

WALDEN WOODS
BOARD OF DIRECTORS MEETING MINUTES

MEETING DATE: May 30, 2018

STATUS OF THESE MINUTES: FINAL (06/12/18)

ATTENDANCE:

Directors in Attendance: Lattimer, Webber, Fitzgerald, Towers, Palladino, Onessimo, Raupach, Boccuzzi, Brand, Tracy and Durr.

Directors Absent: Hoffman

Elite Property Management Representative: Chris Kohnle, Property Manager.

1. CALL TO ORDER:

President Lattimer called the meeting to order at 7:02 PM. Prior to the Approval of the Preceding Minutes, Michelle Hoffman was thanked for volunteering her service to the Board.

2. APPROVAL OF THE PRECEDING MINUTES:

After some discussion and changes to the minutes, a ***motion*** to accept the minutes was moved by Director Webber, seconded by Director Tracy. Motion to approve passes with Director Lattimer abstaining.

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.

4. MANAGER'S REPORT:

a) **Inspection Reports:** Nothing specific to report except the pool was opened on-time.

b) **Boundaries Update:** It was reported that Peter DeBishop's presentations with regard to the boundaries vote were unattended but an upcoming presentation for June 13th is still going forward. Letters were sent to residents regarding boundary changes and votes. Door to door visits were more effective and additional door-to-door vote inquiries are planned. Fifteen new yes votes

were collected by Roland Bernier from the Duplex Council. We are still in need of 10-15 more votes.

- c) 2018 Budget/Reserve Drafts: Mr. Kohnle noted that key code equipment had been priced without the trenching portion priced. He believes it would be an additional 10% of the quote (or \$1500 to \$2000.00 approximately).

Mr. Kohnle also spoke regarding Russo being made aware of issues regarding expected services and problems associated with completion of landscaping services effectively. Mr. Kohnle related that Russo had recently gone paperless and in doing so they were having trouble completing orders. Mr. Lattimer suggested that Russo focus on their contract work and not focus on special projects approved for the 2018 Budget since the spring cleanup has been unsatisfactory to date.

- d) Unkempt Properties Several properties were discussed regarding the state of their vegetation. It was said that the issues regarding the Woodmoor property resulted from a foreclosure and in the Ridge, there are an additional 5 to 6 properties needing attention. Mr. Kohnle explained that when Russo addresses these properties, Russo bills to Elite who in turn bills the bank owner when a property is in the bank's control. If properties come into question, residents should be notifying Mr. Kohnle who will address the property owner and notify the Standards Committee if necessary.
- e) Draft Audit Report It was requested that Mr. Kohnle verify the cost of plants used by Russo in the landscaping, it was brought to the Board's attention that the cost quoted may not be the cost of the actual plants when purchased directly from the same nursery.

5. UNIT OWNERS FORUM

- a) Woodmoor - Mr. Choinere asked how it is ensured that issues are resolved when there is a concern with a property. Mr. Kohnle requested that he be emailed regarding those concerns. Director Lattimer stated that when management addresses those concerns or takes them to Standards it prevents animosity between neighbors. Mr. Choinere wanted to know what line of communication is to be used to guarantee results regarding Elite. Director Webber suggested bringing any concerns directly to the Board if there is dissatisfaction with Elite.

6. UNFINISHED BUSINESS:

- a) Unisource (Now Winstanley Enterprises). It was brought to the Board's attention that there are continued issues regarding the adjacent property owned by Winstanley. Over Memorial Day weekend there were idling trucks at 2:30am and a noxious smell when windows are open in homes. Director Brand believes that there is a law restricting idling to 3 minutes.

Mr. Kohnle is still working with Winstanley to resolve all outstanding issues including the pond overgrowth.

- b) Standards Committee Recommendation AAI Fee Structure change. Discussion ensued regarding the changes to the fees imposed by the Standards Committee. Some AAI fees will be consolidated and will be fined per occurrence.

MOTION: There was a motion made by Director Fitzgerald and seconded by Director Tracy to approve the recommendations by the Standards Committee's change to 31.2 Schedule of Fines. After discussion, the motion **passed** unanimously.

- c) Community Garden – discussion was tabled. Director Palladino is waiting for his proposal which was sent to the Standards Committee. This proposal was written in collaboration with the garden committee, and other concerned members of the community. Director Tracy's proposal has been withdrawn. Once the Standards Committee has finished its review, it will be brought back to the Board for review.
- d) Other Matters –

Propane Tables were discussed with Mr. Kohnle explaining that Bovier Insurance sees propane tables as “open flames” and therefore would not cover damage. The Board discussed enforcing the restriction on propane tables to comply with insurance requirements and safety protocols.

