WALDEN WOODS

BOARD OF DIRECTORS MEETING MINUTES

MEETING DATE: October 26, 2022

STATUS OF THESE MINUTES: DRAFT (10-27-22)

ATTENDANCE:

Directors in Attendance: Bernier, Boccuzzi, Brand, Devlin, Dostal, Onessimo, Robertson, Schuck, Yalamanchili

Directors Absent: Lemieux, Rosario

Elite Property Management Representative: Chris Kohnle, Property Manager.

1. CALL TO ORDER:

Director Bernier called the meeting to order at 7:05 PM.

2. APPROVAL OF THE PRECEDING MINUTES: Director Bernier accepted, without

objection, the Minutes from the August 31, 2022 Board of Directors meeting.

3. Chris introduced representatives from Butler (Steve Somosky, Roger Dubiel, Andrew

Reynolds).

a. Roger Dubiel is assuming responsibility as Account Manager for Butler’s Walden

Woods account.

b. Andrew Reynolds will continue as lead man for the grounds keeping.

c. Steve Somosky indicated his company’s desire to improve quality of both the

landscaping done for Walden Woods as well as communication between both

parties.

d. Opportunity was given for Board members to give comment and present concerns.

4. FINANCIAL REPORT: Director Schuck reviewed the financials for each council and the

conservancy as provided by Elite. Director Schuck presented the spreadsheets for review

by the board.

The Conservancy Current Year $2,505.99

The Village Current Year $3,951.47

The Ridge Current Year $3,695.29

The Duplex Current Year ($6,797.68)

The Townhome Current Year ($906.81)

5. PROPERTY MANAGER’S REPORT

a. Summary of Property Manager on-site activity: Enclosed in the Board packet were

Chris’s onsite inspection reports.

b. Scheduled Pending Services: Beebe Landscape has been on site working on the

two landscape projects and both are completed.

c. AAI Status: Four AAI’s have been closed out and four new AAI’s received. There is a

total of 25 open AAI’s

d. Delinquent Fees: As of 9/30, there is about $17k owed to the association but about

$10k of that is made up of fines and late fees. Overall, delinquency is not an issue.

e. Draft Budgets 2023: Enclosed in the Board packet were the third drafts of all the

budgets. These will be discussed more in detail at the workshop meeting on

November 2.

6. UNIT OWNERS’ FORUM

a. Unit Owners were given opportunity to address the Board with thoughts and

concerns.

7. UNFINISHED BUSINESS:

a. Rules & Regulations Status/Update: Director Bernier gave an update on the

Board’s progress in reviewing proposed changes to the Walden Woods Rules and

other supporting documents. All documents have been reviewed and edited by the

Board, with the exception of Townhomes Maintenance Standards, which are still

being worked on by Townhomes directors. Once this has been received, all

documents will be sent to Attorney Ryan for final review. Once received back from

the attorney, documents will be formally presented at a Board meeting for review

and approval, after which they will be sent to all Walden Woods Unit Owners for

review and comment.

b. Conservancy Goals/Project List:

#1 – Landscaping at the corner of Walden Meadow Road and Pierce Boulevard

has been completed.

#2 – Landscaping at the base of the 5 monuments has been completed.

#3 – Replacement of the Meeting House Alarm System has been completed and

is up and running. A few final touches still need to be done.

8. NEW BUSINESS:

a. Invasive Vines: Mr. Kohnle reported that he is still waiting for additional bids on this

project from other contractors. He asked the Board if they were willing to consider

splitting the project into two segments: 1) the pool area, 2) the area on Walden

Meadow Road across from the pond deck. The Board agreed and gave priority to

the pool area. Mr. Kohnle will let contractors know in hopes of more estimates

arriving prior to the November Board meeting.

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: July 27, 2022

**STATUS OF THESE MINUTES**: APPROVED (8/31/2022)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Schuck, Brand, Robertson (arrived at 7:06), Bernier, Boccuzzi, Lemieux, Devlin, Yalamanchili (arrived at 7:05)

**Directors Absent:** Rosario, Onessimo

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

1. **CALL TO ORDER:**

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

1. **APPROVAL OF THE PRECEDING MINUTES:** Director Bernier accepted, without objection, the minutes from the June 29, 2022 Regular Meeting.
2. **FINANCIAL REPORT:** Director Schuck reviewed the financials for each council and the conservancy as provided by Elite. Director Schuck presented the spreadsheets for review by the board. An audit review will occur in July, so far Reserves are being spent as anticipated. **MOTION** Move that Elite will transfer funds, as recommended by the Certified Professional Accountant to close out the fiscal year 2021 as follows:

Conservancy $362.00 to the Operating Fund,

Village $21,937.00 to the Replacement Fund,

Ridge $2,266.00 to the Operating Fund,

Duplex $4,694.00 to the Operating Fund; and

Townhome $6,883.00 to the Operating Fund.

Motion by Director Schuck, second by Director Devlin, **PASSED** unanimously

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $6,555.97 |
| The Village | Current Year | $12,979.70 |
| The Ridge | Current Year | $2,657.56 |
| The Duplex | Current Year | $18,403.64 |
| The Townhome | Current Year | $11,321.13 |

1. **MANAGER’S REPORT**
2. *Summary of Property Manager on-site activity:* Mr. Kohnle said that there has been a lot of work being done onsite.
3. *Scheduled Pending Services:* Mulching will be completed by Butler. Gutter cleaning is in process.
4. *AAI Status:* Mr. Kohnle stated that four had been closed, five received and a total of ten open.
5. *Delinquent Fees:* There are approximately $22,000 in fees to be collected with several units in collections. $11,000 of the total are late fees and fines from approximately seven units.
6. *Misc reports:* Mr. Kohnle provided to the board reports of current work orders and unit resales.
7. **UNIT OWNERS’ FORUM**

**DeBisschop (Village) -** He made the statement that the Conservancy should keep the contract with Butler as most issues stem from communication issues.

**Smith (Hawthorn) -** Spoke regarding her safety concerns about her damaged walkway.

**Laliberte (not given) -** requested a copy of the financials.

1. **UNFINISHED BUSINESS:**
2. **Rules and Regulations -**  Reformatting of the Rules and Regulations are being done. The document will then go back to the attorney for review, followed by review by the board and the community. An additional special meeting will be held at the end of August, date TBD.
3. **Conservancy Goals/Projects –**

The projects were discussed as follows:

#1 – Rock scaping and Landscaping – pricing will be determined for mulch and stone edging.

#2 - Landscape Monuments - tabled till Fall

#3 – Meeting House Alarm – ADT is waiting for parts to complete the project.

#4 – Power Wash Tennis Courts - Completed

1. **NEW BUSINESS:**
2. **Invasive Overgrowth–**  Evergreen has inspected the affected areas and determined that they are difficult areas to work, but they would provide a quote.
3. **Butler Q and A –** For continuity of the minutes, Butler Landscaping Account Manager Andrew Reynolds spoke at the beginning of the meeting. Andrew began by explaining that Butler has an irrigation technician on-site every week. They have spent time identifying the need for a differing watering schedule. Sprinkler heads have been switched to pressure regulated heads. Butler has created a spreadsheet detailing everything that is being done with the irrigation system. He apologized that the document had not been ready for the meeting as requested.

He addressed mulch issues on the property. He stated that the cedar mulch that was being used had been very dry and fibrous which required an adjusted cleaning process.

Various questions were asked by the board. Mr. Reynolds responded to each concern. He said that he was proud to have Walden Woods as a client.

1. **COMMITTEE REPORTS:**

**Social Committee -** Planning has begun for social events.

1. **EXECUTIVE SESSION:**

**None**

1. **NEXT BOARD MEETING**: Wednesday, August 31, 2022, at 7:00 PM.
2. **ADJOURNED**:

The meeting **a**djourned at 9:06 PM

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Lemieux

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: June 29, 2022

**STATUS OF THESE MINUTES**: Approved (7/27/2022)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Schuck, Brand, Robertson, Bernier, Onessimo, Boccuzzi, Rosario (arrived at 7:06), Yalamanchili (arrived at 7:15)

**Directors Absent:**  Lemieux, Devlin

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

1. **CALL TO ORDER:**

Director Bernier called the meeting to order at 7:02 PM.

1. **APPROVAL OF THE PRECEDING MINUTES:** Director Bernier accepted, without objection, the minutes from the May 4, 2022 Special Meeting, the May 25, 2022 Regular Meeting, and the June 8, 2022 Special Meeting.
2. **FINANCIAL REPORT:** Director Schuck reviewed the financials for each council and the conservancy as provided by Elite. Director Schuck presented the spreadsheets for review by the board. An audit review will occur in July, so far Reserves are being spent as anticipated. **MOTION** Move that the Board shall establish an ad-hoc Finance Committee for the purpose of overseeing the Reserve Study and providing guidance and consultation regarding both Council and Conservancy finances. Further moved that this committee shall have no authority to make decisions on its own, but rather will serve in a purely analytical and advisory capacity to the Board. The Treasurer shall be immediately empowered to form this committee, which shall report back to the Board periodically regarding its work made by Director Schuck with a second by Director Robertson **Passed** 8 yes, 0 no, 1 abstain (Brand)

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $5,568.03 |
| The Village | Current Year | $40,668.63 |
| The Ridge | Current Year | $2,214.26 |
| The Duplex | Current Year | $16,505.11 |
| The Townhome | Current Year | $9,605.45 |

1. **MANAGER’S REPORT**
2. *Summary of Property Manager on-site activity:* Mr. Kohnle said that there has been a lot of activity from both unit owners and contractors.
3. *Scheduled Pending Services:* The pool is running and the gutter cleaning is being finished. It was suggested that the pool area be inspected where the concrete meets the tile as it seems to have only been caulked.
4. *AAI Status:* Mr. Kohnle stated that five had been 2 closed, 3 received and a total of 15 open.
5. *Delinquent Fees:* There are approximately $24,000 in fees to be collected with several units in collections. $12,000 of the total are late fees and fines..
6. *Update of lease % ::* There is approximately 10% of all units lease across the Conservancy. Each Council as listed:

.002% - Village

5.06% - Town House

4.46% - Duplex

.002% - Ridge

Compliance of lease agreements are followed up at each renewal period. The total % of leased units may not exceed 30.

1. **UNIT OWNERS’ FORUM**

**None**

1. **UNFINISHED BUSINESS:**
2. **Rules and Regulations -** There have been 2 meetings about committee recommendations and attorney responses. The next meeting is TBD with the topic of maintenance regulations.
3. **Goals and Projects –** The project is complete and the Village will not need to take a loan from the Conservancy.
4. **Conservancy Goals/Projects –**

The projects were discussed as follows:

#1 – Rock scaping and Landscaping – the project is in the planning stage.

#2 - Landscape Monuments - tabled till Fall

#3 – Meeting House Alarm – Completed by ADT but there are code issues that need resolution.

#4 - Meeting House Fire Alarm/Fire Suppression - Completed by AD

#5 – Power Wash Tennis Courts - Marco will complete.

**d) Discussion on Pool Fobs -**  **MOTION** Move that the Amendment to the Motion passed by the Conservancy Board at the April 27 Conservancy Board meeting regarding establishing a three-month time limitation for providing a free pool fob replacement to a unit owner that did not receive the pool fob at time of closing on a purchase of a new unit within Walden Woods be revised as follows: “Any request for a replacement pool FOB by a new homeowner who did not receive the FOB at closing must be made within one year (12 months) of their closing date.” made by Director Robertson with a second by Director Schuck **Passed** 8 yes, 1 no (Onessimo), 0 abstain

1. **NEW BUSINESS:**
2. **Invasive Overgrowth–**  Mr. Kohnle met with Evergreen to review two areas. The pool area and the area around the ravine. No proposal is available yet. Director Brand offered to review the affected areas with Evergreen.
3. **Butler Irrigation Report –** The report had not been provided by the start of the meeting. Butler has until the end of business day June 30 to provide the report.
4. **New Signage -**  Director Brand showed the board new private property signs that had been created for posting at the pond.
5. **COMMITTEE REPORTS:**

**None**

1. **EXECUTIVE SESSION:**

**None**

1. **NEXT BOARD MEETING**: Wednesday, July 27, 2022, at 7:00 PM.
2. **ADJOURNED**:

The meeting **a**djourned at 8:34 PM

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Lemieux

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: May 25, 2022

**STATUS OF THESE MINUTES**: Approved (6/29/2022)

**ATTENDANCE:**

**Directors in Attendance:** Devlin, Schuck, Brand, Robertson (arrived at 7:03), Lemieux, Bernier, Onessimo, Yalamanchili (arrived at 7:05)

**Directors Absent:** Rosario, Boccuzzi, Dostal,

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

1. **CALL TO ORDER:**

Director Bernier called the meeting to order at 7:02 PM.

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to approve the Minutes from the April 27, 2022 meeting, with amendments, made by Director Bernier with a second by Director Schuck **PASSED**
2. **FINANCIAL REPORT:** Director Schuck reviewed the financials for each council and the conservancy as provided by Elite. Director Schuck presented the spreadsheets for review by the board. There was discussion regarding Becht Engineering and the pros and cons of proceeding with them.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $9,765.32 |
| The Village | Current Year | $34,073.23 |
| The Ridge | Current Year | $1,768.43 |
| The Duplex | Current Year | $17,615.95 |
| The Townhome | Current Year | $5,767.01 |

1. **MANAGER’S REPORT**
2. *Summary of Property Manager on-site activity:* Mr. Kohnle said that the meetings have been held with contractors to include tree work and painting
3. *Scheduled Pending Services:* Spring clean-up will conclude at the end of May. The pool and tile work is complete.
4. *AAI Status:* Mr. Kohnle stated that five had been closed, eight received and a total of eighteen open.
5. *Delinquent Fees:* There are approximately $24,000 in fees to be collected with six units in collections. Nine units make the bulk of the fees.
6. *Becht Engineering Reserve Study:* There was discussion regarding Becht and the lack of response regarding their work.
7. *Essential Task List Review:* Mr. Kohnle reviewed the tasks that are reviewed yearly. Snow removal damage is being mitigated. Pool work is complete. Irrigation is being readied. Storm drains are cleared. Street lights are operational. Seasonal water bills will be expected soon. There have been no insurance claims and no issues with resale packages.
8. **UNIT OWNERS’ FORUM**

**DeBisschop (Village)** - He reminded Mr. Kohnle of the six plants at the pool that need to be replaced. He suggested that the Reserve Study be reviewed by the board.

1. **UNFINISHED BUSINESS:**
2. **Special Meeting -** There will be a special meeting held on Wednesday, June 7, 2022 at 7:00 PM to review the addendums within the new rules document. This will be a virtual meeting.
3. **Village Paving Project –** The project is complete and the Village will not need to take a loan from the Conservancy.
4. **Conservancy Goals/Projects –**

The projects were discussed as follows:

#1 – Rock scaping and Landscaping – the project is in the planning stage.

#2 – Repoint Concrete – ND Masonry has completed this work.

#3 - Landscape Monuments - tabled till Fall

#4 – Meeting House Alarm – Mr. Kohnle is waiting to schedule ADT.

There was no item 5.

#6 – Meeting House Fire Alarm/Repair – Mr. Kohnle is waiting to schedule ADT.

#7 - Powerwashing - work in progress

#8 - Pool Tiles - complete

#9 - Benches - installed

**d) Discussion on Pool Fobs -**  Eighteen names of homeowners were provided to the Board that meet the criteria of having paid for a replacement fob, as new unit owners, since the installation of the fob system in 2019 and had not received the fob in the resale packet. The fees charged to the unit owners for replacement fobs is deposited into a Conservancy operating fund. The board chose to table the discussion pending additional research.

1. **NEW BUSINESS:**
2. **Future Reserve Study/Finance Committee –** This topic has been tabled till the June Meeting.
3. **Becht Engineering–** Discussion involved the dissatisfaction with Becht Engineering as it relates to the Reserve Study.

**MOTION** to, due to lack of performance, cut ties with Becht Engineering regarding the Reserve Study by Director Robertson, second by Director Schuck **PASSED** Unanimously

1. **Invasive Overgrowth–**  Mr. Kohnle held a meeting with Evergreen to tour the property and identify areas of concern. They have a plan to aggressively attack the invasive vegetation. Due to the overgrowth some trees may be removed as well.
2. **Pool Opening -** The pool has been filled and is awaiting a visit by the health inspector. The furniture will be power washed prior to opening.
3. **COMMITTEE REPORTS:**

**Standards Committee - MOTION** to appoint Chris Baker from the Ridge to the Standards Committee by Director Robertson, second by Director Lemieux, **PASSED** Unanimously

1. **EXECUTIVE SESSION:**

**None**

1. **NEXT BOARD MEETING**: Wednesday, June 29, 2022, at 7:00 PM.
2. **ADJOURNED**:

The meeting **a**djourned at 8:56 PM

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Lemieux

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: April 27, 2022

**STATUS OF THESE MINUTES**: APPROVED (5/25/2022)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Devlin, Schuck, Brand, Robertson, Boccuzzi (arrived at 8:09), Lemieux, Bernier, Onessimo

**Directors Absent:** Yalamanchili, Rosario

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

1. **CALL TO ORDER:**

Director Bernier called the meeting to order at 7:02 PM.

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to approve the Minutes from the March 30, 2022 meeting, with amendments, made by Director Schuck with a second by Director Robertson **PASSED**

**MOTION** to amend the February 23, 2022 minutes to reflect amendments requested by Director Bernier with a second by Director Devlin **PASSED** \*The requested changes had been made by the stenographer to the 1st draft of the minutes which were reviewed at the March meeting. These requested changes had already been made for the approved minutes.

1. **FINANCIAL REPORT:** Director Schuck reviewed the financials for each council and the conservancy as provided by Elite. Director Schuck presented the spreadsheets for review by the board.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $4,319.05 |
| The Village | Current Year | $25,505.65 |
| The Ridge | Current Year | $1,322.92 |
| The Duplex | Current Year | $10,293.91 |
| The Townhome | Current Year | $2,615.65 |

1. **MANAGER’S REPORT**
2. *Summary of Property Manager on-site activity:* Mr. Kohnle said that the Village paving project had begun and meetings had been held with various contractors.
3. *Scheduled Pending Services:* The pool is on track for a Memorial Day opening. Butler has begun Spring clean-up. A meeting will be held with contractors for painting and powerwashing.
4. *AAI Status:* Mr. Kohnle stated that two had been closed, seven received and a total of 14 open.
5. *Delinquent Fees:* There are approximately $25,000 in fees to be collected with $11,000 of that being late fees and fines.
6. *Becht Engineering Reserve Study:* Mr. Kohnle will be pushing Becht to complete the Reserve Study.
7. **UNIT OWNERS’ FORUM**

**Levine (Village) –** 6 shrubs at the tennis court died over the winter and need replacing. The hill at Walden Meadow needs mulch.

**DeBisschop (Village)** - Since the Conservancy gets mulch each year, there should be a list of areas that are mulched.

**Towers (Village)** - The paving project is moving along smoothly. Butler has left a green tractor outside of their designated area.

**D. Bernier (Duplex)** - requested an item be added to new business. The invasive vine bittersweet is invading several areas and has been controlled in the past. Request quotes clean-up the various areas.

1. **UNFINISHED BUSINESS:**
2. **Special Meeting -** There will be a special meeting held on Wednesday, May 4, 2022 at 7:00 PM to review the new rules document. This will be a virtual meeting.
3. **Village Paving Project –** The southern phase is complete, the northern phase will be worked on next week, with an estimated completion by the end of the first full week of May. By the May meeting, the Village Council will know what funds are being borrowed.
4. **Conservancy Goals/Projects –**

The projects were discussed as follows:

#1 – Rock scaping and Landscaping – 2 quotes were provided, one from Butler and one from Beebe. There was discussion of cost, scope of project, and water cost. A motion to approve the Beebe quote was tabled until after a subcommittee of Directors Devlin and Brand with Jill Levin and the landscaper can discuss further options.

#2 – Repoint Concrete – ND Masonry has begun the repointing work with a completion by May 6 expected.

#3 – Meeting House Alarm – Mr. Kohnle has obtained a quote from ADT. The quote includes upgrading with a new panel, box, and wiring. The monthly contract would be $98.00 after an initial set-up of $2,300.

**MOTION** to accept the ADT proposal for the Meeting House alarm made by Director Robertson, second by Director Lemieux **PASSED** 8 yes, 1 no (Brand)

#4 – Meeting House Fire Alarm/Repair – Mr. Kohnle approved the cost of the project for $1,000. This cost covers rusting valves and pipes.

#6 - Benches - Mr. Kohnle was able to find matches to the existing benches on the property. They have been ordered and are ready to be installed on-site.

