

WALDEN WOODS
BOARD OF DIRECTORS MEETING MINUTES

MEETING DATE: July 31, 2019

STATUS OF THESE MINUTES: DRAFT (08/08/19)

ATTENDANCE:

Directors in Attendance: Sikora, Palladino, Boccuzzi (arrived 7:25pm),
Lawson, Raupach, Webber, Jones, DeMarco

Directors Absent: Jagadeesan, Onessimo, Towers

Elite Property Management Representative: Chris Kohnle, Property Manager.

1. CALL TO ORDER:

Director Webber called the meeting to order at 7:00 PM.

2. APPROVAL OF THE PRECEDING MINUTES:

After some discussion of the minutes, a motion to accept the minutes as written, was moved by Director Raupach, seconded by Director DeMarco. Motion to approve preceding Minutes passed 6 yes 1 abstain (Palladino).

- 3. FINANCIAL REPORT:** Director Boccuzzi was not present for the financial report. Very briefly, Mr. Kohnle summarized the financial status of the Conservancy, as well as, the various Councils.

The Conservancy	Current Year	\$4,787.26
The Village	Current Year	\$15,851.73
The Ridge	Current Year	\$4,606.94
The Duplex	Current Year	\$2,576.94
The Townhome	Current Year	\$1,006.72

4. MANAGER'S REPORT:

- a) **Inspection Reports:** The improved inspection report has been working well and it will continue to be used. Mr. Kohnle will inform the Council of the scheduled walk-arounds.

- b) Landscape Projects: All approved projects have been completed.
- c) Document Revision/Updating: see pages 25 of the Board packet. The Conservancy Board reviewed and voted upon proposed By-Law changes as developed by the Documents Committee. Each item, along with attorney comments, was discussed and approved as follows.

Item # 1 – **Annual Meeting of Unit Owners:** MOTION to have the Annual Meeting held in September. It will be the properly announced meeting for conducting elections for Council Directors for the next calendar year. Motion by Director Raupach, seconded by Director Palladino. Passed Unanimously

Item # 2 – **Elections:** MOTION states that at the September Meeting, councils may elect an alternate Director to serve at both the Council and Conservancy level, subject to the terms outlined for alternate Directors. Motion by Director Raupach, seconded by Director DeMarco. Passed 7 yes, 1 no (Boccuzzi)

Item # 3 has been struck

Item # 4 - **Term:** MOTION the one-year term for Council Directors elected in September will begin at the conclusion of the Annual Meeting of All Unit Owners in December. Motion by Director Raupach, seconded by Director Boccuzzi. Passed Unanimously

Item # 5 – **Purpose:** MOTION the purpose of holding elections in September is so that Directors for the next calendar year can (1) transition with current Directors and (2) be involved with the budgeting process for both the Council and Conservancy. This purpose is to be added to Item #1. Motion by Director Raupach, seconded by Director Boccuzzi. Passed Unanimously

Item # 6 has been struck

Item # 7 – **Notice:** MOTION Notice of all meetings is to be posted on the website calendar. Motion by Director Raupach, seconded by Director Boccuzzi. Passed Unanimously

Item # 8/9 – **Agenda and Minutes:** MOTION that an agenda and Minutes are required for all meetings. Motion by Director Webber, seconded by Director Palladino. Passed Unanimously

Item # 10 – **Charter:** MOTION The duties and descriptions of all standing committees are to be written by the Conservancy Board. The Conservancy Board may direct the Committee Chair to write this charter and submit to the Conservancy Board for approval. Motion by Director Raupach, seconded by Director Boccuzzi. Passed 7 yes, 1 no (Jones)

Item # 11 – **Budget:** MOTION that the budget process for the Conservancy and the Council (except Woodmoor) is to consist of the Operating Budget for the next fiscal and the Capital Spending Budget. Motion by Director Raupach, seconded by Director DeMarco. Passed Unanimously

Items 12-14 have been struck

Item # 15 – **Budget:** MOTION that a clause is added states any operating budget deficit is to be drawn from reserves, but it must be paid back to reserves as a budgeted item in subsequent operating budgets or as returned to reserves by Special Assessment. Motion by Director Webber, seconded by Director Jones. Passed Unanimously

Items 16 and 17 have been tabled

Items 18 and 19 have been struck

- d) Reserve Study: Becht Engineering has begun preliminary work and in August will review onsite. Mr. Kohnle will notify the Board when a date is selected.

