



WILDWOOD
PROPERTY OWNERS ASSOCIATION, INC.

2014 BOD MEETING MINUTES

**W.P.O.A. Board of Directors
February 8, 2014**

MINUTES

1, Call to Order

President Susan Moore called the meeting to order at 9:35 a.m. Other Board members present: Stan Rosen, Marcia Eveland, Dan Rego, Teresa Urbinati, Guy Prairie, Rob Guyette and Mariana Cana. Andy Corn and Scott Burghoff were present by phone. Operations Manager Audrey Miller also attended. A quorum was established.

2. Opening Comments: Susan is pleased that we've survived four weeks of snow.

3. Additions to the Agenda: Sue added a report from the Forest Committee.

4. Open Forum: None

5. Approval of Minutes: The minutes of the November 9, 2013 meeting were unanimously approved with typo corrections.

6. Officer Reports: No reports from the President, Vice President or Secretary.

7. Treasurer's Report:

1. 2013 was a very good year. Delinquent collections were higher than expected, and operating expenses were lower, so that we ended with a surplus.

2. The 2014 budget is done – with some revisions beginning in 2015.

3. The three CDs are coming due in the near future.

4. 45% of the 2014 dues are already collected.

The Treasurer's report was unanimously accepted as presented.

8. District Representative Reports: There were no reports from Mariana, Rob or Andy, and Sue reported that Tammy had no report. Guy reported that he will not seek a new term when his expires. Teresa wants to know when there will be an open meeting for Dues Restructuring.

9. Operations Manager's Report:

1. Audrey has hired Tolland resident Jay Kearin. She received six applications by the deadline, and did four interviews. Jay needs a hoist license, which he says will be no problem. She listed his skills. Jay worked here as a teen.
2. She has secured pollution insurance. \$10,000 deductible; \$3,700 premium.
3. The leaking heating oil tank issue is on-going. Need to drill three test holes to be sure there is no residue.
4. The 2003 pickup truck that we voted not to fix has saved us again. Has no inspection, and does not go off site. There are some minor problems. Audrey wants it fixed and inspected. By consensus the Board approved her request.
5. Audrey brought us up-to-date on how the work was done while short staffed. We were within budget.
6. The laundry is getting new machines in mid-March. A money card system is being installed. The floor will be sealed.

10. Property Management Committee Report: Rob reported that a meeting was held on December 14. The Fox Den bathhouse repair finished with a cost of \$12,600, for an \$18,000 savings. Need a sump pump for the clubhouse basement. Will need new clubhouse roof in five years, so need to be funding it. We discussed what to do with the clubhouse men's room. An emergency eye wash station will be installed this month. Plan to replace three ROW docks in 2014. One raft per year will be replaced. The board asked the committee to look at ways to fix the bathrooms.

11. Security Committee: Stan reported that the committee is rewriting to Rules and Regulations, and should have a report for the Board for the April meeting.

12. Forest Committee: Sue gave this report. She spoke with Bob Ueberbacher, who told her that O'Meara should be at Wildwood by mid-March. We need to create an access point off Hartland Road. The job will take three months. The mud season may delay things. There was discussion about who will oversee the work. Sue will check with Bob.

13. Dues Restructuring Committee: A motion to move into Executive Session was unanimously approved. We moved into Executive Committee at 10:30. At 10:40 we came out of Executive Session for a break, at which time Audrey introduced us to Jay Kearin. We went back into Executive Session at 10:55. We came out again at 11:10.

14. Community Relations Committee: Sue reported that the committee has met and reviewing what worked and what more we could offer. The Turkey Trot had a dozen participants even though it was very cold. There were over 40 at Wes' party. The Spaghetti party was well-attended and we ran out of food. The committee requests \$1,250 for the budget. Sue raised the issue of how money is raised in the sale of T-shirts, etc., but the money goes into the general fund. The committee wants such money to carry forward in addition to budget money.

15. Personnel Committee: Sue gave this report. They are working on new job descriptions – Operations Manager and Property Management Specialist. The descriptions will be cleaned up, broadened and shortened. A motion was made to remove "ASE license" on the Property Maintenance Specialist list. It was seconded and passed unanimously. They will look at the handbook regarding scheduled work hours. A motion was made to remove "35 hours per week" from the Operations Manager description. It was seconded and passed unanimously.

16. Executive Operations Committee: Susan reported that they met this morning. They reviewed Wes' exit interview. They want Personnel to review our policy on retirement benefits. We also need a written understanding of the chain of command for grievances: Operations Manager, President, Executive Operations, Board. And employee should never go directly and first to a Board member.

The committee is reviewing salary ranges for Operations Manager. Will also review range for part-time staff. Will continue to monitor the health plan. All of this will go to Personnel.

16. Old Business: None

17. New Business:

Sue requested a policy for use of the lake, property and facilities during winter. Discussion, as our attorney told Sue summer has more risk factors. He believes "Keep Off Ice" is the best wording. After more discussion, it was decided to leave things as they are, but remind in the newsletter that ice can be unsafe due to drawdowns.

18. Correspondence: None

19. Disposition of Open Forum Issues: None

20. Open Forum: None

A motion was made to adjourn. It passed unanimously and the meeting adjourned at 11:50.

W.P.O.A. Board of Directors

April 12, 2014

MINUTES

1. Call to Order

President Susan Moore called the meeting to order at 9:30 a.m. Other board members present: Stan Rosen, Marcia Eveland, Dan Rego, Scott Burghoff, Andy Corn, Teresa Urbinati, Rob Guyette, Guy Prairie, Mariana Cana. Operations Manager Audrey Miller was also present. A quorum was established.

2. Opening Comments

Sue pointed out that this would be a busy meeting, that the secretary needed to leave at Noon, and that members should try not to repeat what they or others have said.

