

## **August 10, 2023 Association Board meeting minutes**

Members in attendance: Diane Anderson, Michael Berg, Sally Davol, Dale Eckerman, Larry Goodrich, Dan Hayden, Roy Johanson, Jeff Lanctot, Shirwin Pockwinse, and Jack Scheld

First item addressed: the minutes from June 15<sup>th</sup> Board Meeting were approved and accepted. Jack Scheld opened the meeting by asking if the Board meeting minutes have ever been posted on the Association website. The consensus was that this has not happened. A suggestion to do so going forward was made. The result was a unanimous agreement to do so.

Membership - Diane Anderson stated that the current Association membership is 257 which is slightly off last year's high. Diane reported that Riverbay home sales were recently updated on the webpage and that Chatham's fee for accessing this information has increased to \$28. Larry Goodrich asked what we are getting. The reply was new owner addresses and contact information, which is used to update our spreadsheet data base. Dale Eckerman concurred that the information is used to keep our mailing lists current. Jack announced that Susan Eldredge has accepted an invitation to assume the Membership role.

Larry forwarded the Treasurer's report to the Board stating our current balance of \$7,663.86. A comparison showing that 2023 expenses are approximately \$3,000 more than this point in 2022; with line items for Beautification, Maintenance and Webpage being important factors. Shirwin Pockwinse asked what costs are involved in the webpage. Larry and Jeff Lanctot explained the webpage requires a 'host service' which involves an annual fee.

Dale reported that Board members attending the August social had volunteered to cover the set-up tasks needed and requested they arrive at 4:30. Various members discussed the use of a Membership table and the need to sign in. It was concluded that name tags would be provided but that it was not necessary to have a sign in sheet. Sally Davol suggested that we provide a way for members to make comments, volunteer or ask questions. Dale suggested that Board Members wear name badges that identify their role. It agreed to do this going forward. Sally offered to provide name tags for Board Members. It was suggested that Board Members take turns tending to the Membership table.

Jeff reported that he has begun the process of replicating the website, updating it section by section. It was asked if there was anything to help facilitate this. Larry's skills in this area were recognized by Dale. Larry offered that he and Jeff could talk offline to explore ways to work together. It was noted that the Board had a responsibility for providing text to use on the website. One example noted that a Welcome statement by the President was a little dated. Jack will provide a new Welcome statement.

Dale assessed that Beautification was going well with the entrance gardens. A recent Happenings highlighted the current work being done. Dan Hayden asked about the smaller garden off Training Field entrance. Dale said he would bring this area to the attention of Rosebud's. Michael Berg reported that we have a more consistent schedule with Seaview and the lawns appear to be managed better. Mike updated the Board on the irrigation control situation. He stated that Aaron Simmons (original installer) stated it was working. Mike recently investigated the control panel and discovered that the inground panel contained a Hunter Node 200 with a wired in battery. He proposed keeping an eye on it to determine if it was operational.

The Board discussed the logistics of October's Annual Meeting. Jack discussed suggestions to present to the invited speaker, Kristin Andres, from APCC, as pond sustainability and native plantings. Sally added

that invasive species such as Japanese knot weed could be discussed. The meeting's schedule is coffee and snacks at 9:30 with the speaker at 10:00. Then Board members will report, and those in attendance will vote on a slate of Board positions taken, followed by a brief question and answer session. Discussion continued with the process of mailing out the Annual Report and Membership forms. Discussion focused on the timing of when to mail out the report. Michael noted that the mailing needs to occur 15 days prior to the Annual Meeting.

In New Business, we discussed the concerns of Riverbay members on traffic safety, particularly speeding vehicles. The Board welcomed Roy Johanson, who voiced his concerns for the area around the intersections of Lakeview Ave, Park Ave. and Round Cove Rd. Previous conversations with Sgt Goddard (Chatham PD) have indicated the towns willingness to employ radar speed monitors at appropriate locations. Members noted that Round Cove Road heading away from Lakeview Ave. was a prime location to start. Roy volunteered to represent the Board in conversations with the Chatham Traffic Safety Commission. The Board accepted this role. Other possible outcomes discussed were placing Stop signs on the corner of Lakeview and Park Avenues; making the intersection of Riverview and Chippingstone a 4 way stop; and the strategic use of signs to remind drivers to slow down. Roy mentioned the state approval required to declare a 20 MPH speed limit. Various Board members expressed concerns over an excess amount of signs and moving in the direction of a 20 MPH limit. Larry reminded the Board of the recent successful outcome that a Riverbay member received which resulted in a safety improvement to the Old Comers and Training Field Road intersection. He noted that this member is now on the Traffic Safety Commission.

To save time, Jack asked the Board to review the scope of the Membership Board position as listed on the agenda and suggest any necessary changes. The result of this review, being entered as a component in the final version of the minutes.

The Board scheduled the next Board meeting for Sept. 14, 2023 @6 PM. The motion was put up to adjourn and seconded.

#### **Riverbay Membership Board Position**

- Receives completed Membership forms from the Treasurer as dues are processed and checks resident data information for accuracy on Google Sheets master list.
- Sorts out any membership forms which require Board response, i.e., volunteering interest, areas of concern, etc., and pass information to the appropriate board member(s)
- Reports to Web Master home sale information as it is received from my realtor contact. Once a year, generally, in August, reach out to the Chatham Assessor's office to get an official list of all home sales for Chatham. A \$25.00 fee must be paid upfront, and reimbursement must be done through the Treasurer.
- Connect to new residents to inform them about Riverbay Association by email, phone, or in person, including social events where you will staff a table for check-in and mention the association. Handle responses to any emails that come through the Riverbay website.
- Periodic board meetings that require attendance, including updates on membership status
- Miscellaneous projects, including the biennial Riverbay Directory. Verify all data in the directory for accuracy.
- Attendance/Assistance at Riverbay events throughout the year is encouraged but not mandatory.