



**WILDWOOD**  
PROPERTY OWNERS ASSOCIATION, INC.

## **2007 BOD MEETING MINUTES**

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
January 13, 2007 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, Ray Skibski, Steve Strinie, Teresa Urbinati, and Greg Massey. A quorum was established.

### APPROVAL OF MINUTES

The minutes of the Board Meeting of December 02, 2006 were approved with wording corrections.

During the discussion, it was asked about the repair work done on the 97 truck. Jean did not have an answer but would follow up.

### COMMUNITY FORUM – 09:36

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

#### Gert McKay:

1. Gert reported on the WW entrance sign variance. The Tolland Board was not voting until they hear from the WW Board on what we want done. The Town Meeting in on 1/22.
2. Gert commented on the letter that Bill Habelt sent regarding the setback limits. The Town is at 25 feet and WW is at 20 feet. Gert feels that we should not be less stringent than the town. This was voted on in the Sept. 22, 2002 meeting and it was decided to leave the WW limit at 20 feet. An owner still needs to go to the town for a variance from them though.

#### Loren Clark:

1. Loren reported on a letter from the Tolland Board or Appeals, and they had no problem with the 20 foot set back limit.

### REPORTS – 09:46

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

A written report was submitted with discussion on the following:

1. Lots of road work and tree cutting
2. There were laundry damage issues. A new window was installed. A new lock box was put on the thermostat and it was damaged already.
3. Some signs were stolen from the hangers
4. Some power lines had gone down
5. A culvert map was made with all 144 culverts. This will be marked as issues are addressed and it will be used as a tool in the future for addressing the cleaning of lesser problematic culverts.
6. There was 1" of snow on January 10 and the roads were addressed.

During discussion, it was asked why we need bids for routing of road signs. Jean said that Wes cannot do this due to a medical condition, and that Will feels his time is better spent on other issues.

It was asked that the President and Vice-President address the health condition at the Executive Operations meeting that afternoon.

Estimates of the remediation of the mold in the Manager's House came in at \$2,700 and \$5,580.

A paving list of roads for 2007 was presented.

Jean Antinozzi presented a written resignation effective 4/1/2007 from the Chair position of the Property Management Committee. Bill asked if this position required a year-round resident. No. Jean said it did not take a lot of time, and most of the work was via e-mail. She did meet with Will and Wes once a month though. She will ask for candidates in the next Property Management Committee meeting.

Treasurer's Report – 10:05

1. The Y/E report was presented. Only 2% of last year's dues have not come in.
2. The bank account balance has 2007 dues in it also.
3. This account is not doing much for interest, so we are looking for an instrument that can earn more.
4. The Lee Bank CD #061 is now at West Bank for 16 months earning 5.25 %. Some new account types are available, and it is in our best interest to look at these.
5. Most of the dam payments have been made. We should be able to close the books on this project in 4-6 weeks.

District Managers Reports – 10:15

District 3 – Steve Strinie:

1. Elaine Strinie of Slope Road has requested that we stock dishtowels, soap, sponges and paper towels in the remodeled kitchen. These were not available for the New Years Brunch. This will be taken care of.
2. Elaine also asked for a 30-cup coffee maker. As we already have a 36-cup and a 42-cup that work, it was felt that this was not necessary.
3. Steve said that there were electrical problems at the New Years Brunch. When the Women's Room hand dryer was used at the same time the electrical receptacle outside the kitchen was in use, the breaker tripped. It was explained by Jean Antinozzi that the electrical panel was changed, but no internal electrical runs were changed, and the hand dryer and kitchen outlet were on the same circuit. This will be looked at and will most likely be an additional charge.
4. Jean further explained that an electrical permit was never pulled for the kitchen remodel, so it was never inspected. The contractor said that this was due to some incorrect wiring outside, so the

electrical contractor knew it would not pass.

#### OLD BUSINESS – 10:24

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. Jeff Bowden ran the discussion.

The Board met at the Fox Den property before the meeting. This was found to be within the posted town and Wildwood variances for the front (50') and the side (20') of the property. The square footage on the addition of the deck appears to be reasonably within the number on the paperwork (369) that was provided to us.

A letter will be sent to the Chair of the Building Review Committee that everything was found to be in order. Mark Hartunian was thanked for his patience and the time that it took for this process to complete.

The discussions centered around who is responsible for what i.e. measuring, checking for permits and so forth. What are the roles of the Building Review Committee, our employees and the town in this process? Do we want a more formal process? In the March meeting, we need to decide what we want the Building Review Committee to be doing.

Lorraine Vines said that she feels that this issue generates the need to re-establish the By-Law Committee so that all by-laws can be reviewed.

A follow-up of the kitchen remodel of July 2006 showed that the contract with Joe Racicot stated that the “electrical work for the kitchen would be installed to code,” and that the upgrade was just the electrical box. Jean will follow-up on this.

#### Correspondence – 10:55

- Property setback Variance – this was tabled

#### Entrance Signs – 10:55

There is not much new at this time, and we already heard from Gert as well. Loren Clark said that the Tolland Board wants temporary signs put in place to review the location and size, and they should send a letter to us. Bill will send a letter withdrawing our application without prejudice until we can determine how to proceed as in what size and what location.

#### Dam update – 11:20

The Otter Pond gate valve is not in, and we were losing fish, according to Paul Sandy. We will have this blocked. Cranberry Pond is complete except for the grass seeding.

#### Effort to Build Consensus – Survey 11:22

What will we do with the data that we receive? It will be compiled and reviewed. We should then try to re-establish the By-Law Committee. We will put this in the newsletter and address it at the May meeting. The District Directors will get the word out and it will be posted to the web site.

## NEW BUSINESS – 11:29

### Correspondence

- Private Driveways / Ways – this was an e-mail from Susan Moore regarding bounds on private roads, and no action was requested.

- Letter requesting a community dock at Otter Pond - A small dock was requested on Otter Pond on the common greenway. The map was checked and there is no ROW here. Not many houses would have access, and certainly not the other side of the road. This dock would have limited use. This has been tabled so we can view the site, and it will be referred to the Lakes and Environment Committee.

- Review of Welcome Packet - There is an update regarding sheds and the CC&R is being signed by those who wish to. It is a good packet. The variance of the side lot will be clarified. The pink sheet will be modified and brought to the next meeting.

Bill Habelt questioned his eligibility for membership and the Presidency. The property on Foz Den is only in the name of his wife. Several members remember a stipulation on this, but it cannot be found. This will be reviewed.

### Other – 11:50

1. The laundry room and rest room vandalism was addressed. The leaky roof in the laundry room was touched on, as was the comparison of the holding tanks for the laundry wastewater. If we allow washing machines in the homes, than we can rent fewer machines and our needs will be smaller.
2. For the vandalism, we discussed locking the restrooms on the same schedule as the clubhouse, putting mechanical push button locks in place and time lapsed cameras. Dan was tasked to look at the current security company for solutions.

Motion for Dan to expend up to \$2,000 on security solutions with the current company. Motion passed unanimously.

There will be a special security meeting at 9:00 on 1/20/2007 to discuss security options and measures.

### Review of Action Items

All were reviewed.

## ADJOURNMENT

The meeting adjourned at 12:15

The next meeting is on Saturday March 03, 2007 at 9:30 a.m.

Respectfully Submitted,

Dan Rego

Secretary - WPOA

**SECURITY ISSUES UPDATE**  
**Monday, February 5, 2007**

The Board or Directors recently posted on the WPOA website the minutes of a special meeting of the WPOA Board of Directors concerning vandalism at the clubhouse, laundry and tool shed. Subsequently, our staff discovered that three Wildwood houses were broken into. No major damage was done to the homes. However, a dirt bike, a television, a hunting rifle and alcohol were stolen. Our staff later recovered the dirt bike elsewhere within Wildwood after apparently being abandoned.

Since that time, Will and Wes have checked each house within Wildwood and discovered no additional break-ins. The Massachusetts State Police have investigated each break-in and have spoken to at least one person of interest. No further break-ins have been discovered since.

The State Police are also investigating a rash of vandalism and break-ins in the neighboring communities of Granville and Blandford. The Granville Town Garage and the Granville School were vandalized around the same time as the vandalism at our clubhouse and laundry.

Wildwood is located in a sparsely populated area of Massachusetts and is itself home to only a handful of residents during the winter months. Wildwood is an open community, and is not gated at any time. Additionally, the State Police barracks that serves Wildwood is in Russell. Depending upon location on patrol, it could take a State Trooper a half-hour or more to respond.

Several years ago, Wildwood experienced a rash of vandalism and break-ins, and perhaps we will experience more in the future. Please be sure that your premises are secured and all valuables or irreplaceable property is removed. For the safety of our staff, our Wildwood community and our Tolland community, we ask that you please do not store firearms on your premises.

If you see any vehicles that are unknown and look suspicious, try to record the license plate as well as make and model of the vehicle. This information can be reported to any of the employees who will relay it to the proper authorities.

Thank you,  
The Board of Directors

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
February 17, 2007 at 9:30 a.m.**

**CALL TO ORDER**

The meeting was called to order at 09:38 a.m. Present were Bill Habelt, Jeff Bowden, Bob Ueberbacher, Dan Rego, Scott Burghoff, Steve Strinie, Teresa Urbinati, and Greg & Diane Massey. A quorum was established.

**APPROVAL OF MINUTES**

The minutes of the Board Meeting of January 13, 2007 were approved with grammatical corrections.

The minutes of the Special Security Meeting of January 20, 2007 were approved with no changes.

**COMMUNITY FORUM – 09:41**

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

Loren Clark:

1. Loren asked for a dialog that was not limited to 15 minutes (this was agreed upon in the 12/02/06 meeting, but it has not yet been added to the agenda). It was explained that we had a very full agenda, so we could not accommodate his request in this meeting.
2. Loren spoke about who is eligible as a member, and what is the correct version of the document that describes this. Loren believes that some pieces of the documents were deleted or modified, and that they are not accurate or complete. It also appears, in his opinion, that we have 2 active charters.
3. Loren has spoken to a WW member who is an attorney, and he feels that we are not a Home Owners Association, but a Property Owners Association. Loren would like Bill Habelt to speak to this person and report back to the board. Loren feels that we should be labeled as a Property Owners Association.

It was agreed to put Loren on the agenda for 04/07/07. Bill will speak to him on the time he feels that he needs.

