

BOARD OF DIRECTORS MEETING MINUTES (October 28, 2015) - DRAFT

1. **Attending Directors:** Latimer, Webber, Onessimo, Tanner, Palladino (acting as recording secretary), DeBisschop (by phone), Brand, Raupach, Bernier and Tracy.
2. **Absent:** Clark
3. Chris Kohnle, property manager, representing Elite Management
4. **CALL TO ORDER** - President Latimer called the meeting to order at 7:00 PM.

5. **Approval of the minutes:**

A reading of the minutes of the Board of Directors meeting held on September 30, 2015 was waived. A draft copy was discussed without major editing required. A motion to accept the minutes was moved, seconded and approved. Director Bernier abstained. Director Tracy arrived late for this vote.

President Lattimer on behalf of the Board and the Walden Woods community presented a plaque to Marlene Towers recognizing the contributions of her late Husband, Barry Towers, to the Board and the community in general. The plaque will be hung in the Meeting House.

6. **Financial Report:** Director Tracy, referring to the financial information that was provided the Board by Elite, briefly summarized the financial status of the Conservancy, as well as, the various Councils.

7. **MANAGER'S REPORT:**

- a) Inspection Reports- Elite summary of field visits and work orders included in Board package
- b) Financials
 - i. Revisions to financial presentations were completed as requested. Still some question regarding reconciliation of transfers to reserves as shown in I/E statements and the Balance Sheets. Chris to look into and respond.
 - ii. The annual audit engagement letter from CPA Mark Alliod for 12/31/ 2015 was presented with cost at not to exceed estimate of \$3,275.00. Chris recommended acceptance by the Board. Motion was then made, seconded and approved unanimously.
- c) Tennis/Pickle Ball Courts- Chris provide information that cost to raise the height of the fences at each court would aggregate \$4,000. After much discussion of

pros and cons of doing this as opposed to other approaches such as looking into the installation of fake surveillance cameras to discourage fence jumpers and whether the cost, if incurred, should be an operating or reserve item. The matter was tabled into the New Year.

- d) Budget draft 2016- The draft was reviewed and discussion ensued that resulted in some modest changes that Chris will see implemented. A motion to approve the draft for presentation and approval at the annual meeting was moved, seconded and approved with Directors Webber and Onessimo abstaining.
- e) Attorney Review- Attorney Perlstein in an e-mail dated 10/27/2015 to Chris Kohnle addressed the matter of proposed descriptions for Council boundaries. Chris has indicated the response came after he had provided all the information requested by Mr. Perlstein. The attorney response concluded by suggesting further discussions and meeting with Attorney Perlstein, the surveyor, Elite and the Board was needed. In open discussion the Board concluded that Attorney Perlstein was not being responsive to our requests. The time for further discussion has passed and the Board would like to move forward with the boundaries description they had proposed. Chris was instructed to get back to Perlstein with our disappointment in his response and that we would like him to do as requested.
- f) Tree and Irrigation Quotes:
 - i. Russo Work Order#-1712 – \$1,781.16 – Approved unanimously
 - ii. Russo Work Order#-1330 – \$2,233.25 – Approved unanimously
 - iii. Russo proposal dated 10/21/2015- landscaping around pool area - \$2,925 – Approved unanimously
 - iv. Russo proposal dated 10/21/2015- clearing branches and elevating oaks around meeting house - \$1,425 – No action required as this was determined to be a Village matter

8. UNIT OWNERS FORUM:

- a) Debbie Giampolo – Woodmoor – Raised concern that no notice of budget workshops was provided this year. It was apparently an oversight but that all unit owners were welcome. She also asked if Russo staff would use some judgment when mowing the island on Thoreau and skip it if there is no evidence of grass to be mowed. She also inquired that if Conservancy Reserves were excessive would any be rebated back to homeowners. It was pointed out to her that reserve study shows significant projects are scheduled for next few years that will effectively deplete the reserves.

