**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: April 27, 2022

**STATUS OF THESE MINUTES**: APPROVED (5/25/2022)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Devlin, Schuck, Brand, Robertson, Boccuzzi (arrived at 8:09), Lemieux, Bernier, Onessimo

**Directors Absent:** Yalamanchili, Rosario

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

1. **CALL TO ORDER:**

Director Bernier called the meeting to order at 7:02 PM.

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to approve the Minutes from the March 30, 2022 meeting, with amendments, made by Director Schuck with a second by Director Robertson **PASSED**

**MOTION** to amend the February 23, 2022 minutes to reflect amendments requested by Director Bernier with a second by Director Devlin **PASSED** \*The requested changes had been made by the stenographer to the 1st draft of the minutes which were reviewed at the March meeting. These requested changes had already been made for the approved minutes.

1. **FINANCIAL REPORT:** Director Schuck reviewed the financials for each council and the conservancy as provided by Elite. Director Schuck presented the spreadsheets for review by the board.

| The Conservancy | Current Year | $4,319.05 |
| --- | --- | --- |
| The Village | Current Year | $25,505.65 |
| The Ridge | Current Year | $1,322.92 |
| The Duplex | Current Year | $10,293.91 |
| The Townhome | Current Year | $2,615.65 |

1. **MANAGER’S REPORT**
2. *Summary of Property Manager on-site activity:* Mr. Kohnle said that the Village paving project had begun and meetings had been held with various contractors.
3. *Scheduled Pending Services:* The pool is on track for a Memorial Day opening. Butler has begun Spring clean-up. A meeting will be held with contractors for painting and powerwashing.
4. *AAI Status:* Mr. Kohnle stated that two had been closed, seven received and a total of 14 open.
5. *Delinquent Fees:* There are approximately $25,000 in fees to be collected with $11,000 of that being late fees and fines.
6. *Becht Engineering Reserve Study:* Mr. Kohnle will be pushing Becht to complete the Reserve Study.
7. **UNIT OWNERS’ FORUM**

**Levine (Village) –** 6 shrubs at the tennis court died over the winter and need replacing. The hill at Walden Meadow needs mulch.

**DeBisschop (Village)** - Since the Conservancy gets mulch each year, there should be a list of areas that are mulched.

**Towers (Village)** - The paving project is moving along smoothly. Butler has left a green tractor outside of their designated area.

**D. Bernier (Duplex)** - requested an item be added to new business. The invasive vine bittersweet is invading several areas and has been controlled in the past. Request quotes clean-up the various areas.

1. **UNFINISHED BUSINESS:**
2. **Special Meeting -** There will be a special meeting held on Wednesday, May 4, 2022 at 7:00 PM to review the new rules document. This will be a virtual meeting.
3. **Village Paving Project –** The southern phase is complete, the northern phase will be worked on next week, with an estimated completion by the end of the first full week of May. By the May meeting, the Village Council will know what funds are being borrowed.
4. **Conservancy Goals/Projects –**

The projects were discussed as follows:

#1 – Rock scaping and Landscaping – 2 quotes were provided, one from Butler and one from Beebe. There was discussion of cost, scope of project, and water cost. A motion to approve the Beebe quote was tabled until after a subcommittee of Directors Devlin and Brand with Jill Levin and the landscaper can discuss further options.

#2 – Repoint Concrete – ND Masonry has begun the repointing work with a completion by May 6 expected.

#3 – Meeting House Alarm – Mr. Kohnle has obtained a quote from ADT. The quote includes upgrading with a new panel, box, and wiring. The monthly contract would be $98.00 after an initial set-up of $2,300.

**MOTION** to accept the ADT proposal for the Meeting House alarm made by Director Robertson, second by Director Lemieux **PASSED** 8 yes, 1 no (Brand)

#4 – Meeting House Fire Alarm/Repair – Mr. Kohnle approved the cost of the project for $1,000. This cost covers rusting valves and pipes.

#6 - Benches - Mr. Kohnle was able to find matches to the existing benches on the property. They have been ordered and are ready to be installed on-site.

1. **NEW BUSINESS:**
2. **Pool FOB Fees –** There was discussion about the transfer of fobs when units change owners. The board requested that Mr. Kohnle research the number of fees for replacement fobs have been charged and of those how many have been to new unit owners.

**MOTION** that when a new home buyer does not receive their pool fob from the seller at the time of closing, they will be provided with a one-time replacement at no cost to the new homeowner. Also, a new rule be added to the latest revision of the “Rules of Walden Woods” Subsection 13.21.1 Access Devices that states the following: 13.21.1(b)10. If a buyer does not obtain the pool FOB from the previous owner during the closing of the unit, the new owner may request a FOB from the property manager. For one time only a new FOB will be provided to the unit purchaser at no cost. The FOB of the previous owner will be disabled by the property manager. Further moved that language in the resale packet provided by Elite will be changed as follows to comply with the Rules of Walden Woods: “It is the seller’s responsibility to provide the pool FOB to the buyer at the time of closing. If at all possible the buyer should be aware of this and attempt to get the pool FOB at the time of closing. If the pool FOB is not transferred to the new owner a new FOB can be requested by contacting Elite Property Management at no cost to the unit owner made by Director Devlin, second by Director Dostal **AMENDED TO INCLUDE:**  Further moved that this motion be effective beginning April 27, 2022 and that any request for a replacement pool FOB by a new homeowner who did not receive the FOB at closing must be made within three months of their closing date. If request is made later than that, the FOB will be replaced at the normal replacement fee of $100 made by Director Bernier, seconded by Director Devlin **PASSED** 8 yes, 1 no (Onessimo)

1. **Board Appointed Finance Committee–** Tabled till May
2. **Invasive Overgrowth–**  Tabled till May
3. **COMMITTEE REPORTS:**

**None**

1. **EXECUTIVE SESSION:**

**None**

1. **NEXT BOARD MEETING**: Wednesday, May 25, 2022, at 7:00 PM.
2. **ADJOURNED**:

**MOTION** to adjourn at 9:15 PM by Director Bernier, seconded by Director Robertson **PASSED** Unanimously

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Lemieux