

WALDEN WOODS
BOARD OF DIRECTORS MEETING MINUTES

MEETING DATE: June 27, 2018

STATUS OF THESE MINUTES: FINAL (07/13/18)

ATTENDANCE:

Directors in Attendance: Lattimer (arrived at 7:07pm), Webber, Fitzgerald, Towers, Palladino, Raupach, Boccuzzi, Brand, Tracy and Durr.

Directors Absent: Onessimo

Elite Property Management Representative: Chris Kohnle, Property Manager.

1. CALL TO ORDER:

Director Webber called the meeting to order at 7:01 PM.

2. APPROVAL OF THE PRECEDING MINUTES:

After some discussion and changes to the minutes, a motion to approve the amended June 2018 minutes was moved by Director Webber, seconded by Director Tracy and 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. At this point, all budgets are in the black, the exception being the Conservancy.

The Conservancy	Current Year	(\$4,159.66)
The Village	Current Year	\$28,239.53
The Ridge	Current Year	\$722.00
The Duplex	Current Year	\$8,946.72
The Townhome	Current Year	\$14,619.36

4. MANAGER'S REPORT:

- a) Inspection Reports: Mr. Kohnle gave an overview but nothing specific to report.
- b) Boundaries Update: It was reported that the threshold for Validation has been met with a current tally of 231 votes out of a total of 336 homes. CWD owns

60 properties and may not currently have all properties leased. It was suggested that the threshold be exceeded although it is not necessary since the vote passed.

- c) 2018 Budget/Reserve Drafts: Mr. Kohnle noted that a quote for key card equipment and trenching has been requested from Vulcan Security. Mr. Kohnle is expecting a quote by email which he will then forward to the Board. There would be no interruption of service if the process began this season or next. There will be a code change for pool access in July.
- d) Unkempt Properties Mr. Kohnle advised the Board that the bank is willing to maintain the property that is currently under eviction. He said that if the maintenance is not being performed he will contact the bank directly. The property at 136 Pierce Blvd was addressed relating to the violation of an AAI. On June 15th a wall was built on the property. There is a hearing scheduled in July with Standards reviewing the case.
- e) Landscaping Projects At the request of Mark from Russo, he was taken first before any other business to address the prior Board of Directors Meeting concerns. For the consistency of the minutes, they are being added here under Landscaping Projects.

On June 20th, Russo addressed rhododendron issues, color for the pool, and Pond Ridge requested service. Upcoming projects include July 9th shrub burning, edging, and weed control. Currently in process is the mid-summer irrigation testing. Projects in the works include: dead tree lists, the Lockview island (which Director Webber was asked to address with the town), three maples by storage to be removed free of charge with a billed replacement for only one, and a review of work orders including pillars.

Mark addressed the cost difference in plant materials within his quote. He explained that nursery stock he requests is usually generic and therefore the price point is lower with some cost difference due to the specialty of certain varieties of plants. The timing of the original quote also was initially higher due availability and size of requested plants. The supplier Russo used had larger plants than needed and limited stock since it was early in the season. Director Webber requested that Russo supply the wholesale cost of the plants for a cost comparison.

A proposal was tabled regarding the pine tree proposal from page 31 of the Board packet.

Mowing of the ball field was also addressed. Mark explained that the original contract states every other week mowing and each cut has a cost of \$138.97. Mark suggested that a request for a mow can be added as needed by the end of business Monday for a Tuesday service. Discussion ensued.

Commented [RRP1]:

- f) Insurance Coverages Mr, Kohnle provided in the Board packet, on page 48, details regarding the insurance policies from Bovier. Every year in December, Elite reviews the insurance policies and in doing so, changed to Bovier last year. There have been no losses for years and the coverage is enough for full replacement if there is massive damage to multiple properties. There is a \$10,000 deductible on each home and each property is required to then submit certification to Elite that they carry a personal policy to cover the deductible.
- g) Handrails for clubhouse ramp were suggested by Mr. Kohnle at \$230.00 per railing, made of black wrought iron in a basic style. Quote is for both materials and labor. Mr. Kohnle stated that the funds were available in the Clubhouse fund. Discussion ensued regarding single or multiple rails as well as the possibility of a wood rail along the building. Director Lattimer suggested checking on ADA requirements. A Motion was tabled till Unfinished Business.