**REPORTS – 09:58**

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

A written report was submitted with discussion on the following:

1. ADT did maintenance on the alarm system as there were some false alarms
2. The kitchen heat register was installed from the summer kitchen work
3. Quotes for electrical wiring in the clubhouse were received (see OTHER section)
4. WMECO energy audit – insulation is good but recommends new windows, smaller water heater and an alternative heating source. Jean was asked for the report, and she said that Will may have it.
5. Security issues, many of which has already been addressed
6. The Property Management Committee description was presented – most did not know this existed. It was stated that these were created by the previous President. It was asked that several areas of the description be removed or updated, as they are not accurate.
7. Will would like a line item in the budget specifically for tree work. This is not for storm damage, but for trees that are identified as hazardous in appearance. He recommends \$3,000.
8. Jean presented quotes and examples of routed wooden street signs and pictures of metal or plastic signs in response to the suggestion by the Tolland Fire Department. These are all reflective. The cost for the wooden sign was \$37.44. Wes felt it took 4 hours of his time to make 1 sign, so it was about \$72. The metal signs are \$30 - \$42. It was also stated that Jean is having a hard time

finding reflective paint, but that Paul Sandy could get it. It was asked why we do not just purchase the paint from the maker of the signs? This would be looked into, and we should be able to paint the letters on the current signs in place. This will be referred to the Safety Committee.

#### Treasurer's Report – 10:30

1. The YTD dues includes some 2006 late dues – 42% of 2007 has already been collected
2. Delinquent dues is from 2006
3. Lee CD # 18 has been transferred to West Bank
4. Normal reserve fund allocation and spending to date
5. Dues collection for 2006 is at 98%
6. We have withheld payments on the Cranberry Pond work until the seeding is complete in the spring and on Otter Pond until it is completed. The costs are more than initially contracted, but still slightly under what we originally budgeted for.

#### District Managers Reports – 10:39 - None

#### The Lake & Environment Committee – Drinking Water Report – 10:39

A written report was presented from Walter Gay. The conclusion is that the quality of Wildwood's drinking water at the test sites meets all DEP regulations to date.

#### OLD BUSINESS – 10:40

##### Correspondence – 10:40

- Property Setback Variance for 292 Fox Den, Letter to Chair, Building Review Committee – As Bill had recused himself in the proceedings over the last several months, Jeff Bowden drafted a letter for discussion and acceptance by the board. This will be sent out.
- Letter requesting a community dock at Otter Pond, Lake Committee review - While the committee was not comfortable commenting on the environmental impact, they were not in favor of this request. Teresa Urbinati suggested another option of adding a ROW that would allow access to the existing dock. The board thought this was a very good option and asked Teresa to present it to the homeowner and Steve Rei, the District Director in that area.
- Web site - Wildwood Contractors Site – It was asked if we should remove the fee for listing the contractor information. The thought was that the effort, time and postage to chase the \$10 fee might not be worth it. The board felt that the process was still very new, and we should leave it as is.

##### Entrance Signs – 10:54

Bill withdrew the request from the town. We expect to get some money back – less than \$100. We also again referenced the signs on the telephone pole by the mailboxes. It was requested months ago to take these down as they are against the town rules. If we do not set the example, we cannot expect others to do so, or take us seriously. Bill noted that the town's work area sign is also mounted on the same telephone pole.

##### Dam update – 10:56

The Otter Pond design has been approved and will be fabricated.

##### Town Lots, Relocation of ROW – 10:57

This is the property behind the Lodovico home. We do not have much knowledge of what the town is going to do, but it appears that they are in discussions concerning the placement of the ROW. We do not find one on a specific map. There is not much we can do at this time. We will send a letter to the

town on the properties that they have taken to show that we are still interested, and to lay claim to back taxes and fees not paid to date.

Motion: to have a workshop concerning the number of properties of interest, the impact from the potential land sales and the opportunities available to Wildwood. Motion passed unanimously. This is set for 3/31/07 at 0900.

There was a brief break at 11:25

Notice letter, Laundry hours – 11:33

On 3/01/07, the new laundry hours will take effect as determined in the 01/20/07 special meeting. Only 1 homeowner has requested a key for after hour's usage.

NEW BUSINESS – 11:34

Correspondence

- Notice of Forest Cutting – This is at the corner of Colebrook River Road and Beetle Road. It is about 12 acres, and we expect 3-5 lots to be created and built on.

- Laundry, SK Design Estimate – The below ground estimate is about \$60,000. This does not include the design fee, which is about \$6-8,000. The estimate for the above ground tank is \$88,500 (excessive). This does not include the building. The fee for the design estimate was \$750. Neither includes the fees to pump and dump, nor do they include the replacement cost of the laundry facility, which could be \$25,000 or more. We discussed the potential to allow for washers in homes, and to scale back the number of machines thus reducing the needs of the laundry. We also discussed detergents, technology changes and dishwashers as well.

- Request for Variance, Beetle Road – This was approved by the town, and it is within the setbacks. The owner will bring this to Wildwood next as is the procedure.

- Tolland Fire Department, street signs – this was already addressed in the Manager's Report by the Chair of the Property Management Committee.

- Tolland Police Department – Chief Munson sent a letter regarding the proper procedure to notify the police of crimes and emergencies. A driving factor is this is that Will was directly calling officers at home instead of calling the appropriate numbers. These calls were in regards to the vandalism in the last month or so. It was suggested that a written warning be created and put in Will's personnel folder. The Board did not act upon this suggestion. The proper procedure will be in the next newsletter for the community's information.

Fish Stocking Committee request – 12:00

Paul Sandy requested an additional \$2,000 to replace the fish that he felt were lost due to the "aggressive and extended draw down" of the lakes. No one knows for sure how many, if any, were lost. We recently increased the budgetary line item for this purchase by 10% to \$3,300 per year. It was explained that this will purchase about 500 different size trout, and that we do not stock bass. It was also explained that the fish do not multiple in our environment, but they continue to grow.

Motion: To provide the requested \$2,000. This was withdrawn before voting took place.

Motion: To provide \$1,000 now, and provide the remaining \$1,000 if there was money left in the Dam replacement account. The vote was split 4 – 4 and the motion failed. Bill, Teresa, Jeff and Greg voted for the motion, Dan, Steve Strinie, Scott and Bob voted against the motion.

Motion: To increase the 2007 allowance for fish to \$4,300. The vote was split 5-2-1 and the motion passed.

Dan and Steve voted against the motion, and Bob abstained.

Medical Insurance Renewal – premium increase – 12:11

It was explained that the premiums for the individual employees has gone up \$2,000, and an additional \$3,000 for the family plan. This is an 18-20% increase. The current plan provides for a \$5 co-pay. A different plan would change the co-pay to \$10 and reduce the premiums by \$10 per individual per month as well as \$25 per family per month. This would save over \$500 per year.

Motion: To go to the alternative plan. The vote was split 6 – 2 and the motion passed.

Property Management Committee – 12:21

- Resignation of Jean Antinozzi – this was reported at the last meeting on 01/13/07.

- Appointment of new chairperson – At the 01/13/07 board meeting, the board asked Jean to poll the current committee members to see if any were interested in chairing the committee. Jean was to present this today, but did not before she left (both Pat Ueberbacher and Dan Rego had an interest as co-chairs). Earlier in the week, Bill Habelt expressed, via e-mail, his intention to nominate someone else, without the board hearing from Jean. Dan expressed his concern that Bill was not staying within the process. He additionally stated that if the board does not stay within the process, it creates the impression and perception that some people are not worth listening to, and some ideas are not worth discussing. Dan said that we as a board should be working to remove these impressions and perceptions not create them. Bill agreed to discuss the position with all interested parties. He also had a person suggest another person's name just before the meeting, but did not provide the name as neither he nor the submitter has spoken to the person.

Liability Insurance Question - 12:36

Susan Moore sent an e-mail to the board as well as the Personnel Committee indicating that she had some knowledge that both Will and Wes carry firearms while on Wildwood Property, and during the course of their work responsibilities. She also implied that the board was aware of this and that the board was not taking the appropriate action. The WPOA Secretary sent a reply stating that there was nothing brought to the board in the last year. In addition, an electronic scan of all previous meeting minutes did not find the words "firearm, gun, weapon, rifle, pistol," so it does not appear to have ever been brought to the board. The response also said that the board would not take any steps until the facts were on the table and the ramifications of the actions were known.

In a discussion between the WPOA Secretary and Police Chief Munson, regarding the vandalism, the carrying of weapons came up. The Chief mentioned a December 02, 2002 letter to the Co-Presidents at the time about staff carrying firearms while in the performance of their duties as Wildwood Security. He mentioned the liability to the WPOA, and that this practice was "highly regulated by the laws of the Commonwealth." While he offered to meet with the Co-Presidents, he said he never received a call or letter, nor did he receive a response to the contents of the letter. A review of the board minutes from 12/07/02 and 01/11/03 make a mention of the original letter to the Chief, and acknowledge that a letter was received from him. It also mentions that the WW Security measures will be reviewed by the attorney. There were no other mentions of this found in any other minutes to date.

This issue will be researched with a Massachusetts attorney for a policy. We need to ensure that we are protected legally regardless of the path we take. Greg Massey will also provide some information from the insurance side from his experience in the industry.

Other – 13:00

1. The Roles of the Building Review Committee, tabled

2. Electric issues in the Clubhouse – 13:00 – We have 2 quotes to do this work – one from Joe Racicot who did the original work, and one from Michael Siska. As the scope of work is the same, and the costs are similar, we felt that a 3rd quote was not needed.

Motion: To approve Michael Siska for the electrical work. The motion passed unanimously.

3. Jeff's Tree Service – 13:04 - Will identified 9 trees that he felt should come down. He provided a quote for this. The board asked that he get 2 more quotes as the current practice is to provide 3 bids for any work over \$750.

4. Liaison with Town – 13:07 - It was suggested that a year-round resident (or a few in a tag team effort) might be asked to attend any Tolland meetings that have anything of interest for Wildwood. Bill will ask full time residents

Review of Action Items

All were reviewed.

ADJOURNMENT

The meeting adjourned at 13:14

There is special workshop concerning the number of properties of interest, the impact from the potential land sales and the opportunities available to Wildwood scheduled for 3/31/07 at 0900.

The next board meeting is on Saturday, April 07, 2007 at 9:00 a.m. NOTE WE ARE ON SPRING HOURS

Respectfully Submitted,

Dan Rego

Secretary - WPOA

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
April 07, 2007 at 9:00 a.m.**

**CALL TO ORDER**

The meeting was called to order at 08:57 a.m. Present were Bill Habelt, Jeff Bowden, Bob Ueberbacher, Dan Rego, Scott Burghoff, Steve Strinie, Teresa Urbinati, Ray Skibski and Greg & Diane Massey. A quorum was established.

**APPROVAL OF MINUTES**

The minutes of the BOD Meeting of February 17, 2007 were approved as presented.