1. **NEW BUSINESS:**
2. **Pool FOB Fees –** There was discussion about the transfer of fobs when units change owners. The board requested that Mr. Kohnle research the number of fees for replacement fobs have been charged and of those how many have been to new unit owners.

**MOTION** that when a new home buyer does not receive their pool fob from the seller at the time of closing, they will be provided with a one-time replacement at no cost to the new homeowner. Also, a new rule be added to the latest revision of the “Rules of Walden Woods” Subsection 13.21.1 Access Devices that states the following: 13.21.1(b)10. If a buyer does not obtain the pool FOB from the previous owner during the closing of the unit, the new owner may request a FOB from the property manager. For one time only a new FOB will be provided to the unit purchaser at no cost. The FOB of the previous owner will be disabled by the property manager. Further moved that language in the resale packet provided by Elite will be changed as follows to comply with the Rules of Walden Woods: “It is the seller’s responsibility to provide the pool FOB to the buyer at the time of closing. If at all possible the buyer should be aware of this and attempt to get the pool FOB at the time of closing. If the pool FOB is not transferred to the new owner a new FOB can be requested by contacting Elite Property Management at no cost to the unit owner made by Director Devlin, second by Director Dostal **AMENDED TO INCLUDE:**  Further moved that this motion be effective beginning April 27, 2022 and that any request for a replacement pool FOB by a new homeowner who did not receive the FOB at closing must be made within three months of their closing date. If request is made later than that, the FOB will be replaced at the normal replacement fee of $100 made by Director Bernier, seconded by Director Devlin **PASSED** 8 yes, 1 no (Onessimo)

1. **Board Appointed Finance Committee–** Tabled till May
2. **Invasive Overgrowth–**  Tabled till May
3. **COMMITTEE REPORTS:**

**None**

1. **EXECUTIVE SESSION:**

**None**

1. **NEXT BOARD MEETING**: Wednesday, May 25, 2022, at 7:00 PM.
2. **ADJOURNED**:

**MOTION** to adjourn at 9:15 PM by Director Bernier, seconded by Director Robertson **PASSED** Unanimously

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Lemieux

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: March 30, 2022

**STATUS OF THESE MINUTES**: Approved (4/27/2022)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Devlin, Schuck, Rosario (arrived at 7:15 PM), Brand (arrived at 7:06 PM, Yalamanchili (arrived at 7:20 PM), Robertson, Boccuzzi

**Directors Absent:** Lemieux, Bernier, Onessimo

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

1. **CALL TO ORDER:**

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

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to approve the Minutes from the February 23, 2022 meeting made by Director Boccuzzi with a second by Director Robertson **PASSED** (Quorum was reached after the Financial Report was reviewed and after all of the remaining board members arrived)
2. **FINANCIAL REPORT:** Director Schuck reviewed the financials for each council and the conservancy as provided by Elite. Director Schuck presented the spreadsheets for review by the board.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | ($79.19) |
| The Village | Current Year | $17,122.24 |
| The Ridge | Current Year | $878.01 |
| The Duplex | Current Year | $3,607.49 |
| The Townhome | Current Year | ($442.87) |

1. **MANAGER’S REPORT**
2. *Summary of Property Manager on-site activity:* Mr. Kohnle said that there has been more activity and meetings with contractors.
3. *Scheduled Pending Services:* Savol has begun pool work. The hot water heater has been replaced at the Meeting House. Skip’s Wastewater has begun work on the septic cover. The tree work at the entrance has been completed.
4. *AAI Status:* Mr. Kohnle stated that seven AAI’s have been completed. Seven AAI’s remain open.
5. *Delinquent Fees:* There are approximately $23,000 in fees to be collected primarily from eight units, five of which are in collections.
6. *Becht Engineering Reserve Study:* There will be follow-up contact with Becht to confirm accuracy of details
7. **UNIT OWNERS’ FORUM**

**Devlin (Village) –** recommended that no AAI’s for the Village be approved during the paving process. He inquired about redoing the landscaping at Pierce Blvd and Walden Meadow.

1. **UNFINISHED BUSINESS:**
2. **Village Paving Project –** Work begins early in April. The Village Council is in discussion of the scope of the loan from the Conservancy.
3. **Conservancy Goals/Projects –**

The projects were discussed as follows:

#1 – Rock scaping and Landscaping – Plans have been created by Jill for a landscape plot. Mr. Kohnle has begun getting quotes.

#2 – Repoint Concrete – A quote has been obtained by ND Masonry in the amount of $2000 with an additional cost of $900 for wall pointing work.

**MOTION** to approve approximately $2,900 for repoint work to be completed by ND Masonry made by Director Boccuzzi and seconded by Director Brand **PASSED** unanimously

#3 – Meeting House Alarm – Mr. Kohnle is waiting for a quote from ADT.

#4 – Meeting House Fire Alarm/Repair – Waiting for a quote by ADT. Director Devlin suggested researching the cost of WiFi for the Meeting House.

1. **NEW BUSINESS:**
2. **Align Amenities –** There was discussion regarding the prior recommendations by Pilicy & Ryan for restricting the use of amenities. It was suggested to align with the State of Connecticut and Town or Windsor Health Departments.

**MOTION** Beginning April 1, 2022, any remaining special restrictions previously applied to Walden Woods amenities are removed. From this point forward, both residents and guests using the various amenities at Walden Woods Planned Community located in Windsor, CT will follow the latest guidelines and / or mandates published by the Connecticut Department of Public Health made by Director Boccuzzi, second by Director Schuck **PASSED** unanimously

1. **Community Tag Sale –** The board approved the date of June 25, 2022 for the community tag sale.
2. **Duplex Decks –**  It has been determined that any Duplex Unit Owner who paid for stairs and also had an approved AAI can have their stairs replaced at no additional cost when the decks are replaced. This work will begin in May.
3. **COMMITTEE REPORTS:**

**None**

1. **EXECUTIVE SESSION:**

**None**

1. **NEXT BOARD MEETING**: Wednesday, April 27, 2022, at 7:00 PM.
2. **ADJOURNED**:

**MOTION** to adjourn at 8:18 PM by Director Boccuzzi, seconded by Director Schuck **PASSED** Unanimously

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Lemieux

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: February 23, 2022

**STATUS OF THESE MINUTES**: APPROVED (3/30/2022)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Onessimo, Schuck, Bernier, Rosario (arrived at 7:15 PM), Brand, Lemieux, Yalamanchili (arrived at 7:43 PM), Robertson (arrived at 7:17 PM), Boccuzzi

**Directors Absent:** Devlin

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

1. **CALL TO ORDER:**

Director Bernier called the meeting to order at 7:05 PM.

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to approve the Minutes, as amended, from the January 26, 2022, meeting made by Director Lemieux with a second by Director Schuck **PASSED** (Directors Yalamanchili, Rosario and Robertson were absent for the vote)

At this point in the meeting, Andrew Reynolds representing Butler Landscaping, presented an overview of contract services. He addressed the irrigation system, which will now be administered by Butler, and will use modern technology to maintain. Emergency tree work is often managed the same day it has been reported. He reviewed what a standard operating week resembles: an 8:30-9:00 AM start time on Thursday and Friday with a four-man crew and on the second day it will include edging and blowing. Organic herbicide is used around the property to inhibit weed growth. A Material Safety Data Sheet will be provided to Elite. A no-prune list can be provided to Butler, and they will avoid those properties to allow the unit owner to complete the work. They will use additional cones and signage when their vehicles are parked on the road. This portion of the meeting ended at 7:40 PM.

1. **FINANCIAL REPORT:** Director Schuck reviewed the financials for each council and the conservancy as provided by Elite. Director Schuck presented the spreadsheets for review by the board.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | ($5,340.68) |
| The Village | Current Year | $8,559.04 |
| The Ridge | Current Year | $439.59 |
| The Duplex | Current Year | ($7,402.75) |
| The Townhome | Current Year | ($3,991.76) |

1. **MANAGER’S REPORT**
2. *Summary of Property Manager on-site activity:* Mr. Kohnle said that limited inspections have been done due to the weather.
3. *Scheduled Pending Services:* Evergreen Tree Service will be addressing the pine tree that fell at the entrance once the weather improves.
4. *AAI Status:* Mr. Kohnle stated that four AAI’s have been completed. Some of the projects have been delayed but will resume in the spring. More are expected to be submitted in March.
5. *Delinquent Fees:* There are approximately $23,000 in fees to be collected primarily from eight units, four of which are in collections.
6. *Becht Engineering Reserve Study:* A draft of the reserve study has been received by Elite. Director Schuck is currently reviewing the document and providing feedback.
7. **UNIT OWNERS’ FORUM**

**Towers (Village) –** requested that the pavers and decking at the Meeting House be repaired to prevent injury.

**Levine (Village) –** suggested there be an inspection of the end of the walkway at the pool.

1. **UNFINISHED BUSINESS:**
2. **Rules and Regulations -**  The Document Committee is currently working on the document. They are planning to have a March 4th meeting and have a completed document for the board prior to the March general meeting. There is no voting requirement of the community only Notice and Comment.
3. **Village Paving Project –** The project will begin with a start date in either April or May. A final meeting will be held with the paving company to finalize the start date and details.
4. **Conservancy Goals/Projects –**

The projects were presented as follows:

#1 – Rock scaping and Landscaping – Plans will be created by Jill for a landscape plot once it has been confirmed that Butler will water the plots after planting. Mr. Kohnle will contact Butler for a quote for boulders and stone.

#2 – Repoint Concrete – A quote has been obtained by JKG in the amount of $2,654.50. An additional quote is to be provided by ND Masonry.

#3 – Landscape Monuments – The scope of work was discussed.

#4 – Meeting House Alarm – Mr. Kohnle is waiting for a quote from ADT.

#5 – Meeting House Hot Water Heater – Mr. Kohnle has obtained two quotes. The first is from Precision Mechanical for $2,098.60. The second is from Preston in the amount of $2,100. It was determined that a tankless system was not feasible.

**MOTION** to replace the Meeting House hot water heater with the company of Mr. Kohnle’s choice made by Director Schuck with a second by Director Robertson **PASSED** Unanimously.

#6 – Mechanical Service Plan for the Meeting House (A/C and furnace) – Precision Mechanical quoted a contract price of $623 for the first year with a second-year increase of 4%.

**MOTION** to execute the contract with Precision Mechanical for all Meeting House mechanicals not to exceed $700 made by Director Schuck with a second by Director Robertson **PASSED** Unanimously.

#7 – Repair Cement and Iron Septic Pump Cover – Skip’s Wastewater Service quoted $3,500 for this project.

**MOTION** to approve $3,500 to repair the septic pump cover by Skip’s Wastewater Services, quote dated 12/28/2021, by Director Boccuzzi with a second by Director Onessimo **PASSED** Unanimously.

#8 – Meeting House Fire Alarm/Repair – Waiting for a quote by ADT.

#9 – Power wash of Tennis Courts – This item will be addressed when the weather improves.

#10 – Pool Tile Maintenance and Repair – Savol Pools, the current pool maintenance company, quoted $18,756.95 for replacement of tiles, acid wash, painting, and cleaning. This quote is $2,500 more than the last time it was quoted in 2018. There would be an April start date with completion prior to the pool opening for the season.

**MOTION** to repair the pool as described by the Savol quote dated 2/18/2022 by Director Boccuzzi with a second by Director Lemieux **PASSED** Unanimously.

**MOTION** to amend the prior motion not to exceed a fee of 6.00 per month per unit to next year’s budget to cover this expense if not paid from the current finances made by Director Schuck **NO SECOND** motion **FAILED**.

1. **NEW BUSINESS:**
2. **Tree Expense Rules –** Tabled by Director Bernier
3. **Garden Rules Request –** The Garden Committee has requested a simplification of the rules. These will be included in the forthcoming Rules revisions. More detailed guidelines have been written by the Garden Committee and will be posted on the Walden Woods website. This direction was affirmed by the Board. Rules language changes will be sent to the Rules Committee.
4. **Hearing Results –** The unit owner of 418 Pond Bridge informed Elite that he would not be present at the hearing but would pay the fines as presented to him.
5. **COMMITTEE REPORTS:**

**None**

1. **EXECUTIVE SESSION:**

**None**

1. **NEXT BOARD MEETING**: Wednesday, March 30, 2022, at 7:00 PM.
2. **ADJOURNED**:

**MOTION** to adjourn at 9:06 PM by Director Schuck, seconded by Director Robertson **PASSED** Unanimously

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Lemieux

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: January 26, 2022

**STATUS OF THESE MINUTES**: Amended Approved (2/23/2022)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Onessimo, Schuck, Bernier, Rosario (arrived at 7:08 PM), Brand, Devlin, Lemieux, Yalamanchili (arrived at 7:07 PM), Robertson, Boccuzzi

**Directors Absent:**

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

1. **CALL TO ORDER:**

Director Bernier called the meeting to order at 7:02 PM. At this time Director Bernier recommended that the board familiarize themselves with the community documents and he reviewed Robert’s Rules for running a board meeting. He also introduced the board members to the Conservancy.

Directors Boccuzzi, Lemieux, and Brand represent the Town Home Council.

Directors Dostal, Devlin, and Robertson represent the Village Council.

Director Yalamanchil represents Woodmoor (an additional Woodmoor Director is needed).

Director Onessimo represents Ridge Council. Duplex removed in amendment

Directors Rosario, Bernier and Schuck represent Duplex Council. Added in amendment

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to approve the Minutes from the November 17, 2021 meeting made by Director Schuck with a second by Director Boccuzzi **PASSED** (Director Yalamanchili and Director Rosario were absent for the vote)
2. **FINANCIAL REPORT:** Director Schuck reviewed the financials for each council and the conservancy as provided by Elite. Director Schuck has created interactive files which allow the board members to participate in their Council’s financial status at any time. He has also been reviewing all financial items for accuracy.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $4,932.97 |
| The Village | Current Year | $21,936.97 |
| The Ridge | Current Year | ($2,266.01) |
| The Duplex | Current Year | ($6,105.66) |
| The Townhome | Current Year | ($9,883.15) |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle said that only a couple of inspections had been done. More are expected by next month’s meeting. There is an uprooted tree at the entrance that will be taken care of. There are several violations that may result in hearings prior to the February board meeting.
3. *Declaration/Bylaw Update:* For the record, as the December minutes are for the annual meeting, the Declaration and Bylaws have been approved and have also been updated.
4. *Scheduled Pending Projects:* Mr. Kohnle stated that the only pending project was the tree work mentioned under Inspection Reports.
5. *AAI:* Mr. Kohnle stated that AAI’s will be handled more proactively. They will be closed in a timelier manner when work is completed and communicated. Sixteen have already been closed since the beginning of the year.
6. *Delinquent Fees:* Currently, approximately $31,000 in delinquent fees are due, seven unit owners make up the majority of the charges. The process of reclaiming these fees was discussed.
7. *Becht Engineering:*  The last meeting with Becht Engineering was held in September. Since then their progress on the Reserve Study update has slowed. Mr. Kohnle has a meeting with them on February 1.
8. *Planned Reserve Expenditures 2022 -*  This item will be addressed in “New” business.
9. **UNIT OWNERS’ FORUM**

**Levine (Village) –** stated that if AAI’s are waived for deck rebuilds in Town Home and Duplex Council, it will be done for the time being and not in the future.

**Nuhfer (none given) –** spoke about her expectations of the board.

**Tracy (Duplex) –** thanked the board for serving.

**Joanne (none given) –** said that the recent snow removal was spectacular.

**Towers (Village) –** thanked Roland for serving as president. She is concerned by the thick layers of salt added to the sidewalks, driveways and her porch. Not only is it being tracked indoors, but dogs are walking on it. A material safety data sheet will be requested from Butler.

**Terry (none given) –** contested the action taken by the board regarding fault when a tree falls and damages property. An attorney stated to her that it is a CT law that the homeowner whose property is damaged is responsible for damage unless there are specific exemptions. She requested that the board repeal their vote or, at a minimum, refer to the Conservancy attorney.

1. **UNFINISHED BUSINESS:**
2. **Declaration and Bylaws –** They were approved by the community prior to the December annual meeting. Last week, Director Bernier signed off on them. The old documents will be removed and the new documents posted.
3. **Rules and Regulations -**  The board will discuss approval of the Rules and Regulations. Notice and Comment will follow.
4. **Village Paving Project –** The project is moving forward with a start date around the end of March. More updates will be available at that time.
5. **NEW BUSINESS:**
6. **Committee Liaisons –**  As follows:

Communication – Director Dostal

Meetinghouse – Director Rosario

~~Landscaping – Director Brand (ad hoc) removed in amendment~~

Social – Director Onessimo

Welcome – Director Devlin

Standards – Director Robertson

Garden – Director Lemieux

Documents – Director Boccuzzi

Environmental – Director Brand

1. 2022 Conservancy Goals – A partial list has been compiled. The board will prioritize projects in part based on necessity and cost. The following items were discussed with Mr. Kohnle working to obtain estimates. Voting to approve will happen at a future date.

* Landscape dead grass area at the corner of Walden Meadow and Pierce with some type of zeroscape/rockscape alternative; Jill Levine to suggest alternatives and cost
* Repoint cement caps on monuments
* Repair cement at septic pump cover at the pool
* Replace broken pool tiles; refurbish pool
* Replace two benches at the pool

The next items are projects that are currently being processed, with Mr. Kohnle obtaining quotes.

* Replace hot water heaters at the Meeting House and Pool House
* Analysis of Meeting House fire alarm system; may not meet code
* Repair of Meeting House fire suppression system if needed

1. **Board ruling on waiving AAI requirements for deck rebuilding –** **MOTION** that any Unit Owner in Town Home or Duplex Councils that has an approved AAI for existing stairs, may request the construction company replace them with composite decking and no modification to the original design, at the owner’s expense, without submitting a new AAI. Motion by Director Schuck with a second by Director Robertson. **NO VOTE**

After discussion regarding the complexity of this topic, it was decided to table discussion on the matter until the February meeting. A meeting will also be held with the Duplex Council to determine interest and options.

1. **COMMITTEE REPORTS:**

**None**

1. **EXECUTIVE SESSION:**

**None**

1. **NEXT BOARD MEETING**: Wednesday, February 23, 2022, at 7:00 PM.
2. **ADJOURNED**:

**MOTION** to adjourn at 9:15 PM by Director Schuck, seconded by Director Robertson **PASSED** Unanimously

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Lemieux

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: November 17, 2021

**STATUS OF THESE MINUTES**: APPROVED (1/26/2022)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Onessimo, Schuck, Lattimer, Rosario, Patel, Devlin, Pelc-Faszcza, Yalamanchili, Henry (arrived at 7:09)

**Directors Absent:** Dange

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

1. **CALL TO ORDER:**

Director Lattimer called the meeting to order at 7:04 PM.

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to approve the Minutes from the October 27, 2021, meeting, with amendment provided by Director Pelc-Faszcza regarding the meetinghouse motion. Made by Director Onessimo with a second by Director Patel PASSED 9 yes (Director Henry was absent)
2. **FINANCIAL REPORT:** Director Yalamanchili reviewed the financials for each council and the conservancy as provided by Elite.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $5,350.77 |
| The Village | Current Year | $10,322.73 |
| The Ridge | Current Year | ($554.68) |
| The Duplex | Current Year | ($22,267.29) |
| The Townhome | Current Year | ($10,732.78) |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle said that only a couple of inspections had been done since the last meeting. He has been following up on the completion of on-site work.
3. *Declaration/Bylaw Update:* As of November 15, 2021, there have been 201 votes to approve the update. Another notice will be sent before the annual meeting.
4. *Draft Budget:* Mr. Kohnle presented two budget options, A and B, at the meeting. Version A most closely resembles what has been done previously. There will be a $5.00 increase from $47 to $52 for the Conservancy. There was discussion of where the increase is reflected on the spreadsheet, the Village loan repayment, and that the Village Council had given up their monthly meeting for this meeting to take place and therefore did not have the opportunity to discuss with the unit owners in the Council. A roll call was taken to reflect the amount of interest for each version. **MOTION** to adopt Budget Option A made by Director Henry, second by Director Patel PASSED 8 yes, 2 no (Yalamanchili, Lattimer)
5. *Reserve Study:* There has been an unanticipated delay by Becht to complete the review of the reserve study. They have done the property inspection and now they are completing the review.
6. *Insurance Expenses Allocation:* This topic was covered in the draft budget portion of the meeting.
7. *Annual Meeting:* December 8, 2021, will be a virtual annual meeting of the Conservancy. Mail-in ballots, with an email option, will be sent to all unit owners. Included will be the Budget, Reserve, Budget Narrative for the Conservancy and the appropriate Council, if applicable. No Documents will be proposed for update. The new board will be announced, and an organizational meeting will follow to choose president, vice-president, secretary and treasurer. In order for any budget to NOT pass, 51% of unit owners must vote no. A lack of a vote is considered a vote in the affirmative.
8. **UNIT OWNERS’ FORUM**

**Schuck (Duplex) –** asked about responsibility of unit owners to clear snow from rooftops and decks. Mr. Kohnle stated that Woodmoor, Village, and Ridge properties must clear their own roof and deck. Townhome and Duplex roof issues are handled by the Council while they need to clear their own decks.

