mike Rizza	
Best, Claire , Karen Spano & William Best	X		
Borrello, Dennis			X
Brattlof, Muriel	X		
Brown, Marylou		Claire Best	
Close, Margaret & Charles			X
Coleman, Bette		Claire Best	
Conway, Maureen & Mike		Harry Imhoff	
Dougherty, Pat & George		Patti Haynes	
Feldman, Kathy & Phil	X		
Ginty, Jane & Dan	X		
Graham, Marjie & Dick, Carol Mann, Susan O'Donovan	X		
Grasso-Lubeck, Carol & John Lubeck	X		
Hartl, Helen & Walter		John & Carol Lubeck	
Haynes, Patti & Rick	X		
Hippe, Daniel & Susan			X
Hmelovsky, Nancy & Mike		Janet & Massood Aziz	
Hodecker, Carol & Ted	X		
Imhoff, Carol & Harry	X		
Keis, Barbara	X		
Korot, Judith & Allan		Daniel Korot	
Lincoln, Todd & Sue O'Neil			X
Manley, Barbara		Claire Best	
McEwan, Jennifer & John			X
Megow, Linda & Lou	X		
Ragot, Mary-Lynn		Not in good standing	
Rizza, Elizabeth & Mike	X		
Stanford, George			X
Zahm, pat & Norb		Claire Best	

Present: **15** Proxy: **10**

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Proof of Notice of Meeting or Waiver of Notice:

Secretary Karen Spano verified Notice of Meeting had been emailed or mailed on August 16th 2018 to all in attendance. No waiver of notice was given. A motion to accept was made by Daniel Korot, second by Ted Hodecker and Carol Mann. Motion carried.

Reading of Minutes:

A motion to suspend with the reading of the previous meeting minutes was made by Ted Hodecker, second by Chris Atiyeh. Motion carried.

Receiving of Communications: Mike Rizza

- Ragot Due's: Board of Directors have been in touch with Mary Lynn Ragot regarding the delinquent dues and has informed her where she stands at this point. Mike Rizza provided a summary of her response to the board. At this time she is not in the position to pay the delinquent dues until either she sells the lot or her late husband's estate is settled as he did not have a will. The Board of Directors has made the decision that we will continue to monitor the situation and will ask her to sign a letter acknowledging that she agrees to pay the delinquent dues upon selling the lot. No legal action will be taken at this time. Dean Craig is well aware of the situation and the board has requested she remove the lake right sign from the realtor sign. The delinquent dues and late fees as of July 31st is \$6,292.00. At this point we do not charge interest something we will be looking to add to the by-laws.
- Spano's RV: E-mail was sent by the Spano's requesting permission to park their RV on their lot in the woods where there other trailers are parked. The RV will not be used as a residence. There is nothing in the bay-laws that restricts a property owner from parking an RV on their own personal property. It is no different than parking a boat on your property. The Board of Directors did not feel permission was required. It might be an issue if it was blocking someone view or it was on a smaller lot.
- Wendy Atiyeh Letter: Karen Spano read letter received from Wendy Atiyeh regarding the CCVC Duck Race. The proceeds from the July 4th Duck Race netted \$190.00 for the Hague Food Pantry. Many thanks to those who coordinated the duck race, especially Thomas Rizza. With the proceeds, we were able to purchase the following items which were delivered to the Food Pantry on Friday, August 17th. Bertha at the Food Pantry was very appreciative for all of the items donated.
 - 21 boxes of pasta
 - 54 boxes of Kraft Mac and Cheese
 - 36 cans of green beans
 - 18 cans of chicken breast meat
 - 24 cans of tuna
 - 12 jars of spaghetti sauceAnd for back to school snacks
 - 64 Granola bars
 - 74 Applesauce cups

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- 80 Fruit snack pouches
- 32 Dole fruit cups
- 90 Gold Fish cracker snack bags
- 60 Rice Krispy Treats

The Hague Pantry accepts non-perishable food donations on Fridays. Please be mindful of expiration dates if you plan to donate. If you plan to drop of items (especially for the end of the season cabinet clean out), I suggest you make a call to the Town Center, just to confirm someone is there to accept the donations 518-543-6161. The Food Pantry also accepts non-food items, the list of items can be found on the Town of Hague website.

