

Carleton Shores Association - Board of Directors Meeting
October 29, 2025

Attendees: Jane Akin (virtual), Jayne Burke, Ed Collupy, Bill Darrow, Mike Doak, Greg Dundorf, Mike Myers, Debbie Warms, Kandi Zarba

Absent: Maria Michaud

Jayne called the meeting to order at 6:02 pm.

Minutes from the September 10, 2025 Board meeting were reviewed and motioned for acceptance by Mike M and seconded by Kandi with change Jane recommended. Accepted unanimously.

Treasurers Report as of 10/29/25

- Balances:
 - Checking Account. \$6,978.08
 - Money Market \$130,392.00
 - Escrow (CSA set-up) \$100.00
 - Total \$137,470.08
- Expenses – Nothing out of ordinary.

Ray Tomlinson (attorney), nothing outstanding but a few more email communications and future work to follow. It was noted that his retainer has been fully used.

A number of invoices were signed by two board members.

- Other-
 - \$5000 was moved to the Checking account in September to Jayne's question.
 - Greg confirmed with board dues at \$600. Dues invoice will be sent in US Mail around Thanksgiving.
 - Ed suggested that the \$5000 moved from Money Market should come from the Legal Reserve line; Greg will make adjustment
 - Mike M needs to go to bank with Jayne to get on the signature card(s).
 - Greg noted the bank name was changed to Cape & Coast Bank.

- Escrow – Clancy \$10,000, Kinsella \$10,000, Riccardi - Lost Meadow \$70,000 Bond

Committee Reports

- **Area Development Mike Doak**
 - Richardi (Mayflower) ongoing – he hopes to be in house by Thanksgiving
 - Kinsella (Lloyd) - did receive approval from Committee
 - Weiss (Cranberry) – no plans have been delivered
- **Roads and Grounds Mike Myers**
 - 1/2 of catch basins cleared (other half next year)
 - Beach path and staircase survived heavy rain with no damage
 - Removal of small tree on Oak Ridge in road
 - Mike D cleared sand in parking lot
 - Dzau family took responsibility for repairing Blueberry Circle after construction; work is completed

Old Business

- Proposed STR penalties
 - Ray Tomlinson, our attorney, has only done a quick read and commented to Jayne that it looks lean.
 - The board is concerned that Ray's attention to our matter has not been timely, and a number of suggestions were made about making it clear to him we'd like to have all the work completed by the end of 2025.
- Bill took us through the Working Group's (Bill, Kandi, Jane, Mike M) efforts since the last meeting.
 - They've had a number of meetings, email exchanges and telephone conversations. Their intent was to condense what was proposed by Ray, remove things that were not clear, employ common sense language – all with the understanding Ray may have some legal-related feedback that will need to be incorporated.
 - The Working Group met with Jayne and further revisions were made.
 - Jayne asked that for tonight we focus on 3 matters in the draft Rules & Regulations:

- Proposed Penalties & Fines
- Special Permitting Rules
- Long Term Rentals
- Related to abatement under penalties and fines, Ed posed the question as to whether we should consider some action if we see a short-term rental advertised. General group feeling was we do not intend to police this.
- On the special permit it was noted that the Working Group decided not to include any examples and that “extraordinary circumstances” was good and enough language.

There was discussion about one application per year; Ed pointed that this would leave it open to applicant that they could apply for multiple rentals in one application. Members generally felt if this occurred “extraordinary circumstances” would likely cover the concern.

- On Long Term Rental, Ed asked the question as to whether this applies to owner occupied situations. The general feeling was that it did not and if we were to say this for long-term rentals it likely should be stated in short term as well.
- There was no disagreement among the board members present regarding what has been proposed; a formal vote on this was not taken with the understanding that revisions may be recommended by Ray and the board will have an opportunity to review before a vote to approve is taken. Jane is going to check in with Maria to get any feedback she may have.
- There was discussion regarding the Rules & Regulation that will be considered:
 - Kandi – be sure that it notes all costs will be borne by the lessor
 - Ed – the Rules & Regulations should be reconciled to the bylaw amendment; he pointed to 10 days vs. 1 week language
 - specify that rentals of less than 30 days fall outside the STR restriction if the homeowner lives in the house during the rental period,
- Mike M discussed a conversation with his neighbor that rents and suggested we should provide CSA members with an update on where the matter stands. Board generally felt we should wait on any communication on this matter until the Rules & Regulations are ready. This then reiterated

the point about getting Ray to make his recommendations immediately after he's freed up from a trial after second week in November.

- Jayne noted that Ray does not plan to file with Registry of Deeds the updated bylaw amendment until the Rules & Regulations are complete. It is also at that time that we would plan to notify all CSA members of the details.
- Deb has provided Ray with the names and addresses of all CSA members in preparation for Ray's filing with Registry of Deeds of the updated bylaw amendment.
- Deb noted that we need an updated agreement with Ray since we have new officers and board members.

New Business

- Buckley's returned passes (#026).; \$25 collected for 1 missing – monies not recorded in this month's financial update
- Jayne has included and plans to continue to have an agenda item at each meeting – 'Any other matters'. This is an opportunity for board members to bring forth what they're hearing from neighbors and CSA members.
 - Mike D commented that he's heard positive feedback about the Short Term Rental decision.
- Mike M requested that a notification be sent out to CSA members announcing the election of the new officers. Jayne asked Deb to do this along with notice of September minutes being posted.

Upcoming Meeting schedule for FY 25:

- December 10 – Ed's
- February 18 – Bill's
- April 22 – Maria's
- June 10 – Jane's
- July 15- Ed's
- August 12 – Deb's
- August 23 – Annual Meeting
- September – TBD

Adjourn

The meeting was adjourned at 7:15 pm on motion by Deb and seconded by Mike M. Unanimous acceptance.

Submitted by:

Ed Collupy, Secretary

11/23/2025