3. Additions/Changes to the Agenda

- Move Executive Session to immediately after Approval of Minutes
- Under New business add call phone for Operations Manager

4. Open Forum

- Greg Rota voiced concerns about dues restructuring. He has retained an attorney. He also raised concerns about the CE&R about usage and the term “unbuildable.”
- Pam Guinan, via telephone, voiced concern about non-adjoining lots and asked the board to refocus on non-adjoining lots. Chris Guinan voiced his feeling of unfairness /fairness regarding dues.

5. Approval of Minutes.

There were several spelling errors in the Minutes for the February 8, 2014 meeting. The Minutes were unanimously approved as corrected.

At 9:45 the Board moved into Executive Session. At 10:00 the Board came out of Executive Session.

6. Office Reports

- President – no report
- Vice President – Stan referenced the dues restructure committee. He is concerned about protecting Wildwood green space and the Board’s authority to sell Wildwood property. Sue said that Marcia has been working on the issue, and will bring draft wording to the next meeting.
- Secretary – no report

- Treasurer – Dan reported that dues are on target. Delinquent collections are 21% above what was projected. Snow removal was \$1,700 over budget due to using outside people, and because additional salt and sand was needed. There is \$50,000 in five CDs that will be coming due by the end of the year. We have a good cash flow. There are funds in operating, reserves, and savings. A motion to accept was passed unanimously.

7. District Representative Reports – no reports

8. Operations Manager's Report

Audrey submitted a written report. The laundry is ready to use, and the initial card purchase must be done with a \$5 bill. The ice is gone and the ponds are being filled. Fish stocking will be done on April 26 at 1:00 p.m. Teresa requested e-mail blasts to the community listing all meetings for each month. Audrey noted that pollution control work needs to start, so some extra funds may be needed.

9. Personnel Committee

Sue handed out copies of two proposed changes to the employee handbook, and proposed changes to compensatory ranges. In discussion, it was determined that the percentage for retirement benefits should be in line with state law. The motion to approve the changes with that caveat were approved was approved unanimously.

10. Community Relations Committee

Sue pointed out that the 40th anniversary of wildwood is coming up in 2015 and that the committee is starting to work on a celebration. They need \$3,500, but \$4,500 would give a cushion. There will be a tent rental and a cost for a DJ. This is for the 2015 budget. After a brief discussion, a motion to request \$4,500 from Finance for the 2015 budget was approved unanimously.

11. Property Maintenance

Rob submitted a written report, and added some comments.

- The men's shower is fixed; putting down a tiled floor. That's enough until a full renovation can be done. Getting proposals for that. It will be accessible.
- A generator will cost \$9,000. It will be propane. A large one is needed to power the laundry, which could be needed if there is an outage lasting several days. There was discussion about buying on-line and then hiring local people to install. Rob said that would require hiring an outside contractor, and that local plumbers and electricians are often hard to get in.

The report was unanimously accepted.

12. Forest Committee

Sue referred us to Bob Ueberbacher's written report. Everyone is ready, so Audrey is working on the access road. There was discussion about volunteer overseers or hiring a professional. It was agreed by consensus that we hire a professional overseer.

At 10:45, the Board took a five minute break.

13. Dues Restructuring Committee

Sue referred us to the written report from the Committee. During discussion, various points were made.

- The ad hoc committee has done its work and is now disbanded.
- Whatever action is taken regarding a by-law change, we will need to announce them at the Spring Meeting and have open forums to discuss them, before a final Board review, review by our attorney, and presentation at the Annual Meeting.
- Those who disagree with the change must have a voice
- What was the original charge to the add hoc committee?
- Why haven't we done anything about delinquent dues on unbuildable lots, which was the original issue?
- We need to make a decision and move forward

A motion was made to receive the report. It was seconded. After discussion about what this means, it was passed unanimously.

Scott moved that we accept the spirit of the report and move it to the By-Laws Committee for wording. After discussion, the question was called. Teresa, the Treasurer, Sue and Marcia voted yes. Stan, Guy, Andy, Rob and Mariana voted no. The motion was defeated.

Stan moved that the Board accept the report, thank the ad hoc committee, and take the report into account as we continue the discussion about lots and dues. It was seconded. After discussion, the question was called. Stan voted yes. Everyone else voted no. The motion failed.

Due made the determination that we will have a working meeting for this issue, at 9:00 a.m. on Saturday, April 26th, the day before the Spring Meeting.

The Dues Restructuring Committee's report will go out to members. Rob and Sue will draft a cover memo to go with it, which they will send to the Board for approval first.

At this point, 11:50, Marcia left the meeting.

Respectfully submitted,

Marcia C. Eveland, Secretary

14. Security Committee

Doryce Seltzer explained that when the 1989 Rules and Regulations were separated something got messed up.

Rules 1-20 are in reference to private lots and are covered under the Town of Tolland Rules.

She outlined the process the committee looked at.

They looked at changing the language to call them “responsibilities” vs. “must do” items.

The categories would be “Use of Private Property” and “Rules & Regulations”; back to 2 documents.

15. Old Business -

None

16. New Business

Add the 40th year recognition to the Spring Meeting Agenda

16. Other By-laws Changes

- The unbinding question was asked – should all on the BOD and in the office be following the R&R and By-laws – all stated yes. There was some discussion as to whether we are following the by-laws with respect to contiguous and noncontiguous lots as well as those across the street. We need to be considerate and locate the previous year’s newsletters and review.
- The By-laws should allow the BOD to have an Executive Committee to move items forward, but not as a decision making body. This should go to the membership.
- Marsha is working on the issue of selling assets.

17. Operations Manager Cell Phone

Audrey is using her personal cell phone more and more for Wildwood business.

A motion was made to provide the Operations Manager a \$30/monthly stipend to compensate her for the extra costs. It was seconded. It passed unanimously.

