

WALDEN WOODS CONSERVANCY

BOARD OF DIRECTORS MEETING MINUTES

MEETING DATE: February 28, 2018

STATUS OF THESE MINUTES: **DRAFT** (as of 3/3/18)

1. ATTENDANCE:

Directors in Attendance: Fitzgerald, Towers, Hoffman, Tracy, Lattimer, Onessimo, and Brand

Directors Absent: Webber, Raupach, Palladino, Cocoran and Boccuzzi.

Elite Property Management Representative: Chris Kohnle, Property Manager.

2. CALL TO ORDER:

President Lattimer called the meeting to order at 7:01 p.m.

APPROVAL OF THE PRECEDING MINUTES:

After some discussion and changes to the minutes, a ***motion*** to accept the minutes was moved by Director Towers seconded by Director Tracy and unanimously approved.

- 3. FINANCIAL REPORT:** Director Boccuzzi (via text message as read by Director Lattimer) 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. (*see the Board Package provided to the Board prior to this meeting*).

After discussion, it was agreed that it was wise to continue to put money into the Reserves each month to gain the interest and know that the balance at the end of the year might need to be adjusted and to continue paying the bills monthly rather than yearly.

4. MANAGER'S REPORT:

a) *Inspection Reports:* Mr. Kohnle read his report.

b) *Boundaries Update:* Mr. Kohnle stated that the signatures were still 25 short which is still the minimum number needed. Much discussion ensued regarding how to go about trying to get more names. Director Lattimer stated that the deadline was September 2019 which allows for some time still. Mr.

Kohnle stated that more letters and emails have been sent. He feels more hands on approach is probably necessary (such as phone calls, knocking on doors, etc.).

Director Towers wondered if some realized that not responding was the same as a “no” vote.

Director Tracy shared her concern that the Board members need to be more proactive in getting the vote. “*We have worked too hard to let the boundaries get voted down. We need a concrete plan.*” In the past, Directors have gone door to door soliciting votes for other issues.

Mr. Kohnle reiterated that if Board members needed more information to just touch base with him.

Director Onessimo asked if giving out too much information, door knocking, and phone calling wasn’t an invasion of privacy. The letter didn’t say they had to vote one way or another.

Director Lattimer asked Mr. Kohnle to check with Conservancy attorney to see if this is allowed (aka the right to privacy).

Director Onessimo worried that this may come off being pushy like there was an agenda being forced. Director Lattimer stated to Council members, if they were comfortable going door to door, then do so but not to feel they have to do that kind of leg work.

- c) Landscaping, Snow Removal, Fert. Contract: Mr. Kohnle reported that the final changes to the contract with Russo were made and Director Lattimer has signed it. This is now done.
- d) Townhome/Duplex: Townhome/Duplexes had a meeting to discuss the reallocation issue and decided on a 60/40 split. It was decided that January 2018 moving forward the change would take place. Director Tracy thought the change was to take place January 2019. Some discussion ensued. Director Lattimer stated that the changes to HOA fees will be reflected in the next Financial Report but that the reallocation will happen in January 2018. Duplex Council budget will be over budget with this \$18,000 additional expense. Mr. Kohnle indicated that the \$10,000 rebate from the insurance would offset some of that cost.
- e) 2018 Landscaping Projects: Mr. Kohnle reviewed the list provided in the Board Packet. He stressed that Russo would like to get authority to start work around the pool/pond area as they would like to tackle the overgrowth and evasive plants before spring growth takes root. The estimated cost would be about \$3300. When asked when they could start, Mr. Kohnle stated they would start in March. He stated all the projects can be done over the course of the year but the pond/pool

area is needs attention now. Director Lattimer suggested the Board discuss the other projects at the March meeting when more directors were present and only address this proposal now.

MOTION: Director Tracy made a motion seconded by Director Lattimer that the Board approve 5563 Order from the Board Packet. After discussion, the motion passed unanimously.

5. UNIT OWNERS FORUM:

Terry Tracz, 619 Thoreau Circle – with regard to the Boundary issue; some didn't respond because they voted "no" [*inferring that no response is to mean a "no" vote*]. She also wanted to be clear that only Council members will talk with their councils [*inferring that Council members from other Councils won't be coming around to talk to other homeowners*]. Director Lattimer stated that is correct, only their chosen Council members will talk with their Councils "if" they chose to go that route as it is not mandated by the Board that they do so.

Ruth Johnson, 22 Ivy Lane – with regard to the Boundary issue; stated that when they go welcome new members, she brings all the materials with her. She also shared that she brings a Woodmoor Director with her when she visits Woodmoor Council residents.

