



**WILDWOOD**  
PROPERTY OWNERS ASSOCIATION, INC.

## **2006 BOD MEETING MINUTES**

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
JANUARY 14, 2006**

### **CALL TO ORDER**

The meeting was called to order at 9:35 a.m. Present were Jan Tkacz, Jeff Bowden, Bob Ueberbacher, Scott Burghoff, Teresa Urbinati, Steve Strinie, Ray Skibski and Ann Fazi. A quorum was established. Audrey Miller was asked to record the minutes.

### **APPROVAL OF MINUTES**

December 3, 2005 Minutes were approved with one correction:

1. Reword the line under community forum A. to: Steve Strinie, who is familiar with principals of surveying, volunteered to examine the area in her presence.

### **COMMUNITY FORUM**

15 minutes allotted for Forum: time to be divided among those wishing to speak.

A) Loren Clark (Lakeside) stated that he thought the inches of rainfall that he reported at the December meeting should have been 48 inches not 12 inches. This corrected his statement in the December minutes.

B) Loren Clark questioned the way the annual meeting proxies vs. the CC&R proxies were handled. Jan responded that the CC&R proxies were mailed to all CC&R signers prior to the meeting and the annual meeting proxies were used at the annual meeting for the voting of the budget, bylaws, nominations and blueberry meadow vote. As Mr. Clark appeared to have the CC&R and ByLaws confused, Jan agreed to send him another copy of each.

C) Loren Clark took exception to comments in the President's Column of the December Newsletter by re-submitting material he had provided the Board on previous occasions.

D) Loren Clark provided a letter he wrote the Stich's (Lakeside) concerning a Lakeside Beach boat rack. Jan explained that this matter had been discussed at the November BOD Meeting, which Mr. Clark attended and that the boat rack is going to be moved before the start of beach season.

E) Loren Clark provided a letter he wrote to a homeowner whose actions had violated WPOA rules. The letter stated Mr. Clark's belief that the WPOA Rules & Regulations are supported by only a minority of Wildwooders.

### **REPORTS**

#### A) Manager's Report

1. Snow Removal and sand application dominated their time this month.

The Wing Plow has already been used to cut back the snow banks.

2. Will reported that the bid from Gardner should be in within two weeks.

3. One of the trucks had to be taken to Sarat Ford for repair of a fuel pump and filter.

4. Vandalism: there were eggs thrown at the clubhouse.

5. Two medical calls were also reported this month.

6. Any contractor that works in Wildwood must provide an Insurance Certificate as stated at past Board Meetings; one contractor has given us a copy of his policy but not provided the insurance certificate yet. Will will follow up on this.

7. We may need to purchase new chains for the tires on the oldest pickup.

Question: In response to the vandalism of the plastic chair at the laundry, has a metal chair been put in its place per Board request? Yes.

#### B) Treasurer's Report

1. Year end report looks good. We are in good shape.

2. 2006 dues are coming in ahead of last year's rate; we collected over \$100,000 in December and over \$50,000 in the past two weeks.

3. Delinquent dues collection has generated more than expected.

4. There was discussion about the snow removal line item vs. the weather contingency line item.

5. One of the CD's has renewed in December.

6. The Real Estate Tax line item shows some of the 2006 taxes that were due in December this year instead of January.

#### C) District Directors

1) Teresa got a phone call from a new owner, whom she encouraged to come to meetings and get involved. They discussed the CC&R and new owner told her that no one ever mentioned it to her at the closing or in any meeting prior to purchasing their property.

2) Teresa got a complaint about the appearance of the front entrance and all the potholes. Jan had previously written a letter to the selectmen asking them to keep up on the road repairs until it can be properly paved. The town has come out and filled potholes but they keep reappearing due to the weather. There was much discussion about the front entrance and how it could be changed or kept up better. The entrance signs are being designed.

3) David Barney is looking for a replacement to be the District 3 Director. A letter has been sent to all property owners in that district asking for a volunteer. A nominating committee needs to be named.

4) Steve Strinie reported that he received a "thank you" note from homeowners for helping them find their property lines and demonstrating that their contractor had cut a tree from common property.

#### OLD BUSINESS

##### A) Correspondence

1. Letter was sent to Loren Clark concerning the legal opinion we received regarding the CC&R on lot TF-01.

2. To clarify the tone of a letter regarding the cutting of a tree on common property that had been sent to a homeowner (and copied to the Chairs of the Property Management and Building Committees, and neighbors from whose lot another tree had been removed), a second letter was sent to all recipients of the first letter stating that no implication of malice on the part of the homeowner had been intended. There was much discussion on how we should proceed concerning the trees that were cut, now that Steve Strinie and the homeowners agree that a tree was taken from common property. A Motion to ask the homeowners to plant a tree on the common property to replace the tree that was cut down, with the species and ultimate full-grown size of tree left to the homeowner's choice. In Favor 5, Opposed 3. Jan will write a letter to the homeowners about this.

3. A letter and plan for the McGauley easement has been reviewed by attorney Pollard and sent to

the Board for final signatures. The Board had approved the easement in principle at its November 2005 meeting.

4. Missing Bass Boat - the boat may be on another beach, the snow came and we were unable to check. Ray Skibski has called the owner to let him know.
5. Laundry leach field – We are still waiting for the proposal from the SK Design Group.
6. Dams – We have received a second bid, and are still waiting for the third bid. Jan will write a reminder letter to those who have not responded. Larry Hurd has signed off on the Notices of Intent. In choosing the right contractor, their work history is an important component to review.
7. Clubhouse Kitchen – The state fire marshal may be asked for specific guidelines. Nick Urbinati has sent in a suggestion for the range hood. Ann Fazi has investigated commercial kitchen options and found some reasonable steel counters that roll and will be more sanitary than Formica surfaces.
8. Boat Rack – We have already approved for the boat rack at Lakeside Beach (Stich) to be moved in the spring. A summary of boat owners was reviewed with 281 boats that are not waterfront owners. Discussion about more boat racks will continue.
9. Lot Appraisals – Scott Burghoff contacted the banks for appraisals, they said they could recommend people who may be able to appraise for @ \$300 to \$500 per appraisal. Scott will pursue getting contact information. Ray Skibski spoke to a local Real Estate agent who said it would be hard to find comparables; the last one he could think of was a waterfront lot that sold in 1995 for \$ 75,000.
10. Charter Documents – Jeff Bowden will be writing two letters to the community, one will give the history up until 1997; the second will cover what has happened from 1997 to now. We will still be asking a retired land court judge to speak at our Spring Meeting discussing related community issues.
11. Activities Committee – The New Years Day Brunch was very successful. Thank you to Elaine Strinie for organizing the event. Surveys have been coming in.

## NEW BUSINESS

1. LB Corporation was sent an acknowledgement for the bid submitted.
2. Dam Registration form and \$75 fee was sent to the Massachusetts Department of Conservation and Recreation (Office of Dam Safety) updating their records on Cranberry and Otter Pond dams.
3. An email was sent to Sue Moore in response to her email about the WPOA WEB site.
4. An email was sent to Sue Moore about the State Regulations regarding licensing requirements for construction and contractors that she sent in.
5. Performance Appraisals and Employment Agreements – The appraisals and agreements were given to staff members after the December Board Meeting. Two of three evaluations have been signed and returned. One of three agreements has been signed and two were still pending (one because a revision was requested). The results of the discussions that attended the appraisal process will be discussed in closed session.

Next Meeting is scheduled for March 4, 2006 at 9:30 a.m.

## ADJOURNMENT

There being no other new business, the meeting was adjourned at 1:00 p.m.

Respectfully Submitted,  
Audrey Miller

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
March 4, 2006**

**CALL TO ORDER**

The meeting was called to order at 9:30 a.m. Present were: Jan Tkacz, Bob Ueberbacher, Scott Burghoff, Ann Fazi, Ann Skibski, Steve Strinie and Teresa Urbinati. A quorum was established. This was the first meeting since January 14, 2006 because no meeting was held in February.

**APPROVAL OF MINUTES**

The minutes of the Board Meeting of January 14, 2006 were approved with no corrections.

The minutes of the Board Meeting of December 3, 2005 were corrected as follows:

“ . . . the annual turnover of water attributable to natural processes was estimated to be 1 and 3.4 for Cranberry Pond and Otter Pond, respectively.”

**COMMUNITY FORUM**

15 minutes allotted for Forum: time to be divided among those wishing to speak. Only one speaker, Loren Clark (Lakeside).

Mr. Clark provided his clarifications to the Community Forum minutes from January 14, 2006

a) Clarified that he had not confused the CC&R with the By-Laws.

b) He will use annual rainfall figures provided by Steve Strinie and from Westover Air Force base in his calculation of the water budgets for our two watersheds.

He acknowledged receiving the hydrology calculations by Baystate Environmental Consultants provided by the Board, but he now wishes to see their entire report.

He also submitted documents to the Board for review, including correspondence and list of the CC&R signers. He is asking to see CC&R original signature pages.

**REPORTS**

**Manager's Report**

A written report was submitted with discussion on the following items:

a) Stones Throw – had to spread gravel in January, which is unusual for this time of year.

b) Created ditch in front of Sue Moore's house to prevent washout of driveway.

c) Cleared trees in front of Loren Clark's house.

d) Spent a lot of time on kitchen project and laundry.

e) Many wind-related security issues, including power lines down, a tree that fell on a home, etc.

f) New chain saw was purchased.

g) Truck repairs under warrantee, including alternator, etc.

h) Question – how long does a plow edge last. Answer – approximately 4 storms ... considering trying rubber edges.

i) No vandalism in past 2 months.

j) Tree fell on Benders' porch. Tree was on Wildwood common property, so Wildwood will remove the tree if we receive written authorization from the Benders.

k) Question – state of bracing underneath the laundry. Answer – bracing was installed to repair water damage ... it was a temporary brace ... a lot of damage to floor joists, etc. probably the result of water and age.

l) Question – regarding contractor tree “removal” ... observation that contractor costs were high. Answer – tree cutting required bucket truck ... removal of branches and logs by staff ... clarification will be provided in future manager reports.

m) Question – any progress on the Meadow? Answer – yes, some clearing has begun.

## Treasurer's Report

A written report for January and February was submitted with discussion on the following items:

- a) General contingency fund is \$3000 higher than last year because revenue exceeded expenses last year due to collection of more back dues. We should not expect a similar windfall in 2006.
- b) CD due in March. Rates seem to vary between our two banks, so intent is to shop on due date and move money between banks if necessary.
- c) Electricity costs for manager's house have been quite high. Do we need an energy audit, or some other such proactive measure, to bring costs under control? Current trend will exceed our budget for that line item. Action: Bob to speak with Jean Antinozzi.
- d) Finance Committee meeting scheduled for March 11, 2006, with 2 more meetings to follow. Goal is to complete 2007 budget earlier; and to provide more forums for the community to participate in the process.

## District Managers Reports

No reports at this time.

## Activities Committee

A preliminary activities calendar was submitted for review:

- a) The Field Day date was corrected to be August 19 (not August 12).
- b) Few volunteers have come forward.
- c) Calendar will incorporate all Wildwood activities (such as Tennis social) as well as some Tolland activities.
- d) Board agreed to move the tag sale to the ball field and open it up to folks from the town.
- e) Request for \$500 budget item to cover all events (prizes for boating regatta, paper goods, food items, etc.). Board noted that there was \$700 budgeted for Field Day which last year cost only \$250 after the raffle proceeds were added in. Request approved unanimously.