5. UNIT OWNERS FORUM

- a) **17 Haskins** – commended Russo for work done and asked if the Boundries vote would be communicated when complete. Mr. Kohnle stated that there would be an announcement when complete.
- b) **Kathy Miller** – concern about a Haskins property with remains of a tagsale. Cleanup had been performed by 1800JUNK, noted another attendant. Also stated a concern about 618 Thoreau having an overgrowth of plants and garage doors that do not shut. Regarding handrails, she suggested a rail on each side of the ramp.
- c) **435 Pond Ridge Rd** – extended a thank you to Michelle Hoffman for her service
- d) **16 Rhodora Terr** – issues regarding Michelle’s (from Elite) untimely response to emails. Mr. Kohnle suggested emailing and calling him directly as well as to forward any previous correspondence with Michelle to him regarding the lack of response.
- e) **Jill (re: plants)** – said that wholesale prices should be used by Russo when pricing plants. Regarding handrails, she suggested they be placed on both sides of the ramp, but she was concerned about the condition of the columns and their deterioration.

6. UNFINISHED BUSINESS:

- a) Unisource (Now Winstanley Enterprises). Mr. Kohnle has been in touch with Rosa who is the Winstanley property manager. She said that they have a process in place to prevent future issues with idling and noise pollution. Director Brand stated that he hasn’t seen any improvements but that nothing is worse. Mr. Kohnle suggested that any issues be emailed to him for documentation.

b) Standards Committee Recommendation AAI Fee Structure change. It was explained that a property may be fined 200.00 for either failure to request an AAI or not waiting for approval but not both fees. The Standards Committee has 60 days to review an AAI but attempts to respond within 2 weeks. The update to the Fee structure was approved and in place effective 6/27/2018 at 8:23pm

c) Other Matters –

Solitude – Mr. Kohnle explained that the fee for Solitude service is approximately \$25,000.00/yr for 7-8 years budgeted but service may be capped to stay within budget. Director Tracy requested that references be provided by Mr. Kohnle regarding Solitude and Director Lattimer tabled discussion until those references have been provided.

Temporary Structures discussion was tabled until response from the attorney can be obtained.

Propane Tables as well as any fire pit and open fuel source are not permitted based on the Bovier insurance coverage. Motion to accept proposed changes to the rules to reflect the insurance coverage by Director Webber, seconded by Director Palladino. Passed with 9 yes and 1 abstention.

Handrail for Clubhouse ramp – A Motion was made by Director Palladino with a second by Director Webber for 2 handrails to be added to either side of the ramp with an additional wood rail along the building. The Motion was amended to have Mr. Kohnle supply all info to Standards. Motion passed with 9 yes votes and 1 abstain.

A Motion to have Russo clean the property at 618 Thoreau Cir was brought by Director Lattimer and seconded by Director Webber with an amendment by Director Palladino to require the bank to sign off on any work performed to pay for any work done. The Motion passed unanimously.

Pool Rules - Standards added to the rules including 13.1 (all guests must be accompanied by the tenant) and 10.2.1 that it be added in the declaration. Discussion ensued regarding the verbiage surrounding Elite or successor. A Motion that the rules be accepted was brought by Director Palladino with a second by Director Webber. The Motion passed with 9 yes votes and 1 abstain.

7. NEW BUSINESS:

- a) **Weekly Mowing of Ball Field** – discussion ensued. A Motion was brought by Director Tracy, seconded by Director Towers to allow Mr. Kohnle to request additional mows as needed. Tie vote 5/5 and does not pass. Tabled for future discussion.
- b) **Hearings** – it was suggested that when there are property hearings and the offending party is a no call/no show that a fine will be imposed. Director Lattimer requested that there should be implemented a courtesy deadline for response so no party has time wasted.
- c) **Other New Business**

Frontier Bill - Mr. Kohnle included, on page 72 of the Board packet, information regarding the cost saving measure of maintaining the pool phone year round vs stopping and starting service.

8. COMMITTEE REPORTS:

It was requested that the Committees propose their budget to Elite and collect requests to consider for the next year's budget.

Communication Committee – A new email system will be in place with a letter going to tenants on 6/28/2018 to communicate this change. The new company Invisible Gold costs \$24.00/yr to maintain.

Meetinghouse Committee – Thanks were given to Jennifer who organized the rental of the Clubhouse, she has moved to California. Roland will be taking over for Jennifer.

9. EXECUTIVE SESSION:

There was no executive session.

10. NEXT BOARD MEETING: Wednesday, July 25th, 2018

ADJOURNED: There being no additional business, it was moved by Director Webber, seconded by Director Towers, and unanimously approved that the meeting be adjourned at 8:58pm.

Respectfully Submitted by,
Robin Daly, Minute Secretary (Non-Member)
Approved by Secretary Kathleen Tracy (on June