It was decided to approve future minutes via e-mail for quicker posting to the web site and then provide a final approval in the next meeting.

**COMMUNITY FORUM – 09:03**

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

Greg Massey asked if golf carts would be considered on the Wildwood roads. They are quieter than cars, produce less wear and tear on the roads and are environmentally friendly. Some remember this coming up before, and Dan will check the electronic minutes. We will also review the liability aspect for the May meeting.

A review of prior minutes show that on May 6, 2000, Other Business - Issues of freestanding garages and use of golf carts on our roads should be referred to the By-Laws Committee.

A further item at the Annual Meeting on September 24, 2000, Other Business - Use of golf carts - The sense of the meeting was that golf carts on Wildwood roads were not acceptable.

**REPORTS – 09:06**

Treasurer's Report – Revised December, new February and March presented:

1. Collection of dues is at 64%.
2. Recommendations from the Finance Committee
  - a. Remove all money's from Lee Bank, as it is not convenient and put it in a New Alliance Bank (NAB) savings account.
  - b. Move the Manager's checking account to New Alliance Bank (NAB), linked with the savings account.
  - c. The operating account currently has about \$150,000 in it. We only need 1-2 months expenses in this, so we will move the remainder to the savings account also.
  - d. Reserves – left over money from the Lakes and Dams project should be moved to the Contingency line where we originally borrowed some money.

NOTE: As NAB is not a part of the DIF program in Massachusetts, we need to watch the balance as anything over \$100,000 is not covered under the FDIC. This is because NAB is not just a savings bank.

Motion: to approve items a, b and c from the Finance Committee. Motion passed unanimously.

**District Managers Reports – 9:17**

Steve Strinie – The staff are not using the whiteboard as intended as per the instructions from the BOD and the Property Management Committee. Maybe we should have cell phones or pagers as the

community cannot locate the staff in an emergency. Dan asked if this was in addition to the whiteboard or instead of the whiteboard. The staff should be held accountable and responsible for the whiteboard usage. Bill then said that the State Police said that by using the whiteboard, vandals could see where the staff was and go to other areas, so they discouraged the use of it. Dan stated that we are now catering to vandals as opposed to the needs of the community. The cell phone issue will be reviewed.

Steve also asked about the appropriateness of the pictures and verbiage from Mr. Travers concerning the ice storm cleanup and our staff. It was agreed that this should not be posted in the clubhouse, but on the community corkboard in the vestibule. This display has been moved and a notice will be posted in the newsletter.

## COMMITTEES – 9:34

### Activities – Elaine Strinie

The 11/11/2006 minutes were presented. Elaine asked that any proceeds from Activities Committee events go back into the Activities Committee line item for re-use by the committee. An e-mail has been sent to the BOD on 3/26/07 for this as well. The Activities Committee's hope is to be self sufficient at some point. There does not seem to be any tax related issues with the income generated.

Motion: To keep the funds raised by the Activities Committee in their own line item for re-use. Motion passed unanimously.

Elaine also asked that the Welcome Wagon be reactivated as the Welcoming Committee, and that this be a part of the Activities Committee. This was outlined in an e-mail to Bill Habelt on 2/24/07 and 2/25/07. She also wants to change the welcome packet to include some Wildwood items like a tote bag and a coffee mug as in the past. New member information as well as information about local establishments could also be included. This was approved.

### Personnel Committee – Ann Rego

The proposed new job descriptions were e-mailed to all for review prior to the meeting. These will not be discussed in this meeting, but in an Executive Session after the May 5th meeting. There was to be a recommendation to the BOD as to which job descriptions should be presented to the membership, but this will be deferred until the May 5th meeting as well.

Manager's Report presented by Jean Antinozzi (Chair of Property Management Committee) – deferred from REPORTS, as Jean was not present yet – readdressed at 9:49

A written report was submitted with discussion on the following:

1. Three bids for the removal of 9 trees came in. These are going back for clarification as not all have the disposition of the trees and debris, and 1 contractor is not listed as an arborist.
2. The gate valve work is complete except for seeding.
3. The Manager's House basement had a flood due to a broken pipe. This has been cleaned/repared.
4. An energy savings document was presented with recommendations for the Manager's House. While it is a handwritten letter and is not on a utility or company letterhead, it states it is from MASS SAVE.
5. There were quite a few security issues (9 in 48 days).
6. A quote for paving Path Road and Meadow Lane was presented. As this is such a large project, it will be advertised and bids will be accepted.

Steve Strinie noticed that the report identified 2 power pole saws were discovered to have been taken during the past break-ins – were these reported to the police? Jean to find out. Steve also noted that

more picnic tables are being built, and why. Jean said this is done yearly so we have spares in reserve to replace damaged ones. Steve asked to have the Manager's report done monthly i.e. from the first to the last day of the month and e-mailed to the BOD with the agenda for review. This was agreed to and will be instituted. Dan asked why Will and Wes met with a representative from the Life Insurance Company. This was determined to be a nurse who was asking health related questions for the policy we have for the full-time employees.

There was a short break at 10:10

#### DIALOGUE WITH LOREN CLARK – 10:19

Mr. Clark presented each BOD member with three individual documents. These were dated 3/17/07, 3/18/07 and 3/19/07 and were all addressed to the BOD of Directors. The Secretary notated that none of these had been received before, so this was the first time they were being presented. None of them has subject lines for summarization, but all deal with the many generations and versions of the CC&R and/or the Rules, Regulations and By-Laws. The BOD was also presented with a document from 3/27/07 with 3 recommended actions that the BOD should address, in Mr. Clark's opinion. There was also a 4th item that was informational only. These 4 pages made up the majority of the discussion with Mr. Clark and the BOD.

A binder was also presented that included:

- The original WPOA Inc. charter from 5/12/1972 – 2 pages
- The By-Laws (1972 revised thru 1986), Rules and Regulations (revised 1986) and Deed Restrictions. This is the yellow copy with Cranberry Pond on the cover.
- A 6-page copy of the By-Laws from 7/21/1997 with a 7th page stating it was a certified copy
- A 1-page, 2-sided document from 3/19/1998 from Richard Meister regarding a Home Owner's Association
- A 9-page document titled Declaration of Covenants, Easements, Restrictions and Association from 06/19/1998 with a 10th page stating that it came from the Hampden Registry of Deeds
- A 3-page list of all owners with the book number, page number and date that the CC&R was recorded on the property – no date was on this document. The last line stated Total Signers = 119 people, 160 lots.
- A 3-page document including the welcome letter from April of 1998 as well as a circled and highlighted area noting, "The Spring Meeting (usually May) is held for the BOD to communicate with the membership and no business is transacted." This was in reference to votes taken in the May meetings of past with regard to the governing documents, and these not being legal.
- The green version of the Rules and Regulations updated May of 2002.
- A 3-page document dated 8/01/2005 from the WPOA VP and Governance Committee Chair (Len Nelson) regarding the CC&R. The last page contains the line item results from the CC&R signers vote from July 2005.
- The first 3-pages of the 03/08/2003 BOD meeting with several highlighted areas notating CC&R related information.
- Page 9 from the August 2003 Newsletter with CC&R information highlighted
- The first 4-pages of the May 2006 newsletter with many areas highlighted that relate to the CC&R
- Page 1 of the September 2005 Membership Meeting sign-in sheet with some information highlighted
- Page 3 of the August 2004 newsletter with some information highlighted relating to members/non-members

It should be noted that most of this information was not reviewed in this discussion and was seen as supporting documentation.

Mr. Clark stated that all information that he has presented now and in the past has been done so as he received it. He has never made edits to the official documents. When he does present his opinions, he notates this. He does not present legal information as an attorney, but he does present it

as he understands it from attorneys that he has worked with or spoken with.

Mr. Clark stated that he asked an attorney to draw up a Revocation of Joinder and he will make it available to people if they want it.

A sub-committee has been created to meet with Mr. Clark to go over the information in the binder. Greg Massey, Teresa Urbinati and Scott Burghoff will be on the committee and they will pull in resources as necessary to assist this task force. The premise will be that everyone in the past did everything for the right reasons. The hope is to have a concept prepared for the September 2007 Membership Meeting.

#### OLD BUSINESS – 11:35

##### Correspondence

Letter to town regarding Sale of Lot 10 – this is to the attorney for review. Discussion centered on why the town took the property originally (taxes), the ROW and possible town reactions. The letter outlines the fee structure in place for the property, and the entitlements and amenities available in return for the payment of dues on this property.

##### Entrance Signs – 11:50

The town has received the request to withdraw and will return \$71.73. It was also noted that the Wildwood signs on the telephone pole by the mailboxes has been removed as per town regulations.

##### Dam update – 11:51

All work is complete except for seeding. The Otter Pond water level does not appear to be the same height as before the work. This will be reviewed.

##### Liability Insurance Question – 11:52

We are accumulating information on all sides of the issue. Massachusetts law allows individuals to carry weapons, so we need to consider the possibility. We need to understand the needs and ramifications for the WPOA as well. Greg Massey presented some information related to employees carrying firearms in Housing Projects. He recommended that if we allow this to occur that we carry insurance for employees to carry weapons. We would have to ensure that the employees have valid permits and that we keep copies. If this is a part of the Wildwood job, we should ensure up to date training as well. While we do not currently have this as a job requirement, we do not exclude it either.

##### Property Management Committee – 12:06

Appoint a new Chairperson – Nick Urbinati was nominated by Bill. He is a building inspector in Agawam as well as a backup inspector in Tolland. Jeff asked if Nick had skills to communicate effectively with the staff; yes, as he is a department head currently. Dan asked if Nick is currently building in Wildwood; yes, on 1 lot. Dan thought this may be a conflict, but others did not. Steve asked who else was considered. Pat Ueberbacher was interested and contacted. Loren Clark was interested but deferred to Nick as a very suitable choice. Dan Rego was interested but backed out to concentrate on the Secretary position. It was requested that Pat join Nick as a co-Chair. Teresa Urbinati stated that Nick might not agree to these terms. Bill Habelt felt that co-chairs would not be a good option. It was noted that co-chairs have work for the President position on at least 2 sets of terms, and was currently the case for 2 District Director seats as well as the Personnel Committee Chair.

Motion: To appoint Nick Urbinati as the Chair of the Property Management Committee. 7 yes votes and 2 abstentions (Teresa and Dan). Motion passed.

## NEW BUSINESS – 12:19

### Correspondence

· Resignation of District 3 Director, Steve Rei – Steve e-mailed his resignation, effective immediately, on 3/19/07 citing time constraints. Bill nominated Len Nelson for the position.