Claire Best thanked Wendy and Bob Atiyeh for shopping for the items donated to The Hague Food Pantry.

Election of Officers: Claire Best

- Election of officers was performed using hand written ballots.
- The following officers and board of directors were voted in:
 - President: Mike Rizza
 - Vice President: Bob Atiyeh
 - Treasurer: Marjie Graham
 - Secretary: Karen Spano
 - Board Members: Janet Aziz, JC Bambach, Pat Dougherty, Dan Ginty, and Ted Hodecker
- Bob Atiyeh thanked Claire Best for overseeing the nominating committee.

Reports of Officers:

- **President:** Mike Rizza
 - Nottingham Agreement: Has been renewed for another 3 year s
 - Workshop/Shed:
 - The CCVC membership had voted and we had budgeted \$30,000.00 for the building and an additional \$4,000.00 for site work. At this point we stand just under \$30,000.00 for the building and \$6,000.00 for site work. The site work required the removal of large rocks which required larger equipment and the need to obtain fill material.
 - There is still quite a bit of work to be done: grading of the site, door on the back storage area, electric, and water hook-up
 - The cost to complete phase 2 of the project which includes grading the site, grass seed, electric, water, etc. will be \$8,000.00 to \$10,000.00. This will require a vote from the membership that will be conduct in a few minutes.
 - Mike Rizza thanked Bob Brownlee for all his work and time. He also thanked Thomas Rizza for his help with trenching and digging, Chris Atiyeh and Ted Hodecker for assisting with electrical work.

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- A list of available tools in the workshop was passed around. If you would like to donate any tools please see Mike Rizza, Ted Hodecker or Bob Brownlee.
- The workshop will be locked please see a member of the Buildings and Grounds committee who will have keys. There will be a sign out sheet for tools. At this time the storage area will remain unlocked.
- Chris Atiyeh thanked Bob Brownlee for the numerous amount of time he spent this whole summer wiring the workshop, hanging lights and building the workbench. He did a fantastic job. A round of applause was given by the membership to Bob Brownlee.
- Bob Atiyeh thanked both Bob Brownlee and Mike Rizza for their time and efforts during the summer working days in 90 degree plus heat on the site work. They saved the association a ton of money which we had to pay when doing our house. They both deserve a standing ovation! A round of applause was given by the membership to both Bob Brownlee and Mike Rizza.
- Patti Haynes raised the question that the original plan was for a smaller pre-fabricated shed. Mike responded that in the fall meeting the membership voted to go with a pole barn style building as we could have a larger building for approximately the same cost. Patti also questioned if the additional money being requested would come from an assessment. Mike responded a 10 year plan was performed at the time of the sale of the club house and has been reviewed. Even with the money being spent here, if we go back to a normal capital improvement budget of between \$5,000.00- \$8,000.00 we should be able to go 8-10 years without increasing the dues or special assessments. We need to keep an eye on the cushion so we know when to put in gradual increases to avoid a large increase all at one time.
- Janet Aziz questioned the reason for the additional money was it because of the larger building. Mike Rizza responded that at the time we voted on the project 1-2 years ago the cost of materials just this year have increased 14% and once we dug below 3 feet we hit giant boulders that we had to pay someone to have removed.
- Bob Atiyeh reflected on their home – they spent a ton of money for the storm water management. Mike Rizza helped alleviate and to minimize the impact of that on the club for the workshop/shed building by avoiding the need for a water basin which would have cost the club a lot of money.
- To summarize the total amount – we have spent \$36,000.00 and we are looking for approval of another \$8,000.00 - \$10,000.00
- We have already received a lot of responses about the little cottage so we accomplished what we wanted to do by not making it look like a shed.
- Wendy Atiyeh made a motion to allow the Board of Directors to spend a maximum of \$10,000.00 to complete the workshop/shed project (Phase 2).

