**UNAPPROVED MINUTES**

These are the unapproved minutes of the November 28, 2012 monthly meeting of the Walden Woods Conservancy Board of Directors to be presented at a future meeting of the Board for approval.

1. **Call to order.** The meeting was called to order by President Dale Herrick at 7:00 p.m. Ten directors were present: Susan Atwater, Diane Bernier, Alanna Herrick, Dale Herrick, Warren Johnson, Gordon Jones, Cynthia Keenan, Brian Onessimo, Susan Raupach, and Joseph Sikora. Directors Amy Beresky and Glenn Brand were absent. Jeff Byers of Elite Property Management, LLC was present.
2. **Approval of Minutes.** The regular monthly meeting minutes for October 24, 2012 were previously published on the Conservancy website and presented to this meeting of the Board for acceptance. **Director Bernier moved acceptance of the October 24, 2012 regular meeting minutes as published by the Secretary on the Walden Woods web site and distributed to the Board in our packet for this meeting.**  The motion was seconded and **passed** unanimously.
3. **Financial Report.** Treasurer Lattimer presented the financial report. A copy of his written report was distributed and is attached to these minutes as a part thereof.
4. **Unit Owners Forum.** Several residents were in attendance. The President announced that those in attendance would be permitted to participate in the discussion of the 2013 budget and the proposed rule 1.1.9 later in the meeting. One attendee asked questions of Director Jones to which he responded.
5. **Manager’s Report.**
	1. **Inspection Sheets for Councils.** Jeff Byers addressed his inspection sheets. **No Board action was taken.**
	2. **Budgets.** Jeff Byers presented his third draft of the 2013 proposed budget. He made a line item report and those in attendance were invited to participate in the Board’s deliberations, which the attendees did extensively.
		1. **Director Jones moved an increase of the “Income from Garden” revenue from $275 to $500 and reduction of the “Community Garden Committee” expense from $1,000 to $500.** The motion was seconded and **passed** on a vote of the Board with seven Directors in favor and Directors Herrick, Johnson and Raupach opposed.
		2. **Director Jones moved elimination of the “Capital Improvements 2013 Irrigation Improvement $8,000” from the 2013 reserve expenditures.** The motion was seconded and **failed** on a voted of the Board with eight directors opposed and Directors Jones and Keenan in favor.
		3. **Director Atwater moved addition of a reserve expenditure in 2013 in the amount of $17,000 for landscape improvements to the center boulevard at the entrance to Walden Woods from Marshall Phelps Road and for landscape improvement to the area at the second set of pillars on either side of Walden Meadow Road at the entrance to Walden Woods from Marshall Phelps Road.** The motion was seconded and **passed** on a vote of the Board with seven Directors in favor and Directors Keenan, Jones and Onessimo opposed.
		4. **Director Onessimo moved reduction of the “Meeting House Repairs” expense item from $5,000 to $3,000 and increase of the “Meeting House Maintenance & Supplies” expense from $1,000 to $2,000.** The motion was seconded and **passed** unanimously.
		5. **Director Onessimo moved (1) Elimination of the proposed separate Woodmoor Conservancy fee catefory of $56 per month, per unit and the extra $3,240, annual income it would generate; (2) Establishment of a monthly, per unit Conservancy fee for all 336 unitls of $52 rather than the proposed $51 proposed; and (3) Elimination of the proposed separate annual Woodmoor management fees expense item of $3200.** The motion was seconded and **passed** on a vote of the Board with nine Directors in favor and Director Atwater opposed.
		6. **Director Jones moved adoption of the 2013 proposed third draft of the 2013 proposed budget as modified by the Board votes at this meeting and that the modified budget be submitted to the Conservancy unit owners’ meeting in December for ratification.** The motion was seconded and **passed** on a unanimous vote of the Board.
	3. **Meeting House Issues.** The Board received a report that the new lock system and improvements to the detector system are completed, that the watering system has been repaired and that the watering system will require an annual monitoring expenditure of about $250.
	4. **Annual Meeting.** The annual unit owners’ meetings for the Conservancy and the Councils as well as the organizational meetings of the Conservancy Board and Council Boards will be held on December 19, 2012.
6. **Old Business.**
	1. **HUD Complaint Status.** Director Atwater reported her attempt to comply with Connecticut Fair Housing Center training requirements and the failure of that agency to comply with the consent agreement between HUDand the Conservancy. **Director Johnson moved referral of the HUD complaint matter to the Conservancy legal counsel for further advice.** The motion was seconded and **passed** unanimously.
	2. **Council Area Boundaries (Update).** The President reported that he has not met with the engineering firms to get estimates for the survey work and will report to the Board when he has done so.
	3. **Generator Rules.** The President invited those in attendance to participate in the Board’s deliberations on proposed rule 1.1.9, which the attendees did extensively. Members of the Standards Committee offered several changes to the proposal which were incorporated in the motion made by Director Sikora. **Director Sikora moved adoption of rule 1.1.9 as follows:**

