

Pine Orchard Association Executive Board
Minutes of Meeting
January 5, 2015
Pine Orchard Association Building

President Pat Kaplan called the meeting to order at 7:03 PM.

Board members present were:

Pat Kaplan	Niall Ferguson	Sheri Peterson
Vining Bigelow	Peter Hugret	Rick Ross
Seth Chaucer		Jon Schlesinger
Susan Davis		Hap Storer

Absent: Ken Graham, Geoff Hotz

Guests present: Atty. Daniel Burns, Peggy Herring

Approval on Minutes of Prior Meetings:

Hap Storer moved and Susan Davis seconded the approval of the minutes of the November 3, 2015 meeting of the Pine Orchard Association Executive Board. The motion was approved.

Peter Hugret moved and Vining Bigelow seconded the approval of the minutes of the July 7/September 8, 2015 meeting of the Pine Orchard Association Executive Board. The motion was approved.

Peter Hugret moved and Vining Bigelow seconded the approval of the minutes of the October 9, 2015 meeting of the Pine Orchard Association Executive Board. The motion was approved.

Tax Collection Process:

Pat Kaplan presented the Tax Collection Process Time Line and Policies including two proposed revisions:

- “A letter will be sent out to all delinquent taxpayers at the beginning of August showing the taxes and interest due if not paid by August 31.”; and
- “If interest is under \$10 and deemed an error due to problems with system or mailings, it will be waived. If tax payer overpays to a maximum be \$10 it will go to the general fund. If taxpayer overpays more than \$10, the overpayment will be refunded.”

Peter Hugret moved and Rick Ross seconded that the proposed changes be adopted. The motion was approved.

Audit Report:

The review of the audit of 2013-14 performed by Seward and Monde was tabled until the next meeting.

Mirror Lake Fund Agreement:

Ms. Kaplan presented a copy of the agreement regarding maintenance of Mirror Lake between the Association and Charles and Doris Shelton from 2002. From discussions with Mr. Shelton, Ms. Kaplan reported that it was not his intention that the funds he had provided be maintained at the original level but to be used per the terms of the agreement. In fact, he offered to replenish

the funds to \$10,000, but was advised that was not necessary. A copy of that agreement is included by reference and as part of the record of this meeting.

President's Report and Communications:

Ms. Kaplan reported that she had received no communications.

Treasurer's Report:

Mr. Ferguson noted that receipts already exceed budgeted amounts for the year. Rental income was higher than budgeted due to the recent rental of the lower garage space. The rent paid by the town for the upper garage space was one hundred dollars lower than billed. This will be addressed with the Town by Mr. Ferguson. Audit expense was five hundred dollars greater than budgeted to additional hours of research needed to reconcile certain payments in the new system.

Planning and Zoning:

Mr. Schlesinger reported that he had met with Sig Hallgren and Remy Zimmerman regarding how they performed their duties on the Zoning Board of Appeals. Ms. Kaplan asked that there be developed a checklist of requirements for association members to understand what are the steps for filing a building application and which entity is responsible for approving each type of project. Mr. Schlesinger stated that he was also working with John Hughes to develop this information. He would present this information at the next meeting.

Beach access points discussion:

Atty. Daniel Burns of Berdon, Young, Margolis discussed various aspects of access points to beaches to Long Island Sound along the Pine Orchard shoreline. Atty. Burns identified the eight access points being:

- End of World Creek across from Pine Orchard Yacht & Country Club kitchen area;
- End of Island View Avenue at the breakwater;
- Island View Avenue at approximately Water Side Road;
- Island View Avenue at approximately Chapel Drive;
- Halstead Avenue;
- Crescent Bluff;
- Spring Rock Road; and
- Selden Avenue.

He discussed various methods of clarifying Association and member rights to access points and recommended performing varying elements of title searches on the various points to assist in determining record title.

Peter Hugret moved and Hap Storer seconded that the Board go into executive session to discuss issues related to the Crescent Bluff litigation. The motion was approved.

Upon returning from executive session, Mr. Storer reported that no votes had been taken in that session.

Mr. Storer moved and seconded by Mr. Hugret that the association continue the research initiated by the Berdon report regarding Association rights to beach access points and that Attorney Burns be authorized to conduct this work limited to three days of research. The motion was approved.

A Member Request to Planning and Zoning:

Mr. Schlesinger met with Dr. Stephen Arian who presented him with a proposed change to the definition of Structure in the current Pine Orchard Zoning Ordinance adding an exclusion for “constructs designed primarily for the prevention of sun exposure and the protection against skin cancer not to exceed 11’ in height.” Discussion ensued.

It was proposed that a special meeting be held on February 9, 2015, with members of the Zoning Board of Appeals, Zoning Enforcement Officer Laura Gerasi and John Hughes to address the process involved in amending or adding a definition to the zoning ordinances and other issues of how Pine Orchard zoning functions and interacts with Town of Branford Zoning.

A member on Crescent Bluff had inquired regarding the installation of solar panels on their roof. It had been determined that the Town of Branford did not require a permit for such an installation unless a separate structure was being constructed to hold the panels. To avoid any potential holdup on the project, a \$250 permit was requested from Pine Orchard. What was needed was a Branford electrical permit which would not be granted without Pine Orchard approval. The issues of projects involving electrical permits will be addressed with the Zoning Enforcement Officer.

Charter Revision Procedure:

Susan Davis presented a draft of the procedures needed for a charter revision noting that it is a lengthy process. It was also emphasized that the current charter is, however quite outdated.

Triangle:

The town has agreed that the Town of Branford does own the triangle bound by Pine Orchard Road, Elizabeth Street and Spring Rock Road but that maintenance of the area is not a top priority of the Town.

Lower Garage:

Mr. Hugret reported that the lower garage space has been rented out to Seth Chaucer.

Hap Storer moved and Pat Kaplan seconded that the meeting be adjourned. The motion was approved.

The meeting was adjourned at 9:22 PM.

Respectfully submitted,

Hap Storer, Clerk

Pine Orchard Association Executive Board
Minutes of Meeting
March 2, 2015
Pine Orchard Association Building

President Pat Kaplan called the meeting to order at 7:05 PM.

Board members present were:

Pat Kaplan	Niall Ferguson	Sheri Peterson
Vining Bigelow	Ken Graham	Rick Ross
Seth Chaucer	Geoff Hotz	Jon Schlesinger
	Peter Hugret	Hap Storer

Absent: Susan Davis

Guests present: Atty. Daniel Burns, Robert & Michelle DiLieto

Approval on Minutes of Prior Meetings:

Peter Hugret moved and Hap Storer seconded the approval of the minutes of the January 5, 2015 meeting of the Pine Orchard Association Executive Board. The motion was approved.

