

**Walden Woods Conservancy
Committee Reports
August 2018**

Community Garden:

The garden has had an over-abundance of rain. Despite that the gardens look lush and green, our produce has been on light side.

Unfortunately this month we also experienced theft of garden vegetables. As gardeners, we expect accept changes in the weather, but we are disheartened when a fellow gardener goes to pick her tomatoes and they're gone! Reminders have gone out to all the gardeners, alerting them to lock the gate and turn the tumbler when they leave. In addition we have animal feces thrown into the gardening plastic tool bags. Gardeners have put in a tremendous amount of work and money into their garden plot. It is very disappointing for us to experience this problem.

Communications:

The new email notices@waldenwoodsct.com is functioning well. To date, there have not been any legal notices to send out. Accumulating Notice and Comment material will likely be next. Notice of council unit owners meeting normally held in September will follow. About 50% of residents are signed up for legal notices. A recent general email requesting more unit owners to sign up netted zero.

Documents:

1. Verification of the boundaries count is still pending.
2. Directors are reminded that Rules approved by the Conservancy Board are in a pending status until there is a Notice and Comment session. If the board does not change any portion of the pending rule, it is ratified and then published on the web in the Rules Document. The only rule that has gone through the process this year is the change in fees. No skating, fire pits and a number of others are still pending.

Environmental:

Nothing new to report from the Environmental Committee.

Meeting House:

Four rentals are currently scheduled.

Recreation & Social Committee:

- ✓ The August meeting was held August 8th. Attending: Lynne, Shayne, Ann
- ✓ July Pool Happy Hour was held July 13th. 25-30 people
- ✓ The Yard Goats game on August 5th - we had contracted for 25 people and were able to sell the tickets. Will try this again next year but try for a July game.
- ✓ Bunco was held July 20th with about 20 people. Always a fun time.

Upcoming Events:

- ❖ August Pool Happy Hour - to be held Friday August 10th.
- ❖ September Pool Happy Hour - to be held Friday, September 7th.
- ❖ Bunco scheduled for Friday, September 21st
- ❖ Back East Brewery - Tasting October 18th 6 - 8 pm - Ann will make a flyer
- ❖ Food Drive - scheduled for October 20th.

Other:

- Trivial Pursuit - Amy to check on playing via phone
- Windsor Art Center - Joyce pursuing Paint and Wine Party
- Dog Show - have not heard from Tom
- Local business tour - Linda pursuing
- We were discussing a Family Halloween Party - Please give me your thoughts

Standards:

See attached.

Welcome:

July 18 – August 21, 2018

Welcome Letters Sent: 11

8 Townhome (1 Owner; 7 Renters)

2 Village (Owners)

1 Woodmoor (Owner)

Visits: 7

1 Duplex (Owner)

2 Townhome (Renters)

2 Village (1 Owners; 1 Renter)

2 Woodmoor (Owners)

Visits to be Made: 6

1 Duplex (Renter)

5 Townhome (1 Owner; 4 Renters)

Visits Either Declined or No Response from Residents to Our Attempts to Schedule a Visit:

1 Townhome (Renter)

1 Ridge (Owner)

Walden Woods Standard Committee August Report

To: Walden Woods Conservancy
 From: Cathy Miller
 CC: Lynn Fitzgerald, Elite Property Management & Standards Committee
 Date: 8/22/18

Agenda Items for the Board Agenda

- Recommend fines in the amount of \$200 for 136 PB for the failure to file an AAI for the retaining wall that was constructed.
- The proposed handrails for the MH have been approved. Can Conservancy approve the install?
- Revised AAI form for Conservancy approval. Below
- Conservancy input on the proposed rule for Woodmoor & Pond Bridge regarding yard maintenance. Below.
- New Rules below for Village Mailboxes, Garden Rule, Temporary Structures & Preface to the Rules

WALDEN WOODS
 REQUEST FOR ADDITION, ALTERATION OR IMPROVEMENT (AAI) Revision 4/20 5/12 5/17

Owner Name:		Date:	
Property Address:		Council:	<input type="checkbox"/> Woodmoor <input type="checkbox"/> Ridge <input type="checkbox"/> Village <input type="checkbox"/> Duplex <input type="checkbox"/> TownHome
eMail: *		Phone:	

