ARCO NEWSLETTER

October 4, 2019

Board of Directors Meeting

President – Kimberly Lampert 802 779-7914 Vice President – Donna Fuller 802 479-3191 or 522-3823

Secretary – Kimberly Hart 802 272-5401 Treasurer – Kimberly Lampert 802 779-7914

Road Commissioner – Josh Benson 802 431-3040 Director - Missy Benson 802 558-4697

Director – Vacant

Border Patrol – 800 689-3362 24/7 Customs Point of Entry – Norton, VT 24/7 or call 911

Sheriff - Trevor Colby 802 676-3500

ARCO Website – [www.arcoinc.org](http://www.arcoinc.org) Facebook-Averill Recreational Camp Owners Corporation

Please remember, when selling your ARCO property, it is your responsibility to provide purchaser name and address information to the Secretary and to verify with the Treasurer that all ARCO dues are current.

A regular meeting of the Board of Directors was held Friday October 4 at Rod and Kim Hart’s camp on Loop Rd. President Kim Lampert called the meeting to order at 7:05PM. Board members present were Kim Lampert, Donna Fuller, Kim Hart, Missy Benson and Josh Benson. Guests in attendance were Jon Lampert, Doug Fuller and Rod Hart with special guests Marion Gray and Robert Grant from the Bylaws Committee.

The board meeting began with Missy Benson making a motion and Josh Benson seconding it to approve the agenda as printed. This motion carried. Donna Fuller made a motion which was seconded by Missy Benson to accept the August 17th board of directors meeting minutes as given. This motion was also accepted.

Secretary’s Report – Kimberly Hart

The 2019 Annual Meeting minutes and the August 17, 2019 Board of Directors meeting minutes were emailed on September 9th to all members who have provided an email address. They have also been uploaded to the ARCO website. A huge and heartfelt thank you to Donna Fuller for her patient support and guidance in helping to get these done.

A few requests for the new resale certificate came on the heels of the newsletters going out and a copy was return emailed to each requestor. One camp owner had information on recent bylaws activity and I referred them to Marion Gray.

Revisions to the new camp owner Welcome Letter and the ARCO Camp Owner Information Card are being worked on. Once the edits have been completed, I’ll ask to have this topic added to a future board meeting agenda to present proposed revisions to the Board for review and comment.

Kim Lampert requested that in the future the board review minutes newsletter drafts within 48 hours of being sent for review. This will help to email newsletters to the membership in a timely manner.

Donna Fuller made a motion to accept the report as presented and Missy Benson seconded. Motion carried.

Treasurer’s Report – Kimberly Lampert

Kim Lampert provided a copy of the latest financial statement to the board. All invoices have been processed. To date we have spent $2,658. 26 of the approved annual budget amounts of $45,305.00. Missy Benson motioned to approve the Treasurer’s report with a second from Josh Benson. The motion carried. If members would like to receive a copy of the financial statement, please get in touch with Kim Lampert.

Road Report- Josh Benson

Snowplowing Contract Update:

A request for bids was placed in two local papers and we received two quotes; one from Norm Labrecque and one from Corey Rancloes. Josh will reach out to Norm and to Corey and advise that we will go with Corey to plow the main roads. Corey is also willing to plow private driveways for those who want him to, but will wait for members to call. Josh will ask Corey for a certificate of insurance. The board will notify the membership with the results of the final contract.

Road Maintenance Update:

Grading on Jackson and Hatchery Brook Roads was completed the week of September 30th. During the grading a culvert on Jackson Rd was destroyed and will need to be replaced before winter. Josh will call Rancourt to have it replaced before winter plowing begins. Kim Lampert will get the culvert list to Josh to be maintained.

Sheriff’s Report

The sheriff’s report and bill had not been received at the time of the meeting. Kim Lampert has signed a new contract with the Essex County Sheriff’s office that included a stipulation they check camps behind gates and to include the properties of non-ARCO members who donate to ARCO. Kim Lampert did say she had received information that the Sheriff had found three (3) unlocked doors.

Bylaws Committee

Marion Gray and Robert Grant from the bylaws committee reviewed proposed changes to the bylaws with the board for comment. There was discussion regarding revisions to include ensuring there is consistency in the language about how officers are appointed, proxy and absentee ballots and board member term limits. The committee will work on the suggested revisions and will be invited to the next board meeting to approve the final copy that will be put to the membership for vote at a future special meeting.

The board asked the committee if they would consider reviewing the ARCO Rules and Regulations and propose potential updates. The committee accepted and will be reviewing that document for necessary updates that will be presented back to the board. The board thanked the committee for their diligence, hard work and willingness to take on another task.

Old Business

Act 250: The board reviewed drafted responses to the request from the District 7 Environmental Commission for information regarding residency, ATV activity and road improvements. The board created a final draft that will be returned to the Commission before October 11.

Common Lands Forest Harvest: The contract that had been signed in January of this year expired at the end of September. With no time remaining and a lot of work left to do the board voted to table this project at this time.

New Business – Kimberly Lampert

ARCO Contacts: Kim Lampert is working on compiling a list of all ARCO contractors and contacts. This list will be shared with the membership when it becomes available.

ARCO Property Owner Information / Email of Minutes / Reports: These documents will be distributed by email going forward to reduce mailing expenses.

Homeowner Form for Buyers/Sellers: Notice to all camp owners regarding the need for this form was detailed in the meeting minutes from August 17 and the form has been uploaded to the [arcoinc.org](http://arcoinc.org/) website. Please note that it is the responsibility of the selling property owner to obtain a copy of this form to provide to the closing attorney at the time of the sale.

Scanning ARCO Documents for Archival: ARCO association documents are being reviewed for retention requirements. There is a need to scan corporate historical documents to electronic storage once this review for required retention has been completed. If any ARCO member knows of a service that provides this function, please contact Kim Hart.

Schedule Board Meetings: Tentative dates for future Board meetings are January 22, 2020 at 7:00PM, location TBD; March 6, 2020 at 6:00PM at Mike and Missy Benson’s camp on Jackson Rd. A special meeting specifically for voting on bylaw changes will be held June 6 at 10:00AM at the Norton Town Hall (pending approval by the members of the Norton Select Board). The annual meeting will be held the first Saturday in August as stated in the current bylaws; August 1, 2020 at 10:00AM at the Little Averill boat launch, rain or shine.

ARCO Board of Directors Protocol: Tabled.

Other New Business:

An attorney retainer may be needed depending on potential State action as a result of their inquiry and ARCO’s response. This will be determined as events warrant. Missy Benson reminded the Board that the current approved annual budget allows $1,000 for legal fees.

After the regular board agenda had concluded, President Kim Lampert called an Executive session of the board. Topics of discussion included working with integrity, using full transparency and in the best interest of the membership as a whole.

At 9:35PM a motion was made by Missy Benson to adjourn the meeting, seconded by Kim Hart and the motion carried. Meeting adjourned at 9:35PM.

The next regularly scheduled Board of Directors meeting will be held on January 22, 2020 at 7:00PM with the location to be determined. As a reminder, all Board meetings will be warned in advance with date, time and location on the ARCO website.

Respectfully submitted

Kimberly Hart, ARCO Secretary