

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

**MEETING DATE:** June 26, 2019

**STATUS OF THESE MINUTES:** Draft (07/11/19)

**ATTENDANCE:**

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

**Directors Absent:** Palladino, Jagadeesan, Lawson,

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

**1. CALL TO ORDER:**

Director Webber called the meeting to order at 7:04 PM. She welcomed the new Board members Director Jones and Director DeMarco.

**2. APPROVAL OF THE PRECEDING MINUTES:**

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

**3. FINANCIAL REPORT:** Director Boccuzzi presented the financial information that was provided to the Board by Elite, briefly summarized the financial status of the Conservancy, as well as, the various Councils.

The Conservancy	Current Year	\$6,328.00
The Village	Current Year	\$20,366.00
The Ridge	Current Year	\$1,918.00
The Duplex	Current Year	\$10,121.00
The Townhome	Current Year	(\$2,944.00)

**4. MANAGER'S REPORT:**

a) Inspection Reports: Mr. Kohnle has been using an improved inspection form and will further review it in July.

b) Landscape Projects: All spring projects are estimated to be complete as of June 28<sup>th</sup>.

- c) Document Revision/Updating: see pages 21-24 of the Board packet. The Conservancy Board reviewed and voted upon proposed Declaration changes as developed by the Documents Committee. Each item, along with attorney comments, was discussed and approved as follows.

Item #3 – **Recital**: MOTION to have the lawyer review and advise what's best. Motion by Director Jones, seconded by Director Towers. Passed Unanimously

Item #6 – **Statement of Documents**: MOTION states that Declaration and By-Laws on file with Town of Windsor are latest governing documents. All others in circulation are copies, not necessarily up to date and not official. Motion by Director Jones, seconded by Director Sikora. Passed Unanimously

Item #7 - **Statement**: MOTION to add the Statement of Location of Rules. Motion by Director Raupach, seconded by Director DeMarco. Passed Unanimously

Item #8 – **Statement**: MOTION that all additions, changes, or deletions to the Rules Document are held by the Secretary or designee (management company or documents committee.) Motion by Director DeMarco, seconded by Director Raupach. Passed Unanimously

Items # 9-11 – these items have been struck from the list

Item # 12 – **Statement**: MOTION that buyers or sellers may elect in writing to receive electronic copies in lieu of paper copies (unless prohibited by law.) Motion by Director DeMarco, seconded by Director Jones. Passed Unanimously

Item # 13 – **Statement**: MOTION that a paper copy of the Rules is deemed to be the latest version of the Rules Document only if it is signed and dated as such by the Secretary or designee (the management company) and is deemed to be the latest version only as of that date. Motion by Director DeMarco, seconded by Director Towers. Passed Unanimously

Item # 15 – **Budget**: MOTION to clearly define budget as a combination of an operating budget and reserve/capital expenditure budgets. Motion by Director DeMarco, seconded by Director Boccuzzi. Passed Unanimously

Item # 16 – **5 Year Reserve Projection**: MOTION that a 5 Year Reserve Projection must be prepared that includes capital expenditures from Reserve Study and other planned expenditures. Motion by Director DeMarco, seconded by Director Boccuzzi. Passed Unanimously

Item # 17 – **Budget**: MOTION to accept that the budget is approved unless rejected by 51% of unit owners. Motion by Director Jones, seconded by Director

DeMarco. Passed Unanimously

Item # 20 – **Statement:** MOTION that a Council may propose its own Rules that must be approved by a 2/3 vote of the Conservancy Board. Motion by Director Jones, seconded by Director DeMarco. Passed Unanimously

Item # 21 – **Statement:** MOTION that limited access is permissible for inspection of the Woodmoor properties and Community Limited Common Elements to determine neglect or other violations. Motion by Director Demarco, seconded by Director Jones. Passed Unanimously

Item # 22-23 – are moot points

Item # 24 – **Statement:** MOTION that a Council may elect one alternate director to serve in place of any absent director of that Council at both Council level and Conservancy level. An alternate may not serve as an officer at the Conservancy level. An alternate must be recognized by the presiding officer at either Council or Conservancy meeting. An alternate shall have the one vote allocated to the absent director. Motion by Director DeMarco, seconded by Director Jones. Passed Unanimously

Item # 25 – to be addressed further at the July Board of Directors meeting.

Item # 26 - moot

- d) Reserve Study: Discussion regarding the service differences between Becht Engineering and Reserve Advisors. MOTION to accept Becht Engineering for the Reserve Study at \$5400.00 made by Director Boccuzzi, seconded by Director Jones passed Unanimously

## 5. UNIT OWNERS FORUM

**Jill (Woodmoor)-** asked if Committees can make comment on Declaration changes. Director Webber stated that the changes first go to the Attorney then to the community for a vote. She also suggested that the Board have an agent from the town speak to the viability of the pond. Another suggestion was made to address the section of road with dead shrubs by removing and replacing them. Discussion involved the budgeting and cost of the project.

**Theda (DC)-** requested clarification of the Reserves percentages. Director Webber stated that there is a statute at 10%. Regarding the pond, she requested that no work be done as it may create more issues. She inquired about updates to the insurance policies and Mr. Kohnle responded that Duplex and Townhomes are updated every year.

**Deb (Woodmoor)**- praised the Board for volunteering. Questioned the "limited access" rule when subject to inspection and who is liable if there is an injury. It was explained that these areas are limited community common elements and not private property.

**Rao (Woodmoor)**- asked how he can get a copy of the Minutes. He was advised that they are posted to the community website

#### **UNFINISHED BUSINESS:**

- a) **Committee Positions** – An Environmental Committee Chairperson is needed. The Social Committee is up and running with a Chair.
- b) **2019/2020 Goals** – Discussion involved documenting Reserves
- c) **Walk-around Attendance**- Mr. Kohnle stated that the process has been successful and will continue.
- d) **New Business on Marshall Phelps**- The Planning and Zoning Meeting was well attended by community members. All votes passed per Director Towers.

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

- a) **Committee Position vote** – A Standard Committee position will be filled by Marilyn (Village).

MOTION to approve Marilyn (Village) on the Standards Committee.  
Director Sikora made the Motion, seconded by Director Raupach. Passed unanimously.

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

None

#### **8. EXECUTIVE SESSION:**

A brief Executive Session was held.

#### **9. NEXT BOARD MEETING:** Wednesday, June 31<sup>th</sup>, 2019

**ADJOURNED:** There being no additional business, the MOTION to adjourn by Director Onessimo and seconded by Director Towers was Unanimous at 8:29pm

Respectfully Submitted by,  
Robin Daly, Minute Secretary (Non-Member)  
Approved by Secretary Marlene Towers (07/09/2019)