**Patel (Townhome) –** verified that roof issues with his property are addressed by the Council.

1. **UNFINISHED BUSINESS:**
2. **Rules and Regulations -**  On hold pending the approval of the Declaration and Bylaws.
3. **Village Paving Project –** Project to begin in the Spring of 2022.
4. **2021 Amenities Status –**Community gardens will be cleaned up by the end of November. At the Garden Committee meeting on November 15, Kevin Wytas was voted into the position of Chair of the Garden Committee.
5. **NEW BUSINESS:**

**None**

1. **COMMITTEE REPORTS:**

**None**

1. **EXECUTIVE SESSION:**

**None**

1. **NEXT BOARD MEETING**: Wednesday, December 8, 2021, at 7:00 PM will be the annual meeting.
2. **ADJOURNED**:

**MOTION** to adjourn at 9:03 PM by Director Patel, seconded by Director Yalamanchili PASSED Unanimously

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Nina Pelc-Faszcza

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: October 27, 2021

**STATUS OF THESE MINUTES**: APPROVED (11/17/2021)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Onessimo, Schuck, Lattimer (arrived at 7:28 PM), Rosario, Patel, Devlin, Pelc-Faszcza, Yalamanchili

**Directors Absent:** Henry, Dange

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

1. **CALL TO ORDER:**

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

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to approve the Minutes from the September 28, 2021, meeting by Director Onessimo with a second by Director Schuck PASSED 7 yes, 0 no, 1 abstain (Pelc-Faszcza)
2. **FINANCIAL REPORT:** Director Yalamanchili reviewed the financials for each council and the conservancy as provided by Elite.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $12,839.63 |
| The Village | Current Year | $5,941.66 |
| The Ridge | Current Year | ($755.86) |
| The Duplex | Current Year | ($28,270.70) |
| The Townhome | Current Year | ($7,948.80) |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle said that he has had meetings with all councils and several contractors.
3. *Declaration/Bylaw Update:* There are currently 180 ballots that have been cast as of October 27, 2021. Teams have been out collecting ballots.
4. *Draft Budget:* Mr. Kohnle has met with Town Homes, Village and Duplex councils and a meeting will be held with the Ridge prior to the November Board of Directors meeting.
5. *Reserve Study:* The next draft of the Reserve Study by Becht should be complete in early November. The final draft is expected for the November meeting.
6. *Insurance Expenses Allocation:* Discussion regarding the review of allocations of Insurance Expenses will be held during the budget process. The councils will review the allocations and determine if they are accurate. Mr. Kohnle will reach out to Bouvier to determine the renewal rates for December. There was discussion during the meeting regarding the allocation history and Conservancy fees.
7. **UNIT OWNERS’ FORUM**

**Bernier (Duplex) –** asked when the community garden cleanup would be done and spoke about collecting the ballots for the Declaration and Bylaw vote. He suggested each council have someone volunteer for an afternoon so the process can be completed.

**Levine (Village) –** recommended that the entrance fields need to be mowed and stated that she does not support a Little Library as content cannot be monitored and there is a question about upkeep responsibility.

**DeBisschop (Village) –** questioned the amount of time the board spends reviewing the Reserve Budget and said that the summer months are the time to review it.

**Devlin (Village) –** asked if Reserves can be returned to units or given to Council Reserve Budgets.

**Schuck (Duplex) –** stated that the Reserve Budget would be reviewed with the Conservancy Budget.

1. **UNFINISHED BUSINESS:**
2. **Rules and Regulations -**  On hold pending the approval of the Declaration and Bylaws.
3. **Village Paving Project –** Details are being finalized with a projected start day of April or May.
4. **2021 Amenities Status –**Community gardens will be cleaned up when Butler returns for fall clean up in November. There will be a vote on November 8, 2021, for the Community Garden Chair. Any candidates need to contact Mr. Kohnle. Director Lattimer suggested that those who vote should have some connection with the community garden already.
5. **NEW BUSINESS:**
6. **Expenses Associated with Tree Damage -** Director Schuck gave a history overview of the tree damage expenses and examples of who has been responsible for past damage. **MOTION** that if a tree or tree limb that originates from the defined boundary of the conservancy area or one of the councils falls into the defined boundary of another council or the conservancy area, the responsibility for the cost of removal would fall on the council or the conservancy from where the tree or limb originated from, as defined by the boundary’s agreement.

Trees or limbs which fall, and damage units (structures) as defined in the Declaration are covered by the homeowner’s policy, or in the case of Duplex and Town Home, their condo insurance policy. There shall be no reimbursement of deductibles.

If the tree or tree limb causes damage to any common element or limited common element the repair shall be at the expense of the Council or Conservancy based upon where the tree or tree limb originated from, as defined by the boundaries agreement made by Director Schuck, second by Director Pelc-Faszcza PASSED 4 yes, 2 no (Lattimer, Yalamanchili), 1 abstain (Rosario)

1. **Little Free Library –** Unit owner Angela D’Amato explained the process of registering, building, stocking, and maintaining a Little Free Library within the Conservancy. She suggested that it be placed near the Meetinghouse and she and her husband would function as stewards. **MOTION** to place a Little Free Library outside of the Meetinghouse made by Director Lattimer, second by Director Devlin PASSED Unanimously
2. **COMMITTEE REPORTS:**

**STANDARDS –** Jill Levine introduced two potential Standards Committee members: Brenda Nuhfer and Raja Staggers-Shakim. She requested a vote by the board to approve them. **MOTION** to approve the 2 Standards Committee members by Director Lattimer, second by Director Pelc-Faszcza PASSED Unanimously

MEETINGHOUSE – Roland Bernier suggested a waiver, like the pool, where Meetinghouse guests would be required to wear a mask and be at 50% capacity. It was suggested to post the rules at the entrance. **MOTION** until further notice, usage and/or rental of the Meeting House be restricted to Walden Woods residents only with the further restriction that all attendees at the rental event must be Walden Woods residents. All attendees will be required to abide by the following rules: 1) All guests must wear face masks; 2) Residents and guests must have signed the waiver, which will be available at the front table when they walk in. The event sponsor will be responsible for seeing that all have signed the waiver; 3) Capacity will be limited to 50% (standing capacity at 40 and seated capacity with tables at 30); 4) Social distancing to be observed. Motion by Director Pelc-Faszcza, second by Director Devlin PASSED Unanimously

1. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, November 17, 2021, at 7:00 PM. If a need to postpone arises, the new date will be announced by Mr. Kohnle.
2. **ADJOURNED**:

**MOTION** to adjourn at 9:03 PM by Director Patel, seconded by Director Yalamanchili PASSED Unanimously

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Nina Pelc-Faszcza

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: September 29, 2021

**STATUS OF THESE MINUTES**: APPROVED (10/27/2021)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Onessimo, Schuck, Lattimer, Rosario, Patel, Henry

**Directors Absent:** Devlin, Dange, Pelc-Faszcza, Yalamanchili

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

1. **CALL TO ORDER:**

Director Lattimer called the meeting to order at 7:15 PM.

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to approve the Minutes from the August 25, 2021, meeting by Director Patel with a second by Director Henry PASSED Unanimously
2. **FINANCIAL REPORT:** Director Lattimer reviewed the financials for each council and the conservancy as provided by Elite. **MOTION** to approve the financial report by Director Patel with a second by Director Onessimo PASSED Unanimously

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $10,775.31 |
| The Village | Current Year | $3,389.89 |
| The Ridge | Current Year | ($957.71) |
| The Duplex | Current Year | ($24,751.29) |
| The Townhome | Current Year | ($2,787.73) |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle said that inspections have been busy with lots of work being done. Project requests and contractor work has been plentiful.
3. *Declaration/Bylaw Update:* There are currently 151 ballots that have been cast. A minimum of 226 yes votes are required to approve the updated Declaration and Bylaws. A committee may be formed, similar to the committee for reopening the pool, to obtain ballots from the remaining unit owners.
4. *Draft Budget:* Budget workshops have been held for both Duplex and Townhomes. The remaining council workshops should be held prior to the Conservancy workshop on October 6. Budgets are expected to be finalized by the November board meeting.
5. *Reserve Study:* The previous reserve study done by Becht Engineering has been reviewed by Director Schuck and Peter DeBisschop. Feedback from both has been provided to Becht. The update to the study is being worked on now with a site visit planned, in the near future. The next draft is expected to be available at the October board meeting with the final document completed for the November board meeting.
6. **UNIT OWNERS’ FORUM**

**Deborah (Rhodera) –** questions were asked regarding the timeline for towing commercial vehicles, when does Mr. Kohnle visit the property, and eligibility of unit owner vs. renter to be a board member.

**Bernier (Duplex) –** how will the Garden Committee chair be selected?

**Johnson (none given) –** the new Welcome Committee Chair for 2022 will be Nina Pelc-Faczsza. There were 3 additional volunteers for the committee. All councils will be represented.

**Patel (TownHome) –** there are cracks in the street pavement, is there a plan to have them fixed this year to prevent them worsening?

**Doucette (none given) –** requested lighting improvement to Walden Meadow Road, which is town-maintained road.

1. **UNFINISHED BUSINESS:**
2. **Rules and Regulations -**  These updates are on hold as they cannot be moved forward until the Declaration and Bylaw updates have been approved.
3. **Village Paving Project –** This project is on hold until the spring. It is currently the first project scheduled for the spring with the contracted vendor. Due to the delay, the start date of the loan from the Conservancy will be pushed back to either April or May pending the beginning of the project.
4. **2021 Amenities Status –**Mr. Kohnle suggested that the final day of the pool use for this season be Sunday, October 3, 2021. Due to the late opening of the pool, Mr. Kohnle chose to leave the amenity open longer than is typical. The board agreed that the pool will be closed as of Monday, October 4, 2021. There are 2 potential chairs for the Garden Committee. It was agreed that there would be a deadline of October 15, 2021 to express interest in the position, after that time the new chair will be selected by the Garden Committee.
5. **September Council Election Results –** As follows for 2022:

Village – Robinson, Devlin, Dostal

Townhome – Brand, Bocuzzi, LeMieux

Duplex – Rosario, Schuck, Bernier

Woodmoor/Ridge - TBA

1. **NEW BUSINESS:**
2. **Expenses Associated with Tree Damage -**  Tabled
3. **Little Free Library –** Tabled until a presentation by the unit owner is scheduled.
4. **COMMITTEE REPORTS:**

None

1. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, October 27, 2021, at 7:00 PM
2. **ADJOURNED**:

**MOTION** to adjourn at 8:00 PM by Director Patel, seconded by Director Schuck PASSED Unanimously

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Nina Pelc-Faszcza

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: August 25, 2021

**STATUS OF THESE MINUTES**: APPROVED (9/29/2021)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Onessimo (arrived 7:09 PM), Schuck, Lattimer, Yalamanchili, Pelc-Faszcza, Rosario (arrived 7:08 PM), Dange (arrived 7:12 PM), Patel

**Directors Absent:** Devlin

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

1. **CALL TO ORDER:**

Director Lattimer called the meeting to order at 7:04 PM.

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to approve the Minutes from the July 28, 2021, meeting by Director Pelc-Faszcza with a second by Director Patel PASSED 5 yes, 1 abstain (Dostal)
2. **FINANCIAL REPORT:** Director Yalamanchili reviewed the financials for each council and the conservancy as provided by Elite. Mr. Kohnle further reviewed these numbers. Director Schuck inquired about the water cost being well below the budget and if that was due to low usage.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $11,285.81 |
| The Village | Current Year | $5,010.34 |
| The Ridge | Current Year | ($967.15) |
| The Duplex | Current Year | ($12,444.41) |
| The Townhome | Current Year | ($518.00) |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle stated that all pool work was completed for the reopening. Meetings have been scheduled with various contractors.
3. *Declaration/Bylaw Update:* There are currently 126 ballots that have been cast. This number went down due to sales in the Conservancy. Director Pelc-Faszcza noted that some unit owners may not vote thinking that it means they vote “no”. In actuality, not voting does not mean no, so those ballots are still being sought out. Each council has been provided with a list of what votes are outstanding.
4. *Budget:* Mr. Kohnle reviewed the budget process. He said that draft budgets have been sent to each council. There will be more in-depth conversations in September. In the month of October, a budget workshop will be held on Wednesday the 6th.
5. *Reserve Study:* Mr. Kohnle explained that he had met with Becht Engineering. There were two options discussed regarding a Reserve Study update. The $500 option is an update of the study. The $1,200 option is a reassessment of the numbers of whole property. Director Schuck recommended the Duplex Council numbers be reexamined. The Board told Mr. Kohnle to move forward with the $1,200 option.
6. **UNIT OWNERS’ FORUM**

**Levine (Village)** – encouraged the board to approve the Ridge and Duplex nominees to the Standards Committee. She recommended Standards should write a memo regarding the process of submitting an AAI as, recently 3 unit roofs had been replaced with only 1 AAI done.

**Patel (TownHome) –** informed the Board that he had never gotten a pool fob from the prior unit owner and questioned the $100 fee when it had never been received.

**Deborah (Rhodera) –** read bylaw Limitation of commercial vehicle on property (10.3) regarding a commercial vehicle parked on Rhodera for 6 months covered by a tarp. Multiple emails have been sent to Elite regarding this with no response. How can the rule be negated by a tarp?

**Rosario (Duplex) –** questioned if power washing and trim painting work has been double checked.

**DeBisschop (Village) –** asked if there was a plan to have 2 dead trees removed from the green. Also, 2 trees need mulch rings and a fertilizer plan is needed for the trees on the green.

**Lemieux (none given) –** informed the Board that a vehicle with commercial plates only was breaking the commercial vehicle rule 2 years ago. She informed the Board that there are come community members feeding the wild turkeys and suggested that Elite contact someone (DEEP) to relocate them.

1. **UNFINISHED BUSINESS:**
2. **Rules and Regulations -**  Pilicy & Ryan has not completed their review but as these cannot be accepted until the Bylaw and Declaration vote is successful, this process does not need to be complete.
3. **Village Paving Project –** The Board chose B&W for the paving project. There has been a meeting with the attorney regarding the loan
4. **2021 Amenities Status –**Mr. Kohnle stated that Butler quoted approximately $1400 for the cleanup and disposal of debris from the community garden area as it has gone unused for 2 seasons. Although it was questioned if volunteers could do the work it was discussed that it is a lot of hard work and still needs to be disposed of. **MOTION** to request Butler add the community gardens to the fall cleanup of the whole development by Director Lattimer, second by Director Schuck PASSED Unanimously
5. **Expenses Associated with Tree Damage -** Tabled
6. **NEW BUSINESS:**
7. **Mailbox fee waiver–** Mr. Kohnle recapped the situation regarding this request by Board member Yalamanchili. This topic had been discussed as early as the fall of 2018. Prior boards had voted on and denied the request to waive the fines as they had been accrued at that time. As discussed by the current Board, they would not entertain the waiving of the fine as that had been already decided previously.
8. **Pool Key Fobs –** Mr. Kohnle explained the cost of replacement of the pool fobs as presented in the rules. Any resale package includes an explanation that a pool fob and mailbox key would be supplied by the owner at time of closing. Fees relating to replacement may be waived pending a fob not functioning or being stolen (with police report).
9. **September Council Elections –** Each Council will hold annual elections in September. New board members may shadow existing members. Please reach out to Elite for help with the process.
10. **COMMITTEE REPORTS:**
11. Standards Committee – Jill Levine announced the 2 nominees for the Standards committee: John from Duplex and Keith from Ridge. She said they will miss Theda on the committee. **MOTION** to approve the 2 new Standards Committee nominees by Director Onessimo, second by Director Dostal PASSED unanimously
12. Committee Report – Director Raupach stepped down from her Board position as well as the Garden Committee Chair. Please submit any recommendations to Elite. Members may be voted on in September if approved by the Councils
13. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, September 29, 2021, at 7:00 PM
2. **ADJOURNED**:

**MOTION** to adjourn at 8:32 PM by Director Patel, seconded by Director Rosario PASSED Unanimously

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Nina Pelc-Faszcza

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: July 28, 2021

**STATUS OF THESE MINUTES**: APPROVED (9/6/2021)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Onessimo, Schuck, Devlin, Lattimer (left 7:50 PM), Yalamanchili, Pelc-Faszcza (arrived 7:05 PM), Rosario (arrived 7:08 PM)

**Directors Absent:** Raupach, Patel, Dange

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

1. **CALL TO ORDER:**

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

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to approve the Minutes from the June 30, 2021, meeting by Director Pelc-Faszcza with a second by Director Yalamanchili PASSED 5 yes, 2 abstain (Lattimer and Onessimo)
2. **FINANCIAL REPORT:** Director Yalamanchili reviewed the financials for each council and the conservancy as provided by Elite. Mr. Kohnle further reviewed these numbers. **MOTION** to approve the financial report by Director Onessimo with a second by Director Devlin PASSED Unanimously

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $26,892.86 |
| The Village | Current Year | $27,391.18 |
| The Ridge | Current Year | ($975.32) |
| The Duplex | Current Year | $10,482.22 |
| The Townhome | Current Year | $13,903.00 |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle explained that there are currently only two reports, but more are expected in the next month. Director Schuck noted that deck work is currently being done.
3. *Declaration/Bylaw Update:* There are currently 135 response ballots received. A minimum of 222 are required to approve the updates. This count includes the votes from the units owned by CWD.
4. *Declaration change to open amenities:* Mr. Kohnle confirmed that the number of votes needed to reopen the amenities had been received. The anticipated opening of the pool is expected on July 29, 2021. There had been a key fob malfunction that was resolved by Mr. Kohnle. A memo will be sent on July 29 regarding the amenities reopening and additional COVID-19 guidance. Signage has been posted, stating that no pool furniture is to be used. Director Schuck emphasized the good work having been done by both the signature gatherers as well as the Reopening Committee. He thanked Roland and Barb for a job well done. He also stated that this proves that signature gathering can be done quickly. He suggested a committee be formed for the Declaration/Bylaw Update signature requirement.
5. *Tree Work:* Mr. Kohnle stated that tree work is currently being done.
6. *Budget:* Mr. Kohnle explained that there will be upcoming budget workshops for the board members. He suggested that the board begin considering funding projects that their council feels are appropriate.
7. **UNIT OWNERS’ FORUM**

**Peters (Ridge)** – questioned available funding for tree work in particular the work being done in the Ridge near his home. He also inquired about money to update the clubhouse.

**Levine (Village)** – stated the need for both a Duplex and Ridge board liaison to the Standards Committee.

**Theda (Duplex) –** requested that the board pay close attention to the council reserves as well as what amount is available to date.

**Henry (Last Leaf) –** requested that contractor work be verified upon completion to guarantee high standards of work.

**Rosario (Duplex) –** questioned if power washing and trim painting work has been double checked.

**Lemieux (Townhome) –** shared concerns about a tree struck by lightning, dead grass in yards and the overgrown community gardens.

**Johnson (none given) –** stated that the Welcome Committee would like to resume in home visits, she requested the board’s consideration. She asked if in-person meetings had been discussed by the board.

**Ellis (none given) –** asked how the pool fob access could be restricted to only those who have submitted waivers.

**Robinson (none given) –** stated interest in becoming a member of the Standards Committee.

**Kramer (Village) –** explained that she had not been given a pool fob at the time of her property purchase. Her realtor stated they never received one.

**Johnson (Village) –** no fob was given at the time of her home purchase either.

**DeBisschop (Village)** – stated the need for an Executive Session to address the delinquent special assessments and fees. Also questioned available funds for projects not being addressed.

**Doucette (Rhodera)** – grass and dirt quality issues on Rhodera. Suggested the use of gutter guards, as she had in June. She expressed concern about rabbit and vermin issues due to the overgrown community gardens.

