

Boulder Brook Club
Annual Meeting Packet 2023
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BOULDER BROOK CLUB
103 Boulder Brook Circle
Lovell, Maine 04051

July 19, 2023

Dear Boulder Brook Club members,

The Annual Meeting of the members of Boulder Brook Club will be held in the Clubhouse on Saturday, July 29th, 2023, at 9 AM Eastern Standard Time.

Members shall elect the following by majority vote: President, Vice President, Treasurer, Assistant Treasurer, Nominating Committee and Board of Governors. Members shall act upon a budget proposed by the Board for calendar year 2024 as well as other matters as may properly come before the membership.

Members will vote at the Annual Meeting, or by written proxy (form in the packet), which must be dated prior to the meeting and specifically refer to the meeting of July 29, 2023.

You must be in attendance either in person or by proxy to cast your vote. Please feel free to contact me either at 207-595-1539 or by email at marthaetlivingston@gmail.com with any questions or comments.

Sincerely,

A handwritten signature in black ink that reads "Martha" followed by a stylized flourish.

Martha Livingston
President, on behalf of the Board

Annual Meeting Agenda
July 29, 2023
9 AM Eastern Standard Time

1. Call to Order – Verification of Quorum
2. Approval of Minutes from 2022 Annual Meeting
3. Reports
 - a. Caretaker (Ted)
 - b. Trees (Tim)
 - c. Docks and Beach (Matt)
 - d. Roads & Bridges (Tim)
 - e. Financial Review (Martha, on behalf of Helen)
 - f. Treasurer (Ted)
4. Nominations and Elections
5. New Business
6. Open Forum (members may speak on any matter of interest to the community for a period of three minutes)
7. Adjournment with Board Meeting to follow.

Boulder Brook Club Minutes of the Annual Meeting
July 30, 2022
BUSINESS MEETING

I. CALL TO ORDER: The business meeting was called to order at 9:03 am. Roll call indicated that a quorum was established. All Members were present or represented by proxy with the exception of Peeke and Underwood.

II. MINUTES OF THE 2021 ANNUAL MEETING: Reading of minutes was waived, as they had been sent to Members prior to the meeting.

Motion made to accept 2021 minutes as presented: APPROVED

III. CARETAKER REPORT: Jesse reported a good year. The club thanked him for his work.

IV. COMMITTEE REPORTS

A. Trees (Tim Silva)

- Several large trees were removed, as they were either unhealthy or contributing to erosion. There are still several trees needing attention; Colin Micklon is monitoring and will proceed with removal in responsible fashion.
- Discussion about replacing trees as we remove them. Tim stated that there are plenty of new trees coming up, and we need to be sensitive to planting trees that may block views or shade areas like the community garden. Suggestion was made to possibly plant trees near the wells on Route 5.
- Impact of spongy moth infestation was briefly brought up.

B. Docks and Beach (Martha Livingston reporting for Matt Wiswall)

- New buoys in place along swim area and end of breakwater. These are much more visible.
- There have been 2 sprayings for wasps under docks, which helped a lot. Spraying will now need to be done only once/year.

C. Roads (Martha Livingston and Tim Silva)

- New culverts on back road have improved winter and spring conditions.
- Engineering analysis on the road bridge has been done. Concrete abutments have been undermined over the years and are cracking. This bridge is 50 years old. Weight load analysis is being done to create a plan for possible repair.

D. Beach erosion mitigation project (Tim Silva)

- This project will take place in late September - early October. Plan was drawn up by Oxford County Soil and Water Commission (approved by DEP). Contractor has been engaged; cost will be about \$12,000. Planned excavation of approximately 1300 sq ft, with gravel and geo-grid to be added to slow down erosion. Also installation of new planting beds near bulletin board and trash cans with native bushes, mostly blueberries.

Reclaiming of sand may be possible, although DEP has turned this down in the past. Might want to re-visit this.

V. FINANCIAL REVIEW: Helen Gernon reviewed and approved finances per letter in enclosed packet to members. The board thanked her for her review.

