

**. Clifton Park Trustees**  
**Annual Retreat Meeting**  
**December 19, 2024**

**Present:** Trustees Coleman, Fraser, McCaffrey, Meany, Seibert, and Secretary/Treasurer Graves.

**Minutes:** Minutes from the most recent formal Trustee meetings held on August 30 and September 27, 2024, were reviewed, and approved with edits. They will be posted on the website.

**Financial Review:** The current YTD income statement and current balance sheet for the period ending December 19, 2024, were reviewed. Annual results were as expected, and no major issues were identified from the current fiscal year or the transition to the new year.

CPT will explore the filing requirements for the New Beneficial Ownership Information report required by the U.S. government.

Seibert and Graves will meet separately in early January to review vendors that should receive a 1099 for 2024.

**Maintenance and Projects:** The tennis court is currently in construction with a proposed completion date of April 2025. The final coating will need to be cured on the courts for approximately 30 days after the paving is completed. CPT discussed the plans for a new boardwalk, new lighting and paving Beach Rd from the guard house to the point. These projects will be sent out for construction bids in 2025 based on budget allowances. The current landscaping contract with Yardmaster will be up at the end of 2025. CPT discussed obtaining quotes from other landscaping companies for 2026.

**Picnic Table Reservation System:** The launch of the reservation system will be outlined to all beneficiaries, Club members and Lagoon residents in the March 1, 2025, correspondence.

**Legal Update:** Oral arguments are scheduled for January 8, 2025, in the Court of Appeals.

**Administration:**

The following administrative matters were discussed and decided:

- No changes will be made to the current Beach rules for the 2025 season.
- Tennis Lessons: CPT will discuss tennis lessons at the beach at a future meeting.
- Beach house rental charges will remain unchanged for 2025.
- The March 1 letter and assessments will be sent via email for 2025. CPT will work with the Secretary to make this a smooth transition.
- Trustee Coleman will meet with the current beach custodian to review the previous beach season and will discuss expectations for 2025.
- Trustee Fraser will contact the current head guard and confirm who will be returning as guards for 2025.
- Trustee Seibert will continue his role as President of the Clifton Park Trustees for 2025. Transition to a new President will be discussed at the annual retreat in December 2025.

Key Beach Dates for 2025 were discussed. Final dates will be presented in the annual letter to Beneficiaries; the proposed dates of major events are:

Beach clean-up – Tentative, May 3

Beach clean-up rain date – Tentative, May 10

Town hall meeting – May 22, 7:00 pm

Annual beach sleep over – August 23

**2025 Budget:**

Meany will send out a draft of the 2025 budget for review, based on the major project plans discussed at the retreat and general expense estimates. The final decision about any potential assessment change will be made at the conclusion of the budget estimates and analysis.

**Next meeting:** The secretary will develop and circulate a proposed schedule for 2025 Trustee meetings via email.

Trustee Meany was excused at 5:30 pm.

The meeting was adjourned at approximately 6:10 pm.