**APPROVED MINUTES**

These are the approved minutes of the July 25, 2012 monthly meeting of the Walden Woods Conservancy Board of Directors approved at the August 29, 2012 meeting of the Board.

1. **Call to order.** The meeting was called to order by Warren Johnson, Pro Tempore President in the absences of the President and Vice President, at 7:08 p.m. **Director Johnson announced that Susan E. Raupach of 5 Last Leaf Circle has been certified as the duly elected third director from the Town Home Council to serve the remainder of the present term expiring at the December 2012 annual meeting.** Director Raupach was welcomed to the Board and took her seat. Seven directors were present: Amy Beresky, Diane Bernier, Warren Johnson, Gordon Jones, Cynthia Keenan, Io Mura, and Susan Raupach. Directors Susan Atwater, Glenn Brand, Alanna Herrick, Dale Herrick and Brian Onessimo were absent. Jeff Byers of Elite Property Management, LLC was present.
2. **Approval of Minutes.** The Board regular monthly meeting minutes for June 27, 2012 were previously published on the Conservancy website and presented to this meeting of the Board for acceptance. **Director Keenan moved amendment of the June 27, 2012 minutes to substitute the word “require” for the word “demand” in the first sentence of agenda item number 11.** The motion was seconded and **passed** unanimously. **Director Johnson moved amendment of the June 27, 2012 minutes to change the reference to the Council Area Boundaries Committee report from “ATTACHMENT # 2” to “ATTACHMENT #3”.** The motion was seconded and **passed** unanimously. **Director Jones then moved acceptance of the June 27, 2012 regular meeting minutes as amended.**  The motion was seconded and **passed** unanimously.

The Board special meeting minutes for July 10, 2012 were previously posted on the Conservancy website and presented to this meeting of the Board for acceptance. **Director Jones moved acceptance of the July 10, 2012 special meeting minutes.** The motion was seconded and **passed** unanimously.

**Director Johnson moved to add agenda item 7.b under new business to consider extending the irrigation system on the portion of common elements along Walden Meadow Road in the vicinity of the Big Walden Pond patio.** The motion was seconded and **passed** unanimously.

**Director Johnson moved to add agenda item 7.c under new business to consider whether or not to proceed with notice and comment for adoption of generator rules.** The motion was seconded and **passed** unanimously.

1. **Financial Report.** Treasurer Beresky presented the treasurer’s report and addressed questions from the directors.
2. **Unit Owners Forum.** Five unit owners addressed the Board on various topics.