President's Report and Communications

Pat Kaplan reported that she had received an email forwarded by John Donegan from the Connecticut Department of Energy and Environmental Protection saying that they had not received the "as built" survey following the seawall, walkway and drainage reconstruction at the beach access point adjacent to 37 Island View Avenue following hurricane Irene. Ms. Kaplan forwarded the communication to Atty. Dan Burns. He advised that the survey will be prepared and delivered within about two weeks or well in advance of the April 26, 2015 deadline. Fedus Engineering is responsible for this under their original contract with us.

Ms. Kaplan has also received a written request from Remy Zimmerman regarding recognition of Mr. Arthur Knowlton in appreciation of his many years of service on the Zoning Board of Appeals. A resolution was passed asking Ms. Kaplan to prepare a letter of thanks and appreciation from the Association for his service to the community.

Treasurer's Report

Niall Ferguson presented a copy of the Budget Report as of 2/28/2015. He noted that there were no unusual items to be pointed out since the previous meeting. Ms. Kaplan commended Rick Ross on the collections of tax revenues noting that there is only one delinquent property.

It was observed that the \$500 over budget expenditure for Audit/Annual Review for this fiscal year is not expected to be repeated next year. This year's accountant fees included time spent in correcting a number of items.

The beach access points have not been inspected recently due to the large volume of snow this season. Mr. Bigelow will determine if we have sustained any damage from ice and snow when he is able to inspect the properties.

Mr. Ferguson presented the Independent Accounts' Review Report prepared by Seward and Monde. It is a "clean" report stating that the independent accountants are not aware of any material modifications that should be made to the accompanying financial statement.

It was noted that an accountant's review is not an audit and should not be referred to as such.

Mr. Hotz moved and Mr. Storer seconded that item 4 of the agenda for this meeting be amended to read "Review of the Independent Accountants' Review Report issued by Seward and Monde". The motion was approved.

Tax Collector

Rick Ross reported that taxes had been collected for all properties except one and that a lien would be placed upon that property.

Fire Department Liaison

Geoff Hotz reported that a proposal has been made along with a request for a state grant to build a new fire house for the Indian Neck / Pine Orchard Fire Company on Linden Avenue. The new fire house would accommodate two pieces of equipment but not include public meeting facilities due to parking limitations. Also, the Sybil Creek Bridge near Lenny's is scheduled to be rebuilt this summer and fall.

Regarding fire hydrants blocked by snow, members are requested to clear the snow to provide access in case of emergency need or they may contact Mr. Hotz or call the Fire Department to request assistance in this task.

Roads & Public Works

Mr. Graham reported that we are up to date with signs, however due to the snow coverage there is not much that can be done currently.

Museum

Sherri Peterson reported that she and Mr. Hugret will be working on moving the historical pictures from the office on the main floor to the walls in the downstairs meeting room at the Association building. Ms. Kaplan also reported that we had a large supply of old maps and books that would be of historical interest and should be placed downstairs as well.

Nominating Committee

Peter Hugret reported that the Nominating Committee would soon be working on selecting a slate of nominees for the Executive Board for the year beginning at our annual meetings. Current members Pat Kaplan, Ken Graham, Sherri Peterson and Mr. Hugret's terms expire in July. In addition to Mr. Hugret, the committee consists of Hap Storer and Jon Schlesinger from the Board and Alina Colasale and Jackie Cahill serving as public members. The slate of proposed candidates should be available to the Board for the May meeting.

Building

Mr. Hugret reported that a squirrel had gotten into the building and caused some minor damage before dying. The heat does not appear to be functioning correctly in the downstairs area. He will resolve the cause and cost prior to the next meeting. The office is to be repainted at which time the pictures hanging there will be moved down. The timing will be based upon available

funds this fiscal year or next. The building is in need of exterior paint and funds for this will be requested for next year's budget.

There was a discussion of Mr. Hotz making available a larger table suitable for the Board meeting.

Planning and Zoning

Jon Schlesinger has rescheduled the public meeting to discuss zoning policies and procedures for March 30, 2015.

Members of the Board had received inquiries from a local real estate broker concerning any possible future plans for the property next to the Pine Orchard Union Chapel. In that the Pine Orchard Association has no interest in the Chapel property, the inquiry is to be referred to Nancy Wheeler as chairperson of the Chapel Association.

Mr. Schlesinger had received an email from Laura Magaraci regarding an upcoming bar association workshop for land use commissioners and municipal officials that addresses zoning issues. Mr. Hotz moved and Mr. Hugret seconded a proposal to authorize payment of up to \$110 for two people to attend the workshop. The motion was approved.

Discussion ensued regarding recruiting two members of the Association to serve on the Planning and Zoning Committee.

By-Laws and Charter

Pat Kaplan will send a communication to the public asking for volunteers to work on charter revision.

The By-Laws Committee consisting of Susan Davis, Pat Kaplan, Margaret "Peggy" Haering and Charlie Shelton will meet in March.

Public Comment

Association member Michelle Delito inquired if we would be discussing zoning and responsibilities at this meeting. The answer was that these issues would be discussed at the March 30th meeting. She further inquired if there would be further consideration of the Association relinquishing zoning oversight to the town of Branford. The response was that that this could be discussed at the March 30th meeting.

Mrs. Delito also asked about beach access and when it would be discussed. She was advised that we would be discussing it tonight in executive session and that the specific access points were clearly identified. We described that we are in the process of clarifying the public accessibility or restrictions for each access point. Our attorney is assisting us with this. The results of initial investigations by prior counsel are available in the Branford and the Willoughby Libraries. A summary of those findings is available on the Association website at www.pineorchardassociation.com.

The Board went into executive session to discuss legal issues regarding Crescent Bluff and other beach access points.

The executive session ended and the meeting reconvened at 9:30 PM. No votes were taken during executive session.

Upon a motion of Geoff Hotz, seconded by Hap Storer, the meeting was adjourned at 9:22 PM.

Respectfully submitted,

Hap Storer, Clerk

Pine Orchard Association
Minutes of Informational Meeting
Regarding Zoning in Pine Orchard
March 30, 2015
Pine Orchard Association Building

President Pat Kaplan called the meeting to order.

Board members present were:

Pat Kaplan	Ken Graham	Jon Schlesinger
Vining Bigelow	Geoff Hotz	Hap Storer
Seth Chaucer	Rick Ross	

Absent: Niall Ferguson, Peter Hugret, Sheri Peterson

Guests: Zoning Enforcement Officer Laura Magaraci, Zoning Board of Appeals Members Jean Hughes and Remy Zimmerman

Copies of the book of Zoning Ordinances were passed out to attendees.