VI. TREASURER'S REPORT

- We exceeded our 2021-2022 budget by \$8,000, mostly due to property management. Early/Spring season storms needed extensive cleanup. General operating costs were below budget.
- At the end of 2021/ start of 2022, Board reset expectations for Jesse, with electronic timecard and more justification for expenses. He now gets paid twice a month. Still needs close monitoring but things are much improved.
- There will be an increase in assessments by 6.7% (first time in a few years).
- For additional income, right-of-way fee for non-BBC properties will be raised by \$100 (2 properties). Dock and water storage fee also increased a bit.
- Clarification that snow removal outlined in budget is roof clearing only. Plowing is a different line item, which comes out of Roads budget. Pump house (well shed) and clubhouse roads need to be cleared for insurance purposes. Plowing to lake done as "Good Samaritan" act to allow emergency access to lake. Winter owners pay for plowing of back road and Brook Ridge Road on a prorated basis.
- Jesse's rate is currently \$30/hr. (increased to better align with market rate). Retainer remains the same.

Motion made to accept 2022-2023 operating budget as presented: APPROVED

VII. NOMINATING COMMITTEE:

Chip Cooke presented the slate for 2022-2023:

- President: Martha Livingston
- Vice President: Tim Silva
- Treasurer: Ted Silva
- Assistant Treasurer: Debbie Cushing
- Nominating Committee: Chip Cooke (2023), Judy (El Cielo) Silva (2024), Andy Brown (2025)
- Board of Governors: Alexis Comrack (2023), Matt Wiswall (2024) Martha MacKelcan (2025)

Motion made to accept slate as presented by the committee: APPROVED

OLD BUSINESS

- Louis Ekraireb would like to follow up on the idea of a Sustainability Committee as suggested last year. Doug Hollett and Chris Comrack are also interested in this.

- Extending season in May and October by one week was again suggested. Possible issues with Jesse's availability and weather. This will be brought up to Jesse. At the very least, turning water on and off earlier and later each season could be done.
- Reminders that dogs need to be leashed at all times. Not allowed on beach from 9 am to 7 pm.

NEW BUSINESS

- Rick Pilsbury raised the issue of term limits on board. Discussion ensued. Process needs to be more clearly delineated and discussed. This goes along with drafting of clear guidelines for Nominating Committee, which will be done by the BBC Board.
- Kevin McDonnell suggested adopting electronic payment for dues. There is a fee associated with this. Ted will look into it.
- Kim McDonnell would like to take on the position of social chair. She is willing to coordinate organized activities at BBC, including updating an online calendar of events. All agreed this would be welcome.
- Martha Livingston brought up the ongoing issue of speeding and how to address this. Speed bumps might be necessary. Remind renters and contractors of the 10 mph limit. Keeping a record of license plates and car descriptions of visitors was suggested, along with adding this to the renter form. Send a notice to the owner if renter is seen speeding, to remind renters and owners of speed limits.
- Suggestion of lighter weight chain to close off road in off-season. Current chain is very heavy.
- Boulder Brook sign on main road needs touch up - Chris Comrack offered to do this in off-season.
- Monica Meyer suggested that more transparency between board and members. The board should share minutes of their meetings. More frequent newsletters will also be put out.
- Boat storage in the field should not be happening long-term. Safety and aesthetics issues.

Adjourned at 10:24 a.m.

July 12, 2023

The Board of Governors
Boulder Brook Club
PO Box 50
Lovell, Maine 04051

Dear Board Members:

In accordance with your request, I reviewed the Boulder Brook financial records intermittently throughout the fiscal year 2022-23. I reviewed the transactions in the money market and operating accounts.

During the year, I reviewed the Budget vs. Actual Reports sent to me by our Treasurer, Ted Silva. And I reviewed the Capital, Emergency and Operating Summaries that Ted prepared.

I spent most of my "detective time" following the cash.

Last summer, I had a look at the 2021 Boulder Brook tax return, just for the fun of it. The return did not disappoint.

I find the Club financial records to be in order.

As this is my last Audit Report for now, let me say that it has been a pleasure to serve the Club in this capacity.

Respectfully submitted,



Helen Ruth Gernon
Financial reviewer

Treasurer Report

July 29, 2023

Dear Members,

In 2022, total expenditures exceeded budget by \$18.5K, with Property Management expenses making up 95% of the overage. Fortunately, we had early vision of the variance to budget and were able to manage our cash and meet our obligations while continuing with certain capital projects.

