**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: July 27, 2022

**STATUS OF THESE MINUTES**: APPROVED (8/31/2022)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Schuck, Brand, Robertson (arrived at 7:06), Bernier, Boccuzzi, Lemieux, Devlin, Yalamanchili (arrived at 7:05)

**Directors Absent:** Rosario, Onessimo

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

1. **CALL TO ORDER:**

Director Bernier called the meeting to order at 7:03 PM.

1. **APPROVAL OF THE PRECEDING MINUTES:** Director Bernier accepted, without objection, the minutes from the June 29, 2022 Regular Meeting.
2. **FINANCIAL REPORT:** Director Schuck reviewed the financials for each council and the conservancy as provided by Elite. Director Schuck presented the spreadsheets for review by the board. An audit review will occur in July, so far Reserves are being spent as anticipated. **MOTION** Move that Elite will transfer funds, as recommended by the Certified Professional Accountant to close out the fiscal year 2021 as follows:

Conservancy $362.00 to the Operating Fund,

Village $21,937.00 to the Replacement Fund,

Ridge $2,266.00 to the Operating Fund,

Duplex $4,694.00 to the Operating Fund; and

Townhome $6,883.00 to the Operating Fund.

Motion by Director Schuck, second by Director Devlin, **PASSED** unanimously

| The Conservancy | Current Year | $6,555.97 |
| --- | --- | --- |
| The Village | Current Year | $12,979.70 |
| The Ridge | Current Year | $2,657.56 |
| The Duplex | Current Year | $18,403.64 |
| The Townhome | Current Year | $11,321.13 |

1. **MANAGER’S REPORT**
2. *Summary of Property Manager on-site activity:* Mr. Kohnle said that there has been a lot of work being done onsite.
3. *Scheduled Pending Services:* Mulching will be completed by Butler. Gutter cleaning is in process.
4. *AAI Status:* Mr. Kohnle stated that four had been closed, five received and a total of ten open.
5. *Delinquent Fees:* There are approximately $22,000 in fees to be collected with several units in collections. $11,000 of the total are late fees and fines from approximately seven units.
6. *Misc reports:* Mr. Kohnle provided to the board reports of current work orders and unit resales.
7. **UNIT OWNERS’ FORUM**

 **DeBisschop (Village) -** He made the statement that the Conservancy should keep the contract with Butler as most issues stem from communication issues.

 **Smith (Hawthorn) -** Spoke regarding her safety concerns about her damaged walkway.

 **Laliberte (not given) -** requested a copy of the financials.

1. **UNFINISHED BUSINESS:**
2. **Rules and Regulations -**  Reformatting of the Rules and Regulations are being done. The document will then go back to the attorney for review, followed by review by the board and the community. An additional special meeting will be held at the end of August, date TBD.
3. **Conservancy Goals/Projects –**

The projects were discussed as follows:

#1 – Rock scaping and Landscaping – pricing will be determined for mulch and stone edging.

#2 - Landscape Monuments - tabled till Fall

#3 – Meeting House Alarm – ADT is waiting for parts to complete the project.

#4 – Power Wash Tennis Courts - Completed

1. **NEW BUSINESS:**
2. **Invasive Overgrowth–**  Evergreen has inspected the affected areas and determined that they are difficult areas to work, but they would provide a quote.
3. **Butler Q and A –** For continuity of the minutes, Butler Landscaping Account Manager Andrew Reynolds spoke at the beginning of the meeting. Andrew began by explaining that Butler has an irrigation technician on-site every week. They have spent time identifying the need for a differing watering schedule. Sprinkler heads have been switched to pressure regulated heads. Butler has created a spreadsheet detailing everything that is being done with the irrigation system. He apologized that the document had not been ready for the meeting as requested.

He addressed mulch issues on the property. He stated that the cedar mulch that was being used had been very dry and fibrous which required an adjusted cleaning process.

Various questions were asked by the board. Mr. Reynolds responded to each concern. He said that he was proud to have Walden Woods as a client.

1. **COMMITTEE REPORTS:**

**Social Committee -** Planning has begun for social events.

1. **EXECUTIVE SESSION:**

 **None**

1. **NEXT BOARD MEETING**: Wednesday, August 31, 2022, at 7:00 PM.
2. **ADJOURNED**:

The meeting **a**djourned at 9:06 PM

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Lemieux