

**Ashford Lake Property Owners' Association Board Meeting**  
**86 Ashford Lake Dr./Zoom**  
**September 6, 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, Paul Brown, Robin Clapp, Nancy Conlan, Don Judson, Denise Pillion, Jason Pufahl, Sue Orcutt, Ann Milner, and Brent Raymond.

Board members absent: Lisa McAdam Donegan.

Homeowners Present: Melissa Brown, Judy Campbell, Bernie Dubb, and Sean Vanzant.

**2. Approve Meeting Minutes**

Tom moved to accept the July 24<sup>th</sup> Board Meeting and July 24<sup>th</sup> Executive Session minutes as submitted. Sue seconded the motion. There were no comments. All present were in favor.

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

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

Checking Account

Beginning Balance	\$61,793.29
Deposits	\$25,025.00
Interest	\$2.57

Payments to: P. Willis Construction - ALD Drainage Project and Paving \$67,080.00 JCL Lawn Care LLC 7/29/23 7/8 mowed dam, lawn next to dam, beach, Sunset swale, Farm Dr swale, walking path \$315 7/10 clean stone on Farm Dr./Lakeside Dr. curve , cut swale Campert Dr, cut both sides of swale across from Bergeron's on Lakeside Dr. \$175 7/19 mowed dam, lawn next to dam, Sunset Beach, Sunset swale \$230 Brush cutting up to date / clean gravel off sides of Sunset Dr. \$1,800 Total amount - \$2,520 Solitude Lake Management \$2,080.00 Cattails Signs Plus \$69.13 Raft Signs Microbac Labs \$164.75 Beach Water testing 7/20 Rocky's Ace Hardware \$4.21 hardware for raft signs Microbac Labs \$164.75 Beach Water testing 8/15 Mullen & Mahon \$2,516.00 Insurance D&O Policy \$5 Don Judson copy of original handwritten covenants \$3 Tom Barry copy of P. Willis Trade Name Certificate \$28.38 USPS Postage for September reminder bills 7/26 \$98.57 Staples - Print documents requested for examination by R&M Holdings 8/24 \$70 Berkshire Bank - Annual Safe Deposit Box Rental Fee Jacobs, Walker, Rice & Barry, LLC \$1,657.50 Greg McCracken consult	\$76,479.29
ENDING BALANCE	\$10,341.57

2023 YTD Spend

Expenses and projects \$94,939.22

Capital Fund

Beginning Balance - Savings Account	\$33,968.10
Deposits	\$0.00
Interest	\$1.44
ENDING BALANCE	\$33,969.54
Beginning Balance - Certificate of Deposit	\$40,168.49
Interest	\$34.10
ENDING BALANCE	\$40,202.59

Total Capital Fund	\$74,172.13
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Outstanding Assessments		% of Owed
Delinquent Previous plus Current year (14)	\$21,794.79	70.98%
Current year only (7)	\$4,550.00	14.82%
Current through 3/1/23 (12)	\$4,361.79	14.20%
Total Owed (33)	\$30,706.58	100.00%

2023 Payments

2023 Assessment Total (133 Property Owners, 146.11 Assessments)	\$87,666.00
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2023 Assessments Received		% of Assessment
Paid in Full (100)	\$63,706.00	72.67%
Delinquent Previous plus Current (7)	\$2,275.00	2.60%
Current year only (1)	\$250.00	0.29%
Current through 3/1/23 (12)	\$5,950.00	6.79%
Total Paid (120)	\$72,181.00	82.34%

Payments to prior balances	\$2,395.41
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Total Payments Received in 2023	\$74,576.41	85.66%
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Current Activity

Don reviewed the August executive summary. Most of the deposits was the \$20,000 transfer from the Capital Fund that went to cover the expenses for the Ashford Lake Dr drainage project. Payments were high due large payments for the Ashford Lake Drive drainage project, paving, brush cutting, cattail management, Directors and Officers insurance, and attorney consultation. The checking account balance is less due to these payments. The Capital Fund is less due to the

planned transfer of funds to the checking account. We did receive some payments from some chronically delinquent owners, as well as owners making their second and final payment for this year's assessment.

Don reviewed the general ledger. He noted that the liability insurance premium due November 1<sup>st</sup> has increased \$1,300 due to insurance companies finding HOA's, and especially those with dams, to be riskier. The insurance agent is looking for a better rate. Don estimates we should receive \$8,000 more in assessments by the end of the year. Last month, the \$20,000 transferred from the Capital Fund was thought to cover the cash flow needs for this year and maybe refund some back to Capital Fund. Don is less confident now. The cash flow will be close since some owners tend to wait to pay at the end of the year.