18. Correspondence

None

19. Disposition of Open Forum Items

None

20. Open Forum

Greg Rota – he mentioned that his attorney stated that the state and town rules supercede Wildwoods, that the grandfathering is irrelevant, that we need to read the other parts of the city rules, and that Wildwood must heed to the towns lead. Since the town and state recognize his property as 1 lot, Wildwood must as well, and charge accordingly.

A motion was made to adjourn. It passed unanimously and the meeting adjourned at 12:38.

Respectfully submitted,

Dan Rego, Co-Treasurer

W.P.O.A. Board of Directors

May 10, 2014

MINUTES

1. Call to Order

President Susan Moore called the meeting to order at 9:35 a.m. Other Board members present: Stan Rosen, Marcia Eveland, Dan Rego, Scott Burghoff, Teresa Urbinati and Guy Prairie. Andy Corn was present by phone. Operations Manager Audrey Miller attended. A quorum was established.

2. Additions to the Agenda

Discussion of the Spring Meeting was added to Old Business.

3. Open Forum

Diane Massey reported that there is a water drainage issue on Fiddlehead.

4. Approval of Minutes

The Minutes of the April 12 Minutes were approved as corrected.

5. Officer Reports

PRESIDENT

a – Sue made a motion to appoint Marcia as chair of the new ad hoc By-Laws Committee. Then she gave the committee their charge:

1. Review the sections on Finances, Dues and Assessments, to clarify and/or change current wording as needed.
2. Review the suggestions of the Dues Restructuring Committee and the BOD working session
3. Consider the Land Policy recommended by the Secretary

Sue's motion was passed unanimously.

b – Sue moved for the replacement of Tammy with Mariana as Board liaison to the Nominating Committee, just for this year. The motion passes unanimously. The Board gave Sue permission to send flowers to Tammy.

VICE PRESIDENT AND SECRETARY – no reports

TREASURER

Scott made this report. The cash doesn't balance by \$16 – working on it with Audrey. There was nothing unexpected in April. We are now on a rolling CD schedule. There is \$7,000 more in the paid delinquents now than was projected for the entire year! The part-time cleaning is over budget, but

may be misposted. Audrey will check. Gas and diesel are over for YTD, but that would include all the extra snow plowing. Worker's Comp is over the annual amount already; Audrey confirmed that this is because an annual premium was just paid. Dan then went over the 2015 budget worksheet.

6. District Representatives – no report

7. Operations Manager

Audrey submitted a written report, but added to it. Regarding the Forest project, Bob Ueberbacher said it was beginning, but Audrey hasn't heard from the cutters. It may be a delay caused by the bad weather. Regarding the concern Diane raised about Fiddlehead, the culvert needs an extension and the road needs more material on it. Staff will look at the fun-off problem. There was a request that the list of future projects be prioritized. Audrey says that the current list is the most pressing items. She was asked to add a target completion date and estimated cost. There was a question about dock repairs. Anglers Hook, Crow and Otter Pond need ROW docks. Since these are new builds, they need NOIs.

8. Security Committee

Sue requested that the report be put at the end of the meeting, to be handled as there is time, so that we can adjourn at Noon. Stan agreed that there isn't time to do the R & Rs AND the by-laws. The Committee wants time to review again, to clarify, fine-tune and get it all right. Sue asked the Board members to find the R&R handout that was sent last month, and keep it ready to discuss.

9. Executive Committee

Sue reported that this subcommittee of the Board worked on three different situations.

a – A member challenged the dues regarding contiguous lots. In the end, HIS attorney told him that the WPOA had the authority to charge the assessment. He accepts that, but wants to give the lots back, as was done once before. But those lots in the past were not contiguous by law because they were in several owner names. He needs to understand that giving back a lot would make the original lot even more non-conforming, and might also cloud title. Our attorney has been told to cease discussions with this member.

b – A member refuses to pay dues and assessments, saying the WPOA doesn't exist. Our two attorneys worked together and found several cases that support our position. So the WPOA will not negotiate with this one about payment of dues and assessments.

c – We now have a Dutch door to Audrey's office. An owner came in and was inappropriate in how he acted toward her. He has been verbally abusive and has frightened her. Last week, after he left, Susan came to the office, assessed what had happened, and called in the police. They recommended the door change. Sue wrote to the person referring them to the by-law about records and citing the copying fee, saying such requests go through the Board secretary. The police officer spoke to the person unofficially, warning that another complaint would mean an official visit. He claims he will sue the WPOA. There was discussion about the cost of copies. **The Board will revisit copy costs, looking vs taking, and a minimum flat charge.** Audrey commented that these are isolated cases, but she will keep the door locked and not answer the phone after Noon.

From 10:35 to 1-:45 the Board took a break. Andy went off-line for this time.

10. Collections (Andy is not yet back on the phone)

Sue spoke with the Tolland tax collector, and explained their process. The town pays us nothing but will sell repossessed property later. Sue thinks the best course is to pay the back taxes and take the lot. (Andy is back on the phone.) There was discussion about using a collection firm, and about what our attorney is doing. (At this point, Mariana Cana arrived.) After more discussion, the **Board decided that the Executive Committee should talk again with the attorney.** (At this point, Andy signed off.)

11. By-Law changes

Sue gave a couple of corrections. She talked about “Preferential voting” per Roberts Rules, but says that must be allowed in the by-laws.

12. New Business

The Security Committee had a presentation for changes in camp ground rules and rates. The Board asked why. There is a concern about use of the campground: how long one party may use it, and what use is allowed of the club house and the club house kitchen. One group last summer stayed all summer by renewing the guest privilege and once using another member’s name. That party also had meals in the club house and cooked meals in the kitchen. After discussion about rights to amenities, **it was decided that this issue will go on the next agenda.** Audrey was instructed to lock the kitchen going forward.