**Note: Those using this form are reminded of the Walden Woods email privacy policy. The email address, if provided, is not to be used for any purpose other than communicating about this AAI.*

On this form, or by attachment, please describe the proposed AAI to your unit or property. When indicating color, the manufacturer, paint color name and number need to be included. If pertinent, include such information as a plot of your property showing the exact location of the proposed change, distance to property lines, dimensions of fenced areas, and relevant surrounding features. Include a sketch or, if a significant structure, scale drawings that set forth style, dimensions, materials, construction details, finish and color. The manufacturer's brochures or cut sheets may suffice. If a contractor will do the construction, you must provide name, address, telephone number, contractor's license, Certificate of General Liability Insurance and Workers Comp coverage.
 Please plan on an approval period of up to thirty (30) days once completed AAI is submitted. No work can begin until AAI has been approved by the Standards Committee.

Note: All required documentation must be attached – this AAI will not be submitted for Standards Committee review until complete.

- Notes:**
1. All requests must be submitted to Elite Property Management Company for review by the Standards Committee. The review process can take up to thirty (30 days) once an AAI is submitted with all required information included. On rare occasions, an AAI could take longer to approve pending the nature of the AAI.
 2. Elite will not accept requests from owners with a delinquent assessment account until it is brought current.
 3. The applicant signifies by his or her signature below that no work in this request will commence until Standards Committee approval is received from Elite. Any unit owner who begins work prior to approval will be fined, subject to notice and hearing.
 4. Construction must be completed within the approved time (90 days unless more time is specifically requested) and in a manner that is reasonably unobtrusive to neighbors and does not interfere with their properties.
 5. Changes to the approved request require additional review and approval.
 6. The applicant agrees to remove construction-related debris in a timely manner.
 7. Construction must meet all zoning requirements, building codes, and laws and regulations of the Town of Windsor and State of Connecticut. Further, nothing herein contained shall be construed as a waiver or modification of any such code or law.
 8. If a building permit is required, you or your contractor must apply and pay for it. Submit a copy of the permit and any post-construction inspection results to the Property Manager.
 9. Where applicable, utility easements for underground gas, electrical, telephone, and TV cable lines are to be marked before excavating. The

- Hartford number for *Call Before You Dig* is 1-800-922-4455. Be aware of sprinkler pipes as well. Please note there is a FINE if underground utilities are severed, not to mention the potential for grave injury.
10. No contractor signs are allowed before, during, or after a job is completed. Fines may be enforced if this is violated, subject to notice and comment.
 11. As an owner who submitted an AAI, it is your responsibility to follow up on the status of such AAI.
 12. Misrepresentation of any items in this request, either oral or written, may void any approval by the Standards Committee.

I have read the above guidelines. This proposed change or addition meets the requirements and standards specified in these guidelines.
 Note: It is the unit owner's responsibility to inform Elite when work is completed. If email is used there must be receipt verification. It is the unit owner's responsibility to follow up if they have not received a Closing/Letter of Compliance. The standard approved construction time is 90 days. The time allowed for completing the entire AAI process from submission to receipt of Closing/ Letter of Compliance is 120 days.

Owner's Signature / Electronic Signature:	
Date:	

WOODMOOR and POND BRIDGE
Yard and Lawn Maintenance Standards

Need for the Rule

As yard appearance is one of the most noticeable aspects of community appearance, poorly maintained yards have the potential to significantly detract from a neighborhood's livability and perceived value. Therefore, the Home Owners Association (HOA) of Walden Woods establishes the below standards as minimally acceptable requirements for all residents, both owners and renters, of the community councils of Woodmoor and Pond Bridge.

Benefits of Yard and Lawn Maintenance

1. Poorly maintained yards can, collectively or individually, reduce the resale value of homes proximate to well-maintained properties and the perceived value of the community as a whole. Consequently, irresponsible neighbors can adversely impact the property value of responsible property owners.
2. Poorly maintained yards have the potential to cause ill-will and bad feelings between neighbors, thus poorly maintained yards can detract from neighborhood harmony and community livability.

