**BOARD OF DIRECTORS MEETING MINUTES (January 27, 2016)** - DRAFT

1. **Attending Directors**: Latimer, Webber, Onesimo, Tanner, Boccuzzi, Raupach, Tracy, Tracz, Olson-Douglas
2. **Absent**: Coachman-Strickland, Towers, O’Donnell, Nasuta
3. Chris Kohnle, Property Manager, representing Elite Management
4. **CALL TO ORDER-** President Latimer called the meeting to order at 7:02 PM.
5. **Approval of the minutes**:

A reading of the minutes of the Board of Directors meeting held on November 24, 2015 was waived. A draft copy was discussed. Director Tracy requested that under New Business, (a), the last sentence should read- *After much discussion Board Member Tracy agreed to seek out Townhome input and resubmit at a later time*. President Lattimer discussed a few grammatical errors, under Manager’s Report (d), recordation be changed to recording, and the last sentence in (d) say …*the issue had not been totally explained*. President Lattimer also suggested the following changes under Unit Owners Forum (b): *Wanted the board to take note of an incident that recently occurred….* A motion to accept the minutes with the recommended changes was moved by Director Webber, seconded by Director Tracy, and unanimously approved by those then in attendance

1. **Financial Report**: Director Tracy, 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.
2. **MANAGER’S REPORT:**
	1. Inspection Reports- Elite summary of field visits and work orders included in Board package. Director Weber requested that Chris fill out location on the inspection reports.
	2. 2016 Board Member List was enclosed in Director Packet, one phone number correction was made for Director Tracz.
	3. Boundaries- A letter was enclosed from Perlstein’s office dated January 7, 2016 to the surveyor. Chris Kohnle hopes to have an update soon. Director Boccuzzi also requested that the board get together at a later time to further discuss the boundary issue, so that all new board members have the history and understanding of this issue.
	4. Meeting House Damage- Chris Kohlne discussed the damage done to the meeting house door last weekend. There was discussion regarding security. An email was already sent to all residents about this damage. There were also discussions regarding what type of door would be replaced.
	5. Minute Taking- Chris Kohnle discussed the fact we do not have a secretary right now, but he has put together a schedule for upcoming meetings, the list is in alphabetical order and will be rotated among all Directors. (Except the President, VP, and Treasurer will be exempt.) Director Webber to send Chris Kohnle the documented process for meeting minutes so Directors know submission/format process etc.
3. UNIT OWNERS FORUM
	1. Roland Bernier from the Social Committee announced that there are four Walden Woods calendars left, the cost is $15 and you can see Roland if you are interested in purchasing.
4. UNFINISHED BUSINESS
	1. Director Tracy followed up on the patio installation standard with the board. She discussed conversations with the Townhome Directors and asked the board to move forward at this time since the Townhome Directors do not feel this is a standard they want in their council. After much conversation, a motion to accept the standard for Duplex Council Patio (Pavers or Concrete) was made by Director Webber, seconded by Director Tracy, five Directors voted yes (Tanner, Tracy, Webber, Olson, Raupach), two Directors voted no (Bocuzzi, Lattimer) and one Director abstained (Onesimo). The standard was approved.
	2. Solar Panels- Chris checked with Perlstein regarding the legal ramifications of putting solar panels in our community. Can we direct the residents on where they can place them if they are given the OK?
5. NEW BUSINESS
	1. Council Meeting Locations were discussed. President Lattimer wants to ensure that all residents are comfortable with councils choosing to not have meetings at the Meeting House. The only two councils meeting at homes are Woodmoor and Duplex. President Lattimer asked Chris Kohlne to reach out to Duplex residents and let them know if anyone has an issue or is uncomfortable with the meetings being at resident’s homes they should reach out anonymously to Chris who will share the information with the Duplex Council Directors.
	2. Standards Committee Operating Procedure was reviewed. Chris Kohlne dicussed the new SOP for standard and he feels it is working. There were a few recommended changes and those are as follows:
		1. Add the letter s to standard, 3rd bullet
		2. Bullet 3 should have a time frame as well, it was decided within 48 hours was appropriate
		3. Bullet 4 should read- The Standards Committee chair or designee will forward to the committee members all fully completed requests within 48 hours.
		4. Once the changes are made to bullet 4, bullet 4 and 5 should be rotated in order.
		5. Bullet 6 needs recommendations from Councils
		6. Bullet 7 first sentence should read, A decision will be reached by the Standards Committee within seven (7) business days upon receipt of completed AA1 Application.

A motion to accept the document with the above changes was moved by Director Tracy and seconded by Director Webber and unanimously approved by those in attendance.

* 1. Director Tracy discussed concern for how dark the area of Marble Faun Lane, Pierce Blvd, and Walden Meadow and also the entrance to Walden Woods. The board discussed previous conversations regarding the entrance to WW and recalled cost being an issue, however Chris Kohlne is going to check with the Town of Windsor to see if they will add lights. He will also check into the dark intersection of Marble Faun Lane, Pierce Blvd, and Walden Meadow and make a recommmendation.
	2. Unit owners renting without leases was discussed. Chris Kohlne agreed to be more involved in the process and will make sure we have copies of leases. President Lattimer also asked Board members to make sure Elite knows about any renters that we believe may not have leases. The board also expects Elite to enforce the $250 fee to those who do not comply.
1. **COMMITTEE REPORTS**
	1. Board Liasons were assigned and are as follows:
		1. Welcome Committee- Kathleen Tracy
		2. Garden Committee- Susan Raupach
		3. Documents Committee- Terry Tracz
		4. Social Committee- Brian Onessimo
		5. Environmental Committee- John Boccuzzi
		6. Communications Committee- Lynn Olson-Douglas
		7. Standards Committee- Andrew Lattimer
		8. Meeting House Committee- Pat Tanner
	2. The reports of the various Board sanctioned committees was previously provided to Elite and included as part of the Board package reviewed by each member. The Social Committee did announce that there are only three RSVP’s to the Super Bowl Party and it will be cancelled if there isn’t more interest. Also, the Zocco’s event is being planned and should be scheduled for March.
2. **ACKNOWLEDGEMENT:** Director Tracy took a moment to thank Director Webber for her long service to the board as Director and Secretary for two years. This will be her last meeting and Terry Tracz will be her replacement.
3. **EXECUTIVE SESSION**: There was no session required.
4. **NEXT BOARD MEETING**: Wednesday, February 24, 2016- 7:00PM
5. **ADJOURNED**: There being no additional business, it was moved by Director Webber, and seconded by Onessimo and unanimously approved that the meeting be adjourned at 8:40PM