

# WALDEN WOODS CONSERVANCY

## BOARD OF DIRECTORS MEETING MINUTES

**MEETING DATE:** April 25, 2018

**STATUS OF THESE MINUTES:** **DRAFT** (as of 5/8/18)

### **1. ATTENDANCE:**

**Directors in Attendance:** Fitzgerald, Towers, Hoffman, Webber, Palladino, Onessimo, Raupach, Bocuzzi, Brand and Durr\*. Director Tracy (arrived at 8:15).

**Directors Absent:** Lattimer and Cocoran\*. (*\*It was noted at the end of the meeting that Director Cocoran has resigned from the Board and Director Durr has taken her place*).

**Elite Property Management Representative:** Chris Kohnle, Property Manager.

### **2. CALL TO ORDER:**

President Lattimer was absent, therefore Vice President Webber ran the meeting and called the meeting to order at 7:00 p.m.

### **APPROVAL OF THE PRECEDING MINUTES:**

After some discussion and changes to the drafted Minutes, a ***motion*** to accept the Minutes for the March 2018 meeting as amended was moved by Director Webber seconded by Director Palladino. Motion passes with Directors Onessimo and Towers abstaining.

### **3. FINANCIAL REPORT:** Director Bocuzzi, referring to the financial information that was provided the Board by Elite, briefly summarized the financial status of the Conservancy, as well as, the various Councils

### **4. MANAGER'S REPORT, as presented by Mr. Kohnle:**

- a) **Inspection Reports:** Nothing specific to report other than that the pool was inspected there will be some touch ups done prior to opening but all other work can be done in the fall.
- b) **Boundaries Update:** No new votes in the last two months. Mr. Kohnle reported that Peter DeBishop offered to give a presentation regarding the Boundary changes and the need for the vote and why these changes are needed to the residents. He proposed the dates of May 9<sup>th</sup> and June 13<sup>th</sup>. Discussion

ensued. Mr. Kohnle will coordinate getting that information out to the homeowners.

As discussed at previous meetings, Director Palladino asked again who did not vote and to try to get an idea of why they chose not to vote. Suggestions of a letter going out and asking why owners are not voting. The next letter should produce a response and ask the owners who haven't voted to take a position. It was agreed that Mr. Kohnle would draft a letter and email it to the Board for review and edits before submission.

c) 2018 Projects:

At the start of the meeting, Mr. Kohnle asked Rich from Horizon Technologies to give a presentation on the new key tag system for the pool. Rich stated how the system worked and how it gives a little better control than the old system by telling you who entered, what time they arrived and the system can be reviewed by Elite. He further stated that the 2017 prices are the same as now. The quote did not include the cost of the electrician to dig a trench to add the wires/power to the pool area for the key tag system. They estimate that would be an additional \$2,000 over the quote provided.

Discussion on number of "key tags" and how to go about replacing them if one is lost or not working ensued. Rich gave a brief overview of how that would be an easy reset for the person overseeing the issuance of the key tags. There was discussion that the person in charge of the key tags would be able to login from a laptop and update information (such as issuance of a new key tag). Mr. Kohnle reported that he would take care of issuing and updating the key tags.

There was discussion about the down time for install, and Rich assured the Board that the install period is minimal as most of the work is done outside the pool itself. It was discussed that the old system would stay in place until the new key tag system was installed.

There was discussion about power outages and how to work around that, which Rich stated there is a battery back up to the system but if there was a long term power outage (more than a few hours), then that may be an issue as the battery backup only lasts for a period of time.

There was discussion about the cost for them to come out to repair or fix any issues which is outlined in the contract.

After Rich left, the Board also discussed that the Board had passed a policy of obtaining three (3) quotes for any expenditures such as this and so far this is the only one. Director Onesimo works for a company that does similar key tag security and he will obtain a quote and Elite will find one more. It was asked that they have those quotes for the next Board meeting so that it could be voted

upon.

Much discussion ensued on the need for new rules to be developed for the use, replacement, cost charges, etc. for the new Pool key tag system. Directors Webber and Fitzgerald agreed to meet to discuss and come up with rules for the new pool key tag system. They hope to have that drafted before the next Board meeting.

- d) Draft Audit Report Mr. Kohnle gave the Board in the Board packet the information regarding the Audit Report prior to the meeting.

**MOTION:** TO approve the Audit Report as presented was made by Director Boccuzzi and seconded by Director Palladino. After discussion, including Director Webber commenting that it was premature to vote approval when Director Lattimer was not able to respond and as he is an accountant, his input would be valued, the motion **passes** all in favor with the exception of Director Webber voting no.