## OLD BUSINESS

### Correspondence

- a) Letter to Loren Clark re: hydrology of Cranberry Pond and Otter Pond
- b) Letter to Loren Clark re: CC&R and By-Laws
- c) Email from Anne Stone re: Laundry

### Laundry

- a) Leach Field
  - a. Still seeking a solution for water discharge: leach field vs. closed tank
  - b. SK-Design ... assessing DEP requirements
  - c. Consider request for one more washing machine to accommodate community growth
- b) Status of Building
  - a. Request for sink ... general agreement not to pursue due to water testing requirements
  - b. Hold off on plan to repair/replace building until we resolve water discharge issue

### Dams

- a) Received additional bid for dam repair, which brings total to 3 bids. Jan will compile bids and forward to Board members for discussion at next Board meeting.
- b) Fuss & O'Neill submitted proposal to provide oversight of the repair process. Proposed services include Bid Services, Construction Administration, and Record Drawing.

### Clubhouse Kitchen Renovation

- a) Bid submitted by carpenter for the carpentry portion of the kitchen. No other formal bids have been received.
- b) Other contractors (plumber, electrician) have reviewed the site and additional estimates/bids are expected.

### Lot Donation - Hensel

- a) Completed.

## Performance Evaluations

a) All now signed.

## Boat Sale

a) Sale of boats removed from beaches in 2004 to occur Spring Membership Meeting weekend, Saturday May 20

b) Advertise / announcement in next newsletter.

c) Display boats on shuffle board court.

d) Silent auction with no reserve and with closing time.

## Appraisals of Tolland's Lots

a) No progress.

## Charter Documents

a) Action – Board members to discuss Jeff's draft letter via email, cc: entire board.

## NEW BUSINESS

### Correspondence

a) Letter from MA DEP re: wells feeding common facilities

a. New requirement mandating testing program for water in Clubhouse and 4 Bathhouses. Laundry is excluded because it does not provide potable water.

b. Water tests are mandated on a 3 year cycle (e.g. coliforms monthly, nitrate annual, etc.)

c. Berkshire Enviro-Labs is certified as a "Water Operator" and provided estimate to collect and perform tests and provide reports to DEP. Annual estimate is \$2000 (year 1), \$1000 (years 2/3), \$1200 (year 4).

d. Recommendation of the Lake and Environment Committee is to hire Berkshire Enviro-Labs. Motion to accept this recommendation was unanimous.

### McGauley Well Easement

a) Request by buyer of property for well easement because the well is either right on the property, or just over the well into common property.

b) The easement also requests permission to put a 24" cap on the well and to allow access to the well via common property for well maintenance.

c) Vote by Board unanimous to grant easement.

### Vacancies: Board, Committees

a) Secretary – nomination of Dan Rego to fill vacancy until Annual Meeting in September ... approved.

b) District 3 – nomination of Steve Rei to fill vacancy until Annual Meeting in September ... approved.

c) Personnel Committee – New co-chairs will be Bill Benedetto and Ann Rego.

### Web Site

a) History of Wildwood by Madeleine Lawrence will be available on the Web Site.

### Other

a) Thank you to the Skibski's for description of requirements for a Wildwood Security Officer.

## ACTION ITEMS

Bob to speak with Jean Antinozzi about an energy audit for manager's house.

All: comments on Jeff's draft letter.

The next meeting is scheduled for April 1, 2006 at 9:30 AM.

## ADJOURNMENT

The meeting adjourned at 11:55 AM.

Respectfully Submitted, Scott Burghoff, WPOA Board Member

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
June 03, 2006**

**CALL TO ORDER**

The meeting was called to order at 9:02 a.m. Present were Jan Tkacz, Jeff Bowden, Bob Ueberbacher, Dan Rego, Scott Burghoff, Teresa Urbinati, Ray Skibski and Steve Strinie. A quorum was established.

Steve Rei would not be joining us due to a medical issue.

Kelly Clark, the newly hired employee to work with Audrey will not continue with us due to a medical issue. A new candidate will soon be interviewed.

**APPROVAL OF MINUTES**

The minutes of the Board Meeting of May 06, 2006 were approved with typographical and grammatical corrections as well as amendments for clarification.

**COMMUNITY FORUM – 9:12**

15 minutes allotted for Forum: time to be divided among those wishing to speak.

Bob Sullivan (Fox Den):

1. Asked if we had a policy on how we handled dormant lots, members in arrears and those that owe back taxes with respect to taking for green space and returning property to the community. Jan mentioned the letter specifying a donation procedure from about 6 years ago and that we still receive inquiries. Jan also mentioned that properties that have come back in the past have been kept as is, converted to green-space, or offered to adjacent owners. Jan agreed that it may be time to send the letter again.
2. Asked if we would take back properties in arrears for town taxes if cost was small. Jan said we have not looked into the amounts owed, but we are not in the real estate business. Jeff encouraged Bob to continue his thoughts for what we might want to look like to 5, 10 or 15 years from now.

Mrs. Susan Moore:

1. Mrs. Moore mentioned to Bob Sullivan that there was a report a few years ago about lots taken back and it was agreed that we would provide it to him.
2. Mrs. Moore wanted to know the annual cost to run the web page. Jan said \$0 as it was covered by Bob Rahn and other advertisers. Mrs. Moore said that Tolland has a great site that they pay about \$1,500 per year for. Bob Ueberbacher said the actual cost for Mr. Rahn was about \$300 - \$400.

Mr. Loren Clark:

1. Provided 2-page WPOA, INC establishment documents from May 12, 1972 with last paragraph of page 2 highlighted so we could see that the purpose of the formation of the WPOA, INC was "to promote a community spirit among the residents of the area known as Wildwood". Jan also

noted an affidavit that was added to this some years later, that the original document did not include the management of the property, and that the transfer of property stipulates all the kinds of things that the WPOA is now responsible for that was not in the original incorporation document. Mr. Clark did not dispute this, but said this was a stand-alone document. Jan stated that it could no longer be considered in a stand-alone state, and Mr. Clark stated that this is how he received it in 1972.

2. Mr. Clark also presented a 6 item set of requests for information relating to Judge Kass and John Goodrich who will be speaking on June 24<sup>th</sup>. He asked for this information to be delivered in a timely manner as he wanted it in time for the June 24<sup>th</sup> meeting.
3. Steve Strinie asked the purpose of the 2-page document. Mr. Clark stated that he has heard many reasons for the WPOA existing and that this was the only reason as it is a factual document and he wants everyone to know of it. It is informational only, he is just passing it on, and there was no particular point to be made.

## REPORTS – 9:27

Manager's Report presented by Jean Antinozzi (Chair of Property Management Committee) – 9:27

A written report was submitted with discussion on the following items:

1. New dock for the safety power boat, and a new electric starter.
2. Did not yet put in Otter Pond dock as carpeting will be complete in the next week.
3. New picnic tables being stained.
4. Security issues low.
5. Jan asked about the signs for the swimming floats and docks that were instituted last year *in lieu* of swim area bubbles for beaches other than Main Beach. Jean will check on these.
6. Jan asked about the repositioning of the Lakeside boat rack. Jean stated this will require 4 people and it would be in place by the next meeting.
7. Scott asked about the beach erosion issue brought up by the Lakes and Environment Committee. Will is to do estimates for Lakeside and Meadow with an ASAP timeframe. If the estimate is done this year it could be complete by next spring.
8. Jan mentioned that Will spoke to him about the need to have a culvert at the base of the Canty's driveway on Woodchuck. Approval has been give by Ron Canty. Jean will address this. Bob mentioned that there is ledge or big rocks in the area so extensive excavation may be involved.
9. There was a discussion as to whether or not Will and Wes should be allowed to take downed trees for their personal use. It was mentioned that they had an unfair advantage due to knowing when trees would be coming down. It was noted that the residents cut and take downed wood on common property at their own risk.

Motion to allow Will and Wes to take downed trees, on common property, for their personal use, after the community has a reasonable time to take first. There was no further discussion. Motion passed with 7 yes votes and 1 member abstaining.

## Treasurer's Report – 9:50

1. A written report for March was submitted with discussion on the following items:
2. Collections are at about 81-82% of total budgeted which is typical for this time of year.
3. Delinquent dues are a plus.
4. Interest rates are better than expected and they may go a little higher, but we may not have the luxury in the future.

5. Higher revenue will help with unanticipated bills.
6. We have enough liquid funds available to cover the next few months and into 2007 for the major projects (kitchen, dams).
7. By 6/22, input is needed by Executive Operations, Property Management Committee, Personnel Committee and other subcommittees for the budget process.
8. Jan stated that there was a request for a Costco ID card for use by the Activities Committee. Audrey was going to be tasked with determining if our current card was personal or a small business account.

#### District Managers Reports – 9:58

None this meeting.

#### OLD BUSINESS – 9:59

#### Correspondence -

Trees – To Sheehan/Gustman – The letter was sent, but the meeting has not taken place. Jan will follow-up.

To Susan Moore, May 17, 2006 – Provided articles of incorporation, and the description of the Franco case.

To Loren Clark, May 18, 2006 – provided details of the spring meeting of 2002.

To Loren Clark ay 24, 2006 – provided with the current directory of members, the list of members in good standing and the list or year round residents.

To Robert Littlefield, Sr. – Tolland Fire Chief, with an invitation to tour Wildwood.

#### Appraisal of Lots 0-1, 0-2, 0-3 (Tolland lot 10)

This is the large lot behind the Lodivico property. It was appraised at \$225,000 by an agent of the Town of Tolland. The town is now looking at an auction and wants a Real Estate agent to sell it.

#### Hiking Trail

Bill McKay has removed trail blazes that marked the portion of the hiking trail passing on private property in the Laurel/Fiddlehead area.

#### Boat Sale

1. The sale netted \$270 and was a marvelous success. The new owners have paid for, taken and registered the boats.
2. The one boat that was offered to be taken for free if no offers were made has not been taken yet.
3. There has been a request made for the un-seaworthy boats. We are concerned about the intent and the disposition in mind for these boats, so some fact checking will be done.

Activities Committee - Insurance Concern – 10:10

The BYOB activities are in line with the coverage as long as no alcohol is sold.

Dams – 10:11

Gardner Contract – This has been sent to the lawyers for review. There are some small cosmetic changes to articles 3.2 and 3.3. The articles not used have been struck. While it does not specify recourse if the work is not correctly done, but it does say it will be built to the specifications from Fuss and O'Neill. Jan will get with Gardner. Bob had some questions (procedural vs. technical, *i.e.* which lake first, how low to drain...) but these will be addressed at a later date.

Fuss and O'Neill Oversight – These contracts will not be signed until the Gardner contracts are fully executed.

Laundromat – Holding Tank Proposal from SK Design Group – 10:16

No news at this time.

Clubhouse Kitchen Bids – 10:17

From Jean Antinozzi – Chair of Property Management Committee - Joe Racicot was lower by numbers, but there were discussions via e-mail in the last 2 weeks concerning a member of Wildwood working on projects. Wall construction was contacted by Jean and asked to include a new window and cabinets around the sink as well as the correct flooring on the quote. Jean was not comfortable with the new costs (additional \$3,700) and no contracts have been accepted yet. During the discussion it was noted that Paul Sandy (community member) has done work for us in the past. Dan noted that we would be working with the “business” and not the “community owner”, and as long as references were checked, and insurance and licensure was produced, we should not preclude this business owner. Others were in agreement. Jean will ask for a re-quote from Joe with the new specifications and get it to the board via e-mail.

(As a follow up to the Clubhouse Kitchen Bids, Racicot Builders produced a most cost effective quote, the proper references and documents were verified, and a contract was entered into the week ending Friday July 09/2006. An initial check to Racicot Builders was endorsed by Bob Ueberbacher (Treasurer) and Dan Rego (Secretary) on Saturday June 10, 2006 for delivery on Monday June 12, 2006.)

NEW BUSINESS – 10:20

Correspondence

None at this time.

Emergency Responders – Susan Moore – 10:20

1. Susan sent a multi-page report to all on the board ahead of time for review. This also included the e-mail request to speak to the Board as well as the history of the Safety and Security Committee that is no longer in place for about 6 years which Susan chaired. She spoke to 3 Chiefs before composing this report; Ralph Morrison, Fire Chief and ambulance from

Sandisfield, Eric Munson III, Police Chief and fireman from Tolland, and Bob Littlefield, Fire Chief of Tolland.

