

**Walden Woods Conservancy
Committee Reports
May 2021**

Communications: (Peter D.)

Hoping the board will accept, reject, or modify the suggested calendar.

Documents: (Cori W.)

Enclosed for your review.

Meeting House:(Roland B.)

•No major updates to report

•One outstanding MH maintenance item is to have the front door area scraped and repainted. Chris informs me that he met with the painter a few weeks ago and they will be doing the front door, the three French doors and the window at the front when on site doing the sign and pillar balls. It is expected to take place during the first or second week in June, at the same time as the deck staining and power washing for Duplex and Townhomes.

Recreation & Social Committee: (Michelle K.)

There is nothing to report this month.

Standards: (Jill L.)

Enclosed for your review.

Welcome: (Ruth J.)

Welcome Committee Report 4/21-5/17/21

Welcome Letters Sent: 3

Townhome: 2 (1 Owner; 1 Renter)

Village: 1 (Owner)

Jahney Grier

From: Jill Levine <levine.526@comcast.net>
Sent: Monday, May 17, 2021 1:20 PM
To: Jahney Grier
Subject: Re: Elite Property Management - Walden Woods Conservancy - Committee Reports

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Walden Woods

Standards Committee Report for May 2021
Standards met via Zoom on 5/4/21.

Chris accepted our invitation to join our meeting for the first agenda item regarding a proposed revised AAI. With the proposed revision, it is our hope that unit owners will have a better understanding of the AAI process from initiation to completion of a project. Chris endorsed our proposed modifications and will include it in your packet for the May 2021 Board meeting. I will be available to answer any questions but it should be noted that no substantive changes were made - only an expansion of the steps involved.

In the future the AAI will be posted to the website in two formats: PDF (currently) and as a Word document in Read Only format. For those unit owners proficient in Word, it can be saved under a new name, completed and submitted electronically.

The Committee and the PM had a discussion regarding the lag in issuing closing letters to unit owners. He is aware of the problem and has been working to reduce this backlog.

Chris also advised that he is monitoring several units who were issued "landscaping deficiency letters" last fall. SC will work with Chris to assure that all units meet the standards described in the Rules and Declaration.

This month as has been the case in the recent past, all AAI forwarded by the PM's Office have been voted upon and return to the PM's Office in a quick turn around time (less than a few days in most cases provided the AAI is complete when submitted).

The Standards Committee Members all agree that it is a pleasure to work with Jahney Grier, Chris' administrative assistant. She is efficient, pleasant and cooperative. In the long run, this working relationship has increased our processing time with the ultimate goal of serving the unit owners and their needs.

In the future, if necessary, SC will have an informal organizational meeting just prior to our 7 p.m. start time. No matter on the agenda will be discussed. The meeting will be for "housekeeping" purposes only. Unit owners will not join our official meeting until 7 p.m.

Jill Levine
Chair

On 05/17/2021 8:54 AM Jahney Grier <jahney@epmlc.com> wrote:

WALDEN WOODS
 REQUEST FOR ADDITION, ALTERATION OR IMPROVEMENT (AAI)
 DRAFT revision date: 03/02/2021

Owner Name:		Date:	
Property Address:		Council:	<input type="checkbox"/> Woodmoor <input type="checkbox"/> Ridge <input type="checkbox"/> Village <input type="checkbox"/> Duplex <input type="checkbox"/> TownHome
eMail: *		Phone:	

**Note: Those using this form are reminded of the Walden Woods email privacy policy. The email address, if provided, is not to be used for any purpose other than communicating about this AAI.*

On this form, or by attachment, please describe the proposed AAI to your unit or property. When indicating color, the manufacturer, paint color name and number need to be included. If pertinent, include such information as a plot of your property showing the exact location of the proposed change, distance to property lines, dimensions of fenced areas, and relevant surrounding features. Include a sketch or, if a significant structure, scale drawings that set forth style, dimensions, materials, construction details, finish and color. The manufacturer's brochures or cut sheets may suffice. If a contractor will do the construction, you must provide name, address, telephone number, contractor's license, Certificate of General Liability Insurance and Workers Comp coverage.

