

WALDEN WOODS
BOARD OF DIRECTORS MEETING MINUTES

MEETING DATE: March 27, 2019

STATUS OF THESE MINUTES: FINAL DRAFT (04/08/19)

ATTENDANCE:

Directors in Attendance: Sikora, Towers, Palladino, Raupach, Brand, Onessimo, Choiniere, Webber, Lawson

Directors Absent: Boccuzzi, Jagadeesan

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 of the minutes, a motion to accept the minutes was moved by Director Towers, seconded by Director Raupach. MOTION to approve preceding Minutes passed with 1 abstain (Webber).

3. FINANCIAL REPORT: Director Boccuzzi was not present so Mr. Kohnle presented the financial information that was provided to the Board by Elite, briefly summarized the financial status of the Conservancy, as well as, the various Councils.

The Conservancy	Current Year	\$2,763.87
The Village	Current Year	\$11,985.38
The Ridge	Current Year	\$745.34
The Duplex	Current Year	(\$5,228.84)
The Townhome	Current Year	(\$15,798.35)

4. MANAGER'S REPORT:

a) **Inspection Reports:** Mr. Kohnle is following up regarding tree damage to properties.

b) **Landscape Projects:** For continuity within the Minutes, the presentation by Brightview which occurred at the beginning of the Meeting, will be added here. Representing Brightview, Kevin Salters (Branch Manager) and Joe Jones (Account Manager) discussed the acquisition of Russo and how this will impact the Conservancy. They began by discussing their time with Russo and now

Brightview. With Brightview there will be increased safety for both employees and clients. Employees will be both vested and badged (with photo) and in white trucks. There will be oversight of the employees to prevent damage to grounds and incomplete work. They explained that the mowers have skid steering which means that one wheel stops completely while the second turns the mower. With additional training, gouging should be diminished, although may still occur in wet seasons. They are working to review the property as well as the contract and will address issues such as the machine storage area. They confirmed that, on average, most clients have 3-year contracts, with the Conservancy contract maturing in November of 2020. Director Webber requested that Mr. Kohnle be given continual updates regarding delays and deadlines. They will continue to provide free dumpster delivery specifically for community garden cleanup. Mr. Kohnle will receive a QSA (Quality Service Assessment) survey which will then be sent to the Board, when work is completed. A MOTION by Director Onessimo and seconded by Director Palladino to accept the work order 7402, which is a continuation of work already done, passed unanimously.

- c) Document Revision/Updating: As requested, Mr. Kohnle will schedule Pilicy & Ryan to attend a upcoming Board Meeting. This will possibly occur in April.
- d) Reserve Study: Mr. Kohnle is working with three companies to provide quotes for services. Of the three, Reserve Advisors has made available their quote.
- e) Pool Opening: Mr. Kohnle informed the Board that a confirmation is needed for the mode of entry to the pool. Key cards are each \$2.85 each versus \$4.85 each for key fobs. The goal is to have one style implemented by the end of April. A MOTION to select key fobs for the pool was brought by Director Raupach and seconded by Director Towers. 9 yes, and 1 abstain (Lawson)

5. UNIT OWNERS FORUM

Jenn (Townhomes) - requested clarification regarding the issuance of key fobs for pool. It was explained that issuance of one fob per property is free of charge. Also, she was concerned the amount of pet waste that is not being picked up. Mr. Kohnle stated he will send out an email reminder of the need to clean up after pets.

Ruth (Village) – Regarding pool fob, to whom is the fob issued? Mr. Kohnle explained that it would be issued directly to the owner of the property, not the occupant.

Theda (DC) – Who is responsible for insurance payment for frozen pipes? Mr., Kohnle stated that it is the responsibility of the unit owner to pay the deductible.

Jill (Woodmoor) – It was requested that 618 Thoreau stay a top priority. Also, she stated that she loves the new railings at the Meeting House.

Marian (Village) – She stated that she wants to have a new roof done but was concerned about potential tree damage. It was first advised by Director Webber that Maryann submit an AAI for the work, then it was suggested that she speak with the Village Council for her area to address her concern with certain trees.

UNFINISHED BUSINESS:

- a) **Committee Positions** – An Environmental Committee Chairperson will be needed. Director Brand will vacate the position as of March 27th but is willing to train a new individual. Director Raupach and Director Sikora will co-chair the Standards Committee.
- b) **Pool** – see discussion and Motion in the Manager's Report.

6. NEW BUSINESS:

- a) **Director Resignation** - Director Brand has resigned his Board of Directors position as well as any Committee appointments. He has offered to create spreadsheets regarding quarterly tasks within the Environmental Committee. He does ask that there be increased civility within the Board itself. He was thanked for his time and dedication to the community.

7. COMMITTEE REPORTS:

None

8. EXECUTIVE SESSION:

A brief Executive Session was held.

9. NEXT BOARD MEETING: Wednesday, April 24th, 2019

ADJOURNED: There being no additional business, the MOTION to adjourn by Director Towers and seconded by Director Onessimo was Unanimous at 8:29pm

Respectfully Submitted by,
Robin Daly, Minute Secretary (Non-Member)
Approved by Secretary Marlene Towers (04/07/2019)