2. Susan and her family are full-time, 6 month residents, and she is concerned about response times. One concern was that the local Fire and Police Chiefs have never taken us up on previous invitations to visit our community. Subsequent conversations between Susan and these Chiefs, either in person or by phone, resulted in the Chiefs stating that they have never received any invitations by phone, in person or by mail (Jan was surprised as a letter was mailed to all on 1/09/2005). However, Susan also verified that all would be open to visiting if an invitation was extended.
3. Susan was also interested in the potential helpfulness of the new proposed signs with maps at the 2 entrances. All 3 Chiefs stated that the responders have maps in the responding equipment, and most responders have maps in their personal vehicles. All 3 also noted that the dispatches also have maps and can communicate and assist in finding locations. Two of the Chiefs stated that the 1988 map from Mrs. Lawrence was better due to type size. Two of the 3 stated they would probably not use the maps at all, and one said it would be useful if it was 2' x 3' in size.
4. Suggestions from the Chiefs were to use the 1988 map and mark the major outside roads, place a small sign at the intersection of Colebrook and Beetle stating Wildwood, checking with the Commonwealth for sign requirements, changing street signs to conform to requirements and be set so they are not stolen, make the signs more visible and reflective, check house numbers for existence and non-duplication, identify hiking trails with identifiers on trees and provide a street list of owner's names on the main entrance signs. It was also noted that the new 911 signs do not meet standards.
5. Susan thought this was a good opportunity to follow up with the Chiefs and she has volunteered to be a member of the committee, but not as the chair due to her time away.

During discussions, it was noted that a yellow line down the main circle around the community would be helpful. Bill McKay was recognized to speak from the Community during the discussion and mentioned that he has worked with the town agencies in some areas and would volunteer to be on the committee as he has many thoughts on the above noted topics. It was also mentioned that maybe we should have a professional map made highlighting the main roads. In closing the discussion, Scott asked what we were going to do as far as a committee, and Jan stated he would see if anyone was interested in chairing or joining Susan and Bill.

#### Entrance Signs – Special Permit – 10:52

Jan showed mock-ups in the new green color versus the original brown. Gert McKay would propose a special permit to the town as these are larger than current specifications allow. Jan is going to pursue the bolding of the main loop and the typeface with the sign shop.

#### Other

1. We have typically donated \$100 to Black Fly Day, but it will not take place this year. In its place, would we like to donate this to the Tolland Day event? Bob asked if they had a way to spend the donation, and Jan replied affirmatively.

#### Motion to send \$100 to the Tolland Day event. Motion passed unanimously.

2. Steve Strinie asked about the status of the Manager's House. Jan said this was used to store tools and other items. He also mentioned that it is used on a part-time basis by staff. We still pay the bills and an energy audit will occur as bills have been higher than normal. Jan also mentioned that the Personnel Committee was looking into the need for a Security Officer, so

the house may be used for this purpose. Dan asked if anyone has seen the interior of this house as to the condition before another possible usage. Jan stated that the Property Committee has scheduled a tour of the house this year.

3. Steve Strinie thanked Dan for the repair of the computer in the Manager's House saving us replacement costs (non-requirement specific quotes were in the \$1,200 to \$1,700 range).
4. Jan spoke of the positions to be up for voting this year.
  - a) A person of interest is known for the District that Ann Fazi is now the Director for.
  - b) A person of interest is known for the President position.
  - c) The positions of Secretary and the District that Steve Rei is the Director of are up for renewal this year. Dan Rego has stated that he may not consider continuing as Secretary due to personal character attacks on the Board members (called arrogant and short-minded) that were put into print. These were then mailed from a member of the community to all other community members (about 225 letters) with the Wildwood logo on the envelope. It was also noted that this same community member sent e-mail to certain members of the Board and not to others, and stated that he only sent them to the members that the member felt "had class and were honorable". Dan stated that he wanted to serve on the Board to help the community, and that these letter writing and e-mail campaigns were personally hurtful and not helping the community.
  - d) Scott asked if we post the open positions. Jan said no, but that everyone should be aware from already posted and mailed documents. Bob also feels that we should communicate it to all so that they know.
  - e) Teresa asked if we had term limits on the number of consecutive terms and we do not.
  - f) Steve Strinie asked if we should waive dues for Board members. Teresa said it was not in the purview of the Personnel Committee. Jan said there were no provisions in the rules or bylaws to offer this. Teresa thought maybe we should. Jan said maybe we should bring it up at the Fall Meeting, and Teresa said maybe a ladder approach might work. Jan will put it as an agenda item for the next meeting. Bob said that an amendment should also go to the membership for a vote.

At 11:10, the Board took an 8 minute break before bringing in Mr. John Goodrich.

Preparation for June 24 Meeting - John Goodrich – 11:18

1. Jeff relayed some information from Judge Kass' portion of the last meeting with his thoughts for Mr. Goodrich:
  - a. We should trim back on rules and bylaws and rely more on the town/state statutes.
  - b. We may also look into an arbitration or appeals body.
  - c. We should look at paring down our documents as we have many.
  - d. Only put in what we can enforce.
  - e. Everything should run through the deeds.
  - f. In general, the Judge did feel that the Wildwood Agreement was an asset and not a detraction for future sales
2. Mr. Goodrich said we have received 72 of about 230 (about 31%) surveys and we continue to get more returns daily. He stated that most statisticians would agree that this would infer a representative sample of the community.

3. He went through the numbers returned for each category, but said these will change as more are received and these will again be summarized in the June 24<sup>th</sup> special meeting.
4. A general undercurrent of the comments is that we have too many rules/bylaws, we are not or cannot enforce current ones, we need to simplify, but the majority are pleased and show support for what we have.
5. Some more specific concerns regarding rules, costs or communications by individuals or smaller groups (2, 3 or 4 responses the same) are:
  - a. They do not know enough to make a decision
  - b. Rules are too confusing
  - c. Have not signed but are considering
  - d. Too many rules
  - e. Attorney has advised not to sign
  - f. Would sign if Agreement was not in place or enforced until enough signed
  - g. We should not spend any more time or dollars on pursuing the agreement at all
  - h. We should have nothing limiting private property at all
  - i. More equality among all
  - j. We need to work more with the owners and dictate less
  - k. We should provide a more open dialogue with the silent minorities
6. Mr. Goodrich presented a "Draft for Discussion" document including the draft agenda (2 hours maximum).
7. Some final thoughts and notes were:
  - a. Get consensus before redoing any documents
  - b. Make committees more open
  - c. There will always be some people that will never sign or agree due to their "character"
  - d. There will always be a few that will want to stir up a "hornet's nest" with remarks
  - e. Determine if the solutions are "fair"
  - f. Stress that Wildwood was created for a community versus an individual

Review of Action Items – 12:41

06/04/2006 – Sunday - Budget/Dues meeting at 1:00

06/10/2006 – Saturday - Moonlight Paddle activity – main beach at 6:30 pm

06/24/2006 – Saturday - Special Community Forum with John Goodrich – 9:00 am

ADJOURNMENT

The meeting adjourned at 12:42 pm. The next meeting is on July 8<sup>th</sup> at 0900.

Respectfully Submitted,

Dan Rego  
Secretary - WPOA

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
July 8, 2006**

CALL TO ORDER

The meeting was called to order at 09:04 a.m. Present were Jan Tkacz, Jeff Bowden, Bob Ueberbacher, Dan Rego, Scott Burghoff, Steve Rei, Steve Strinie, Ann Skibski and Ann Fazi. A quorum was established.

The introduction for Leslie Holt was made. She will be the weekend office person.

APPROVAL OF MINUTES

The minutes of the Board Meeting of June 03, 2006 were approved with typographical and grammatical corrections and annotated.

The minutes from the May 21, 2006 spring meeting were distributed for review and comment only as the approval is in the spring of 2007.

COMMUNITY FORUM – 09:10

15 minutes allotted for Forum: time to be divided among those wishing to speak.

Mr. Loren Clark:

1. Provided a June 25, 2006 Sale of Property letter that he sent to Bob Rahn of Park Square Realty, apparently in response to John Goodrich's suggestion in the June 24, 2006 Community Forum meeting that we make a point of talking to the Realtor's about the HOAX and the CC&R.
2. Provided a June 11<sup>th</sup>, 2006 letter that he sent to John Goodrich with his impression from the June 10, 2006 phone call, his thoughts on the matter, the outline of the over 100 pages of documentation that he was enclosing and some other information.
3. Mr. Clark stated that he requested the minutes of the June 3, 2006 meeting so he could match his notes to it. These were not yet approved or available, so he presented the Board with what he thought heard as answers to the 7 questions presented to Judge Rudolph Kass on May 21, 2006.
4. Provided a 1-page article from the Consumers Reports Magazine of February 2006 on dishwashers with the impact on the environment. He stated that he calculates that we could save 600,000 gallons of water per year if we all had dishwashers vs. doing them by hand. He felt that summer residents, with 70 days here per year, would save 294,000 gallons alone. He further stated that there would be no adverse impact with the non-phosphate detergent, and said it would be very hard to find an industrial detergent with phosphate these days. *[In the approval of minutes on August 5<sup>th</sup>, 2006, the Board felt that this was not a correct statement. Clothes washer detergent is generally phosphate-free, dishwasher detergent is NOT generally phosphate-free.]* (An article on the back relating to organic fertilizers was not addressed).
5. Provided Reasons for Convening an Executive Session (M.G.L. Chapter 39, S.23B). The back page had Procedures for Convening an Executive Session and the Rights of Individuals, presumably from the same (M.G.L. Chapter 39, S.23B). He stated that these sessions have no

place in Wildwood, and that we are an open society. He further stated that while we do not all agree; we can honestly disagree.

In discussion, Steve S. asked if Mr. Clark represented a group with like concerns. Mr. Clark stated yes. He stated that he receives between 20 and 30 responses from his mailings, and would continue to represent this group. Jeff stated that Mr. Clark has stated that the CC&R will not fly, and asked if he had another proposal. Mr. Clark stated yes, to go back to the original charter that has served us well for 40 years. Jan stated that Mr. Clark made a statement that he would freely share information. He then asked Mr. Clark if he would share the calculations for the water savings from the dishwashers, with a yes response from Mr. Clark, and a thank you from Jan. Jan then expressed sorrow that Mr. Clark felt that Executive Sessions had no place at Wildwood. Mr. Clark then said that they should be for Personnel discussions only, not if the Board felt it was a discussion that Loren Clark should not hear. Mr. Clark further stated that the Personnel involved must know about them as per the documents provided in #5 above. Jan then stated that Mr. Clark would need to trust the elected Board, and that the only Executive Sessions in his tenure were for Personnel Issues. Jan then asked if the 20-30 responses to mailings were from any people who do not want to receive his mailings. The response was yes, 2 or 3. Jan then mentioned that a future survey/questionnaire would ask members for their views of the mailings. Jan then stated that he thought Mr. Clark misrepresented Judge Kass in #3 above. Jan stated the Judge Kass said the CC&R's are the usual basis for existence, and that there is no specific law in Mass., but implied that the CC&R is useful, and that #3 is wrong. Mr. Clark stated that he does not believe that Judge Kass said that he believed in the CC&R. Mr. Clark said that he spoke to Judge Kass on the phone, that he knew Judge Kass from the past, and that he sent over 100 documents to him so he would have complete information before he came out, and that Judge Kass thought the original documents were excellent.

