

BOARD OF DIRECTORS MEETING MINUTES (October 25, 2017) - DRAFT

1. **Attending Directors:** Lattimer, Webber, Tracy, Corcoran, Towers, Fitzgerald, Boccuzzi, Brand, Raupach.
2. **Absent:** Onessimo, Palladino
3. Chris Kohnle, property manager, representing Elite Management
4. **CALL TO ORDER** - President Lattimer called the meeting to order at 7:00 PM.
5. **Approval of the minutes:**
6. A motion to accept the minutes was moved by Director Tracy, seconded by Director Fitzgerald. Approved by Directors Webber, Tracy, Corcoran, Towers, Fitzgerald, Boccuzzi, Brand, Raupach. Abstention – Director Lattimer
7. **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. All councils are moving forward and Director Tracy explained that the Duplex is on Budget and they were expecting a deficit of \$18k as of September.
8. **MANAGER'S REPORT:**
 - a) Inspection Reports- Elite summary of field visits and work orders included in Board package were presented without comment
 - b) Boundaries Update- It was reported that Elite has received 183 Agreement to Amendment to Amended and Restated Declaration of Walden Woods. It was discussed that to pass there needs to be 224 agreements. Director Lattimer asked Elite to send each council a list of the unreturned agreements. They have until September 30, 2019 to return them. A short discussion was had regarding any turnover of the units that approved the Declaration amendment and how it could affect the vote.
 - c) Landscaping, Snow Removal Fertilizer Contract- Russo came in and explained the contacts. They presented 2 contracts a 3-year contract and a 5 year contract with a Shed built by Russo. After discussion a motion was made by Director Lattimer to approve the Russo 3-year contract but to ask Russo to include the shed. This was seconded by Director Towers. It was approved by Directors Lattimer, Webber, Corcoran, Towers, Fitzgerald, Boccuzzi, Brand, and Raupach. Director Tracy voted no to the motion.
 - d) 2018 Budget/Reserve Drafts- The budgets will be voted on by the Conservancy in November. The 3rd draft of the budget was presented. Discussion was had

surrounding the Environmental Committee line item, why legal fees were down (explained that boundaries were done, and other documents were included in the budget). An inquiry was made regarding the potential pool key card system. It was explained that it is a reserve item and was not part of the operations budget.

9. UNIT OWNERS FORUM:

- a) Last Leaf resident brought up concern about logo on their car. They have contract with FedEx and must have logo on vehicle. Kohnle explained that there are magnets they can use to cover the logos.

10. UNFINISHED BUSINESS:

- a) Audit Engagement Letter – Director Webber moves to accept engagement letter. Director Boccuzzi seconds motion. Unanimously approved.

11. NEW BUSINESS:

- a) New rules notice & comment period – No changes. Comments regarding Hawthorne house with garage facing Thoreau Circle and Village Council comment on beds in front of units.
- b) Hearing 634 TC – Fines stand regarding AAI changes – Unit owner did not show up and thus loses appeal
- c) 136 PB- Director Webber moved to hold off on ruling on fine until we get resolution between 136 PB and Standards committee. Director Tracy seconds motion. Approved by Directors Lattimer, Corcoran, Towers, Fitzgerald, Brand, Raupach. Abstention – Director Boccuzzi
- d) Recording Secretary – Director Webber motions to approve the hiring of a paralegal in her office to take minutes for \$20/hour. The motion is seconded by Director Tracy. Unanimously approved.

12. COMMITTEE REPORTS: The reports of the various Board sanctioned committees were previously provided to Elite and included as part of the Board package received by each member. There was no discussion.

13. NEXT BOARD MEETING: Wednesday, November 29, 2017 – 7:00PM

14. ADJOURNED: There being no additional business, it was moved by Director Towers, and seconded by Director Webber and unanimously approved that the meeting be adjourned at 8:15PM.

Prepared and submitted by:

Andrew Lattimer- Board President