**UNAPPROVED MINUTES**

These are the unapproved minutes of the June 27, 2012 monthly meeting of the Walden Woods Conservancy Board of Directors to be presented at a future meeting of the Board for approval.

**1. Call to order.** The meeting was called to order by Dale Herrick, President at 7:03 p.m. Ten directors were present: Susan Atwater, Amy Beresky, Diane Bernier, Glenn Brand, Alanna Herrick, Dale Herrick, Warren Johnson, Gordon Jones, Cynthia Keenan, and Io Mura. Director Brian Onessimo was absent. A director position remains unfilled at this time for a Townhome Council position. Jeff Byers of Elite Property Management, LLC was present.

**2. Discuss and vote on Pool Rule Change.** This item was acted upon at the May 30, 2011 Board meeting and appeared on the agenda for this meeting in error. **No action was taken.**

**3. Approval of Minutes**. The Board special and regular meeting minutes for May 30, 2012 were previously posted on the Conservancy website and presented to this meeting of the Board for acceptance. **Director Bernier moved acceptance of the special and regular meeting minutes of May 30, 2012.** The motion was seconded and **passed** with nine affirmative votes and President Herrick abstaining.

**4. Financial Report**. Treasurer Beresky presented the treasurer’s report and addressed questions from the directors.

**5. Unit Owners Forum.** Several attendees addressed the meeting on a variety of subjects. Among the subjects were the contents of meeting minutes, the community garden, the recent tag sale, walkway vegetation trimming, pool usage, pool incidents, pool attendants and council area boundaries. [Genevieve Lattimer made verbal comments at the May 30, 2012 Board meeting and submitted them in writing following this June 27, 2012 meeting with a request that they be attached to these minutes. Her comments appear as ATTACHMENT # 1.]

**6. Manager’s Report**. Jeff Byers gave the manager’s report.

1. **Inspection Sheets for Councils**. **No Board action was taken.**
2. **Pool**. The pool deck staining is complete. The pool needs to be drained and painted to cover the existing stains. The pool is safe and functional. Painting is recommended to improve the aesthetics.
3. **Tree Work.** The tree work on common elements behind 120 Pierce Boulevard was completed at a cost from the Conservancy budget of $1,800.

**7. Old Business**

1. **Pond Deck.** President Herrick reported that the Board-approved pond-deck was approved by the Windsor Inland Wetlands and Watercourses Commission at its public meeting on June 5, 2012 and by the Windsor Town Planning and Zoning Commission at its meeting on June 12, 2012. The Planning and Zoning Commission approval required removal of the fire pit as a part of the project. Construction is expected to begin promptly and will exclude the fire pit..
2. **HUD Complaint.** This Board has complied fully with the settlement requirements previously communicated to it by our legal counsel in the complaint of Webber verses Walden Woods Conservancy, Inc. The written settlement from the Department of Housing and Urban Development recently received by the directors contains the added requirement that one or more of the Walden Woods directors complete sensitivity training. **Director Johnson moved that the HUD settlement proposal be rejected unless the requirement for sensitivity training is removed.** The motion was seconded and after discussion **passed** on a vote of nine in favor with President Herrick abstaining.
3. **Boundaries.** Discussion was postponed until the Boundaries Committee report later in the agenda under 9.a.
4. **KNOX BOX (Meeting House Pool Area).** President Herrick recommended Walden Woods install a KNOX BOX at the Meeting house to allow fire and emergency responders to gain access to the Meeting House and the pool cabanas without breaking down doors. Director Alana Herrick stated that the cost could come from the Meeting House budget this year. President Herrick will get cost information for our next meeting.

**8. New Business**

1. **Pool Attendant/lifeguard Proposal. Director Alana Herrick moved that the Conservancy accept the proposal by Bonnie Farmer, which proposal is attached to these minutes as Attachment # 2.** The motion was seconded and after discussion **passed** on a vote of seven in favor, Director Jones opposed, and Directors Brand and the President abstained. After the President announced the passage of the motion, Mr. Byers read a note handed to him during the Board consideration of the motion from Bonnie Farmer that she withdrew her proposal because it was not unanimously approved.