Mrs. Susan Moore (not present – via Bob Ueberbacher):

1. Mrs. Moore asked about the 3<sup>rd</sup> speed bump that had been proposed before for the base of Deer Run where it meets The Meadow, and to please revisit the discussion. Jan said he also remembers a request for one between the main entrance and the main beach. It was stated that there are 2 on 1 side of Main Beach and none on the other side. Further discussion mentioned encroaching on suburbia, the danger to walk on some roads due to fast traffic, how many do we use, what locations we put them on. Jan asked why we removed the speed bump from the intersection of The Meadow and Porcupine Point. Bob said it was broken. Jan mentioned that the current 2 are no longer visible at night. Maybe we should buy new bumps with reflective striping. We need to provide due diligence to the insurance company if an accident occurs, but the speed limit signs may do this. Ann F. said that boulders were to be placed on the grass strip by the parking area so no one would park there. We talked of maybe moving 1 strip. Maybe we get different strips with pylons in the middle. Maybe we should bring to the meeting in the fall for opinions on how we want the community to look. We should look like a camp, not a condominium. A task will be added to move the boulders to the grass strip and the current strips would be painted with reflective paint.

Motion to repair and install 3<sup>rd</sup> speed bump, or if necessary, purchase and install new strip on The Meadow side of the main entrance with the location to be determined with the input from Will. Motion passed unanimously.

Further discussion realized we did not discuss a cost limit. If the repair cannot be made, and if the repair is more than \$300, see Jan first for resolution.

## REPORTS – 09:45

Manager's Report presented by Jean Antinozzi (Chair of Property Management Committee) –

A written report was submitted, as well as the current task list, with discussion on the following items:

1. Many security issues noted in the report. Ann F. noted that she made a report about 200 gallons of home heating fuel being taken from her tank. Jeff also had a garden hose and grill taken from his home and filed a report. Some of this may have been crimes of opportunity, but not Ann's. Jan thought we should notify the community and remind all of the neighborly spirit of keeping an eye on other's property. This will be in the newsletter.
2. It was asked about security at the front gate and there were some noted on 7/3 and 4.
3. Jan received a letter from a Slope road resident about arguments at about 01:30 one morning that lasted for about 45 minutes. The State Troopers were not called. This has occurred in the past and was guests of a member. A letter from the Board suppressed this up to now. Another letter will be send stating that 911 will be contacted next time.
4. Jan asked about brush chipping. Jean said we are up to date with all requests as of yesterday, and that we have the locations of other piles of brush. Jan will have letters sent to homeowners as to intent and to please send check. Scott asked about contractors for the island removal. It was noted that we might need something more than a backhoe for this work. Jean was asked to get bids and she is working on it.
5. Jean recommended the lowest bidder at \$2,500 for removing the bulk wood. Jan asked if the Sheehan Tree issue with Will to go there with a Board member was resolved. The answer was no, and Jan asked Jean to assign Wes to make the contact. Jean said it would require another walk around for identification. It was suggested to mark the tree trunks to be taken with paint. The estimate said the payment was to come at the completion of the work.
6. Jan said the kitchen was coming along quite well. Jean said she thinks the wiring is complete and the new electrical service box is in place. The plumbing is not complete yet. Many recommendations from the contractor were incorporated into the final product.
7. Jan mentioned that a broom closet and lockable cabinets were in the original bids. Ann stated that the closet would be behind the door and they were looking for the proper cabinet, and that the locks were due in. She also said that the State Fire Marshall and the local Chief looked at the range hood. We did not need an auto-suppress hood, as the stove is electric. This saved about \$2,000.
8. Jan asked about fire extinguishers. There are 3 - ABC units in the office and 1 will be mounted in the kitchen.
9. Dan asked if the costs were still in line with the quotes as we took the contractors recommendations in some areas, and the response was yes, even with the additional wiring.
10. The door will stay locked, the window for pass-through vs. a door looks very good, the exterior window will be washed and the screen repaired next week as per Jean.

## Treasurer's Report – 10:13

1. A written report for June was submitted with discussion on the following items:
2. Collections are at a normal rate.
3. Receipts of delinquent dues this month are \$6,500 from 2 individuals. One may pay the rest of the back dues next year and the other was a property transfer. We cannot expect this level of receipts to continue.
4. The operating checking account is idle money, so we are looking at a mechanism to shift much of it to the money market account as long as it is readily available when needed. The operating account is not gaining any interest and the money market is currently at 1.66% interest. It would be used for large checks, *i.e.*, to contractors as there is a limit of withdrawals per month.

During discussion, we talked about the benefits of local banks and bigger banks for function and convenience. We make trips to the bank to sign signature cards, and Audrey makes routine deposits as well. Bob stated that CD#2 rolled over at 4% with a maturity date of 12/2007. Steve S. asked if the board could see monthly breakdowns of money spent. This is available and it will be added to the treasurer's report at future meetings.

#### District Managers Reports – 10:25

None this meeting.

Jan mentioned that the District meetings are coming up and asked the District Directors to see Audrey to have reminder cards sent. He also stated that it might be useful to bring up the WPOA document issues at future meetings. A key point could be the distinction between road and lakes fees or road, lakes and amenities fees and that it is not meant to be related to year-round or part-time resident specific. In addition, what is the fate of the amenities? In addition, Judge Kass did state that the CC&R is usual for our situation. Bob also mentioned that many housing ads say "protective covenants," and that this is important to many buyers.

#### OLD BUSINESS – 10:30

Correspondence -

Trees – Sheehan follow-up – this was discussed and we hoped that the requested meeting with Will and a Board member would take place soon.

To Loren Clark, two - both dated June 7, 2006 – one was in reference to the request for "original correspondence with attorneys relating to the formation of the CC&R" as well as a few other documents – there are no documents to be found. The second was in response to the 6-part request for information on the hiring of the 2 consultants.

To Valerie Nickerson, June 23, 2006 – This was a follow up to the 4-year-old letter. We have asked for an extension of the variance of the microbiological testing of the beaches. We have been allowed to have samples taken by our committee members, we pay for the tests and we provide the town with the results.

To Santa and Walter Stich – It mentioned that the boat rack has been moved from their property limits, and we trust that this action resolves the submitted complaint.

To Bob Sullivan – the document to be sent has not been located.

A letter was received about locks being cut and boats being moved – Jan will look into this.

#### Boat Disposition – 10:37

Mr. Kleinberg only wanted 2 of these. Jan will send a letter agreeing to let him take these as well as addressing the ATV issues. One has been asked for to assist in summer work – possibly pulling weeds on Otter Pond. As for the one the Canty's donated for use in the garden (that will not be used there), Jan will see if they agree to let us use it for the summer help request.

Dams – 10:39

Gardner Contract – This has been fully executed with our requested amendments added.

Fuss and O'Neill Oversight – Jan has the proposal for all points and all of the work – estimated at \$9,000. We do not need them to review the contracts. We will go forward crossing out item 1 and the associated costs.

Motion to engage Fuss and O'Neil for the oversight and documentation for the dam work in Sept-Nov of 2006. Motion passed unanimously.

The timing of drawdown and freezing was discussed. Bob mentioned that the lake freezes about the same time every year with about a 4-5 day variance, so the 60-day project completion is important. The draw down will take 7-10 days, and we may need some pumping at Otter Pond due to the silt level by the weir boards. Jan will discuss with Gardner.

Laundromat – Holding Tank Proposal from SK Design Group – 10:44

This planning proposal fell through the cracks in the SK office. The proposals are for above and below ground solutions. The above would require buildings or insulation from freezing, but not in the below ground models. Estimates for both planning options would be \$3,500.

Motion made to request rough estimates of the construction costs for the two options. Motion passed unanimously.

Entrance Signs – Special Permit & Enhanced Map 10:49

This has not been presented to the town yet. The enhancement of the main road on the map would not exceed \$90. Jeff asked about Susan Moore's letter stating that all of our reasons for putting up the signs are useless – town responders would not use them. Jan noted the emergency responders issue from the Fishman fire, guest use and delivery person usage also. He also said it does not add any security risks as maps of Wildwood are available on-line. The sign would also brand us as an "environmentally conscious community."

Safety Committee to Study Emergency Responders – 10:55

Ray Salmonsens has been asked to chair this committee. Susan Moore, Sue Kaufman, Bill McKay and Paul Sandy have also agreed to be on this committee. Current issues to discuss are EMS and fire responses and is there hesitation with responders to locations. Ann Skibski stated that we are not close to a hospital, so people need to realize this and take their own precautions. Wildwood may not be the right place for people who are ill. No matter what we do, it will take time to get to us due to the volunteer nature of the responders. Maybe we should post in the newsletter and the newcomer letter. We also talked about the (4) For Sale signs on the Lodovico property. A letter will be sent to ask the Town Selectman to ask them to enforce town signage By-Laws.

Effort to Build Consensus – 11:07

We have positive comments from the John Goodrich meeting. A follow up letter may be in order accompanied by a questionnaire to establish the consensus on the troublesome issues. The response could then be used to guide the re-writing of the documents. We discussed some questions to be included and if we should ask for names for follow-up. Scott relayed some of his thoughts on

conversations with new members, their thoughts and how to move forward. Jan stated that one new member has volunteered to be a part of the next step. We may need to work harder on getting information. In the past, we were moving on assumptions, not any real data such as a well-constructed questionnaire would provide. Ann Fazi suggested that we should make surveys available for the next membership meeting. Bob felt that we could use a random numbering system tied to names so that others could not tell where responses came from. Dan had a concern that this information would be requested from others in the community for their own personal reasons and that it would lead to more targeted mailings. Jeff agreed, as did Ann Skibski.

At 11:25 there was a brief recess for a stretch break.

## NEW BUSINESS – 11:29

### Correspondence

A list of the attendees of the special Community Forum meeting has been sent to Mr. Clark.

### Lake and Environment Committee Beach Erosion Report – 11:30

1. Scott had a point but tabled it until he spoke to Jean and Will first.
2. Jan mentioned the erosion at the Lakeside and Meadow beaches. A report was provided that would prevent the runoff of sand into the water. Trenches lined with fabric and stone are proposed. We were under the impression that the staff would do this, and since labor costs were included in the report, we asked if the intention was to bid this out. It was not. The labor was to illuminate that it would be less expensive for our staff to do this work.

### Policy on Time, Effort and Copying Resources used in providing Information to Members of the Community – 11:34

1. Jan stated that our Administrative Assistant has been spending increasing amounts of time each week filling requests for information from members of the community. A proposal for a policy provided by Bob was distributed and the Board members were asked to review it for a month and it would be discussed at the next meeting. It included the method of the request, charges for the Administrative Assistant's time after a free period, document copy fees and the method of agreement. Scott thought we should build it for the normal request, not the exceptions.
2. Bob presented a new Conflict of Interest Policy for consideration as well as 2 other documents – Massachusetts Conflict of Interest Law for Municipal Employees and a printout from [www.state.ma/ethics/factsheet1.htm](http://www.state.ma/ethics/factsheet1.htm) as informational backup to the policy. Dan asked if the adoption of this policy would be put up for discussion by the membership to get their thoughts, as it would relate to all Directors, volunteers and employees. This issue was then tabled.

### Discussion on Waiver of Dues for Future Presidents/Officers

This topic has been tabled for this meeting.

### Other

1. Ann Skibski's daughter Julie will be teaching a CPR class on August 14<sup>th</sup>. There will be some cost involved. Julie will coordinate the signage.