- b) Marlene Towers – Village – Commented that she felt raising the level of the fences surrounding the tennis courts was good idea and way to protect the court surfaces.
- c) Ruth Johnson – Village – As member of the Welcome Committee provided the Board with a summary report of leasing in WW (Attachment- A-below). Her source was personal records she maintained and information provided by Elite. The report is incorporated here by attachment. The report indicates that total units leased were 63 and well below any levels of concern. Her report also suggested that there were some leases missing or a lack of follow up on leased property. The Board thanks her for the information.

9. UNFINISHED BUSINESS:

- a) Contingency Plan for boundaries should a description not be acceptable – In light of other discussion regarding boundaries during attorney review- this item was tabled.
- b) Annual Meetings of Councils – Chris indicated he would be in touch with each Council to ascertain whether or not all have met and elected new representatives and that their budgets have been approved. Those budgets will be presented to the Board at its November meeting for approval.

10. NEW BUSINESS:

- a) Communications Committee (Peter DeBisschop-Liaison) presented a final version of its Standard Operating Procedures (SOP). There followed some general discussion and questions regarding the SOP. A Motion to accept the SPO was moved, seconded and approved. A solitary NO vote was cast by Director Webber
- b) Island at entrance to Walden Meadow- Concerns regarding the trees that were planted and the overall look of the island were raised. There was general disappointment regarding the final product provided by the contractor-The Yarde Group. It was requested that Elite approach Yarde with our concerns to see what they are willing to do to address them.
- c) Garden Committee – Director Raupach requested the Board address what was likely a typo in the approval and direction it had previously provided. Section 17.1 should reflect the fact that filers for a plot in the garden should have their requests into the Garden Committee during winter 2016. A change notice will be put out during notification as part of the Annual Meeting. A motion to make the change was made, seconded and approved. Director Brand Abstained. Director Onessimo voted NO.

d) Board was advised by Director Bernier than the dumpster currently sitting adjacent to the garden is scheduled to be removed shortly.

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

12. EXECUTIVE SESSION: There was no session required.

13. NEXT BOARD MEETING: Tuesday, November 24, 2015 – 7:00PM

14. ADJOURNED: There being no additional business, it was moved, seconded and unanimously approved that the meeting be adjourned at 8:55PM.

Attachment – A

WALDEN WOODS
OTHER-THAN-CWD LEASED UNITS (known)
as of October 28, 2015

Total Number of Currently (Non-CWD) Leased Units:		15
Duplex	7	
Ridge	3	
Townhome	5	
Village	0	
Woodmoor	0	
Total Number of Units for which pre-approval to rent was not obtained from Elite:		2
Duplex	1	
Ridge	1	
Total Number of Units for which a lease has not been submitted to Elite:		6
Duplex	3 (2 new leases; 1 expired)	
Ridge	1 (expired)	
Townhome	2 (1 new lease; 1 expired)	
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Total Number of Units that were leased during most of 2015 but are now empty:		5
Duplex	1 (listed for sale or rent) / vacated 10/15	

Ridge	1 (disposition unknown) / vacated 6/30
Townhome	2 (listed for sale) / vacated ?
Village	1 (may soon be occupied by a relative) / vacated 7/31/15

Of these now-vacated units:

No. of units for which pre-approval to rent was not obtained from Elite:		2
Townhome	1	
Village	1	
No. of units for which a lease was not submitted to Elite:		2
Duplex	1	
Townhome	1	

Summary of Total Units in Walden Woods and Number of Leased Units
as of 10/28/15

No. of units in the Duplex Council = 92

- . 32 rented by CWD.
- . 2 are CWD unoccupied units (14 Haskins; 19 Scarlet/the Sales Office) – these can't be rented by CWD.
- . 58 are owner-occupied. **7 of these are rented.**

No. of units in the Townhome Council: 88

- . 28 rented by CWD
- . 1 is a CWD unoccupied unit (27 Scarlet – model). It cannot be rented by CWD.
- . 59 are owner-occupied. **5 of these are rented.**

No. of units in the Ridge Council: 30

- . **3 are rented.**

No. of units in the Village Council: 72

- . **none are rented.**

No. of units in the Woodmoor Council: 54

- . **none are rented.**