

WALDEN WOODS
BOARD OF DIRECTORS MEETING MINUTES

MEETING DATE: August 29, 2018

STATUS OF THESE MINUTES: Final (09/13/18)

ATTENDANCE:

Directors in Attendance: Boccuzzi, Fitzgerald, Towers, Palladino, Onesimo (arrived at 7:30), Tracy, Raupach, Durr

Directors Absent: Lattimer, Webber, Jagadeesan, Brand

Elite Property Management Representative: Chris Kohnle, Property Manager.

1. CALL TO ORDER:

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

2. APPROVAL OF THE PRECEDING MINUTES:

After some discussion of the minutes, a motion to accept the minutes was moved by Director Tracy, seconded by Director Towers. Motion to approve preceding Minutes passed with 1 abstention.

3. FINANCIAL REPORT: Director Boccuzzi, 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. Mr. Kohnle updated the Board about the septic pump draining and replacement at the pool which was paid by The Conservancy.

The Conservancy	Current Year	(\$13,194.19)
The Village	Current Year	\$19,673.82
The Ridge	Current Year	\$1,188.09
The Duplex	Current Year	(\$9,074.60)
The Townhome	Current Year	\$15,289.58

4. MANAGER'S REPORT:

a) Inspection Reports: Refer to page 18 of the Board packet for details

b) Boundaries Update: Director Tracy and Roland Bernier, who have been spearheading the Boundaries vote will continue canvassing while Mr. Kohnle will send the spring letter, in an updated format, to contact remaining tenants.

- c) 2018 Budget/Reserve Drafts: Mr. Kohnle explained that a new quote for the pool key card system has been provided by the company ESC. The quote includes a battery-operated keypad which eliminates the need for trenching. Additional details may be found on page 26 of the Board packet. There was a Motion made to table further discussion till the September meeting. Moved by Director Towers, seconded by Director Fitzgerald
- d) Unkempt Properties Nothing new to report.
- e) Landscaping Projects Mr. Kohnle urged the Board to choose a landscape project for Russo to complete. These projects are outlined in the Board packet on page 21. A Motion to approve the pillar work, work order 6405, was brought by Director Boccuzzi, seconded by Director Tracy. The vote passed unanimously.
- f) Insurance Coverages Nothing new to report
- g) Handrails for clubhouse ramp Mr. Kohnle had an update on the railing progress. The approved dual metal railings at the Clubhouse will be installed and completed by the next meeting. There is a delay in the wooden railing progress until a design has been approved.

5. UNIT OWNERS FORUM

- a) **Peter (Village)** – Topics of discussion included: Reserve audit company reconsideration and modifiable reports, pool key card system trench with allowance for future modifications, property manager has the right to view security footage as needed, and reporting of insurance held by tenants to the Board.
- b) **Kathy** – suggested a reminder that parties are not allowed at the pool nor glass containers.
- c) **Theda (DC)** – questioned if there was a better use of funds than raking the ponds. Discussion ensued
- d) **Lynn (TH)** – Points of conversation included: update of website directing to Elite when direct contact with a committee is discouraged and time frame for complaint resolution regarding tenant's compliance.
- e) **Bonnie (DC)** – suggested a pool attendant to enforce the Conservancy rules would prohibit bad behavior. Mr.Kohnle will work to confirm cost. Also, she noted the pool has been on site at least 25 years.
- f) **Marlene (Village)** – She noted that a fire lane exists on the green in front of the Clubhouse and parking is only permitted in the two lots, on Hawthorne and Walden Meadow.

UNFINISHED BUSINESS:

- a) **Ice Skating** – Mr. Kohnle has contacted the town of Windsor regarding the signage required by the insurance company. He has not followed up the contact. He said that if the signs were not allowed by the town, premiums for insurance could rise.

6. NEW BUSINESS:

- a) **Postage** – It was suggested that an addendum be added to the Board packet regarding new postage rules. Mr. Kohnle explained that any changes would require a vote by the tenants similar in scale to the Boundaries vote and may not be cost effective.
- b) **See page 43 of Board packet** – topic has been tabled for future discussion
- c) **Hearings** – Nothing to report
- d) **Other New Business**

21 Scarlett Ln – Mr. Kohnle informed the Board that a prospective tenant at 21 Scarlett Ln requested a deferral of the rules regarding pets. The Board denied the petition.

On behalf of Director Durr, Director Tracy announced that Director Durr would be stepping down from her position and would be replaced by Amy Lawson of 1 Dunbar. She thanked Debbie for her service to the council and to the Board.

7. COMMITTEE REPORTS:

Nothing to report

8. EXECUTIVE SESSION:

An executive session was held directly after the meeting.

9. NEXT BOARD MEETING: Wednesday, September 29th, 2018

ADJOURNED: There being no additional business, it was moved by Director Fitzgerald, seconded by Director Towers, and unanimously approved that the meeting be adjourned at 8:22pm.

Respectfully Submitted by,
Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Kathleen Tracy (on September 13, 2018)