Standards

The following are minimally acceptable standards for all residents, including home owners and home renters, within the confines of the community:

1. Mowing Frequency: During the growing season (April 1 to October 31) lawns must be mowed at least once every ten (10) days. This includes edging.
2. Grass Encroachment of Permanent Surfacing: Lawn grass should not encroach or extend more than 3" over permanent surfacing such as driveways, curbs, and sidewalks. Residents are required to trim or "edge" areas of their lawn adjacent to driveways, curbs, and sidewalks to prevent vegetation encroachment of those permanent surfaces. Grass often grows between sidewalk slabs in the seams, so grass growing in the seams of the sidewalk is, likewise limited to 3" in any direction from its approximate center.
3. General Appearance: The appearance of the lawn during the growing season should be predominantly green in color. "Bald" areas or dry spots must be treated by the resident to facilitate growth.
4. Weeds: Residents must take care to either pull weeds by hand or apply chemical treatments to reduce the area of weed coverage.
5. Landscape Trimming: Landscape shrubbery, including trees, will be neatly trimmed so as to be visually appealing, symmetrical and proportionate to the property. At no time should landscape shrubbery be so thick as to prevent lawn areas from growing. Dead landscape shrubbery material must be promptly removed. The exception is entire dead trees above 15' in height, and dead trees that must be removed within 60 days of complete browning.
6. Bedding Area Maintenance: The appearance of weeds in bedding areas will greatly depreciate the visual appearance of a yard. Residents should maintain bedding areas by regularly pulling weeds and grasses by hand or treating the areas chemically.
7. Leaf or Natural Lawn Debris: Dead vegetation matter such as leaves, pine needles, or visible clumps of lawn clippings must be collected winter debris. Be considerate of your neighbors. Many pay for regular maintenance of leaf clean up. It is frustrating to have leaves blowing back into yards due to proximity of someone that has not had clean up done. Also remember to include the curb areas. Clippings (grass, leaves, etc.) should be cleaned off the sidewalk(s) and never blown into the street for someone else to drive thru or clean up. This is a HO responsibility – if a Landscaper does the work for the resident, please let them know.
8. Foreign Objects: Objects that are not reasonably considered hardscaping should be removed from the yard. These include bicycles,

toys, tools, garden implements, newspapers, trash, and other objects or materials not normally associated with yard decoration should not be left on lawns.

9. Gardens: Vegetable gardens whose purpose is to grow edible items are prohibited in any area of the resident's yard that is visible from the street.
10. Composting: Compost materials or containers are permitted in any areas of the resident's yard that is NOT visible from the street.

Remedies and Penalties for Non-Compliance

Residents who are out of compliance with the above standards will be subject to enforcement. A yard that has not been maintained to the above standards will be declared "out of compliance."

Reporting

Residents are asked to report any issues with properties to the Property Management Company. They, are assigned (contractually) to weekly checks to assure all is being followed.

Mailboxes:

- OLD - Subsection 25.6 - Mailboxes. Mailboxes will be maintained by the Village Council. The Village Council will maintain and replace mailboxes, stands or enclosures, posts and numbers on a scheduled determined by the Council Directors. A standard has been set so all are uniform. Mailboxes shall be metal. Color shall be black. Numbers shall be uniform. Those within a wall will be secured and set at a uniform depth. Those with wooden posts: the posts shall be 4X4 with finial top, lateral arm with triangular support underneath the arm. Posts will be painted a uniform white. Posts will be set at a uniform height and distance from the curb. Mailboxes on posts are not permitted On the Knoll.
- NEW - Subsection 25.6 - Mailboxes. Mailboxes will be maintained by the Village Council. The Village Council will maintain and replace mailboxes, stands or enclosures, posts and numbers on a scheduled determined by the Council Directors. A standard has been set so all are uniform. Mailboxes shall be metal. Color shall be black. Numbers shall be uniform. Those within a wall will be secured and set at a uniform depth. Those with wooden posts: the posts shall be pressure treated, 4X4 with finial top, lateral arm with triangular support underneath the arm. Posts will be set at a uniform height and distance from the curb. Posts are not to be painted and are left to weather. Mailboxes on posts are not permitted On the Knoll.