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Dan Korot seconded the motion and the motion carried with all members in favor and no one opposing.

- Bob Brownlee stated that CCVC got a great building for the money that we spent.
- Committees:
 - We have discussed spreading the load out among all board members. When there is a committee lacking a chair a board member will be requested to chair that committee.
 - Three people have volunteered
 - *Dan Korot has volunteered for 2 committees: building and grounds along with dock crew
 - *Carol Mann has volunteered to chair the architectural committee
 - *Jennifer Anderson has volunteered for the architectural committee
 - Karen Spano asked all members present to review the poster on the dessert table at the end of the meeting regarding CCVC committees. The poster has all the committees listed, with a brief description of responsibilities, the committee chair, and who is on the committee currently. There are blanks for additional members needed on a committee. If you are on a committee and can no longer serve in that capacity please cross off your name. If you are not on a committee please consider signing up for at least one committee – the more everyone helps it lessens the burden of a few and is greatly appreciated.
- **Treasurer:** Marjie Graham
 - We are not as broke as you might think after the previous discussions. All members are current with their dues except Ragot.
 - If you are going to be late with a payment please email Marjie to let her know when she should expect the payment.
 - Currently we have \$11,484.51 in the checking account
 - CDs:
 - 2 CDs matured August 29th and were cashed in. Will be receiving a check for \$51,262.96.
 - The plan is to put \$25,000.00 into the checking account to cover the additional expenses associated with the workshop/shed and to cover Peter's expenses which have not come in yet. Look into placing the other \$25,000.00 into a savings account which we will hold on to until February when the 3rd CD matures. The 3rd CD is currently worth \$102,926.46 at that time we will look at breaking it up and investing it in other ways (stocks, bonds, etc.) or continuing with CDs. We will wait to see what the rates will be as to what will be the best option to avoid raising the dues or having a special assessment for hopefully 10 years.

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- Total balance is \$165,928.00. We still have \$8,800.00 in dues to come in 4th quarter to bring the balance to \$174,728.00 and then with expenses we should end the year with about \$150,000.00.
- Mike Rizza commented that CD rates don't vary much from a 1 year to 2 year CD. We might look into putting a portion of the money into a 3 year CD if we don't need to get to the money for a better rate.
- JC Bambach mentioned during the Board of Directors meeting that setting up CDs for an organization can take months and the current bank has some of the best rates.
- Dan Korot suggested staggering the CDs
- Marjie Graham is doing research on electronic payment options. There can be some charges associated with certain electronic payment programs. As chair of the by-law committee Bob Atiyeh mention the by-law committee is proposing shortening the grace period for quarterly dues payments from 30 days to 14 days. To be considered and voted on with other by-law changes at the CCVC general membership meeting in the spring.
- **Secretary:** Karen Spano
 - Request that all members review the copy of the address membership list for accuracy. Please make sure to include cell phone numbers if not listed, any address changes, and changes in ownership (i.e. trusts) and emergency contact information (who we can contact if we cannot get in touch with you). Marjie also requested if a specific person is paying the bills to let her know so she can email the correct person if there are any issues.
 - Sewer related documents were made available to members
 - Poster from The Town of Hague for home owners that rent. The town would like to see it posted in any home that rents
 - Pamphlet on being nice to the sewer system – what can and cannot be placed into the sewer system
 - Sewer pump sticker – for the four homes that have pumps (Best, Atiyeh, Korot and Hippe). Sticker to be placed on the pump.

Reports of Committees:

- **Buildings:** Ted Hodecker
 - We only have one building and that has already been covered in detail
 - Thanks to Bob Brownlee, Mike Rizza, Chris Atiyeh and others that volunteered an amazing amount of work was done for free.
- **Grounds:** Ted Hodecker
 - Mike Rizza graded the roads once at the beginning of the season and they held up well. He will re-grade the roads one more time especially after the recent rain falls.
 - Trees: Nothing new since last meeting. Tress will hopefully be planted before next spring.