1. **UNFINISHED BUSINESS:**
2. **Rules and Regulations -**  Mr. Kohnle said that a three-hour meeting had been held regarding these updates. There will be a follow-up with the attorney. The new document will be cross-referenced with the new Declaration/Bylaws, which still need approval.
3. **Village Paving Project –** The interview process is ongoing. Final costs need to be negotiated. Village directors to meet with the attorney to discuss changes to the loan documentation.
4. **2021 Amenities Status –**Mr. Kohnle stated that everything will be open as of July 29, 2021. He stated his hope that the community follow the rules as created by the Reopening Committee.
5. **NEW BUSINESS:**
6. **Expenses Associated with Tree Damage –** Mr. Kohnle stated that the current process in place follows Conservancy guidelines and standard homeowner responsibility. **MOTION** that if damage from a tree or tree limb that originates from the defined boundary of the conservancy area or one of the councils falls on or causes damage to the property of another council or the conservancy area, the responsibility for the cost of removal and or repair of any damage would fall on the council or the conservancy from where the tree or limb originated from by Director Devlin with a second by Director Dostal. Discussion included Director Schuck’s concerns that this made the Conservancy shoulder most of the responsibility. Director Devlin said that this may force the Conservancy to address dangerous trees prior to damage. He stated that homeowner insurance would cover damage cost, but tree removal cost would be based on the tree’s location. Director Schuck also stated that this does not address common or limited common elements. It was decided to table this topic for review and motion revision at the August meeting. No vote was taken.
7. **Mailbox Fine –** Tabled till the August meeting.
8. **Becht Reserve Study –** Mr. Kohnle stated that this is a yearly cost of $500 for review. A meeting will be held with Becht in the next few weeks.
9. **COMMITTEE REPORTS:**
10. Communication Committee – annual renewal of the Zoom user agreement. A single account was authorized in the amount of $150.00.
11. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, August 25, 2021, at 7:00 PM
2. **ADJOURNED**:

**MOTION** to adjourn at 8:47 PM by Director Schuck, seconded by Director Yalamanchili PASSED Unanimously

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Nina Pelc-Faszcza

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: June 30, 2021

**STATUS OF THESE MINUTES**: APPROVED (8/7/2021)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Patel, Schuck, Devlin, Raupach, Yalamanchili, Pelc-Faszcza (arrived 7:50PM), Dange

**Directors Absent:** Lattimer, Onessimo, Rosario

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

1. **CALL TO ORDER:**

Director Devlin called the meeting to order at 7:08 PM.

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to approve the Minutes from the June 2, 2021, meeting by Director Devlin with a second by Director Dostal PASSED

Director Schuck requested that the format of the motion in the May Minutes under Amenities, be clarified so it is clear who made the motion. Ms. Daly, the stenographer, explained that the format of the motions in the minutes has remained the same for the last several years and also follows standard formatting procedures. No changes were required.

1. **FINANCIAL REPORT:** Director Yalamanchili reviewed the financials for each council and the conservancy as provided by Elite. Mr. Kohnle further reviewed these numbers. **MOTION** to approve the financial report by Director Devlin with a second by Director Patel PASSED

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $23,667.26 |
| The Village | Current Year | $26,175.38 |
| The Ridge | Current Year | ($983.46) |
| The Duplex | Current Year | $5,547.15 |
| The Townhome | Current Year | $12,704.73 |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle stated that there has been progress around the Conservancy. Included in the board packet are seven pages of the details.
3. *Declaration/Bylaw Update:* There are currently 120 response ballots received. A minimum of 222 are required to approve the updates. Mr. Kohnle is optimistic that the required votes will be received by the next meeting.
4. *Declaration change to open amenities:* Mr. Kohnle confirmed that emails and mailings went out to unit owners on June 28. The committee that was created for the purpose of reopening amenities will be visiting unit owners to collect the waiver and responses. Mr. Kohnle stated that the pool would be maintained but covered until the 222 approval responses are received. He clarified that although the two declaration votes are completely separate, the committee may request those votes as well. There was discussion regarding the confusing nature of the documents, the need to have all amenity users sign the waiver, and the possibility of restricting fob access to the pool if waivers have not been returned.
5. **UNIT OWNERS’ FORUM**

**Barbara (not given) –** asked if the pool company had been contacted for the season.

**Tracy (Village)** – asked clarifying questions about both declaration documents. Also asked about the tracking of the fobs in the event waivers are not signed.

**Peters (Ridge)** – asked if the board is able to change the % of unit owner responses required to accept these declarations as they seem to take a long time. He volunteered to assist the committee to get signatures. He also inquired if tree work had been done yet this year.

**DeBisschop (Village)** – asked if unpaid special assessment fees will result in a lien against property if left unpaid.

**Porco (not given)** – clarified that, unit renters are only responsible for the waiver and asked where she could get her fob.

**Youness (not given)** – asked if the declaration/bylaw vote had been the first that had been done that required 67% of unit owner votes. Stated that this could be done in a much better way. Suggested only activating a unit’s fobs when the waiver is submitted.

**Levine (Village)** – requested a Ridge Council member join the Standards Committee.

**Bernier (Duplex)** – explained that the pool committee has a list of recommendations for reopening. They will be provided to the board.

**Jones (none given)** – asked why this process is happening when the state is reopening.

**M. Schuck (Duplex)** – she explained that years ago, when a vote needed 67%, it was completed in a weekend.

**Lemieux (not given)** – stated that “we can make this happen, and if you’re concerned…volunteer.”

**Brick (not given)** – inquired of Mr. Kohnle if there is an August 6 deadline, for pool reopening, if when the goal is reached can the pool be opened sooner.

**Doucette (not given)** – stated that gutters need to be cleaned, gutter guards installed and there are weed whacking issues.

1. **UNFINISHED BUSINESS:**
2. **Rules and Regulations -**  Mr. Kohnle said that the committee took the feedback from the attorney meeting and made appropriate changes then sent it back for review. Notice and Comment are the only requirement for the document, no voting.
3. **Village Paving Project –** Currently, one interview has been completed with a second company being scheduled for an interview.
4. **2021 Amenities Status –**Mr. Kohnle stated that the pool is being maintained in anticipation of a reopening. There is an August 6 deadline for receiving the needed 66% of the unit owner’s vote. If the responses needed are complete prior to the August date, reopening will proceed.
5. **NEW BUSINESS:**
6. **Conservancy Tree Work –** Mr. Kohnle said that a quote from Evergreen has been reviewed and that the majority of the work relates to several pine trees that are a cause for concern. One of these trees broke and damaged a home. **MOTION** to approve items 1 and 2 of the Evergreen tree work quotes by Director Devlin with a second by Director Yalamanchili PASSED. Director Yalamanchili said that there is a stump along the Amazon property that needs to be addressed.
7. **Expense to tree damage –** Mr. Kohnle explained that tree damage occurred to a fence in the Village. Cost was assessed to the Village. He said that the Board is able to change that as the tree was a Conservancy tree. During discussion, it was determined that the last time this type of situation occurred it had been prior to the new boundaries. Director Schuck explained what a “no-fault community” was, and that consistency was needed for the future. Director Devlin requested this item be tabled until the July meeting when proper wording for a Motion can be discussed.
8. **Mailbox Fine –** Tabled till the July meeting.
9. **Past Board Member Announcement –** Director Raupach informed the community that past board member, Joe Palladino, had passed away. She offered her condolences and shared her appreciation for the work he had done with Walden Woods.
10. Calendar – Director Patel asked that Mr. Kohnle arrange for Butler to come to the July meeting. Mr. Kohnle suggested that any concerns or complaints be sent to Elite, so Butler is able to respond to them at the meeting.
11. **COMMITTEE REPORTS:**

None

1. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, July 28, 2021, at 7:00 PM
2. **ADJOURNED**:

MOTION to adjourn at 8:56 PM by Director Raupach, seconded by Director Patel PASSED.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Nina Pelc-Faszcza

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: June 2, 2021 (May Meeting)

**STATUS OF THESE MINUTES**: APPROVED (7/10/2021)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Onessimo, Patel, Schuck, Devlin, Raupach, Yalamanchili, Lattimer, Pelc-Faszcza, Rosario

**Directors Absent:** Dange

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

1. **CALL TO ORDER:**

Director Lattimer called the meeting to order at 7:02 PM.

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to approve the Minutes from the February 24, 2021 meeting by Director Pelc-Faszcza with a second by Director Devlin passed with 1 abstention (Raupach)

**MOTION** to approve the Minutes from the April 28, 2021 by Director Onessimo with a second by Director Dostal passed with 2 abstentions (Pelc-Faszcza and Lattimer)

1. **FINANCIAL REPORT:** Director Yalamanchili reviewed the financials for each council and the conservancy as provided by Elite. Mr. Kohnle explained that the council funds are where they are expected to be at this time of year.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $16,363.73 |
| The Village | Current Year | $20,238.81 |
| The Ridge | Current Year | ($991.71) |
| The Duplex | Current Year | $584.02 |
| The Townhome | Current Year | $11,595.13 |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle said that it has been a busy month. Meetings have been held with the arborist, Butler Landscaping and the painter.
3. *Declaration/Bylaw Update:* There are currently 92 response ballots received. A minimum of 222 are required to approve the updates. Council meetings will address the votes needed. Mr. Kohnle clarified that only unit owners vote, so renters are exempt from responding.
4. *Pool:* Mr. Kohnle confirmed that the advice of the attorney remains to not open the pool due to lack of insurance protection and therefore financial risk to the community in the event of a lawsuit due to COVID-19.
5. **UNIT OWNERS FORUM**

At the beginning of the Unit Owners Forum, both Director Lattimer and Mr. Kohnle requested that comments be kept concise and address new information regarding the reopening of the amenities as this has been discussed at length at several meetings. They reiterated that the board of directors have heard and listened to all home owner concerns regarding the closure of amenities and are working with the property manager and the attorney to come up with a plan to open the amenities safely.

**Peters (Ridge) –** requested a list of board members, their voting habits, and contact information. He had requested his own attorney’s advice regarding the amenity reopening and was advised that any lawsuit would be ridiculous and that there was a greater likelihood of the board being sued.

**Yelmini (none given)** – requested to know the number of COVID-19 related lawsuits that have been filed similar to those being discussed. She stated that regardless of courts not being open, complaints could still be filed. She questioned why Mr. Kohnle’s opinion seems to be the only one being considered.

**Levine (Village)** – She mentioned that the AAI form (to be discussed later in the meeting) was not new but streamlined to step unit owners through the process.

**Lamoureux (none given)** – gave an overview of the state reopening guidelines.

**Bernier (Duplex)** – stated that it is not too late to open the gardens for the season. The lottery system is only used when there are over 20 participants. She is willing to spearhead the gardens if needed.

**Berti (Last Leaf)** – asked what other similar condo/common interest communities have done to open.

**Dimatteo (Scarlet)** – asked under what conditions would the board reopen amenities.

**Reed (none given)** – said it was frustrating not knowing what can open. She said that the board represents the community and asked them what they need to do to open.

**Brick (none given)** – stated that no one wants the board to risk being sued.

**Carissa (Ridge)** – requested to see a letter from the attorney that states what the acceptable limits are for reopening. She said that the town pool is open.

**Mary (Pierce)** – said she reached out to the town who told her that the pool is covered by the town umbrella with allows reopening. She said that a committee should be created for cleaning and check-in at the pool.

Several individuals countered that this information was incorrect and that the Walden Woods pool is in no way covered under the town’s umbrella policy.

**Gardner (Picket)** – inquired of Mr. Kohnle if a tree inspection had been done as well as storm drain that was in disrepair.

**Yalamanchili (Woodmoor)** – restated mailbox concerns dating back to 2019.

Unit owners forum also included many comments from unit owners in the “chat” feature of the virtual meeting, on top of what was said orally by the above-referenced unit owners; many unit owners expressed displeasure with the amenities continuing to be closed.

1. **UNFINISHED BUSINESS:**
2. **Rules and Regulations -**  Mr. Kohnle said that there is a scheduled meeting with the attorney on June 3, 2021.
3. **Village Paving Project –** The project is currently in process.
4. **2021 Amenities Status –** Mr. Kohnle reiterated the viewpoint of Pilicy & Ryan as to why the amenities should remain closed. Mr. Kohnle explained that another one of his communities chose to implement an indemnity clause in the Declaration to protect the board from potential legal liability for claims. Mr. Kohnle said that it would require a 66% approval by all unit owners in the Conservancy. Director Pelc-Faszcza asked if it could be done timely. Director Patel reminded the community that they need to be ready to pay if a lawsuit were to happen. Director Raupach said that the gardens have run out of time for planting. Directors Onessimo and Dostal both were in support of an indemnity clause. Director Devlin suggested putting aside funds in a separate reserve for a lawsuit. **MOTION** to open all amenities with the following regarding the pool: 1. A limitation on guests. 2. No ambiguous writing or signage. 3. An unambiguous waiver must be signed for use that contains a statement acknowledging that COVID-19 is an environmental risk. Motion also to include that the amenities could be opened subject to securing approval for an indemnification clause in the Declaration for legal risk for all amenities from 66% of unit owners and formation of a subcommittee to create the specific rules for safely reopening for all amenities, including those previously mentioned, made by Director Schuck with a second by Director Rosario PASSED with 2 no (Patel and Raupach)

There was also discussion among the unit owners in the “chat” feature during this virtual meeting during the board’s discussion on the opening of the amenities. Many unit owners expressed willingness to help collect signatures for the indemnity approval in order to get the amenities open. Some expressed disappointment that the indemnity clause would apply to all amenities and not just the pool, but nevertheless continued to be enthusiastic about collecting signatures to approve the indemnity.

1. **NEW BUSINESS:**
2. **New AAI Form –** Mr. Kohnle said that the form is more detailed and streamlined. **MOTION** to accept the new AAI form made by Director Patel with a second by Director Pelc-Faszcza PASSED unanimously.
3. **Calendar –** This calendar would be included in the monthly meeting packets and would give an overview of upcoming meetings and scheduled appointments with contractors throughout the year. **MOTION** to approve the use of the calendar in the monthly board packet made by Director Onessimo with a second by Director Patel PASSED unanimously.
4. **COMMITTEE REPORTS:**

None

1. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, June 30, 2021 at 7:00 PM
2. **ADJOURNED**:

MOTION to adjourn at 8:58 PM by Director Onessimo, seconded by Director Pelc-Faszcza PASSED unanimously.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Nina Pelc-Faszcza

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: April 28, 2021

**STATUS OF THESE MINUTES**: APPROVED (6/2/2021)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Onessimo, Patel, Schuck, Devlin, Raupach, Yalamanchili

**Directors Absent:** Dange**,** Lattimer, Pelc-Faszcza, Rosario

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

1. **CALL TO ORDER:**

Director Schuck called the meeting to order at 7:05 PM.

1. **APPROVAL OF THE PRECEDING MINUTES:** The minutes from the February 24, 2021 meeting have been tabled till the May 2021 meeting, corrections were made by the stenographer, but the changed minutes were not included in the April board packet. **Motion** to approve the March 2021 minutes by Director Onessimo, second by Director Dostal. 6 yes, 0 no, 1 abstain (Yalamanchili) PASSED
2. **FINANCIAL REPORT:** Director Yalamanchili reviewed the financials for each council and the conservancy as provided by Elite. Mr. Kohnle explained that the council funds are where they are expected to be at this time of year.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $88,508.68 |
| The Village | Current Year | $9,674.40 |
| The Ridge | Current Year | ($1,199.25) |
| The Duplex | Current Year | ($5,867.41) |
| The Townhome | Current Year | ($3,390.35) |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle said that the clearing of AAI’s has been completed as more requests come in. Normal maintenance is being done at this time.
3. *Declaration/Bylaw Update:* There are currently 81 response ballots received. A minimum of 222 are required to approve the updates. Lists, created by council, have been distributed to the board for potential follow-up. Director Schuck stated he is missing a portion of his council list. Mr. Kohnle will proved the corrected document to him.
4. *Morgan Stanley:* Mr. Kohnle reported that quite a bit of work has been done by individual councils although the Conservancy needs to be addressed.
5. **UNIT OWNERS FORUM**

**Barbara (Scarlet Ln) –** followed up on questions she sent to the board regarding amenities. She questioned the history of litigation regarding the reopening of amenities.

**Baker (Ridge) –** stated that there is more risk to someone becoming injured at the pool than contracting an illness. Suggested reconsideration of fees if amenities remain closed.

**Bernier (Duplex) –** inquired about trim painting at the entryway and globes. Requested that bittersweet vines be addressed by Butler as they are invasive. She commented that the CDC recommendations regarding outdoor activity showed little risk and asked that amenities be opened.

**Lamoureux (not given) –** suggested the option to sign a waiver to use the pool.

**Levine (Village) –** requested that Elite address the dead shrubs at the entrance island and dead plants on the hillside. She stated that she sees the pool as a liability regarding COVID, but the gardens and trails are less of a risk.

**Lemieux (not given) –** stated that there is risk to everything and asked how someone would prove they were ill from the pool. She asked what the cost would be if there was litigation. She also asked when the sprinkler system would be inspected.

**Howell (Scarlet Ln) –** she said she was at a campground the prior summer which opened to 25% capacity with no furniture provided.

**Peters (not given) –** stated that they moved to the community for amenities and accepted the decision last year. She quoted CDC information regarding outdoor activities. She said that lawsuits are more likely from community members over lack of use than from someone getting sick.

**Paladino (Village) –** stated that having been on the board last year, the decision was not made lightly. Insurance won’t cover a lawsuit and any settlement would come from the Conservancy. He said that a waiver would not save from liability.

**Beth (not given) –** she agreed that amenities should be open and suggested a reduction in fees if not. She said that the board needs insurance to protect themselves if they don’t have it already.

**Patel (Town House) –** stated that it doesn’t matter what the monetary cost of a lawsuit is, it isn’t worth it. He said it seems that more people want the pool to open that don’t actually use it.

**Linda (Haskins) –** pool and amenities should open, the community shouldn’t pay and get nothing. Waivers may have limited value, but they do have a deterrent effect.

**Doucette (not given) –** she asked for amenities to be opened. Credit should be given back if unused. She suggested that anyone who does not want amenities should live elsewhere. She stated that sprinklers need repair and mole holes need to be addressed.

**Michelle (not given) –** she said it is foolish to keep the gardens closed. She requested that costs be decreased for amenities if they won’t be open.

**DeBisschop (Village) –** made a request that the board review the calendar that he submitted to Elite. The calendar should include dates of contract review for vendors and that events should be included in the monthly meetings.

**Johnson (Village) –** said hello to all attendees.

**Smith (not given) –** said she didn’t know why the pool shouldn’t be open. She asked when decisions will be made.

**Sullivan (Pierce Blvd) –** wanted to know what information the attorneys use to base their suggestion to not open amenities.

**Devlin (Village) –** stated that liability for contagions may come in 5 or 10 years not even in the near future. He suggested opening the amenities, starting with the garden.

**Schuck (Duplex) –** stated that liability can come from any communicable disease.

1. **UNFINISHED BUSINESS:**
2. **Rules and Regulations -**  Mr. Kohnle said that the Documents Committee is working on the process. There will be a May 13 meeting with Mr. Kohnle, the Documents Committee, and Pilicy & Ryan. Only notice and comment are required for the Conservancy when completed.
3. **Village Paving Project –** The project is slated to begin and be completed this year.
4. **2021 Amenities Status –** Mr. Kohnle will request that the attorney writeup a disclosure to unit owners. It was recommended that unit owners contact State Representatives to request exemptions be made for home-owners associations regarding liability due to COVID. Last year the same recommendation was made but the topic was not addressed by legislators.
5. **NEW BUSINESS:**
6. **Calendar –** Mr. DeBisschop requested that the board review the attached calendar to allow advance scheduling of vendor contract reviews. He suggested that these reviews be done at least twice a year and be held as part of monthly meetings.
7. **Amazon -**  Director Raupach has spoken with the Assistant Town Planning and Zoning Manager regarding Amazon. A review of the new property includes: a barrier on the NW side, a buffer of 44 trees at the rear of the property, 3 doors, 9 loading docks with 18 overnight trucks. The front-left will be employee parking. If there are further questions they can be sent to Director Raupach. Director Patel asked about a timeline for the completion of the barriers.
8. **Conservancy Trees –** Director Schuck stated that there are dead trees on the Conservancy land that may endanger his property. He asked Mr. Kohnle if he was aware of which trees they were and when they would be addressed. Mr. Kohnle said that Evergreen would address the trees in the next few weeks.
9. **COMMITTEE REPORTS:**

None

1. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, May 26, 2021 at 7:00 PM
2. **ADJOURNED**:

MOTION to adjourn at 9:00 PM by Director Dostal, seconded by Director Schuck PASSED unanimously.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Nina Pelc-Faszcza

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: March 31, 2021

**STATUS OF THESE MINUTES**: APPROVED (4/28/2021)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Onessimo (arrived at 7:07), Patel, Lattimer, Pelc-Faszcza, Schuck, Devlin, Rosario, Raupach

**Directors Absent:** Dange**,** Yalamanchili

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

1. **CALL TO ORDER:**

Director Lattimer called the meeting to order at 7:06 PM.