From Capital / Emergency funds we spent:

- \$6K on design plans for the beach erosion project (completed in 2023) and engineering assessments on the state of the car bridge.
- \$7.5K on tree management as part of our continued effort.
- \$1.6K to move power lines feeding the clubhouse under the road. The previous connection point on the roof above the office had been compromised, creating a hazardous situation.

Harsh and unpredictable weather continues to make it a challenge to care for our property. The Nov 2022 storm was a good example, causing extensive debris to be cleaned up, a lengthy power outage and damage to several cabins. While we have been over budget on Property Management for a few years running, we took steps in the 2023 budget to bolster our preparedness for weather events. In turn, we will have prepared the 2024 budget to continue to assure ample funds are earmarked for the care of our grounds. Our caretaker has been instructed that it is a top priority to make regular exterior cabin checks during the off season. A majority of the 3.8% increase to the Assessments will support property management. The capital assessment will remain the same at \$950 per cottage/lot.

Thank you for the opportunity to serve as Treasurer, and I welcome your questions, concerns and suggestions.

Ted Silva

2022 – Budget vs. Actual

Boulder Brook Club			
Budget vs. Actuals: 2022			
1/1/2022 - 12/31/2022			
	YTD Actual	FY Budget	Remaining
Revenue			
Annual Dinner - Receipts	\$611	\$0	(\$611)
Cottage Assessments	\$57,969	\$57,969	\$0
Dock Storage	\$150	\$150	\$0
Laundry Income	\$456	\$0	(\$456)
Lot Assessments	\$948	\$948	\$0
Money Market Interest Earned	\$33	\$0	\$33
Water Craft Storage	\$500	\$500	\$0
Total Revenue	\$60,667	\$59,567	\$1,100
Expenditures			
General Expenses			
Annual Dinner - Caterer	\$574	\$0	(\$574)
Bank Charges	\$285	\$0	(\$285)
Insurance			
Insurance - Auto Liability	\$162	\$150	(\$12)
Insurance - Directors	\$1,047	\$1,430	\$383
Insurance - Liability	\$2,796	\$3,220	\$424
Total Insurance	\$4,005	\$4,800	\$795
Legal & Professional Fees	\$575	\$520	(\$55)
Taxes & Licenses			
State of Maine Corporate Filing	\$0	\$100	\$100
Town of Lovell Taxes	\$6,741	\$7,100	\$359
Total Taxes & Licenses	\$6,741	\$7,200	\$459
Total General Expenses	\$12,180	\$12,520	\$340
Operational			
Caretaker Retainer	\$9,000	\$9,000	\$0
WC MEMIC	\$0	\$0	\$0
Charitable Contributions	\$2,000	\$2,000	\$0
Discretionary / Other	\$1,595	\$1,100	(\$495)
Stationery & Printing & Mailing	\$92	\$100	\$8
Total Discretionary / Other	\$1,687	\$1,200	(\$487)
Electric	\$1,126	\$900	(\$226)
Laundry Tank Pumping	\$1,160	\$600	(\$560)
Total Operational	\$14,973	\$13,700	(\$1,273)
Property Management			
Buildings	\$1,110	\$1,000	(\$110)
Docks and Floats	\$3,017	\$3,600	\$583
Grounds and Beach	\$28,245	\$16,000	(\$12,245)
Roads and Bridges	\$6,312	\$3,000	(\$3,312)
Snow Removal	\$510	\$1,000	\$490
Supplies & Materials	\$2,724	\$1,500	(\$1,224)
Trash Removal	\$3,945	\$3,100	(\$845)
Trees Management	\$2,340	\$2,000	(\$340)
Water Supply Maintenance			
Water Line Maintenance	\$1,830	\$1,200	(\$630)
Water Testing Fees	\$240	\$300	\$60
Total Water Supply Maintenance	\$2,070	\$1,500	-\$570
Total Property Management	\$50,273	\$32,700	(\$17,573)
Total Expenditures	\$77,426	\$58,920	(\$18,506)
Net Operating Revenue	-\$16,759	\$647	

- Anticipated over-spend against 22 Grounds Budget
- Particularly damaging early winter storm (Nov 22) required substantial grounds clean up
- Damaging weather events are becoming more common
- Back road: Material added; road required several gradings