Section 17: Community Garden and Pond Patio

Subsection 17.1 – Garden. The Walden Woods Community Garden is organized by a committee headed by a Garden Committee Chairperson. The garden is available to residents annually. A fee is charged. The committee shall establish a sign-up deadline each winter and provide notice to the community through the Communications Committee.

The community garden is a Common Element created by The Conservancy. The operation of the community garden is to be self-sustaining and is not part of the Conservancy operating budget. As such, applications, fees and rules specific to the operation of the garden are the sole purview of the Garden Committee. Operating costs are to be covered solely by the user fees. Structural (fence, water supply) maintenance or replacement costs may be considered by the Conservancy. Smoking is prohibited in the Community Garden.

1. Notice will be provided to all residents **by January 1 each year** that the signup period for a garden plot will begin 9:00 A.M, Jan.16 and run through 5:00 PM, Feb.15.
2. All applications must be submitted and postmarked between 1/16 and 2/15, and must include payment for both the plot fee and clean-up deposit, in the amounts specified by the Garden Committee. Applications without full payments will not be accepted.

3. Garden Committee will assign plots for the 1/16-2/15 group of applications by March 1.
4. Returning gardeners, who have successfully met the criteria for an initial garden plot, shall be assigned the specific plot which they cultivated in prior years.
5. If there are unassigned plots remaining, applications will be accepted from 2/16 through 3/15 for the remaining plots. No applications will be accepted after 3/15. At that time the roll of gardeners for the coming season will be considered closed to anyone new.
6. Garden Committee will assign plots for the 2/16-3/15 group of applications by April 1. If any lots still remain at that time, they will be made available to currently assigned plot holders.
7. Any disputes regarding selections of the same lot by two gardeners' or other such similar situation will be settled by the Garden Committee in its sole discretion. In making their determination they will consider both the length of time a resident has been an active part of the Walden Woods Community Garden and the post marked date of the completed application.
8. Any issues should first be presented to the Garden Committee for disposition, with right of appeal to the Conservancy Board.

At the time of the May Conservancy Board meeting the Garden Committee will provide the Board, for informational purposes, the names of all participating resident/gardeners that will reflect the lot(s) assigned to them and their Council.

The Garden Committee Chairperson shall have the authority to revoke the use of a plot or plots that are not being maintained. In such cases there shall be no refund of any fees or clean-up deposits. Application fees will be returned to applicants who cancel before the actual garden community planting begins.

Temporary Structures

Subsection 4.14 Temporary Structures.

- (a) Temporary structures include: bounce houses or similar items, water slides, pools, canopy awnings, tents, cabanas, sheds, lean-tos, and other structures not having a permanent foundation.
- (b) Temporary structures are prohibited on all Common Elements, except for those specific Limited Common Elements listed in this Subsection 4.14.
- (c) Temporary structures are permitted on Limited Common Elements assigned to a unit in the Village or Ridge, provided an AAI has been approved prior to the installation of the structure and provided that the structure is not in place for more than three calendar days.
- (d) Temporary structures are permitted on Woodmoor lots, but an AAI approval is required for durations more than three calendar days.
- (e) Temporary structures are not permitted on Duplex or Townhome decks.
- (f) If AAI approval is not obtained, a fine of \$200.00 will be levied for each day the temporary structure is present.

NEW PREFACE FOR RULES DOCUMENT

The preface to our Rules Document contains the following phrase:

"Simple changes in cross reference numbers or clerical error corrections are allowed without Notice and Comment." This allows us to change/correct rules when an error is noticed, when a rule is added, and the index needs correcting, etc. without having to call it a rule change and go to Notice and Comment. Peter would like to expand that flexibility. At the last Conservancy meeting there was a long discussion about specifically naming Elite Property Management in the new pool rule. To avoid having to go through a possible future rule change whenever a specific name is used in a rule, Peter is suggesting the following change to the preface:

"Simple changes in cross reference numbers, clerical error corrections, or changes in naming conventions (such as Elite Property Management, Russo Lawn and Landscaping, CWD, etc.) are allowed without Notice and Comment. Such changes will be recorded as revisions."