

## **BOARD OF DIRECTORS MEETING MINUTES (August 30, 2017) DRAFT**

1. **Attending Directors:** Lattimer, Webber, Boccuzzi, Raupach, Palladino, Corcoran, Towers, Brand, Onessimo and Tracy
2. **Absent:** Fitzgerald
3. Chris Kohnle, Property Manager, representing Elite Management
4. **CALL TO ORDER** - President Lattimer called the meeting to order at 7:00 PM.
5. **Approval of the minutes:**  
A motion to accept the minutes of July 20,2017 was moved by Director Towers, seconded by Director Palladino and approved unanimously with only Director Onessimo 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. Some discussion ensued regarding presentation of actual numbers versus budgeted. It was reiterated that our system requires a true up at year end with respect to reserves. Basic conclusion was that finances were in order. There are no plans to make any changes at this point in the manner of recording income/expenses/reserves.
7. **MANAGER'S REPORT:**
  - a) Inspection Reports- Elite summary of field visits and work orders included in Board package was presented.
  - b) Boundaries Update- Motion made by Director Tracy and seconded by Director Towers to approve Walden Woods Fifty-Ninth Amendment of Amended and Restated Declaration as presented with one change- III-Amendment E (1) to now read - **"The cost of maintaining the area from the tree line boundary of The Ridge to the curb on Walden Meadow Road."** Motion approved 8-2 with Webber and Onessimo opposed
  - c) Landscaping & Snow removal quotes- Elite solicited five (5) and received four (4) quotes for landscaping/snow removal work.

Chris advised us all bids were based on the same specs. All bids reflect costs assuming snow removal equipment will be retained on site. No Board action was taken rather we have requested Elite invite Russo an Beebe to attend the September Board meeting to present best and final quotes and respond to questions.

- d) 634 TC (Thoreau Circle) Fire restoration – Work is completed and house reportedly under contract of sale. Standard committee is reviewing some changes. Still missing a mailbox that if not installed soon the Conservancy will install one and bill the owner.
- e) Juliet Balconies Violation – The U/O has paid the fines imposed by the Board. The balconies in front of house have been removed. They are to still submit a revised AAI for the work to be completed on the side house as discussed at the prior meeting.
- f) 2018 Budget/Reserve Drafts – initial copies were part of the Board package. Budget process for 2018 has begun. Budget workshop for Conservancy established for Monday, Oct. 2 at 7:00PM in the MH. Various Councils should be starting the process shortly. Elite will work with Conservancy and Councils to complete process in timely manner.

## **8. UNIT OWNERS FORUM:**

### Topics raised by attending U/O's included:

- Pool closing date of 9/17/17
- Yoga classes to commence 9/12/17 at MH
- Inquiry regarding new pool umbrellas for 2018
- 42 Marble Faun Lane has basement leaking and seeking relief. Elite has addressed and will continue to work with U/O.
- Bunco Night at MH 9/15/17 7:00PM.
- Concerns over boundary issues and related costs.
- Landscaping concerns regarding lawn care, maintenance and type equipment being were all questioned
- CWD rep advised that there are several CWD employees on premises that can be identified by their orange shirts.

## **9. UNFINISHED BUSINESS**

Proposed new garden rule was submitted by Director Brand. The proposal, below, was motioned by Director Brand and seconded by Director Towers. The vote was split 5 for (Brand, Boccuzzi, Corcoran, Onessimo and Tracy) and 5 against (Lattimer, Palladino, Towers, Webber and Raupach and did not pass.

“Proposed New Rule Garden Subsection 17.1 (revised) as of August 30, 2017 (if approved the rule will take effect 1/1/2018)

The Walden Woods Community Garden which consists of twenty 8'x18' lots will be available to all Walden Woods Residents by way of a Random Lottery System yearly.