2. The Activities Chairperson has requested more Board of Director involvement in the activities. Ann Fazi said that her impression was that these activities were for those who chose to attend and did not like the pressure from this request.
3. Steve S. asked if committees created minutes of their meeting then could we view them. It was thought that maybe standing committee minutes would be appropriate to send to the Board members. Dan stated concern over these not being kept in one location, in electronic format for future committees to see. A recommendation will be made to all committees.
4. Since the Manager moved out of the Manager Residence, a review was to be done. To date, it has not taken place. It was to address the disposition of the house, is the process working properly with the Manager being off the premises, if multiple meetings are on the same date/time should one be in the living room at the Manager's Residence. The question of the mechanism for the review came up, as did what we are looking for. In addition, what are the functions as per the agreements? The question of accessibility in the current situation for the Manager came up. We also discussed the house possibly being used for seasonal help.
5. The meter on the wood chipper was reviewed. This is 4 years old and was purchased used. It currently has 133 hours on it, so we only have an average of about 25-30 hours usage per year. Steve S. thought this was low for an \$18,000 machine and the value to the association was questioned versus other alternatives and costs. Data was available when purchased and the minutes during that time should reflect this. Bob will follow up with this.
6. The Nominating Committee needs to be in place by 7/15 as per the by-laws. We have some names, but would like others as well.
7. Ann Fazi stated that Audrey has lost storage space during the construction and considerable dust was distributed into the office space. We were asked to approve extra time for Audrey to reorganize her space and clean where necessary. This was approved, and we asked Audrey to create a wish list of things that she may need, or that need replacing due to age, such as cabinets, equipment and the like.

#### Review of Action Items

District 1 & 2 Meeting	10:00 a.m.	Sunday, July 09, 2006
District 6 - Meeting & Desert	6:30 p.m.	Saturday, July 15, 2006
Open Budget / Dues Workshop	9:00 a.m.	Saturday, July 22, 2006
District 3 Meeting	9:00 a.m.	Saturday, July 22, 2006
District 4 & 5 Meeting	9:00 a.m.	Saturday, July 29, 2006
<i>Newsletter Deadline!</i>		Friday, August 04, 2006 Saturday, August 05, 2006
Board Meeting	9:00 a.m.	Saturday, August 26, 2006
Board Meeting	9:00 a.m.	2006

#### ADJOURNMENT

The meeting adjourned at 12:31 pm. The next meeting is on August 5<sup>th</sup> at 9:00.

Respectfully Submitted, Dan Rego, Secretary - WPOA

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
August 5, 2006**

**CALL TO ORDER**

The meeting was called to order at 09:04 a.m. Present were Jan Tkacz, Jeff Bowden, Bob Ueberbacher, Dan Rego, Scott Burghoff, Steve Strinie, Ann Skibski and Teresa Urbinati. A quorum was established.

**Opening Comments**

Jan stated that there was a need for a closed session after the meeting to discuss benefits and salaries for the budget. As such, he asked the District Directors to save the summaries of the district meetings until the August 26, 2006 meeting in 3 weeks.

A thank you note for the expression of sympathy was received from Davida Sappol and her sons from the passing of Mr. Norm Sappol. Norm served for many years in many capacities for Wildwood.

**APPROVAL OF MINUTES**

The minutes of the Board Meeting of July 07, 2006 were approved with typographical and grammatical corrections.

**Comments on Minutes of 2006 Spring Meeting**

There were two minor issues noted. These will be corrected and the final copy forwarded to Audrey Miller for retention until next years spring meeting where all members will review for approval.

**COMMUNITY FORUM – 09:11**

15 minutes allotted for Forum: time to be divided among those wishing to speak.

**Mr. Bill McKay (Otter Pond Trail):**

1. The Board was provided with a document entitled "A problem at Otter Pond." This deals with non-waterfront lot owners making private use of the common land between their lots and the waterfront. Bill would like a committee established to create a written policy on the use of the common property, with a special section on Otter Pond. A rough draft was provided as a starting point. Bill also offered to be on the committee. This well thought-out suggestion will be taken under advisement.

**Mrs. Susan Moore (Porcupine Point):**

1. Mrs. Moore provided a written letter, and then stated that she would like to make a motion at the Annual Meeting in September to recognize people who go above and beyond for the committees. Her suggestion is to offer a reduction for dues for the positions of the President, the Treasurer and the Chair of the Property Management Committee due to the extensive time that they need to put in. She said that this used to occur in some form, and did not know why it was stopped. She recognized the commitment by all those who volunteer their time, but thought that these

three positions had more time commitments than others did. She understands that this was an agenda item for the Board and feels that it is better done outside of the Board. Jan asked her to send this to him electronically for inclusion into the newsletter.

2. Susan has the information that Jan was looking for to provide to Bob Sullivan from the July 7, 2006 meeting. She has already provided it to Bob and will sent it to Jan as well.

## REPORTS – 09:23

Manager's Report presented by Jean Antinozzi (Chair of Property Management Committee)

A written report was submitted with discussion on the following:

1. The levels of the lakes, the downside of high levels, and are we being overly cautious.
2. The fire extinguishers have been installed in the renovated kitchen. Jean has found a company that will inspect these annually. She will get the costs and see if they can recharge the units on site.
3. Bears have been active on Fox Den beach and there have been at least two trash-tipping incidents.
4. Letters have been sent to property owners with brush piles asking their intentions for chipping.
5. We did not get back to the contractor who was going to be engaged to remove the bulk-wood in the complex in a timely fashion, and he has already sold the equipment he was to use. We are looking at the next low bidder. Jean to follow up.
6. Elaine Strinie suggested that the Board use a form letter for correspondence to the contractors that we do not engage in the bidding process. Jan stressed the need for all committees to let the President know of bids that are being requested so that they are not seen as unsolicited.
7. The task list items are going fine.
8. Jan asked about a security incident with State Police involvement. This was a response to a false alarm.
9. Jan asked about the "Snow Side Plowing" signs and if they are intentionally being left up all year round or should they be seasonal only. It was determined that they should be seasonal and will be taken down and retained until the new snow season.
10. Teresa asked about the "Future Road Repairs" in the report and did it include pot hole repair. She stated that the West Otter Road was bad; Jean will address.
11. Bob asked about the back entrance; Jean said it had an August 15 deadline for completion.
12. Jean stated that WMECO was contacted about an energy audit for the Manager's Residence. WMECO does not offer this program and listed some contractors who would do this for a fee.
13. Teresa asked about motion sensors on the lights in the bathhouses so they do not always stay on, and so that the staff does not have to turn on and off daily. Jean will look into this.
14. Jean called the phone company about the bills, but she is not on the account.
15. Steve asked what mechanism is in place to prioritize the roadwork. Jan stated that we rely on Will and Wes for this, but we are waiting on Steve and Bob's recommendation as they have been tasked with this as a part of the Property Management Committee. Steve was concerned that he is not as experienced in this area and that the bulk of the recommendations should be from Will and Wes, as they know the roads better than anyone does.
16. Jan stated that we have been doing the roads the same way for about 20 years, and that maybe there was a better method that would lengthen the time that the repairs would last; maybe an engineer could help in this area.
17. Steve mentioned that the Meadow Road portion that extends past Meadow Beach and beyond is in very poor condition.
18. Steve asked that the bushes outside the clubhouse that are encroaching on the sitting benches be trimmed.

19. Scott asked about the new speed bumps that have been approved. Jan stated that there would be one at the intersection of Porcupine Point and The Meadow as well as one between the front entrance and Main Beach. He also stated that the boulders would be put on the grassy area across from Main Beach to prevent parking. Jean said that these are on the task list.
20. Dan asked about the front entrance road that has been prepared just before the July 4<sup>th</sup> weekend. Jan stated that the Tolland Public Works Superintendent was dismissed by the Tolland Board of Selectmen and that this is hindering the completion. He was aware that a reinstatement petition (not from Wildwood specifically) would be circulated in Tolland and that it might behoove us, as taxpayers, to sign it.
21. Jean presented the actual costs of the kitchen repair work, and that it was a portion of the contractors billing, not in addition to what has already been paid. The broom closet is still pending, and the steel carts would not have wheels as originally designed, as the final layout does not allow for the room necessary for the movement of the carts.
22. Jean stated that Audrey Miller has requested a new 3-drawer file cabinet. Jan has three quotes provided by Audrey, all with the same product. She also has asked for a glass top for the spare desk so documents can be put under this. It was determined that these are below the limit for Board approval and that they should be done.
23. Jan thanked Jean, Ann Fazi, Millicent Schacher and Audrey for their diligence and determination on the kitchen renovation project.

#### Treasurer's Report – 09:47

A written report for June was submitted with discussion on the following:

1. There was a minor glitch in the June report with respect to the June interest. This has been corrected.
2. The dues collection is at 88.6% compared to 88.5% from last year at this time.
3. The total revenues are at 93.3% compared to 88.8% from last year at this time and the increase is mostly due to higher interest rates on our idle money and the delinquent dues collections. Bob stated that this is consistent and normal. We expect to be at 100% in 4-6 weeks, as the remainder of dues should be paid by then.
4. We do not have an answer yet as to what we will do about shifting money for better rates in the future.
5. Bob has added a 5<sup>th</sup> page to the report for monthly checks written to satisfy the request from the July 8 meeting. This was well received by all.
6. Jan notes that we were in good shape with expenditures and that no one area was largely over budget.

#### District Managers Reports – 09:50

There were none this meeting as per the request at the start of the meeting, and there was nothing critical to note.

#### Nominating Committee Report – 09:51

A written report was submitted by Gert McKay as follows:

President – William Habelt

Secretary – Ruth Buchanan or Dan Rego (current)

District 3 Director – Steve Rei (current)

District 6 Director – Greg and Diane Massey or Amy Gustman

It was further noted that while Ruth Buchanan is on the Nominating committee, she did not take part in the discussion or acceptance of nominees for the Office of Secretary.

OLD BUSINESS – 09:54

Correspondence -

Trees – Sheehan follow-up – Gert and Will had already met on this and the logs to be received have been identified.

Letter to Tolland Board of Selectmen requesting that they enforce the Town signage Bylaw on the Lodovico property – Most but not all of the For Sale and contractor signs have been removed. Jan noted that the Tolland Bylaws now contain a municipal fining capacity, so they have “teeth.” The Bylaws are available on the Tolland Web site.

There was a 6-minute break at this point and the meeting reconvened at 11:04.

Letter to SK Design Group – A rough estimate for the two holding tank options was requested.

Letter re: late night disturbance – This has been sent, and it has been noted that the owner has been very cooperative in the past.

E-mail from the Fishmans – The Fishmans has asked to work with the board on dealing with money put down on possible road damage due to the heavy load on the roads during “mud season.” There have been three spots noted, and Jan will discuss with Will what the remedies are, and whether it should be done by Wildwood staff or contractors.

Dams – 10:10

Gardner Start Date – Everything is in place, and Bill Fontaine has been contacted about the starting date, but no reply has been received yet. We expect that the drawdown will commence about 1 week prior. Steve asked Jan if he would help with the follow-through when his current term as President expires. Jan said that he would be happy to do so if his help was desired.

Fuss and O’Neill Documentation & Oversight – This has been fully approved and will include the documentation as well as pictures. The rate of drawdown was discussed, and LAPA suggests a 1-inch per day rate for environmental purposes. Jan stated that this would occur early enough for the amphibian life to bury itself, so we expect no impact in this area. A letter will be in the newsletter letting everyone know that the drawdown will occur 4-6 weeks earlier than normal.

Clubhouse Kitchen – 10:16

This was already discussed in the Property Manager’s report, and final costs are in line with what was budgeted.

## Entrance Signs – Special Permit Public Hearing

The Town Planning Board has our proposal for a special permit. The Planning Board will require a Public Hearing on the matter. We have sent the required fee covering the posting and mailing costs. No date for the Hearing has been assigned yet.

The Safety Committee has met and they are formulating a response to the emergency responders. A report will be presented at the Annual Fall Meeting.

Steve and Jeff were concerned that there was still no uniform acceptance of the signs in the community. Jan said this was about the map vs. the sign. The sign is a clear delineation of the property, and it lets prospective buyers know that we are an environmentally friendly community. The map can be discussed after the committee makes the report.

It was also noted that a map of the local emergency rooms would be coming in the Aug. Newsletter.