**9. Committee Reports**

1. **Environmental.** Director Brand gave the report. The Committee continues to spread wood chips on the walking trails and has begun work to open a trail head at the cul-de-sac on Marble Faun Lane.
2. **Communications.** Peter DeBisschop gave the report. The new addition to the web site (LATEST COMMUNITY NEWS & INFORMATION) is being well received. If the Board approves, he will send out the reserve study by email to any unit owner or resident who requests it. **The Directors approved the proposal for email of the study to unit owners and residents by unanimous consent.**
3. **Meeting House.** Director Alana Herrick gave the report. There were two rentals in June and two rentals scheduled for July. Fourteen persons are attending the Book Club meetings. Last Friday’s movie night at the Meeting House was successful. Next Friday is on the schedule for a game night.
4. **Social.** No report.
5. **Welcome.** Ruth Johnson gave the report. Two welcome letters were mailed and six welcome visits were made since the Board’s May meeting.
6. **Standards.**  No report.
7. **Ad Hoc-Pool.** President Herrick announced that this Committee no longer exists.
8. **Community Garden.** No report.
9. **Council Area Boundaries.** The Directors reviewed the two maps compiled by the Committee and the Committee’s Report Dated May 30.2012. A copy of the Report is attached to these minutes as ATTACHMENT # 2. Director Gordon requested cost estimates for the items specified in the Committees report. President Herrick proposed that cost estimates be available for the next Board meeting for the annual care and maintenance of: (1) the amphibian tunnel on Haskins Road, (2) the decorative planting on Walden Meadow Road between Haskins Road and Marble Faun Lane exclusive of the retaining walls, (3) the six Walden Woods pillars, (4) stone walls and plantings at the Walden Meadow Road intersections with Haskins Road, Mercer Lane, On The Green (two intersections), Marble Faun, Knollwood (3 intersections), Scarlet Lane and Jacobi Lane, (5) stone walls and plantings at the intersection of Mercer Lane and Pond Bridge, (6) trees in the common elements that exceed six inches in diameter and (7) the expenses for the parking areas at the beginning of Marble Faun Lane and Scarlet Lane. **No Board action was taken.**

**10. 70 Lockview Road**. At 9:10 p. m. **Director Johnson moved to go into executive session to discuss a settlement proposal in the pending litigation entitled Walden Woods Conservancy, Inc. vs. Ackley Beaumont, et al.** The motion was seconded and **passed** with nine Directors voting in favor and the President abstaining. The Meeting House was cleared of all but the Directors and Jeff Byers. The Board came out of executive session at 9:28 p. m.

**11. Director Keenan moved to reject the offer for the defendants to make payments over 21 months and to demand payment over 18 months.** The motion was seconded and **passed** with nine Directors voting in favor and the President abstaining.

**12. Next Meeting.** President Herrick advised the Board that our next regular monthly meeting will be Wednesday evening, July 25, 2012 at 7:00 p.m.

**13. Adjournment.** **Upon motion made by Director Bernier for adjournment, the same was seconded and passed on a vote of nine in favor and the President abstaining at 9:32 p. m.**

Respectfully submitted

Warren P. Johnson, Secretary

**ATTACHMENT # 1**

**[Note. Neither the Board nor any Director has verified any of the facts claimed to be true in this attachment # 1. It is attached at the request of its author, Genevieve Lattimer. The opinions expressed in this attachment # 1 are those of Genevieve Lattimer and are not necessarily the opinions of the Board, any Director or any other person in attendance at the Board meeting of May 30, 2012.]**

Genevieve Lattimer, 630 Thoreau Circle.