President Pat Kaplan introduced herself and stated that the purpose of the meeting was to talk about zoning in Pine Orchard and to help alleviate confusion regarding zoning and which entity is responsible for what functions. One of the objectives would be to generate then distribute guidelines for Pine Orchard residents outlining the process regarding zoning applications and appeals.

Attendees introduced themselves.

Ms. Kaplan introduced Jon Schlesinger as chair of the zoning committee for the Executive Board. In discussion regarding various potential building projects, Ms. Margarici advised that the designer of a building project or modification should be aware of Pine Orchard zoning ordinances in addition to those of the town of Branford. If there is a question regarding a Pine Orchard ordinance, then the Zoning Enforcement Officer should be contacted. She should also be contacted to review plans to assure compliance. If advised that the plans do not conform to zoning, then the owner can alter the plans to assure compliance or request a zoning variance from the Pine Orchard Zoning Board of Appeals. Once compliant with Pine Orchard zoning a Pine Orchard zoning approval will be issued. The construction, however, requires a building permit issued by the Town of Branford Building Department.

The names of the members of the Pine Orchard Zoning Board of Appeals are listed on our web site.

Projects within the Coastal Area Management Area (generally within 100 feet of the coastal waters) must receive approval from the Town Planning and Zoning Department. This is a State of Connecticut requirement and occasionally requires state review.

The Pine Orchard Executive Board approval is required for change of use of land and subdivision of lots.

The Executive Board requested of ZEO Magaraci a list of specific construction or installation projects that require a Pine Orchard permit or fee, for example, solar panel and generator installations.

Ms. Kaplan inquired of ZEO Magaraci as to what is required to change or add to zoning ordinances. She replied that public hearings are required and notice of those hearings. Any changes must be reviewed and approved by the state.

At the request of Ms. Kaplan to describe the duties of the Zoning Board of Appeals, Mr. Zimmerman directed us to Section 8.2 of the Zoning Ordinance. He asked us to contrast that language with Connecticut General Statute 8.6 which provides a third general category of authority to hear and decide all matters including special exceptions and special exemptions under Section 8.2 upon which it is required pass by specific zoning law. The other clauses are taken directly from the statute, but the third was excluded in the ordinance that was adopted for Pine Orchard.

Ms. Kaplan raised the topic that had been raised in prior years that there is significant duplicative effort in applying zoning by both Pine Orchard and Branford and that we should consider having Pine Orchard hand all zoning activities over to the town of Branford. Mr. Zimmerman reported that the large majority of appeals submitted to the Town of Branford are approved while the large majority of appeals submitted to Pine Orchard are denied. He reflected that the difference might be that the Pine Orchard ZBA tends to look to the future regarding the effects that their decisions might have and that future neighbors might not look favorably on exceptions made. Ms. Hughes opined that our zoning ordinances were established to retain the quality of life in Pine Orchard. Ms. Magaraci stated that very few variances should actually be granted, that such variances by statute should be granted only to alleviate a true hardship.

A discussion ensued regarding whether there should be qualifications established for members appointed to serve on the Zoning Board of Appeals and the Executive Board Zoning Committee and that we should be aware of the possibility of conflicts of interest or ethical issues of persons appointed or employed to serve on the ZBA, on the Committee and employed as the Zoning Enforcement Officer.

There was a discussion of whether or not we should use a design review process.

There was a discussion regarding some of the definitions that were changed within the past year or two and noted that there are some outstanding issues in that area. Ms. Kaplan asked for volunteers to join Mr. Schlesinger to re-examine these issues.

Ms. Magaraci is to prepare and submit to the Board an outline of the procedures to be followed when a resident has a construction project or zoning question.

A request was made to add sheets of updates to the zoning ordinances and stickers applied to the yellow booklets indicating that the additions are part of the ordinances.

Propane storage rules are not currently included in our ordinances.

Ms. Magaraci asked what the Board's priorities are for updating zoning ordinances. Ms. Kaplan asked for her recommendations as to what she would see as improvements to our zoning ordinances and policies. Ms. Magaraci said she would prepare a list and Ms. Kaplan said that we would discuss the Board's priorities and the list at the next regular Executive Board meeting.

Respectfully submitted,

Hap Storer, Clerk

Pine Orchard Association Executive Board
Minutes of Meeting
May 4, 2015
Pine Orchard Association Building

President Pat Kaplan called the meeting to order at 7:09 PM.

Board members present were:

Pat Kaplan	Geoff Hotz	Hap Storer
Vining Bigelow	Peter Hugret	
Niall Ferguson	Sheri Peterson	

Absent: Seth Chaucer, Susan Davis, Ken Graham, Rick Ross, Jon Schlesinger

Guests present: Zoning Enforcement Officer Laura Magaraci, Robert & Michelle DiLieto
Karen Doyle

Approval on Minutes of Prior Meetings:

Peter Hugret moved and Geoff Hotz seconded the approval of the minutes of the March 2, 2015 meeting of the Pine Orchard Association Executive Board. The motion was approved.

President's Report and Communications

President Pat Kaplan reported that several people had inquired about a dock at Halstead Lane. She contacted Zoning Enforcement Officer Laura Magaraci to determine if the proper permits and approvals had been obtained. ZEO Magaraci reported that a DEEP permit had been issued although she has not yet received a copy of the permit following her request. DEEP has sole responsibility for the issuance or denial of such a permit. It was reported that public notice of the application had been observed in a local newspaper.

Treasurer's Report

Niall Ferguson distributed a copy of the Treasurer's Budget Report reflecting current results as well as historical information for the years 2008 through 2013 and proposed budgets for the 2015-2016 year assuming 4 mill and 3 mill tax rates.

Regarding the current fiscal year, it was observed that both revenues for Building and Permit Fees and Zoning expenses were significantly below budget for the year. Ms. Magaraci observed that permits for generators were lower than for the prior year during which our area had experienced storm-related outages. Further it was noted that we expect to receive additional billings for legal expenses for the current year.

Regarding the proposed budget for July 1, 2015 through June 30, 2016, Mr. Ferguson noted an increase in expected rental income from the garage spaces. Building and permit fee revenue projection was reduced to \$5,000 from \$7,000 reflecting current experience. Shoreline maintenance was reduced to \$7,000 to be in line with historical averages except for storm years. Significant increases are included for Building Maintenance and Utilities to \$15,000 and an additional \$1,000 for Building Improvements for the upcoming year. This would include painting the exterior of the building, improving the heating for the downstairs meeting room, tree

removal and foundation planting, painting lines in the parking lot, and replacing the outdoor faucet in the back of the building with a frost-proof nib. The projection for insurance expense is increased to \$10,500 reflecting 8% increases plus additional coverages for beach access points.

