

**Ashford Lake Property Owners' Association Board Meeting**  
**184 Westford Road, Eastford/Zoom**  
**July 24, 2023**

**1. Call to Order:** Tom Barry

Tom Barry called the meeting to order at 7:11 PM.

Those Board members present were: Tom Barry, Judy Campbell, Robin Clapp, Nancy Conlan, Don Judson, Denise Pillion, Jason Pufahl, Sue Orcutt, Ann Milner, and Brent Raymond.

Board members absent: Paul Brown, and Lisa McAdam Donegan.

Homeowners Present: Chris Clapp, Bernie Dubb, Don Dobbs and Caroline Trotta.

**2. Approve Meeting Minutes**

Tom moved to accept the June Board Meeting minutes as amended. Don seconded the motion.

All present were in favor.

**3. Treasurer's Report: Don Judson**

Below is an executive summary of our account activity through July 17 including expenses, outstanding assessments, and year to date payment activity:

Checking Account

|  |             |
|--|-------------|
| Beginning Balance  | \$62,248.93 |
| Deposits   | \$150.00    |
| Interest   | \$0.00      |
| Payments to:<br>JCL Lawn Care LLC<br>6/8 Mowed dam, lawn next to dam, Sunset swale, Farm Dr., walking path, from stockade fence mowed to mailbox #14- \$350<br>6/21 Mowed dam/lawn next to dam, Sunset Beach, Sunset swale, Westview swales/edge of road- \$280<br>Total \$630 | \$630.00    |
| ENDING BALANCE   | \$61,768.93 |

2023 YTD Spend

Expenses and Projects

\$18,218.29

Capital Fund

|                                     |             |
|-------------------------------------|-------------|
| Beginning Balance - Savings Account | \$53,966.00 |
| Deposits                            | \$0.00      |

|  |             |
|--|-------------|
| Interest                                   | \$0.00      |
| ENDING BALANCE                             | \$53,966.00 |
| Beginning Balance - Certificate of Deposit | \$40,134.43 |
| Interest                                   | \$0.00      |
| ENDING BALANCE                             | \$40,134.43 |
| Total Capital Fund                         | \$94,100.43 |

| Outstanding Assessments                    |             | % of Owed |
|--|-------------|-----------|
| Delinquent Previous plus Current year (16) | \$23,219.79 | 63.91%    |
| Current year only (9)                      | \$6,350.00  | 17.48%    |
| Current through 3/1/23 (20)                | \$6,761.79  | 18.61%    |
| Total Owed (45)                            | \$36,331.58 | 100.00%   |

#### 2023 Payments

|   |             |
|---|-------------|
| 2023 Assessment Total (133 Property Owners, 146.11 Assessments) | \$87,666.00 |
|---|-------------|

| 2023 Assessments Received            |             | % of Assessment |
|--------------------------------------|-------------|-----------------|
| Paid in Full (88)                    | \$55,866.00 | 63.73%          |
| Delinquent Previous plus Current (9) | \$3,325.00  | 3.79%           |
| Current year only (1)                | \$250.00    | 0.29%           |
| Current through 3/1/23 (20)          | \$8,350.00  | 9.52%           |
| Total Paid (118)                     | \$67,791.00 | 77.33%          |

|                            |            |
|----------------------------|------------|
| Payments to prior balances | \$1,517.94 |
|----------------------------|------------|

|                                 |             |        |
|---------------------------------|-------------|--------|
| Total Payments Received in 2023 | \$69,308.94 | 79.61% |
|---------------------------------|-------------|--------|

#### Current Activity

Don reviewed the July executive summary. This report includes July activity through July 17<sup>th</sup> only because the Board meeting is being held early. July activity that occurs after July 17<sup>th</sup> will be included in the August Treasurer's report. The checking account balance is significantly higher than last year at this time. The Capital Fund is holding steady. The outstanding assessments are on par with last year. Payments are similar to last year.

#### Billing

Bills will be sent this week to those with balances due by September 1<sup>st</sup>.

#### Invoices

We have received the invoices for the Ashford Lake Dr drainage project (\$53,900) and paving (\$13,150) for a total of \$67,050.00 total. We are also anticipating insurance and attorney fee invoices. We will need to use money from capital fund to cover these expenses. Don recommended transferring \$20,000 from the Capital Fund to the checking account. At year end after receiving more payments, we can possibly refund some back to Capital Fund. Don motioned to transfer \$20,000 from the Capital Fund to the checking account to cover expenses for the Ashford Lake Dr drainage project. Tom seconded the motion. All present were in favor.

#### Reimbursements

Tom motioned to reimburse Don \$5 for a copy of the original covenants which needed to be submitted to the attorney. Ann seconded the motion. All present were in favor.

Jason motioned to reimburse Tom \$3 for a certified copy of P. Willis Construction trade name certification. Don seconded the motion. All present were in favor.

### **4. Committee Reports**

#### **Roads and Grounds: Tom Barry**

##### Completion of Major Projects

Tom summarized the two-year project costs. (See attached.)

##### 30 Ashford Lake Dr Easement

The easement granted at 30 ALD allows ALPOA access to the outlet drain on the property to inspect and clean the area with notice to homeowner. The homeowner worked with the Board for benefit of community.