Please plan on an approval period of up to thirty (30) days once completed AAI is submitted. No work can begin until AAI has been approved by the Standards Committee.

Note: All required documentation must be attached – this AAI will not be submitted for Standards Committee review until complete.

Notes:

1. All requests must be submitted to Elite Property Management Company for review by the Standards Committee. The review process can take up to thirty (30 days) once an AAI is submitted with all required information included. On rare occasions, an AAI could take longer to approve pending the nature of the AAI.
2. Elite will not accept requests from owners with a delinquent assessment account until it is brought current.
3. The applicant signifies by his or her signature below that no work in this request will commence until Standards Committee approval is received from Elite. Any unit owner who begins work prior to approval will be fined, subject to notice and hearing.
4. Construction must be completed within the approved time (90 days unless more time is specifically requested) and in a manner that is reasonably unobtrusive to neighbors and does not interfere with their properties.
5. Changes to the approved request require additional review and approval.
6. The applicant agrees to remove construction-related debris in a timely manner.
7. Construction must meet all zoning requirements, building codes, and laws and regulations of the Town of Windsor and State of Connecticut. Further, nothing herein contained shall be construed as a waiver or modification of any such code or law.
8. **If a building permit is required, you or your contractor must apply and pay for it. Submit a copy of the permit and any post-construction inspection results to the Property Manager.**
9. Where applicable, utility easements for underground gas, electrical, telephone, and TV cable lines are to be marked before excavating. The Hartford number for *Call Before You Dig* is 1-800-922-4455. Be aware of sprinkler pipes as well. Please note there is a FINE if underground utilities are severed, not to mention the potential for grave injury.
10. No contractor signs are allowed before, during, or after a job is completed. Fines may be enforced if this is violated, subject to notice and comment.
11. As an owner who submitted an AAI, it is your responsibility to follow up on the status of such AAI.
12. Misrepresentation of any items in this request, either oral or written, may void any approval by the Standards Committee.

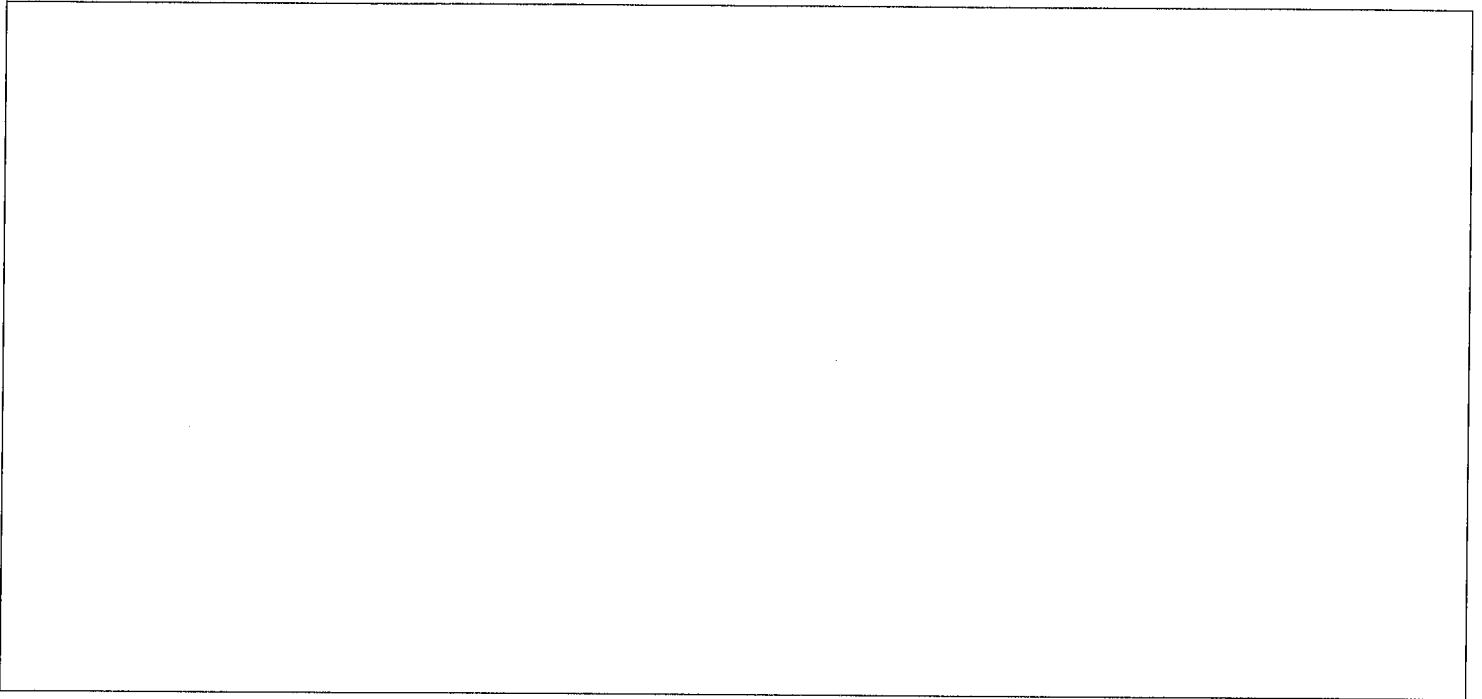
I have read the above guidelines. This proposed change or addition meets the requirements and standards specified in these guidelines.