6. UNFINISHED BUSINESS:

a) Unisource

The issue is Unisource needs to clean out the catch basin but Elite cannot confirm that they have. It is believed they may not have but there is no confirmation. Mr. Kohnle stated he was still trying to track down the proper person with whom to discuss the catch basin issue. The current tenants in the Unisource building are just renting and he's trying to locate the proper party. Director Brand stated this is an environmental issue and it needs to be enforced so it does spoil the water in the pond and outlying areas. Director Towers stated she would work within the Town resources to track down the Environmental party to assist Elite in contacting Unisource.

7. NEW BUSINESS:

- a) Hearing Results of 615TC – Mr. Kohnle gave a briefing as outlined in the Board Packet. In summary, the tenant of 615 TC installed a smoker and did not apply for an AAI nor was an AAI approved. He stated that the Owner did contact him once he got the notice letter and had the tenant remove the smoker. By the time the Notice letter was received by the owner, the fine was \$175. Discussion ensued whether to enforce the fine or reduce it.

MOTION: Director Tracy moved that the fine be issued to the owner of 615 TC of \$75.00. Motion was not seconded. Discussion ensued.

Director Towers stressed that it was in essence a smoke stack that was not approved by AAI or a fire marshal. It was a fire hazard.

Director Hoffman made the comment that the Board can't make exceptions because owner wasn't notified. He should have drilled his tenant that such changes required pre-approval.

Director Brand noted that the owner didn't ignore the notice; he responded right away.

Director Lattimer stressed the need to be cautious when reducing fines. There are rules and a fine structure for a reason.

Director Tracy suggested the elimination of one fine and not the other.

Director Fitzgerald pointed out that the fine is going against the fee schedule.

Discussion regarding breaking down the fee's assessed and that not applying for an AI is \$100. The \$75 is doing the work before the AI approved.

MOTION: Director Tracy amended her original motion that the fine be issued to the owner of 615 TC of \$100.00 for failure to apply for an AAI. Motion was seconded by Director Towers. Those for: Towers, Cocoran, Tracy, Lattimer, and Brand. Those opposed: Fitzgerald and Onessimo. No abstentions. Motion passes.

- b) Hearing Results of 38 MF. Mr. Kohnle reported from the Board Packet the details of the issue. In summary, trash cans were left out for a week. The fine accrued daily to total \$175 before they were removed. Director Lattimer stated that there was no hearing, the unit owner did not present; therefore fine should be issued.
- c) Standards Committee
 - 1) Hearings and Appeals – Cathy reported that they are going through the Rules and Regulations and are looking at changes. They would like to address those changes at the March meeting. She reported that according to the by-laws, the Standards Committee is the body that should be holding hearings when the resident is not happy with a fine or a ruling. The Standards Committee makes the final decision about what should be done. It only goes to the Board for an appeal if the resident is not happy with the Standards Committee ruling. They would like the Board to be used as an appeal process for their final decision and not the skip the process as outlined in the regulations. They want to discuss this and other changes at the March meeting.

Cathy reported that they are revamping the AAI application and working to make it so it can be completed and filed on line.

- 2) Fines – Cathy reported that the fines have not been adjusted since they were first introduced or at least since the 90s. Some discussion ensued and it was believed that the fines were changed last in 2005. Cathy said they are looking at inflation and the need to increase the fines which may reduce the incidents them if they are higher.

Discussion ensued which Cathy stated she would take the Board's comments and the discussion back to the Committee and incorporate those thoughts within the report for next meeting. Director Tracy indicated that she thought the inflation of the fines was too high. Cathy said she would look at the calculations again.

It was stated that whatever changes are made, the owners need to be made aware of the changes to any procedures or fines.

- d) Other new business: NONE.

8. COMMITTEE REPORTS:

- a.) Environmental. – Director Brand reported that they are looking to have the annual Earth Day event on April 21st. That date will be confirmed soon.
- b.) Communications - NONE
- c.) Meeting House - NONE
- d.) Social Action - NONE
- e.) Welcome - NONE
- f.) Standards – Give in new business
- g.) Community Garden - NONE
- h.) Document - NONE

9. EXECUTIVE SESSION: None at this meeting.

NEXT BOARD MEETING: Wednesday, March 28, 2018

10. ADJOURNED: There being no additional business, it was moved by Director Tracy and seconded by Director Towers and unanimously approved that the meeting be adjourned at 8.07 pm.

Respectfully Submitted by,
Rebekah Royer-Poppel,
Minute Secretary (Non-Member)
Approved by Secretary Kathleen Tracy (3/9/18)