Continuing the current tax rate at 4 mills would produce a budgeted excess of receipts over expenditures of approximately \$26,400 resulting in an available cash balance of approximately \$117,700. In comparison, a reduced rate of 3 mills would result in an excess of receipts over expenditures of approximately \$8,700 and a budgeted year-end cash balance of approximately \$100,000.

Sheri Peterson moved and Peter Hugret seconded a motion to approve the budget including a 4 mill tax rate as presented. The motion was approved.

Regarding payments of bills and reimbursements, our policy will be to make such payments within a month of receipt of the billing.

Tax Collector

Ms. Kaplan reported that K&G will perform mailings of our tax bills and notices of annual meetings. We will include return envelopes for payments of taxes. Mailings for the Chapel will be separate.

By-Laws and Charter

The By-Laws Committee was chaired by Susan Davis and included Charlie Shelton, Peggy Harrington and Pat Kaplan. The proposed by-laws changes were sent to the community but no comments were received. The proposed changes were reviewed. Comments were taken and suggestions made to various sections. The Committee will redraft the changes and present them at a future meeting.

Nominating Committee

Peter Hugret as Chairman of the Nominating Committee reported that the members of the Committee, Jon Schlesinger, Hap Storer, Jackie Cahill and Alina Colossale reviewed seven possible candidates for nomination to the Executive Board. Upon a vote of the committee, four Association members are recommended to be nominees for election to the Pine Orchard Association Executive Board. Those four people are Colleen Acunzo, Linda Giordano, Pat Kaplan and Robin Sandler.

Colleen Acunzo has been a Pine Orchard resident for fifteen years and lives on Chapel Drive. She and her husband operate their business Acara Partners.

Linda Giordano lives on Pine Orchard Road and has been a Pine Orchard resident for thirty-eight years. She is a past President and board member of the Branford Women's Club, and has served with the Catholic Charity League and the Pine Orchard Nursery School.

Pat Kaplan is our current POA Executive Board President and has lived in Pine Orchard for 45 years.

Robin Sandler lives on Hart Avenue, has lived in Pine Orchard for sixteen years, is a local attorney, and has served on the Branford Chamber of Commerce Board, the James Blackstone Memorial Library Board, and is the RTM Representative for the 7th District.

Geoff Hotz moved and Hap Storer seconded that Colleen Acunzo, Linda Giordano, Pat Kaplan and Robin Sandler be nominated for election to the Pine Orchard Association Executive Board and the Annual Meeting of the Association to be held on July 7, 2015. The motion was approved by vote of the Board.

Planning and Zoning

Pat Kaplan reported that the public meeting regarding zoning held on March 30, 2015 was very successful with approximately twenty to twenty-five people in attendance. ZBA members Remy Zimmerman and Jean Hughes attended as did our Zoning Enforcement Officer Laura Magaraci. As a result of the meeting, Ms. Magaraci prepared a flow chart of the process of zoning review and processing of applications that she will be presenting to the Board.

Ms. Kaplan requested that a special meeting be called for June at which the zoning process could be considered in depth with various clarifications, definitions and statements of process. Mr. Sig Halgren, Chairman of the Zoning Board of Appeals, and Zoning Enforcement Officer Laura Magaraci would attend.

Building

Peter Hugret reported that the repainting of the office had been completed. A new timer for the outside front light has been installed.

In addition to the building maintenance and improvement items discussed in the budget discussion, Mr. Hugret was requested to obtain a quote for acquiring a dehumidifier for the meeting room with appropriate drainage.

Security

There was a discussion of acquiring additional security patrols through the Branford Police Department during specific holidays. The sense of the Board was that this was not necessary.

Mr. Hugret raised the possibility of implementing neighborhood watch programs for Pine Orchard. It was requested that he discuss this with Branford Police to gather more information.

Charter Revision

Pat Kaplan spoke with a lawyer that she has dealt with on other matters, who works in municipal law, concerning towns changing their charter without having to go to the legislature. He concurred with our findings that such revisions are lengthy and difficult to accomplish. His observation was that many small associations simply ignore the provisions of their charters that no longer apply to their circumstances. Over the past three years, there has been minimal interest from members of the Association. It remains to be seen if we will proceed with a charter revision process in the upcoming year.

New Business

A question was raised if we want to have a survey performed of the access to the breakwater. In discussions at a prior meeting, Attorney Dan Burns had stated that the Association has an easement to access the breakwater granted when the breakwater title was transferred to the Pine Orchard Yacht & Country Club from the Association. It is unclear where that easement lies. The survey would clarify exactly where that is. This survey would cost \$1,500. Hap Storer moved and Peter Hugret seconded that the expenditure be approved and the survey ordered to

determine the exact boundaries of the Association's access rights to the breakwater. The motion was approved.

A question had arisen to what property is owned by the Association. The presumption is that we have clear title to the Pine Orchard Association building and surrounding property. Niall Ferguson reported that he had seen a record that the Association owns Great Chair Island off the breakwater. Geoff Hotz moved and Peter Hugret seconded that we authorize Attorney Dan Burns to perform a title search of properties owned by the Association. The motion was approved.

Public Comment

Association member Karen Doyle of Halstead Lane inquired regarding the house next to her that had been approved for demolition and requested a variance. Apparently that homeowner's plans have changed and Ms. Doyle inquired if any additional approvals would be required. Ms. Kaplan advised that she would have ZEO Laura Magaraci contact her to answer her questions.

The Board went into executive session to discuss legal issues regarding Crescent Bluff and other beach access points.

The executive session ended and the meeting reconvened at 9:04 PM. No votes were taken during executive session.

Upon a motion of Geoff Hotz, seconded by Hap Storer, the meeting was adjourned at 9:04 PM.

Respectfully submitted,

Hap Storer, Clerk

Pine Orchard Association
Minutes of Annual Meeting of the Association
July 6, 2015
Pine Orchard Union Chapel

Association President Pat Kaplan called the meeting to order at 8:10 PM, a quorum being present.

Ms. Kaplan welcomed members of the Association to the meeting. She stated that among her goals for the Association were to make it more communicative, more transparent and more open. This should have been apparent from the emails that had been sent out over the prior year. She asked that members provide their email addresses to insure their inclusion in future emails. She encouraged members to refer to the Association's web site and that improvements were to be made to the site in the upcoming year. She invited members to communicate with her regarding any interests or concerns for the Association. We will continue to use emails to communicate matters of interest to Association members.

Ms. Kaplan specifically thanked Ms. Janet Ryan as the Office Manager for the Association for the work she has done in the past year organizing the Pine Orchard files and records.

