

**WALDEN WOODS**  
**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE:** April 24, 2019

**STATUS OF THESE MINUTES:** FINAL DRAFT (05/06/19)

**ATTENDANCE:**

**Directors in Attendance:** Sikora, Towers, Palladino, Raupach, Jagadeesan, Lawson, Webber

**Directors Absent:** Boccuzzi, Onessimo, Choiniere

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

**1. CALL TO ORDER:**

Director Webber called the meeting to order at 7:03 PM.

**2. APPROVAL OF THE PRECEDING MINUTES:**

After some discussion of the minutes, a motion to accept the minutes as amended was moved by Director Towers, seconded by Director Webber. Motion to approve Minutes of the previous meeting was passed unanimously.

**3. FINANCIAL REPORT:** Director Boccuzzi was not present so Mr. Kohnle presented the financial information that was provided to the Board by Elite, briefly summarized the financial status of the Conservancy, as well as, the various Councils.

The Conservancy	Current Year	\$8,455.87
The Village	Current Year	\$13,082.15
The Ridge	Current Year	\$1,125.44
The Duplex	Current Year	\$695.64
The Townhome	Current Year	(\$20,819.14)

Operating funds cleared as follows to start the new year with a zero balance.

The Conservancy	\$984.00	To replacement fund
The Village	\$17,056.00	To replacement fund
The Ridge	\$1,811.00	To operating fund
The Duplex	\$886.00	To operating fund
The Townhome	\$23,757.00	To replacement fund

**4. MANAGER'S REPORT:**

- a) Inspection Reports: Mr. Kohnle is following up regarding 40 Last Leaf. This property is vacant and was uninsured by the owner at the time of water damage. The cost will be covered by the Bouvier insurance policy and will be recouped.
- b) Landscape Projects: There is concern about the condition of the pillars on the property. The Landscape Committee has been working with Brightview on a new quote for new plant materials. Director Webber addressed a concern regarding branches down around the property. Mr. Kohnle stated that if they are down on public property the town may remove them. Mr. Kohnle will follow up.
- c) Document Revision/Updating: For continuity, the presentation given by Atty. Franklin Pilicy, representing Pilicy & Ryan, which occurred at the start of the meeting, will be covered here. Atty. Pilicy gave an overview of his Law background including Municipal Law. For the last 9 years Atty. Ryan has been either an Associate or Partner. They currently handle approximately 200 Homeowners Associations. They handle leins, enforcing of policy, hearings, and collections. Typically, they have one attorney handle an Association, but both may be involved in the process. The Association is in control of who may contact the Attorney regarding an Opinion or clarification. Yearly, a third of their contracts may not need any attention. There is no contract period in the retainer and they bill half at the midway point and half upon completion. They have a process in place for completing a Document Revision, which includes the Board and Community. MOTION to accept Pilicy & Ryan for Document Revision services as presented, was brought by Director Palladino and seconded by Director Raupach and passed unanimously. Discussion was tabled regarding the possibility of converting all business to Pilicy & Ryan.
- d) Reserve Study: Mr. Kohnle is waiting for quotes from Becht Engineering and National Consulting Groups. Reserve Advisors have submitted their quote for review.
- e) Pool Opening: Mr. Kohnle informed the Board that the pool is on track for an on-time opening. He will be meeting with the security company and arranging for the key fobs to be mailed to unit owners. He will also assess the pool furniture.
- f) 2018 Audit: Page 35 of the Board Packet reflects the transfers of funds to balance all accounts. See the table under Financial Report. MOTION by Director Palladino, seconded by Director Lawson to accept the transfers to close the 2018 Budget. Passed unanimously.

## 5. UNIT OWNERS FORUM

**5 Marble Faun (Duplex) -** Unit requests the Board to make changes to the type of siding used on properties when repeated melting occurs. The unit

owner brought examples of damage and new building materials. It was explained to the unit owners that they must first attend a Duplex Council meeting, of which they are a part, to address their concerns. Then if unsatisfied, they may approach the Board of Directors instead.

#### **UNFINISHED BUSINESS:**

- a) **Committee Positions** – An Environmental Committee Chairperson is needed. The Social Committee needs a Chair as well. Director Jagadeesan has volunteered to be the Board liaison to the Landscape Committee. The Board thanked all who have volunteered for Committee positions.
- b) **2019/2020 Community Goals** – See Manger’s Report for details regarding Pilicy & Ryan discussion and Motion.
- c) **Dog Incident** – There has been further contact by an attorney regarding a dog bite on a public road adjacent to Walden Woods property approximately a year ago. Mr. Kohnle stated that he will request that Bouvier initiate a claim with no action on Bouvier’s part unless necessary.

#### **6. NEW BUSINESS:**

- a) **Pet Rules** – See page 19 of Declaration, Section 8 of Rules and 8.8 regarding Registration forms.
- b) **“Nextdoor” Posting Site** – This is a site meant to advise community members of things occurring within the community, but it is not sanctioned by the Conservancy nor is it restricted to community members only. A request has been made to reach out to Regina Sanchez to add a disclaimer that the site is not sanctioned and to please not mail solicitations to unit owners asking them to join.
- c) **Director Resignation** – As of April 24<sup>th</sup> Director Choiniere is resigning his position on the Board. A replacement has been found but requires a vote.
- d) **Bicycles, Children** – Mr. Kohnle has been asked to send a memo to unit owners to remind them to be aware of children on bicycles in the neighborhoods. It is also a reminder to parents of children that helmet law requires children 12 and under to wear helmets.

**7. COMMITTEE REPORTS:**

None

**8. EXECUTIVE SESSION:**

None

**9. NEXT BOARD MEETING:** Wednesday, May 29<sup>th</sup>, 2019

**ADJOURNED:** There being no additional business, the MOTION to adjourn by Director Palladino and seconded by Director Sikora was Unanimous at 9:03pm

Respectfully Submitted by,  
Robin Daly, Minute Secretary (Non-Member)  
Approved by Secretary Marlene Towers (05/05/2019)