Unapproved Minutes: April, 2015

These are the unapproved minutes of the April, 2015 monthly meeting of the Walden Woods Conservancy Board of Directors to be presented at a future meeting of the Board of Directors for approval.

1. **Call to order**: the meeting was called to order by (Board Vice President) Brian Onessimo at 7:00 o’clock p.m., Directors present were:, Joe Palladino, Susan Raupach, Kathleen Tracy(Treasurer) Cori-Lynn Webber, Glenn Brand, Adele Clark, Diane Bernier, Peter DeBisschop (via phone) and Pat Tanner. Late Arrival: Andrew Lattimer (Board President) @ 7:33 p.m.— facilitation of meeting passed from V.P. Onessimo to Pres. Lattimer at this point. Mr. Chris Kohnle of Elite Property Management, LLC, was also present.

2. **Approval of Minutes of Preceding Meeting**: the minutes for the April, 2015 monthly meeting of the Board of Directors previously published on the Conservancy website and presented to this meeting of the Board for Acceptance were reviewed and the following changes were proposed:

a.) the number for votes, section #3 should be Y-8, N-0, Abs.-1

b.) Beginning on pg. #1 under Directors: change Raupauch to Raupach; also on pg. #3 at top of pg.; pg. #5 at top of pg.; pg. #6 at bottom of pg.; pg. #7 last paragraph; pg. #8 paragraph 6 and where directors listed;

c.)Beginning on pg. #4 first paragraph, second and sixth line and mid page change Pearlstein to Perlstein and pg. #9 first sentence below Executive Session

d.)Pg. #5 last sentence—change sidewall to sidewalks

e.) Pg. #6 last sentence under Unfinished Business, “Kohnle again says he will find someone to do this task.” Needs to be moved up above when motion made.

f.) Pg. #8 third section down “7 Yes, 2 no” should be removed and it should read, “Informal vote of board regarding above discussion was taken—7-Yes, 2-No.”

g.) Pg. #8—fourth section, second sentence should read, “Proposal to strike no food at pool rule and to allow limited food items was agreed upon. Will discuss suggestions for a list of allowed food items.”

h.) Pg. #8 last paragraph; first sentence sugvestion changed to suggestion. Second sentence change Dicussion to Discussion.

i.) Pg. #9 Motion to adjourn passed 9-0 and delete the work “Phew….”

Director Webber made a Motion/ seconded by Director Bernier to: Accept the minutes with changes.

Motion passed 9-0-1 with Director Clark abstaining since she was not present at the meeting.

3. **Financial/Treasurer’s Report:**

Treasurer Tracy reported that for the fiscal year 2014-2015, the Conservancy and councils are in the black except for the Duplex council and that is due to insurance payments. Director Tracy questioned why the entire Eversource is never paid—there is always a balance forward. Elite (Kohnle) will look into this and report back. V.P. Onessimo suggested that it may just be the timing of the payments and the billing cycle. Director Tanner recommended contacting Eversource and having them check the account #. She is aware of errors on individual’s accounts when ownership went from C.L. & P. to Eversource. Director Palladino asked if we were on a budget payment plan. We are not—no further discussion on this subject.

Treasurer Tracy reported that per the financial report supplied by CPA Alliod each operating fund has been cleared to start the new year with a zero balance. Refer to page #40 of April, 2015 minutes for figures that should be transferred by Conservancy and all councils to close out 2014.

\*Audit Review—Pres. Lattimer had a question on the balance sheet as to why the pre-paid insurance is so high. The accounts payable went from 27.25% to 66% this year. He requested that this be addressed either by the accountant or Elite. Mr. Kohnle will research and report back.

Director DeBisschop sees the Village council as having a deficit from 2014. He questions if we shouldn’t be including a line item in our spreadsheet for 2015 showing this as a debt that needs to be paid. For example: if the Village is over reserved and then has to take less from the reserves then this is okay. However, if they are under reserved and have to take more, then this is a debt owed. There should be a breakout line item for this on the balance sheet for transparency. Also asked was that the property Mr. Kohnle show this on the balance sheet for the prior year’s windfall/shortfall for transparency. Director Webber asked that when we budget for next year couldn’t we show this line item. Manager Kohnle stated that he would check with the CPA to see if this could be a log journal entry. Director DeBisschop that we must make sure that the numbers stated in the reserve study are accurate to what the actuals are and projected projects to be done are.

Insurance review for April, 2015—insurance claims continue to rise. Homeowner is responsible to pay the deductible of $5,000.00 if claim is greater than this amount. Director Brand questioned if there is visible interior damage as a result of ice dam does the home owner place a claim against their own insurance and pay for the damage themselves. Mr. Kohnle said yes.

4. **Property Manager’s Report**:

a.) Mr. Kohnle indicated that he has done his regular walks through and has listed the problems that they are dealing with in his inspection reports.

b.) Mr. Kohnle reported that there is $3,000.00-$5,000.00 set aside in the budget to repair/replace tennis courts and to paint lines on the courts for pickle ball. He will have quotes for the work as soon as possible. The back tennis court is fine and simple needs to be power washed and some minor repairs after which the pickle ball lines will be painted. The front tennis court needs to be replaced. Director Webber asked about the condition of the fencing around the courts. Mr. Kohnle said it was in good shape.