The members of the Executive Committee of the Association introduced themselves and their roles on the Executive Board:

Geoff Hotz – Co-Vice President and Fire Liaison
Rick Ross – Tax Collector
Jon Schlesinger – Zoning and Planning
Niall Ferguson – Treasurer
Sheri Petersen – Museum
Susan Davis – By-Laws and Charter Revision
Hap Storer – Clerk
Seth Chaucer – Police Liaison and Shoreline Greenway Trail
Ken Graham – Roads, Young's Pond
Peter Hugret – Pine Orchard Association Building
Ken Graham – Public Works and Shoreline Greenway Trail
Vining Bigelow – Waterfront and moorings

Under a motion made by Dr. Steven Ariyan and seconded by Teresa Storer, the reading of the Minutes of the Annual Meeting for the previous year held on July 7, 2014 were waived and the minutes approved. The motion was approved unanimously.

Ms. Kaplan thanked the members of the Executive Board whose terms were expiring: Mr. Ken Graham, Ms. Sheri Peterson, and Mr. Peter Hugret.

Mr. Hugret as Chairman of the Nominating Committee announced the nominees for election to the Executive Committee of the Pine Orchard Association as Colleen Acunzo, Linda Giordano, Pat Kaplan and Robin Sandler. Each nominee stood and briefly introduced her- or himself. There being no additional nominations from the floor, it was moved by Teresa Storer and seconded by Fran Acunzo that the slate be elected as presented. The motion was approved by voice vote with no opposing votes.

Treasurer Niall Ferguson gave his report regarding the “clear” independent accountant’s review of the Association’s financial statements and the financial status of the Association. The cash balances for the Association have increased to approximately \$90,000. The Executive Board had determined that this is an appropriate amount to hold currently for contingencies such as potential storm-related or other potential expenses. The budget for the upcoming year projects that cash balances would increase to approximately \$115,000. The tax rate for the upcoming year will remain at the current level of 4 mils.

Clerk Hap Storer reported on the meetings conducted during the prior year including two informational meetings regarding zoning processes. Meeting minutes are available on the Association web site.

Susan Davis reported that the By-Laws Committee had prepared updates which have been emailed to the membership and will be reviewed and presented for adoption at the meeting of the Executive Board in September. The process of revising the Association charter was reviewed and it will be determined in upcoming meetings on whether or not to proceed with revisions.

Mr. Rick Ross reported as Tax Collector that there was only one outstanding tax bill unpaid for the year. Tax bills for the current year have been sent out.

Mr. Hugret reported that the Association building is now forty years old and as such is requiring some maintenance. The interior and exterior of the building have been painted. The lower garage has been renovated and is now being lease out. Three light fixtures have been replaced. Repairs have been made to the heating system. The museum displays have been moved down to the lower level. A new timed light switch has been installed for the front exterior light.

Mr. Sheri Petersen reported that she and Peter Hugret had spent a fun week putting together the museum pictures displayed in the meeting room on the lower level and put into chronological order.

Mr. Seth Chaucer reported that the Shoreline Greenway Commission met at the Association building. As Police Liaison, he reported that Branford Police representative had met with the Executive Committee asking that Pine Orchard residents maintain communication with the Police Department regarding any issues that may arise. They also reported that Pine Orchard has the lowest crime rates of any area of the town. Seth asked that any members please contact him with any questions or concerns.

Mr. Geoff Hotz as Fire Liaison reported that in 2014 the Fire Company responded to 428 calls of which about 120 were in Pine Orchard. Most of the calls were for medical issues. The Fire Company will have a fund raiser that we will be hearing about in the mail. Please be generous.

On behalf of Vining Bigelow for shoreline maintenance, Ms. Kaplan reported that we have only two boats on the breakwater poles. These have become difficult to access due to uneven area on the breakwater walkway. The past year was good for us regarding maintenance to the access areas to the beaches. In November, maintenance was performed on the breakwater sidewalk, wall area and the railing costing approximately \$5,600. No storm damage was incurred on our access walkways or stairs. The access points include the breakwater at the eastern end of Island View Avenue, Waterside Road and Island View, Chapel Drive and Island View, Halstead Lane, Spring Rock Road and Selden Avenue. Access at Crescent Bluff currently remains controversial and available only to residents of that road.

Mr. Jon Schlesinger reported that as Zoning Commissioner, he is the primary point of contact for any residents having questions regarding zoning issues. We have a Zoning Enforcement Officer, Laura Magaraci, who acts as our expert on zoning issues. Our Zoning Board of Appeals hears appeals for requests that have been denied. Two informational meetings were held during the past year to help educate members regarding zoning issues and processes. Ms. Kaplan commented further that various changes to our zoning ordinances are being considered but that any changes require public hearings. Any members interested in such changes should be alert for announcements of upcoming hearings. Laura Magaraci has prepared a summary of what is required to get zoning approvals for various building projects. This is available on our web site.

Ms. Teresa Storer of Grove Avenue asked that a time be set for the members to be able to come to see the museum items at the Association building.

Ms. Roseann Berry reported that a piece of rebar was exposed at low tide on the beach between Spring Rock Road and Selden Avenue. This constitutes a danger especially when it is covered by water.

Mr. Karl-Otto Liebmann of Ozone Road requested that any zoning fees be removed for approval of solar panels to encourage their use. He also inquired as to zoning regulations regarding fences. He was requested to email his question to Mr. Schlesinger or Ms. Kaplan so that a correct answer could be researched and provided to Mr. Liebmann.

Ms. Jennifer Aniskovich expressed concern that any by-laws that are in conflict with the Charter should be reviewed by legal counsel.

Ms. Celia Wheeler of Crescent Bluff Avenue noted that a section of the handrail along the stairs going down to the water at Crescent Bluff is missing and in need of repair. Ms. Kaplan stated that she would contact the Sage's attorney to request that it be repaired. Ms. Wheeler also stated that the cameras and lights on the properties at the end of the street were intimidating and bothersome and inquired if anything could be done. Geoff Hotz commented that he had looked into this issue following a similar question at the previous year's meeting and had determined that cameras could record anything in public view without restriction as long as it is not voyeuristic or recording audio.

Mr. Mike Schiavone inquired if the Pine Orchard Association had the authority to compel homeowners to clean up eyesores such as overgrown properties and houses needing paint or repairs. Ms. Kaplan stated that she believes that the Town of Branford has blight laws and recommended that they be called.

Upon a motion and second and subsequent vote by the membership, the meeting was adjourned at 9:05 PM.

Respectfully submitted,

Hap Storer, Clerk

Pine Orchard Association Executive Board
Minutes of Meeting
July 6, 2015
Pine Orchard Union Chapel

Convened immediately following the annual meeting of the Association, the executive board met to receive the report of the Nominating Committee and to elect officers for the ensuing year.