13. Correspondence

A letter was written to the Board with a negative opinion of how the Board handled the report form Dues Restructuring. After discussion, Sue said that she will respond to the person who wrote.

14. Other business

a – Community Relations will need to sign a contract for rental of tents and tables for the anniversary party next year. Sue asked for authority to sign. The Board, by consensus, said that Sue has that authority once the 2015 budget passes and that amount of funding is approved as part of the budget.

b - Mariana asked permission to report on the meeting this morning of the Nominating Committee. She reported that this Board is seen as aggressive and contentious, so that members may not want to serve on it. Mariana suggested that the Board show more respect toward each other.

15. Spring Meeting

Sue reported that the member who requested another by-law change has withdrawn that request and sent in a written request that all additional parcels owned by a member, contiguous or otherwise, not have to pay additional dues or assessments. A copy was handed out. There are fewer than ten of these non-contiguous lots. Marcia requested that the issue be turned over to the By-Laws committee, but the remainder of the Board believed that this question should be resolved by the Board. There was discussion. There was a vote to remove the Dues Restructuring Committee proposal from the by-law changes. Approved. Stan moved, and Teresa seconded, that the first lot pay 100% of Road and Pond, and that additional lots, contiguous or non-contiguous, pay a flat fee, the actual amount of which will be determined at the next Board meeting. The motion passed with Marcia abstaining. A motion was made to send this to the by-Laws Committee. It passed unanimously.

16. Open Forum

Dan let the Board know that he is building a free-standing garage. He has all the town permits. He has contacted the Building Committee several times, but has had no response. Work begins this Wednesday and he wanted the Board to know he had tried to follow the rules. Sue acknowledged the problem and agreed that all set-backs had been met.

The meeting was adjourned at 12:45.

Respectfully submitted,

Marcia C. Eveland, Secretary

W.P.O.A. Board of Directors

June 14, 2014

MINUTES

1. Call to Order

President Susan Moore called the meeting to order at 9:30 a.m. Other Board members present: Stan Rosen, Marcia Eveland, Dan Rego, Teresa Urbinati, Rob Guyette, Tammy Campanelli and Guy Prairie. Andy Corn was present by phone. Operations Manager Audrey Miller attended. A quorum was established.

Sue said that a few members have pointed out to her that some Board members do not follow the Rules and Regulations. Please follow them.

2. Additions to the Agenda

- Stan is requesting an Executive Session regarding legal matters and security issues. This will be put at the end of the Standing Committee reports.
- Sue added Property Management first under Standing Committee reports.
- Because Marcia has to leave, the Minutes and the report of the By-Laws Committee will go under the Secretary's report and will be first in our business.

3. Open Forum

Ruth Buchanan asked about the status of people living on Otter Pond who were infringing on the WPOA property. She offered to go around by boat on behalf of the Board.

4. Approval of Minutes

Stan had a concern about the accuracy of the Minutes, regarding #15. He believes that there was a vote to remove the Dues Restructuring Committee proposal from the by-law changes. The Board agreed with Stan that this was the case. The Minutes will be corrected. The Minutes were accepted as corrected.

5. Review of proposed By-Law changes

Marcia went item by item through the by-law changes. At that point, she left for another engagement, and the Board began a discussion of the proposals.

Respectfully submitted,

Marcia C. Eveland, Secretary

By-law review lengthy discussion.....notes which support Board changes taken by Tammy Campanelli and used to make corrections and changed.

Teresa disagreed with taking back lots without member approval for each incident. She was not supported by read of Board.

Stan wanted to change % billed to contiguous lots from 20 – 30 in existing bylaw. Sue explained that we are only clarifying existing language, not making changes to concept.

The Board all agreed with the final document, Susan would not allow voting until a hard copy document was seen by all of the board. This will be sent out by email, and email voting will be required so that Marcia can move forward with this process.

Security Committee, Doryce – reviewed history of Greeter Program. Confirmed line in Budget does not include the tax liability of greeter, just the salary. The \$ 7,371 budget is for 2014 season and will be used for weekends and random hours during the week. 2015 budget is for \$8,520, to cover both weekends, holidays and 2 hours a day on non-holiday weekdays in season. Two members objected to weekday hours, saying they did not recall any previous mention of them. It would be helpful to present the number of hours per year for budgeting purposes. Doryce said she would put together a formal info sheet describing the program and what was approved, for future reference.

Operations Manager Report – Besides the review of Audrey's report the following issues were discussed. There are beavers at Otter Pond that are damming up the gate of the dam, they will be removed by an emergency permit through the town health department. Bathing Beach Permit, A new DEP mandated sign is posted at each beach stating that the beach water is tested regularly from Memorial Day to Labor Day. The Lakeside Beach floating raft could not be put out until additional floats were added. This being a bigger size was a new design and the company is fixing the issue for us. We have located a diver to pull weeds at Otter Pond, Audrey will work with the Pond Committee to decide what and where the weed pulling is needed.

Property Management Committee – Rob Guyette reviewed the committee's recent reviews of equipment and property. The original recommendation for purchasing a generator for 9K and having a contractor be completely responsible for all aspects of the installation was again recommended. The board approved moving forward with the purchase of the generator after membership approval of the expenditure from excess reserve funds, at the August Membership Meeting. The clubhouse bathroom renovation was discussed and the board approved moving forward with getting a design and quote for this, so it can be added to the budget for the future. Priorities for the committee; 1) Generator 2) Clubhouse Bathrooms 3) Replace heating system in clubhouse to propane (5 year plan) Board approved all of these as proposed.

Forest Committee – Susan advised that Bob Ueberbacher reported that he has found someone to oversee the project.

Pond Committee – The committee submitted two articles for the next newsletter. Roof Moss – Newsletter article was reviewed by the board and approved. Rule 16 – Newsletter article was reviewed by the board and approved.