## Use of Manager's House – 10:23

Will was asked for his usage of this house. It was understood that he still sleeps there from time to time, and it would be uncomfortable for him to have Wildwood meetings there as needed. We need to reconsider the arrangement due to the electric bill costs. Teresa said the Personnel Committee was including this in their discussions on the position for the Manager. Jan wants to wait for the Personnel Committee strategic recommendations. They are looking at the structure of staffing, not specific to a person, but looking at the Wildwood needs structurally, globally and strategically. He anticipated that this would be done on a professional basis. However, in the short-term the cost sharing for the electricity usage should be addressed by the Board.

Bob asked if the decision to let the Manager reside off site had been made by the Board, and the answer was yes. Manager paid 100% of the electric costs when he resided there and that under the current arrangement he pays 0%. Jan mentioned that now the Manager and Assistant Manager have offices in this property, so Wildwood bears some of the costs. Jan had asked Will if his use of the residence was for the winter season due to plowing, and the answer was yes, but in the summer also during high use holiday weekends. It was noted that WPOA meetings are scheduled, and not at night, so we should be able to work meetings in this residence around these times.

Jan asked for permission from the Board to address the immediate past co-Presidents (Ann Stone and Lorraine Vines) as they were present at the meeting, and this was approved.

Ann stated that Will said he prefers to live offsite, and that they thought it was a reasonable request when asked. She further said it was approved for him to live offsite unless it was necessary for him to be onsite to meet Wildwood needs. Jan asked if the needs of Wildwood were discussed. Ann said not particularly, just with respect to Will's Office. Lorraine said that the Manager's Residence is not as accessible for open meetings due to parking and space constraints. She also stated that Will meets contractors at the residence.

Ann Stone and Pat Ueberbacher are to meet at the residence for a review on Friday, August 11<sup>th</sup>, 2006. Teresa Urbinati will compose a letter concerning the use of the residence to Will. Bob mentioned that there is language in the employment agreements concerning the residence, and that the agreements are in force for 2 years.

## Effort to Build Consensus – 10:35

The discussion focused on what to do next, and how to approach the membership. Jeff brought up the different groups of people, those who have been here for 40 years or so and those who have come in the last 5 – 10 years. We determined that both came to Wildwood for the same basic reasons. We thought that maybe a sub-committee was in order. Teresa thought that we needed to determine what we learned during the process and how to retool for the next step. Jan thought that we needed to send a 3<sup>rd</sup> follow up letter with a questionnaire focusing on values. We know the issues, but not the proportions. We need to find out what is important.

A summary letter will be sent addressing the questionnaire to follow. This will also let everyone know where we are going, and will follow through on the initiative started by the Board. Scott and Teresa will help formulate questions. A sub-committee may be assigned in late fall to continue with the questionnaire. We may consider hiring John Goodrich to assist as he has the WPOA history and has experience working with us.

## NEW BUSINESS – 10:57

### Correspondence

Letter from Amy Gustman – A new letter from Amy Gustman was received. She has stated in the letter that the tree has a carpenter ant problem, and has had the house sprayed twice with no resolution. She also said the tree was a fire hazard. She has asked for reconsideration. She has evidently rejected our agreeing to let her go on common property and remove it on her own, at her own expense. We discussed different compromises.

Motion to agree to remove the tree at WPOA expense. Motion rejected unanimously.

Dan asked if could represent the Board and speak to Ms. Gustman about this issue. We thought that most people would accept the agreement to remove this on there own. An update will follow.

Letter from Barbara Lang (Porcupine Point) – This is concerning a barking dog and the for sale and painting signs at the front entrance. This letter was received after the letter from the WPOA to the Town Selectmen re: signage had been sent and a copy then was sent to Mrs. Lang. [After the meeting it was learned that Audrey had contacted the dog owner about the barking complaint.]

Request from Susan Moore – As this item had not been on the Agenda, Bob asked for a motion to put this issue on the agenda. Motion passed unanimously.

Susan Moore has requested that we allow a Town Hall group to use the clubhouse on one Wednesday and waive the standard fee. Ann Skibski asked if we waived the fee for Gert McKay's group, and the answer was no. It was mentioned that the difference with this request was that the Town Hall would be closed on the requested evening, so it is not available.

Motion to allow a 1-time special exception with the parties to do their own clean up afterwards. Motion passed with 7 yes votes and 1 abstention.

## Letter to Staff from Operations Committee – 11:13

Jan stated that some discussions related to individual staff, not staff positions, got back to the staff. As such, the Executive Operations Committee sent a letter to the staff to attempt to ease their minds, but

that there was a glitch in the process. Steve S. stressed that whatever happens or is said in the Personnel Committee meetings needs to stay there and not be discussed with others.

Dan brought up the issue of the glitch. Neither of the Personnel Committee co-chairs, nor the Property Management Chair had an opportunity to comment on the second draft of the letter before it was sent out. The first draft drew a brief comment from only one of the Personnel Committee co-chairs. Jan accepted responsibility for this oversight and stated that, at the time, he viewed the second draft simply as a better-worded version of the first draft that he had written. Dan also has an issue with some wording, as did Scott, as it may put the WPOA and the Personnel Committee in a difficult position in the future. Jeff provided his thoughts on this, as he was the architect of the second draft. Most all agreed with the sentiment of the letter, just not the wording chosen.

Availability of Rocks and Resources –

Motion to put this issue on the agenda. Motion passed unanimously.

A lakeside homeowner who is concerned with erosion asked if they could use the rocks piled in the area behind the laundry facility to build a short wall on their property. Steve S. stated that he has been told in the past that patch and gravel in this area were available for homeowners. Bob and Dan stated that they had understood that this was accurate. Bob did state that building on the lake was a regulatory activity. Jan was to speak to Will/Wes and follow up with regulations. The owner would have to transport the rock though.

2007 Budget – 11:33

Two documents were presented for review. In general, the operating expenses are up for 2007, the funding for reserves is down and overall the budget is up slightly. An increase in membership leads to at least 2 possibilities: no change in dues, but more allowance for roadwork, or a 2% decrease. Jan stated that we are in great shape with the dam costs.

Motion to accept the proposed 2007 budget as listed. Motion passed unanimously.

Discussion centered on the possibility of a modest 2% increase to further fund the roads, and where we are with reserve totals; these are very good.

Motion to present 2 options as proposed in the drafted document. Motion passed unanimously.

11:55 – There was a short recess

Medical Insurance for Staff – 12:02

It was explained that the insurance for Will and Wes are covered at 100%. Audrey is on a family plan and she picks up 25% of the difference between individual and family coverage. A summary of the last 5 years insurance costs was presented. Discussion was minimal as there was a closed session pending on this subject.

Policy on Review of WPOA Records – 12:13

The discussion centered on the costs and the increase in requests. The by-laws state that documents can only be viewed. Jan will seek legal counsel.

Policy on Conflict of Interest – 12:30

There was only a brief discussion as to the reasoning of this, as well as the staff agreements, and then this was tabled.

Discussion on Waiver of Dues for Future Presidents/Officers – 12:34

In view of the proposal received from Susan Moore and the time, this discussion was again tabled.

Newsletter – 12:36

A list was provided outlining the 15-20 articles that were to be in the newsletter.

Other – 12:37

1. Teresa asked about the welcoming committee, and stated that some material was out of date.
2. We discussed the 911 signs; this issue was to the safety committee for a recommendation.
3. Jan stated that we are looking for a new Webmaster; someone is interested.

Review of Action Items

ADJOURNMENT

The meeting adjourned at 12:42 pm. The next meeting is on August 26th at 9:00.

Respectfully Submitted, Dan Rego, Secretary - WPOA

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
August 26, 2006**

**CALL TO ORDER**

The meeting was called to order at 09:31 a.m. Present were Jan Tkacz, Jeff Bowden, Bob Ueberbacher, Dan Rego, Scott Burghoff, Steve Strinie, Ray Skibski and Teresa Urbinati. A quorum was established.

**Opening Comments**

There is a need for a closed session following the meeting.

**APPROVAL OF MINUTES**

The minutes of the Board Meeting of August 05, 2006 were approved with minor typographical and grammatical corrections.

Jeff questioned if the previous minutes are kept forever, and Jan stated yes, in electronic or paper format. Jeff asked about other committee minutes, and Jan stated that this varied from committee to committee.

**COMMUNITY FORUM – 09:35**

15 minutes allotted for Forum; time to be divided among those wishing to speak.

Gert McKay:

1. Gert stated that she tried to pass the new entrance signs through the town Planning and Zoning group. Because we are asking for 2 signs on 2 different parcels, there needs to be 2 public hearings (but they could be in 1 meeting on 1 night). We were told that 46 certified letters would need to go out at \$5 per letter, but Gert believed this number to be only 17. There seems to be a discrepancy on how many properties are within the regulated distance needed for the letters on a certain map.
2. Gert will be away most of September, so she may need assistance from someone locally to continue this on behalf of Wildwood. There is no date set for the hearings at this point.

Mrs. Susan Moore: 09:42

1. Susan asked about the requested speed bumps from the July meeting. Jan stated that they are here but need to be fitted. Susan stated that they should be done by now, as it is the third time that they have been asked for.
2. She thanked the board for the use of the clubhouse for the Wednesday night club meeting.
3. Susan stated that the board had not discussed her motion to be made at the annual meeting this fall. Bob stated that it would be a conflict of interest for some board members to vote on. Jan said it had been on the agenda before but was tabled for other issues. It is on this meeting's agenda also.
4. She thanked the board members for their participation at Field Day.
5. Susan has provided a list in the past of when it is appropriate to get a permit for work such as construction and repairs. She stated that Wildwood should set the example of this, and that it is a part of Will's job description to ensure this is done. Teresa asked if Will was a zoning person where he should be doing this. Susan stated that Will has told community members to get permits in the past, but he does not do it for all Wildwood projects, such as the wiring contractor in the kitchen.

Jan stated that he was very impressed with the Field Day turnout, and said that the move to create an Activities Committee was very good for Wildwood.

## REPORTS – 09:50

Manager's Report presented by Jan Tkacz via a written report - discussion on the following items:

1. Drainage stone was ordered and spread at rear entrance of Beetle Road.
2. Jeff asked if this was on the list, and if there was enough time for everything else. Jan stated that 1 part-time employee had been out, and some other things came up.
3. Will and Wes spent much time running and maintaining the dehumidifiers in the clubhouse and the Manager's House due to extreme moisture problems.
4. A special clean up at the Lakeside Beach bathhouse.
5. Wes contacted companies for dump truck body replacement estimates.
6. There were no major security issues. Jan will have a security related letter in the newsletter and the new Safety Committee will be addressing the membership at the annual fall meeting.
7. The new speed bumps will not be installed until next year as per the Chair of the Property Management Committee.
8. It was asked how prioritization was done (i.e. squeaky wheel, safety, timeliness, ease of work...). There was no real process noted.

## Treasurer's Report – 10:02

1. There was no report, as it was not the end of a month.
2. A CD will come due in mid-September. We will look at both Lee Bank and Berkshire as well.
3. Dues collections are moving along and we will have the totals at the next meeting.
4. The operating funds are in very good shape and we are at a typical pace with other unpredictable revenues.

5. Jan stated that the budget in the newsletter would look similar to previous years.
6. Bob stated that some sub-category percentages (roads, lakes or remaining) have changed to be more realistic and accurate, but the totals are about the same. The graphs show that our dues have not gone up astronomically as some have thought.