1. **APPROVAL OF THE PRECEDING MINUTES:** The minutes from the February 24, 2021 meeting have been tabled till the April 2021 meeting, pending stenographer Robin Daly correcting wording per the request of Secretary Pelc-Faszcza.
2. **FINANCIAL REPORT:** Mr. Kohlne reviewed the financials for each council and the conservancy as provided by Elite. He explained that timing plays a part in the appearance of negative balances.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $88,508.68 |
| The Village | Current Year | $9,674.40 |
| The Ridge | Current Year | ($1,199.25) |
| The Duplex | Current Year | ($5,867.41) |
| The Townhome | Current Year | ($3,390.35) |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle said that there has been more activity. Twenty-five AAIs have been inspected with final inspection letters due to be processed. Director Lattimer suggested that a reminder of the AAI process be sent to unit owners.
3. *Declaration/Bylaw Update:* There are still only 78 response ballots received. A minimum of 222 are required to approve the updates. Director Lattimer requested that Mr. Kohnle distribute lists of unit owner who have responded, to each council to allow the board to develop a plan to approach unit owners.
4. *Morgan Stanley:* Mr. Kohnle reported that the Conservancy, Town Homes and Duplex have all opened CDs. More work needs to be done.
5. *Insurance Allocations:* Page 23 of the board packet contains the memo “How Insurance Allocations Came to Be”. Mr. Kohnle stated that the next time that this topic should be addressed is during the budget process in July and August.
6. **UNIT OWNERS FORUM**

**Tracy (Village) –** asked if there is a time frame that needs to be followed regarding the vote tally process for the Declaration and Bylaw and if there will ever be a “no” vote based on time running out.

**Bernier (Duplex) –** discussion points included: in favor of reopening outdoor amenities, majority of community will be vaccinated, more knowledge of safety precautions, suggest unit owners bringing their own chairs to the pool, safety should be able to be maintained.

**Patel (Town Home) –** concerned that Butler had seeded after snow damage was done but when they mowed the seed was swept away.

**Towers (Village) –** she was in agreement with Bernier about opening outdoor amenities. She suggested the refund of fees if they’re closed another year.

**Sullivan (Woodmoor) –** in agreement with Bernier regarding amenity openings and also recommended bringing chairs to the pool.

**Palladino (Village) –** he reminded the attendees that last year the amenities were closed due to the concern over litigation if someone sued after possibly contracting the virus using the community amenities. He does not agree with offering rebate if the amenities are closed.

1. **UNFINISHED BUSINESS:**
2. **Rules and Regulations -**  Mr. Kohnle said that the Documents Committee is beginning the process soon. Once the review of the revised documents are complete, there will be a meeting with Pilicy & Ryan, with Mr. Kohnle in attendance, to review. Once complete they will be brought to the board to review. Notice and comment to the community would be the last step.

The meeting with the attorney is anticipated for mid-May.

**MOTION** to allow the Document Committee to meet with attorney Pilicy & Ryan regarding the Rules and Regulations by Director Schuck, second by Director Raupach PASSED unanimously.

1. **NEW BUSINESS:**
2. **Hearings –** There had been a hearing scheduled prior to the March 31, 2021 meeting but the unit owner for17 Last Leaf Circle did not attend. As such the fine of $250.00 stands.
3. **Village Paving Project -**  On page 27 of the board packet includes information about the loan by the Conservancy to the Village and answers questions put forth to the attorney. The loan is anticipated to be $150,000 with an interest rate of 3%. Repayment is the sole responsibility of the Village. There will be no fee increase imposed on the Village, repayment funds will be portioned from its reserves.
4. **Amenities –** Pilicy & Ryan have recommended that all recreational amenities stay closed due to the lack of insurance coverage in the event there is a claim of liability due to Covid-19. Any defense would be an out-of-pocket expense for the Conservancy. Mr. Kohnle is in contact with the attorney on a regular basis to discuss the possibility of reopening amenities. Director Schuck suggested that the community gardens be opened as there is limited access or can be limited access. Director Lattimer said that there is no one to supervise the responsible use of the amenities. Additionally, some may choose not or not be able to be vaccinated. Director Patel said that due to legalities he would not want to open amenities. Also, the vaccine lessens reactions it doesn’t, necessarily, prevent them. Director Raupach agreed with the attorney. Director Onessimo asked about country clubs having amenities open. Mr. Kohnle responded that they have their facilities monitored and cleaned on a regular basis, but that they still are not protected from litigation.
5. **Snow Fence -** Mr. Kohnle stated that near the ballfield, Butler houses its equipment behind a hedge currently but that the intention is to have a white vinyl fence installed instead. The arborvitae will be removed and moved elsewhere on property. They will also be treated for bag worm prior to transplanting. This project has already been budgeted. **MOTION** to move forward with the fence project to retain the current pricing made by Director Raupach, seconded by Director Patel PASSED unanimously.
6. **Amazon –** Director Patel stated that there is continued noise issues from the Amazon facility. There are limitations in place which have not been adhered to by Amazon. There also has been no northern fence put in place. The plantings and berm are also incomplete. If noise issues continue it is recommended to contact the Town Planner.
7. **COMMITTEE REPORTS:**

None

1. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, April 28, 2021 at 7:00 PM
2. **ADJOURNED**:

MOTION to adjourn at 8:19 PM by Director Raupach, seconded by Director Patel PASSED unanimously.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Nina Pelc-Faszcza

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: February 24, 2021

**STATUS OF THESE MINUTES**: Approved (6/2/2021)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Onessimo, Patel, Lattimer, Yalamanchili, Pelc-Faszcza, Schuck, Devlin

**Directors Absent:** Rosario, Dange, Raupach

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

1. **CALL TO ORDER:**

Director Lattimer called the meeting to order at 7:02 PM.

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to accept the minutes by Director Schuck, seconded by Director Patel PASSED unanimously.
2. **FINANCIAL REPORT:** Director Yalamanchili reviewed the financials for each council and the conservancy as provided by Elite. He provided written content within the Board Packet.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $2,719.55 |
| The Village | Current Year | $4,095.22 |
| The Ridge | Current Year | ($945.13) |
| The Duplex | Current Year | ($6,022.01) |
| The Townhome | Current Year | ($4,091.59) |

**MOTION** to approve the financials made by Director Schuck with a second by Director Onessimo passed unanimously.

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle stated he has addressed both a snowblower and a basketball hoop. There were also several cars that were not moving for snow. There are usually few reports this time of year. Director Lattimer informed the board that former Director Webber was still receiving the attorney reports and that he should be receiving them instead. Mr. Kohnle said it has been addressed.
3. *Declaration/Bylaw Update:* As of February 18, Mr. Kohnle reported, there had been 78 ballots returned. He mentioned the possibility of door to door canvasing.
4. *Morgan Stanley:* Mr. Kohnle reported that as of the meeting there had been 4 CD’s opened, 3 for the Duplex council and 1 for the Conservancy. More accounts will need to be opened. Town Homes and the Village are working with Windsor Federal.
5. *Ridge Budget:* Mr. Kohnle said that there were 5 responses from Ridge council unit owners, all yea, therefore the Ridge budget passes. A document was sent out the week of February 15 notifying the council.
6. **UNIT OWNERS FORUM**

**Levine (Village) –** she inquired about the ballfield fencing and if places can be found to plant surviving greenery.

**Patel (Town Home) –** requested that dog owners be reminded to pick up after their pets.

**Webber (Woodmoor) –** suggested the board vote to allow a food collection for the Windsor Food and Fuel bank be allowed. It would be organized by an off-property individual.

**Bernier (Duplex) –** asked if amenities will be opened this year and if it will be based on the government immunization schedule.

1. **UNFINISHED BUSINESS:**
2. **Rules and Regulations -**  Mr. Kohnle said that in March or April the rules and regulations will begin being updated and that there will be maintenance standards.
3. **Snow Removal –**  The topic of an essential employee list has been dropped by Director Schuck. Butler does have an emergency number.
4. **NEW BUSINESS:**
5. **Insurance Memo –**  For continuity sake, the presentation by Rich Bouvier will be included here although it took place at the beginning of the meeting.
6. Mr. Bouvier explained that the same carrier that had covered the Conservancy was signed again at renewal on December 11th, Community Association Underwriters or CAU. Coverage has been increased to $75 mil with a $10,000 deductible per occurrence. There is a “True Guarantee” which means that any loss over $75 mil, CAU will cover the difference. There is also coverage for Director and Officer liability. Additionally, there is coverage for worker’s compensation as it applies to volunteers. There was a 5% increase over last year’s coverage. Addressing Director Schuck, there is no policy that can be used as “gap” coverage for unit owners other than for property damage. Other topics addressed: loss of use, limited common elements, pond use, coverage of yards or driveways and what is covered in Woodmoor.

If there are any additional questions, they may be sent to Mr. Kohnle to address.

1. After the presentation, there was further discussion about allocations. Cori-Lynn Webber was given the floor to speak about the history of the Conservancy regarding the allocations of coverage costs. There was discussion about changing the allocation structure to which Mr. Kohnle suggested getting advice from attorney Pilicy & Ryan.

MOTION to move all common insurance charges into the Conservancy budget rather than having themin in each individual council’s budget (other than Woodmoor) by Director Onessimo with a second by Director Devlin. 3 yes (Dostal, Onessimo, Devlin), 4 no (Schuck, Yalamanchili, Patel , Lattimer), 1 abstain (Pelc-Faszcza) Does not pass.

1. **Food and Fuel Bank Memo -**  MOTION to allow a communication regarding a food drive for Windsor Food and Fuel Bank to be distributed made by Director Schuck with a second by Director Patel. 7 yes, 1 no (Yalamanchili)
2. **COMMITTEE REPORTS:**

Standards Committee – there is a new form for AAI that clarifies the expectation that a unit owner is subject to all ramifications of a request. MOTION to add a qualifying sentence to the electronic AAI document, above the signature line, which acknowledges that the filer agrees to all the provisions provided in the AAI as a result of electronically filing an AAI made by Director Patel with a second by Director Dostal PASSED unanimously.

1. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, March 31, 2021 at 7:00 PM
2. **ADJOURNED**:

MOTION to adjourn at 8:54 PM by Director Onessimo, seconded by Director Patel PASSED unanimously.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Nina Pelc-Faszcza

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: January 27, 2021

**STATUS OF THESE MINUTES**: APPROVED (2/24/2021)

**ATTENDANCE:**

**Directors in Attendance:** Dostal, Onessimo, Raupach, Patel, Lattimer, Yalamanchili, Pelc-Faszcza, Schuck, Rosario, Dange (Arrived at 7:28 PM)

**Directors Absent:** Devlin

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

1. **CALL TO ORDER:**

Director Lattimer called the meeting to order at 7:06 PM.

1. **APPROVAL OF THE PRECEDING MINUTES:** Director Lattimer asked, prior to motion, who from the new board was present at the November meeting. There were only three of the current board members present at that meeting. **MOTION** to accept the minutes by Director Raupach, seconded by Director Patel passed 8 yes, 0 no, 1 abstain (Lattimer).
2. **FINANCIAL REPORT:** Director Lattimer reviewed the financials for each council and the conservancy as provided by Elite. He provided written content within the Board Packet.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $9,445.37 |
| The Village | Current Year | $16,326.69 |
| The Ridge | Current Year | ($598.77) |
| The Duplex | Current Year | $24,283.98 |
| The Townhome | Current Year | $6,274.72 |

**MOTION** to approve the financials made by Director Raupach with a second by Director Schuck passed unanimously.

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle stated that this time of year there are fewer inspection reports done. Director Lattimer mentioned several basketball hoops that were in non-compliance to which Mr. Kohnle explained the unit owners had been notified.
3. *Declaration/Bylaw Update:* As of January 22, Mr. Kohnle reported, there had been 61 ballots returned. The Conservancy requires a minimum of 66% or 222 ballots returned. Reminders have been made and fliers sent to unit owners. The board discussed speaking to unit owners during Council meetings.
4. *Morgan Stanley:* Mr. Kohnle reported that the Conservancy has a single tax id when creating accounts. Options are being discussed to properly insure funds.
5. *Ridge Budget:* The Ridge budget changes are on pages 26 and 27 of the board packets. These changes were not made in time to be properly voted on at the December 9, 2020 Annual meeting. Until a formal vote by the unit owners has been finalized the prior budget for 2020 stands for the Ridge. The 2021 Ridge budget would increase by $3.00 monthly. MOTION to approve the Ridge Council budget found on page 27 of the board packet made by Director Onessimo, second by Director Lattimer passed unanimously.
6. **UNIT OWNERS FORUM**

**Levine (Village) –** three comments were made. First, that there needs to be a Ridge Council representative who volunteers for the Standards Committee. Second, several units still have holiday décor displayed, when the rule limits to 2 weeks post-holiday removal. Third, the Standards Committee will have a February 2 meeting where there will be discussion of a unit owner’s radon issues.

**Schuck (Duplex) –** requested that the radon issue to handled quickly as it is a health risk to the owner.

**Tracy (Village) –** questioned the equity of insurance and is unhappy that the Conservancy portion includes Woodmoor.

**Webber (Woodmoor) –** stated that votes should not be made prior to unit owner discussion on the topic. Questioned if the Ridge Council increase covers their insurance premium. Also asked that the approved minutes be posted to the Conservancy website.

**35 Knollwood (Village) –** an AAI had been submitted for porch repair but with weather playing a factor the work can not be done now. A request to extend was made on November 30, 2020 with no response. What is a reasonable amount of time to wait for an answer?

**Johnson (Village) –** requested clarification of the secretary at Elite that handles Walden Woods. Mr. Kohnle confirmed her name is Jahney.

**Towers (Village) –** enquired about the amount of insurance detail that would be covered by Bouvier at the February 24 meeting.

1. **UNFINISHED BUSINESS:**
2. **2020 Community Goals -**  Mr. Kohnle stated that the biggest goal for the new board would be updating the rules document.
3. **Insurance –** Mr. Kohnle reported that Bouvier Insurance would attend the February 24, 2021 Board Meeting to answer questions relating to the Conservancy and Council’s policy. Please send any questions to Mr. Kohnle so he can have Bouvier prepare for the meeting. Mr. Kohnle will provide an allocation chart.
4. **NEW BUSINESS:**
5. **Rules and Regulations –**  Mr. Kohnle had spoken to Attorney Pilicy & Ryan regarding the suggested process of the board to approve updates to the rules and regulations. It was recommended by Pilicy & Ryan that the Conservancy pay the hourly fee of $275/hr for service relating to the rules and regulations as they will review materials not rewrite them. The board discussed the price structure options. **MOTION** to have Pilicy & Ryan review the rules and regulations after committee approval made by Director Pelc-Faszcza with a second by Director Yalamanchili passed 9 yes, 0 no, 1 abstain (Schuck)
6. **Snow Removal -**  Director Schuck suggested that a list be made of essential employees within the Conservancy as well as the shifts they work so priority may be made for plowing. A motion was made by Director Schuck to that effect but was withdrawn and tabled after board discussion on the matter. Discussion involved who determines essential status, would other criteria apply, and the subjective nature of the essential title.
7. **Insurance -**  Director Pelc-Faszcza brought up the issue of potential misallocation of common insurance expenses. Mr. Kohnle stated that he would include insurance numbers for the directors to review for the February board meeting.
8. **COMMITTEE REPORTS:**

At this time board members volunteered to be liaisons for the various Conservancy Committees.

Communications Committee Liaison: Director Schuck

Meeting House Committee Liaison: Director Pelc-Faszcza

Standards Committee Liaison: Director Patel

Gardens Committee Liaison: Director Lattimer

Documents Committee Liaison: Director Yalamanchili

Social Committee Liaison: Director Onessimo

Welcome Committee Liaison: Director Devlin

Meeting House Committee – The summer tag sale is tentatively being scheduled for June 26.

1. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, February 24, 2021 at 7:00 PM
2. **ADJOURNED**:

MOTION to adjourn at 8:24 PM by Director Raupach, seconded by Director Onessimo Motion passed unanimously.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member

Approved by Secretary Nina Pelc-Faszcza (1/--/2021)

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: November 17, 2020

**STATUS OF THESE MINUTES**: APPROVED (1/27/2021)

**ATTENDANCE:**

**Directors in Attendance:** A. Heikoff, D. Heikoff, Palladino, Webber, Dostal, Giampolo, Devlin (arrived at 7:31), Onessimo (arrived at 7:31), DeMarco, Raupach (arrived at 7:24), Grigg, Patel

**Directors Absent:**

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

1. **CALL TO ORDER:**

Director Webber called the meeting to order at 7:05 PM.

**COMMENT FROM THE PRESIDENT OF THE BOARD:** When the meeting was called to order, Director Webber wanted to review the Board’s Fiduciary duty to the Conservancy as a whole and not any individual homeowner or individual council. She reminded the members that the duties of the members of this Board are to do what is best for the community and not any individual council or personal issue. She commented that the last Board Meeting was a disappointment as she did not see that the Board was mindful of their Fiduciary duty and she felt it required a reminder before the start of this meeting.

1. **APPROVAL OF THE PRECEDING MINUTES: This motion was voted on at the end of the meeting. MOTION** to accept the minutes with amendments by Director Webber, seconded by Director Devlin passed unanimously.
2. **FINANCIAL REPORT:** Director DeMarco reviewed the financials for each council and the conservancy as provided by Elite. Mr. Kohnle provided written content within the Board Packet showing the current numbers, Director DeMarco’s report included other outstanding costs which are not reflected below.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $9,952.50 |
| The Village | Current Year | $11,273.59 |
| The Ridge | Current Year | ($214.13) |
| The Duplex | Current Year | $6,404.26 |
| The Townhome | Current Year | ($2,239.66) |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle reviewed the current inspection reports. Director Palladino followed up about unit 342 Mercer and the speed bump necessitated by cable issues. Mr. Kohnle stated that the bump was temporary, and the cable line has been replaced.
3. *Document Revision/Update:* Mr. Kohnle commented on the long-time project, many, many hours and reviewing. Dir. Webber reported that the documents committee met to address comments and questions they had with Attorney Ryan in October in order to finalize the proposed documents they had been presented with. Village Allocation is at the finish line. Mailings to go out December 1, 2020. The Board was reminded that there needs to be 67% vote to pass.
4. *Landscaping/Snow Contract Bids:* Mr. Kohnle reported that the contract had been finalized with Butler and they will begin as the Community’s new provider on 12/1/20. There was one concern though regarding the language in one clause. Butler asked that that language be changed. The clause on Dispute Resolution. Currently the contract language says that is mandatory mediation with each party paying half of the cost for that mediation if negotiations to resolve an issue fail. Butler would rather that say “Voluntary” instead of “Mandatory” mediation. They feel mediation will end up doubling the legal fees if they are required to try mediation before a civil action is brought. Discussion ensued. None of the Board members saw that this as a huge issue and agreed to the change since this provider has been very willing to compromise when asked. Mr. Kohnle also pointed out that the contract needs to be signed and wanted to know if that could be decided tonight.

**MOTION:** To allow Director Webber to sign the Butler Landscaping/Snow Removal contract with the amended clause regarding mediation. Motion was made by Director Webber and Seconded by Director DeMarco. Motion passes unanimously.

Mr. Kohnle confirmed that the current vendor, Brightview, will continue to do fall clean up through the end of the contract and that they will not receive their final payment until all of the contracted for work is completed.

1. *Morgan Stanley:* As discussed in prior meetings, the Board is reviewing the bank accounts to ensure all funds have proper FDIC insurance coverage. The Committee reported the following: Director A. Heikoff reported that due to balances being held by Morgan Stanley for the councils, it is advisable to move some of those liquid assets into CDs in other banks so that the interest rate on return is higher than what is earned in a simple savings account. By making these transfers to higher earning products with different vendors, the goal of making sure all the funds held for the Conservancy and its Councils would be FDIC insured as well. The limit per bank is $250,000 in FDIC insurance. The funds held in Morgan Stanley (in total) exceed that figure by a large amount. The suggestion is one short term CD per bank for each council with a rollover option, that would effectively cover the FDIC insurance issue. It was discussed that each council would need to decide exactly how much they would want to lock into a CD and still have an operating account to work from. It was pointed out that currently there is only once Tax ID# and that is for the Conservancy (the only legal entity) and if the funds from different councils were to be held at different banks, it was suggested that it may be advisable to obtain a tax ID for each council. Discussion on the Committee’s suggestion ensued including that the Councils are not separate legal entities and cannot receive their own tax ID #’s. It was stressed by Director Webber that the Directors from each council should make recommendations to the Board soon as much of the funds currently being held in the Morgan Stanley account are not FDIC insured. It was also suggested that the Councils that needed access to those funds but still wanted to invest should put them in a money market account which allows the account holder to still draw from those funds while the rate of return is higher than a standard savings account. That lead the discussion as to whether Money Market accounts qualify for FDIC insurance which the Committee believed they would. The members agreed to investigate to be sure.