Pool furniture and umbrellas—Mr. Kohnle researched and found that Peachtree brand @ Namco were good quality and the best prices. It was discussed that 6 umbrellas and 8 lounge chairs need to be replaced. There is $2,000.00 in pool maintenance budget that will be used for the purchase. The lounge chairs will be mesh/color adobe. The umbrellas will be Sunbrella market style, 9ft. diameter/color-beige. There was a motion to purchase these items made by Director Tracy and seconded by Director Webber. Motion passed 11-0

Mr. Kohnle reported that work to prepare the pool for opening on the Saturday of Memorial Day weekend started today (April 29, 2015). On May 14, 2015 the town inspector will come to inspect the pool to ensure it is in proper working condition.

5. **Unit Owner’s forum**: Director Bernier initiated discussion about the date of the Tag Sale. Tag Sale Committee chair Mrs. Lattimer stated that the proposed date of June 13, 2015 was not convenient because it is Father’s Day. Director Raupach said that she was unaware when that date was proposed that there was actually a Tag Sale Committee and any date that is agreed upon is fine. Director Tracy made a motion to reverse the decision. Director Webber seconded. Motion passed 11-0

Resident Terry stated that she would volunteer to take meeting minutes; however, currently cannot due to an injury. She stated that if she were to take on this task she would want training as to what the expectations are as it is a big responsibility. She also stated that she would not be available for all meetings and would prefer to be part of a pool of volunteers. Mr. Kohnle will send out another notice to the community seeking volunteers to be part of a pool of minute takers who will receive training.

6. **Unfinished Business**:

a.) Council Boundaries: A date was set for the board members to do the walk around of the boundaries. The Conservancy Board members will meet at the Meeting House on Thursday; June 4, 2015 @ 5:15p.m.

b.) Revised rules were sent out but not all members received them. Director DeBisschop will resend. He asked to be informed if they were not received by next Wednesday. Vote on revised rules tabled until next month.

c.) Director Webber asked about the progress of getting lighting at the beginning of Walden Meadow Road. Mr. Kohnle stated that the town is still in the process of checking into the installation of brighter lights on Marshall Phelps in that area that would increase the lighting on Walden Meadow. Will wait to see how this pans out. Mr. Kohnle will check the lights this evening. Will revisit this topic. The Town marked out the manhole at the entrance of Walden Meadow for repair.

d.) Mr. Kohnle reported that he has not had any success is coming up with a solution to the issue of meeting minute taking by a professional. Director Bernier suggested paying a resident to come to the meeting, take minutes and then type them. Director Webber disagreed with paying a resident to attend the meeting. However, agreed with payment for typing up of the minutes. Discussion as to what a fair payment would be for services--$50.00 per meeting times 11 meetings was suggested. An informal vote was taken as to paying someone to take/type minutes. Vote did not pass: 4-Yes; 6-No; 1-Abstain (Tracy)

Director Tanner commented that it is very difficult to take minutes because our meetings are not structured. Director Palladino agreed and said that we must be very clear in training volunteers if any offer to take minutes.

7. **New Business**:

a.) Director Brand brought to Mr. Kohnle’s attention that the individuals that are renting units have problems and they call CWD their calls are not returned in a timely manner. There have been times when the councils have had to assume the responsibility of responding to and rectifying the problem. Mr. Kohnle was asked if he could work with CWD to come up with a more efficient system going forward.

b.) Director Onessimo asked Mr. Kohnle if the pond fountain had been looked at and if it can be repaired or do we have to replace it. There is $7,000.00 budgeted for this. Mr. Kohnle informed us that he has been working with Mark from Russo Landscaping—quotes were obtained. The option is to not replace the entire fountain but, to refurbish it to get it to working condition. This will cost $4,500.00. Motion was made to have fountain refurbish by Director Tracy and seconded by Director Webber. Motion passed: 10 Yes, 0 No, 1 Abstain

Director Bernier asked that the schedule for the deck staining be sent out.

Director Palladino asked if the committee chairs are only sending a written report prior to the meeting. Pres. Lattimer explained that most of the committee chairs send a written report prior to the meeting in order to expedite things. If a committee chair wants to come to the meeting and verbally report they may do so.

The next meeting of the Standards Committee is May 12, 2015.

8. **Committee Reports**:

a.) Environmental: Director Brand reported by written submission previously submitted to the Board and also verbally. Director Brand reported that the Earth Day cleanup was a great success. It was the largest turn out of volunteers this year. It was good to see all of the residents taking pride in their community. Director Brand thanked the committee members for their hard work throughout the year. One hundred sixty pounds of trash was collected. Due to the harsh winter we experienced this year, 20 carp were pulled from the pond. DEP does not recommend replacing them.

b.) Communications: Director DeBisschop reported by written submission previously submitted to the Board

c.) Meeting House: Director DeBisschop reported by written submission previously submitted to the Board

d.) Social committee: Stephanie McKinney reported by written submission previously submitted to the Board

e.) Welcome: Ruth Johnson reported by written submission previously submitted to the Board

f.) Standards: Patty Murray reported by written submission previously submitted to the Board

g.) Garden: Director Bernier reported by written submission previously submitted to the Board

h.) Document: Director DeBisschop reported by written submission previously submitted to the Board

The meeting was adjourned at 8:55 p.m. by Motion of Director Palladino, and seconded by Director Webber. The Motion passed unanimously: 10-0.

No Executive Session was held.

Respectfully Submitted by,

**Adele Clark, Director**