For the Nominating Committee, Hap Storer reported that the following slate is presented to serve as officers for the ensuing year:

President	Pat Kaplan
Vice President	Robin Sandler
Treasurer	Niall Ferguson
Clerk	Hap Storer

Hap Storer moved and Geoff Hotz seconded that the nominees be elected to the positions indicated. The motion was approved.

Upon a motion by Hap Storer and seconded by Geoff Hotz, the meeting was adjourned at 9:11 PM.

Respectfully submitted,

Hap Storer, Clerk

Pine Orchard Association Executive Board
Minutes of Meeting
September 21, 2015
Pine Orchard Association Building

President Pat Kaplan called the meeting to order at 7:08 PM.

Board members present were:

Pat Kaplan	Susan Davis	Robin Sandler
Colleen Acunzo	Linda Giordano	Jon Schlesinger
Seth Chaucer	Geoff Hotz	Hap Storer

Absent: Vining Bigelow, Niall Ferguson, Rick Ross

Guests present: Robert & Michelle DiLieto, Cynthia Spinnler

Approval on Minutes of Prior Meetings:

Hap Storer moved and Susan Davis seconded the approval of the minutes of the May 4, 2015 meeting of the Pine Orchard Association Executive Board. The motion was approved.

Susan Davis moved and Seth Chaucer seconded approval to the minutes of the July 6, 2015 meeting of the Pine Orchard Association Executive Board. The motion was approved.

Minutes of the Annual Meeting of the Pine Orchard Association held July 6, 2015, were presented to the Executive Board for their review. These minutes will be presented to the Association for approval at the 2016 annual meeting.

President's Report and Communications

Pat Kaplan presented copies of communications that had been received:

- concernedpoaresident@aol.com email thread;
- A Notice of Non-Compliance from the Connecticut Department of Energy & Environmental Protection issued to Kamran Farid;
- An article regarding the status of the Celia Wheeler et al. v. Beachcroft LLC (Crescent Bluff) case.

Treasurer's Report

Ms. Kaplan presented the Treasurer's report on behalf of Mr. Ferguson. Ms. Kaplan stated that she had received reports and had observed that our web site is frequently difficult to navigate and is in need of updating. She contacted a web-design person with whom she had dealt on a prior project. Following discussions, Ms. Kathryn Frank of K&S Consulting presented a proposal to restructure and update the Association's web site. The extent and nature of the work is presented in her "Pine Orchard Wordpress Website and Design Changes Estimate" included with these minutes and incorporated by reference. The estimate of work would consist of forty-six hours of work at a price of \$2,990 (@ \$65 per hour). Mr. Ferguson had proposed placing an upper limit of \$3,500 for such work.

Hap Storer moved that the work be requested of K&S Consulting in accordance with their estimate with the amount of the work not to exceed \$3,500. The motion was seconded by Susan Davis. The motion was approved.

Committee Chairmanship Assignments

Ms. Kaplan reported the following assignments to committee chairmanships:

President	Pat Kaplan
Vice President	Robin Sandler
Treasurer	Niall Ferguson
Clerk	Hap Storer
Nominating (Co-Chair)	Linda Giordano
Nominating (Co-Chair)	Robin Sandler
Zoning	Jon Schlesinger
Tax Collector	Rick Ross
Municipal Liaison	Geoff Hotz
Association Building	Seth Chaucer
By-Laws	Susan Davis
Shoreline Maintenance	Vining Bigelow
Public Relations	Colleen Acunzo

Ms. Kaplan also requested that Board members and other members of the Association volunteer to serve on other committees in which they have an interest. The following members had volunteered to serve on the committees listed:

Shoreline Maintenance	Linda Giordano
Municipal Liaison	Seth Chaucer
By-Laws	Pat Kaplan
Zoning	Geoff Hotz, Harrison Levy

Matters Raised at the Annual Meeting

Ms. Kaplan stated that she wants to institute a policy that matters raised by residents at the annual meeting be addressed by the Executive Board at their September meeting. Matters raised at the July 6, 2015 annual meeting were:

- By-Laws
- Exposed rebar creating a dangerous situation on the beach between Spring Rock Road and Selden Avenue
- A problem with the rail on the stairs at the Crescent Bluff beach access point
- The existence of a blight ordinance in Pine Orchard or Branford
- Further questions from a resident regarding erecting a sun-shade structure
- Providing an open house event at the Pine Orchard Association Building to provide viewing of the museum items

The rebar which was underwater at high tide, was sawed off and removed by Geoff Hotz with assistance from Ian Scott.

Regarding the railing on the stairs at Crescent Bluff, after discussions with the owner of the property abutting the stairway by Ms. Kaplan and Mr. Bigelow, the railing was repaired by the abutting property owner.

Regarding the blight issue, Mr. Sandler had reported that Branford does not have a blight law. While there might be some language in Pine Orchard ordinances that could apply, we do not have a blight ordinance *per se*. Resident Michael Schiavone was being advised to consult with our Zoning Enforcement Officer Laura Magaraci.

Mr. Schlesinger will discuss the sun shade issue further with Dr. Steven Ariyan.

Colleen Acunzo was asked to organize an open house for Pine Orchard residents in the Association Building meeting room to showcase the items of the Pine Orchard museum. Teresa Storer had recommended the event. Ms. Acunzo will ask her to assist in the event.

By-Laws

Proposed Redrafting of By-Laws were distributed by mail to all residents. Ms. Kaplan received five comments back from the public. Mr. Al Klevorick submitted detailed grammatical corrections which have been incorporated into the current redrafting. Elaine Littlehales recommended that the Term Limits be extended from two to three consecutive terms. Peter Hugret recommended that there be a single Chairperson of the Nominating Committee rather than Co-Chairs. Several people were concerned about the wording of the timing of the Annual Meeting and that has been clarified in the current draft.

The initial draft of the proposed by-laws had been sent to Attorney Barbara Lindsey, a specialist in non-profit law. She reviewed the document and recommended various changes which have been incorporated into the current draft.

All sections were reviewed individually by the Board. Language is to be added in Section 2 regarding the Executive Board's authority to appoint members of the Zoning Board of Appeals. Also, language is to be modified in the last paragraph in Section 4 to authorize the employment of a Zoning Enforcement Officer.

Following a discussion of term limits, no modification was made regarding changing the number of consecutive terms that may be served.

The final proposed by-laws including all changes are to be distributed to Association members via email, posted on the web site and posted on the public signpost. This draft will be considered for adoption at the next meeting of the Executive Committee on November 9, 2015.

Planning and Zoning

Ms. Kaplan inquired as to what the process is to make a change or addition to our zoning ordinances. Ms. Kaplan asked Mr. Schlesinger to research and report back the requirements for making changes or additions to zoning ordinances so that these may be made available to the public including publishing this information on our web site.