Motion: To appoint Len Nelson to the position of District Director 3 until the next voting session.  
Motion passed unanimously.

### · Activities Committee

1. Welcome Wagon – addressed in COMMITTEES

2. Activities Budget – addressed in COMMITTEES

3. Changes to Welcome Packet – addressed in COMMITTEES

· Website request from Karl Ellison – Karl is denied certain access as Greg Rota is listed as the authorized person. Greg will be contacted to assist with the changeover.

· Clubhouse Request – over capacity limit agreement – This agreement was reviewed and item #2 will be changed as per suggestions by Greg Massey regarding insurance.

· Letter – Meadow Lane Resident regarding well – This was informational only as it was approved by the BOD on 3/11/06.

### Health Insurance Addition – 12:32

There is a potential employee status change pending with respect to adding a person on the medical policy. Ann Rego was in the community area, and she stated that the employer (WPOA) has 30 days from the “qualifying event” to address the change. She also said that we do not have a policy on this and it should be created.

### Other – 12:38

1. A request from Gert McKay to add the Building Review Committee to the agenda was resolved by placing it on the May 05 agenda.

### Review of Action Items

All were reviewed.

### ADJOURNMENT

The meeting adjourned at 12:40

There is special workshop at 1:00 concerning Lot 10, Map 116, Beetle Road

The next BOD meeting is on Saturday, May, 05, 2007 at 9:00 a.m. NOTE WE ARE ON SPRING HOURS

Respectfully Submitted,

Dan Rego

Secretary - WPOA

## **Update - Wildwood Special Meeting - Sale of Lake Front Lot**

Dear Wildwooders,

As promised, this email is intended to update the community on the special meeting held Saturday. Thank you to the 40 or so people who attended the meeting. The discussion was extremely helpful to guide our actions and next steps.

In summary, the issue before us is the town's intent to sell the lake front lot behind the Lodovico property and adjacent to Main Beach to raise funds for a new safety complex. Obviously, a new safety complex would benefit Wildwood and, therefore, we support the town in their pursuit.

If everything proceeds according to plan, the lot will be sold ... a single family home will be built ... and the owner will become a dues paying member of Wildwood who shares our community culture.

Unfortunately, things do not always go accordingly to plan. A worst case outcome might be that the lot is eventually sold and used for purposes that are not consistent with our community. Although this risk is probably very small, it is a risk that we should not just sit back and ignore.

Therefore, based on discussion at the special meeting, I approached a Tolland Selectman last night and let him know that Wildwood has a vested interest in the outcome of that property and that we'd like to be part of discussions going forward. I also let him know that we have capabilities that might be available to help the town achieve their goals in exchange for ensuring that our interests are protected. For example, there is a sticky right-of-way issue to that property that we could help solve because we own the abutting property. Additionally, we might consider purchasing the property outright.

All in all, it was an exploratory discussion to open a formal channel of communication with the town. I was very encouraged by the conversation and fully expect that the town will be receptive to exploring ways to achieve both our goals. I will be attending the Selectman Meeting tomorrow night to reinforce our message and to continue this dialog.

It's unclear exactly what the next steps will be because we need some direction from the town on how they want to proceed. Therefore, this will be a fluid and potentially rapidly changing process. I will do my best to keep you all informed via email as events occur. There will also be updates on our website, newsletter ... and of course more discussion at the May 20<sup>th</sup> spring meeting (which I strongly encourage all of you to attend). In the meantime, please send me any and all comments/feedback via email.

Thank you.

**Scott Burghoff - District 1 Representative**

## ***Background and Overview***

### ***Lot 10, Map 116, Beetle Road, Tolland***

#### **Issue Statement**

§ The town intends to sell the lakefront lot (formerly 3 Wildwood lots), behind the Lodovico property and adjacent to Main Beach.

§ What is the desired outcome of the Wildwood community?

§ What is our action plan to ensure that outcome?

#### **Lot Definition**

- Formerly Wildwood Block 1 ½, lots 1, 2, and 3 (also known as 0-1, 0-2 and 0-3). These lots appear on the map in the Club House.
- Currently town lot 10, map 116 (see attached)
- 1.278 acres
- 337 feet of lake frontage
- 15 ft. ROW across lot 9.1 (more on this below)

#### **Title History**

- Original deed filed by Galanek, consistent with all other Wildwood lots, including deed restrictions.
- Lot was acquired by the town for non-payment of taxes (1989)

#### **Appraised Value**

- Wildwood appraisal (June 2003) - \$130,000
- Town appraisal (2005 or 2006) - \$225,000 ???
- Highly subjective due to ROW issues and market dynamics

#### **Right of Way**

- See map ... ROW in form of a "T" through lot 9.01
- Q: does the home on 9.01 infringe on the ROW?
- Q: can the town negotiate with Lodovico a new ROW?

#### **Possible Outcomes**

1. Lot remains as green space
  - a. Town decides not to sell, or
  - b. ROW issue cannot be resolved, or

- c. Wildwood purchases, or
  - d. Other party purchases but does not build
2. New home is built
- a. Full dues paying WPOA member, or
  - b. Road and lake assessment only, or
  - c. Other
3. Other ?

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
May 05, 2007 at 9:00 a.m.**

**CALL TO ORDER**

The meeting was called to order at 09:02 a.m. Present were Bill Habelt, Jeff Bowden, Bob Ueberbacher, Dan Rego, Scott Burghoff, Teresa Urbinati, Len Nelson, Ray Skibski and Greg Massey. A quorum was established.

**APPROVAL OF MINUTES**

The minutes of the BOD Meeting of April 07, 2007 were approved as presented.

Bob asked a question about how contractors were contacted for bidding on the road-paving project – was it word of mouth or advertising. Nick said that Will called 7 firms, 2 bids were in and 2 more are expected. He stated that all quotes would be full and complete as per the specifications determined.

**COMMUNITY FORUM – 09:05**

15 minutes allotted for Forum; time to be divided among those wishing to speak. There were no community members that wished to speak this month.

**REPORTS – 09:05**

Manager's Report presented by Nick Urbinati (Chair of Property Management Committee)

A written report was submitted with discussion on the following:

1. Nick introduced himself to everyone.
2. As an update to the report, the security rounds have been changed from daily to 3 times per week until Memorial Day so the staff has more time to clean up after the storm on 4/15/07.
3. We are receiving bids to repair the Meadow Beach bathhouse.
4. We are looking for bids to repair the lower tennis courts.
5. Nick asked that only 1 staff member do security rounds, not 2.
6. The Manager House repairs list has been given to Bill. Scott asked if these were due to neglect. Nick said no, but shutting down the house over the winter did not help.
7. There is a specification sheet out on the Meadow Beach Toilet situation.
8. Nick thinks we need a sub-committee for the laundry infrastructure damage. He also proposed the potential solution of putting the laundry facility in the basement of the clubhouse. Dan asked what would be lost to the staff with this, and Nick said some minor workspace only, nothing integral to there jobs.
9. Nick wants to add 2 more trees to the 8 or 9 we are already bidding to take down, at an additional \$400. He also said that we do not need an arborist to remove trees.
10. Have we made a decision on making street signs via a vendor rather than our staff? This is addressed in OTHER below.
11. We are soliciting bids to repair the manager's house chimney as well as the chimney at the corner of The Grove and Lakeside.
12. We will be paving The Path, Meadow Road and Porcupine Point this year. Scott reiterated his opinion that we should change some roads back to hard packed dirt and gravel. Nick said this creates wear and tear on the trucks and deteriorates the roads when plowed.
13. There were 3 weeks of staff vacation during the past month.
14. Were the rails requested on Meadow Road by the culvert meant to be decorative or to stop vehicles, and what specifications were used? These were used to line the road and protect people from falling into the deep culvert only. Split rail or something similar is being looked at.
15. A fence company is being contacted to repair the tennis court fence.

16. A dumpster is coming in to remove junk from the shed area – someone from Granville will take some stuff for at no cost to us.

17. Greg asked why Will does not attend these meetings. As the Property Management Chair attends, this is not necessary, although this flip-flops with different BODs.

Treasurer is Report – 09:40:

1. Collection of dues is at 71.9% and is consistent with this time in prior years.
2. We have opened the Wachovia account, which has a higher yield.
3. We will make a final payment to Gardner for the dam after seeding is complete – about \$3,000.
4. We will be moving more funds to the Wachovia account as possible.

District Managers Reports – 9:48

None

COMMITTEES – 9:48

Meeting with Mr. Clark Sub-Committee

Teresa and Greg met with Mr. Clark since the last meeting and a 2-page document was distributed to the BOD:

1. The document was reviewed as were the “next steps recommended.”
2. It was determined that the goal was to clear up which are our current governing documents – we are not able to do this via the old minutes.
3. We then need agreement on all documents.
4. We should contact BOD members and some committee members from 1997 and beyond for interviews.
5. Scott feels that we should agree on the 2002 documents that may have erroneously been voted on in the spring meeting. While this was not technically correct, it was the will of the community.
6. We talked about who can change what documents (CC&R, Bylaws, Rules & Regs...).
7. We discussed dormant vs. non-dormant owners, are the dormant owners in the voting population and do they count in the overall number of members or owners.

ANNUAL SPRING MEETING – Set Agenda - 10:16

Bill proposed the same general agenda as last year, but added an open discussion section, then move to the Special Meeting.

There was a short break at 10:17

Preparation for Special Meeting – 10:25

· Lot 10 – general discussion

1. It has been agreed that the ROW will go to the north of the Lodovico garage. This has not been surveyed yet, but we will get a copy.
2. There is plenty of room to build a sizable home, so we should assume that one would be built.
3. This is a pre-existing, non-conforming lot, so there is no 200 feet of road issue, but there is a restriction of a structure at least 100 feet from the lake.
4. We cannot set and publish an upper-limit dollar figure.
5. Mr. Munson stated in the Selectman’s Meeting that this is a Wildwood lot, and all bylaws, rules and fees were in force.
6. There was a question that if the WPOA purchased the land, was it automatically greenspace – this was not known.
7. We will put some finance options together.

· Conduct of the meeting – Bill would open the meeting and turn it over to Scott.

## OLD BUSINESS – 11:00

### Liability Insurance Question

Greg presented a string of e-mails from our insurance agent and recommended purchasing additional insurance at an additional cost of just under \$400 per year for each employee who carries a firearm. This will protect the WPOA and will provide the mechanism for our employees to carry firearms. Because we do not have firearms exclusion on the policy, we do have some coverage. The charge for this exposure from the insurance company is to recognize the exposure; there is no endorsement, per our insurance agent and documented in a string of emails. This is being tabled until we address the employee job descriptions.