## 5. UNIT OWNERS FORUM:

**Woodmere** – Mr. Swanimer brought to the Board's attention that he believes that there is a minimum standard for maintenance of property. There was discussion about how Elite would contact homeowners if a property was not properly maintained. If it becomes an issue where the homeowner becomes a bank owned, then if the bank is not properly minimally maintaining the property, then Russo is hired to step in and take care of the lawn. Mr. Swanimer felt that on Woodmere there was a different standard of care as there are several properties with lawns that are not well maintained and even if Russo is cutting them, it isn't done very well. He stressed that one of the reasons he bought where he bought was because of the rules regarding the look of the properties and that appealed to him. Mr. Kohnle reported that it was a late start this spring and that as he has been doing his inspections, he was giving people a little more time to clean up their lawns. Mr. Swaminer felt that was not the case and that more needed to be done to enforce the rules. It was discussed that the Conservancy used to deal with these issues until the 1990s when Woodmere set some basic guidelines but the Conservancy was always the rule when it came to maintenance. Much discussion ensued. Vice President Webber asked that Mr. Kohnle update President Lattimer on the issues concerning Woodmere and asked Bob to come up with Standards Rule Change.

**45 Last Leaf** – a resident reported that a FedEx truck on Chicopee has been violating the parking rule. Mr. Kohnle reported that the homeowner had been told previously about the rule of no commercial trucks parked in their driveway and they did fix it in the past. It was reported that the signage is there again and now larger than before (maybe even a different sized truck). Mr. Kohnle stated a letter did go out but he would follow up on the issue. Director Webber reported that if this homeowner had been told the rule previously and he fixed it, why was he given leeway for doing it again? Discussion ensued.

## 6. UNFINISHED BUSINESS:

a) Unisource (now Winstanley Enterprises). Mr. Kohnle reported that he was able to leave word with the property manager or person at Winstanley and is awaiting a response. Winstanley was looking into the issue, but his contact there was on vacation when he last called her to find out the status. He will follow up.

b) Standards Committee Recommended AAI Fee Structure Rule. It was reported that the Standards Committee decided to review the rules on fines and clarifying how they are administered. Information was provided to the Board in the Board Packet.

Director Fitzgerald pointed out that the rule change was to include an increase in the fines to make it harsher so owners would do better to file their AAIs prior to starting work and that failure to submit before work is approved is one fine and failure to comply with an approved AAI (filing for one approval but doing completely different work without an amended approval) would result in another fine. Discussion ensued including asking that the Committee work on making the language clearer. The Committee would report back to the Board with their changes.

c) Community Garden – This was tabled until next meeting at the request of Director Tracy prior to the meeting.

d) Other: Past Inspection Report Issues: Director Webber asked Mr. Kohnle for some follow up to prior issues concerning 522, 611, and 615 Thoreau as the follow up has not been reported to the Board. Mr. Kohnle agreed he would have a report on those issues by the next meeting.

## 7. NEW BUSINESS:

a) Tag Sale Date – The date for the annual Community Tag Sale has been set for Saturday, June 23, 2018.

b) Other:

- It was reported that the berm over by Parcel C had several dying trees. Mr. Kohnle was asked about this. He reported that Russo was already on it had had ordered more plants to replace them. Director Webber asked that they not just be more arborvitae. They are not very pretty and asked if they would use different plants. Mr. Kohnle reported he would inform Russo of that request.
- Director Towers reported that there seemed to be a lot of solicitation in the area, believes it is from Anderson Windows and Doors. Discussion ensued as it was reported that public roads are different than the private ones and to just call the police and report if there is solicitation.

- Director Tracy asked about decorative propane tables as a complaint was made to a resident who had one. There are several residents who have these tables but only one was given a letter. This caused a discussion of what was the difference between a “fire pit” and a “propane table”. The table, as it was propane, followed the rules. How is it different from a gas grill that also has open flames was asked. Open flames were subject to insurance requirements and Mr. Kohnle was asked to check with insurance to see if propane tables violates the insurance policy. It was discussed that any “open flame” can be a hazard. Once confirmation from insurance is made, an update to the rules should be made if warranted.

## **8. COMMITTEE REPORTS:**

Environmental Committee – Director Brand reported that it was a poor turnout for Earth Day. They did a lot of work though and did a bunch of cleaning up with about 90lbs of trash was collected. It was disappointing how low the turnout was but he did say many of the seven (7) people who attended were renters. They did find where a squatter had taken up a space. Director Webber asked that the police be contacted about that. Director Brand also reported that the Pond looked good and healthy (based on water clarity and level). He stated that next year he’d consider starting earlier in the day to see if that would gain more support.

No other Committee Reports.

***Additional Business:*** Mr. Kohnle reported that Director Cocoran notified him that she was resigning from the Board of Directors. He reported that Debbie Durr has agreed to take her seat (as indicated above, Director Durr was in attendance at tonight’s meeting).

## **9. EXECUTIVE SESSION:**

There was no executive session.

**10. NEXT BOARD MEETING:** Wednesday, May 30, 2018.

**11. ADJOURNED:** There being no additional business, it was moved by Director Boccuzzi, seconded by Director Onessimo and unanimously approved that the meeting be adjourned at 9:00 p.m.

Respectfully Submitted by,  
Rebekah Royer-Poppel, Minute Secretary (Non-Member)  
Approved by Secretary Kathleen Tracy (on 5/8/2018)