##### Road Line Painting

Rob Trotta and Gary Caye have volunteered to paint the road lines and speed bumps.

##### Speed Bump

There is a new speed bump on Sunset Dr. which also diverts the water off to the side of the road.

##### Tree Stump

The tree stump on the corner of North Rd and Sunset Dr. is still there. Brent's emails and phone calls to the town have not been returned. This could be because the Public Works Director has retired. Brent will keep trying.

##### Overhanging Tree Canopy

Paul gave Tom a list of the overgrowth which is encroaching the roads. The list has been given to Jordan from JCL Lawn Care to complete.

#### **Environment: Sue Orcutt**

##### Beach Water Testing

The water at both beaches was tested for E. coli on July 17<sup>th</sup>. The results were a little higher than last year but still within state limits. The water will be tested again on August 14<sup>th</sup>.

Tom reviewed the procedure the Board follows if the water testing is not within state limits. (See attached.)

Phragmites/Cattail Spraying

Solitude has emailed or sent letters to all ALPOA members notifying that the cattails and phragmites will be treated on August 2<sup>nd</sup>. The vegetation growing above the water will be treated not the water. The chemical being used is not carcinogenic and does not harm fish or humans. The cattails by the spillway and 40 ALD, where original outlet pipe enters the lake, and the phragmites will be treated. Tom will also ask if the pond lilies could be also treated.

Purple Loosestrife

All are reminded to dig up purple loosestrife found growing on their property as this is also an invasive species.

**Recreation: Denise Pillion**

Chowder Fest

The annual chowder fest is being planned for August or September.

Ashford Lake T-Shirts

Denise and Robin suggested having shirts made with the new ALPOA logo and offering them to member for sale. It could also be a fundraiser. They will look into it.

Boat Rack

Still investigating the best one.

**Communication:**

Website Upgrades: Robin Clapp

Robin's interns have been working on the new website. One intern redesigned the logo which Robin shared with the Board. Another intern is working on the building of the updated website which they will share with the Board for feedback in 3-4 weeks.

Board's Position on Social Media: Tom Barry

The Ashford Lake Property Owners Community Facebook page is not Board sponsored. It is a community Facebook page distinct from the Board of Directors. The Board uses it to make announcements regarding social events and meetings. Sometimes questions on the FB page are directed to the Board. Carrie Dyer, who is the administrator, has been told to refer these questions to the ALPOA website or email the Board. Trying not to blur the lines, Board members should not respond to items directed to the Board and allow the administrator to direct people to send comments and questions to [alpoa.org](http://alpoa.org).

**5. Next Meeting**

The next Board meeting will be September 6th at 7:00 p.m.

**6. Adjournment**

At 8:10 p.m. Tom motioned to adjourn to Executive Session. Ann seconded the motion. All present were in favor.

Respectfully Submitted,  
Ann Milner  
Recording Secretary  
July 30, 2023

Summary of Expenses  
Ashford Lake Drive Drainage Project  
2021-2023

|                                 |              |                           |
|---------------------------------|--------------|---------------------------|
| Surveying                       | \$1,950.00   | J&D Civil Engineering     |
| Engineering:                    |              |                           |
| Plan Design                     | \$6,800.00   | Wentworth Civil Engineers |
| Drainage Easement               | \$325.00     |                           |
| Mylars                          | \$245.00     |                           |
| Wetland Permit                  | \$120.00     | Town of Ashford           |
| Phase I Completed July 13, 2023 |              |                           |
| Easement (30 ALD)               | \$2,269.00   | Dennis Poitras, Attorney  |
| Tree Removal                    | \$2,800.00   | Mansfield Tree Service    |
| Construction                    | \$53, 930.00 | P. Willis Construction    |
| TOTAL:                          | \$68,439.00  |                           |

Lake Water Testing / Beach Closure Procedures

- Bathing water at both Association beaches (i.e., Sunset and East Beach) will be tested for bacterial content (E. coli) in mid- June and mid- August.

- Bathing water specimens will be collected and analyzed by an agency designated by the ALPOA Board of Directors.
- The Board of Directors will adhere to the CT State Department of Public Health standards for interpretation of laboratory analysis of recreational water samples. (According to state guidelines, a concentration of enterococcal organisms less than or equal to 235 per 100 ml is generally considered satisfactory for a single sample from a bathing area.)
- Tom Barry will serve as liaison between the Board and the testing agency and will be the designated water quality contact person. If Tom is away during a testing period, the Board will designate an alternate person to serve in his absence.
- If any test results exceed the standards for bathing water quality, *Tom will advise the Board of Directors and immediately order a follow-up test.*
- If the results of the second sample continue to exceed the recommended standards, a closure notice will be placed (by a designated Board member) at the specified beach informing residents of the elevated bacterial level, the circumstances which may be causing it, and the assurance that the situation is being monitored closely. A third test will be ordered.
- If the results of the third sample remain in excess of acceptable standards, the Department of Health will be requested to conduct a sanitary survey of the area around the beach. If a sanitary survey reveals no evidence of sewage contamination, the Board and a Department of Health representative will determine what further action should be taken.