

**Property Owners Association of Lake Hayward**  
**BOG SPECIAL Meeting**  
**April 1, 2024 - Hybrid Meeting**  
**124 Wildwood, East Haddam & Google Meet**

Topic	Details	Action/Outcome
Roll Call	Reps at Large <ul style="list-style-type: none"> <li>● Laurie Dworak - Present</li> <li>● Jeff Flynn - Present</li> <li>● Lisa Sobestanovich - Present</li> </ul> First Beach Reps <ul style="list-style-type: none"> <li>● Craig Montanari – Present</li> <li>● Evelyn Passan - Present</li> </ul> Second Beach Reps <ul style="list-style-type: none"> <li>● Dave Edgington – Present</li> <li>● Chris Popolizio - Absent</li> </ul> Third Beach Reps <ul style="list-style-type: none"> <li>● Dave Giroux – Present</li> <li>● Julia Schiavi – Present</li> </ul> Also Present: Properties - Phil Sabo Treasurer– Lisa Hober	
Contract Procedures	<ul style="list-style-type: none"> <li>● Project prioritization and BOG approval</li> <li>● Document requirements for Contracts               <ul style="list-style-type: none"> <li>○ Contract dates</li> <li>○ Insurance</li> <li>○ Financial risks on suppliers</li> <li>○ Licenses</li> <li>○ Permits</li> <li>○ DEEP approval (if necessary)</li> </ul> </li> <li>● Bidding requirements and Dollar thresholds               <ul style="list-style-type: none"> <li>○ Thresholds are binding</li> <li>○ Need to determine threshold \$\$</li> </ul> </li> <li>● Signatory Guidelines</li> </ul>	<ol style="list-style-type: none"> <li>1. All BOG members review Exhibit A and Exhibit B and provide comments/questions to Laurie by 4/15/24               <ul style="list-style-type: none"> <li>○ Bio-detention basin</li> <li>○ Landscaping contract</li> </ul> </li> <li>2. Dave Giroux will provide the policy for contracts exceeding \$5000.00 containing a list of what should be included in a contract</li> <li>3. Determined three bids are required for all contracts \$5000.00 and over</li> <li>4. President has signing authority. Vice President would sign if the President is absent</li> </ol>
Committee Expenditures	<ul style="list-style-type: none"> <li>● Project prioritization and BOG approval               <ul style="list-style-type: none"> <li>○ \$1000 limit for budgeted expenses at the discretion of Association services and committees</li> </ul> </li> <li>● Deviation from requested line-items in the Member approved Operating Budget</li> </ul>	Evelyn made a motion to allow all budgeted Association services and committees a cap of \$1000 for necessary expenses within their committee/service (properties, geese, events etc.) Any expense \$1000 or over must be communicated to the Board  Dave Edgington seconded the motion All in favor, Motion carries  Julia to draft Guidelines for those committee chairs and association services