#### Safe Deposit Box

We have a Safe deposit box at the Berkshire Bank branch in Mansfield containing all the original ALPOA documents, real estate transactions, agreements and easements. Tom is the only one at this time who has access. He will speak to the other officers about obtaining access also.

## **4. Committee Reports**

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

There was a minor repair to a broken pipe on Birchwood.

Volunteers are cleaning the swales which saves the Association a lot of money. Jordan (JCL Lawncare) has been given specific tasks, but his quotes are higher. The swale on Oakview is being deferred until the fall.

Don noted that in August there were three intense rainstorms that were short in duration but heavy. He observed the Ashford Lake Dr drainage working very well. Thanks to Tom for working so diligently on this project! The owner at 30 Ashford Lake Dr is also thankful and pleased with work done on her drive.

### **Environment: Sue Orcutt**

#### Beach Water Testing

Microbac Lab tested the water for E. coli at both beaches again on August 14th. The results were well below state limits. (See attached)

#### Phragmites/Cattail Spraying

Solitude sprayed the cattails by the spillway and 40 ALD, where original outlet pipe enters the lake, the phragmites as well as the pond lilies. Jordan will be asked to cut them down later.

#### Turbidity

Sue measured the turbidity of the water. In July she could see down 8.5 feet and Labor Day weekend she could see down 5 feet. The lake temperature is 75 degrees.

### **Community Watch**

There was an incident on August 15<sup>th</sup> where vehicles on 32 Sunset Dr were broken into. It was reported to the State Police. There was no recurrence as far as we know. Police were notified. The rule of thumb is always to lock your cars and don't leave anything in sight.

### **Recreation: Denise Pillion**

#### Chowder Fest

The annual chowder fest will be September 10<sup>th</sup> at 3:00. In case of bad weather, it will be held in the Pillion's garage.

### **Communication: Robin Clapp**

#### Website Upgrades:

Robin has been working on building out the new website. Nancy Conlan and Kathy Grandfield are helping her organize the content. The Subcommittee will meet separately.

## **5. Legal Matters**

### Request for Documents

At the last meeting, it was decided to draft a Document Request Policy. In the meantime, we received a document request, so the policy was put on hold. The document request was extensive, so we received assistance from the attorney. The documents will be reviewed soon.

### 58 Lakeside Dr.

58 Lakeside Dr. (Lot 946 M) is an ALPOA lot and it is for sale along with an abutting 18-acre parcel which is not part of ALPOA. The owner wants to sell it with two access points, Ashford Rd. and Lakeside Dr. ALPOA Covenants say ALPOA property cannot be used to access a non-ALPOA property. The Attorney advised the Board not to revise the covenants. The attorney was authorized to spend up to 3 hrs. to speak with owner's attorney to work something out. One hour was used. The owner decided not to pursue the matter.

## **6. Annual Meeting Planning**

### Date, Time, Location, Notification, Board Positions

The Annual Meeting will be held on the first Saturday in October, October 7<sup>th</sup> at 9:00. Ann will see if the Senior center is available. There will be a Zoom option. Jason will mail postcard notifications.

Jason, Don, Lisa, Nancy, Sue, and Robin are up for renewal. Tom will ask them individually if they want to continue. There is one vacancy.

Tom recommended that since there was an assessment increase last year, that there should be no increase in the assessment. Tom motioned that we recommend at the Annual Meeting that the annual assessment remain at \$600. Paul second the motion. All present were in favor.

## **7. New Business**

### Birchwood Stop Sign

Shawn Vanzant first thanked the Board for fixing the pipe at end of his driveway. Shawn then raised a concern about the blind spot at corner of Birchwood and Ashford Lake Dr. The Board discussed trimming the brush and adding a Children at Play sign on same post. A larger stop sign could be used also. Paul will look into the price of a solar power flashing stop sign.

### Dirt Bike

There has been an underaged driver on an unlicensed, green dirt bike on the lake roads. Another notice will be sent to the parents.

## **8. Next Meeting**

The next Board meeting will be held after the Annual Meeting on October 7<sup>th</sup>.

## **9. Adjournment**

At 8:14 p.m. Nancy motioned to adjourn. Ann seconded the motion. All present were in favor.