### Correspondence – 11:04

· Letter from and to Mr. Bedor – There was an issue with a contractor during the winter and Mr. Bedor wanted him removed from the web site and asked to have the staff keep the contractor off his property. A letter was to be sent out stating that we list contractors as a courtesy to our members only. It will also state that our employees do not handle private property management

## NEW BUSINESS – 11:08

### Correspondence

· Notice to abutters– Colebrook River Road Subdivision – There will be about 6 – 2-acre lots for building – this is informational only.

· Paul Sandy – Fish Stocking - 11:13 – Paul presented a letter from 04/20/07, although it was not received by the Secretary until today at the meeting. Paul took issue with the statement “No one knows for sure how many, if any, were lost” that he thought was attributed to him. This was made by a member of the BOD during the discussion. He did confirm that “the conditions are less than ideal for trout reproduction” and that this is “why we stock trout.” We pay about \$4.50 for a 10” to 12” fish. Paul feels that the dam company should be held responsible for this. Jeff asked what he felt would be the ideal fish budget for the year, and Paul could not put a number to the fish that were lost. He feels that the BOD is nickel and dimeing the issue, as we did not approve the full \$2,000 requested above the yearly \$3,300. He also feels that Otter Pond needs to be addressed with regard to regulating the depth so we do not continue to lose fish. Paul has a simple fix in mind that should be investigated. When asked why he only spent \$3,200 of the \$4,300 available this year, he said the rest is for the fall stocking. He also said that he would raise other funds for stocking the pond if necessary.

Motion: To additionally increase the 2007 allowance for fish by another \$1,000, totaling \$5,300. The vote was split 8-1 and the motion passed. Dan abstained on the vote.

· Ann Fazi – Garden request – 11:30 – Ann has requested \$30 for flowers for the front entrance.

Motion: To allow a \$30 expenditure for flowers - the motion passed unanimously

· Manager’s House – request for expenditure – 11:31 – Nick has requests in for testing for lead paint, testing the potable water supply and doing a Title V on the well. The costs are not exactly known at this time, but the lead paint and water are minor. There was some concern about the Title V work, as the clock would start if repairs were necessary.

Motion: To do a lead paint test on the Manager’s House - the motion passed unanimously

Motion: To do a potable water test on the Manager's House - the motion passed unanimously

Motion: To do a Title V test on the Manager's House - the motion passed 5 to 4 with Greg, Scott, Dan and Bob voting against the motion.

- Building Review Committee – request for Bylaw Change – 11:44 – The building Review Committee would like a rewording of the boundary distances in the WPOA Rules and Regulations, Item 7 as well as the Declaration of Covenants, Easements, Restrictions and Association, Article I.A.6. This will put us in conformance with the town and it may create a hardship to build or expand. This will be added to the Fall Meeting and will be discussed at the 6/02 meeting.

- Motorola Cell Phone Prices for staff – 12:03 – The BOD was presented with plan costs. Nick does not feel that these are necessary as he can contact the staff on their personal cell phones. This is tabled until the 6/02 meeting as Steve Strinie is not present and he brought the issue to the BOD.

Other – 12:05

- Tree work –

Motion: To use Jeff's Tree Service to remove the 8-9 trees on the quote for \$1,750 as well as the 2 additional trees outlined by Nick for an additional \$400 - the motion passed unanimously

- Street signs – 12:06 –

Motion: To purchase replacement street signs as needed, and to purchase reflective paint for repainting existing signs to meet the request of the Safety Committee - the motion passed unanimously

- Create a sub-committee for the laundry facility – no action at this time.

- Create a sub-committee for the Manager's house– no action at this time.

- Bill McKay – DSL request 12:19– Bill would like the BOD to contact Verizon to see if DSL in the complex is a possibility. This was discussed, but no action was determined.

- Bill McKay – Wildwood sign request– Bill would like the Beautification Committee to paint these signs – this was not addressed and will be added to the next meeting's agenda.

- Bill McKay – Laundry Propane issue – Bill would like the propane tank cleaned and painted - this was not addressed and will be added to the next meeting's agenda.

The meeting adjourned at 12:24 and went into Executive Session.

13:17 – The BOD came out of Executive Session and reconvened the meeting.

Other – 13:17

- Tabled the discussion on Job Descriptions
- Health Insurance for Employees – we do not currently have a policy for addressing changes in status. This is a part of the Employee Agreements. We should set a policy that will cover all employees. The Personnel Committee will be asked for a recommendation for this policy.
- Dan will create a list of all open items from previous meetings.
- The new Wildwood plaque has been received and hung in the clubhouse.

#### Review of Action Items

- Liability Insurance Question - This was tabled until we address the employee job descriptions.
- Old Business Correspondence - Letter to Mr. Bedor – A letter was to be sent out stating that we list contractors as a courtesy to our members only. It will also state that our employees do not handle private property management
- Bill McKay – Wildwood sign request– Bill would like the Beautification Committee to paint these signs – this was not addressed and will be added to the next meeting's agenda.
- Bill McKay – Laundry Propane issue – Bill would like the propane tank cleaned and painted - this was not addressed and will be added to the next meeting's agenda.
- Health Insurance for Employees – The Personnel Committee will be asked for a recommendation for this policy.
- Dan will create a list of all open items from previous meetings.

#### ADJOURNMENT

The meeting adjourned at 13:38.

The Spring Pot Luck Supper and Bingo Night will take place on Saturday May 19, 2007 at 6:30 pm

The Spring Membership Meeting is on Sunday May 20, 2007 at 1:00 p.m.

The rescheduled Property Management Committee meeting is on Saturday June 02, 2007 at 8:00 am.

The next BOD meeting is Saturday June 02, 2007 at 9:00 am.

The Open Budget/Dues Workshop is on Sunday June 03, 2007 at 1:00 pm.

Respectfully Submitted,  
Dan Rego  
Secretary - WPOA

## **NOTICE OF SPECIAL MEETINGS**

In accordance with our by-laws, special meetings of the Wildwood Property Owners Association, Inc. are hereby called to be held as follows:

**Sunday, June 17, 2007, 1:00 p.m., Clubhouse**

**Sunday, June 24, 2007, 1:00 p.m., Clubhouse**

**Sunday, July 1, 2007, 1:00 p.m., Clubhouse**

Multiple Special Meetings have been called due to the uncertainty of the timing of the listing of Lot 10 for sale by the Town of Tolland. One or more of these meetings may be canceled. Notice of cancellation will be posted on the WPOA website – Members Only section at [www.wildwoodpropertyowners.com](http://www.wildwoodpropertyowners.com)

At the Special Meeting of the WPOA on May 20, 2007, the membership, by a vote of 86 to 26, authorized the WPOA Board of Directors to pursue purchase of Lot 10 by means, as the WPOA Board of Directors deems appropriate. The purpose of the afore-mentioned Special Meetings is to discuss/approve the means of financing of any such purchase and to approve a special assessment, including but not limited to the magnitude, form and duration thereof, or another means for collecting funds from the membership.

If you cannot attend the Special Meetings on any of the given dates, please complete the enclosed proxy form indicating the date(s) for which your proxy is given and designating the WPOA Officer, District Director, or other WPOA member in good standing to cast your proxy vote. You may also provide your comments/instructions to guide your proxy holder in casting your vote.

Bill Habelt, WPOA President

**Friday, June 8 2007**

**TOWN LOT SALE UPDATE – SPECIAL MEETINGS CANCELED**

The Special Meetings recently noticed for June 17, June 24 and July 1 are hereby canceled.

The Town of Tolland has delayed its selection of a real agent to handle the sale of the three lake lots behind the Lodovico residence. The Board of Selectmen will now select the real estate agent at its meeting on June 18, 2007.

The Board of Selectmen has also decided to sell this lot through a sealed bid process. We do not know the details of the bid process, except that sealed bids will be opened at the Board of Selectmen meeting on September 17, 2007.

We will keep you advised of further developments through this web site and through postings on the bulletin boards near the mailboxes and in the clubhouse.

WPOA Board of Directors

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
June 02, 2007 at 9:00 a.m.**

**CALL TO ORDER**

The meeting was called to order at 09:07 a.m. Present were Bill Habelt, Bob Ueberbacher, Dan Rego, Scott Burghoff, Len Nelson, Steve Strinie, Ray Skibski and Greg Massey.

A quorum was established.

**APPROVAL OF MINUTES**

The minutes of the BOD Meeting of May 05, 2007 were approved with corrections.

It was also noted that the removal of old/damaged trees was approved at \$1,750 plus an additional \$400 for two other trees. In actuality, Nick approved many other trees and had other checks cut for \$675 and \$625 so he did not have to go back to the board. This project in total cost the WPOA \$3,450.

**COMMUNITY FORUM – 09:14**

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

Loren Clark:

- Loren stated that he attended the last Selectman's meeting and that the Lodovicos had about 1 hour of time at the meeting to speak. A part of the discussion was about the amount of road frontage needed, if any. It was stated that Lot 10 has not been surveyed yet, and the Town had no intention to do this.
- Loren is doing a mini-title search on this own as it appears that the Lodovico property was never opted out of Wildwood, so it is still a part of the WPOA. The titles are not clear at this point.
- He also stated that the current maps that he has been presented with from the Town show that the Lodovico property is still connected to beach property and is not separate.
- The Town has delayed putting this out to bid.

Steve asked if WW has done a title search on Lot 10. No, but Loren said we should look into this if we are serious about the purchase, and he has a good resource if we want to use them.

Ted Babbitt:

Ted is in favor of the consideration of paving Porcupine Point. When the road is plowed, the plow runs on top of the "W" in the road and it leaves two ice strips in the road. The rain run off affects many driveways as the road is not topped and pitched properly. It should direct water to the center of the

circle and the culvert should direct the water away. We do not know when this road was repaired last, but the culverts are not working properly.

It should be noted that this was not on the list for this year until it was recently added. There were some bids already received or in process when the BOD and the Property Management Committee was notified that this road was added.

## **REPORTS – 09:32**

**Manager's Report presented by Nick Urbinati (Chair of Property Management Committee). This is now being provided to the BOD before the meeting for review due to the amount of information included.**

The written report was submitted with discussion on the following:

1. Nick stated that we had the Property Management Committee meeting at 0800 this morning.
2. Jeff's Tree service has cut many trees. We are waiting for them to remove the wood.
3. We have some paving bids, but are waiting on more
4. The shed area is clean – the last load is going out this morning
5. Water samples at the Manager's House will be done this week
6. The stumps have been identified and removed
7. The Title V failed, but the lead paint test was negative
8. Sub-committees for review of the Manager's House and the Laundry have been set up
9. The chimney work at the Grove has been awarded, but this work has been put on hold, as there is a discrepancy as to whether this is on WPOA property or the Stich property.