Note: It is the unit owner's responsibility to inform Elite when work is completed. If email is used there must be receipt verification. It is the unit owner's responsibility to follow up if they have not received a Closing/Letter of Compliance. The standard approved construction time is 90 days from AAI approval date. Any extension request, with estimated date of completion, must be submitted to the Property Manager. The time allowed for completing the entire AAI process from approval to receipt of Closing/ Letter of Compliance is 120 days.

With the electronic filing of this AAI, I agree to all of the provisions provided herein.

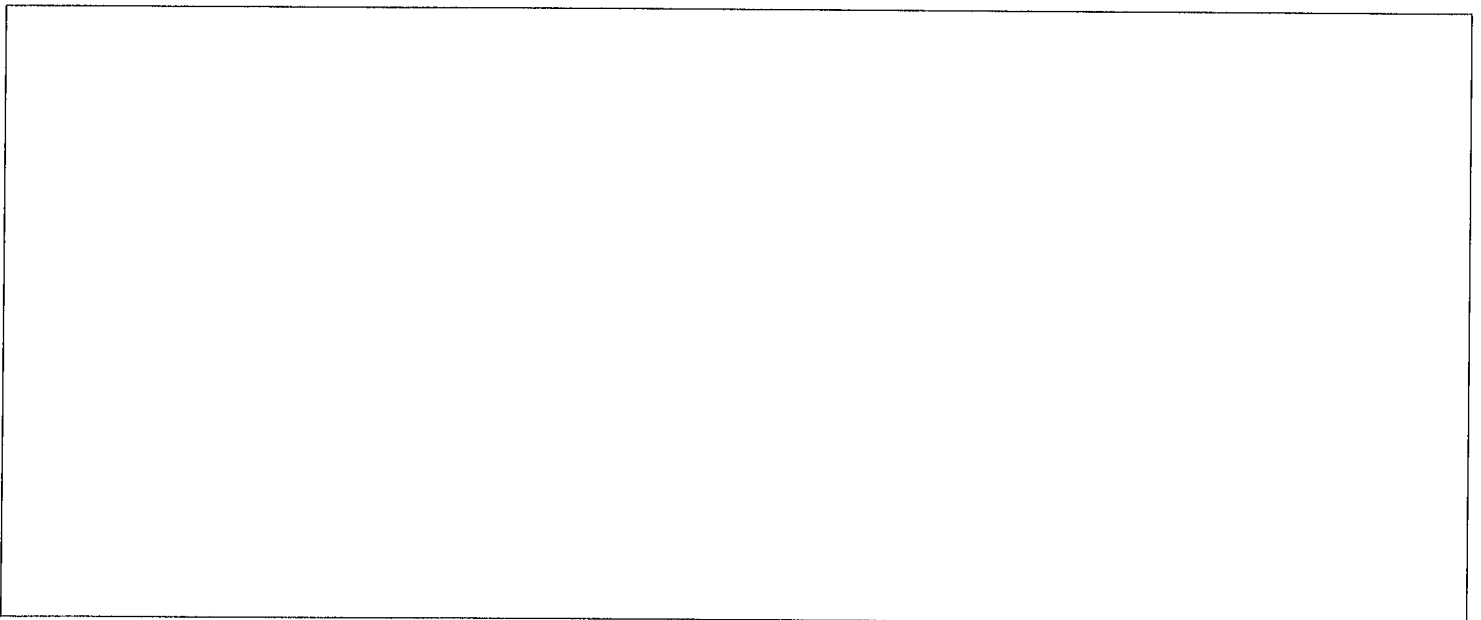
Owner's Signature / Electronic Signature:	
Date:	