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- Will finish up the drainage project in the triangle lot
- North beach goose fence: A permanent goose fence along with 6 X 6 railroad ties were put into place thanks to Bob Brownlee. The membership gave Bob Brownlee a round of applause. Wendy Atiyeh thanked Bob Brownlee for the hand railings as they are extremely beneficial to the elderly folks and greatly appreciated.
- Mike Rizza thanked the people of the north beach for complying with the following requests:
 - Placing their umbrella bases below grade level
 - Returning their chairs
 - Placing large floats on boat rack
- The committee will be extending the boat rack at the main beach by removing the flower box
- **Water:** Ted Hodecker
 - Experienced two leaks this season one in front of Mann/Bambach homes which will be addressed this fall as it is a minor leak but requires digging up the road. The other leak occurred in front of Todd Lincoln's house while a tree guy was grinding a tree stump the water line was hit as no one knew that the tree stump had grown around the water line. The plan is to extend the line and put a spigot and garden hose on the end near the CCVC entrance sign and garden. This will be accomplished next year.
 - No pump house issues. Chris Atiyeh volunteered and put a backup generator plug in the pump house so we can now hook up a portable generator to provide whole house water during an extend power outage. Chris stated folks that have sewer pumps (Best, Atiyeh, Korot, and Hippe) must be careful with drainage during a power outage. It has been estimated that during a power outage these home could flush the toilet approximately twenty times before they would have an issue with drainage.
 - Claire Best inquired if the association has a generator. Chris Atiyeh stated he has an extra generator in his garage if needed, but might be something for the association to look into getting a portable generator.
- **Architectural:** Mike Rizza
 - Carol Mann is the new chair of the architectural committee
 - There are no new or pending applications – as the Atiyeh's withdrew their application for a clothes line and fence.
 - Need to look into revising the by-laws to include verbiage regarding what action an applicant can take when there is a lack of timely response from the architectural committee and/or the BOD.
- **Docks:** Mike Spano
 - Main dock will be taken out September 22nd with the north beach docks coming out later. This is earlier than usual due to the project of replacing floats on the main dock. If weather is prohibited the docks will be taken out the following weekend on September 29th.

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- There was a discussion about numbering the boat slips so renters would know where to put their boat. Ted Hodecker voiced objection to this – he feels it is the homeowner’s responsibility to inform their renter where their boat slip is. The committee will discuss this matter further outside of this meeting.
- Phil took his boat out early as he was not able to get the boat in the cradle of his lift. He thought possibly due to the water level being lower. It was suggested that Phil speak with the dock committee in the spring when they are putting the docks in for a solution. Will look into if the cradle can be lowered further on his lift as other boats on lifts are not having an issue.
- Mike Rizza reminded the membership not to launch any boats from trailers on the north beach this includes bring the trailer to the edge of the beach and carrying the boat in by hand.
- Bob Atiyeh spoke with Bob Imhoff regarding the way he is anchoring his jet ski – it could be perceived by the LGPC to be a mooring which could result in fines as the association doesn’t have a permit for a mooring. The jet ski will need to go on a rack.
- **Beaches/Playgrounds:** Elizabeth Rizza
 - Elizabeth thanked Patti Haynes for 2 days of weeding the beach
 - Swim lanes will be removed around 10am tomorrow morning and rafts will be taken out around 1 pm tomorrow.
 - Elizabeth will look into replacing the flags on the rafts
 - The long flower bed by the main dock if not removed to extend the boat rack she will look into replanting it.
 - Working on getting an estimate for resurfacing top of the pickle ball court
 - Mike Rizza thanked Ted Hodecker for fluffing up the mulch on the play ground. He also thanked Bob Brownlee for leveling the playground.
- **Website:** Mike Rizza on behalf of Jeffrey Rizza
 - Jeffrey has been busy lately but he did manage to get one newsletter out. The Board of Directors feels 3 newsletters per year would be enough.
 - Any suggestions for the newsletter or website should be emailed to Jeffrey and would be greatly welcomed.
 - Jeffrey will be updating the website with the 2017 by-laws and with photos of the duck race.
 - The website will be updated with some of the revised forms i.e. rental agreement, dock request form, etc. Elizabeth Rizza brought up that the rental agreement seems to really be helping as there were no issues this year with renters. Bob Brownlee made the suggestion that the renter’s agreement be revised to include a statement that if smoking to please properly dispose of cigarette butts and not discard them on the ground.
- **By-Laws:** Bob Atiyeh
 - No changes in the existing by-laws for this meeting. There is a lot in the queue for the spring meeting:

