

**WALDEN WOODS**  
**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE:** May 27, 2020

**STATUS OF THESE MINUTES:** First Draft (06/02/20)

**ATTENDANCE:**

**Directors in Attendance:** A. Heikoff, D. Heikoff, Palladino, Webber, Boccuzzi, Dostal, Giampolo, Devlin, Onessimo (Arrived at 7:15), DeMarco, Raupach

**Directors Absent:**

**Elite Property Management Representative:** Chris Kohnle, Property Manager.

**1. CALL TO ORDER:**

Director Webber called the meeting to order at 7:11 PM.

- 2. APPROVAL OF THE PRECEDING MINUTES:** A motion to accept the minutes with amendments was moved by Director Raupach, seconded by Director Palladino. Motion to approve preceding Minutes passed unanimously.
- 3. FINANCIAL REPORT:** Director DeMarco reviewed the financials for each council and the conservancy as provided by Elite.

The Conservancy	Current Year	\$37,230.31
The Village	Current Year	\$21,993.66
The Ridge	Current Year	\$900.45
The Duplex	Current Year	\$25,184.69
The Townhome	Current Year	\$11,911.01

**4. MANAGER'S REPORT**

- a) Inspection Reports: Mr. Kohnle noted that inspection reports were provided on page 17 of the board packet.
- b) Document Revision/Update: Mr. Kohnle stated that he met with Pilicy & Ryan.

Item # 12 refers to Article 19 (Assessment and Collection of common expenses) It was requested that Mr. Kohnle research the percentages that the Councils split for specific service payments. The board discussed that these percentages should be a board resolution not in the declaration.

Item # 14 is Section 19.2.1 Councils need to review this section and let Director Webber which items apply.

Item # 15 Section 19.4 (percentage of budgeted expenses) Discussion of the current 15% of budget to reserves and if a minimum of 15% should be added to the Declaration.

Item 16 is Article 22 (Insurance requirement for Village and the Ridge) The Village and the Ridge need to verify with sections of the policy involve their Councils. The master policy covers land, sidewalk, roads and common elements.

Item 18 is Article 24.3 (e) discussion involved the reach of the board.

Item 19 is Article 28 (special services) Pulled from the Declaration.

Item 20 is the request by Pilicy & Ryan for maintenance standards for the Duplex Council. General items will be provided by Pilicy & Ryan to the board for review as well as Mr. Kohnle will research an alternate document that may already contain this information.

There was a recommendation for a New Board Member Committee that provides a tutorial and expectations of the positions.

- c) Reserve Study: Mr. Kohnle said that Becht cannot pinpoint the locations of the fences without a site visit.
- d) Special Assessment Projects: The priority of projects that have been bid on are as follows: 1. Along Walden Meadow Road 2. Pool Circle

MOTION: A motion to approve the negotiation with Beebe and Marino Bros for projects 1 and 2 passed unanimously.

- e) Pool Opening: Mr. Kohnle stated that per the government, June 20 is the open date. The pool furniture is ordered and being delivered. The pool was opened based on the requirements from the April meeting.
- f) Morgan Stanley Reserve Accounts: Next month Morgan Stanley will have provided a checklist for funds.
- g) Landscaping/Snow Contract Bids: Discussion involved Brightview contract pricing, Beebe not being able to provide snow service out of concern if manpower is unavailable due to Covid-19 but they would provide landscape service beginning in the spring of 2021, Butler's will have a bid in soon, and there has been no response from Bill's. Mr. Kohnle will arrange for interviews to be held during the June meeting.

## 5. UNIT OWNERS FORUM

**Ackley (Lochview Dr)** – discussed landscape issue with the tennis courts and also concern over lack of contact with Elite. It was made known that Brightview had until May 31 to complete their cleanup. Also, Mr. Kohnle discussed the contact that he has had with the unit owners. Director Webber suggested that the unit owner speak to their Council if they are displeased with Elite's response time.

**Lawson (Duplex)** – suggested interviewing Beebe, and possibly have Brightview provide snow service. Supports the possibility of a "Little Library".

**7 Dunbar** – proposed a registered Little Library that she was steward, her husband would build (with input from the board) and they would pay to register (donations would be welcome). A request was made to add this as an agenda item in New Business.

**Tracy (Duplex)** – inquired about how the insurance expenses are allocated within the Duplex and Townhouse Councils. Was told that Townhomes pay the bulk.

**14 Scarlet Ln** – requested to see the documents referenced during the meeting and was told that the board packet is exclusive to the board, but some documents may be provided by the Council. Suggested meeting with Beebe to see if they may outsource the snow removal. Asked Elite to address gutter issues that have been ongoing. They were directed to their Council.

**DeBisschop** – The trees on the green need mulch and attention needs to be paid to the monuments in Woodmoor. Suggested not including the wording minimum 15% in the declaration. Addressed 618 Thoreau Cir as being an eyesore.

**Bernier (Haskins)** – supports a Little Library, suggests interviewing Beebe first, the June tag sale will be postponed to September 12.

**3 Marble Faun** – for landscaping, suggested to extend Brightview's contract but to also interview Beebe. Is concerned about the stewardship of a Little Library and inappropriate items. Suggested the discount books at the library as well as regular library use as well as book clubs.

**Rau (Woodmoor)** – addressed mailbox and AAI issues, requested waiving fees. Director Webber explained the process of AAI, violations and fees. She also mentioned the opportunities the unit owner could have pursued to resolve the issues.

**Levine (Woodmoor)** – Suggested that a contingency plan should be in place in the event of a Covid resurgence in the winter regarding snow removal. Requested that action be taken regarding 618 Thoreau Cir. She also asks to find out if Brightview is using Roundup as this is a carcinogen. She suggested contacting 4 Seasons for a plowing quote, Mr. Kohnle will discuss with them. She suggested that rules and guidelines need to be in place for the official opening of the pool and tennis courts.

**Towers (Village)** – Stated that she has already used the tennis courts using caution.

## 6. UNFINISHED BUSINESS:

- a) **2020 Community Goals -** Discussion of the community tag sale was held during unit owner's forum.
- b) **Village Rules -** Notice and Comment needed to proceed. Mr. Kohnle will find out how to proceed.
- c) **Village Loan -** Tabled

## 7. NEW BUSINESS:

- a) **Little Library -** Discussion will be had at the June meeting.
- b) **Tennis Court/Pool Rules-** Mr. Kohnle recommends opening the tennis courts and the Standards Committee can propose rules in June.

## 8. COMMITTEE REPORTS:

Standards – The Standards Committee is being overwhelmed and wants to find out if the board is able to address blighted properties.

## 9. EXECUTIVE SESSION:

None

**10. NEXT BOARD MEETING:** Wednesday, June 24<sup>th</sup>, 2020 at 7:00 PM

**11. ADJOURNED:** There being no additional business, the Motion to adjourn by Director Palladino and seconded by Director DeMarco was Unanimous at 10:00 PM.

Respectfully Submitted by,  
Robin Daly, Minute Secretary (Non-Member)  
Approved by Secretary Deborah Giampolo (06/--/2020)