Finance Committee – The designation of delinquent revenue vs current year's dues for people on a payment plan has been fixed. It will be posted accordingly. The Pollution insurance coverage will be renewed next year at a higher deductible of 15K for 500k coverage, for a savings to the 2015 budget.

It was agreed that a sum of \$15,000 will be put aside in 2015/16 from excess collections and reserves in 2015 for the purpose of land acquisition, if the members approve it at the meeting.

The 2015 final proposed budget is a flat budget with no increase in dues.

The budget and proposed allocations from the excess reserves were approved by the board.

Security Committee - Rule 16 dishwasher article, the Security Committee does not approve of the newsletter article.

Disposition of Open Forum Items – The two questions that Jan Tkacz posed at the Bylaws Committee meeting were discussed by Susan. The Bylaws state that there will be a board member will serve as a member of each standing committee. There are no restrictions on their membership rights. A close review of the Policy standards will be done, looking for anything that is not a policy, but a rule. The Bylaws need to clarify what a Policy is etc.

Open Forum – Ruth Buchannan inquired if the Board wanted her and Barbara to review use of waterfront green space at OP. Told her we would get back to her.

Executive Session

Tammy excused herself.

Old Business – The Board agreed to carry over any review and discussion of Campground and Clubhouse rules/policy to the July 12 meeting

Meeting Adjourned at 1:30

Respectfully submitted,

Susan Moore, President

W.P.O.A. Board of Directors

July 12, 2014

MINUTES

1. Call to Order

President Susan Moore called the meeting to order at 9:30 a.m. Other Board members present: Stan Rosen, Marcia Eveland, Dan Rego, Andy Corn, Teresa Urbinati, Rob Guyette, Mariana Cana, and Guy Prairie. Operations Manager Audrey Miller attended. A quorum was established.

2. Additions to the Agenda

Under reports, add Nominating and By-Law Committees

3. Open Forum

Mark Harutunian asked for an explanation of the “semi-public” signs on the beaches. It was explained that this state law has been in effect for some time, but that now Massachusetts and told Tolland to enforce it. “Semi-private” only means that a property is owned by more than one person. The fee is owed, and so we will have to pay it.

Marcia Eveland is concerned about people going the wrong way on one way roads such as Fox Den and Owl’s Nest. She asked for larger signage at the entrances and exits.

At 9:15 The Board went into Executive Session. The Board came out of Executive Session at 9:45.

4. Approval of Minutes

The minutes of the June 14, 2014 meeting were approved with corrections.

5. Treasurer’s Report

We have received 90% of our current dues. We are at 144% of expected payment on delinquent dues. We expect \$25,000 more to be paid soon. We have \$86,500 in General Contingency Reserves in excess of \$20,000. We used some of this for the new insurance coverage. We are on track and stable.

6. Reports of District Representatives

Andy reported on a discussion that occurred on Fox Den Beach. There is loud music from the construction workers at Owl’s Nest. Andy talked to them and got an apology, but it happened again today.

Speeding is an issue, as is going the wrong way on the one-way streets.

People don’t want to go to the annual Meeting as they perceive it as being contentious.

o Sue and Marcia pointed out that the 2013 meeting was not contentious at all.

- There are litter issues.
- There have been strangers on the beach.
- There were concerns about the “semi-private” beach posting.
- Can the Board do anything about getting the town to open the dump more often?

Buy has had no feedback. There are new faces at Lakeside Beach. There’s a problem of boats crossing the swimming area. The posted rules are not very visible. Maybe we need to rope the swimming area.

Mariana said that at Meadow Beach there was a dog on a long leash in the water, swimming. She called Will. The Blueberry Meadow ROW needs clearing. Per Audrey, the field is mowed twice per season. The trees get trimmed.

Rob said that the person living at the end of Beetle Road who is not a member had launched a boat. Rob believes that our problems are not with outsiders coming in, but with members and non-members living in Wildwood who don’t follow the rules and by-laws. Rob suggested that we reinstitute the old “need help” alarm: sound three long blasts on the car horn, wait, and then do it again. And we should still call 911 when necessary. Audrey will post this.

Teresa reported that everything is OK in her district.

From 10:15 to 10:20 the Board took a break.

7. Operations Manager’s Report

Audrey submitted a written report. She reminded the Board of Wildwood’s 15 mile per hour speed limit. The staff has removed seven boats. There are twenty more without 2014 stickers that will be removed. We will give owners one year to claim them, and then auction them off.

At this point, Ann Fazi came in, and the Board agreed to hear her report next.

8. Nominating Committee

Ann Fazi explained how the committee got the names of those they interviewed. They ended up with seven names. One committee member never attended. The District Representatives are a problem if there are no names from the District in question. Ann wonders if we need districts at all. We will need three names for the committee this year, since we need to replace the one that never came. For the three they interviewed who were not put on the slate, the committee explained how they could be nominated from the floor. Ann presented the slate. The slate was unanimously accepted.

Operations Manager’s Report (cont.)

- Jan Tkacz, Pond Committee, requests a PH water tester for \$100. The Board approved this request by consensus.
- The be60 people will be at a party in the club house today, and are bringing in a porta potty.

- We will have an open dumpster in place for the next two Sundays.
- Sue asked if all our permits were in. Per Audrey, the NOI for the lake drawdown will be in by August. The RDA to replace ROW docks was approved. A beaver was removed from Otter Pond. Permits are needed for work on the shop and Stone's Throw. If we don't need the NOI for the drawdown, we can use the NOI budget amount for Stone's Throw,

This report was accepted unanimously.

9. By-Laws Committee

Marcia presented the final problems. There was a question about the percentage to use for selling WPOA property. A motion was made to use .10% of assessed value. Rob and Teresa voted no. The motion passed. Regarding #9, Stan requested dropping the last sentence. Nobody else agreed, so the line will remain in. The proposed by-law changes will now be presented in two open member seminars.