5. UNIT OWNERS FORUM

Ruth (Village)- requests that Welcome Committee positions also be filled. Asks the Board to implement a process for replacing pool fobs to new owners if they were never received.

Roland (Haskins)- encouraged Walden Woods to be welcoming and that new owners aren't responsible for fobs that were never given. No issues with Brightview, or they resolved issues that arose.

Peter (Village)- asked Board to consider planting trees on the green and remove one at the entrance. He says that the irrigation failed and that aeration and seeding needs to happen. Made a request to paint an additional pickle ball court on the tennis court as there are many interested community members.

Bob (Morning Glory)- Brightview didn't complete mulching, to which Mr. Kohnle explained that it is being completed. He also requested that Mr. Kohnle pass on to Brightview not to park their equipment on the Walden Meadow curve as it is a hazard.

Lynn (Last Leaf)- Brightview mulched her porch, they then blew it all off, but she needed to wipe the whole area down.

Madhu (Duplex)- there are pest control issues due to a reoccurring water issue.

Tarun (Duplex)- 10 days the irrigation ran without stopping. Mr. Kohnle will follow up on this time frame.

Jill (Woodmoor)- mowing is prohibited before 8am due to a town ordinance.

Amy (Duplex)- Brightview is doing a thorough job mulching but mentioned that the mulch being used is taking up several of the visitor parking spots making additional parking minimal. Also, she requests that anyone using the visitor spots be considerate of the time spent in a spot as well as the number used.

Sue (Townhome)- parking issues in the Townhome section also. Irrigation runs off the grass and into the road. Requests that residents be proactive about the sprinklers, knowing when they run and for how long. Feels that Brightview has completed their work much later in the year than expected and feels that not enough has been done.

Joe (Village)- stated that pool fob circumstances were out of the control of the new owners.

UNFINISHED BUSINESS:

- a) **Committee Positions** – An Environmental Committee Chairperson is needed. The Welcome Committee is also in need of members. All committees would appreciate more volunteers.
- b) **2019/2020 Goals** – Discussion involved documenting Reserves

6. NEW BUSINESS:

- a) **Political signs** – see page 39 of Board Packet. Mr. Kohnle will send to Attorney Perlstein for review.
- b) **Budget Workshop** - Date of Tuesday, August 20th at 7pm were the agreed upon details.
- c) **Emails within the Board** – there should be no detailed discussions via email so as to prevent any conflicts within the Board
- d) **Brightview** - Director Webber requested that Joe Jones of Brightview review the services provided to the Conservancy at the August Board Meeting. It was mentioned that the Brightview contract ends in Nov 2020 and that quotes should be requested for contracts.

- e) **Pool** – see page 27 of the Board Packet. There is currently a conflict in the rules for pool use by guests. This will be further reviewed. MOTION to return the \$100 replacement pool fob fee to two new owners. Motion by Director Sikora, seconded by Director Jones. Passes, 5 Yes 2 no (Webber and Raupach)
- f) **New pickle ball court** – MOTION to allow Peter to paint a new pickle ball court on the tennis court and reimburse him up to \$25 in supplies. Motion by Director Webber, seconded by Director Raupach. Passed unanimously
- g) **Village paving project** – bids for this project may require either a special assessment or financing. Discussion ensued.
- h) **Charter for the Standards Committee** – see page 38 of the Board packet. Adjust wording to say: “Standards Committee Membership includes representation from each of the councils (whenever possible) and a Board member who acts as liaison.” It has also been asked to have Attorney Perlstein review the Standards Charter to confirm the responsibilities of the Standards Committee and ensure they are not acting contrary to a Council.

7. COMMITTEE REPORTS:

Standards Committee – Discussion regarding windows on a Village property. It was decided that the owner would be contacted with a date the window removal needs to be completed by or fines will be imposed. Discussion ensued regarding the side windows of the property. The owner will be contacted regarding any updates.

8. EXECUTIVE SESSION:

none

9. NEXT BOARD MEETING: Wednesday, August 28th, 2019

ADJOURNED: There being no additional business, the MOTION to adjourn by Director Palladino and seconded by Director Webber was Unanimous at 9:07pm

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