

**Lake Kitchawan Association**  
**Minutes of the Board Meeting**  
**January 22, 2020**  
**6:00 PM – 8:00 PM**

**Location of Meeting:**

84 Hemlock Road  
South Salem, NY 10590

**Members Present:** Artie Wanek (President), Bridget Wanek (Treasurer), Joe Niola, Johnna D'Amore, Eileen O'Hallaron, Patty MacRae, Aimee Hodges, Michelle Cullen, Leah Graygor

**Approval of the Minutes:**

The minutes of the December meeting were distributed and approved by a majority of those present.

**Approval of the Agenda:**

The agenda for the meeting was distributed and approved by a majority of those present.

**President's Report:**

1. **Hodge's Variance** – Aimee Hodges presented the survey report for her property and let the LKA Board know that she needs a variance for work being done to her house due to property that the LKA owns along the boundaries of the plots of the Hodges properties. Joe Niola motioned that the LKA Board will review the survey and that the Board has no objections to the variance. Johnna seconds the motions and it is approved the majority of those present. Aimee Hodges abstains from the vote.
2. **2020 Dumpster Day is 5/16** – This year Dumpster Day is scheduled for Saturday, May 16<sup>th</sup>. We will have 2 dumpsters and Rui Oliveiri will be on call to press down the contents as needed. We will also have the community yard sale at the same time. We'd like to promote the event more this year with physical signs and posts on local social media. Michelle Cullen believes she may have lawn signs and she will look.
3. **Pending Outdoor Projects** –
  - a. Flagpole and Message Board – installation is targeted for April when the ground will not be frozen, but we'd like to get it in prior to Dumpster Day.
  - b. Gravel at Dock – The Board has received several complaints about the current chunky gravel at the bottom of the drive to the dock because it has a pointed, sharp shape that has damaged boats. We will cover it with a more rounded river

rock. This project is targeted for April and we are planning to order it from Heidi Mead.

- c. Sand – We did order sand last summer, but most of it went to the playground area. We'll review the beach and playground area in the Spring and decide if sand this needed. If so, we will order it at the same time as the gravel.
- d. Fencing – This is a big job with a total of 42 fence posts at \$47 per post plus rails and supplies for installation (ie. cement etc). It was generally agreed that the type of fence we currently have is the best option and most aesthetic for the neighborhood versus replacing with something different. It is also generally agreed that when the fence is repaired that the posts will be cemented in to help longevity. This project will be slated for the Fall.
- e. Cattails – Rui Oliveira had the thought that instead of accessing the cattails that were removed from the lake by driving the his front loader on the ice which was previously discussed, to instead ask Elizabeth English if Rui Oliveira can drive down the side of her house (one piece of fence would need to be removed and then afterwards replaced) to pick up the cattails for removal. This area of her yard has already been disturbed due to work she had done on her septic. Joe Niola will approach Elizabeth English to see if she is agreeable to that solution.

#### **4. Pending LKA Clubhouse Updates –**

- a. Clubhouse Interior Painting and Flooring –
  - i. We will use volunteers for painting.
  - ii. We will use professional installation for the new flooring for the clubhouse. It will likely be the vinyl flooring that looks like wood. Johanna may have some new flooring that she did not use that she was not able to return that may be usable for the kitchen or bathroom floors.
  - iii. All the plumbing is in the walls of the clubhouse – not under the floor. The only plumbing under the floor is draining pipes. So there is no need to replace any piping before the new flooring goes down.
  - iv. The subfloor is in good condition, but it is not level. We plan to leave it un-level so as not to create additional issues with the clubhouse when the new flooring is installed.
- b. Clubhouse Other updates –
  - i. We are still looking into winterizing the house and have learned that the pipe from the well to the house is not insulated.
  - ii. Mike Lynch has volunteered to run a hot water line to the mens bathroom so that we can have hot water in both bathrooms.
  - iii. We also will look for a changing table with storage below for families with infants.