#### District Managers Reports – 10:07

DD3 – Steve Rei – A written report was provided with the following topics highlighted:

1. ROW encroachment on Otter Pond.
2. Maintenance of the roads.

DD6 – Ann Fazi – No particular items highlighted:

1. General comments, repairs, lines of sight on roads.
2. Beach erosion (Jan stated that mitigation is being considered)

DD4 & 5 together – Steve Strinie – the following topics were highlighted:

1. Weeds in lakes seem to be worse.
2. Asked of the status of the laundry (in a state of flux – waiting on information).
3. Concerned about non-Wildwood members using the laundry (Jeff stated the beaches also, but agreed that it was subjective).
4. Non-Wildwood members on the property in general, and how to enforce.
5. It was asked if we ever had a committee to greet people on beaches – this was never heard of.
6. Negative comments about the new proposed signs. Scott heard this in the DD1 meeting, but related to security. Jan is waiting on the Security Committee recommendations.
7. We should look at energy conserving light bulbs, similar to Teresa's recommendation of motion lights in the bathhouses.
8. The end of Meadow Road, especially past the beach is very bad. Ray mentioned The Thicket also.
9. Bob stated that District 6 had road issues as well.

DD1 & 2 together - Scott Burghoff –the following topics were highlighted:

1. We do not always know when new owners join each district. Can we work with Audrey? Yes.
2. In favor of waiver of dues for President as a thank you gesture.

#### OLD BUSINESS – 10:23

#### Correspondence

Letter requesting legal opinion: review of records – we have been assigned to a new attorney at the firm, and this has gone to him.

Letter to A. Gustman – She has been granted permission to have helpers assist with the cutting and removal of a common property tree from the common property behind her home.

Letter to Town Health Agent; routine water testing – we are well in compliance.

Dams – Gardner Start Date – 10:26

No start date yet. As Jan has been asked to continue his diligence with this project when his term as President expires, he will be in contact with the vendor and provide an update at the Annual meeting.

Clubhouse Kitchen – 10:27

We neglected to thank the Property Management Committee members for their insistence on continuing the bidding process. This provided a large cost savings to Wildwood.

Entrance Signs – Special Permit Public Hearing 10:28

This was already discussed in the public forum.

Fishman Indemnity Release – 10:28

Will has verified that the only damage from the new construction is at the intersection of Chipmunk Crossing and the Fishman property. This will take about 1 ton of material and some other minor work. It has been estimated to be \$111 in cost. Jan would like to send this bill to the bank holding the indemnity money. When the check is received, Jan would ask the bank to release the rest to the Fishmans.

Motion to proceed with the request for \$111 from the bank. Motion passed unanimously. Jan will contact the Fishmans and inform them of this.

Use of Manager's House – 10:31

The pros and cons list from the mid-2004 discussion to let the Resident Manager move off-site was presented. In a follow-up to a letter from the board (via Teresa), Will has stated that he uses the home less than 12 times per year, and mostly in the snow season. He uses it very little other times. Will's suggestion was to drain the pipes, lower the heat and close the house for the winter. He felt he could get his voice mail and e-mail in the office as well as that of Wes. The board discussed the phone, electrical and television bills. We felt we could save several hundred dollars a month if we close the house for the winter. Ray stated it might cost us to have the house properly closed. Bob has found an agency that will do an energy audit. We will do an energy audit and then determine if we close the house up or not.

Effort to Build Consensus – 10:49

Jeff has produced a draft letter and a summary of the special spring and summer meetings for review and feedback. There was a discussion for Teresa's suggestion to determine what we as a community agree on, what we don't agree on, what crosses with the town rules and ordinances, what is enforceable and what is not and things of this nature. Do we generate a detailed survey, or only hit on key issues. What do we need to know? How do we get the documents to a point where we get a strong positive response from the community? Bob suggested we send out the letter so that all know what to expect in the next few months. Jeff, Scott and Teresa will work as a group with the goal to get the letter out before the fall membership meeting.

## NEW BUSINESS – 11:10

### Correspondence

E-mail regarding unrestrained dogs – There was a report of persistent issues on East Otter. The District Director will be asked to address the issue.

New Webmaster –11:11 Karl Ellison, the son of a community member, has agreed to take on this role. He is looking at creating separate private vs. public areas. We may possibly have a liaison from the board work with him.

Discussion on Waiver of Dues for Future Presidents/Officers/Chairs - 11:13 – We have the proposal from Susan Moore for the Annual Fall Meeting. Some personal feelings from the current board members were discussed, such as it is a great sentiment, but should it be for all or none, and how did the dollar figure get determined. Several felt it a conflict of interest. This is on the proxy forms for voting as well as in the newsletter.

Policy on Conflict of Interest – 11:27 – Examples and terminology were discussed. We felt it was better to break the employees out of this policy and address it as a part of the agreements. We discussed using this for the board only and not the committee chairs. This was put back to Bob for rewording and then to the attorney for review.

Annual Meeting Agenda – 11:43 - The proposed agenda was presented and reviewed. In the Elections of Officers section, where positions have multiple candidates, they will be asked to make statements to the members present.

Other – 11:47 – None at this meeting.

Jan stated that this board has come a long way as a group, and that we were very fortunate that everyone was so participatory. We have taken steps on long-term issues, and we have aligned committees with the needs of the board. A thought for the future should be to keep the big picture in mind, and not the minutia. He expressed his thanks to all. Jeff stated that we have big shoes to fill, and expressed thanks from all of the board.

Review of Action Items

ADJOURNMENT

The meeting adjourned at 11:49 pm.

The next meeting is the annual membership meeting on Sunday September 17, 2006 at 1:00 p.m.

Respectfully Submitted,  
Dan Rego,  
Secretary - WPOA

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
November 4, 2006 at 9:00 a.m.**

**CALL TO ORDER**

The meeting was called to order at 09:05 a.m. Present were Bill Habelt, Jeff Bowden, Bob Ueberbacher, Dan Rego, Scott Burghoff, Ray Skibski, Steve Strinie, Steve Rei and Greg Massey. A quorum was established.

**APPROVAL OF MINUTES**

The minutes of the Board Meeting of October 7, 2006 were unanimously approved with no corrections.

**COMMUNITY FORUM – 09:06**

15 minutes allotted for Forum; time to be divided among those wishing to speak.

John Savonis of WO-09 of West Otter spoke of his previous letter to the board. This was in regards to community members crossing his property to get to Beetle Road. He said that he did put up the no trespassing signs to prevent this, but someone took some down. He understands that we will be addressing access to Beetle Road in New Business. He also said that he heard we might be considering moving the ROW to the edge of his property. This would put 2 roads and 1 ROW around his property. If this were to happen, Mr. Savonis would appreciate it if we would also put up bushes to create privacy for him. He also stated that the current location of the ROW was in a good area for the elderly for access. The board understands why the signs were put up, but they are against the regulations. He agreed to remove the signs.

This section was continued at 10:22 during Old Business – see below.

**REPORTS – 09:11**

Manager's Report presented by Jean Antinozzi (Chair of Property Management Committee).

A written report was submitted with discussion on the following:

1. Sand & salt mixed.
2. Bulk wood has been removed from the west side of Wildwood. Susan Moore has identified some that was not removed. This will be addressed.
3. Some trees were taken down around the clubhouse.
4. Quotes received and handed out for guardrails at 3 areas – ranged from \$10,717 to just over \$18,000. This was thought to be overkill for what was intended and in comparison to what was there in the past (at least for the road to Meadow Beach).

5. Dam Repair being done
6. Another incident of fuel oil taken occurred.
7. Someone threw eggs on the clubhouse windows.
8. Lots of routine truck and equipment work.
9. The cost analysis for the picnic tables was done - \$156.12 for labor and materials.
10. The board showing the location of the staff is now being updated daily. Bob stated that some days are better than others are (consistency).
11. Steve asked if Wes did the muffler and tailpipe repair – Yes. Bob stated we have an account at NAPA for parts.
12. Jean shared that the bulk wood quote (\$3,850) was only for the west side of the lake. She also had a quote for \$500 for the rest of the community from the contractor.
13. Dan questioned the lack of board approval for the wood removal by the new contractor at \$3,850. Jean remembered getting agreement in the Property Management Committee, but not the board.

#### Treasurer's Report – 09:25

1. Dues are at 97% - letters have been sent to those who have not made the 4<sup>th</sup> payment.
2. The tree work costs due to weather have been shifted from contractor/haul line item of the budget to the weather contingency line item.
3. The demo for the Otter Pond dam is more extensive than anticipated. More material is coming in so there will be additional costs for this as well as extra site visits and engineering & design work. The recommendation to take the money market from Lee Bank that is paying .75% to pay for the additional costs was made. This would be from general contingency funds. Higher delinquent dues payments may fund the general contingency reductions. We should still be under the original quote that was budgeted for.
4. Bob has been impressed with the contractors and the level of conscientiousness.

#### District Managers Reports – 09:37

Greg Massey – District 6 – Susan Moore brought up the issue that some bulk wood was not taken that was marked. She also said that a rusty culvert issue was brought to Will's attention. Jean Antinozzi was to respond to Susan as she only recently received the message from Will.

A short discussion on the levels of money covered by the FDIC on accounts ensued. Information from Berkshire Bank stated that we were covered to \$100,000 per account. Jean said this was true if the accounts had different titles. If the same title was on multiple accounts, they are lumped together and covered as \$100,000. Bob is waiting on more information, and Jean will check into this further as well.

## OLD BUSINESS – 09:42

### Correspondence

· Letter requesting Right of Way on WO-05 (Bouley), response – the Building Committee has recommended against this to the board. The October 12 letter asked if there were any special or hardship considerations. There was no response. It was also stated that the owner could attend the November 04 board meeting, and the owner was not present.

### Motion to deny the request from the owner of WO-05 for a Right of Way. Motion passed unanimously.

· Letter regarding Respect of Private Property, response – This was discussed in the Community Forum section. We received a letter from the Platts about the possibility of another ROW, or a swap with the existing ROW and their views. A letter about trespassing on private property will be in the newsletter. We also discussed putting small signs up pointing to the community property in these situations. Jean will look into this with the staff.

### Dam update – 09:59

Jan Tkacz provided a 4-page written document and he was not overly concerned with the Cranberry Pond issue noted. The recommendation was to have the riser pipe and elbow slip-lined in the future. We expect to close the valve so the lake can recover to normal water depth.

### Entrance Signs – 10:04

Nothing to report at this time.

### Use of Manager's House – 10:05

1. We reviewed the notations from the Property Management Committee. The house is generally in good shape.
2. There is a major moisture and mold presence issue. We need to look into the severity of this. In addition, the potable water quality is not good due to the smell. This should be on a water-testing schedule with the Lakes and Environment Committee – Scott will bring this up with Walter Gay. Jean will get quotes for the testing and work. The reserves may provide funding for the repairs.
3. Will is removing his personal things before closing the house for the winter.
4. The phone line will be moved to the clubhouse basement area.
5. We are waiting on the Personnel Committee for staffing so we know what to do with the house.
6. The exterior will be plowed and maintained as if someone is living there.

There was a short recess from 10:15 until 10:22

The COMMUNITY FORUM was reopened– 10:22

15 minutes allotted for Forum; time to be divided among those wishing to speak.

Loren Clark stated that the information in the board members packet for board meetings is not available to everyone in the community, and he would like a full packet. It was stated that some things in the packet were not addressed at the meetings (tabled) or were not appropriate.

Mr. Clark said that the board meetings have changed and recorded the differences to the Warmolts document. In 1998, the changes had no decision or vote from the community, 2 pages were left out and these were materially different documents. This still exists as a problem. We now have 2 charters – from 1999 and 1966. Mr. Clark has provided these to the board in the past. We changed but did not rescind the old document. In 2002, we made major changes to the rules and regulations. Mr. Clark cannot find from that spring meeting where this was voted on properly, and would like the board to readdress this issue.

Effort to Build Consensus – 10:27

The draft of a membership survey was handed out. There were discussions on specific wording, signer by deed or choice, recording of documents and choice of questions. We also discussed the need for an introductory letter with this. We further discussed making names optional, but requesting districts, if the properties are on the lake or not, and if the members are homeowners or not.

