

Boulder Brook Club

Annual Meeting Packet 2025

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Letter from the President

BOULDER BROOK CLUB
103 Boulder Brook Circle
Lovell, Maine 04051

July 16, 2025

Dear Boulder Brook Club Members,

The Annual Meeting of the members of Boulder Brook Club will be held in person in the Clubhouse on Saturday, July 26, 2025, at 9 AM Eastern 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 the calendar year 2026 as well as other matters as may come before the membership.

Members will vote at the Annual Meeting, or by written proxy (form in the packet). The proxy form must be returned to Debbie Cushing, Clerk, prior to the meeting. The form must be signed and dated and specifically refer to this year's meeting on July 26, 2025.

You must be in attendance either in person or by proxy to cast your vote. Please feel free to contact me either at 617-312-8618 or by email at BBCBoard411@gmail.com with any questions or comments.

Sincerely,

Alexis Gentile Comrack

Alexis Gentile Comrack
President, on behalf of the Board

Annual Meeting Agenda
July 26, 2025
9 AM Eastern Time

1. Call to Order – Verification of Quorum
2. Update from our caretaker Colin Micklon
3. Approval of Minutes of 2024 Annual Meeting
4. Trees and Roads Report (Tim Silva)
5. Docks and Beach Report (Matt Wiswall)
6. Water System Report (Chip Cooke)
7. Auditor Report (Cathleen Cooke)
8. Caretaker Update (Ted Silva)
9. Treasurer Report (Ted Silva)
 - a. 2025 Summary
 - b. Proposed 2026 Budget
10. Nominations and Elections
11. Bylaw Review Committee Proposals Presentation
12. New Business
13. Open Forum (members may speak on any matter of interest to the community for a period of three minutes)
14. Adjournment with Board Meeting to follow

Boulder Brook Club Minutes of the Annual Meeting
July 27, 2024
BUSINESS MEETING

I. CALL TO ORDER: The business meeting was called to order at 9:01 am. Roll call indicated that a quorum was established. All Members were present or represented by proxy with the exception of Underwood, Stausebach and Clark.

II. CARETAKER REPORT: Ted introduced Colin and Bryce Micklon as new caretakers. Colin greeted the group. Said they are doing the best they can as we were added to their client list late. Best to text Colin or Bryce, if possible for any needs (email also works). If necessary, call the office because Colin's wife, Rose Micklon, has a two-way radio for emergencies. Biggest issue we have is beach erosion. We will make a list of closing and opening details for each cabin's owners to complete. Trash - sorting recyclables is very time consuming. Suggestion by Colin to have pre-sorted bins so they don't need to do that. Proud to have 30 years of business!

III. MINUTES OF THE 2023 ANNUAL MEETING: Reading of minutes was waived, as they had been sent to Members prior to the meeting.

Motion made to accept 2023 minutes as presented: APPROVED

IV. COMMITTEE REPORTS

A. Caretaker (Ted Silva)

- One month with the Micklons so far. Initial efforts focused on getting things back to good shape around the property.
- Choice was made to hire them based on past experience and responsiveness.
- Concern regarding cost. Their rates are middle of the road. Cost will be more predictable and quality of work will be higher. \$9,000 retainer no longer needed. Micklon's rate is \$65/hr with possible surcharge. Plowing cost is a bit of an unknown right now.

B. Trees (Tim Silva)

- Dead and diseased trees removed.
- Two cabins were hit and damaged this winter. In June, one tree behind Gernons "imploded." At-risk trees on private lots will be identified and owners will be responsible for taking care of this. Many large trees are approaching "end of life."

C. Roads and bridges (Tim Silva)

- Sections of asphalt need to be replaced. Many in bad shape. Back road will be worked on.
- Road bridge - HEB Engineering will give us construction options (replace or repair). New option of pre-fab bridge brought in on a flatbed being explored. Might be cheaper, but may need more pre-installation preparation. Appropriate permitting will be obtained. Abutments are the issue (cracking of concrete under bridge and undermining of structure). Also some engineering defects.