10. Campground Rule

Changes need to be approved at the Annual Meeting. It needs to be in proper language. A motion was made to have the following changes:

- Increase the deposit to \$100 per site.
- Instead of putting the rate into the Rule, the rule will say that the Board will publish the refundable deposit amount per site and all fees, as policy, subject to yearly review.
- The rate per night per site will be increased to \$15.
- These changes will be effective September 2, 2014 – the day AFTER Labor Day weekend.
- Quiet hours will be:
 - o M-F @ 10:00 p.m. – 8:00 a.m.
 - o F – Sun @ 11:00 p.m. – 9:00 a.m.

The motion was accepted unanimously. Marcia will put it into rule language and create the policy language.

11. Club House Rule

Audrey stated that we cannot have more than 46 in the club house per the fire marshal. It was agreed that the Rule would not give fee and deposit amounts, but would work like the camp ground, stating that the Board would publish these amounts annually, and review them annually, the same as the camp ground.

The kitchen has been used without a reservation, so it is now locked. A motion was made to continue this practice. It passed unanimously.

After a lot of discussion, a motion was made to have a \$300 deposit and a \$50 rental fee. The motion passed with Sue and Stan voting against it.

12. Agenda for the Annual Meeting

- How do we do the questions for Finance? We will have seven separate votes about how to allocate funds from the reserve account.
- Must also include:
 - o Proposed by-law changes
 - o Slate of nominees
 - o Club house and campground rules

13. Communications

- Two e-mails were received regarding reserves and the 40th anniversary party. How we will be voting will sort that out. It will be \$19 per membership.
- One e-mail regarding poison ivy. Audrey responded. A motion was made to eradicate it next year in the Spring. The motion passed unanimously.
- One e-mail regarding the beach sign about semi-private beaches. Sue called the lawyer when she saw them. The State DEP told Tolland to enforce a law that is already on the books. It is the law. If a group owns a body of water, and the cost for it is in the budget, it is considered semi-private, in that it is owned by more than one person. Our ponds therefore fall into this regulation and we need to pay \$75 per beach for water testing. It wasn't enforced before. If Tunxis Club fights it, and wins, then it is a win for us. So we should see what happens with Tunxis. Marcia will explain this to Mark.

14. Disposition of Open Forum

- Marcia will explain to Mark.

15. Open Forum

Dan has never heard from the Building Review Committee regarding his garage, which is now built. Maybe the committee has outlived its usefulness. The by-laws committee will look at several standing committees to see whether or not they are still viable.

The meeting adjourned at 12:50.

Respectfully submitted,

Marcia C. Eveland, Secretary

W.P.O.A. Board of Directors

September 13, 2014

M I N U T E S

1. Call to Order

President Susan Moore called the meeting to order at 9:35 a.m. Other Board members present were Stan Rosen, Marcia Eveland, Dan Rego, Scott Burghoff, Teresa Urbinati and Doug Fisher. Andy Corn was present via telephone. Operations Manager Audrey Miller was also present. A quorum was established.

2. Opening Comments

Susan handed out replacement pages for the Board member binders. She handed out new *Rules of Conduct* and *Conflict of Interest* forms to be signed and returned by each member. She asked that we read and understand before signing. She notes that there was a continuing issue of dogs off leashes, and requested that Board members follow this rule.

3. Additions to the Agenda

There is additional correspondence. We also need to include an Executive Session at the very end of the Agenda.

4. Open Forum

Ruth Buchanan apologized publicly to Rob Guyette for putting him on the spot at the Annual Meeting, and asked that the Board review the By-Laws to see what works for the Property Management Committee. It needs to meet.

Ann Stone commented that committees are important. They need to be used and give input to the Board. Building Review only met once.

5. Approval of Minutes

- The July 12, 2014 Minutes were approved with two corrections.
- The minutes of the 2014 Annual Meeting were informally corrected.
- The minutes of the July 29, 2014 Special Board Meeting were approved as presented.

6. Reports

PRESIDENT –

- Sue asked us to review carefully and then sign the two forms before leaving.
- We reviewed the Annual Meeting
 - o We need to look carefully at the dues structure – especially the 20% of dues for non-members. BUT – if the Board creates a special committee to accomplish a task, then

the Board should not then refuse it or redo it. Over half the voters want a change. Perhaps we need a special membership meeting for this item.

- o We need to talk about non-members being able to talk about certain by-law changes.
- o What about the anniversary party? The Community Relations Committee will decide what course to take now.
- o District Representatives represent everybody in the district, members AND non-members.
- o We need to improve voting, ballots and tallying. Sue pointed out that, since there were no nominations from the floor, the secretary could have cast one vote, which would have simplified some of the process.
- o We need to look at proxy wording.
- o How can we get a higher participation by members?

- Sue wants us to focus on what we want to accomplish as a Board over the next one or two years. Board members were asked to write down and send to her the two or three things they think are most important.
- Sue reminded us to put the new information into our binders.
- Sue welcomed Doug Fisher, District 4 Representative, to the Board.

DISTRICT REPRESENTATIVES

- Guy Prairie was thanked for his service as District 4 Representative. He was thoughtful, and he was respected. He did a very good job.
- Teresa requested that those members whose second lot fees will go up in 2016 be sent a letter now letting them know about it.

TREASURERS

- In August we were at 95.2% of dues received.
- Dan went over places where we went over budget, and explained why.
- CDs coming due will be used as needed, or rolled over.
- The treasurers and Audrey are working with those who have not yet paid their dues in full for the year.

OPERATIONS MANAGER

Audrey submitted a written report. There were some questions, and some items to be explained:

- Coming soon – road repairs, the new generator, the new sander
- Slope by the Grove is washed out. We will do in-house repairs for now – full repair in 2016
- The Board is invited to the Ponds Committee meeting on October 11 at 10:00 a.m. Security is also asked to attend.