2022 – Statement of Activity- Capital, Emergency and Operating Accounts

<u>Capital Account - 2022</u>	<u>Emergency Account - 2022</u>	<u>Operating Account - 2022</u>	<u>Total Cash</u>
Receipts	Receipts	Receipts	
2021 Carry Forward \$ 17,885	2021 unspent Receipts \$ 10,000	Leftover 2021 funds in Capital \$ (6,623)	\$21,262
2022 Capital Revenue		2022 Assessment Revenue	
2022 Capital Assessments \$ 26,600		2022 Cottage Assessments \$ 57,969	
Rite of Way Assessments \$ 600		2022 Lot Assessment \$ 948	
		Dock Storage \$ 150	
		Water Craft Storage \$ 500	
Total \$ 27,200		Total \$ 59,567	\$86,767
2022 Emergency Reimbursement \$ -	2022 Emergency Reimbursement	2022 Ongoing Revenue	
2022 Leftover Ops Funds \$ (6,623)	From Capital Fund \$ -	Money Market Interest \$ 33	
		Laundry Revenue \$ 456	
		Annual Dinner Collection \$ 611	
		Total \$ 1,100	\$1,100
Total 2022 Capital Revenue \$ 38,462	Total 2022 Emergency Fund \$ 10,000	Total 2022 Operating Revenue \$ 60,667	\$109,129
Capital Expenses	Emergency Expenses	Operating Expenses	
Road Mgmt (Parking Area+Bridge) \$ 5,901	Clubhouse Electrical \$ 1,599	General \$ 12,180	
Tree Management \$ 7,570	\$ -	Operations \$ 14,973	
Other \$ -	\$ -	Property Maintenance \$ <u>50,273</u>	
Total \$ 13,471	Total \$ 1,599	Total \$ 77,426	\$92,496
Dec Capital Balance \$ 24,991	Dec Emergency Balance \$ 8,401	Dec Operating Balance \$ (16,759)	\$16,633

- **\$13K in Capital Improvements**
- **\$1.6K emergency expense on clubhouse power service line- wires are now underground**

2023 YTD Actual, Projection and 2024 Proposed Budget

Expenditures	2020	2021	2022	2023	2023	2023	2024
	Actual	Actual	Actual	YTD	Projection	FY	Proposed
				Actual		Budget	Budget
Annual Dinner- Caterer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Bank Charges	\$ 66	\$ 55	\$ 285	\$ 130	\$ 260	\$ -	
Club Insurance (Liab, Auto, Dir)	\$ 4,448	\$ 3,941	\$ 4,005	\$ 4,181	\$ 4,181	\$ 4,500	\$ 4,500
Legal & Professional Fees	\$ 495	\$ 495	\$ 575	\$ 50	\$ 550	\$ 600	\$ 600
Lovell Taxes & Licenses	\$ 7,197	\$ 6,845	\$ 6,741	\$ -	\$ 7,200	\$ 7,200	\$ 7,200
General Expenses	\$ 12,206	\$ 11,336	\$ 11,606	\$ 4,361	\$ 12,191	\$ 12,300	\$ 12,300
Caretaker Retainer	\$ 9,000	\$ 9,000	\$ 9,000	\$ 4,750	\$ 9,000	\$ 9,000	\$ 9,000
Caretaker Fuel Allowance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Caretaker Insurance (WC, Medical)	\$ (276)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Charitable Contributions	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
Discretionary	\$ 525	\$ 1,291	\$ 1,687	\$ 435	\$ 1,700	\$ 1,200	\$ 1,700
Electric	\$ 792	\$ 957	\$ 1,126	\$ 318	\$ 636	\$ 900	\$ 900
Laundry Tank Pumping	\$ 400	\$ 400	\$ 1,160	\$ -	\$ 600	\$ 600	\$ 600
Operational	\$ 12,441	\$ 13,648	\$ 14,973	\$ 5,503	\$ 13,936	\$ 13,700	\$ 14,200
Buildings	\$ 1,524	\$ 1,431	\$ 1,110	\$ -	\$ 500	\$ 1,300	\$ 750
Docks and Floats	\$ 3,189	\$ 3,985	\$ 3,017	\$ 2,062	\$ 3,600	\$ 3,600	\$ 3,600
Grounds and Beach	\$ 19,234	\$ 22,562	\$ 28,245	\$ 17,420	\$ 26,000	\$ 22,000	\$ 26,000
Roads and Bridges	\$ 3,134	\$ 4,408	\$ 6,312	\$ 4,015	\$ 4,500	\$ 4,000	\$ 4,000
Snow Removal	\$ -	\$ -	\$ 510	\$ 1,134	\$ 1,134	\$ 600	\$ 600
Trash Removal	\$ 3,220	\$ 4,205	\$ 3,945	\$ 756	\$ 3,100	\$ 3,100	\$ 3,100
Small Trees Management	\$ 1,725	\$ 1,276	\$ 2,340	\$ 473	\$ 1,000	\$ 1,200	\$ 1,000
Water Supply Equipment	\$ 1,718	\$ 1,968	\$ 2,070	\$ 1,291	\$ 1,800	\$ 1,500	\$ 1,600
Supplies and Materials	\$ 1,462	\$ 2,364	\$ 2,724	\$ 745	\$ 1,500	\$ 1,800	\$ 1,500
Property Management	\$ 35,206	\$ 42,199	\$ 50,273	\$ 27,893	\$ 43,134	\$ 39,100	\$ 42,150
Total Expenditures	\$ 59,853	\$ 67,183	\$ 76,852	\$ 37,757	\$ 69,261	\$ 65,100	\$ 68,650
							Lot Assessment \$ 1,108
							Cottage Assessment \$ 2,502
							Capital Assessment \$ 950
							Assessment (Cottage + Capital) \$ 3,452