“Subsection 1.1.9 – Use of Generators. Use of generators of any kind (including stationary standby generators and independent stand-alone generators) in conjunction with a Unit requires a Standards Committee approved Alterations, Additions and Improvement application be on file with the Manager. Independent stand-alone generators are often referred to as portable generators and may be used to integrate with a Unit’s electrical system or to run one or more electrical appliances. The following rules apply:

1. Only one generator is permitted per Unit.
2. Renters must secure Unit Owner approval for use or installation of a generator and the Unit Owner must sign the AAI application.
3. Any required Town of Windsor permits and approvals must be secured by the Unit Owner and copies placed on file with the Manager.
4. All manufacturer’s specifications, guidelines, recommendations and instructions (in addition to building code requirements) must be followed for use of the generator and all wires or cables used to connect the generator to the Units electrical system and to auxiliary devices.
5. All generators must be connected to the Unit’s electric system by a transfer switch that meets applicable laws, building code requirements and manufacturer’s specifications. **It is illegal and dangerous to turn off a Unit’s main breaker and back feed the Unit’s electrical system with a generator.**
6. Stationary generators must be installed on a suitable pad in an area approved by the Standards Committee to minimize noise, exhaust, visibility and any other disturbance to another Unit and the Common Elements. The proposed location of any generator must be specified in the AAI application.
7. Stationary generators must be powered by the Unit’s source of natural gas and supply lines must meet the specifications of the natural gas provider (currently Connecticut Natural Gas Company). Unit Owners must comply with all gas provider inspection and certification requirements, and place copies of the most recent inspection and certification reports on file with the Management Company.
8. Independent stand-alone generators may be powered by gasoline or propane gas. Gasoline must be stored away from the generator and in no more than two containers of no more than five gallons capacity each that are approved for gasoline usage. Propane tanks are limited to no more than two twenty-pound takes (outdoor gas grill size) per Unit.
9. Stationary generators become Limited Common Elements assigned to the Unit they service.
10. Portable generators must be located in areas that minimize impacts on neighbors and that are approved by the Standards Committee. Generators may never be placed in a Unit basement or in a garage. Portable generators may not be operated in close proximity to a garage door, Unit door or Unit window.
11. A properly charged and certified ABC fire extinguisher must be located in close proximity to portable generators.
12. The fire and extended coverage for any Unit with a generator must include insurance coverage because of the generator or its use. Unit Owners will comply with all requirements of the insurance carriers for the Conservancy.
13. Portable generators are limited to supplying no more than one Unit, portions of one Unit or appliances in one Unit.
14. Generators must not exceed 72 decibels at 100% load as rated by the manufacturer or a government accredited rating agency. Evidence of the decibel rating must be submitted with the AAI application.”

The motion was seconded and **passed** unanimously.

* 1. **Retainer Agreement with Legal Counsel.** President Herrick reported some progress in negotiating a more favorable retainer agreement but that negotiations are not yet complete.
1. **New Business.**
	1. **Reallocation of Tree Work Expenses.** Director Onessimo reported that the Ridge Counsel had paid for tree work necessitated by the October 2011 snow storm and that some of that work was done on trees that are likely to be in the Conservancy area rather than the Ridge Council area once A-3 surveys are adopted as a part of revising the Declaration. **Director Onessimo moved allocation of $1,800 of expenses for tree work from the Ridge budget to the Conservancy budget.** The motion was seconded and after discussion the Board **approved** the motion by a vote ofseven Directors in favor and Directors Atwood, Jones and Sikora opposed.
2. **Committee Reports.**
	1. **Environmental.** Director Johnson read the report prepared by Chairman Brand in the absence of the Chairman. The report included mention of some wood chip spreading, dead tree and limb removal, and drainage pipe maintenance. The Committee expects the delivery of three yards of ¾ inch stone to be delivered to the newly established Blue Trail entrance at the end of Marble Faun Lane to stabilize the area. **No Board action was taken.**
	2. **Communications.** Director Alanna Herrick gave the Committee report in the absence of Chairman DeBisschop. **No Board action was taken.**
	3. **Meeting House.** Director Alanna Herrick gave the Committee report in the absence of Chairman DeBisschop. The Committee has only five members and anticipates the need to eliminate some months from the rental schedule if more volunteers do not come forward. **No Board action was taken.**
	4. **Social.** Chairman Roland Bernier reported. Included in his report was the Friday, November 30 deadline for replies from anyone planning to attend the adult Christmas Party and notice that Walden Woods calendars are currently on sale for $15 by contacting Diane Drew. **No Board action was taken.**
	5. **Welcome.** Director Alanna Herrick gave the Committee report in the absence of Chairwoman Ruth Johnson. Ruth reports three visits to new residents. The Committee mailed out four letters to new residents. One visit was made to an owner; the other visits and the mailings were to renters. **No Board action was taken.**
	6. **Standards.** Chairman Towers made a brief report. **No Board action was taken.**
	7. **Community Garden.** Chairwoman Diane Bernier had no report. The garden is idle until spring. **No Board action was taken.**
3. **Adjournment. Director Bernier moved adjournment.** The motion was seconded and **passed** unanimously. The meeting adjourned at 10:00 p.m.

Respectfully submitted,

Warren P. Johnson, Secretary