

These are the unapproved minutes of the June 24, 2015 meeting of the Walden Woods Conservancy Board. They will be presented at a future meeting for approval.

1. **Call to Order:** the meeting was called to order at 7:15 PM by Board President Andrew Lattimer. Additional Directors present were Glenn Brand, Adele Clark, Susan Raupach, , Kathleen Tracy, Peter DeBisschop, Joe Palladino, Brian Onessimo. Directors absent were Diane Bernier, Pat Tanner and Cori-Lynn Webber. A Duplex vacancy exists. Chris Kohnle of Elite Property management was also present.
2. **Approval of Minutes of Preceding Meeting:** Corrections to the minutes of the April meeting were offered. Mr. Kohnle presented an email from Director Webber with two sentences highlighted. Mr. Kohnle explained that Director Webber requested that her statement concerning the proposed garden shed be changed from “fit the New England Motif” to “Director Webber expressed her concern about the placement of the shed as well as the appearance. They should conform with the concept of the community. “ The change was accepted **Motion:** Motion was made to accept minutes as changed. Motion was seconded and minutes with corrections were approved by unanimous vote.
3. **Financials as of May 31:** Treasurer Tracy requested that her report be delayed until later in the meeting. Corrected financial information had been given just prior to the meeting by Elite and she requested time to review. Request granted.
4. **Manager’s Report:** Mr. Kohnle provided his inspection reports for the month. He then explained the financial reports provided with the board packet were incorrect. He had provided corrected copies just prior to the meeting. The errors in the original report had been in the way the adjustment to the Reserves has been reported for 2014 surpluses or deficits to Conservancy and Council operating funds. The corrected copies had been confirmed by the auditors as correct.

Director Lattimer noted that only the Conservancy Balance sheet displayed the adjustment. Director DeBisschop had previously requested that prior year adjustments to Reserves be displayed for Conservancy and Councils. This was to be permanent, year after year change to Elite’s reporting. **Mr. Kohnle will have it changed for the next meeting.** Director Lattimer then asked why the adjustment to the Conservancy Reserve showed as a negative when the Conservancy ran a surplus in 2014. **Mr. Kohnle will report back.**

Director Lattimer commented that this was the first month during his time on the Board that all councils were operating YTD in the black.

Mr. Kohnle had previously been asked to investigate the budget over run in postage. He attributed it to the 5 extra pages of 2014 Budget narrative for the December Annual Meeting that was billed in January.

He also cited a significant increase in correspondence regarding AAls, and general communication. He also noted that the 2015 line item for postage had been reduced from prior years.

He addressed a question from last meeting as to why the snow and landscape numbers were not spot on budget as we have a fixed contract with Russo. He stated that Duplex and Town Home numbers should be spot on because those two councils combine the line item. Village and Ridge show as two line items, but their combined total should be right on target.

He also clarified that the December snow payment is already in the budgeted numbers.

Director Tracy indicated that the corrected reports and explanations from Mr. Kohnle satisfied the questions on the financials and no further review was necessary. Her request to report on the financials later in the meeting was withdrawn.

Manager's Report Continued: Mr. Kohnle presented the information requested at the last meeting about warranty on each option suggested for the pool recreation court repair. He recommended going with Dalton as he had more experience with their work that he had with M&M Tennis or Game Court of CT. The relative cost difference between the three quotes, the two options (complete resurfacing \$42,500 or crack sealing and skim surfacing/painting \$8,775.00) and various option and supplier warranties were discussed. Director Onessimo asked when the last crack sealing had been done. Mr. Kohnle recalled that it was 2010 or 2011. **Motion:** Motion was made to have Dalton crack seal and skim surface/paint, two year warranty, painted for both tennis and pickleball (different colors) for a cost of \$8,775.00. Motion was seconded by Director Palladino. Vote was unanimous with Director Onessimo abstaining. **Mr. Kohnle will advise timing and how long the court will be out of commission.**

Director Onessimo noted that we have to be careful about deceiving ourselves about the level of our reserves. Each time we vote to not do a project called for in the reserve study it appears we have money that is perhaps in line with the net amount called for in the Reserve Study, but we have not done the project. Director Lattimer agreed and stated this would support the case for an update of the Reserve Study. Director DeBisschop stated that this would be the reason that the proposed Declaration and the By Laws under current revision would require a 5-7 year rolling plan to adjust the Reserve Study rather than have a new one done on the outside too frequently.

Manager's Report Continued: Mr. Kohnle reported that the majority of the new pool furniture is in and set up. A few pieces are back ordered. Director Lattimer asked when the 2016 Budget Process was set to start. Mr. Kohnle said committees will be asked for the budgets for the next meeting and the first cut on operating budgets will begin for that meeting.