Steve asked if all of the contractors listed on the Manager's Report have done work for us before. Nick said some yes and some no. Bob mentioned that the BOD created a Conflict of Interest Policy for signature last year. We need to provide Nick, as well as Lenny who is new to the BOD. We also need to send this to all of the Chairs of all of the Committees. Dan asked if we still feel comfortable asking Joe Racicot to provide bids after all of the problems we had with his work with the kitchen electrical work. No one else on the BOD had any comments, so no action was taken. Greg mentioned that there are many insignificant activities listed on the Manager's Report. He asked why the Manager is doing these and not the other lower paid employees. Lenny said that since the BOD wants information on what the Manager does, this is what we get. Dan asked what pictures had been taken to CVS for developing. Nick said these were the pictures of the culverts from 6 weeks ago. Greg feels we should get a digital camera for the staff so we can utilize current technology. Dan said he has seen a marked improvement in the complex with the removal of the wood and stumps.

## **Treasurer's Report – 09:47**

1. Collection of dues is at 78.7%. Last year we were at 81% at this time of the year, but this is only a difference of one paid member, so we are consistent.
2. While we have received more delinquent dues payments, this is not a bottomless entity and it will end.
3. Page 2 reflects the additional funds added for fish as well as the expenditure for the 2<sup>nd</sup> stocking.
4. Page 3 reflects that we have not shifted the Manager's checking account to the new bank yet as we cannot get the staff (Will and Audrey) to the bank at the same time as required. Dan asked why, and the response was that Will has been too busy. Dan stated that we need to get this completed as the membership is losing money and flexibility.
5. For reserves, we shifted dollars from the contingency fund for the dam work so we did not show a deficit in that line item. As we continue to fund the dam reserve line item this year as planned, should we move the funds back to the contingency line? Steve asked what the BOD needs to do to move the money. Bob said nothing, he can do it, but he wants to notify the BOD of this. Dan asked if we still owed money on the dam work. Bob said yes, as we are holding a payment until all the seeding is complete. Steve mentioned that in the Property Management Committee this morning we were told that Otter Pond is not complete, and that Nick told the staff to do some of this work. This is a concern if we are doing some of the work outlined in the dam work contract. Nick said some work is not done correctly either. Bob will get the Fuss and O'Neil numbers and we may need to adjust if we did some work. There was a question as to if the level of Otter Pond was correct? Bob asked Jan Tkacz for the heights of the lake, but has not received an answer yet. This will be passed to the Lakes Committee for review.
6. Scott asked about the names of the titles of the reserves from last year. Bob stated that some titles would be less complex and easier to follow. The changes will be reflected in the end of July packages.

## **District Managers Reports – 10:05**

Greg Massey – Susan Moore called to state that the Brook Lane street sign is still not complete, and others are not as well. *The purchase of new signs from an outside vendor was approved in the May 05 meeting, and the Manager's report states that the Brook Lane sign was stained in May.* She would like a faster response to these safety and security issues. Will's job as a Manager is to get these done.

Greg also followed up on the Golf Cart issue. This is slated in the Old Business section below, but we discussed it here, as Greg needed to leave.

## **Golf Carts – 10:07**

1. Greg presented a 1-page document with WPOA R&R #1.5 and how Massachusetts laws relate to it. He also presented a proposal for consideration

(electric only, registered with WW and a valid driver's license), the benefits of this proposal (environment, no noise, easier on roads, low speed) and two action items (Will to check with local police on laws and if ok with laws, we determine if we put it to a vote).

2. The discussion included how we govern this, if ATV's would fit into this or not (no, as they are gas-powered, noisy and fast), the liability concerns, what is allowed unlicensed on MASS. Roads (49cc and under motor size), insurance from owners and guidelines.

3. Ray will ask his daughter to research this issue.

Bob stated that there is an open action item for the staff to improve the side of the road sight lines. They also need to install the speed bumps and main beach swim area rope as this was to be done for Memorial Day.

Steve Strinie relayed more information from the Security Item on page 2 of the Manager's Report. Wes asked a member's relative to move his car off the beach as well as his dog. This was only after another community member spoke to the relative, and he said he had permission from Wes to park there. The community member brought the issue to Wes, and his response was that the beach was not busy. Only when the community member reminded Wes of the rules did he ask the relative to move the car and take the dog off the beach.

## **COMMITTEES – 10:24**

There were no reports from Committees this month.

*There was a short break at 10:24*

## **Potential purchase of Lot 10 - 10:30**

Review of May 20 Meeting and additional information

- It appears that the Town of Tolland will look for bids from Realtors on June 18. This will be a sealed bid process, with the sealed bids to be opened on September 17. Mr. Clark will follow up.
- As this is just after the Wildwood September Membership Meeting, we will not need the three scheduled Special meetings, and they will be cancelled.
- Mr. Clark has heard of a buying number much higher than what was discussed at the May 20 meeting, so we should determine a walk-away number.

- Wachovia will not be able to structure the loan in the manner that the attorney has suggested. We need to explore other methods. We are not sure how the bank will interpret the covenant. We have the CD's as a backup if necessary, but need specific legal advice on this. It looks like the clubhouse is not considered open/green space as per the tax documents.
- Ray is not sure that the 86 yes votes show enough interest to continue forward. The 112 votes are the most we have gotten in a long time on any vote, and this is almost ½ of the membership, so we do have enough interest.
- We discussed the requirement to stay above the 90% expense to income requirement if an assessment is required. We could stretch out the assessment to 5-10 years.
- Mr. Clark is doing the legwork to present to a title search firm.
- Bill will get a retainer agreement with a real estate attorney, as we need to clarify the open space covenant. Open space means different things to different agencies.

Structure of Financing / Special Assessment – discussed above

**Health Insurance Policy– 11:34 – tabled until special meeting at 0930 on June 23.**

**EXECUTIVE SESSION - Personnel Issues - tabled until special meeting at 0930 on June 23.**

**OLD BUSINESS – 11:35**

**Review of all previous meeting Open Items**

01/13/2007

- Bill Habelt questioned his eligibility for membership and the Presidency. The property on Fox Den is only in the name of his wife. This is the same with others as well. **The BOD is comfortable with this situation for married couples as per the Commonwealth of Massachusetts.** There are also cases of people on committees, or people who attend membership meetings who are renters or live in the homes, but are not related to the owners. **The BOD feels that as these are contributing members of the community there is no issue.**

01/20/2007 – Special Meeting

- The clubhouse will have a deadbolt added to the main door from the foyer leading to the restroom hallway, and this will be closed on the same schedule as the clubhouse. In addition, a sign will be placed on the laundry door, letters will be sent to all known full time residents and a notice will be posted to the website. This will state that starting on March 1st the laundry will start being locked on the same schedule as the clubhouse. These changes will be placed in the newsletter, and they will be on the agenda for the annual spring meeting. We expect to relax the laundry and restroom security measures, as we get closer to the Memorial Day period. **These facilities have been reopened as before the security issues.**

- The tool-shed doors will be reinforced and deadbolts will be added as necessary to secure the area. **The BOD is not sure if this has been done, and it will be passed to Nick for an answer.**

02/17/2007

- The Property Management Committee description was presented – most did not know this existed. It was stated that the previous President created this. It was asked that several areas of the description be removed or updated, as they are not accurate. **Bill to follow up.**
- Will would like a line item in the budget specifically for tree work. This is not for storm damage, but for trees that are identified as hazardous in appearance. He recommends \$3,000. **We are waiting on a recommendation for chipping from the Property Management Committee.**
- Letter requesting a community dock at Otter Pond, Lake Committee review - While the committee was not comfortable commenting on the environmental impact, they were not in favor of this request. Teresa Urbinati suggested another option of adding a ROW that would allow access to the existing dock. The board thought this was a very good option and asked Teresa to present it to the homeowner and Steve Rei, the District Director in that area. **This is deferred until Teresa returns and brings Lenny up to speed as he has replaced Steve Rei.**
- The Roles of the Building Review Committee, tabled – **Still Open**
- Electric issues in the Clubhouse – We have 2 quotes to do this work – one from Joe Racicot who did the original work, and one from Michael Siska. As the scope of work is the same, and the costs are similar, we felt that a 3rd quote was not needed. **COMPLETE**
- Liaison with Town – It was suggested that a year-round resident (or a few in a tag team effort) might be asked to attend any Tolland meetings that have anything of interest for Wildwood. Bill will ask full time residents. **Jean Armitage or Loren Clark will be representing Wildwood. Ann Skibski will also be asked.** It was also noted that this is a part of Will's job description, and that he should be doing this.

03/24/2007

- Request from Mr. Bedor did not make it into any minutes. **Bill has sent a letter.**

04/07/2007

- Steve Strinie DD-3 asked about the appropriateness of the pictures and verbiage from Mr. Travers concerning the ice storm cleanup and our staff. It was agreed that this should not be posted in the clubhouse, but on the community corkboard in the vestibule. This display has been moved, and a notice will be posted in the newsletter. **Steve Strinie will write the article.**

- Steve Strinie noticed that the report identified 2 power pole saws were discovered to have been taken during the past break-ins – were these reported to the police? Jean to find out. **Yes, and it was on the insurance list for reimbursement.**

Steve asked if Will and Wes should work together more as requested by Nick. It was requested that Nick make this recommendation to the Personnel Committee.

Bob asked if the staff has resumed security rounds 7-day per week. With more residents in the community at this time, we are not sure it is necessary.

### **Building Review Committee – Request for Bylaws change – 12:02**

There was a brief discussion as to whether or not we should we go through all of the Town laws and rules and see what is different from the Wildwood bylaws and the rules & regulations. As to the roads, from his experience, and from what he has heard at town meetings, Loren Clark noted that the Town of Tolland would probably not address our road issues as we do not have true roads as in the rest of the town – they would take no viable position.

Motion: To propose to the membership the rewording changes to the boundary distances as recommended by the Building Review Committee. The motion DID NOT pass with 3 yes votes from Steve, Len and Ray as opposed to 4 no votes from Bill, Bob, Dan and Scott. Greg had left the meeting due to another commitment.

It was noted that everyone, including the Property Management Chair and the staff, should be getting the necessary permits for work, and that the staff are responsible as per our documents to check those of the membership where they see unknown construction during their rounds.

### **Motorola Cell Phone Prices – 12:20**

This is a closed issue as the Chair of the Property Management Committee can get in contact with the staff when necessary.