Pictures, drawings, schematics: *(insert below or attach to document)*



Contractor Documents: *(insert below or attach to document)*

**Provide detailed description of work and copies of: license, liability insurance, workers comp coverage.
(Woodmoor exception: liability, workers' comp proof not required)**



For Elite Property Management Company Use Only

AAI Number:	
Date received from Unit Owner:	
Date reviewed by Standards Committee:	Date: _____ <input type="checkbox"/> At Meeting <input type="checkbox"/> Via email <input type="checkbox"/> Auto-approval
Date returned to Unit Owner:	Date: _____ <input type="checkbox"/> Approval <input type="checkbox"/> Rejection <input type="checkbox"/> More Data Required
Date of any changes received from Unit Owner, if Applicable:	
Date copy of Building Permit received from Unit Owner, if Applicable:	
Date Contractor Insurance Certificate received from Unit Owner, if Applicable:	
Date Completion Letter or email received from Unit Owner:	
Date of Inspection by Elite:	
Date of Closing/Compliance Letter sent to Unit Owner by Elite:	

Subsection 27.1 – Storm Doors for Townhome and Duplex Units. Purchase and maintenance of exterior storms doors, with or without screens, will be the responsibility of the individual unit owner. Storm doors must comply with the following standards:

- (a) Match the approved paint color of the exterior door. Black for Townhomes and White for Duplexes.
- (b) Front Storm doors and screen doors shall be a “full view” door which contains a single, continuous pane of glass (or screen) without etchings, beveled edges, or other decorative patterns.
- (c) Front Storm doors shall not have cross bars, struts or wire mesh, etc. Front Screen doors may have one horizontal bar, matching the screen door frame, as provided by the manufacturer, at the approximate vertical midpoint of the door.
- (d) Hardware shall be “polished brass”.
- ~~(d)~~ (e) An AAI is required. Doors must not be installed until approval is received.
- ~~(e)~~ **(f) For Townhomes with back doors, the same Storm Door requirements apply.**

By approval of the Conservancy Board, doors on certain units are grandfathered. The list is on file with the Property Management Company.

SUGGESTED ACTIVITY CALENDAR

When	What	Who
JAN	Review Declaration, By-Laws, Rules.	CONS. BOARD
	Review basics of Robert's Rules as interpreted by the President.	
	Review prior year end financials.	
	Set goals for present year.	
	Place work orders, quote requests, etc.	
FEB	Review all major contracts, insurance policies, quotes, work orders, etc.	CONS. BOARD
MAR	Meet with Snow and Landscape Contractor and review the matrix.	CONS. BOARD
APR	Review applicable portion of the Reserve Study and revises the timeline if necessary.	CONS. BOARD and EACH COUNCIL
	Add any projects deemed necessary and submit Reserve Study to property manager. NOTE: Property manager submits reserve study to outside firm for revision or revision is done in house.	
MAY	Review the "Essential Task List" (page 8) with the property manager.	CONS. BOARD
JUNE	Meet with President and account manager of property management firm to discuss contract, performance, and changes, if any.	CONS. BOARD
	Review any applicable taxes due and the audit.	
JULY	Notify committees of need to commence Operating Budget Process for next fiscal year.	CONS. BOARD
	Review Reserve Study.	
AUG	Provide notice to Council Unit Owners of the individual Council Annual	PROP MNGR.
	Start Conservancy and Council Budget process.	