5. **Owner's Forum:** Resident Roland Bernier asked about whom now the responsibility for maintaining the front island . Mr. Kohnle stated he has taken pictures of all the plants and trees that need to be replaced. The company that did the work on the island has agreed to replace. **Mr. Kohnle will follow up.** Russo is responsible for the ongoing maintenance. Resident Jill Levine volunteered to advise Russo on proper way to cut back certain plants.

Resident Deb Giampolo asked about the proposed Garden Shed. It was her understanding that a shed had been voted down previously and she inquired as to how this proposal differed. Director Lattimer explained that he had intended to address that in full later in the meeting. Resident Giampolo agreed. She then asked why the area at the corner of Walden Meadow and Pierce, north side of Walden Meadow opposite the Pond Patio was not being maintained. Director DeBisschop explained that Russo was mowing it, but agreed that the area had very little grass and was more like a dust bowl. **Mr. Kohnle was asked to discuss the area with Russo and come back with a proposal and a cost for improving that area.**

Resident Bonnie Farmer addressed several pool issues. First of all, the pool is not being opened on time. Hours are to be 8:00 AM to 8:00 PM. **Mr. Kohnle will address this with our pool service company.** Second, she has seen instances of glass bottles within the pool area. Third, she saw a child left unattended while supervising adult returned to their unit to retrieve something that had been forgotten. Forth, she questioned where the sign was that had been attached to the inside of the door that instructed people not to open or hold the door open for people. Each entrant should have their code. Lastly, she questioned why when we were a community of 180 homes there was a pool attendant and now that we have grown to 336 homes, we do not.

Mr. Kohnle asked anyone observing violations of the Rules to report specifics to him. Director Turner offered to resident Farmer that she would be willing to come to the pool if given a call to explain the Rules to anyone in violation. Director Lattimer discussed that prior Board's had discussed the matter of an attendant vs. its cost and the difficulty in finding a summer employee who would be forceful enough to administer the Rules.

Resident Farmer also asked if residents who are in arrears are restricted from using the pool or other amenities. Mr. Kohnle said they could not be by law. Director DeBisschop indicated that will have to be a correction to our adopted Rules.

- 6. Old Business:** Director Lattimer reported that an AAI had been received from the Garden Chair for the proposed shed. The Standards Committee had declined to act on it because they felt it was a board matter since it was not a resident address. Referring back to Resident Giampolo's question, Director Lattimer felt that the prior request pertained to the building the developer was to build. Director Brand explained that this shed had originally been proposed to be paid for by self-sustaining funds of the garden and his budget of the Environmental Committee. Both were to share the space for tool storage. He explained that the proposal has been changed. It will be built entirely from self-sustaining garden income. Director Lattimer suggested that the matter be delayed until a drawing of the shed was provided as well as a sketch of location. That was agreed upon without motion

Boundaries: Director DeBisschop explained that he had felt compelled to advise Directors in advance about the motion he intended to make concerning boundaries. His reasoning was that to simply introduce the motion at this meeting would delay the process with the rehash of usual controversial discussions. He pointed out that there had been a committee that studied the issue for

almost two years, a Board decision in 2013, a map drawn and reviewed in 2014, a legal review of certain questions, a face to face Board meeting with legal , and then no action whatsoever since August 18, 2014. DeBisschop stated he felt a process should be started now so the issue was not passed to the 2016 Board, some of which would likely have little understanding of events to date. That would simply mean more delay.

Director DeBisschop introduced the motion that is attached. During discussion a motion was made to delay vote on the motion until a definite date (the next meeting.) It was seconded and approved unanimously with Director Turner abstaining.

- 7. New Business:** Mr. Kohnle reported that he and Michele had searched the minutes and found no reason why the previously voted upon motion to plant a tree in Mr. Towers' honor had not been enacted. **The Board instructed Mr. Kohnle to have it done.**

Director Onessimo asked that Elite look into three landscape issues: (1) moving the pond fountain and clearing overgrown areas so that fountain would be more visible, (2) mowing the Pond Patio bank more often, (3) mowing the ball field more often. **Mr. Kohnle agreed to discuss these issues with Russo and report back.** Director Raupach cited a concern about mowing the ball field as it is a dust bowl.

Director DeBisschop asked that the Board review and approve or modify the Communications' Committee Standard Operating Procedure and Privacy Policy for the next meeting. The Board asked that Mr. Kohnle have Atty. Perlstein review in advance. The Board also asked Mr. Kohnle to have the information gathering form submitted by Welcome Committee Chair Ruth Johnson reviewed as well. The form made reference to "Country Walk". **Mr. Kohnle will report back on both.**

- 8. Committee Reports:** accepted and submitted as attached.
- 9. Executive Session:** One was not called.;
- 10. Adjournment:** Motion made, seconded, and unanimously approved to adjourn at 9:25PM.

Submitted by Peter DeBisschop, Director, Acting Secretary