### **Golf Carts – discussed in District Director's section above**

### **Wildwood sign request, Beautification Committee – 12:22**

From 05/05/07 - Bill McKay would like the Beautification Committee to paint the Wildwood signs. This is being passed to Nick for review and action as necessary, as we do not have this committee.

### **Laundry Propane Tank – 12:23**

From 05/05/07 - Bill McKay would like the laundry building propane tank cleaned and painted - this is being passed to Nick for review and action as necessary, as we may not be able to paint the tank if the propane company owns it.

## **NEW BUSINESS – 12:24**

### **Correspondence**

- Letter from Town regarding Assessors/Committees – A letter was received from Susan Voudren on behalf of the Tolland Board of Assessors stating that while Susan Moore can participate on the Finance Committee, she cannot act to evaluate the assessments of land owned by the WPOA, as it would be a conflict of interest with her town position. This was accepted as received and no response is necessary.
- E-mail from Diane Massey on main entrance flag and flagpole – these are in terrible condition, especially with Memorial Day approaching. Bill and Elaine Habelt purchased and had a new American flag flown. A family donated the flagpole, and while we agree that we should repair or replace it, the family will attempt to be contacted for their approval.
- E-mail from Diane Massey on ROW near the Tilman house – This needs to be groomed as there are ruts, leaves, sticks and wood from a previous line down, and it should have new chips on it. This will go to Nick for review and action as necessary.
- Letter from Ernie Zike on tennis courts – Ernie feels that it is imperative that we repair and maintain all 3 tennis courts as they are quite often filled. The discussion centered on the usage, and the court records will be reviewed. It was noted that some less serious players might not want to use courts 1 or 2.

### **Other – 12:30**

Internet tower – Loren Clark mentioned that an internet tower has been approved to be put at the town dump.

Steve Strinie would like us to remove the Residence Manager sign from the location as no one has been in the Manager's House for over a year.

Motion: To remove the Residence Manager sign from the Manager's House - the motion passed unanimously

### **Review of Action Items**

There is a discrepancy as to whether the chimney at the Grove is on WPOA property or the Stich property.

We need to provide THE Conflict of Interest policy to Nick, as well as Lenny who is new to the BOD and all of the Chairs of all of the Committees for signature.

Will and Audrey need to get to the bank at the same time to sign the new documents.

Bob will get the Fuss and O'Neil dam numbers, as we might need to adjust them if we did some work.

Bob asked Jan Tkacz what the heights of the lakes should be, but has not received an answer yet. This will be passed to the Lakes Committee for review.

Will to check with local police on laws for golf carts on our roads.

Bob stated that there is an open action item for the staff to improve the side of the road sight lines.

The staff needs to install the speed bumps & swim area rope as this was to be done for Memorial Day.

Bill will get a retainer agreement with a real estate attorney, as we need to clarify the open space covenant.

Nick to verify that the tool-shed doors have been reinforced and deadbolts added as necessary to secure the area.

Bill to follow up on the updated Property Management Committee description.

We are waiting on a recommendation for chipping from the Property Management Committee before adding a line item in the new budget.

Teresa will update the BOD on the request for a community dock at Otter Pond. She was asked to present her suggestion to the homeowner and to bring Lenny up to speed as the new District Director for that area.

Steve Strinie will write an article about the appropriateness of pictures and text being posted on the community corkboard in the vestibule only, and not in the clubhouse.

It was requested that Nick make a recommendation to the Personnel Committee if he still wants Will and Wes to work more days as a team.

It was requested that Nick review and take action as necessary on Bill McKay's request to paint the Wildwood signs.

It was requested that Nick review and take action as necessary on Bill McKay's request to clean and paint the laundry building propane tank

Contact the flagpole donor family for approval on the replacement or repair of this.

It was requested that Nick review and take action as necessary on Diane Massey's request to groom the ROW by the Tilman house.

Remove the Residence Manager sign from the Manager's House.

## **ADJOURNMENT**

The meeting adjourned at 12:38.

The Open Budget/Dues Workshop is on Sunday June 03, 2007 at 1:00 pm.

The Building Review Committee Meeting is on Saturday June 30, 2007 at 08:30 am.

The next BOD meeting is Saturday July 07, 2007 at 9:00 am.

The Next Executive Operations Committee meeting is Saturday July 07, 2007 at 1:00 pm.

Respectfully Submitted,

Dan Rego

Secretary - WPOA

# WPOA BOARD OF DIRECTORS

## MEETING MINUTES

July 07, 2007 at 8:00 a.m.

### CALL TO ORDER

The meeting was called to order at 08:00 a.m. Present were Bill Habelt, Jeff Bowden, Bob Ueberbacher, Dan Rego, Scott Burghoff, Steve Strinie, Ann Skibski and Greg & Diane Massey.

A quorum was established.

### APPROVAL OF MINUTES

The minutes of the BOD Meeting of June 02, 2007 were approved as presented.

### COMMUNITY FORUM – 08:04

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

Loren Clark:

- Loren has proof of a group of owners bashing the staff via electronic mail, and he will make it his mission to stop this.
- Loren inspected and assessed the problem on Stone's Throw, specifically the problem on the Devokaitis property. He stated that if the water issue is a failure of the culvert or the waterway, then we should pay to fix it. Dan said that Nick stated it was a failure of our culvert, but nothing, including the pictures has ever been brought to the board at this point. It was also stated that this issue is on the agenda under New Business as an e-mail was received.
- The brush continues to grow on the sides of the road. Some of the same piles have been there for many, many months. Loren does not feel it is a money issue, but the time it takes to get it done. We own the chipper, why do we not just put this in the budget. Dan stated that it was recommended in the June Property Management Committee to add a line item in the budget for an outside vendor to do this a few times a year.
- Loren inspected the clubhouse, the Manager's House, the laundry and several other areas. He said the bad conditions are due to the neglect of the previous Board of Director's, and not the staff. He also said that the Property Management Committees have inspected these and have not taken any action.
- Loren inspected the tennis courts and stated that the upper courts need repairs, and that we have had bids for this, and we have the money in the budget.
- Loren feels that the Meadow Beach bathhouse bids are inadequate as the specifications are not complete. He also said that the Clubhouse is not wheelchair

accessible, nor is the Meadow Beach bathhouse and it should be. He also said that the Meadow Beach bathhouse should have hot water, and we should add a washer and dryer – these are his suggestions.

Hank Elliot:

- Hank commended Will and Wes on the work that they do. He stated that he hears lots of negativity towards the staff, and in his opinion, we would be in a very bad situation if we lose them. He further stated that when he attended the Property Management Committee, he heard many under-their-breath comments from others in the room. If people have something to say, they should just say it, and we should stop the unprofessional attitudes.

Jeff Bowden:

- Jeff stated that his property on 76 Brook Lane had the most damage by the heavy rain. In 10 years, he has never had a washout. He never knew if the insurance would cover this, and he had to pay thousands to repair it. He does not think it was due to a culvert failure, but merely the rainwater running downhill to his property. He did see that some of the road areas have been patched from the damage. He was not seeking restitution as he did not think it was Wildwood's fault, he just wanted to be on the record. Greg Massey said that Insurance would not cover this type of damage.

## **REPORTS – 08:30**

**Manager's Report presented by Wilbur Greene as Nick Urbinati (Chair of Property Management Committee) is away this month.**

The written report was submitted with discussion on the following:

- There were many repairs - during the rainstorm, water ran over the existing culverts.
- There were many estimates – these will go to the Property Management Committee in August, but some should be addressed sooner.
- Typical seasonal work was being done.
- Grass has been cut on the sides of the roads and the branches have been cut back.

Greg said that we should have a sense of urgency on the culvert work, and that Will should be the conduit as he sees which need to be done first. We have bids between \$9,300 and \$5,475, but we should address this faster than in the August Property Management Committee.

Steve mentioned that Wes is on vacation from the 9<sup>th</sup> through the 13<sup>th</sup>, right in the middle of summer, and should this occur, and is it a general practice? Will said yes, this has been the practice and it is a good slot for vacation as we have both summer help here.

Steve said that the Manager's House is in a rough condition, and now the water tested bad. He asked Will if he ever addressed this to the Board. Will stated, yes, at least once, and there was never any

action. A review of the electronic minutes from 1995 forward show nothing related to the water in the Manager's house.

Dan asked about the trees left behind from the work done 5-6 weeks ago. The hardwood was left behind for the residents to cut and take, so it is available to anyone.

**Other – 08:50** - We jumped to this so we could address the quotes on the culverts in a more expeditious nature than waiting for the Property Management Committee in a month.

We have 3 bids for the Stone's Throw culvert work – LB Corp at \$9,300, Southern Berkshire Fuel at \$5,553 and Faulkner at \$5,475. Will said that Nick is aware of the quotes; we are waiting on a decision.

Will also noted that we should have the Meadow Road swale and other work done before the paving. He has quotes from LB Corp at \$18,500 and Faulkner at \$9,875. The homeowner near the work is aware that this needs to be done, is aware it will block their property for a few hours and is in agreement with the work.

Motion: To have Faulkner do the Stone's Throw culvert at \$5,475 and the Meadow Road work at \$9,875 – passed unanimously.

The board agreed that we would decide where to take the funds from at a later date.

### **Treasurer's Report – 09:02**

- Collections have fallen a bit. Several people are in arrears, but it is not significant.
- The moves in banking are complete. The Manager's checking account is now with NAB and the special savings account is set-up.
- We are getting about 3.5% interest on the savings account versus the .90% with the last bank.
- We have closed out our accounts at Lee Bank.
- The newest CD (#6) with Berkshire Bank is at 5.15%

### **District Directors Reports – 09:05**

District Meetings are coming up. New elections in September will be for District Director 1 (Scott Burghoff), District Director 3 (Len Nelson filling in for Steve Rei) and District Director 5 (Ann & Ray Skibski). Bill also mentioned that the Vice President (Jeff Bowden) and Treasurer (Bob Ueberbacher) positions would be coming up for election. He thanked all for serving.

Steve Strinie – Fire pits were to be put at the beaches last year, but are not there yet. Will said we have these at the campgrounds, but not at the beaches. Discussions focused on location – where do we put these so that they will be safe to the environment and not impede the beach, and safety – if we put the rings in, will it invite unauthorized fires. We decided to try it on Lakeside Beach, as this is where the request came from, and we left it to Will to determine a safe location.