- iv. A storage closet with a lock will be built in the large bathroom where supplies can safely be stored.
  - v. Bridget Wanek is looking at pricing to replace the refrigerators in the kitchen, as one does not work well and the other is the vertical split format which does not hold supplies well for large events. We are in agreement that in total we will have two refrigerators in the kitchens and pricing will be to replace either just one or both.
  - vi. Bridget Wanek is also looking at replacing the community grill with a new propane gas/bbq which will be stored in the locked shed at the beach and available for community events and to anyone who rents the clubhouse for an event.
  - vii. We also discussed replacing the outdoor announcement boards (the boards that are set along the roadside to notify members of events) which can be difficult to update because they are just big painted boards. Bridget Wanek had the idea of a board with certain pieces that could hang and be pulled off and replaced – ie. months/days/events. Aimee Hodges will talk to Bill Trench about this project.
5. **LKA Newsletter** – We are considering launching a monthly newsletter. To help members sign up, we will put a sign up option on the annual dues invoice, as well as a button on the LKA website, and also a notice on the new message board when it is installed.
6. **LKA Dues** –
- a. Late Fee on Dues Discussion – We discussed imposing a fee on annual dues that are received late. We discussed various options of administering a late including amount and timing. The objective being to get people to pay on time and not wait months to submit their dues. We decided to table this discussion at this time.
  - b. Arrears on LKA Website – Bridget confirmed that the Board was in agreement to posting arrears (of annual dues) on the LKA Website which would be accessible only with a password.
  - c. Invoices for 2020 – Aimee Hodges offered to verify the current property owners and mailing addresses prior to Bridget mailing out the 2020 invoices.
7. **LKA Welcome Package** – Bridget showed us the Welcome Package which she has been working to update, which everyone found very impressive and valuable for new members to the LKA. When it is finalized, we will start with distributing 7 to the 7 recent new families and it will be available as a PDF download on the LKA website.

8. **LKA Rental Agreement** – Joe will look at the clubhouse rental agreement for the following, and will bring it to the next meeting so we can all review:
  - a. Update it to include use of the grill (see 4.b.vi above) and any other amenities that should be highlighted
  - b. Confirm that the agreement was updated to include that all garbage needs to be removed and that the clubhouse/beach/field needs to be cleaned/picked up by renter after the event.
  
9. **Grants Progress** – This is in progress. It has many moving parts and loose ends that need to be resolved.

10. **58 & 22 Grandview Resolutions for Lake Rights**

- a. Bridget went to the town and obtained copies of the deeds for these two properties
- b. Joe spoke with Robert Creamer who is our Attorney / CPA (he is a tax and real estate attorney). The issue continues to be complicated. Some points from that conversation are:
  - i. Mr Creamer asked if there was anything by law that enables the LKA Board to grant authority
  - ii. The LKA may have to amend the Constitution or By Laws to be able to give the authority for this resolution
  - iii. Question from Mr Creamer is how do you limit the precedent once it is set up? Criteria would need to be set up to be eligible.
  - iv. It is tricky to give easement to a property owner and not be in the position down the road to do it for others using what we do as a precedent.
  - v. An alternative would be to give a personal license that expires each year. This also would have challenges.
  - vi. Bottom line is nothing can be done with amending the Constitution/By Laws.
- c. Amy pointed out that whatever we do, down the road other Boards may not know why we did what we did and may give privilege to people outside community.

11. **Miscellaneous LKA Policies** – There was discussion surrounding the following:

- a. Do tenants have the same rights as property owners if the landlord is paying/not paying dues? And how can these situations be handled.
- b. Although the Constitution says the dues are \$100, the entire LKA member group voted to increase dues at an annual meeting. The LKA Board does not have the power to increase dues alone.

- c. Running for LKA Board was discussed at the prior annual meeting, and in order for a ballot to be available prior to the annual meetings, a letter of intent should be submitted by those who would like to run. Those who are running to be on the Board must be a home owner. There should be qualifications for officers including President and Vice President that they have served on the Board or are currently serving on the Board. A rough draft of agenda and qualification for annual meeting will be available for next regular Board meeting.

12. **Calendar of Events** – The following dates are preliminarily set, but are subject to change:

- 2/26 – LKA Board Meeting, winter location
- 3/25 – LKA Board Meeting, winter location
- 4/26 – Annual Meeting, 4PM
- 5/6 – LKA Board Meeting, clubhouse
- 5/16 – Dumpster Day / Community Yard Sale, 9AM- 3PM
- 6/17 – LKA Board Meeting, clubhouse
- 7/25 – Community Celebration
- 9/26 – Ladies Night
- 10/3 – Oktoberfest
- 10/31 – Halloween Party
- 12/5 – Holiday Potluck
- 12/31 – Rocking New Year’s Eve Party

13. **Treasurer Update** – Bridget reported that the LKA collected \$1,400 in lien collection. It is likely another lien collection will be coming soon.

14. **New Business** – There has been some complaint regarding cars in the parking lot overnight. No one has noticed that any of these cars are from outside the community, some are owned by college students who are home on break.

Minutes respectively submitted by Leah Graygor