

BOARD OF DIRECTORS MEETING MINUTES (April 26, 2017) DRAFT

1. **Attending Directors:** Lattimer, Webber, Boccuzzi, Raupach, Palladino, Brand, Fitzgerald, Olson-Douglas, Corcoran, Towers, Tracy and Onessimo (Arrived shortly after approval of minutes).
2. **Absent:** None
3. Chris Kohnle, Property Manager, representing Elite Management
4. **CALL TO ORDER** - President Lattimer called the meeting to order at 7:02 PM.
5. **Approval of the minutes:**

A motion to accept the minutes of March 29, 2017 was moved by Director Tracy, seconded by Director Boccuzzi and approved, with minor changes, by 10 voting and Director Towers abstaining.
6. **Financial Report:** Director Tracy, 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. Minor discussion ensued.
7. **MANAGER'S REPORT:**
 - a) Inspection Reports- Elite summary of field visits and work orders included in Board package was presented.
 - b) Boundaries Update- The map and boundaries have been completed by our legal counsel, engineers and reviewed internally. In order to finalize the boundary, task the following timeline was laid out. On May 24, a special meeting of the BOD will convene to review the communications package and materials. On June 14, another meeting will take place to review the package after review by the Documents Committee. There will be informational meetings conducted by the Communications Committee for Homeowners in July and August, dates TBD. In addition, each council will be requested to discuss the materials provided at the monthly meetings. In September, it is hoped that Elite will mail out vote forms and conduct a tally. Depending on vote outcome Attorney Perlstein will either record the approved boundaries or the boundary issue will be put to rest.
 - c) Russo quote- Revised W/O 4050, work around Meeting House including mulching, was presented in two versions. One with Pine mulch and the other Cedar. After discussion regarding the two choices and the varied costs quoted the Board considered a motion to approve the version that reflected Cedar and a clarification and verification of the amount by Elite. A motion to approve the W/O in an amount not too exceed \$4,461.39 was moved by Director Boccuzzi, seconded by Director Tracy and approved 11-1 (Dissenting Director Webber).

- d) 634 TC (Thoreau Circle) Fire restoration – Mary Beth, real estate agent and UO representative indicated that work on the fire damaged property is expected to be finally completed by May 15,2017. A C/O is expected to be issued by Town of Windsor by first week of May 2017.
- e) Pool Opening- The pool is scheduled to open Friday, May 26,2017 and preparations to meet that deadline are underway.
- f) Juliet Balconies Violation - The Standards Committee met with the H/O who has hired an architect to provide an opinion on the appropriateness of the balconies vis-a-vis New England motif noted in the by-laws. The H/O requested an additional period of time to allow his expert to prepare an opinion. The request was granted. The opinion is anticipated to be delivered before the next BOD meeting.
- g) Sale 606 TC - closed without the benefit of a re-sale package being requested. Chris reported that this did occur because one was not requested by the buyer or seller. He has been in contact with both parties whom, as of this date, were discussing who would pay the fee of \$125 now that the sale has closed. The re-sale package is required by State law. Failure to obtain the package will result in financial consequences for the new owners that will continue until the package matter is put to rest. Those consequences will not result in a Board instilled fine being assessed, but they will accrue a balance and late fees since fees will not be collected. Eventually, they will be turned over to the attorney for collections and then owe attorney fees, which will be much more than the \$125 resale packet cost.

8. UNIT OWNERS FORUM:

- a) Woodmoor resident requested guidance on the proper way to address homeowners whose lawns are not being maintained. The process would entail notification of the problem to Elite and the Standards Committee.
- b) Concerns were raised regarding the process for allocating lots in the community garden.
- c) Roland Bernier wanted to acknowledge the CWD representative for their contribution of refreshments to the Walden Woods Earth Day event.
- d) A TH UO suggested that Elite be more specific in its responses to HO's so as to avoid disappointments over failure to meet raised expectations. The H/O, Bonnie Farmer, leads yoga classes at the MH and requested that they be allowed to occasionally hold those classes out doors on the lawn in front of the MH. A decision was postponed by BOD pending further review. She also noted a home on Mercer that was sold without a re-sale package.
- e) A VC UO wanted to address the issue of a crab apple tree on the property at 20 Ivy. This was referred back to the VC for consideration at its monthly

meeting.

- f) Irina's Council - Duplex -5 Marble Faun Road, reported on several difficulties she encountered with both Elite and Russo, suggesting that they were not responsive and failing to keep up with the requirements of their contracts. Chris was given an opportunity to respond.
- g) It was during this session that Director Palladino, as Secretary, advised that as matter of course people speaking during the forum will not be identified by name in the minutes unless they specifically state it.
- h) The matter of 19 Scarlett not having a functioning garage was raised. It was pointed out that they were within their rights not to utilize the space as a garage but that their vehicles must be able to be parked in the driveway on the property.

9. UNFINISHED BUSINESS

Juliet Balconies violation- See comments in Managers Report.

10. NEW BUSINESS:

- 1) Pet Rule-Director Tracy on behalf of both the Townhome and Duplex Councils submitted a proposal for instituting a rule regarding units wherein dogs reside that is applicable to only the two aforementioned councils. After discussion, the rule, as read by Director Tracy, was considered vague and needed additional work before consideration for approval by the BOD. That revised rule was submitted post-meeting but is included here for further discussion:

Proposal from the Duplex and the Town Homes Councils

“We propose that dog owners be required to register their dogs annually and pay an annual \$150 fee per dog for turf replacement and other associated costs. Dog owners who fail to register their dog or pay the fee will be subject to fines of \$25 per day. The registration form will require dog owners to submit a picture of their pet as well as pertinent information as required to license a dog in the city of Windsor. This must be updated annually by August 31.”

- 2) Community Garden- It was determined that by prior agreement all UO's were to be notified by letter in January of the availability of lots and set up a lottery for those lots. It was further determined that for a myriad of reasons this deadline was not met thereby causing a great degree of confusion and consternation. Director Raupach, as liaison and committee chair, was advised to get the letter out immediately. She recognized our concerns, stated there were 6 lots open, no person currently has more than one lot and would work with Elite to get the notifications out on Monday, May 1.

11. COMMITTEE REPORTS:

a) Committee reports are submitted by the various committees and are incorporated as part of the monthly Board Package considered by the BOD.

b) Glen Brand, Environmental, took the opportunity to thank all those who participated in a successful Earth day clean -up of the property reporting over 200 pounds of debris was collected and removed to the town dump.

12. EXECUTIVE SESSION: There was no session held after the close of the regular Board meeting.

13. NEXT BOARD MEETING: Wednesday, May 31, 2017 – 7:00PM

14. ADJOURNED: There being no additional business, the meeting was adjourned at 9:00PM by unanimous agreement.

Prepared and submitted by:

Joe Palladino
Board Secretary