

**WALDEN WOODS**  
**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE:** Oct 30, 2019

**STATUS OF THESE MINUTES:** Approved (11/21/19)

**ATTENDANCE:**

**Directors in Attendance:** Sikora, Palladino, Boccuzzi, Lawson, Raupach, Webber, Jones, DeMarco, Towers, Onesimo (arrived 7:02)

**Directors Absent:**

**Elite Property Management Representative:** Chris Kohnle, Property Manager.

**1. CALL TO ORDER:**

Director Webber called the meeting to order at 7:00 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 DeMarco. Motion to approve September 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 noted that the budgets will even out due to timing of certain bills.

|                 |              |               |
|-----------------|--------------|---------------|
| The Conservancy | Current Year | (\$19.73)     |
| The Village     | Current Year | (\$6,021.69)  |
| The Ridge       | Current Year | \$4,177.26    |
| The Duplex      | Current Year | (\$35,326.85) |
| The Townhome    | Current Year | (\$26,085.78) |

**4. MANAGER'S REPORT:**

a) Inspection Reports: Mr. Kohnle gave a brief overview of current inspections.

b) Landscape Projects: Over the next 2 to 3 weeks, previously approved landscape projects will be completed by Brightview and tree work by Evergreen, which were delayed due to weather complications.

- c) Budget Draft: Page 26 of the Board packet. All changes from the Budget Workshop have been made accordingly. Ratification will take place at the December meeting. Director Webber gave a brief overview of changes which includes a one-time special assessment per property of \$75.00, billed in December 2019.
- d) Document Revision/Updating: Pilicy & Ryan are still working on the Declaration. A draft of the Declaration is expected soon. Director Webber requested that the Board review the By-laws for the November meeting. Director Webber suggested a vote in November to approve Pilicy & Ryan as the Conservancy attorneys.
- e) Reserve Study: A property review has been done by Mr. Kohnle and Becht Engineering, who were unable to complete the Reserve Study draft by the October meeting. When received by Elite, Mr. Kohnle will forward it to the Board by email. He advised that items that have been added may be removed.

**MOTION** to remove pond dredging from the Reserve Study made by Director DeMarco, seconded by Director Raupach passed unanimously.

## 5. UNIT OWNERS FORUM

**Ann Marie (Last Leaf)** – She referred to an AAI that was submitted in the summer for the placement of her house numbers as they cannot be seen from the street. There was discussion of the standardization of their placement. The Council will discuss and then refer to Standards.

**Lynne (Townhome)** – asked for clarification of the \$75.00 assessment. It was explained by Mr. Kohnle that if bill payment is processed by Elite, the fee will be automatically assessed, but if a bank does the billing, it would need to be updated by the owner.

**Rao (Woodmoor)** – questions regarding the special assessment, Director Webber confirmed that it would be charged to all properties. He also spoke about the damage done to his mailbox by plows, cost associated with repair, and replacement by the Town of Windsor. It was explained that metal poles are not allowed.

**Jill (Woodmoor)** – asked about the special assessment billing. Mr. Kohnle confirmed that bills would be sent in December dependent on the ratification of the 2020 Conservancy budget by homeowners. She also asked if she could present drafts for landscaping projects. The offer was welcomed by the Board and Elite.

**Deb (Woodmoor)** – wanted clarification about the one-time special assessment versus a monthly increase. Directors Webber and Palladino explained in turn how the single assessment raises money more quickly for projects that have been postponed and would greatly decrease the Reserve Budget quickly.

#### **UNFINISHED BUSINESS:**

- a) **2019/2020 Goals** – The 2019/2020 goals were discussed as part of the Manager’s Report. These items include the Reserve Study by Becht Engineering, the By-laws and Declaration by Pilicy & Ryan, as well as landscape projects by Brightview.

#### **6. NEW BUSINESS:**

- a) **Political signs** – Discussion involved the location of signs in all Councils, signs not being affixed to a structure, location within limited common elements and number of signs.

**MOTION** to accept Rule 4.16 as it applies to all Councils except Woodmoor and Rule 30.14 as it applies to Woodmoor, changing 2 signs to 6 signs. Motion by Director Jones seconded by Director DeMarco passed unanimously.

- b) **Hearings** – The Board would like it known that there were two hearings scheduled prior to the meeting but neither property owner attended.

#### **7. COMMITTEE REPORTS:**

**Standards Committee** – The Standards Committee reviewed their most recent meeting agenda and requested that the Board vote on several topics.

- a) **Maintenance List** – Page 48 of the Board packet. Reviewed the chart which shows responsibility of maintenance, be it the owner or Council. Directors Lawson and Palladino requested that a line item be added for chimney. Cleaning the interior is the owner’s responsibility while the exterior is the Council. Director Webber commended the Standards Committee for doing a good job creating the list.
- b) **Notice of violation 31.3** – Page 46 of the Board packet. Standards would like the process posted on the website pending Board approval. It was decided, by the Board, to amend the Notice by saying “Within that 30 days, the owner will notify the Property Management Company, in writing, that the violation has been corrected, or work out with the management company an alternative completion date to repair the violation which will be reduced to

writing and signed by the unit owner and management company within the 30 day period.”

**MOTION** to accept Subsection 31.3 as amended by the Board. Motion by Director DeMarco, second by Director Lawson Passed Unanimously

- c) **Change of Occurrence to day 31.2** – Standard recommended changing “occurrence” to “day” in the wording.

**MOTION** by Director DeMarco to change the fee to \$25.00 per day rather than doubling the amount per day. Seconded by Director Jones Passed Unanimously

- d) **Appeal Process 31.4** – Standards requested the Boards comment.

**MOTION** by Director Jones to change the Appeal Process wording to say “Should a unit owner disagree with the violation notice they receive and wish to file an appeal to the Conservancy board, the appeal must be received, in writing, by the Property Management Company within Twenty (20) calendar days of the date on the violation letter. The Board will review the owner’s appeal at its next regularly scheduled meeting, after receipt of the appeal request by the Property Management Company. The Conservancy board will render a final decision on the matter...” Seconded by Director DeMarco Passed Unanimously.

- e) **Fine Letters** – The Standards Committee requested the Board vote to move forward the fines of two properties.

**MOTION** by Director DeMarco to proceed with the fines for 614 Thoreau Cir regarding mailbox replacement, seconded by Director Sikora Passed 9 Y 1 N (Jones)

**MOTION** by Director DeMarco to proceed with the fines for 625 Thoreau Cir regarding a brick column, seconded by Director Towers Passed 9 Y 1 N (Jones)

## 8. EXECUTIVE SESSION:

none

## 9. NEXT BOARD MEETING: Wednesday, November 20th, 2019

**MOTION** to change the November meeting date from Wednesday the 27<sup>th</sup> to Wednesday the 20<sup>th</sup> by Director Jones, seconded by Director Raupach passed unanimously.

**ADJOURNED:** There being no additional business, the MOTION to adjourn by Director Towers and seconded by Director Jones was Unanimous at 8:43pm

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