

Rangeley Manor Cottage Association Annual Meeting Saturday, June 22 at 9am at Paul and Kathy Cains camp

RMCA annual meeting called to order by Scott Schoenthaler at approximately 9:15am. All were welcomed and introductions were done by all. Attendance and Proxies were reviewed.

Attendees:	Manor address:	Proxy for:
Abbott, Donna & Norman	30 Mercer Cir	Searle
Altneu, Christine	6 Mercer Cir	
Bowdoin, Holly	25 Mercer Cir	
Cain, Kathryn & Paul	100 Manor Rd	
Cogan, Julie	29 Mercer Cir	
Ferrara, Deb & Jim	21 Mercer Cir	
Forman, Paul & Dari	88 Manor Rd	
Gray, Crickette & Jeff	106 Manor Rd	
Leach, Marcie & Paul	79 Manor Rd	
Ledue, Belinda	Lot K	Johnson
Schoenthaler, Scott	37 Mercer Cir	Cummings
		Daniels
		Dougherty
		Hanson
		Rogers
		Pimental
		Pfister/Skean
Welch, Jim	119 Manor Rd	
Williams, Kendra & Paul	33 Mercer Cir	
Tully, Diane & Jim	120 Manor road	

23 out of 31 properties were represented equating to 74.2% representation achieving a Quorum.

Review and Acceptance of the 2022/2023 minutes. A motion to accept the 2022/2023 meeting minutes was made by Paul Cain and seconded by Jim Tully. All in favor accepting the motion was unanimous.

Treasurer's Report – Scott

Scott thanked Megan Dougherty for her service as Treasurer and advised that she would no longer be Treasurer.

Scott reviewed the 2023/2024 budget sent to everyone via email and handed out for review. He reviewed all the expense items in detail. Scott also reviewed all that was done regarding the water system.

Kendra handed out the proposed budget.

The topic of opening a CD at Franklin Savings Bank was introduced to gain a higher interest rate on the monies in our checking account.

Additional discussions surrounding the 2024/2025 budget and making some adjustments would be held at the end of the meeting.

Caretaker review – Scott

8 owners submitted a response to Scott's request for feedback on the caretaker. Scott said the reviews were satisfactory to good.

Scott and Paul W had to do extra work (fill holes and tree removal).

There was some discussion by owners surrounding bidding out the next contract which will begin on 10/1/24. Many owners commented that the current cost likely could not be beat.

Additional discussion was had surrounding each owner's wants and needs of the caretaker. It was also mentioned that, as an owner, please feel free to reach out to the Caretaker directly with specific requests.

Action Item

Belinda Ledue volunteered to compile a list of "caretaker requests". Please email Belinda at bjlmom5@yahoo.com with your requests to caretaker no later than August 15, 2024.

Jeff Gray made a motion to not go out to bid and to continue with Noel Dolbier, the current Caretaker. Holly Bowdoin seconded the motion. All in favor was unanimous.

2024/2025 Board member review and nominations/volunteers –

Current Board of Directors:

Scott Schoenthaler – President

Megan Dougherty – outgoing Treasurer

Liz Pimentel – Secretary

Bob Daniels - Vice President

Christine Altneu, Paul Cain & Paul Williams

Some discussion was had around whether 2 people from the same property should be allowed or could be on the BOD. While it has happened in the past due to no one else volunteering, there was agreement that only one person from a property could serve on the BOD at the same time.

New Board members request made by Scott. Volunteering to be on the 2024/2025 Board of Directors were:

Kendra Williams (volunteered to be Treasurer), Jim Tully and Jim Ferrara

New Board of Directors for the 2024/2025 fiscal year:

Scott Schoenthaler (this will be his last year as President)

Kendra Williams – Treasurer (BOD approved)

Christine Altneu

Paul Cain (“no ladder to President”)

Bob Daniels - Vice President

Jim Ferrara (“no ladder to President”)

Jim Tully

Liz Pimentel will remain as Secretary but will not be on the Board.

Diane Tully made a motion as a group to vote on the nominees and the New Board of Directors. Donna Abbott seconded the motion.

All in favor was unanimous.

ADDITIONAL TOPICS:

1. **Manor Manners** – Paul Cain is working on revisions to both versions. Paul reviewed the current Manor Manners. There was LOTS of discussion and conversation! Kendra Williams wants to highlight that all campfires should not be left unattended and should be extinguished. She also suggested that we include “winter rules” which would include snowmobile

speed and lake access (entry/exit) area from own property or common land beach area only.

Kendra also suggested giving the “Manor Manners” to all realtors that rent properties so they can include them in their rental packet and to all new RMCA property owners.

Action Item

Jim Tully brought up creating a website that can house all RMCA items (i.e.: bylaws, covenants and restrictions, manor manners, annual meetings minutes (past and present), etc. Jim will look further into this and get back to the BOD.

A plan will be developed and presented to the Board to then possibly be presented for vote to the RMCA membership at the RMCA annual meeting in 2025 by Jim Tully.

Scott brought forth 2 topics from Liz Pimentel.

- a. Why do boats have to come out of marina overnight?

Discussions/conversations included that the marina was always intended to be accessible on a first come first serve basis. General agreement was that boats should not be left in a marina slip for an extended period. Boats should only be in a slip while your property is actively being used by owner or renter.

- b. Please keep pets on leash while on AND off your property.

Discussions/conversations were had and general agreement/understanding was that pets should be on leash while in common areas and that pet owners should maintain control of pet.

Multiple comments made as a reminder that these “manners” are not part of the covenants and restrictions. These are a courtesy and not enforceable.

Paul Forman made a motion to accept the Manor Manners with revisions to be made by Paul Cain then amended to modify the motion to a straw vote for the Board of Directors to finalize the revised Manor Manners once completed.