It was reported that the councils had an estimated liquid amount in their accounts as of this meeting as such:

• Conservancy ($308,000)

• Village ($255,000)

• Ridge ($159,000)

• Duplex ($529,000)

• Townhomes ($480,000)

• Reserves at Morgan Stanley

The accounts held in any bank account should be just below the $250,000 threshold for FDIC insurance and some funds could be kept at Morgan Stanley. It was suggested that several local banks including Webster, Windsor Federal Savings, People’s Bank and so on could hold those accounts and that would allow for the FDIC coverage, so long as those combined amounts are under the $250,000 threshold at each bank. Morgan Stanley works with 2 banks so up to $500,000.00 can be kept with them.

Discussion ensued on the quickness this action needed to take place and that a vote via email between now and the next meeting may be the best way to act on this issue to get it done in time for the 2020 audit of the Conservancy accounts by the Community’s independent auditor.

1. **UNIT OWNERS FORUM**

**17 Haskins (Duplex) –** Commented on the matters tonight regarding the different accounts, a line of credit a better rate of return; the relationship with Brightview are they causing the sprinkler issue. Mr. Kohnle reported that the sprinklers are being winterized which requires a blow out of the lines and that should be completed now. He also asked about the painting of the entrance signage and all was to happen. Mr. Kohnle reported that the painting was pushed off until spring of 2021 due to the weather.

**3 Marble Faun (Duplex) –** wanted to ensure that the Board is insuring their reserves according to the documents. Mr. Kohnle confirmed.

**Peter (Village) –** expressed his dislike of the October’s minutes brevity and felt that more detail should be added specifically regarding the landscape allocation.

1. **UNFINISHED BUSINESS:**
2. **2020 Community Goals -**  Mr. Kohnle stated that this was on hold.
3. **Village Rules –** Mr. Kohnle reported that these were pending votes at the Annual Meeting, having already passed at previous board meetings.
4. **Budget Draft –** A review of the draft changes provided in the Board Packet were discussed. Discussion regarding the allocation of basic service cost for water percentages between the Conservancy and the Village needed to be addressed. The split is 85% to Village and 15% to Conservancy.

**MOTION:** Director Palladino made a motion, seconded by Director Devlin to reallocate the business service cost between Conservancy and Village from 85/15 to 50/50. 5 Yes, 6 No (Patel, Webber, Raupach, Giampolo, DeMarco, Griggs), 0 Abstain Motion did not pass.

**MOTION:** Director Palladino made a motion, seconded by Director Webber that the Fire Suppression system for the Meeting House be paid 100% by the Conservancy. Motion PASSES unanimously.

A review of the Insurance coverages was discussed as well regarding the various budgets. The issue about the Village is what coverage is required on those units that have a communal wall between the units. For those units there is a question as to whether they must be covered by the Community policy for property damage and loss. In the alternative the documents can be altered to make it clear the community policy does not cover joined units in the Village. The coverage change decision has not been determined by the Village unit owners or Directors in time for this meeting and may not have been made before the Annual Meeting. If there is a decision that Coverage should be obtained after the fact, that decision may have to be addressed as a special assessment to those affected unit owners in the 2021 calendar year. Discussion ensued.

**MOTION:** Director Palladino made a motion and seconded by Director Webber to Accept the Drafted Budget as provided in the 11/17/20 Board Packet by the Property Manager. Motion passes unanimously.

1. **Village Loan –** A brief review of the Conservancy loaning funds to Village was discussed. Director Palladino stated that this was addressed in prior meeting and not sure if Village even needs the loan but wanted to get approval for that possibility if needed. Some discussion ensued that possibly one of the other Councils with funds that need to be FDIC insured could make a better loan allocation for return and that could be a consideration as well. Director Palladino that this could be tabled until 2021.
2. **Amazon Facility –** Mr. Kohnle reported there was a Town Planning and Zoning meeting was held and several conditions were placed on Amazon to address the concerns of neighboring homeowners. The conditions are now available on the Town website to review. If unit owners within Walden Woods have issues with Amazon not meeting the conditions set by TPZ and they are not addressed, they can be brought to the Town Planner Mr. Barz, whose job it is to supervise compliance with the conditions set by TPZ.
3. **Rule Revision –** Director Giampolo reported that the Standards Committee reviewed changing rules regarding many items for example storm doors and steps. There was some discussion of whether “Grandfathering” in some homeowners as they complied for years was included in the new proposed rules. Discussion ensued.

**MOTION:** Dir. Webber made a motion that the Board agrees to accept the New Rules as outlined by the Standards Committee as to Rules 29.2, 29.3, 29.4, 29.5 for the Town Homes; 25.4 and 27.1 as to the Village, Town Homes and Duplexes. 9 Yes, 1 No (Devlin), 1 Abstain (Dostal). Motion passes

1. **NEW BUSINESS:**
2. **Holiday Bonus for Minutes Secretary, Robin Daly -** There was an email discussion about giving Minute Secretary, Robin Daly a holiday bonus as this has been a challenging year.

**MOTION:** Payment of $150 to Robin Daly for her work and extra efforts in this particularly hard year. Motion passes unanimously.

1. **Annual Meeting/Mail-in Voting -** Mr. Kohnle reported that the annual meeting will be held on December 9, 2020 at 7:00 p.m. as a “GO TO” type virtual meeting due to the pandemic. There will be an email deadline to address votes for things like Rule Changes and Confirmation of Officers for the WWC Board. Discussion included sending a personal email to the new members of the 2021 Board as a courtesy.
2. **Hearings Update -**  Mr. Kohnle reported on the hearings since no unit owners appeared. The following motions were made:

**MOTION:** Unit Owner 17 Last Leaf – made by Director Webber and seconded by Director DeMarco That due to UO failure to provide the Property Manager with a copy of the applicable lease that fines of $50 per week starting 11/17/20 should be assessed until such time as the lease is produced as requested. 11 Yes, 0 No, 1 Abstain (Devlin). Motion passes

Director Giampolo reported that the letter Elite issues on the failure to comply with Leasing rules and requirements currently states”… Standards Committee recommends” where it should be amended and state ”due to investigation by the property manager showing that your property has been leased and that you have failed to provide the PM with a copy of that lease in violation of the Community documents and rules” and remove “Standards Committee” when such violation letter is issued by Elite.

**MOTION:** 618 Thoreau Circle and 107 Pond Bridge. Director Webber made a motion seconded by Director Patel to send notice to these 2 UO that the fines will be suspended from November 17, 2020 until May 31, 2021 and those fines will be abated if the violation has been remedied to the satisfaction of the PM or Standards Committee before May 31,2021. If the violation has not been remedied all fines will be reinstated back to suspension date of November 17, 202 forward until violation is corrected. 11 Yes, 0 No, 1 Abstain (Giampolo). Motion passes.

1. **COMMITTEE REPORTS:**

None

1. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, December 9, 2020 at 7:00 PM
2. **ADJOURNED**:

MOTION to adjourn at 9:46 PM by Director Webber, seconded by Director DeMarco Motion passed unanimously.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Deborah Giampolo (12/--/2020)

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: October 28, 2020

**STATUS OF THESE MINUTES**: APPROVED (12/1/2020)

**ATTENDANCE:**

**Directors in Attendance:** A. Heikoff, D. Heikoff, Palladino, Webber, Dostal, Giampolo, Devlin, Onessimo, DeMarco, Raupach, Grigg, Patel

**Directors Absent:**

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

1. **CALL TO ORDER:**

Director Webber called the meeting to order at 7:05 PM.

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to accept the minutes with amendments by Director Raupach, seconded by Director Giampolo Motion to approve preceding Minutes passed unanimously.
2. **FINANCIAL REPORT:** Director DeMarco reviewed the financials for each council and the conservancy as provided by Elite.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $23,888.93 |
| The Village | Current Year | $8,312.28 |
| The Ridge | Current Year | ($616.68) |
| The Duplex | Current Year | ($829.88) |
| The Townhome | Current Year | $1,608.62 |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle stated that the inspection reports are available for the board to review. There were no questions.
3. *Document Revision/Update:* Mr. Kohnle reviewed the current status of the document revisions. The bylaws and declaration are almost final. On December 1st or 2nd (dependent on attorney availability) at 6:30 PM, there will be a meeting to review the documents with the Pilicy & Ryan, Councils for community.
4. *Reserve Study:* The board has been provided the most current revision. $500 will be added to the Conservancy budget to allow for a yearly update.
5. *Landscaping/Snow Contract Bids:* Discussion ensued regarding allocation numbers. Pilicy & Ryan provided a draft contract template to use with Butler that includes terms helpful to the Conservancy. Mr. Kohnle and the Documents Committee reviewed that draft.
6. *Morgan Stanley:* A meeting will be scheduled as soon as all parties can agree on a time.
7. **UNIT OWNERS FORUM**

**618 Thoreau Cir (Woodmoor) –** offered their point-of-view regarding the landscaping and photographing of property pertaining to violations. Stated they did not attend their scheduled hearing but did email Mr. Kohnle.

**Jill (Woodmoor) –** updated the community about completed landscape projects and outlined potential projects for 2021. Also spoke about the Town Zoning and Planning meeting regarding the approved Amazon facility.

**Kathleen (Village) –** called it to the board’s attention that it is point-of-order that there was discussion on a possible vote but no motion on the table.

**Peter (Village) –** he asked the board to pay close attention to the Reserve Study during the budget process. He spoke about the Conservancy reserve, the Common Interest Community Act and budget allocation.

**Rao (Woodmoor) –** spoke regarding mailbox fines that he says only he received.

1. **UNFINISHED BUSINESS:**
2. **2020 Community Goals -**  Landscape projects were discussed.
3. **Village Rules –** These will be sent out with the annual meeting notice.
4. **618 Thoreau Cir –** Discussion involved the non-compliance of landscaping. Fines are an issue for the resale of the property. The seller is asking for fines to be waived. The board decided they would not take action to change the fines.
5. **Budget Draft –** More fine tuning is required but there are actuals as of the last nine months. There was additional discussion regarding the renewal of insurance coverage as of December 11, 2020 and the possible addition of coverage in the Village of properties with shared walls. When a potential insurance gap was discovered for the Village, Mr. Kohnle had the coverage added but it may be pulled.

**MOTION** to accept a revised proposal, for budget purposes, of allocations as they are on page 29 of the board packet made by Director Palladino, seconded by Director Giampolo PASSED 9 yes, 3 No (Webber, Patel, Giampolo)

**MOTION** to accept Mr. Kohlne’s outline of allocations for the management contract: Conservancy 33.1%, Village 14.5%, Ridge, 4.3%, Townhome 24.2% and Duplex 23.9% made by Director Webber, seconded by Director Palladino Passed 9 yes, 1 no (Onessimo), 2 A (A. Heikoff, D. Heikoff)

**MOTION** to amend to $25,000 from $35,000 the Conservancy Reserves and look at returning condo fees made by Director Webber, seconded by Director Palladino passed unanimously.

1. **Village Loan –** PIlicy & Ryan will be approached for guidance.
2. **Amazon Facility –** A Town Zoning and Planning meeting was held that attempted to address concerns regarding the proposed Amazon facility. There is a list of conditions that Amazon will need to adhere to. Many community members attended the virtual meeting.
3. **NEW BUSINESS:**
4. **Standards and Rule Revision –** There are two new volunteers for the Standards Committee, Director Patel and Mr. Sinteh. Director Webber appointed them at the meeting. In the Townhome Council 3 types of stairs have been approved – ground, mid-level and walk-out. This copies the Duplex Council’s rules on stairs, as they have the second and third style options. A storm door update has been made to allow horizontal crossbars and black doors. There is a notice about generators and a reminder about the rules for abutting Conservancy land.
5. **November 2020 Conservancy meeting –** It was agreed that the next meeting will be held virtually on Tuesday, November 17, 2020 at 7:00 PM.
6. **Acknowledgement –** Peter DeBisschop and Jill Levine have been acknowledged for their commitment to the community and their time spent helping. It was requested that Mr. Kohnle get pricing for a plaque in their honor.
7. **COMMITTEE REPORTS:**

None

1. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Tuesday, November 17, 2020 at 7:00 PM
2. **ADJOURNED**:

MOTION to adjourn at 10:08 PM by Director Palladino, seconded by Director Giampolo PASSED unanimously.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Deborah Giampolo (10/--/2020)

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: September 30, 2020

**STATUS OF THESE MINUTES**: APPROVED (10/30/2020)

**ATTENDANCE:**

**Directors in Attendance:** A. Heikoff, D. Heikoff, Palladino, Webber, Dostal, Giampolo, Devlin, Onessimo, DeMarco, Raupach, Grigg

**Directors Absent:**

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

1. **CALL TO ORDER:**

Director Webber called the meeting to order at 7:02 PM.

1. **APPROVAL OF THE PRECEDING MINUTES: MOTION** to accept the minutes by Director Raupach, seconded by Director Giampolo Motion to approve preceding Minutes passed unanimously.
2. **FINANCIAL REPORT:** Director DeMarco reviewed the financials for each council and the conservancy as provided by Elite.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $20,355.23 |
| The Village | Current Year | $28,307.45 |
| The Ridge | Current Year | ($967.57) |
| The Duplex | Current Year | $16,148.95 |
| The Townhome | Current Year | $4,969.77 |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle stated that the inspection reports are available for the board to review.
3. *Document Revision/Update:* Mr. Kohnle reviewed the current status of the document revisions. Another draft arrived for review. The document committee added new items to the document. It is anticipated that the final revisions will be available from the documents committee at the October meeting.
4. *Reserve Study:* Mr. Kohnle said that the conservancy needs completion.
5. *Landscaping/Snow Contract Bids:* A redline contract will be requested by Mr. Kohnle from Butler for adjustments that were made. It was recommended that a committee be formed to review the contract for accuracy.
6. *Morgan Stanley:* It was recommended by Morgan Stanley to split accounts to assure insurability. Options may include CD’s of varying terms and bonds. Another meeting will be scheduled to review options.
7. *Draft Audit:* The draft audit was sent to board for review. There was discussion regarding the uninsured funds.
8. **UNIT OWNERS FORUM**

**Bonnie (Duplex) –** posed questions and concerns over receiving a letter requiring removal of her Black Lives Matter sign. She asks Elite to be consistent in their requests.

**Jill (Woodmoor) –** advised that landscape projects such as removing dead material will be completed soon. New plantings will require daily watering.

**Karen (Duplex) –** showed concern over the cost of watering and irrigation. She asked when the system would be shut off.

**Kathleen (Village) –** wanted to know how to get a copy of a proposed budget for her council and the format the document would take.

**Marlene (Village) –** informed the conservancy that there is a Planning and Zoning Committee meeting for the town on October 13 on Zoom, which would address the proposed Amazon site that abuts Walden Woods. Director Webber asked that questions can be given to Elite in advance of the Planning and Zoning meeting or they may be emailed directly to the Planning and Zoning committee to address at the meeting.

**Peter (Village) –** requested that Town Homes and Duplex can reach out to him if decreased watering is requested. Hoses will be gathered at the end of the season.

**Manoj (Duplex) –** questions regarding a bill that was received.

**Rao (Woodmoor) –** addressed mailbox concerns

1. **UNFINISHED BUSINESS:**
2. **2020 Community Goals -**  Discussion involved the landscape/snow removal contract and landscape maintenance at the end of the season.
3. **Village Rules –** A mass mailing will be done with the annual notice.
4. **Budget Draft –** The next draft of the budget is available to the board. A request was made to add $500 to operating expenses for the Reserve Study annual update.
5. **NEW BUSINESS:**
6. **Village Loan –** Director Palladino reviewed loan options and repayments.

**MOTION** that the Board provide the Village Council (VC) with approval through 12/31/2021 to lend the VC up to $150,000 from Conservancy Reserves. The purpose to assist the VC pay in the completion of a planned three-part paving project at the upper village encompassing all driveways, feeder roads and Knollwood North and South. The agreement will call for the amortization of the loan over seven (7) years at a rate of interest of 3% per annum. The approval is subject to obtaining a legal opinion, to be paid by the VC, that would address the ability of the Board to act, the appropriateness of the loan, the possible ramifications and the process for documenting the loan. Motion by Director Palladino, second by Director Dostal passed 8 yes, 2 no (Giampolo, Onessimo), and 1 abstain (Grigg)

1. **Woodmoor tree removal -** 92 Pierce Blvd submitted proper documents to have trees removed that are, at least partially, on Conservancy property. The Standards Committee cannot advise on this matter. The owner is willing to cover all costs.

**MOTION** to grant AAI to 92 Pierce Blvd understanding that he cannot build structures on Conservancy property. This only allows for removing trees. This approval is subject to the unit owner providing insurance. Motion by Director Webber, second by Director DeMarco passed 10 yes, 1 abstain (Giampolo)

1. **Amazon -** Discussion ensued regarding the proposed facility that will abut the Conservancy. Concerns included noise, need for a berm and the Planning and Zoning meeting. A mailing was recommended for impacted units.
2. **Signs** – Feedback was obtained from the Attorney and at this time there will be no further action regarding signs or flags. The topic will be tabled until after the 1st of January 2021. During the 2021 calendar year, rules will be clarified regarding signs and flags. New letters will be sent to any units that were advised to remove their items, advising them that the topic will be reviewed after the new year.
3. **Garden Cleanup –** Due to lack of use and inability to access the plots, the community gardens are overgrown.

**MOTION** to seek a proposal from Butler Landscaping to weed whack the community gardens using Conservancy funds. This is not intended to set a precedent that the Conservancy will cover community garden costs. Motion by Director Palladino, seconded by Director DeMarco passed unanimously.

1. **COMMITTEE REPORTS:**

None

1. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, October 28, 2020 at 7:00 PM
2. **ADJOURNED**: Eversource planned an outage for the Walden Woods community beginning at 9:00 PM. The meeting adjourned unexpectedly due to lack of quorum.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Deborah Giampolo (10/--/2020)

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: August 26, 2020

**STATUS OF THESE MINUTES**: APPROVED (09/30/2020)

**ATTENDANCE:**

**Directors in Attendance:** A. Heikoff, D. Heikoff, Palladino, Webber, Dostal, Giampolo, Devlin, Onessimo (arrived 7:30), DeMarco, Raupach

**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.

1. **APPROVAL OF THE PRECEDING MINUTES:** A motion to accept the minutes with amendments was moved by Director DeMarco, seconded by Director Palladino Motion to approve preceding Minutes passed 8 yes, 1 abstain (Raupach).
2. **FINANCIAL REPORT:** Director DeMarco reviewed the financials for each council and the conservancy as provided by Elite.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $31,454.87 |
| The Village | Current Year | $30,229.93 |
| The Ridge | Current Year | ($1,372.82) |
| The Duplex | Current Year | $23,458.66 |
| The Townhome | Current Year | $8,814.64 |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle stated that the inspection reports are available for the board to review. He also explained the reference to a “cat tunnel” that was described in a report as being an outdoor structure from a window to a porch.
3. *Document Revision/Update:* Mr. Kohnle reviewed the current status of the document revisions. Director Webber requested that board members review the redline items for clarity. Director Webber would like the updates to be available to the community by the end of the year.
4. *Reserve Study:* Mr. Kohnle said that the councils need to review the study and that some clarifications are still needed. The next draft is anticipated in the next few weeks.
5. *Landscaping/Snow Contract Bids:* The current contract ends on November 30, 2020. Discussion involved the pros and cons of a Brightview contract renewal, a new Butler contract and/or irrigation only from Beebe.
6. *Morgan Stanley:* Mr. Kohnle said that many required signatures have been completed with several more to be done by Director DeMarco. They arranged a time and date to meet to complete the process. Mr. Kohnle will request investment suggestions from Morgan Stanley.
7. *Draft Audit:* The draft audit will be sent to the board for another review with details to be discussed at the September meeting.
8. **UNIT OWNERS FORUM**

**Marlene (Village) –** stated that she felt that Brightview gave more of a monetary benefit than Butler.

**Michael (Village) –** is in favor of the paving project for the Village.

**Peter (Village) –** covered several points of concern including: special assessment funds should be spent on those same projects, remaining landscaping should be done in fall, additional landscape projects have been submitted, that the Reserve Study should reflect the 10% that should be saved, Beebe should do the irrigation service while Brightview offers a discount and that the landscape contract vote should reflect quality of expected work.

**Rao (Woodmoor) –** showed concern over fees related to his mailbox.

**Matthew Abraham (….) –** stated that Brightview is not working and likes Butler.

**Nina (Village) –** in favor of Butler for landscape and snow service. Feels the landscape needs to improve even if it costs more.

1. **UNFINISHED BUSINESS:**
2. **2020 Community Goals -**  Discussion involved the landscape/snow removal contract and the Village cost increase if Butler is contracted.