I was present at the April Conservancy Board meeting and was surprised by some of the votes that occurred. As a group, you overwhelmingly voted against spending $1,700 to purchase stone for the pool driveway and parking area. Yet, a few minutes later, you voted overwhelmingly in favor of spending $1,500 for an entertainment system at the Meeting House, that will only be used for one or two social events a year. Thus, putting a capital improvement from the Reserve Study on hold in favor of a “nice to have” expense. It just doesn’t seem fiscally responsible. Most especially since at the same meeting we heard from the Property Manager that the Pool Cabana roof is leaking. If you are reallocating funds that aren’t being used – let’s spend it wisely – fix the cabana roof first and protect the $50,000 investment we just made remodeling the interior. Hold off on the un-necessary expenses – HD TV’s and DVD players - that will only benefit a few residents. In an effort to correct this problem in the future, I would suggest that you create a simple spreadsheet that is distributed to all homeowners with the agenda in advance of the meeting. This spreadsheet should list all expenses that would be voted on during the Board meetings and whether or not they are listed on the newest Reserve Study, which we just spent thousands of dollars updating. Any committees that are proposing

expenses should notify Elite in advance of the meeting so they can be included on the spreadsheet. This way, all Board members and all residents can see exactly which expenses are being discussed on a monthly basis. This might help all of us keep the expenses in perspective. In addition, it would allow homeowners adequate time to comment on expenditures during the Homeowner’s Forum, which has recently been moved to the beginning of the Board meeting. If you are in need of help putting such a spreadsheet together, I would be happy to work with Elite on that project. My credentials include a Finance degree from Bryant University and

I’d be happy to share my experience with the community.

Regarding the recommendation from the ad hoc Boundary Committee, I have participated in each of the committee meetings this past year. At first there were amicable discussions based on 20 plus years of precedent. However, recently several individuals decided that they did not want to pay for expenses related to their Council. Let’s all put ourselves in each other’s shoes. Forget about the dollar amounts associated with making the right and just decisions. When each of us bought our unit in this type of development we did so with a desire for a specific style of living. Now that we are here it’s too late to decide that we don’t want the maintenance that comes along with it.

In addition, I noticed that there will be a discussion this evening regarding the issue of hiring a Pool Attendant or Lifeguard. The ad hoc committee was asked to survey the residents and the majority of respondents did not see the benefit relative to the expense of having an attendant or lifeguard. Children over 14 years old are presumably tall enough to stand safely in the pool without drowning. As a parent, I know I would not send my child who is unable to swim to the pool unsupervised. Regardless of the legal age requirements, parents are responsible for determining whether or not their children are fit to be at the pool unsupervised. Please take

into account the recommendation that was made by the committee that if children (and therefore their parents) are found to be in violation of the pool rules, Elite should be notified and their pool access should be revoked. Thank you.

**ATTACHMENT # 2**

Bonnie Farmer, 22 Scarlet Lane, Windsor, CT 06095 (413) 374-8439 3.

POOL *ATTENDANT* PROPOSAL- REMAINING SUMMER SEASON 2012

GENERAL SPECIFICATIONS

• *A* qualified person, invested in the community, attending the pool on a part time basis to help ensure safety and enjoyment for all residents and their guests (attendants' temporary responsibilities for this remaining season to follow) (Board is welcome to add additional responsibilities)

• To collect data for future use by documenting any and all"incidents" or "injuries" at pool using a form, then submitting to property manager; gaining knowledge of pool usage by including time of entrance at sign in

STAFFING

• I will work the majority of available shifts

• I have substitute workers available who I will train, manage and coordinate work days and shifts

\* Total of no more than 30 hours per week, June 28 through September 9

• Monday- Friday (4 hours per day)

• shifts will vary; one day coverage could be from 1- 3 pm and again from 5 -

7 pm, the next day could be 1:30pm-3:30pm and again from 6- 8 pm, etc. shifts will vary intentionally, so that pool goers will not know when to expect an attendant

• Saturday, Sunday and Holidays (July 4th and September 3) (5 hours per day)

|  |  |  |  |
| --- | --- | --- | --- |
| • June 3 days | 28, 29, 30 | Total Days 3 | Total Hours 13 |
| • July 31 days | 1- 31 | 31 | 134 |
| • August 31 days | 1- 31 | 31 | 132 |
| • Sept. 5 days | 1, 2, 3, 8, 9 | 5 | 25 |

• TOTAL DAYS COVERED 70 304

COST

• 304 hours x $13.50 = $4,104.00

• All workers understand that if it rains they will not work and will not be paid, however, we may add a few hours to existing shifts (due to rain) to continue to have 30 hours of coverage per week at the pool