SUGGESTED ACTIVITY CALENDAR (cont'd)

When	What	Who
SEPT	Conduct Annual Meeting <ul style="list-style-type: none"> • Elect Council Directors for next term which begins at adjournment of the December Conservancy Annual Meeting. • Conduct Organizational Meeting to elect Chairperson and Secretary for the next term. 	EACH COUNCIL
	Meet with Snow and Landscape Contractor and review the matrix.	CONS. BOARD
	Continue with Budget Workshops as needed	CONS. BOARD and EACH COUNCIL
OCT	Continue with Budget Workshops as needed	CONS. BOARD
NOV	Vote to adopt all Operating and Reserve Budgets.	CONS. BOARD
	Notify unit owners of Annual Meeting of the Conservancy.	PROP MNGR.
DEC	Conduct Annual Meeting of Unit Owners to vote on Conservancy Operating and Reserve Budgets for next fiscal year.	CONS. BOARD
	Hold Organizational Meeting.	

Space for your notes:

ESSENTIAL TASK LIST

(Annual Review with Property Manager)

(Suggested for May)

- Are all issues with snow removal damage resolved?
- Is pool ready? Is this the year to check the septic system ?
- Has MH AC/Heat had annual service?
- MH Fire system? Alarm system? TH Fire systems?
- Irrigation open and operating for Conservancy, Village, Duplex, TH? Has a opening repair report been provided and acted upon?
- Are the monthly irrigation checks taking place as called for in the contract?
- Is the landscape manager providing the monthly reports as required by the matrix?
- Is the landscape manager advising the property manager when the services are being scheduled and completed?
- Storm drains? Vortechnic units? Scheduled for cleaning this year?
- Is street lighting operating properly?
- Have water bills been checked as actuals and are not estimates?
- Insurance issues? Claims pending? Claims settled? Annual proof of insurance by Village, Ridge, Woodmoor units supplied? 100%?
- Are we on track for the goals the Conservancy has set?
- Status of Conservancy work orders, projects, requests for quotes, etc.?
- New owner form and resale package acknowledgement being returned? The content of package should be reviewed. Previous owner AAI easements being conveyed to new owner?

- Condition of major assets?
 - Pool (structure, equipment, landscape)
 - Meeting House (exterior, interior, equipment, landscape)
 - On the Green area,
 - Island entrance area, (landscape, signage)
 - Thoreau to Pierce walkway,
 - Conservancy walkways and asphalt
 - Tennis courts
 - Ponds
 - Pond Patio
 - Front entrance signs and stone walls and monuments
 - Contractor storage area
 - Lockview Circle and Thoreau Circle
 - Conservancy fences and stone walls
 - Conservancy trees (interior)

The Documents Committee which consists of Theda Marinelli and Cori-Lynn Webber has met several times to go over specific sections of the Rules that need to be reviewed to make them more consistent with the actual intent of the rules. One big portion of the rule changes is to insert maintenance standards for all Councils into the Rules as they do not exist in the current rules. Attorney Ryan suggested strongly that this be added. The sections on Pets, Signs and Landscaping have been reworked and consolidated into their own rules rather than being scattered at various points throughout the Rules. The Committee is close to finishing its work, and intends to have Standards review and comment on the revamped sections and the new Maintenance Standards before the May 26th Board meeting such that any questions that require Board input can be made a part of the Board meeting on May 26th, 2021. The meeting with Attorney Ryan and the Committee is now scheduled for June 3, 2021 at 2:30 via zoom. The Board should be taking up the new draft of the Rules at its June, 2021 meeting. After that meeting there will need to be notice and comment for all UO's on the new rules. The Board may want to set a special meeting or start the Board meeting early in July to address that issue. It should also consider making Attorney Ryan a part of that meeting as he was with the Declaration and Bylaw presentation and discussion.

The Committee is also concerned with the lack of progress on finalizing the new Declaration and Bylaws. The new rules draft assumes that the updated Declaration and Bylaws will be in place when they are passed and it incorporates the new documents throughout.