Of immediate interest is the establishment of time requirements of notice to neighbors when a variance is required. Mr. Sandler will determine what those requirements are for Town of Branford variance requests with the intention of mirroring those. Mr. Schlesinger is to accumulate this and any other available information and report back to the Board at its next meeting. Mr. Schlesinger has some information from ZBA member Remy Zimmerman as utilized in adopting recent amendments to the Pine Orchard zoning ordinances.

Association Member Cynthia Spinnler inquired as to whom application should be made for installation of a generator and secondly as to whether we are a municipality. She was told that yes, we are a municipality and that applications should be submitted to our Zoning Enforcement Officer. .

Association Member Michelle DeLieto inquired as to the time requirement for notification to abutting property owners regarding zoning appeals. She recommended that there be a requirement including reasonable advance time periods for notification to abutting property owners of Zoning Board of Appeals hearings. She was told that the Zoning Committee is researching this issue and will present its findings to the Board.

Municipal Liaison

Ms. Kaplan asked Mr. Hotz to invite the Branford Police Department to attend our November meeting to discuss any matters they would like to bring forward.

Mr. Hotz reported that there would be milling and paving that would begin next week on Totoket Road, Fellsmere Road, Griffing Pond Road, Birch Road, Pinewood Road, Sunset Hill Road, Christopher Road, Pine Orchard Road and Arc Road. If funds remain, centerlines will be applied.

Mr. Hotz is to forward the press release with this information to Ms. Acunzo and Janet Ryan who can then forward the advisory via email to the Association membership to make them aware of the upcoming work and possible travel disruption.

Ms. Kaplan asked Mr. Hotz to ask Mr. Brennan of Branford Public Works to remove the hedges on the Pine Orchard Road side of the triangle parcel at Spring Rock Road.

Building

Mr. Chaucer will contact Mr. Hugret regarding any pending work to be done on the building. He reports that mildew has returned to the garage area.

Public Comment

Mrs. DeLieto inquired as to whether Pine Orchard had ever had a beautification committee. No one was aware of one. She is concerned about trash and unsightly areas in the community. She also suggested the possibility of a community tag sale as a fund-raising activity for beautification projects.

New Business

It was reported that Colleen Lepre currently maintains a Facebook site "Pine Orchard Association". We will contact Ms. Lepre. It is the thought that we should have control of this site to avoid any misunderstanding in the public sphere.

Under a motion by Mr. Storer, seconded by Mr. Hotz, the meeting was adjourned at 8:55 PM.

Respectfully submitted,

Hap Storer, Clerk

Approved November 9, 2015

Pine Orchard Association Executive Board
Minutes of Meeting
November 9, 2015
Pine Orchard Association Building

President Pat Kaplan called the meeting to order at 7:02 PM.

Board members present were:

Pat Kaplan	Linda Giordano	Robin Sandler
Vining Bigelow	Geoff Hotz	Jon Schlesinger
Susan Davis	Rick Ross	

Absent: Colleen Acunzo, Seth Chaucer, Niall Ferguson, Hap Storer

Guests: Laura Magaraci, Police Chief Halloran, Lt. Kristine Hormuth, Captain Ray Dunbar, Mr. Remy Zimmerman, Mrs. Michelle DiLieto, Mr. Robert DiLieto, Dr. Stephen Ariyan.

President's Report and Communications

The Clerk and Treasurer are reminded that copies of the approved minutes and the Treasurer's report need to be sent to our Office Manager as soon as possible after meetings for posting on the Association web site.

Regarding development of the Association web site revisions, Office Manager Janet Ryan and developer Kate Frank have asked for a point person on the Board to review the design proposals and provide content. Ms. Kaplan will ask Public Relations Chairperson Colleen Acunzo to provide assistance. Mr. Hotz also volunteered to assist.

Ms. Kaplan noted that the Building is in need of cleaning and that she intends to arrange for a cleaning service to clean the interior either once a month or once every two months.

The POA has a lien on the Paquin property on Crescent Bluff for unpaid taxes. The Town of Branford has filed a foreclosure action against them for unpaid taxes and because we have a lien on the property, we are included in the foreclosure action. Atty. Daniel Burns is representing us in this action.

A letter from Mr. Robert DeLieto that was sent to Zoning Board Chairman Sigvard Hallgren was forwarded to Ms. Kaplan. A copy is included here and the issues noted in the letter will be discussed later in the meeting.

Communication regarding a terrace being constructed at 1 Halstead Lane was received and is included here. Laura Magaraci our Zoning Enforcement Officer was asked to research it and present her findings.

Greg Nobile requested a current email list of Pine Orchard Association members to be used by the Pine Orchard Union Chapel. It is not known what their intended use of the list would be. The consensus of the Board was that rather than providing the list, we would inform Mr. Nobile that we would send out the mailing for them to our email list.

If the proposed revised by-laws are adopted, Ms. Kaplan suggested that we should reprint the “Blue Book” containing the Pine Orchard Association Charter, By-Laws and Ordinances.

Ms. Kaplan reported that just prior to this meeting she had received a letter with a Freedom of Information Act request for any and all minutes of meetings for the months of July, August and September and any and all video and/or audio recordings of meetings for the months of July, August and September. This was sent to Pat Kaplan as President of the Pine Orchard Association with a copy to our attorney, Dan Burns. Ms. Kaplan said she would contact Attorney Burns and have him contact Attorney Frank Velardi who signed the FOIA request.

Report from Branford Police Department:

The Police Department representatives distributed a report of incidents reported in Pine Orchard over the previous twelve months. That report is attached to these minutes. Chief Halloran noted that reports of fraud continue to increase here as they are nationally. He reported that Part 1 crimes in Branford have declined 16% continuing the trend of the past five years. Part 1 crimes could be interpreted to be major crimes such as murder, rape, auto theft, arson, and serious assaults. Pine Orchard continues to be the lowest crime area in town.

Chief Halloran also described the current lack of resources at the Department. Pine Orchard is covered by police patrols but there is not a car that patrols Pine Orchard exclusively. Patrols have been adversely affected somewhat by the personnel shortages reducing coverage to four cars.

The Chief described issues he is facing with Department members eligible for retirement and the effect of the Town’s changing from defined benefit retirement plans for new hires to 401(k) plans. The new plans are not as effective in hiring and retaining people in the Department.

Mr. Bigelow inquired as to inadequacy of road repairs following gas line replacement. Both Chief Halloran and Geoff Hotz said they would forward the inquiry to Tom Brannan at Branford Public Works.

Lt. Hormuth is now the neighborhood liaison for Pine Orchard. She invited residents to email or otherwise contact her with requests to address local Police issues, complaints or questions that do not need to go through dispatch or emergency services.