MOTION to accept Butler as the new landscape and snow removal service contract. Subject to an additional review with Butler and possible adjustment of the allocation of costs by Director DeMarco with a second by Director A. Heikoff PASSED 8 yes, 2 no (Palladino and Dostal), 0 abstain

1. **Village Rules –** Tabled
2. **Council Zoom session** **-** The contract is $150.00/year per license. Director A. Heikoff will initiate the initial contract. She will submit a receipt to Elite for reimbursement.
3. **Budgets –** August’s budget meeting was successful. The Councils will have a month to meet with Elite prior to the September 30, 2020 Board of Directors Meeting. There will be changes to the Conservancy budget including the removal of both dredging and hydro-raking from the budget.
4. **NEW BUSINESS:**
5. **Village Loan –** Director Palladino presented information to the Board about a loan option by borrowing from the Conservancy. It would be a 7-year repayment to the Conservancy at $15/mo. for Village unit owners with a negotiable interest rate. The Village hesitates to pay attorney fees if the Board will not support this option. Discussion also included the possibility of other Councils wanting to also borrow funds and changes to the rules or declaration if needed.
6. **Village Fines -** A request was made to rethink the fine schedule as it may be out of line.
7. **Board Liaison-** The Welcome Committee needs a Board liaison. Director Devlin has volunteered.
8. **Irrigation agreement** – Having voted for Butler to take the landscape and snow removal contract, they would also maintain irrigation.
9. **Reimbursement for Gardens –** Dropped from the agenda
10. **Special Assessment funds –** The Conservancy has saved approximately $15,000.00 from the pool closure this summer. The remaining special assessment landscape projects cost approximately $10,600.00 to complete. Funds from the pool closure will be used to complete the special assessment projects. Mr. DeBisschop detailed the landscape plans he has submitted. He will also shut off the irrigation in areas near the pool that are not necessary to run.

MOTION by Director Webber with a second by Director DeMarco to approve plan 3 and plan 4 of the original landscape proposal with an option of having Butler quote the project not to exceed the current quote of $10,600.00 to complete. PASSED unanimously

1. **% of Cost Allocation-** Mr. Kohnle will review the allocation %. The numbers will be reworked based on current fair assessments.
2. **Sign violation -**  Mr. Kohnle requested that, for the record, the Duplex unit owner who had a Black Lives Matters sign posted was not present to discuss the letter that was sent by Elite requesting removal. The Standards Committee wished to make it known that they were not responsible for the letter or its contents. Rule 4, in its entirety regarding all signage, needed to be included in the mailing not only the reference to political signage. The Standards Committee may also review Rule 4 for the sake of clarity.
3. **COMMITTEE REPORTS:**

None

1. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, September 30, 2020 at 7:00 PM
2. **ADJOURNED**: There being no additional business, the Motion to adjourn by Director DeMarco and seconded by Director Onessimo was Unanimous at 10:01 PM.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Deborah Giampolo (08/--/2020)

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: July 29, 2020

**STATUS OF THESE MINUTES**: Approved (08/29/20)

**ATTENDANCE:**

**Directors in Attendance:** A. Heikoff, D. Heikoff, Palladino, Webber, Dostal, Giampolo, Devlin, Onessimo, DeMarco

**Directors Absent:** Raupach

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

1. **CALL TO ORDER:**

Director Webber called the meeting to order at 7:01 PM.

1. **APPROVAL OF THE PRECEDING MINUTES:** A motion to accept the minutes with amendments was moved by Director DeMarco, seconded by Director Giampolo. Motion to approve preceding Minutes passed unanimously.
2. **FINANCIAL REPORT:** Director DeMarco reviewed the financials for each council and the conservancy as provided by Elite.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $31,238.37 |
| The Village | Current Year | $24,198.62 |
| The Ridge | Current Year | $1,707.51 |
| The Duplex | Current Year | $20,433.79 |
| The Townhome | Current Year | $9,537.64 |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle noted that inspection reports were not provided to the Board but would be made available the following day.
3. *Document Revision/Update:* Mr. Kohnle stated that currently he is waiting for the Bylaw revision and that the Declaration revision needs more boundary information for a final draft that will hopefully be available for the August Board meeting.
4. *Reserve Study:* Mr. Kohnle said that some changes and updates have been made but others require clarification. Director Webber suggested that sidewalks be itemized for clarity. She also requested that Directors review their Councils within the Study.
5. *Special Assessment Projects:* There have been some plant material losses, due to the weather, that Brightview will replace. The Board has the landscape report on page 80 of the board packet.
6. *Pool and Amenities:* Mr. Kohnle posed the question to the board whether the pool should be kept semi-open as it has been this season, or to close it for the season. Director Webber stated that she had not received a response from the Governor’s office regarding immunity protection for Homeowner’s Associations. It was not promising that any legislation would be passed in a timely fashion.

MOTION by Director DeMarco to close the pool as soon as possible with a second by Director Devlin passed Unanimously

1. *Draft Audit:* Tabled
2. *Landscaping/Snow Contract Bids:* This portion of the meeting occurred immediately after the call to order. For continuity sake it will be included here. There were presentations given by Brightview, Beebe, and Butler Landscaping. Each were given approximately 15 minutes to speak to the Board and Unit Owners regarding their quotes for snow removal and landscape services.

Joe and Kevin from Brightview spoke first. As the current service provider, they spoke about incentives and discounts that they would be able to offer the Conservancy based on a new 3-year contract. When asked about extending the contract for only 1 year, it was explained that those incentives and discounts would no longer apply. They were also asked to address some of the concerns with service issues in various Councils. They requested more detail as to the concerns and complaints, although they were able to address some at the time.

Rich Beebe and Mark from Beebe Landscape spoke about their services and familiarity with the property. They were concerned about staffing levels for snow work due to the current and ongoing Covid-19 situation. The proposal that they provided did not include snow work which, if requested, could be added to the quote by 8/4/20.

Tom Butler of Butler Landscape spoke third. He had multiple staff with him to speak in turn about their area of expertise. The services they provide are all in-house with the exception of some irrigation contract work. They have all the staffing necessary to add Walden Woods to their client list. They would provide design plans for no additional cost.

After the presentations were complete and this agenda item was discussed in turn, the board discussed tax details and requested that Mr. Kohnle review Butler Landscape’s quote with them and request it be made more competitive.

1. **UNIT OWNERS FORUM**

**Levine (Woodmoor) –** asked to reach out to Brightview directly about work being done. This was approved as she heads the Landscape Committee. Thanked Peter DeBisschop for watering.

**121 Heather Way (Village) –** request more paving project information.

**4 On the Green (Village) –** supports Village Council paving project and likes Butler.

**5 On the Green (Village) –** requested the Village landscape costs. Stated their preference of Butler.

**Matthew Abraham (…) –** stated that Brightview is not working and likes Butler.

**32 Knollwood (Village) –** supports the village paving project and stated a dislike of Brightview’s service.

**17 Haskins (Duplex) –** spoke about weeds at the pool circle, Marble Faun parking issues, likes Butler Landscaping, and inquired of the Board about if the community tag sale for September should be cancelled. Mr. Kohnle recommended no tag sale and the Board agreed.

**3 Marble Faun (Duplex) –** stated opposition to the Little Library and shared alternatives. Felt the parking rules could be changed and supports a community zoom account.

**Hawthorne Ln (Village) –** commented about additional parking issues. Director Webber recommended, on town roads, to call the non-emergency police phone number.

1. **UNFINISHED BUSINESS:**
2. **2020 Community Goals -**  The tag sale set for September 12th has been cancelled. There is an expectation to reschedule to the Spring of 2021.
3. **Village Rules –** Tabled
4. **Little Library** **-** Tabled indefinitely
5. **Covid-19 Status –** Aspects of this agenda item were covered in other areas of the meeting.
6. **June 15th Lawn Deadlines –** Four properties were addressed individually during this agenda item. The MOTIONS are as follows:

MOTION by Director Webber with a second by Director Devlin to hold all fines currently and waive all fees if lawn and landscape work is completed by October 20, 2020. If work is not completed the fees will continue to accrue from June 15, 2020 forward for 611 Thoreau Cir PASSED 6 yes, 3 abstain (Palladino, Onessimo, Giampolo)

MOTION by Director Webber with a second by Director Devlin to hold all fines currently and waive all fees if lawn and landscape work is completed by October 20, 2020. If work is not completed the fees will continue to accrue from June 15, 2020 forward for 107 Pond Ridge PASSED 6 yes, 1 no (Palladino), 2 abstain (Giampolo, Onessimo)

MOTION by Director Webber with a second by Director DeMarco to institute fines from June 15, 2020 till abatement for 112 Pierce Blvd PASSED Unanimously

MOTION by Director Webber with a second by Director DeMarco to fine $25/day from June 15, 2020 until abatement for 618 Thoreau Cir PASSED Unanimously

1. **NEW BUSINESS:**
2. **Village Loan –** Tabled till August
3. **Fines -** Tabled
4. **Parking-** This agenda item was discussed prior to the Manager’s Report to allow for comment during the Unit Owners Forum. Discussion included parking areas being reserved for guest, unit owner’s moving vehicles to avoid the 48 hour parking rule and ticket and/or towing possibilities.
5. **Council Zoom subscription** - $150.00 to host a Zoom unlimited access account that would allow all Councils to provide access to scheduled meetings.

MOTION by Director Webber to approve the use of miscellaneous Conservancy funds to allow all Councils access to the Zoom meeting platform seconded by Director A. Heikoff Passed Unanimously

1. **Reimbursement for Gardens –** Tabled till August
2. **August Budget Meeting –** The meeting will be held via Zoom on Tuesday, August 18 at 6:30 PM. The public may attend but there will be no forum.
3. **COMMITTEE REPORTS:**

None

1. **EXECUTIVE SESSION:**

An Executive Session was held via Zoom, prior to the 7:00 PM Conservancy meeting.

1. **NEXT BOARD MEETING**: Wednesday, August 26th, 2020 at 7:00 PM
2. **ADJOURNED**: There being no additional business, the Motion to adjourn by Director Onessimo and seconded by Director Giampolo was Unanimous at 10:18 PM.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Deborah Giampolo (08/--/2020)

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: June 24, 2020

**STATUS OF THESE MINUTES**: Approved (08/02/20)

**ATTENDANCE:**

**Directors in Attendance:** A. Heikoff, D. Heikoff, Palladino, Webber, Dostal, Giampolo, Devlin, Onessimo, DeMarco, Raupach

**Directors Absent:** Boccuzzi (resigned)

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

1. **CALL TO ORDER:**

Director Webber called the meeting to order at 7:08 PM.

1. **APPROVAL OF THE PRECEDING MINUTES:** A motion to accept the minutes with amendment was moved by Director Giampolo, seconded by Director DeMarco. Motion to approve preceding Minutes passed unanimously.
2. **FINANCIAL REPORT:** Director DeMarco reviewed the financials for each council and the conservancy as provided by Elite.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $3 |
| The Village | Current Year | $27,918.16 |
| The Ridge | Current Year | $1303.45 |
| The Duplex | Current Year | $30,011.66 |
| The Townhome | Current Year | $16,260.78 |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle noted that inspection reports were provided on page 19 of the board packet. He said the month was busy including meeting with Becht Engineering.
3. *Document Revision/Update:* Mr. Kohnle stated that a Maintenance Standards document, primarily for the Town Home and Duplex Councils, will be drafted by Pilicy & Ryan.

Director Webber addressed some points from previous meetings. All changes and updates made at prior meetings have been sent to Pilicy & Ryan. The percentages of payments by Councils and a discussion of how the %’s had been calculated will be researched by Mr. Kohnle from a prior meeting’s minutes that review the percentages.

1. *Reserve Study:* Mr. Kohnle met with Tyler from Becht Engineering and reviewed areas in question. New measurements were taken that will be used for corrections. The revised study should be available prior to the July meeting.
2. *Special Assessment Projects:* Currently more than half of the projects have been completed with landscape projects estimated to be completed by July 1st. Jill from the Landscape Committee emphasized a watering schedule being necessary for the new plant materials. Watering options were discussed.
3. *Pool and Amenities:* Director Webber read a statement regarding the closure of all amenities. With advice given by both attorneys, Elite and the insurance carrier, it was recommended to close and keep closed all amenities. Insurance coverage is likely to be unavailable and the defense cost could be catastrophic. Hiring attendants for oversight is not a reasonable solution. A request for immunity protection for associations from liability can be made to local government. Reimbursement, specifically for the community gardens, may be made directly from its fund. The Board is not taking this decision lightly. Any who disagree are urged to join the Board in either an open position now or at the September organizational meeting.
4. *Morgan Stanley Reserve Accounts:* Tabled
5. *Landscaping/Snow Contract Bids:* Tabled
6. **UNIT OWNERS FORUM**

**121 Pierce (Woodmoor) –** stated questions about amenities had been answered.

**131 Primrose (Village) –** thank you to Director Webber for her statement.

**2 Scarlet (Duplex) –** questions were answered

**12 Scarlet (Duplex)) –** Thanks to Director Webber. Unclear why all amenities are closed when the gardens total 9.

**32 Last Leaf (Town Home) –** deck issues need resolving, speculated that the % paid by the Duplex Council was more due to size and space.

**430 Pond Bridge (Ridge)–** understands legalities but will the closure be revisited monthly?

**7 Last Leaf (Town Home) –** concern that closure is for all amenities. Bushes around decks need trimming due to bees.

**Glenn Brand ( )–** great job Jill on landscaping, concerned about trail closure and who/how would closures be enforced.

**16 Scarlet (Duplex) –** closures are overblown and overcautious. Appreciate the work the Board has done but insurance companies benefit from closures.

**100 Pierce (Woodmoor) –** chlorine should kill the virus at the pool and if people follow the rules.

**4 On the Green (Village) –** stated that many other topics need discussion, not all amenities are equal for risk and via chat suggested contacting Representative Jane Garibay regarding immunity for associations for contraction of virus.

**23 Rhodera ( ) –** minimal opportunity for contraction outdoors.

**426 Pond Bridge (Ridge) –** appreciates the effort of the Board, issues with curb appeal for the Ridge, and chipmunk infestation.

**35 Last Leaf (Town Home) –** Thanks to Director Webber for clearing up the closures. Lobby the State for immunity for associations, pursue use of waivers and assess each amenity separately.

**14 Pond Bridge (Ridge) –** dead trees and branches need clearing and also chipmunk issues.

**5 On the Green (Village) –** can’t understand garden closure, requests fireworks notice to be sent to all unit owners due to the illegality and safety.

**144 Morning Glory (Village) –** agree with Board’s decision with a possible exception for the gardens and the Board should not live in fear of lawsuits.

**32 Knollwood (Duplex) –** more specific detail about with amenities actually are. Decisions should be made following the Declaration and Bylaws.

**17 Haskins (Duplex) -** at the pandemic start all these amenities were open and now they’re being closed, people don’t sue over other illnesses and how would they prove the illness origin.

**130 Pond Bridge (Ridge) –** is there a plan for tree or branch removal?

**Ruth Johnson ( ) –** disappointed but understood, hopeful for a garden accommodation and stated that signs had already been removed. Questioned who would become the liaison to the Welcome Committee with the resignation of Director Boccuzzi.

**15 Scarlet (Duplex) –** how is the definition of amenity applied? Mailboxes, sidewalks and streets could be included. Phase 1 opening included outdoor activities and Phase 2 included outdoor events. The gardens are already distanced.

**3 Marble Faun (Duplex) –** fireworks that were heard were possibly Bradley International Airport scattering geese from the property. Thanks to the Board for their time spent on the amenity topic. Does not support a refund for amenities being closed.

**17 Scarlet (Duplex) –** work done on a unit wall was not completed with quality.

**424 Pond Bridge (Ridge) –** agree with decisions but is concerned with trail closure.

**92 Pierce (Woodmoor) –** Mailboxes are more problematic for exposure, inquired with an attorney regarding waivers who felt that they would suffice. Thanks to the Board but wanted to know how they will determine when amenities can be opened.

**649 Thoreau (Woodmoor) –** Thank you to Director Webber for the clear explanation. Thank you also to the Board and Jill. Suggested the gardens should still be considered.

**1 Dunbar (Duplex) –** Thanks the Board for making time for all the unit owners.

**17 Rhodera (Town Home) –** (written comment) decks need fixing and chicken bones have been found after the landscaper visits, these are dangerous for dogs.

Director Webber addressed questions and statements from unit owners, based on her prior statement regarding the amenity closures.

**MOTION:** Move that Walden Woods close all amenities until there is blanket government immunity for the association for Covid-19 transmission. Motion by Director DeMarco second by Director Palladino. 9 Yes, 1 No (D. Heikoff), 0 Abstain Motion passes

The decision was made to continue to maintain the pool but not open it in hopes that access may be able to be granted at a future date.

1. **UNFINISHED BUSINESS:**
2. **2020 Community Goals -**  June 15 was the yard standards deadline. Several units need improvement. Notice and hearing is the next step after Mr. Kohnle determines who made attempts. He expects 4 to 5 hearings.
3. **Village Rules –** Tabled
4. **Little Library** **-** Tabled
5. **NEW BUSINESS:**
6. Director Boccuzzi resignation – Director Webber addressed this at the beginning of the meeting. For continuity it is included here. Director Boccuzzi has resigned from all board positions. This leaves two Town Home positions avail to stand as directors.
7. **Fines -** Tabled
8. **Parking-** Tabled
9. **COMMITTEE REPORTS:**

None

1. **EXECUTIVE SESSION:**

An Executive Session was held via Zoom, prior to the 7:00 PM Conservancy meeting.

1. **NEXT BOARD MEETING**: Wednesday, July 29th, 2020 at 7:00 PM
2. **ADJOURNED**: There being no additional business, the Motion to adjourn by Director Palladino and seconded by Director DeMarco was Unanimous at 9:21 PM.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Deborah Giampolo (07/--/2020)

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: May 27, 2020

**STATUS OF THESE MINUTES**: Approved (06/26/20)

**ATTENDANCE:**

**Directors in Attendance:** A. Heikoff, D. Heikoff, Palladino, Webber, Boccuzzi, Dostal, Giampolo, Devlin, Onessimo (Arrived at 7:15), DeMarco, Raupach

**Directors Absent:**

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

1. **CALL TO ORDER:**

Director Webber called the meeting to order at 7:11 PM.

1. **APPROVAL OF THE PRECEDING MINUTES:** A motion to accept the minutes with amendments was moved by Director Raupach, seconded by Director Palladino. Motion to approve preceding Minutes passed unanimously.
2. **FINANCIAL REPORT:** Director DeMarco reviewed the financials for each council and the conservancy as provided by Elite.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $37,230.31 |
| The Village | Current Year | $21,993.66 |
| The Ridge | Current Year | $900.45 |
| The Duplex | Current Year | $25,184.69 |
| The Townhome | Current Year | $11,911.01 |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle noted that inspection reports were provided on page 17 of the board packet.
3. *Document Revision/Update:* Mr. Kohnle stated that he met with Pilicy & Ryan.

Item # 12 refers to Article 19 (Assessment and Collection of common expenses) It was requested that Mr. Kohnle research the percentages that the Councils split for specific service payments. The board discussed that these percentages should be a board resolution not in the declaration.

Item # 14 is Section 19.2.1 Councils need to review this section and let Director Webber which items apply.

Item # 15 Section 19.4 (percentage of budgeted expenses) Discussion of the current 15% of budget to reserves and if a minimum of 15% should be added to the Declaration.

Item 16 is Article 22 (Insurance requirement for Village and the Ridge) The Village and the Ridge need to verify with sections of the policy involve their Councils. The master policy covers land, sidewalk, roads and common elements.

Item 18 is Article 24.3 (e) discussion involved the reach of the board.

Item 19 is Article 28 (special services) Pulled from the Declaration.

Item 20 is the request by Pilicy & Ryan for maintenance standards for the Duplex Council. General items will be provided by Pilicy & Ryan to the board for review as well as Mr. Kohnle will research an alternate document that may already contain this information.

There was a recommendation for a New Board Member Committee that provides a tutorial and expectations of the positions.

1. *Reserve Study:* Mr. Kohnle said that Becht cannot pinpoint the locations of the fences without a site visit.
2. *Special Assessment Projects:* The priority of projects that have been bid on are as follows: 1. Along Walden Meadow Road 2. Pool Circle

MOTION: A motion to approve the negotiation with Beebe and Marino Bros for projects 1 and 2 passed unanimously.