- Maintain 5 mph over bridge and 15 ton weight limit.
- Bridge is a capital project. Need a cost estimate, may need to bump up the capital fund with increased assessment? Not enough information yet to consider this right now, but definitely will be discussed in the near future.
- Have already spent about \$5000 on analysis.

D. Docks and Beach (Matt Wiswall)

- Storm damage has been repaired. 6 bumpers were replaced.

E. Water - (Chip Cooke)

- One leak was repaired quickly. Need an “as built” drawing of the water system, to eventually upgrade the whole system.
- The Well house is in good shape generally. Long term goal to get well guys out - how often to clean air tanks, etc. Generator needs regular maintenance. Colin will be responsible for this maintenance.
- Water quality is tested monthly as per the state.

V. FINANCIAL REVIEW: Cathleen Cooke reviewed and approved finances per letter in enclosed packet to members.

Motion made to have Cathleen Cooke as auditor for 2024-25: APPROVED.

VI. TREASURER’S REPORT

- Big storms late winter, early spring requiring much work and clean up. Early summer storm required dock work. Storms are increasing. Budget impacted by this (95% increased cost). Property management was needed so we had to go into capital monies.
- Second part of clubhouse electrical work done.
- Property management budget increased so we won’t need to dip into capital monies. This will be worthwhile because work will be higher quality and more efficient.
- Assessment increased a bit for this year (4.8%)

Motion made to accept 2025 operating budget as presented: APPROVED

VII. NOMINATING COMMITTEE:

Judy Silva presented the slate for 2024-2025:

- President: Alexis Comrack
- Vice President: Tim Silva
- Treasurer: Ted Silva
- Assistant Treasurer: Cindy Brown
- Nominating Committee: Andy Brown (2025) Brad Cushing (2026) Judy Silva (2027)
- Board of Governors: Martha MacKelcan (2025) Chip Cooke (2026) Matt Wiswall (2027)
- Louis Ekairb nominated himself for Governor. No support offered by membership at this time.

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

NEW BUSINESS

- Long Range Planning committee of Chip Cooke, Chris Comrack and Tim Silva are meeting to ensure preservation and long-term survival of our assets. They are identifying

our assets and researching replacement costs. They're developing a spreadsheet linked to a financial planning tool to plan capital and operating costs. Assigning dates to eventual costs (eg old barns at entrance - rip down, enhance, etc). Ideas welcome.

- Need a succession plan for loss of major trees in the next 20 years.
- Discussion of our erosion prevention efforts. As water comes off asphalt during severe rainstorms, we've minimized runoff into the lake.
- Next phase is to look at brook flow. Assessment done on June 10 by Fluvial geomorphologist John Field. Report online.
- Laundry machines replacement explored. \$4500 cost through Agren for commercial machines. Hope to do this in 2025 (one more season of use)
- Members would like more chairs in the shade.
- Need more chairs for around fire. Maybe a different type of chair?
- Question about how to do a by-law change. Any change needs to be discussed, written out and presented to membership in advance. Should be done at an annual meeting. Not done by the board, has to be done by members. (unless an emergency). These are not rules, but articles of incorporation.
- Issue of caretaker replacement raised. Membership was notified by one email without having engagement of all. Board said it required confidentiality and sensitivity.
- Duck Race recap - winner board presented. This event was deemed a success and will run again next year.

Adjourned at 10:37 a.m.

Auditor Report

July 14, 2025

The Board of Governors
Boulder Brook Club
P.O. Box 103
Lovell, Maine 04051

Dear Board Members,

In accordance with your request, I reviewed the Boulder Brook financial records for the year 2024-2025. I reviewed the monthly bank statements for the Operating & Money Market accounts. I also reviewed the Capital, Emergency and Operating Statements prepared by our Treasurer, Ted Silva.