Respectfully Submitted,

Ann Milner  
Recording Secretary  
September 11, 2023



Microbac Laboratories, Inc. - Dayville

CERTIFICATE OF ANALYSIS

D3G0070

Ashford Lake Prop. Owners Assc

Project Name: Ashford Lake

Sue Orcutt  
PO BOX 36  
Ashford, CT 06278

Project / PO Number: N/A  
Received: 07/17/2023  
Reported: 07/19/2023

Analytical Testing Parameters

Client Sample ID:	East Beach (Eastford Side of Lake)	Collected By:	Ronald Rogers
Sample Matrix:	Recreational Water	Collection Date:	07/17/2023 8:55
Lab Sample ID:	D3G0070-01		

Microbiology	Result	Limit(s)	RL	Units	Note	Prepared	Analyzed	Analyst
Method: Micro - W/SM 9223 B (Collert Quanti- Tray)-2016								
Escherichia coli	111.2	235	1	MPN/100mL		07/17/23 1453	07/18/23 1457	MKP

Client Sample ID:	Sunset Beach (Ashford Side of Lake)	Collected By:	Ronald Rogers
Sample Matrix:	Recreational Water	Collection Date:	07/17/2023 8:45
Lab Sample ID:	D3G0070-02		

Microbiology	Result	Limit(s)	RL	Units	Note	Prepared	Analyzed	Analyst
Method: Micro - W/SM 9223 B (Collert Quanti- Tray)-2016								
Escherichia coli	137.6	235	1	MPN/100mL		07/17/23 1453	07/18/23 1457	MKP

Results in **bold** have exceeded a limit defined for this project. Limits are provided for reference but as regulatory limits change frequently, Microbac Laboratories, Inc. advises the recipient of this report to confirm such limits and units of concentration with the appropriate Federal, state or local authorities before acting on the data.

Definitions

- CT102: Connecticut Department of Public Health - Standards for Quality of Public Drinking Water 19-13-B102
- MPN/100mL: Most Probable Number per 100 Milliliters
- RL: Reporting Limit
- SMCL: US EPA Secondary Maximum Contaminant Level

Project Requested Certification(s)

Microbac Laboratories, Inc. - Dayville  
PH-0465

Connecticut Department of Public Health

Report Comments

Samples were received in proper condition and the reported results conform to applicable accreditation standard unless otherwise noted.  
The data and information on this, and other accompanying documents, represents only the sample(s) analyzed. This report is incomplete unless all pages indicated in the footnote are present and an authorized signature is included. The services were provided under and subject to Microbac's standard terms and conditions which can be located and reviewed at <https://www.microbac.com/standard-terms-conditions>.

Reviewed and Approved By:

Ronald L. Warila  
Director  
Reported: 07/19/2023 15:47



Microbac Laboratories, Inc. - Dayville

CERTIFICATE OF ANALYSIS

D3H0069

Ashford Lake Prop. Owners Assc

Project Name: Ashford Lake

Sue Orcutt  
PO BOX 36  
Ashford, CT 06278

Project / PO Number: N/A  
Received: 08/10/2023  
Reported: 08/14/2023

Analytical Testing Parameters

Client Sample ID:	East Beach (Eastford Side of Lake)	Collected By:	Keith Green
Sample Matrix:	Recreational Water	Collection Date:	08/10/2023 11:02
Lab Sample ID:	D3H0069-01		

Microbiology	Result	Limit(s)	RL	Units	Note	Prepared	Analyzed	Analyst
<b>Method: Micro - W/SM 9223 B (Colliert Quanti- Tray)-2016</b>								
Escherichia coli	2	235	1	MPN/100mL		08/10/23 1655	08/11/23 1812	DCH

Client Sample ID:	Sunset Beach (Ashford Side of Lake)	Collected By:	Keith Green
Sample Matrix:	Recreational Water	Collection Date:	08/10/2023 10:45
Lab Sample ID:	D3H0069-02		

Microbiology	Result	Limit(s)	RL	Units	Note	Prepared	Analyzed	Analyst
<b>Method: Micro - W/SM 9223 B (Colliert Quanti- Tray)-2016</b>								
Escherichia coli	11.8	235	1	MPN/100mL		08/10/23 1655	08/11/23 1812	DCH

Results in **bold** have exceeded a limit defined for this project. Limits are provided for reference but as regulatory limits change frequently, Microbac Laboratories, Inc. advises the recipient of this report to confirm such limits and units of concentration with the appropriate Federal, state or local authorities before acting on the data.

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Reviewed and Approved By:

Melisa L. Montgomery  
Quality Assurance Officer  
Reported: 08/14/2023 16:12