1. *Pool Opening:* Mr. Kohnle stated that per the government, June 20 is the open date. The pool furniture is ordered and being delivered. The pool was opened based on the requirements from the April meeting.
2. *Morgan Stanley Reserve Accounts:* Next month Morgan Stanley will have provided a checklist for funds.
3. *Landscaping/Snow Contract Bids:* Discussion involved Brightview contract pricing, Beebe not being able to provide snow service out of concern if manpower is unavailable due to Covid-19 but they would provide landscape service beginning in the spring of 2021, Butler’s will have a bid in soon, and there has been no response from Bill’s. Mr. Kohnle will arrange for interviews to be held during the June meeting.
4. **UNIT OWNERS FORUM**

**Ackley (Lochview Dr) –** discussed landscape issue with the tennis courts and also concern over lack of contact with Elite. It was made known that Brightview had until May 31 to complete their cleanup. Also, Mr. Kohnle discussed the contact that he has had with the unit owners. Director Webber suggested that the unit owner speak to their Council if they are displeased with Elite’s response time.

**Lawson (Duplex) –** suggested interviewing Beebe, and possibly have Brightview provide snow service. Supports the possibility of a “Little Library”.

**7 Dunbar –** proposed a registered Little Library that she was steward, her husband would build (with input from the board) and they would pay to register (donations would be welcome). A request was made to add this as an agenda item in New Business.

**Tracy (Duplex) –** inquired about how the insurance expenses are allocated within the Duplex and Townhouse Councils. Was told that Townhomes pay the bulk.

**14 Scarlet Ln –** requested to see the documents referenced during the meeting and was told that the board packet is exclusive to the board, but some documents may be provided by the Council. Suggested meeting with Beebe to see if they may outsource the snow removal. Asked Elite to address gutter issues that have been ongoing. They were directed to their Council.

**DeBisschop –** The trees on the green need mulch and attention needs to be paid to the monuments in Woodmoor. Suggested not including the wording minimum 15% in the declaration. Addressed 618 Thoreau Cir as being an eyesore.

**Bernier (Haskins) –** supports a Little Library, suggests interviewing Beebe first, the June tag sale will be postponed to September 12.

**3 Marble Faun –** for landscaping, suggested to extend Brightview’s contract but to also interview Beebe. Is concerned about the stewardship of a Little Library and inappropriate items. Suggested the discount books at the library as well as regular library use as well as book clubs.

**Rau (Woodmoor) –** addressed mailbox and AAI issues, requested waiving fees. Director Webber explained the process of AAI, violations and fees. She also mentioned the opportunities the unit owner could have pursued to resolve the issues.

**Levine (Woodmoor) –** Suggested that a contingency plan should be in place in the event of a Covid resurgence in the winter regarding snow removal. Requested that action be taken regarding 618 Thoreau Cir. She also asks to find out if Brightview is using Roundup as this is a carcinogen. She suggested contacting 4 Seasons for a plowing quote, Mr. Kohnle will discuss with them. She suggested that rules and guidelines need to be in place for the official opening of the pool and tennis courts.

**Towers (Village) –** Stated that she has already used the tennis courts using caution.

1. **UNFINISHED BUSINESS:**
2. **2020 Community Goals -**  Discussion of the community tag sale for September 12th was held during unit owner’s forum.
3. **Village Rules –** Notice and Comment needed to proceed. Mr. Kohnle will find out how to proceed.
4. **Village Loan** **-** Tabled
5. **NEW BUSINESS:**
6. **Little Library -**  Discussion will be had at the June meeting.
7. **Tennis Court/Pool Rules-** Mr. Kohnle recommends opening the tennis courts and the Standards Committee can propose rules in June.
8. **COMMITTEE REPORTS:**

Standards – The Standards Committee is being overwhelmed and wants to find out if the board is able to address blighted properties.

1. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, June 24th, 2020 at 7:00 PM
2. **ADJOURNED**: There being no additional business, the Motion to adjourn by Director Palladino and seconded by Director DeMarco was Unanimous at 10:00 PM.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Deborah Giampolo (06/--/2020)

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: April 29, 2020

**STATUS OF THESE MINUTES**: Approved (05/30/20)

**ATTENDANCE:**

**Directors in Attendance:** A. Heikoff, Palladino, Webber, Boccuzzi, Dostal, Giampolo, Devlin, Onessimo, DeMarco

**Directors Absent:** Raupach, D. Heikoff

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

1. **CALL TO ORDER:**

Director Webber called the meeting to order at 7:02 PM.

1. **APPROVAL OF THE PRECEDING MINUTES:** A motion to accept the minutes as written was moved by Director Onessimo, seconded by Director Palladino. Motion to approve preceding Minutes passed unanimously.
2. **FINANCIAL REPORT:** Director DeMarco reviewed the financials for each council and the conservancy as provided by Elite.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $31,612.03 |
| The Village | Current Year | $17,576.73 |
| The Ridge | Current Year | $676.49 |
| The Duplex | Current Year | $17,306.11 |
| The Townhome | Current Year | $5,466.60 |

1. **MANAGER’S REPORT**
2. *Inspection Reports:* Mr. Kohnle reported that inspection reports were provided on pages 19-21 of the board packet.
3. *Document Revision/Update:* Mr. Kohnle stated that document revisions are in process and need feedback from the Documents Committee and Pilicy & Ryan.
4. *Reserve Study:* Mr. Kohnle said that feedback is expected from the Councils to Becht and that more discussion is needed before the finalization.
5. *Special Assessment Projects:* Landscape plans have been provided to 4 companies for review and quotes. Contract companies include Brightview, Four Seasons, Moreno Bros. and Beebe Landscaping. Scheduled work is nearing completion with the Meeting House handrails having been completed on April 28.
6. *Pool Opening:* Mr. Kohnle explained that due to the current health situation regarding Covid-19, there may be a delay in the anticipated opening of the pool. Savol, the pool company, had several recommendations that Mr. Kohnle shared at the meeting. Board consensus was to accept option 2, which semi-opens the pool but places the cover back on. Pool furniture will not be placed and the gate will remain locked. Savol will provide a free final opening when it is allowable.
7. **UNIT OWNERS FORUM**

**Lawson (Duplex) –** thanked a community member who took the time to pick up trash on the property.

**331 Mercier Ln –** inquired about a tree near their property that is an issue. Director Webber directed them to their Council representatives. They also asked questions about monthly fees. It was explained that they are in their resale packet as well as on the website.

**430 Pond Bridge Rd –** stated that a tree near the mailboxes is a hazard and should be removed. Mr. Kohnle stated that all trees are assessed every year, it will happen soon and will be discussed.

**Tracy (Duplex) –** had noticed that there was no Council meeting recently. Director Palladino explained the meeting schedule and the possibility of a video conference.

**6 Scarlet Ln –** questions were asked regarding dead tree and bush removal as well as the trash collection by Waste Management.

**Haskins –** asked about Brightview replacing damaged curbs from plowing. Mr. Kohnle explained that they have till the end of May per the contract. This unit owner also suggested using Beebe Landscaping versus Brightview when the contract is renewed.

**3 Marble Faun –** asked how the special assessment amount was determined. Director Webber answered that it had been determined as part of the budget process.

1. **UNFINISHED BUSINESS:**
2. **2020 Community Goals -**  Currently this item has been put on hold.
3. **Reserve Study Discussion –** It has been requested that Becht clarify some of the mapped locations to provide more understanding of certain locations. Director Webber brought to the Board’s attention several portions of the Reserve Study that included placeholders of $1.00 where Becht presumed that the costs would come from the operating budget. 7-6 (pond fountain) approximate cost of $2000 for replacement if needed, 7-7 (Pool House septic) will be reviewed with Public Works to get more information on the system. Becht will be updated. 7-10 (fences) should be updated with Becht to refer to only the tennis court fences, 7-12 (pond dredging or cleaning) should be removed by Becht entirely and 7-14 (Meeting House renovations) details regarding age of appliances and last renovation need to be supplied. These items were approved by the board with no objections.
4. **Morgan Stanley Reserve Accounts** **-** Mr. Kohnle will provide the signature document to Director DeMarco on April 30.
5. **Landscaping/Snow Contract -** The four vendors have been contacted regarding quotes. They have 45 days to get that information to Elite, which will be prior to the May 27, 2020 meeting. The vendors are Beebe Landscape, Brightview, Bill’s Landscape and Butler Company.
6. **NEW BUSINESS:**
7. **Village Loan -**  Director Palladino presented to the Board his loan proposal for the Village paving project. Discussion ensued.
8. **Village Rules-** Page 26 of the Board Packet details the new rules for the Village. Doorbell cameras will require an AAI and have criteria for approval. Video cameras will require an AAI and have criteria for approval. Replacement windows will be required to have a New England esthetic. Window grids will be required in all visible new installation. See rules for requirements.

MOTION to approve the rules as submitted to the Board brought by Director DeMarco seconded by Director Palladino. 8 yes, 1 No (Devlin)

1. **COMMITTEE REPORTS:**

Tabled till the May meeting.

1. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, May 27th, 2020 at 7:00 PM
2. **ADJOURNED**: There being no additional business, the Motion to adjourn by Director DeMarco and seconded by Director Palladino was Unanimous at 9:16 PM.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Deborah Giampolo (05/--/2020)

**There was no March meeting due to Covid**

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: February 26, 2020

**STATUS OF THESE MINUTES**: Approved (05/02/20)

**ATTENDANCE:**

**Directors in Attendance:** Raupach, A. Heikoff, D. Heikoff, Palladino, Webber, Boccuzzi, Dostal, Giampolo, Devlin

**Directors Absent:** Onessimo, DeMarco

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

1. **CALL TO ORDER:**

Director Webber called the meeting to order at 7:51 PM.

1. **APPROVAL OF THE PRECEDING MINUTES:** After some discussion of the minutes, a motion to accept the revised minutes was moved by Director Palladino, seconded by Director Raupach. Motion to approve preceding Minutes passed 8 yes, 1 abstain (Raupach).
2. **FINANCIAL REPORT:** Motion to skip the Financial Report and continue to the Manager’s Report due to the Treasurer not being present. Motion by Director Palladino, seconded by Director A. Heikoff Passed Unanimously. Mr. Kohnle read the financial totals.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $24,936.25 |
| The Village | Current Year | $5,899.62 |
| The Ridge | Current Year | ($118.86) |
| The Duplex | Current Year | $10,432.88 |
| The Townhome | Current Year | ($6, 180.06) |

1. **MANAGER’S REPORT:**
2. *Inspection Reports:* Mr. Kohnle reported that inspection reports were available to the board for review on pages 19-22 of the board packet.
3. *Document Revision/Update:* Mr. Kohnle met with Pilicy & Ryan and provided questions to the Board for review and response.
4. *Reserve Study:*
5. *Special Assessment Projects:* Mr. Kohnle stated that the landscape proposal will go out for bids and that he has four contractors pending. Jill from the Landscape committee presented her plan for the Conservancy landscaping.
6. **UNIT OWNERS FORUM**

**17 Haskins Rd –** questions were asked regarding the Reserve Study. Mr. Kohnle will meet later to address the questions.

**35 Knollwood N –** asked about the availability of the Reserve Study. Director Webber suggested contacting an individual’s Council to see the current draft.

**3 Marble Faun –** comments regarding the faulty retaining wall and that the Walden Meadow plaque is unreadable.

**22 Scarlet Ln –** questioned when the damaged asphalt will be removed from the grass and that the daylilies need to be improved upon. Mr. Kohnle stated that the work is typically complete by the end of June. Director Webber directed the unit owner to the Duplex Council for the plant issues.

1. **UNFINISHED BUSINESS:**
2. **2020 Community Goals -**  The documents meeting was addressed. The topics covered and discussed by the Board include: Bylaw section 2.3(b), electronic notification and section 2.22. Declaration discussion included Article 19, section 19.4(a) and Article 28.
3. **Reserve Study Discussion –** For continuity of the Minutes, the presentation by Matt Herceg (representing Becht Engineering) will be included in this section. This portion of the meeting began at 6:33PM and ran until 7:46PM. Matt gave an overview of the services provided and types of properties serviced by Becht Engineering. He explained the formatting of the reports and how data was compiled. There was discussion regarding operating budget versus reserve budget and how Becht determines cost. Matt answered board questions that were provided prior to the meeting as well as those asked during the presentation. Becht is expecting feedback from the board to proceed. Discussion ensued.
4. **Landscaping/Snow Contract -** Page 26 of the Board packet provides specifications of expected work. A committee has been formed to address the contract. The committee currently includes Director Webber and Peter (from Communications committee) and a request for representation from each Council.
5. **Morgan Stanley Reserve Accounts** **-**

Motion by Director Giampolo, seconded by Director Palladino to provide Morgan Stanley with current signature cards as follows:

Director DeMarco as Treasurer

Mr. Kohnle and Director Webber representing the Conservancy

Boccuzzi – Townhomes

1. Heikoff – Duplex

Devlin – Village

Onessimo – Ridge

Passed Unanimously

1. **NEW BUSINESS:**
2. **Village Loan -**  Item pulled by Director Palladino from this meeting to be presented at the April Board Meeting.
3. **Fines-** Item pulled by Director Palladino from this meeting to be presented at the April Board Meeting.
4. **Main Entrance Sign –** Item was reviewed during the Unit Owner’s Forum.
5. **COMMITTEE REPORTS:**
6. **Communication –** correspondence will be going out to the community.
7. **Standards –** the Charter will be sent to Pilicy & Ryan
8. **Environmental –** a Chair is needed
9. **Welcome –** Director Boccuzzi said the meeting was well attended.
10. **EXECUTIVE SESSION:**

None

1. **NEXT BOARD MEETING**: Wednesday, March 25th, 2020 at 7:00 PM
2. **ADJOURNED**: There being no additional business, the Motion to adjourn by Director Raupach and seconded by Director Palladino was Unanimous at 9:24PM.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary Deborah Giampolo (02/--/2020)

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**MEETING DATE**: January 29, 2020

**STATUS OF THESE MINUTES**: Approved (02/29/20)

**ATTENDANCE:**

**Directors in Attendance:** DeMarco, A. Heikoff, D. Heikoff, Palladino, Webber, Boccuzzi, Dostal, Giampolo

**Directors Absent:** Onessimo, Raupach, Devlin

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

1. **CALL TO ORDER:**

Director Webber called the meeting to order at 7:13 PM.

1. **APPROVAL OF THE PRECEDING MINUTES:** After some discussion of the minutes, a motion to accept the revised minutes was moved by Director DeMarco, seconded by Director Palladino. Motion to approve preceding Minutes passed 6 yes, 2 abstain (Dostal and Giampolo).
2. **FINANCIAL REPORT:** Director DeMarco presented detailed financial information that was provided to the Board by Elite. He summarized the financial status of the Conservancy, as well as, the various Councils.

|  |  |  |
| --- | --- | --- |
| The Conservancy | Current Year | $2,496.22 |
| The Village | Current Year | $7,866.21 |
| The Ridge | Current Year | $85.16 |
| The Duplex | Current Year | ($24,110.19) |
| The Townhome | Current Year | ($5,266.13) |

1. **MANAGER’S REPORT:**
2. *Inspection Reports:* Mr. Kohnle stated that current inspection reports for January include storm damage and tree damage. He conducted several onsite visits.
3. *Document Revision/Update:* Pilicy & Ryan have completed the document revisions. On February 18, there will be a closed meeting with the Board where Pilicy & Ryan will present the documentation for review.
4. *Reserve Study:* Mr. Kohnle had a preliminary meeting with Becht Engineering. A representative from Becht Engineering will attend the February 26 Board Meeting at 6:30 PM to present results.
5. *Front Entrance Tree Work*: All tree work at the entrance has been completed by Evergreen.
6. *Special Assessment Projects:* Mr. Kohnle advised that Mareno Bros. is in the process of removing the yews. Plant materials will be considered and presented to the board, for review, at a later time. New handrails for the meeting house will be completed when the weather improves. Director DeMarco briefly presented the status of the Duplex Council Special Assessment.
7. **UNIT OWNERS FORUM**

**J.L. (Woodmoor) –** requests that Elite contact the town regarding poor lighting on Hawthorne and is concerned about liability regarding injuries. She stated that Brightview did not complete cleanup work. Mr. Kohnle responded that they were not done yet. She addressed the Landscape Committee being listed on the agenda. Director Webber stated that the Landscape Committee Chair was not required to attend unless presenting information. Jill commented on the yew removal and her intent to draw a plan for that area, the pool circle and the cabanas and would present it as a package to Elite. She suggested contracting a company for plant material that would only supply hardy northern stock.

**M.T. (Village) –** stated that during snow removal, the ground was gouged and then deposited on sidewalks. She inquired about the process the snowplow company follows after a storm. She was also concerned about animal droppings not being collected during winter months.

1. **UNFINISHED BUSINESS:**
2. **2020 Community Goals -**  Mr. Kohnle intends to continue community walk-thrus with Board members. It was requested that the Board of Directors Meeting Minutes DRAFT from the prior month be made available on the Walden Woods website by the 15th of the next month for review by the community. These will be the Unapproved Minutes and are not Approved until the following meeting after any amendments have been made.
3. **Reserve Study Discussion –** Held in Executive session, information will be provided at the February 26BOD meeting.
4. **NEW BUSINESS:**
5. **Snow Removal Process -**  Discussion involved the importance of having all areas cleared in a timely fashion.

MOTION that the snow removal be completed in the following order by the snow removal service: Roads, Hydrants, Driveways, then Sidewalks. Motion by Director Webber, seconded by Director Palladino passed unanimously.

1. **Landscaping/Snow Contract-** The current contract with Brightview expires in November 2020. Beginning in February, Elite will review contracts, in March/April Elite will request bids, in May/June quotes will be reviewed with voting taking place in July/Aug.
2. **Morgan Stanley Reserve Accounts –**  Advice was solicited from Morgan Stanley to protect uninsured funds. Options were discussed by the Board. Directors Boccuzzi, DeMarco and A. Heikoff will also provide recommendations to the Board.
3. **Board Liaisons –** Liaisons to Conservancy Committees are as follows:

Webber – Documents and Landscape

Palladino – Community Gardens and Meetinghouse

Giampolo – Standards

Boccuzzi – Welcome

Onessimo – Social

1. Heikoff – Communications

Needed - Environmental

1. **Hearings -**

97 Pierce Blvd – The Board is willing to work with the Unit Owner due to compliance. AAI must be filed on January 30, 2020 and mailbox replacement completed to be considered compliant.

446 Pond Bridge – Due to the extenuating circumstances regarding the situation requiring a storage container due to burst water pipe, the Board has elected to waive existing fines.

MOTION to waive the fine for failure to submit an AAI for the storage container at 446 Pond Bridge. Motion by Director Palladino, seconded by Director DeMarco and passed unanimously.

1. **COMMITTEE REPORTS:**

None

1. **EXECUTIVE SESSION:**

An Executive Session was held directly after the meeting.

1. **NEXT BOARD MEETING**: Wednesday, February 27th, 2019 at 6:30 PM
2. **ADJOURNED**: There being no additional business, the Motion to adjourn by Director Boccuzzi and seconded by Director DeMarco was Unanimous at 8:34PM.

Respectfully Submitted by,

Robin Daly, Minute Secretary (Non-Member)

Approved by Secretary D.G. (02/01/2020)

**WALDEN WOODS**

**BOARD OF DIRECTORS MEETING MINUTES**

**Wednesday, November 20, 2019**

**STATUS OF THESE MINUTES**: Approved (1/29/20)

**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.

1. **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.

1. **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. He also advised that most Councils budgets would even out by the end of the year.

|  |  |  |
| --- | --- | --- |
| 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) |

1. **MANAGER’S REPORT:**
2. *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.
3. *Landscape Projects:* Current projects by both Brightview and Evergreen are in the final stages of completion. They will return to finish all projects.
4. *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.
5. *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.
6. *Reserve Study:* At this time a draft from Becht Engineering has not been made available although it has been promised shortly.
7. 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.

1. **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:**

1. **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

1. **NEW BUSINESS:**
2. **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

1. **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

1. **Technical Changes –** an email of approval is required by either the president or vice-president for any monetary transactions by the treasurer.
2. **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.

1. **EXECUTIVE SESSION:**

none

1. **ANNUAL BOARD MEETING**: Tuesday, December 17th, 2019
2. **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 (-)

**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, Onessimo (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.

1. **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.

1. **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) |

1. **MANAGER’S REPORT:**
2. *Inspection Reports:* Mr. Kohnle gave a brief overview of current inspections.
3. *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.

1. *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.
2. *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.
3. *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.

1. **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 od 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 2020Conservancy 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:**

1. **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.
2. **NEW BUSINESS:**
3. **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.

1. **Hearings –** The Board would like it known that there were two hearings scheduled prior to the meeting but neither property owner attended.
2. **COMMITTEE REPORTS:**

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

1. **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.
2. **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

1. **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

1. **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.

1. **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)

1. **EXECUTIVE SESSION:**

none

1. **NEXT BOARD MEETING**: Wednesday, November 20th, 2019

**MOTION** to change the November meeting date from Wednesday the 27th to Wednesday the 20th 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 (-)