I found the Club's financial records to be in order.

Respectfully submitted,

Cathleen Anne Cooke

Cathleen Anne Cooke
Financial Auditor

Treasurer Report

BOULDER BROOK CLUB

103 Boulder Brook Circle
Lovell, Maine 04051

July 15, 2025

Dear Members,

In 2024, total expenditures exceeded revenue by \$28.5K with Operations Expenses (Property Management) making up the vast majority alongside a small overage to budget on 2024 RE Tax and Insurance. The main cause of the overage was associated with caretaker transition, including separation costs with our previous caretaker and resolution of unattended maintenance. Certain expenses under our new caretaking arrangement are more costly (examples: dock install/removal, trash removal) and were underfunded due to the basis on which the 2024 (and 2025) budget was assembled (old caretaker model). This 2024 overage has been covered by the 2025 Capital Fund (except for \$903, see below).

From 2024 Capital/Emergency funds, we spent:

- \$16.9K on tree management
- \$4.6K on Back Road maintenance

2025 expenses have already presented challenges to our budget. The Club received a tax bill that was 72% higher than budgeted. Our roof clearing costs were high due to heavy snowfall and caretaker diligence toward clearing roofs to prevent any cottage damage. In general, our property management costs are running higher than budgeted because the approved 2025 budget was established based on our prior caretaker's rates and services. Our 2025 Capital Funds have been used to cover our 2024 overage and our Emergency Account remains fully funded.

At this time, the Board is projecting an overage of \$29K that will need to be accounted for with a special assessment. There is also the \$903 Capital Fund overage that will be included in the special assessment.

The proposed 2026 operating budget is based on real data from the past 12 months, working with our current caretaker and acknowledging the new RE tax obligation. It will enable the Club to maintain the standard for property care that is expected without dipping into capital or emergency funds to meet Operations expenses.

The budget also identifies high priority Capital Improvement line items including an investment in the laundry facility, large tree maintenance, and proactive water system enhancements. The Capital Assessment will remain the same at \$950 per cottage/lot.

The 2026 total assessments (including capital and special) are: Cottage: \$5,845 and Lot: \$4,164.

Finally, I believe we are concluding a multi-year effort to right-size our budget to meet the current and future care expenses of our shared property. Your patience and commitment are truly appreciated.