• All workers have their own insurance coverage, n o workers compensation insurance necessary. Workers will be treated as independent contractors

• The conservancy should not incur an additional fee from our property management company as there will be no need to post ads, hire, train, or otherwise engage with workers other than to write a check

• I will contact the property manager weekly to notify of hours working

• 1 will forward all incident reports to the property manager

• I will report at the July, August and September Board meetings

• POOL ATTENDANT RESPONSIBILITIES

1. Unlock and open chain fence of pool parking lot if not already done.

2. Unlock and open Cabanas if not already done

3. Unlock and open closet to obtain suppl ies (sign in book, master l ist of residents and their addresses, etc.)

4. Skim enti re pool

5. Inspect cabanas to ensure they have supplies of toilet paper, paper towels and soap (if no, please stock cabanas with these items)

6. As your shift begins, there may be people at the pool. Approach each person and have every resident age 14 or older sign in by printing their full name, address, time of entrance, number in party, including residents and guests. Ask everyone that appears to be under 18, who enters the pool enclosure without someone who appears to be over 18, their birth date, along with having them sign in. (Birthday must be the day you are there or before, in the year 1998 or earlier)

7. Before resident signs in (a guest should not sign in as they need to be accompanied by a resident), ask if they received their copy of the Pool Rules in the mail. (mail ed with pool access codes) If they say no, fill out an incident form stating they did not receive the mailing and we will forward

the information to our property manager. Hand them a copy of the rules and

point to the posted rules on the cabana. As they are signing in say "by signing in, you acknowledge receiving the pool rules either by mail or in hand, and

you agree to abide by the rules"

8. Some people may have trouble entering the gate. Do not talk them through the process of getting in (by giving them the code or otherwise) until you have proof of resid ency (you will have a master list that you can refer to when folks provide you with their name and address.)

9. Walk around the inside of the pool enclosure every 30 minutes, including the

Cabanas;(clean up if necessary) and observe that all rules are being foll owed

10. Each time there is an incident (ie. if a person does not know code to get in, or knows code but still can not enter without assistance, or someone is smoking or drinking beer from a bottle within the pool enclosure, Jet person know of rule, ask them to change their behavior and document incident by writing Who, What, Where, When and action taken. (forms will be in the sign in book)

**ATTACHMENT # 3**

WALDEN WOODS *ad hac* BOUNDARY COMMITIEE REPORT- recommendation to the Conservancy Board

May 30,2012

The Walden Woods *ad hoc* Boundary Committee has met many times since 2009,with a variety of leadership. In 2011,at the urging of various Board members, Barry Towers,the Conservancy Board President at that time,reinstated this *ad hoc* committee in order to create maps that would identify legal boundaries around each of Walden Woods five councils.

The volunteers on the committee spent many hours mapping out boundaries that would take into account 20 years of precedent and be fair and equitable to each of the five councils. In January 2012 these maps were sent to Attorney Matt Perlstein.

In February 2012,current Conservancy Board President,Dale Herrick, assumed leadership of this *ad hoc* Committee. At the most recent committee meeting,held May 2, 2012,the following conclusions were drawn.

Maps that were previously highlighted and sent to Attorney Perlstein would be given to a surveyor in order to produce accurate site maps that would identify the legal boundaries of each of the five councils, with the following exceptions:

1. Care of amphibian tunnel on Haskins Road,not including the retaining wall, would be added into the Conservancy.

2. Maintenance of decorative planting on Walden Meadow Road that was installed by CWD, not including retaining walls,would be added into the Conservancy.

3. Maintenance of pillars on Woodmoor private property (4 total) would be added to the

Conservancy.

4. Maintenance of all entryways going into the Council areas, including stone walls and plantings would be added into the Conservancy.

Our committee also recommends that the maps and boundary information be shared with all unit owners before any expenditures are made with regards to the survey and that all unit owners are given an appropriate forum for questions or comments.

Respectfully,

Walden Woods *ad hoc* Boundary Committee