The Chief asked us to remind residents driving golf carts in the area that carts are considered to be motor vehicles, that only licensed drivers are permitted to drive them and that motor vehicle laws apply to their use.

Approval of Minutes of Prior Meeting:

Mr. Hotz moved and Ms. Davis seconded that the minutes of the September 21, 2015, meeting of the Executive Board of the Pine Orchard Association be approved with one correction made to remove the word “former” in reference to Mr. Zimmerman and his membership on the ZBA. The motion was approved.

The minutes of the March 30, 2015, Informational Meeting regarding Zoning had been presented to the Board. Ms. Kaplan asked that Mr. Schlesinger and ZEO Laura Magaraci review them carefully prior to the next meeting of the Board.

Treasurer's Report

Copies of the Treasurer's report are attached. Mr. Hotz and Ms. Davis seconded that the report be accepted as presented. The motion was approved.

Open House Held October 25, 2105

On Sunday, October 25, 2015, Collen Acunzo with the assistance of Teresa Storer conducted an open house here at the Pine Orchard Association Building to allow Association members to view the historical pictures and other items on display. Twenty-five to thirty people attended. Long-time resident and former Board member Elaine Littlehales was here and offered her knowledge of the history of the Borough. Ms. Kaplan expressed her thanks to all.

Nominating Committee

Ms. Kaplan asked that the Committee comprised of Ms. Giordano, Mr. Sandler and Ms. Davis present at our January meeting the names of two other people, not members of the Executive Board, to serve on the Nominating Committee. With the two-term limit, Mr. Bigelow will be leaving the Board at the end of his term. Messrs. Ferguson, Hotz and Storer are each completing their first term and would be eligible for re-election to another three-year term if they should wish to stay on the Board.

Zoning

A concrete and granite terrace is being constructed on the property at 1 Halstead Lane a few feet from the water of Long Island Sound. Zoning Enforcement Officer Laura Magaraci reported that while DEEP has issued a permit for a dock at that property, it is at this time unclear what the structure pictured is and if an additional zoning permit is required from Pine Orchard. She has made initial contact with the property owners and will have additional communication with them. She will examine the matter further and report back at our January meeting.

The communication from Mr. Ralph DiLieto to the Chairman of the Zoning Board of Appeals requested a copy of the tape recording and/or transcript of the ZBA meeting held on June 1, 2015. The recording of that meeting was made on a device that does not accommodate the export of the recording electronically. There is no electronic port on the device through which an electronic copy of the recording could be delivered. ZBA member Remy Zimmerman had taken the device to Staples and was advised that the recording could not be exported from the device. Mr. Zimmerman delivered the device to the DiLietos to provide them with the record they requested. Mr. DiLieto was also advised by a technician at Staples that the recording could not be exported. The device remains in the custody of the DiLietos. Mr. Hotz stated that using the earphone port would enable him to have an electronic file created of the recording. Ms. Kaplan asked that he do so. Mr. Zimmerman has already acquired a new recording device from which electronic files of recordings can be exported. This device will be used for future meetings.

Mr. Hotz stated that he along with Mr. Zimmerman, Mr. Hallgren, Mr. Schlesinger and Mr. Storer will write and propose to the Board an electronic document policy addressing storage and retention of electronic documents.

A question had been raised previously regarding establishing a minimum time requirement to advise abutting neighbors of a hearing of a zoning variance request. Zoning Enforcement Officer Laura Magaraci had determined that other zoning and land use boards generally provide a notice period of fifteen calendar days prior to a meeting. Ms. Kaplan reiterated her request to Mr. Schlesinger, Ms. Magaraci and the ZBA to determine exactly what the requirements are for the Town of Branford with the intention of mirroring their rules. Also, we need to determine what is required to put this into place, whether it should be by policy approved by the Board or if this would be by ordinance requiring public notice and other ordinance issuance procedures.

Mr. Schlesinger reported communications from prior Board member and Zoning Chairman John Hughes regarding the process of changing or adding zoning ordinances. The email from Mr. Hughes stated that by his recollection the process is governed by state statute. The process involves public notice to the membership of a hearing of the proposed changes, the hearing and presentation of proposed changes, subsequent review by the Zoning Committee and consideration of and voting on the proposals by the Executive Board acting as the Zoning Authority. Again, there would be requirements of advance public notice published in the newspaper, on the bulletin board and on the web site. Ms. Kaplan will ask Atty. Burns to identify the statutory requirements.

By-Laws

Ms. Kaplan reported that she had again distributed the revised by-laws to the membership via email and had received no additional public comments. Mr. Hotz moved and Mr. Ross seconded a motion to adopt the revised By-Laws of the Pine Orchard Association. There were the necessary two thirds of the Board in attendance and the motion was approved unanimously.

As stated earlier, the “Blue Book” containing the Pine Orchard Association Charter, By-Laws and Ordinances will be reprinted and made available to the membership.

Ms. Kaplan thanked Susan Davis, Charlie Shelton and Peggy Haering for their assistance in the by-laws revisions.

Shoreline Maintenance

Mr. Bigelow reported that there was no outstanding maintenance needed at any of the beach access points.

Ms. Kaplan is appointing Matthew Moran as a member of the Shoreline Maintenance Committee. Mr. Moran is a new member of the community and has volunteered to be on the Committee.

Tax Collection

Mr. Ross reported that four properties are delinquent on their tax payments. Delinquent notices were sent out on November 8, 2015.

Zoning

Mr. Hotz will be discussing with Dr. Stephen Ariyan the sun shading concerns he has on his property.

Crescent Bluff Matter

Ms. Kaplan had inquired of Atty. Burns if there were any updates in the Crescent Bluff litigation. He advised that there had been a hearing in Supreme Court on September 11, but there had been no decision issued since then. Motions have been filed by some of the neighbors. Trial on the second part of the suit regarding access to the beach has not yet been scheduled.

New Business

Resident Dr. Stephen Ariyan stated that he was attending the meeting to better understand the process to address his zoning issue.

Building

As discussed earlier, a cleaning service will be contracted to periodically clean the interior of the Association Building.

Mr. Hotz will replace the lock on the Association Building mailbox.

Mr. Hotz requested that we consider changing the locks from key-operated to a keypad lock system.

Office Manager Janet Ryan has reported to Ms. Kaplan that the office computer is performing sluggishly. Mr. Hotz will try to determine the problem. Ms. Ryan had stated that a laptop she could use to work at home would better meet her needs. This will be considered as a budget request for next year. Security and privacy issues will be considered.

The meeting was adjourned at 8:57 PM.

Respectfully submitted,

Hap Storer, Clerk