- Regarding fixing roads – our staff can prep, but they don't have the training or equipment to do it all. Takes away from regular work. A paving company can do it cheaper and faster, freeing the staff to do their own work.
- Draw-down begins a certain number of days after the first frost – so sometime in October.
- Sue believes the plant and the staff are running smoothly. Audrey does more so that the Board can do less. Audrey calls others as needed.

10:40 – 10:50 the Board took a break.

7. New Business

- We need a chair for the Forest Committee because the current one feels that his job is done. She suggests Sarah Shae Smith. By consensus, the Board approved this nomination, pending Sue talking to Sarah. Sue let the Board know that the logger now needs to wait for the ground to freeze.
- The Building Review Committee has not been responding to requests for approvals. It has not been meeting. Is it redundant since we follow Tolland's rules? After discussion, it was decided that we need to create a list of committee responsibilities and then get an active chair and members together.

8. Correspondence

- Member wrote to Audrey and the Board requesting paving of Beechwood Lane. This is a flat road with three houses, paved, and in decent condition. Some work was done last month. No plans to pave.
- We received two letters regarding fees for the clubhouse, requesting that they be dropped. There was a lot of discussion around this issue. Dan moved that the fee be removed completely. It was seconded. After discussion the motion was defeated, Teresa and Dan voted yes. Teresa moved that we keep the security deposit but charge staffing for an hour before and an hour after for anything other than what is already in the clubhouse. It was seconded. After discussion, a vote was taken and the motion was defeated. Teresa and Doug voted yes. The topic was tabled until the next meeting, and it was agreed that the \$25 would remain in effect for now.

9. Status of the Collection Attorney

Sue asked attorney Steven Riley for a reference, but he knew nobody local. He suggested Marcus Meeb, a firm we have used in the past. They are very expensive. Audrey will research other firms and Sue will ask Matt Gaines. Audrey and Sue will report next month.

10. Open Forum

Frank Fazi did a head count at the Annual Meeting. He thinks we were in violation of the fire code.

11. Environmental Hazards on Private Property

We have already had a couple of these. Sue talked with Matt Gaines about it. If the WPOA catches it, we tell the DEP and our insurance carriers. If a person comes to report it, we tell them to contact

the DEP themselves, and stay out of it. We do not publicize, because we could then be liable if we miss one. If a member wants a water test, we refer them to the DEP. This is not a WPOA issue.

At 11:55 we moved into Executive Session.

At 12:45 we came out of Executive Session.

The meeting adjourned at 12:45. Respectfully submitted,

Marcia C. Eveland, Secretary

W.P.O.A. Board of Directors

November 13, 2014

M I N U T E S

1. Call to Order

President Susan Moore called the meeting to order at 9:30 a.m. Other Board members present were Stan Rosen, Marcia Eveland, Dan Rego, Scott Burghoff, Teresa Urbinati, Rob Guyette, Tammy Campanelli and Mariana Cana . Operations Manager Audrey Miller was also present. A quorum was established.

2. Opening Comments

Sue showed us two sections of a recent Sunday Hartford Courant, both of which were written about the history of Connecticut as reported in historic editions of the paper. Both were written by WPOA member Joe Nunes. Sue also let the Board know that Jack Galanek's scrapbook of the creating of Wildwood had been scanned by Mark Harutunian, so that we now have a phonographic record.

3. Changes to the Agenda

- o Change "Property Management" to "Building Review"
- o Add Fish Stocking, Security and Pond Preservation
- o Add correspondence from Ann Stone
- o Add an Executive Session

4. Community Forum

Ruth Buchanan referred to the upcoming Forest Management report and asked that we approve the cutting contract to get it moving in time for this winter freeze. She thanked Sarah Smith for chairing because Sarah is so qualified. Ruth also asked that we vote against clear cutting. She also said that the ash borer insect is here and so the committee will begin looking at where ash trees are located in Wildwood; we need to be prepared for these trees dying and falling, and try to avoid property being damaged.

5. Approval of September Minutes

There were three corrections. The Minutes were then unanimously passed as corrected. Susan asked if all Board members had signed the Conflict of Interest and Rules of Conduct forms. Stan has not yet done so.

6. Treasurer's Report

- o We have collected 95.9% of dues; \$18,600 outstanding
- o Past due Dues are coming in well. Moving \$15,000 of those collected to land acquisition fund. Five members are newly delinquent this year, so Audrey is following them closely.

- o Moving \$30,000 to 2015 Roads, \$9,000 to purchase the generator, \$30,000 to 2016 Roads, and \$5,000 for the furnace.
- o The CD that came due in September was cashed to pay for Roads. The October CD has rolled over.
- o We had savings from life guard and greeter due to rain; saved \$500 because Audrey negotiated on the insurance.

7. Operation Manager's Report

1. Audrey will now be reimbursed \$30/month for using her personal cell phone. Jay also uses his for job-related information. Will carries the \$40 phone. Audrey found that adding two more cell phones to the Wildwood plan would boost that cost to \$210/month. Reimbursing Audrey AND Jay is more cost-effective. Pay for Jay out of the office budget line. Eventually need to budget for Wildwood phones and Wi-Fi. A motion to give Jan the same \$30 reimbursement was moved and seconded, and passed unanimously.
2. The oil tank needs to be changed and roofed before the next pollution insurance renewal. Audrey has run into problems with getting this done, but will continue to work on it.
3. The Tolland Fire Department may come to blow out our culverts. Please note that they will use Wildwood water to do this, rather than water from an outside source. This will protect our ponds.
4. The new clubhouse generator has been installed!