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

Ted Silva
Treasurer

Historical Budget View

Expenditures	2021	2022	2023	2024	2025	2026
	Actual	Actual	Actual	Actual	FY Budget	Proposed Budget
General Expenses						
Annual Dinner- Caterer	\$ -	\$ -	\$ -	\$ 518	\$ -	\$ -
Bank Charges	\$ 55	\$ 285	\$ 180	\$ 150	\$ -	\$ -
Insurance Liability, Director, Auto	\$ 3,941	\$ 4,005	\$ 4,181	\$ 4,539	\$ 4,550	\$ 5,000
Insurance- Required Plowing for 2025 and onward						\$ 3,000
Legal & Professional Fees	\$ 495	\$ 575	\$ 1,270	\$ 52	\$ 550	\$ 700
Lovell Taxes & Licenses	\$ 6,845	\$ 6,741	\$ 7,248	\$ 7,674	\$ 7,300	\$ 12,700
Charitable Contributions	\$ 2,000	\$ 2,000	\$ 2,000	\$ 550	\$ 2,000	\$ 2,000
Discretionary- Internet, Quickbooks,postage, misc	\$ 1,291	\$ 1,687	\$ 1,269	\$ 1,758	\$ 1,000	\$ 1,800
Electric	\$ 957	\$ 1,126	\$ 1,472	\$ 1,523	\$ 900	\$ 1,200
Laundry Tank Pumping	\$ 400	\$ 1,160	\$ 450	\$ 1,175	\$ 450	\$ 900
Total - General Expenses	\$ 15,984	\$ 17,579	\$ 18,070	\$ 17,939	\$ 16,750	\$ 27,300
Operations Expenses						
Caretaker Retainer- This line item will be removed from budget template in 2027	\$ 9,000	\$ 9,000	\$ 8,750	\$ 11,440	\$ -	\$ -
Buildings- Labor: Cleaning, minor repairs, electrical and plumbing; Materials: Construction and cleaning products; Pests	\$ 1,431	\$ 1,110	\$ 990	\$ 1,628	\$ 900	\$ 1,900
Docks and Floats- Labor: In/out, minor repairs; Materials: Wood, etc, swimlines, anchors; Special Equipment usage; Pests	\$ 3,985	\$ 3,017	\$ 5,354	\$ 5,262	\$ 3,800	\$ 8,800
Grounds and Beach- Labor: Lanscaping, minor treework, beach raking, tennis court, culvert clearing, Fall & Spring	\$ 22,562	\$ 28,245	\$ 38,759	\$ 35,680	\$ 38,300	\$ 42,500
Roads and Bridges- Labor: Seasonal re-grading, plowing (prior to 2025), minor repairs; Materials: gravel, signage; Special Equipment	\$ 4,408	\$ 6,312	\$ 7,121	\$ 5,351	\$ 7,100	\$ 5,000
Roof Snow Removal- Labor for winter cottage checks and roof snow remonval; Decks are not included	\$ -	\$ 510	\$ 592	\$ 990	\$ 700	\$ 3,600
Trash Removal- Labor; Materials: Bags; Special Equipment usage	\$ 4,205	\$ 3,945	\$ 4,234	\$ 8,938	\$ 3,300	\$ 12,000
Trees Management- Will be removed from budget in 2027- costs allocated to Grounds and Beach	\$ 1,276	\$ 2,340	\$ 756	\$ 4,145	\$ -	\$ -
Water Supply Equipment- Labor- On/off procedures, gen. repairs; Materials, Fittings, tubing, valves, cleaning ; Well company	\$ 1,968	\$ 2,070	\$ 2,596	\$ 4,124	\$ 1,400	\$ 5,000
Supplies and Materials- Reduced by categorizing above	\$ 2,364	\$ 2,724	\$ 2,000	\$ 3,271	\$ 1,300	\$ 200
Total - Operations Expenses	\$ 51,199	\$ 59,273	\$ 71,152	\$ 80,829	\$ 56,800	\$ 79,000
Total Expenses	\$ 67,183	\$ 76,852	\$ 89,222	\$ 98,768	\$ 73,550	\$ 106,300