SOLitude - At the request of the vendor, he was taken first before any other business. For the consistency of the Minutes, they are being added here under “Unfinished Business”

Joe Onorato presented a lake dredging alternative solution from SOLitude. Referring to the Board packet on page 22 regarding What and How they service. This service includes sending a manned floating rake to scoop debris, in approximately 500 lb scoops, to shore where it is offloaded onto a site for disposal (not included in cost). Joe said that the overall project that he would suggest would be 13 weeks at 8 hours a day with a suggested annual upkeep that can be customized to maintain the work that had been done. A contract that is drawn up for service can automatically renew for each year unless SOLitude is contacted to change or cancel service. SOLitude's methods are to be used to maintain a body of water with a recommendation of 2 weeks per year booked to maintain. When asked about the price of the project, Joe explained that a service quote does not include the disposal of any raked material or hay bales used to create a barrier. Joe said that SOLitude only disposes of waste in 15 to 20% of their jobs, most hire outside disposal companies. He

suggested that Russo be asked if they can haul or use the waste. Joe explained that there would be a site used to launch the equipment and that, most likely, this would be the location of the dumped waste material. He claimed there would be minimal impact on the surroundings that could then be maintained by a landscaper. There were several questions regarding the impact to wildlife. Joe explained that the machine is slow moving allowing animals to escape, although creatures such as shellfish would not be removed from the scoops. The captain has full visibility of the scoop. When asked about removing trees or metal debris from the water, Joe stated that if something is submerged but small, it may be removed using the rake. If it is larger (such as broken vehicles or engines), a crane may be necessary for removal. It was suggested that if another entity is partially responsible for the conditions of the pond that they be held responsible and share the cost of such a service. When asked what would happen if nothing was done, Joe responded that deterioration would happen and in time, the pond would revert to a swamp, although probably not in our lifetime, but that every pond should be maintained allowing for conditions to be preserved in an attempt to turn back the clock.

7. NEW BUSINESS:

- a) Weekly Mowing of Ball Field – Currently Russo is contracted to mow the Ball Field every other week. They have been doing so for several years. Russo provided a quote regarding mowing every week during the usually growing season (early spring to mid-July) and gave a number of additional occurrences as 11. Director Brand questioned that this number was correct and requested that Mr. Kohnle verify this detail and further discussion on this topic could be made at the next Board meeting as the cost must be considered before agreeing to increase the number of mows.
- b) Standards Committee Rules proposal regarding use of Temporary Structures – These rules were drafted regarding the liability of temporary structures and fines if temporary structures stay erect over 3 days. Director Onessimo asked if an AAI submission was required for each occurrence or if it would be allowed once per season (he was referring to the children blowup structures he himself uses in his own yard). Also, if it was a personally owned structure would it be required to wait for committee approval. Director Fitzgerald suggested that approvals may be given for a season. There was discussion on the possibility of religious exceptions that would need to be discussed with the attorney.
- c) MOTION: Director Webber made a motion accept the proposed Rule Change as presented to the Board. It was suggested to table the motion pending the response from the attorney. -.

d) Minute Taking – Mr. Kohnle introduced Robin Daly as the potential replacement for Rebekah Royer. Both Ms. Royer and Ms. Daly were present taking Minutes so Ms. Daly may familiarize herself with the process.

e) Other New Business

- Pool Access – Director Webber explained that her committee of 3 discussed the framework of the rules for the new keyfob system. She explained that although a keyfob cannot be rescinded due to non-payment of fees, access to the pool using the keyfob can be limited. Also, it was explained that guests may only have access using the homeowner keyfob if they are staying overnight. Director Lattimer asked how it would be determined who was a legitimate guest and who was not. Also, what would the consequence be for someone misusing their pass. Discussion ensued regarding this point. Director Webber discussed loss and loss prevention, saying that if a keyfob is found it should be returned to Elite or the possibility of a drop box. It was countered that a lock box could be broken into. There is a \$100.00 fee for the loss or breakage of a keyfob, but they are nearly indestructible. Director Lattimer suggested that by having a homeowner provide a police report the fee could be waived. Director Webber stated that with these comments and a final discussion with the committee, she would submit the proposed rules to the Standards Committee.

8. COMMITTEE REPORTS:

The reports of the various Board sanctioned committees were previously provided to Elite and included as part of the Board package received by each member.

There were no Committee Reports, though it was reported that budget review was pending for next meeting and Mr. Kohnle was asked to provide those proposals to the various councils as required.

9. EXECUTIVE SESSION:

There was no executive session.

10. NEXT BOARD MEETING: Wednesday, June 27, 2018

ADJOURNED: There being no additional business, it was moved by Director Webber, seconded by Director Fitzgerald, 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 12, 2018)