

WALDEN WOODS
BOARD OF DIRECTORS MEETING MINUTES
Wednesday, November 20, 2019

STATUS OF THESE MINUTES: Final Draft (12/07/19)

ATTENDANCE:

Directors in Attendance: Sikora, Palladino, Boccuzzi, Lawson, Raupach, Webber, Jones, DeMarco, Towers, Onessimo

Directors Absent:

Elite Property Management Representative: Chris Kohnle, Property Manager.

1. CALL TO ORDER:

Director Webber called the meeting to order at 7:03 PM.

2. APPROVAL OF THE PRECEDING MINUTES:

After some discussion of the minutes, a motion to accept the amended minutes, was moved by Director Raupach, seconded by Director Sikora. Motion to approve preceding Minutes passed unanimously.

3. FINANCIAL REPORT: Director Boccuzzi presented the basic financial information that was provided to the Board by Elite, and briefly summarized the financial status of the Conservancy, as well as, the various Councils. Mr. Kohnle commented on the water issues of this year impacting the totals shown.

The Conservancy	Current Year	\$2,546.21
The Village	Current Year	(\$3,608.46)
The Ridge	Current Year	\$4,582.94
The Duplex	Current Year	(\$35,727.27)
The Townhome	Current Year	(\$24,293.15)

4. MANAGER'S REPORT:

a) *Inspection Reports:* Mr. Kohnle stated that there are not many inspections right now since the November meeting had been moved up a week. He commented on tree damage at the entrance of Walden Meadow that may be the responsibility of the town. He has reached out but due to backlogs, the town is delayed determining responsibility. The Board asked that Mr. Kohnle have the work completed for the estimated \$800 by Evergreen, taken from Reserves.

- b) Landscape Projects: Current projects by both Brightview and Evergreen are in the final stages of completion. They will return to finish all projects.
- c) Budget Draft: page 24 of the Board packet. As of October 31, there have been 2 budget workshops and Mr. Kohnle has met with all Councils. An overview of the proposed Special Assessment which included the cost and it's use, was done by Mr. Kohnle. Director Webber suggested that a Reserve Budget be created for all Councils and she addressed the issues of needing new pool furniture and the repair of the pool bridge. An estimate of \$10,000 will be added as a line item to the Reserve Budget for the replacement of all pool furniture. It was decided that the pool bridge repair would be a capitol improvement and would be covered by Reserves. Mr. Kohnle added that the Duplex Council will have a Special Assessment for both the Council and the Conservancy as part of the proposed budget. Director Towers summarized a letter sent to the Board by unit owner Peter which is in opposition to the proposed Special Assessment. Director Webber reminded the Board that when the new Reserve Study is completed, a more accurate picture can be gained regarding the Budgets. Director Boccuzzi requested that Mr. Kohnle speak with Becht Engineering about extending the review process for the new study at 60 days rather than 30.
- d) Document Revision/Updating: Pilicy & Ryan have completed the Declaration revision and it has been emailed to the Board. The next step is a review by the Board with a meeting in January to discuss updates and changes. Director Webber pointed out that it is a lengthy document and does not appear to have all the changes that have been requested. In January, after a Board review, the Declaration will go to the Document Committee, which will be followed by a meeting with Chaz from Pilicy & Ryan in February. After corrections, there will be Notice and Comment prior to a Conservancy vote.
- e) Reserve Study: At this time a draft from Becht Engineering has not been made available although it has been promised shortly.
- f) Front Entrance Tree Work: A proposal has been offered by Moreno Bros. Landscaping to remove the yews on the Walden Meadow embankment (including stumps) as well as the pool circle and then prep those areas for spring planting. This work will be done over the winter. The estimated cost is \$6000.00 + tax from Moreno Bros. Landscaping. Quotes were also provided by Evergreen and Brightview.

Discussion ensued regarding the quotes.

MOTION to accept the bid by Moreno Bros. Landscaping in the amount of \$6000.00 + tax to remove stumps and growth on the embankment on Walden Meadow as well as in the pool circle. Motion by Director Raupach, second by Director DeMarco passed unanimously.

5. UNIT OWNERS FORUM

Michael (Village) – suggested that Elite not wait for the town to respond to the tree issues at the entrance to Walden Meadow, since the work is inexpensive enough, it should just get done.

Jill (Woodmoor) – concerns regarding the tree work done by Evergreen. Trees were trimmed that should not have been which may result in damage to them. Also, the dogwoods on the island have not been addressed yet. Mr. Kohnle explained that the work is yet to be completed but it is on Evergreen's agenda.

UNFINISHED BUSINESS:

- a) **2019/2020 Goals** – A goal which has been previously discussed, is to transfer all new legal matters to Pilicy & Ryan. There was discussion as to the best timeframe for doing this.

MOTION to transfer new legal business to Pilicy & Ryan. Motion by Director Palladino, second by Director Sikora 6 yes, 2 no (Jones, Boccuzzi), 2 abstain (Lawson, Onessimo) passes

6. NEW BUSINESS:

- a) **Budgets** – brief discussion regarding Reserves and the Special Assessment

MOTION to accept the Conservancy Budget. Motion by Director Jones, second by Director DeMarco 7 yes, 2 no (Towers, Sikora), 1 abstain (Palladino) passes

MOTION to accept Council Budgets. Motion by Director Jones, second by Director Raupach 10 yes passes unanimously

- b) **Elite contract increase** – Elite has requested a 3% increase in contract. Changes proposed by the Board include: attendance by Elite at 18 meetings, as well as meetings regarding Reserve and Operating budgets. Elite will also provide a dedicated Secretary for Conservancy needs.

MOTION to approve Elite's new contract increase of 3% when the changes have been finalized and signed by Director Webber. Motion by Director Lawson, second by Director Sikora 10 yes passes unanimously

- c) **Technical Changes** – an email of approval is required by either the president or vice-president for any monetary transactions by the treasurer.

7. COMMITTEE REPORTS:

Standards Committee – page 46 of the Board packet. The Standards Committee would like Pilicy & Ryan to review the Notice of Violation. Changes to the Maintenance chart have been completed as requested, the Standards Committee requests that the Board Adopt the document. There have been noticeable results from the fine process although tracking has been complicated.

Environmental Committee – this committee is in need of a Chair.

Landscape Committee – a request has been made by Director Palladino to have recommendations made for landscape projects for the Village.

8. EXECUTIVE SESSION:

none

9. ANNUAL BOARD MEETING: Tuesday, December 17th, 2019

10. ADJOURNED: There being no additional business, the MOTION to adjourn by Director Jones and seconded by Director Towers was Unanimous at 8:38pm

Respectfully Submitted by,
Robin Daly, Minute Secretary (Non-Member)
Approved by Secretary Marlene Towers (-)