1. **Manager’s Report.**
	1. **Inspection Sheets for Councils. No action was taken.**
	2. **Pool attendant update.** Manager Byer reported that Elite could find no contractors willing to bid on providing pool attendants for the compensation comparable to the proposal previously approved but withdrawn by Bonnie Farmer. Director Johnson requested that Elite solicit bid proposals without specified compensation limitations to determine an approximate cost of providing the services of pool attendants. **Elite will seek bids without specifying a compensation limit.**
	3. **2013 Budgets.** Manager Byer reported that he had begun work with the President and Treasurer on the 2013 Conservancy budget and requested the various councils to be working on the council budgets for 2013.
	4. **Landscape/snow contract.** Manager Byer reported that an absent director had requested this item be placed on the agenda. **No action was taken.**
	5. **Rescheduling of Board Meetings.** Manager Byer reported that the previously scheduled September meeting of the Board falls on Yom Kippur and the previously scheduled October meeting of the Board falls on Halloween. **Director Bernier moved that the September meeting be rescheduled to September 19 and that the October meeting be rescheduled to October 24.** The motion was seconded and after discussion **passed** unanimously.
2. **Old Business.**
	1. **Pond Deck.** Manager Byer reported that the first two bills from Bahler Brothers were in the amount of $10,000 each, were paid and promptly reimbursed by CWD, LLC. A third and final bill is anticipated soon in an amount below $10,000 which will reflect total expense of under $30,000 for the Bahler Brothers contract. CWD, LLC is expected to reimburse the amount of the final bill. The project is complete.
	2. **HUD Complaint.** Director Johnson reported that the President had advised him that he plans to schedule the HUD sensitivity training during the September meeting of the Board, which will be an open meeting with unit owners welcome to attend. **No action was taken.**
	3. **Boundaries.** Manager Byers reported that he has not received expense estimates for the several items at issue in the budget allocations between the Conservancy and the councils. **No action was taken.**
	4. **Stone drive to the pool.** In the absence of the director who placed this item on the agenda, **no action was taken.**
3. **New Business.**
	1. **Pond Deck Guidelines Proposal. Director Bernier moved that the proposed Big Walden Pond patio guidelines be put in rule format by the Secretary and the reformatted rules be processed for notice and comment as an addition to the Walden Woods Rules.** The motion was seconded and after discussion was **passed** unanimously.
	2. **Irrigation System Extension.** The Directors had received an email from the President requesting consideration of an extension of the irrigation system to service the lawn area and planting beds surrounding the newly completed Big Walden Pond patio. Attached to that email and circulated in paper copy by Director Johnson was a proposal by Russo dated July 19, 2012 to extend the irrigation system for a cost of $4,071.08. **Director Beresky moved that Elite secure two more bids for the irrigation system extension to the pond patio area.** The motion was seconded and after discussion was **passed** unanimously. The Board thanked Peter DeBisschop for setting up a temporary hose connection to the area and his efforts to water the new plantings and grass seed.
	3. **Generator Rules.** Secretary Johnson passed out copies of a draft new subsection 1.1.9 to the Walden Woods Rules. The new subsection is intended to put in rule format the standard authored by the Standards Committee and discussed at a meeting of the Board earlier in the year. **Director Jones moved that Elite process the draft subsection 1.1.9 to the Rules as authored by the Secretary for notice and comment.** The motion was seconded and after discussion was **passed** unanimously.
	4. **Walden Meadow Road and Lochview Drive. Director Mura moved that the Board request the Town of Windsor to conduct a study to consider the benefits of prohibiting parking on one side of Walden Meadow Road and Lochview Drive and to consider other possible safety measures for these roads.** The motion was seconded and after discussion was **passed** unanimously.
4. **Committee Reports.**
	1. **Environmental.** Manager Byers reported that neutered carp had been added to Little Walden Pond. Director Johnson reported that Elite is in the process of constructing a fish grate at the Big Walden Pond dam preliminary to the introduction of neutered carp in Big Walden Pond. The neutered carp eat water flora such as algae, mill weed and duck weed.
	2. **Communications.** Chairman DeBisschop reported that the news letter went out by email today and that twenty-two copies will be delivered by volunteers to units without email. He suggests that unit owners be able to obtain copies of the most recent monthly financial statement and that the web site advise unit owners on obtaining copies. **Director Beresky moved approval for placing instructions on the web site advising unit owners on obtaining copies of monthly financial statements from Elite.** The motion was seconded and after discussion was **passed** unanimously.

**Director Beresky moved that Elite prepare an authorization form for unit owners to accept notices by email in lieu of the United States mail.** The motion was seconded and after discussion was **passed** unanimously.

* 1. **Meeting House.** Chairman DeBisschop requested changes in the meeting house rules that would increase rentals for renters who hold over. After discussion, **Secretary Johnson agreed to put the Meeting House rules in format for inclusion in the Walden Woods Rules, to incorporate the Committee’s requested changes and to transmit the formatted rules to Elite to be processed to comply with notice and comment requirements.**
	2. **Social. No Report.**
	3. **Welcome.** Chairwoman Ruth Johnson reported that one welcome visit was made and four welcome letters were sent since the last monthly meeting of the Board. Six welcome visits are planned prior to the next monthly meeting of the Board.
	4. **Standards.** Manager Byers reported that the Committee has been busy due to numerous AAI requests.
	5. **Community Garden.** Chairwoman Bernier reported that the garden plots are producing abundant crops.
	6. **Boundaries. No report.** Director Jones requested a report from the Chairman to the next Board meeting on the Conservancy attorney’s response to a possible secession of the Woodmoor Council from Walden Woods so that the minutes can reflect the response and unit owners can access it.
1. **Adjournment. Upon motion made by Director Beresky for adjournment, the same was seconded and passed unanimously.** The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Warren P. Johnson, Secretary