Jim Ferrara seconded the motion. All in favor was a unanimous approval.

2. Board Proposal of new RMCA policy (Scott and BOD)

ALL RMCA PROPERTY OWNERS MUST HAVE A 12 MONTHS PER YEAR WATER MAIN SHUT OFF VALVE EFFECTIVE JULY 1, 2024. (Property owners have 30 days to comply).

Scott talked about the importance of having an accessible water main shut off valve at each property due to the water issues that occurred in July 2023. Discussions were had about the leak and subsequent costs associated with it. In addition to capital costs to the RMCA to repair the problems, this water issue also caused several renters to contact the realtors wanting to leave their rental at the Manor. This would have cost property owners' money and a possible distrust in renting in the RMCA. It was discussed and conveyed by the Board of Directors that ALL property owners must have a water shut off valve that is accessible all year. This means it should be **inside** your property. Access to the inside of your property must be given to the RMCA Caretaker.

Julie Cogan suggested that all property owners advise Scott Schoenthaler if they currently have an interior water shut valve, where it is specifically and confirm that the Caretaker has access to get into the property. Scott agreed and will compile a list of properties and their status.

Action Item

All owners must report back to Scott on the status of their accessible shut off water valve no later than July 31st, 2024

Jeff Gray proposed that this be mandatory and made a motion to amend the draft of the policy to include the words "easily accessible" and that the new policy be that ALL RMCA PROPERTY OWNERS MUST HAVE AN INTERIOR WATER SHUT OFF VALVE THAT IS EASILY ACCESSIBLE EFFECTIVE JULY 1, 2024. Property owners have 30 days to comply. Kendra seconded the motion.

All in favor was unanimous and this motion was approved.

Norm suggested that this new policy be added to the RMCA Bylaws.

Action Item

The Board of Directors will work on adding the new policy to the RMCA Bylaws.

Kendra Williams made a motion to include in Manor Manners that when the property is unoccupied for a period of time, it is recommended that the main water valve is to be shut off.

There was discussion as to what timeframe “unoccupied” equates to.

Jeff Gray seconded the motion.

All in favor was unanimous and this motion was approved.

3. Limiting Dog Access to RMCA Beach Area – Scott Schoenthaler

This topic was brought up by several RMCA property owners when Scott asked for feedback. The concerns are around dogs running around on beach with children and adults that may be uncomfortable, dogs that may not be in control by their owners and possible defecation. Conversations were about if to limit access, the time period to limit the access and how to post and enforce. See something, Say something!

Holly Bowdoin proposed a motion to create a sign for the RMCA beach area that states, The RMCA beach allows dogs prior to 9am and after 5pm. This is enforced between Memorial Day and Labor Day.

Christine Altneu proposed an amendment to the motion to change date from June 30.

Paul Forman proposed another amendment and suggested that the motion be changed to show when the dogs are NOT allowed.

Holly Bowdoin seconded the new motion, and the new sign will read:

Dogs are NOT allowed in the RMCA beach area from 9am to 5pm from June 30 to Labor Day. Thank You.

All in favor was 70% / 30% and the motion was approved.

Action Item

Scott will have sign made for beach area

4. Filing of IRS Form 1120H – Jeff Gray

Prior to discussing this topic, Jeff circled back to the website generation suggestion that Jim Tully had. He wanted to reiterate that the goal would be to develop a plan to develop a RMCA website. This plan should

include; cost, vendor for design, development and hosting. The plan should include a designated RMCA member to maintain the website.

IRS Form 1120H for RMCA tax filing

Jeff stated that this is an IRS mandated form that has not been filed in the past several years. Jeff spoke to the accounting firm of Austin and Associates regarding filing this annual tax form. They told him that the cost could range from \$350-\$550 annually. Jeff stated that RMCA taxable income would include late fees and bank interest from checking or CD.

Jeff Gray made a motion to hire Austin and Associates to prepare and file the tax return form 1120H going forward. He then amended the motion to hire Austin and Associates for this year only and going forward, this would be the responsibility of the RMCA Treasurer or Bookkeeper.

Jim Tully proposed an amendment to remove the accounting firm name.

Discussion and conversation then occurred.

Kendra Williams asked why the RMCA needed to use an accounting firm to process this form and then held up form 1120H expressing that it looked simple to complete.

Christine Altneu also asked why we needed to pay a firm. Others agreed in multiple conversations.

Paul Forman then stated that the RMCA members were paying to mitigate any potential risk/liability.

The motion was then updated and revised so that the new RMCA Treasurer would review and discuss with the Board of Directors and have a final decision as to if and how RMCA taxes will be filed.

Jim Ferrara seconded the motion.

An All in Favor vote was 60% / 40% and the motion was approved.

Scott asked if there were any additional topics.

Deb Ferrara commented that the ditch in front of the Altneu property needs to be cleaned so the water stopped pooling in the culvert and onto the street.

No other comments/questions so the last item to review to was the Proposed Budget.

Proposed Budget – Kendra Williams

Kendra reviewed each item in the 2024/2025 proposed budget. Some adjustments were made based on increased taxes, fixing a section of the marina and filings, fees.

Kendra also made a motion to put \$25,000 into a 9 month CD with Franklin Savings Bank to obtain a much higher interest rate than regular checking.

Jim Ferrara seconded the motion.

All in favor vote was unanimously approved.

Paul Forman amended the motion to approve the 2024/2025 proposed budget AND obtain a 9 month CD at Franklin Savings Bank in the amount of \$25,000.

Crickette Gray seconded the motion.

All in favor of the motion vote was unanimously approved.

Scott Schoenthaler thanked everyone for their feedback and attendance.

He and others thanked the Cains for hosting the meeting.

Scott adjourned the meeting at approximately 11:55am.