8. Committees

- ü **Forest Management** – Susan Moore reported. Sarah Smith revised the cutting contract after talking to O'Meara and Ryan. We will need more gravel than originally thought. The WPOA will pay part of that per the new agreement. The Board went through the three cutting options and Sarah's recommendation. A Motion was made and seconded to go with Option #3. It passed unanimously.

The ash borer is in Berkshire County, and will get here. No way to stop it and it kills the trees. The committee will take a census of ash trees in Wildwood, with recommendations to cut those that may fall onto homes or power lines. The hemlocks will also be dying. Sarah is asking for a fund within the 2015 budget to be set up to cover the cost of cutting diseased trees. This could be done at the Spring Meeting. **The Board agreed to wait for Sarah's report, while the Treasurers begin to look at the financial side of the issue.**

- ü **Building Review** – Sue reported. The question is raised about whether we need this committee. Sue, Audrey and Fred Sammel have met. Will meet again regarding the committee becoming more involved rather than having Audrey do everything. Fred feels that Tolland doesn't support Wildwood. Sue admitted to the same issue – she received several complaints from members about a new wood shed in Wildwood on private property, as to whether it had been approved. The Planning Board said they had nothing on it. Sue went to Zoning, and they sent her back to Planning. Tolland rules say that EVERY structure MUST go to Site Planning, no matter what size. So the town is giving incorrect information. At their next meeting, Sue, Fred and Audrey will decide how to proceed. Volunteers would be better than having the staff be responsible.
- ü **Community Relations** – Sue reported. We have sold all but two of the hoodies. Sold at cost through preordering. The committee hasn't yet met about the 40th Anniversary Party. There is some money

still in the Committee coffers to pay for this, and we will also use volunteers and sell tickets. Any Board members wanting to help should see Sue.

10:30 – 10:45 > break

ü Personnel –

- In the handbook, changes were made to clean up language for the Operations Manager. A motion to accept was made and seconded, and it passed unanimously.
- Handbook changes were made regarding a drug free workplace, evaluations for certain behaviors, and regarding vacation days. There was some discussion. A motion was made to accept the revisions, which was seconded and approved unanimously.
- A policy has been put in place for progressive discipline. This will go into a binder. Wildwood needs to begin creating office policy for things like raising and lowering pond levels, etc.

ü Fish Stocking – Juan Rodriguez has stepped down as chair. Sue wants to appoint Paul Sandy. Paul feels that we need to go back to the stocking budget amount that we had before the cutbacks for the dam repair. Can we find \$800 for 2015? The motion to do this was made and seconded. There was discussion about timing and about budget restrictions. The motion passed with Stan opposed. Sue moved that Paul be made the chair. It was seconded and passed unanimously.

ü Security – Sue explained that at some point the now-lapsed Deed Restrictions were mistakenly attached to the Rules and Regulations. Sue advised Doryce Seltzer that Security should not be rewriting those, as they are not currently valid. There was discussion about the difference between Rules and Regulations and the Deed Restrictions. The Board decided, through consensus, to let the committee continue with what they were doing, so that the Rules and Regulations could be finished.

Doryce sent an e-mail questioning the legality of the vote at Annual Meeting about not allowing guest boats. The committee feels that this will promote guests bringing in boats secretly and not washing them. Sue said that it was already voted for in the guest policy. Marcia explained the vote procedure used at the Annual Meeting, once the error in wording was found. After discussion, **Sue asked that the Committee take this up in their work on the Rules and Regulations.**

ü Ponds Committee – Teresa reported that the committee has a concern regarding oil spills, and asked that the Office let the Ponds chair know about them.

Sue said that a question was raised at a meeting about what to do if invasive species are found in our ponds. We need town and state approval to do anything. Can we get preapproved NOIs? **Sue has spoken to Tolland about this, and asked that this committee make recommendations about how to be prepared.**

9. Ongoing/Unresolved Issues

Marcia will plug these issues into Sue's list of "Three Things" that Board members submitted, things that they would like to change.

10. Old Business

o Has a letter gone out to those whose dues will change in 2016 due to the by-law change? Audrey wanted to wait until the 2015 invoices had gone out. She will send the letter now.

- o The Building Review committee is being reevaluated now.
- o **A review of the club house fees should be brought up at our next meeting.**
- o Do we have a new collections attorney yet? Audrey is working on this. She has found one in the area that has experience with property owner associations. She charges \$180/hour with a \$500 retainer.

11. New Business

- o Deb Desmond is requesting an easement and purchase of WPOA property for a new septic, as hers has failed. It would be to the side of the path to the Fox Den bathhouse. Sue and Marcia recused themselves from the discussion because they are close friends of Deb. She has a work proposal for \$35,000 - \$40,000. The easement would go across Lakeside, and the property would be 80'X80'. She will have any damages repaired. There was discussion about how much to charge, and a reference to the new by-laws. A motion was made to charge 10% of the assessed value of the property. After it was seconded, the Board asked Sue to find out the assessed value. The motion passed unanimously.
- o The 2015 calendar was distributed. Some changes need to be made, regarding District meetings, and then a final calendar will be sent out.

12. Correspondence

- o Ruth Buchanan wants to keep Building Review. She gave a memo with six recommendations about Wildwood buildings. **These will be sent to Security as part of the revision of Rules and Regulations.**
- o There is a request to take back a lot. The owner inherited the property and doesn't want to pay the dues and fees. She is unable to sell it, and the town plans to take it. After discussion about possibly buying it, the Board, by consensus decided to let the town take it.
- o Ann Stone sent an e-mail to Marcia asking the Board to recommend that committees make their days and times of meetings more convenient for members. After discussion, the Board agreed that each committee should discuss meeting times and days among its members and make their own decisions.

The Board went into Executive Session at 112:15, and came out of it at 12:50.

The meeting was adjourned at 12:50.

Respectfully submitted,

Marcia C. Eve land, Secretary