

**WALDEN WOODS**  
**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE:** January 30, 2018

**STATUS OF THESE MINUTES:** Final (02/21/19)

**ATTENDANCE:**

**Directors in Attendance:** Sikora, Towers, Palladino, Raupach, Webber, Boccuzzi, Onessimo, Choiniere

**Directors Absent:** Brand, Durr, Jagadeesan, Lawson

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

**1. CALL TO ORDER:**

Director Webber 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 Raupach, seconded by Director Palladino. Motion to approve preceding Minutes passed unanimously.

**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.

|                 |              |              |
|-----------------|--------------|--------------|
| The Conservancy | Current Year | \$1,533.15   |
| The Village     | Current Year | \$17,056.17  |
| The Ridge       | Current Year | (\$1,810.61) |
| The Duplex      | Current Year | \$1,179.16   |
| The Townhome    | Current Year | \$30,063.54  |

**4. MANAGER'S REPORT:**

- a) Inspection Reports: Refer to page 19 of the Board packet for details. Mr. Kohnle will be reviewing the existing AAI.
- b) Boundaries Update: Notarized and signed off in December. Awaiting finalization from the Attorney.
- c) Landscape Projects: See pages 20-37 in Board Packet. The Board will take the project list and prioritize them. Mr. Kohnle will send Notice to the

Community for the possibility of a Landscape Committee. A Motion the accept work orders 7618 and 7604 (using cedar) from pages 28 and 29 was presented by Director Palladino, seconded by Director Boccuzzi. Passed Unanimously

- d) Document Revision/Updating: See page 38. Information has been provided for Feldman, Perlstein and Greene, Pilicy & Ryan, and Sandler, Hansen and Alexander. Some of this information was made available at the January Board Meeting, so a Motion could not be made at this time.
- e) Delinquency Process: There was discussion regarding the overview of the process. 1<sup>st</sup> of the month payment due, on the 10<sup>th</sup> a late fee is assessed. The 1<sup>st</sup> month this occurs a statement is sent from Elite, the 2<sup>nd</sup> month late, a certified Letter of Demand is sent by Elite and if there is no response to Elite it will either be held or sent to collections. Once in collections all contact is done via the Attorney.

## 5. UNIT OWNERS FORUM

**Lynne (Townhome)** – concern regarding frozen pipes being a community issue and not a property issue. Mr. Kohnle advised that when there is no negligence it is covered by insurance with the unit owner paying the deductible.

**Bonnie (DC)** – concerned about realty signage at the entrance. Mr. Kohnle said that the sign had appeared the prior Monday and was to be removed by Friday of the same week. Also, when using the Meeting House on Tuesday evenings the heat has been at 70 degrees. Mr. Kohnle will test the thermostat and check when it is unoccupied.

## UNFINISHED BUSINESS:

No unfinished business

## 6. NEW BUSINESS:

- a) Proposed New Rules -  
Rule regarding Temporary Structures was discussed. See page 75 There was discussion regarding the cost of the fee of 200/day without an AAI being rather steep. Director Raupach reported that the Standards Committee has not met to discuss the details. The matter has been temporarily closed by Director Webber
- b) Committee Openings- A Chair is needed for the Social Committee
- c) 2019 Community Goals –  
Review Elite Contract  
Boundaries Documents (update or revamp)

Attorney Selection (interviewing)  
Russo Projects  
Website (the Hunt Glen community format was an example)

d) **Fire Shut off Valves –**

It was suggested that those properties that have fire shut off valves should be made aware and shown how to properly use them. It was also mentioned that a key for that property could be made available by the owner in case of emergency to prevent property damage to gain access.

**7. COMMITTEE REPORTS:**

**8. EXECUTIVE SESSION:**

An Executive Session was held directly after the meeting.

**9. NEXT BOARD MEETING:** Wednesday, February 27<sup>th</sup>, 2019

**ADJOURNED:** There being no additional business, the Motion to adjourn by Director Boccuzzi and seconded by Director Onessimo was Unanimous at 8:20pm

Respectfully Submitted by,  
Robin Daly, Minute Secretary (Non-Member)  
Approved by Secretary Marlene Towers (02/--/2019)