2025 Detail and 2026 Proposed Budget

2026 BBC Operating Budget					
Expenditures	2025	2025	2025	2025	2026
	FY Budget	YTD Actual	Projection	FY Budget	Proposed Budget
General Expenses					
Annual Dinner- Caterer	\$ -		\$ -	\$ -	\$ -
Bank Charges	\$ -	\$ 45	\$ 45	\$ -	\$ -
Insurance Liability, Director, Auto	\$ 4,550	\$ 4,683	\$ 4,683	\$ 4,550	\$ 5,000
Insurance- Required Plowing for 2025 and onward		\$ 2,900	\$ 2,900		\$ 3,000
Legal & Professional Fees	\$ 550	\$ 654	\$ 654	\$ 550	\$ 700
Lovell Taxes & Licenses	\$ 7,300	\$ 35	\$ 12,553	\$ 7,300	\$ 12,700
Charitable Contributions	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
Discretionary- Internet, Quickbooks, postage, misc	\$ 1,000	\$ 462	\$ 1,734	\$ 1,000	\$ 1,800
Electric	\$ 900	\$ 548	\$ 1,164	\$ 900	\$ 1,200
Laundry Tank Pumping	\$ 450	\$ -	\$ 450	\$ 450	\$ 900
Total - General Expenses	\$ 16,750	\$ 9,327	\$ 26,183	\$ 16,750	\$ 27,300
Operations Expenses					
Caretaker Retainer- This line item will be removed from budget template in 2027	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings- Labor: Cleaning, minor repairs, electrical and plumbing; Materials: Construction and cleaning products; Pests	\$ 900	\$ 875	\$ 1,850	\$ 900	\$ 1,900
Docks and Floats- Labor: In/out, minor repairs; Materials: Wood, etc, swimlines, anchors; Special Equipment usage; Pests	\$ 3,800	\$ 4,355	\$ 8,355	\$ 3,800	\$ 8,800
Grounds and Beach- Labor: Lanscaping, minor treework, beach raking, tennis court, culvert clearing, Fall & Spring	\$ 38,300	\$ 20,165	\$ 41,165	\$ 38,300	\$ 42,500
Roads and Bridges- Labor: Seasonal re-grading, plowing (prior to 2025), minor repairs; Materials: gravel, signage; Special Equipment	\$ 7,100	\$ 4,286	\$ 4,800	\$ 7,100	\$ 5,000
Roof Snow Removal- Labor for winter cottage checks and roof snow removal; Decks are not included	\$ 700	\$ 3,575	\$ 3,575	\$ 700	\$ 3,600
Trash Removal- Labor; Materials: Bags; Special Equipment usage	\$ 3,300	\$ 410	\$ 11,710	\$ 3,300	\$ 12,000
Trees Management- Will be removed from budget in 2027- costs allocated to Grounds and Beach	\$ -	\$ -	\$ -	\$ -	\$ -
Water Supply Equipment- Labor- On/off procedures, gen. repairs; Materials, Fittings, tubing, valves, cleaning; Well company	\$ 1,400	\$ 3,571	\$ 4,821	\$ 1,400	\$ 5,000
Supplies and Materials- Reduced by categorizing above	\$ 1,300	\$ 67	\$ 200	\$ 1,300	\$ 200
Total - Operations Expenses	\$ 56,800	\$ 37,304	\$ 76,476	\$ 56,800	\$ 79,000
Total Expenses	\$ 73,550	\$ 46,631	\$ 102,659	\$ 73,550	\$ 106,300
OVER 2025 BUDGET			\$ 29,109		

Capital and Emergency Accounts

Capital Account	2024	2025	2026
		Projection	Proposed Budget
Prev. Yr. Capital - Carry Forward	\$ 19,964	\$ 210	\$ -
Prev. Yr. Leftover Operating Funds	\$ (23,826)	\$ (28,513)	\$ -
Capital Assessments	\$ 26,600	\$ 26,600	\$ 26,600
2026 Right-of-Way Assessments	\$ 800	\$ 800	\$ 1,000
2026 Emerg. Acct Replenishment	\$ (1,778)	\$ -	\$ -
Total	\$ 21,760	\$ (903)	\$ 27,600
Capital Expenditures			
Buildings	\$ -	-	\$ -
Docks and Floats	\$ -	-	\$ -
Grounds and Beach	\$ -	-	\$ -
Roads and Bridges	\$ 4,650	-	\$ -
Water - Well Liner Repairs		-	\$ 15,100
Trees - Removal of dead trees	\$ 16,900	-	\$ 10,000
Equipment - Laundry Machine	\$ -	-	\$ 2,500
Tennis Court	\$ -	-	\$ -
Total	\$ 21,550	\$ -	\$ 27,600
Capital Balance - 2025 overage covered by Overage Assessment	\$ 210	\$ (903)	\$ -
Emergency Account			
			2026
2025 Unspent Receipts	\$ 8,222	\$ 10,000	\$ 10,000
2026 Replenishment from Capital	\$ 1,778	\$ -	\$ -
Total	\$ 10,000	\$ 10,000	\$ 10,000
Emergency Expenditures			
Buildings	\$ -		\$ -
Docks and Floats	\$ -		\$ -
Grounds and Beach	\$ -		\$ -
Roads and Bridges	\$ -		\$ -
Water	\$ -		\$ -
Trees	\$ -		\$ -
Equipment	\$ -		\$ -
Tennis Court	\$ -		\$ -
Total	\$ -		\$ -
Emergency Balance	\$ 10,000	\$ 10,000	\$ 10,000