Policy on Conflict of Interest – 10:53

We discussed the final wording, who should be asked to sign the documents and if the documents should be signed or if the volunteers should just be aware of the policy. We raised scenarios for what this should cover, and how it should work with the spirit of what we are trying to do. We agreed that impartiality was the key and that it should come as a recommendation from the board. Audrey will prepare the final documents.

Website Sponsors / Contractors – 11:10

1. Karl thought that we should provide lists of vendors only, but links to other web sites should cost something. We agreed that a disclaimer should be on the web site that the WPOA does not suggest any vendors specifically; we are just listing them for the convenience of our members.
2. Karl is prepared to put the names and contact information for the committee chairs on the site. It was agreed that this would be on the private area only.

Donation to Red Cross – 11:15

Ray reported that Julie made nothing on this as she provided all funds to the Red Cross. In addition, Julie did not put out any funds and Ray felt that she was sufficiently reimbursed. No donation will be made at this time.

NEW BUSINESS – 11:18

Correspondence

· Platt's Letter about Right of Way on Otter Pond – This was discussed in Old Business with the Savonis issue.

2007 Draft Calendar – 11:19

This was discussed and the changes will be incorporated by Scott.

Wildwood Plaque – 11:23

Audrey presented 3 options and a method of payment.

Motion to have a new plaque made by Creations by Carleton and for Audrey to approve for the \$240 payment. Motion passed unanimously.

Correspondence – 11:34

· Letter regarding building violations. –There was a short discussion to see if the proper procedure was followed.

Motion to have this tabled until the homeowner was contacted. Motion passed unanimously.

Other – 11:39

1. Ray reported that a resident from The Thicket asked why the WPOA charges twice for adjoining lots. It was stated that the fee was 20% for the 2nd lot unless they were in different names. Bill stated that the road fee was levied by lot. Ray said the owner might seek an attorney. It was further stated that the Dues Restructuring Committee addressed this in the past.

Review of Action Items

All were reviewed.

ADJOURNMENT

The meeting adjourned at 11:44

The next meeting is on Saturday December 2, 2006 at 9:30 a.m.

Respectfully Submitted,

Dan Rego

Secretary - WPOA

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
December 2, 2006 at 9:30 a.m.**

**CALL TO ORDER**

The meeting was called to order at 09:30 a.m. Present were Bill Habelt, Jeff Bowden, Bob Ueberbacher, Dan Rego, Scott Burghoff, Ray Skibski, Steve Strinie, Teresa Urbinati, Steve Rei and Greg & Diane Massey. A quorum was established.

**APPROVAL OF MINUTES**

The minutes of the Board Meeting of November 4, 2006 were approved with 2 wording corrections. There was 1 abstention.

During the discussion, Jean Antinozzi was asked why the severe mold and mildew problem at the Manager's House was never brought before the board in previous years. Jean stated she could not answer this question, as she did not know what occurred before she became the Chair of the Property Management Committee.

**COMMUNITY FORUM – 09:35**

15 minutes allotted for Forum; time to be divided among those wishing to speak.

Loren Clark presented a packet to the Secretary as well as each Board member:

1. A 5-page portion was in regards to the Public Hearings for the front and rear entrance signs. The Secretary copy also had photos of the current signs at both entrances. Loren stated that 8 Wildwood residents spoke in opposition to the signs, and that no vote was taken.
2. A 1-page letter from Loren Clark and Jean Armitage thanking the Board for improving the drainage on Lakeside Drive.
3. A 1-page letter to the Board concerning the McGorry/Marshal property setback variance request.
4. A 3-page set of letters concerning the Membership Survey and the Consensus Efforts with Mr. Clark's views on the questions to be on the survey.
5. A 1-page document on the confusion, misconception as to the CC+R and "property owners association" vs. "Home Owners Association." Mr. Clark wants a dialogue with the Board on this as he stated he has raised this issue in 14 of the last 16 meetings, and he has had silence from the Board. It was agreed by all to put this as an agenda item for a future meeting.

Doris Shandell asked if there was a conflict of interest (COI) in the past to generate a need for the COI policy. She did not feel that the Board should dictate to the employees who they could do work for on their own time. It was stated that the Board just wanted to know about it and that if the employees did work for Board members or Committee members there could be some bias occurring. It was also stated that there is nothing legal about this policy; it is just a conscious raising document. This document is not for the employees, but there would be some wording in the next employee agreements on this topic.

**REPORTS – 09:55**

Manager's Report presented by Jean Antinozzi (Chair of Property Management Committee).

A written report was submitted with discussion on the following:

1. Lakeside swale
2. The culvert mentioned by Susan Moore has been removed
3. There was a chimney fire at the Habelt residence.
4. Lots of continued maintenance on the equipment

5. A repair to the 97 dump truck
6. Will went to the Tolland Public Hearing regarding the Wildwood entrance signs.
7. Updates on the mold problem – 3 companies have been contacted, and one wanted a \$300 fee to inspect the home.
8. The Doryce Seltzer e- mail concerning the disrepair of Meadow Road was discussed... This will be addressed in 2007, but it has been patched.
9. The Manager's new phone line is in the clubhouse, but not hooked up. This should be done by 12/12.
10. A missing sign on Forest Road – Will and Wes will address this right away.
11. Will to address the first responder's requests from the previous meetings.
12. There is a request to remove some stumps in the lake near the Campbell property while the lake is low. Will and Wes will be asked the process. We should check with the conservation people also.

#### Treasurer's Report – 10:05

1. We have collected 97.7 % of assessed dues and letters have gone out to those who have not paid.
2. We have collected 104.1% of revenues with more back dues and back interest collected that anticipated.
3. A transfer was made from the Lee Money Market (.75% interest) to the Berkshire operating account to cover the dam payments.
4. Two CD's are coming due, and we are looking at long and short-term rates. We are also looking at 2 banks in Southwick so we can have a competitive bank.
5. On the FDIC issue from last month, Jean was correct that similar titled accounts are only insured to \$100,000, but the Commonwealth of Massachusetts covers "all deposit accounts in member banks regardless of how the accounts are titled" under the DIF (Depositors Insurance Fund) program. Our accounts are in the listed "member banks."
6. Our reserves were fully funded as of August. The General Contingency is down to cover the dam work. This will be supplemented by the delinquent dues collected and a few other areas.
7. Generally, Wildwood is very healthy financially.

In discussion, it was asked if the interest of the Berkshire Money Market was fluctuating (variable). It is (currently at 1.66%), but we may look to shift the money to other instruments that make more sense. It was noted that checks 3200 and 3201 had more items paid for than could be listed in the short description. It was also asked what type of handheld blower check 3205 was for – this was not known.

#### District Managers Reports – 10:15

None at this time.

#### Lake and Environment Committee

Drinking Water Test Results – A 3-page document from Walter Gay was presented and Scott Burghoff stated that everything was fine and nothing stood out.

Lake and Environment Committee Annual Report – again, everything was fine and nothing stood out.

A question was asked about the water in the Manager's House. Will and Wes will work on this separately and it will not be lumped in with the DEP water testing. This will occur when the water in the Manager's House is turned back on in the spring.

#### OLD BUSINESS – 10:17

Building Setback Matter on Fox Den – Bill Habelt recused himself and joined the community area as he had a personal involvement in this issue as a homeowner 3-4 years ago.

Gert McKay spoke on behalf of the Building Review Committee. They received a complaint call from a neighbor stating that the original request from 2002 was for 3 feet to be added on 3 sides. They further stated that it is now a very large deck and it is not covered by a variance, and that there is a large front that has been added. There is nothing recorded on the town books, the property line pins are gone, and it appears that this (a variance) has never come before the Building Review Committee. There is a violation of the setbacks as well. This is not the first time an owner has done this, but we need to stop somewhere. The town does not typically prosecute, nor do we (the committee) think they will.

Mark Hartunian, the owner, presented a 17-page document, and then had an opportunity to speak. The original sonnet tubes were not at 4', so he had to take them out. He hit much rock, so he had to move the tubes to where he could gain the 4' depth, so some measurements may be a few inches off. Will and Wes said he was 50'3" from the road with the method they always used. The measurements were done by Mark Hartunian and Lorraine Vines as well.

Further discussion included what the current Wildwood side variance is (20 or 25'), if the 2nd addition was a part of the original drawing as well as the what's and when's'

It was determined that more information was needed. The Board will view the site on 1/13/07 at 0900 just before the normal Board meeting. The owner was asked to bring the maps. Fred Sambel has an issue with no pins in place. The Board is concerned with the size at this point. Loren Clark will bring the current rules and regulations from the Wildwood and Tolland Boards. Lorraine Vines cautioned everyone on taking legal action, as many people do not get permits.

Gert was asked about the nature of the complaint, and she said a neighbor had an aesthetic problem with the deck.

There was a short recess from 11:10 until 11:17

Correspondence – 11:17

- Letter - Meadow Road Repair Request – This was discussed in the Property Manager's Report. Bill reviewed this as well, and it is similar to several other requests. This road is difficult to plow/pave due to the grooves. We need to make a priority-paving schedule and add this road to it. We will also get a report from the Road Committee.

- DIF (Depositors Insurance Fund) – This was discussed in the Treasurer's Report.

Entrance Signs – 11:25

This was reported on earlier by Loren Clark in the Community Forum. Loren stated that the town wants temporary signs mounted on posts for review. Bill will contact the town. We also discussed the genesis of the signs.

Dam update – 11:30

Jan's report was in our packet. There was a new breach, and the elbow repair will take place on 12/5. Costs are fairly close to the original estimates. We are waiting on the Otter Pond Gate Valve.

2007 Draft Calendar – 11:34

The Building Review Committee meetings have been added. It was asked if this committee keeps minutes. Yes, but not formal. It was determined that standing committees should turn their minutes in

for review of the Board starting on 01/01/07. All approved of this.

#### Effort to Build Consensus – 11:45

The new draft was presented for review before the next Board meeting. This information should be posted on the web site also. The issue has been tabled until the next meeting.

#### NEW BUSINESS – 11:48

Web Site Sponsor, Bob Rahn – Bob has paid \$250 for a premier spot on the Real Estate page.

#### Correspondence

- Lakeside Drive/Grove Intersection – Someone expressed concern with the Grove to Lakeside intersection. Most people expect less traffic here in the winter so they do not check/stop before driving through the intersection. It was noted that the traffic on the paved roads is typically faster moving, but it was also noted that the community needs to take care, especially in the winter when plowing is done on the opposite side of the road. A note will be in the newsletter.
- Safe Drinking Water Act Assessment – A letter from the DEP was received with the new rate structure. We are required to pay a \$250 flat fee.
- Letter regarding Property Setback Variance – This was the same issue from the Community Forum #3 from Loren Clark. He said this is informational only, and that there is a conflict between the Tolland and Wildwood setbacks. WW is less stringent due to the smaller lot sizes. What is the real setback and what do we tell newcomers in the community via the new owner packet? Bill will review the packet.
- Letter regarding Entrance Signs – previously discussed.
- Letter regarding Chimney Fire – this was a letter from Bill and Elaine Habelt thanking Wes Greene, and expressing their appreciation for his prompt response and effective assistance. The fire was confined to the chimney and did not damage the house structure.

#### Other – 12:04

1. ROW on Otter pond will be reviewed in the newsletter.
2. We agreed in principal with the removal of the wood left from the WMECO tree cutting, and it has already been done and paid for, but we never voted on allocating the funds as an expense.

Motion to have selected contractor remove the wood left behind from the WMECO tree work at a cost of \$3,850. Motion passed unanimously.

#### Review of Action Items

All were reviewed.

The Board will view the Hartunian deck on 1/13/07 at 0900 just before the normal Board meeting.

#### ADJOURNMENT

The meeting adjourned at 12:20

The next meeting is on Saturday January 13, 2007 at 9:30 a.m., with the viewing of the Hartunian deck on 1/13/07 at 0900 just before the normal Board meeting.

Respectfully Submitted,  
Dan Rego, Secretary - WPOA