The Lottery System will include:

- An application available from Elite Property Management by request from potential lottery participants starting January 15th of each year.
- A notification of the lottery system will be announced no later than February 15th of each year.
- The deadline for applying for a lot will be March 15th of each year.
- Lottery participants chosen by random will be notified by March 31st of each year.
- Plot applicants chosen will be allowed only one plot each year if the lots are filled in the first lottery.
- If the number of applicants is less than twenty, the remaining lots will go into a second lottery for the purpose of filling the lots. No lot applicant will be eligible for more than two lots.
- Twenty applications will be chosen by random at the Elite Property Management office and all correspondence concerning the lottery, participants chosen, and payment of plot sites, will be handled by Elite Property Management.
- Plot applicants chosen will be assigned a plot site through the Garden Committee at their Spring meeting.
- Previous years' gardeners will have first preference on a plot location if they are chosen in the lottery.
- Plot applicants chosen may negotiate with other plot gardeners to switch sites if they so choose if both parties agree."

#### **10. NEW BUSINESS:**

- a) Lease procedures- U/O Ruth Johnson prepared a statement regarding concerns over the way units that are being leased are followed and how leases are renewed. To assist Elite in their monitoring and working with them created a draft letter. The process described and the letter was acceptable to the Board and requested that Elite begin to use the letter. A draft of the letter is incorporated below:

**DRAFT**

"Date

Dear \_\_\_\_ name of owner(s) \_\_\_\_\_,

Our records show that the lease you hold with \_\_\_\_\_ name of tenant(s) \_\_\_\_\_ will expire on \_\_\_\_\_ date \_\_\_\_\_ and this (letter or email) is a reminder of what you'll need to do going forward to remain in compliance with the Walden Woods rental policy and to avoid the imposition of fines for non-compliance: If you are extending your lease to \_\_\_\_\_ name of tenant(s) \_\_\_\_\_, please send a copy of the renewed lease or addendum to us (or scan and email it to us) prior to the date it takes effect.

If you are not renewing your lease to \_\_\_\_\_ name of tenant(s) \_\_\_\_\_ and you plan on leasing to a different tenant, you must again contact us for permission to rent, just as you did the first time you rented your unit.

If your tenant is vacating and you do not wish to re-rent your unit at this time, please notify us as to whether you will be moving back into your unit or if you will be leaving it vacant for a period of time. If you have not already done so, would you please let us know where you are currently residing and confirm the email address and phone numbers where you can be reached.

For emergency and communication purposes, Elite Property Management is responsible for knowing the names and contact information of the owners and occupants of every home in Walden Woods. Again, we want to help you avoid possible fines, and we appreciate your cooperation.

For your information, we've attached a copy of" Section 10.5 – Restriction on Leasing" from the Walden Woods Declaration. The rental policy can also be found on our website, [www.waldenwoodsct.com](http://www.waldenwoodsct.com).

Sincerely,

Chris or Michele?  
Elite Property Management LLC"

- b)** Time Limit Motion - withdrawn
- c)** Motion made by Director Tracy and seconded by Director Corcoran to accept resignation from Board of Lynn Olsen. All approved
- d)** Motion made by Director Tracy and seconded by Director Towers to approve Ken Milly to serves on Standards Committee – All Approved
- e)** Motion made by Director Tracy and Seconded by Director Corcoran to acct Elite's recommendation to expend \$3,220.00 repair and replace the front door of the MH – Unanimously approved.
- f)** Motion made by Director Webber, second by Director Towers to allow Elite to review quotes and spend no more the \$4,500 to repair and rebuild where

needed the MH chimney. Passed unanimously.

**11. COMMITTEE REPORTS:**

Committee reports are submitted by the various committees and are incorporated as part of the monthly Board Package considered by the BOD. The SC also made a brief presentation expanding on plans to improve the process of AAI and the AAI form itself.

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

**13. NEXT BOARD MEETING:** Wednesday, September 27, 2017 – 7:00PM

**14. ADJOURNED:** There being no additional business, the meeting was adjourned at 9:10PM by unanimous agreement. Moved by Director Palladino, seconded by Director Towers

Prepared and submitted by:

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Joe Palladino- Board Secretary