Assessments/Fees

2025

Proposed 2026

INDIVIDUAL ASSESSMENTS/FEES		
Lot Assessment	\$ 1,500	\$ 2,175
Cottage Assessment	\$ 2,669	\$ 3,856
2025 Overage Assessment		\$ 1,072
Capital Assessment (to Capital & Emergency Accts)	\$ 950	\$ 950
Total Assessment (Cottage + Capital + Overage)	\$ 3,619	\$ 5,878
Total Assessment (Lot + Capital + Overage)	\$ 2,450	\$ 4,197
Rite-of-Way Assessments	\$ 400	\$ 500
Dock Storage Fee	\$ 55	\$ 105
Shed Storage Fee	\$ 110	\$ 160

Boulder Brook Club Slate 2025

The Nominating Committee submits the following slate of recommended Officers, Board of Governors, and Nominating Committee Members.

Officers	One-Year Term Expires:
President: Alexis Comrack	2026
Vice President: Tim Silva	2026
Treasurer: Ted Silva	2026
Assistant Treasurer: Andy Brown	2026
2025 Board of Governors	Three-Year Term Expires:
Chip Cooke	2026
Matt Wiswall	2027
Helen Gernon	2028
Nominating Committee	Three-Year Term Expires:
Brad Cushing	2026
Judy Silva	2027
George Wiswall	2028

Respectfully Submitted,
Andy Brown, Brad Cushing, and Judy Silva
BBC Nominating Committee
July 1, 2025

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 26, 2025** 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 _____

2025 Annual Meeting Lobster Dinner

The Annual Meeting Lobster Dinner will be held on July 26, 2025.

6:00pm Cocktails

6:30pm Dinner

On the beach or in the clubhouse in case of rain.

Bring your own beverages.

Sign up to bring a shared side dish or dessert at the office or on the online order form.

To order lobsters, please complete the lobster [order form online](#) or contact Debbie Cushing at 207-650-2693 by **July 22nd**.

Letter from the Bylaw Review Committee

Hello Boulder Brook Club Members:

**** SPECIAL UPDATE**:**

Two proposals that were included in the original list of proposed bylaw amendments dated **07/03/2025 have been removed. Proposal Number 7 and Proposal Number 9** are no longer in consideration.

.....

As you all know, a group of members convened in the fall of 2024 to begin reviewing the Boulder Brook Club Bylaws. As result of numerous meetings throughout the winter and spring we created a document with 13 individually sponsored bylaw amendment proposals.

These proposals will be voted upon during this year's annual meeting of the membership. As our bylaw's state, in **Article X, Section 1**. *"These bylaws may be amended by vote of three-fourths (75%) of the members present or voting by proxy and constituting a quorum, in accordance with Section 2, Article III of these bylaws. No amendment shall be voted on at any meeting of the membership unless the proposed amendment is substantially set out in the notice for such meeting as required by these bylaws"*.

We sent out these proposals early to assure the membership had ample time to review them. If you have any questions on a particular proposed bylaw amendment, please reach out to the sponsor of that proposal.

Sponsors:

Tim Silva	tsilva3311@gmail.com
Brad Cushing	brad.m.cushing@gmail.com
Louis Ekaireb	redelf75@gmail.com
Judy Silva (El Cielo)	jsilva@judysilvemarketing.com
Kevin McDonnell	kevinmcdonnell@hotmail.com

Please find the links to the two bylaw documents in the cover email:

1. [The proposed Bylaw amendments](#)
2. [The Bylaw amendment guide](#)

Note:

- These same documents were emailed to members on July 3rd.
- You can vote in person at the annual meeting or by proxy.
- **ONE** vote per cottage/cottage lot.