- Assessment increase: 3.8%

Boulder Brook Club Slate 2023

The Nominating Committee submits the following slate of recommended officers, board of governors and nominating committee members.

Officers

President: Alexis Comrack
Vice President: Tim Silva
Treasurer: Ted Silva
Assistant Treasurer: Cindy Brown

One Year Term

2024
2024
2024
2024

2024 Board of Governors

Matt Wiswall
Martha MacKelcan
Chip Cooke

Three-Year Term Expires:

2024
2025
2026

Nominating Committee

Judy Silva
Andy Brown
Brad Cushing

Three-Year Term Expires:

2024
2025
2026

Respectfully Submitted,
Chip Cooke, Judy Silva and Andy Brown
BBC Nominating Committee
July 8, 2023

Note: Article III, Section 5(b), Boulder Brook Club, Inc. By-Laws: At the annual meeting, the Nominating Committee shall propose for election nominees for the offices named in Section 5a. Nominations may be made from the floor provided the person placing the name in nomination states the qualifications and presents the nominee's written consent. If there are no nominations from the floor, the nominations shall be closed, and the presiding officer shall call for the vote.

PROXY

KNOW TO ALL PERSONS BY THESE PRESENT, THAT

_____, the
undersigned, owner (s) of _____,
Boulder Brook Club, Center Lovell, Maine here-by constitute and appoint
_____ my (our) true and faithful agent,
attorney and proxy at the regular annual meeting of the stockholders of the
Boulder Brook Club, Center Lovell, Maine on **July 29, 2023** for me (us) and my
(our) name, place and stead, to vote upon all matters coming before said meeting,
in my (our) behalf as fully as I (we) could do if personally present, pursuant to the
provisions of Article III, Section 3, of the By-laws of Boulder Brook Club.

DATE _____

MEMBER _____

2023 Annual Meeting Lobster Dinner

This year's **Annual Meeting Potluck Dinner** will be held on **Saturday, July 29 at 6:30 p.m.** (cocktails start at 6 p.m.).

We'll be serving the now-traditional cooked lobsters. We will be providing the lobsters and butter; if you'd like a different entree, grills will be available for your use. And of course, there will also be a potluck feast - please bring your favorite dish to share.

Order your lobsters (\$12 each) by JULY 24, by completing the order form (link below) OR by contacting Debbie Cushing (deborah.cushing@gmail.com) to let her know the number of lobsters you'd like to order. We won't have much flexibility with last minute orders, so please meet this deadline.

Payment should be **made out to Boulder Brook Club** and given to Ted Silva.

[LOBSTER ORDER FORM](#)