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- Membership wording changes to simplify and add clarification
- 14 day grace period on dues
- Add wording to address lack of timely response from architectural committee and/or BOD as to what actions can be taken.
- Possible change to one general membership meeting per year to occur not over a holiday/holiday weekend.
- Board of Directors can only vote in person need by-laws to reflect by telephone or email are acceptable means
- Emotional Support Animals need to add wording to the by-laws based on advise the by-law committee receives from the attorney
- **Entertainment:** Carol Hodecker
 - Carol thanked her committee members for all of their support and help
 - Four events were held:
 - Duck Race- money raised was split between the Hague Food Pantry and the LGPC
 - Pot luck picnic was held on July 4th
 - Music on beach was held the end of July
 - Bagels on the beach
 - Chris Atiyeh made the suggestion to have a couple of duck races
 - Patty Haynes thanked Thomas Rizza for spear heading the duck race
 - Suggestions were made for more notification of events:
 - Posting a flyer in everyone's door
 - Posting a calendar on the pump house bulletin board
 - Send a calendar at the beginning of the summer of the events and when they will occur
- **Rental Committee:** Dan Ginty
 - Rentals were up for this year. This year there were 207 rental days, versus last year's 174 rental days. Eight families rented this year.
 - Two items were added to the rental regulations:
 - Quiet time between 10pm and 8 am
 - A reminder from the sewer authority that only human waste and toilet paper are to be placed in the sewer system – no wipes, diapers, etc.
 - Warren County will be putting a tax on rentals. The tax will be 4%. At this time we do not know when it will go into effect. Homeowners will be responsible for compliance with the new rental tax.
 - There were no rental issues this summer
 - Mike Rizza stated that information will be added regarding fire pits and using only good clean dry wood. Phil Feldman voiced his opinion that the Board of Directors should address people who do not follow the association rules and regulations particularly when it can affect the health and well being of other members. That he should not have to address it as a neighbor. Mike Rizza

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pointed out that each member has a 1/33 percent ownership in the association and should do their part to address any inappropriate behavior and if it is not resolved then come to the board to address. Wendy Atiyeh reinforced that at the last meeting this was addressed for neighbors to address issues with their neighbor and only bring it to the board if not resolved. It is not the responsibility of the board to have to police. The members of the board would like to be able to come to the lake and enjoy it and not have to police all the time. There could be times when no board members are present. Dan will add onto the renter agreement when burning wood to be mindful of the neighbors and to burn only good clean dry wood to avoid smoke. Massood Aziz mentioned that this doesn't apply just to renters but to all homeowners also.

Unfinished Business: No unfinished business

New Business

- Incident with George Stanford – driving his car up the green. Seems to be a onetime incident. Mike Rizza did speak to George's son (Keith) and daughter (Donna) – they are working on getting an aid and will look into weaning his car keys and driving away from him. The Board of Directors will monitor and keep up communications with the family.
- Muriel Bratloff requested that speed limit signs be posted. The speed limit within CCVC is 10 miles per hour. She would like to see it mentioned in the rental rules.

Motion was made by Ted Hodecker and second by Lynn Brownlee to adjourn the meeting. Motion carried with all members' present being in favor. Meeting adjourned at 8:49 pm

Respectfully Submitted

Karen Spano

Cape Cod Village Club Secretary