

**Walden Woods Conservancy
Committee Reports
July 2020**

Communications: (Peter D.)

The charter has been revised and enclosed for your review.

Documents: (Peter D.)

There is nothing to report this month.

Environmental: (John B.)

There is nothing to report this month.

Landscaping: (Jill L.)

Report enclosed for your review.

Meeting House:(Peter D.)

The Meeting House is Closed.

Recreation & Social Committee: (Michelle K.)

There is nothing to report this month.

Standards: (Deborah G.)

No Meeting in July, Committee continues to process AAIs

Welcome: (Ruth J.)

2 welcome letters sent: 1 Village owner; 1 Duplex Renter

Welcome visits are still suspended due to COVID-19. Welcome Emails with attachments providing some information similar to a very basic welcome visit were sent to 1 Village and 1 Woodmoor owner.

The Welcome Committee no longer has a liaison because John Boccuzzi resigned from the Board last month.

-Ruth Johnson, Chair
Walden Woods Welcome Committee

Communications Committee
Standard Operating Procedure
Revised 7/29/20

CHARTER

The Communications Committee will be responsible for maintenance of the community website and distribution of community announcements as defined below. The Communications Committee will assist the property manager in the distribution of legal notices required by the Declaration.

DEFINITIONS

Announcements

Distributed by the Communications Committee, these are all community related notices other than legal notices required by the Declaration.

Examples: Council or Conservancy Board meeting agendas or notices, social events and general notices from the property manager are considered community announcements.

Origin

Community announcements will originate only from a member of the board of directors, chair of the Standards Committee who will have vetted with the board liaison, or the property manager. Notices from other Committee Chairs will be sent to the property manager or the committee's board liaison for approval.

Legal Notices

Distributed by the property management company, these are:

1. Notices required by the Declaration, By-laws or Rules that pertain to the following topics:
 - Amendments to the Declaration, By-laws and Rules,
 - Any action to be taken that requires a hearing,
 - Unit owner meetings, including annual Conservancy and Council meetings,
 - Special meetings not normally scheduled
 - Budget meetings.
2. Notices required by the Common Interest Ownership Act regarding suits and proceedings brought by the Association against a Unit Owner.

Note: *At this time, the e-mail distribution of legal notices requires homeowners to give written consent to use their e-mail for this purpose. Future Declaration revision intends to make legal notice by email without specific authorization for that expressed purpose the norm. Expressed written permission will not be required. The process will be opt out rather than opt in. If that is approved by amendment of the Declaration, the legal notices by email list will no longer be required. The opt out list will receive legal notices from the property manager by mail.*

MAILING LIST MAINTENANCE

- Master E-Mail List**
1. The Communications Committee will maintain the master e-mail list used for distributing community announcements,
 2. Sources for obtaining the e-mail addresses will be the Welcome Committee, CWD, the Property Manager, or any other source to whom the resident has willingly provided the information.
 3. Access to the master e-mail list will be restricted to no more than three people on the Communications Committee who will observe the E-Mail Privacy Policy stated below.
- Legal Notice List**
1. The Communications Committee will supply the property management company with a list of residents who received a legal notice via email. The property management company is responsible for mailing the legal notice to those who have not received it by email. The file of those who have provided the authorization form is maintained by the property manager..
 2. The form is offered to all new homeowners during a visit from a member of the Welcome Committee. It is also available from the property management company or from the website www.waldenwoodset.com. The file is maintained at the property manager's office.

E-MAIL POLICIES

- Privacy Policy**
1. The Walden Woods Communications Committee will never knowingly share or provide the e-mail address or the mailing address of any resident or unit owner to any third party other than the property management company.
- Use Policy**
1. The e-mail system and the website will not be used to announce, endorse or promote the following:
 - any "for profit" business, organization, or event, with the exception of Walden Woods sponsored events.
 - any religious event, issue or organization.
 2. Any political or government event, issue, or vote, be it federal, state, or local, without the expressed approval of the board.
- Response Policy**
1. All e-mail received by the Communications Committee Chair or designee will be referred to the appropriate Board, Council, Committee Chair or the property management. Acknowledgement that the email has been forwarded will be sent to the sender by communication chair or designee.

WEBSITE SITE MAINTENANCE

Responsibility

The website administrator maintains the website in accordance with changes requested by members of the Conservancy Board of Directors, Committee Chairs or the property management company. Purpose of the website is as a source of information for residents.

Process

1. The Social Committee Chair will send event flyers directly to the website administrator for posting.
 2. The various Council and Conservancy Board Secretaries (or the property manager as designee for the Conservancy) will send draft and/or approved meeting minutes directly to the website administrator for posting.
 3. The website houses the Declaration, By-Laws, and Rules as provided by the Board or Documents Committee.
 4. The website houses the AAI form as approved by the board and provided by the Standard Committee.
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Jahney Grier

From: levinejill@sbcglobal.net
Sent: Thursday, July 09, 2020 12:11 PM
To: Jahney Grier
Cc: ALYCE J LACEY
Subject: Re: Walden Woods Committee Reports

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Walden Woods

Landscaping comm.

223 feet of new landscaping along Walden Meadow Road was installed 2 weeks ago by Beebe Landscaping. In addition, a Cercies canadensis (redbud) was planted in the middle of the circle of the pool parking lot. The circle was edged with manufactured, cobblestone and mulched.

After a couple of stressful days relaying the need for sufficient water to the newly installed plant material, a watering system was created and installed which will remain in place until late fall. Our appreciation is owed to Chris Kohnle, Peter DeBisshop, Roland Bernier and Mark Stupanski at Beebe Landscaping for all their efforts in trying to resolve this issue. My personal thanks and appreciation to Deb and Paul Giampolo who provided not only onsite assistance but moral support as well.

It should be noted that as a result of the lack of timely watering 4 viburnum 'Shasta' have shed their leaves and their survival is questionable. Throughout the summer I will monitor all the plants but especially those noted above which may result in the need for replacement. I will advise Chris if that appears to be necessary.

All of the dead rose bushes in the entrance island were replaced this month. All the lavender should now be cut back so that it will push out a second bloom. Failure to cut back now will result in no further flowers this season.

The wildflower meadow along Marshal Phelps Road can be mowed as soon as it can be scheduled.

I will be available for any questions at the upcoming zoom meeting.

Jill Levine

Sent from my Verizon LG Smartphone

----- Original message-----

From: Jahney Grier
Date: Thu, Jul 9, 2020 11:21 AM
To: Deborah Giampolo; Jill Levine; Michelle Kronick; Peter DeBisschop; Ruth Johnson;
Cc: Chris Kohnle;
Subject: Walden Woods Committee Reports

Good Afternoon All,