### **COMMITTEES – 09:14**

## **Lakes & Environment Committee,**

· Management of Aquatic Plants / Lake Drawdown - A letter to the BOD was received from Walter Gay, a co-chair of the Lakes & Environment Committee addressing an issue jointly with Paul Sandy, chair of the Fish Stocking Committee. Both Committees feel that we may be drawing down the lake too fast, and we may have exceeded the rate that we are permitted. It was mentioned that maybe we should start on November 1st, and at a rate of 1-2 inches a day. As we drawdown from 6 – 8 feet, it would take us until somewhere between early December and late January to get to the proper level. Mr. Clark feels that we drawdown too far, that is does not allow us to maintain the baitfish, and that it does not prevent weeds. It was also stated that a complaint was received from someone downstream due to the speed of the drawdown. Bill will try to get a copy of the letter.

· Nutrient Testing – Results were presented via e-mail by Walter and Betsy Gay co-chairs of the Lakes & Environment Committee. All results are within the ranges reported in the last 10 years, except for the Total Phosphorus levels in both ponds. These may be elevated due to the extreme drawdown for the dam repairs. The recommendation was for the Lakes & Environment Committee to visually observe the amount of weeds pulled this year.

## **Property Management Committee– 09:22**

· Laundry Issue – Loren Clark – This is not a simple solution. The building looks stable, but the floor joists look weak. The moisture in the ground needs attention as does the drainage around the building. The interior should have a proper ladder to the area underneath, and there should not be a lock, as many people need access. We have no idea on the true water usage. We should put a meter on this – about \$100. He was not able to get a water usage on the machines from Maytag. He does not have building quotes. It needs new wiring, as it is not up to code. Val Nickerson stated that in 2006 the state cut the gray-water usage numbers in half. We may only have to provide for about 220 gallons per day, per machine, not the 440 that we had been using for holding tanks. Loren has bids for significant savings in tanks versus the SK Design bids. A suggestion is to take 3 machines, put them in the lower level of the clubhouse, run the waste to the current septic and possibly add a tank.

· Meadow Beach Bathhouse – Loren Clark – We should add a washer, dryer and a hot water tank and address the electric issues.

· Manager's House - Loren Clark – This would cost about \$75,000 to put in a livable condition. Add another \$4,000 for a water system. We need an odor test also. The well is about 200 feet deep, so we should not have a problem. The chimney is a problem, and it should cost about \$4,500 to repair. The septic failed, and it is only 27 feet below ground. We need to take trees down to fix this properly. There is a water problem in the basement from the groundwater. The cellar needs to have the concrete cut and 4" drainage added as well as a sump pump. This would be \$30,000 - \$40,000. The roofline has a 4.5-inch dip in it. Almost all of the windows need to be replaced, but the frames appear to be okay. The floors, plumbing and bathroom fixtures all need to be addressed. The house was built on the cheap originally, it was built on a swamp and it will be very high maintenance for the long-term. We should sell it for \$1.

- Loren stated that his charge was to do an analysis and to provide recommendations, but it was unclear if this was as a part of the 2 sub-committees appointed in the Property Management Committee, or if this was on his own. It was also unclear if this was information from his experience, or from meeting and working with licensed contractors.

### **Potential purchase of Lot 10 Update – 09:45**

A Century 21 Realty sign has been put up, and the lot is listed on Bob Rahn's site for \$250,000. There are also many other Wildwood lots, many owned by the town, on Bob's site, and most are listed at \$5,000. Some are said to be buildable lots. We should attempt to contact C21 and get information that is more current.

**09:52** – There was a short break to contact C21.

**09:57** – It was learned that the lot is listed on the MLS and it is still subject to the sealed bid process. While the minimum bid was listed, any price can be bid. C21 has no knowledge of a perk test at this time, it is listed with 315 feet of beachfront, and it is listed with a disclosure about being a Wildwood lot with WPOA rules, bylaws and so forth.

### **Trails Committee– 10:00**

Bill McKay stated that he and his wife Gert would be retiring as the co-chairs of the Trails Committee. He stated that they have a great committee, and that the recommendation from himself, Gert and the rest of the committee was to have Art and Mary Hunt be the co-chairs. They are a great team, and they have agreed to chair the Trails Committee. This recommendation was accepted by the board as stated.

### **Potential purchase of Lot 10 Update – continue at 10:02**

Scott will contact Margaret at the Town Hall to see if anything has changed. We discussed the purchase method – we have about \$42,000 in the reserves for this, and we have already been pre-approved by Wachovia for a loan. The Finance Committee will work up the budget numbers for options. Loren Clark felt that if we are so poor that we cannot fix our infrastructure that we should not purchase the lot.

### **OLD BUSINESS – 10:37**

**Review of all previous meeting Open Items - Tabled until next meeting**

### **Other**

- **Golf Carts** –There is nothing new at this time. According to Town Police, this will be under our jurisdiction.
- **Wildwood sign request, Beautification Committee** – No update at this time
- **Laundry Propane Tank** - No update at this time
- **E-mail regarding ROW – e-mail from Teresa Urbinati** - In regards to the ROW, my understanding was that we, the Board, did decide on creating a ROW from East Otter to

Cottontail and then access to Otter Pond would be through the existing ROW on Cottontail. I do not remember a discussion about costs. Perhaps we should have Will and Wes check out the property and suggest where the ROW should be and if it would involve any tree removal. This will be passed to Nick for assignment.

- **Letter from Ernie Zike on tennis courts** – Nothing to add at this time

## **NEW BUSINESS – 10:44**

### **Correspondence**

- Letter regarding storm damage on Stone's Throw – The e-mail was reviewed, and there has been culvert and roadwork approved for this area. It was also noted in the Manager's Report that the staff repaired the end of a driveway due to washout on this road. It was not clear what the homeowner was looking for as a solution, so Bill will contact them.
- E-mail regarding storm damage on Fox Den – This was viewed by several members. This did not appear to be from problems in the roads, but the natural slope of the land. A letter will be sent to the homeowner that no action will be taken.
- E-mail regarding Tennis Court Shelter – A permanent shelter from the sun was requested. It was discussed that this was really only needed during the Tennis Open, and it would get little to no usage. A letter will be sent to the originator of the letter that no action will be taken on this topic.

### **Other – 11:00**

Bill would like to put a water meter on the laundry to assess the flow – everyone was OK with this.

Elaine Strinie, the Activities Committee chair, has requested an increase in the 2008 budget from \$700 to \$2,000. She cites the increase in participation as well as additional activities.

Motion: To increase the Activities Committee budget in 2008 to \$2,000 – passed unanimously.

### **Review of Action Items**

Will to put a fire pit at Lakeside Beach.

Bill to get the letter about the dam water rushing downstream too fast.

The Lakes & Environment Committee will visually observe the amount of weeds pulled this year.

Scott will contact Margaret at the Town Hall to see if anything has changed with the sale of Lot 10.

Nick will assign to Will or Wes a review of a new ROW from East Otter to Cottontail.

Bill to contact the Stone's Throw homeowner on storm damage.

Bill to contact the Fox Den homeowner on storm damage.

Bill to contact the sender on the tennis court shelter.

Bob wants the staff to make the work logs available to review on a timelier basis.

**EXECUTIVE SESSION – 11:10**

**Health Insurance Policy**

**Recommendation from the Personnel Committee**

**ADJOURNMENT**

The meeting adjourned at 12:02.

The next BOD meeting is Saturday August 04, 2007 at 9:00 am.

Respectfully Submitted,

Dan Rego

Secretary – WPOA

# WPOA BOARD OF DIRECTORS

## MEETING MINUTES

August 4, 2007 at 9:00 a.m.

### CALL TO ORDER

The meeting was called to order at 09:07 a.m. Present were Bill Habelt, Jeff Bowden, Bob Ueberbacher, Dan Rego, Scott Burghoff, Teresa Urbinati, Steve Strinie, Ann Skibski and Greg Massey.

A quorum was established. We jumped to the Community Forum, as there were many waiting to speak.

### COMMUNITY FORUM – 09:08

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

Nick Urbinati – Nick asked for an amendment to the approved minutes from June 02, 2007. There was an opening comment in that meeting that the approved cost of tree work was \$1,750 plus an additional \$400 for two other trees. In actuality, Nick approved many other trees and had other checks cut for \$675 and \$625 so he did not have to go back to the board. This project in total cost the WPOA \$3,450.

The work that was done and paid for with these two additional checks was not approved by Nick, who was not the Chair of the Property Management Committee at the time, but by Will who had trees taken down at 2 bathhouses in March and April. Because the invoices all came in together, and because this other tree work was done individually and not bundled, the board was not aware of it, and the appearance was that these were all done at the same time. This will be amended in the June 02, 2007 minutes.

Loren Clark supplied the board with a 1-page list of items:

1. In his opinion, we need a more accurate method of recording minutes and suggests tape recorded minutes
2. He feels that the board did not hear the important points by Judge Kass in the 2006 Spring Meeting, and that the minutes approved did not accurately reflect his message.
3. He feels that the Personnel Committee is ignoring the directive to keep and publish minutes from meetings.
4. He stated that he was misrepresented in the July minutes, but did not say which of the 6-points he brought up were not correct.
5. He feels that we are not fully utilizing the main beach and has three items as suggestions.

Jerry Devokaitis – Jerry was speaking for the many tennis players present at the meeting. He stated that the third tennis court was in a dangerous situation. It is a prized learning tool for children, and he would like it repaired for safety reasons. It would be a good investment. Nick will look to a contractor who is doing some road paving for suggestions and bids.

Anthony Coddling – Beetle Road – Mr. Coddling is looking for a variance for a second bathroom on the beach side of the home. This would reduce the side variance from 20 feet to about 12 feet. He provided a plot plan and the Notice of Hearing for 8/15/2007. It was asked if the location could be moved so as not to necessitate a variance. He stated it would not look attractive, and ledge may prevent it.

Lesley Sharp – Laurel Lane – via e-mail – Lesley asked for the letter to be read as a part of the record. This was already e-mailed to the members and read from their homes. It was concerning the laundry and her family's thoughts for the situation and views for potential solutions.

## **APPROVAL OF –MINUTES – 09:29**

The minutes of the BOD Meeting of July 7, 2007 were not brought for approval. There is a discussion later in the agenda on content and some wording. This was subsequently tabled until the August 25, 2007 meeting due to time.

## **REPORTS – 09:31**

**Manager's Report presented by Nick Urbinati (Chair of Property Management Committee). Will was also present at this meeting.**

The written report was submitted with discussion on the following:

- Dan asked if we had a bigger problem with the truck brakes as we have had repair work in early 2005, many items from October 2006 through January 2007 and again last month. Will stated that these are all different problems.
- There has been lots of work on the roads and we are targeting the 1<sup>st</sup> week in October for paving.
- It was asked if we have confidence in the tools and time it takes our staff to do this roadwork vs. a contractor. Yes; and the first manhole in Wildwood has been installed.
- We have two very good seasonal people on the crew now, with exceptional skills – we are very lucky this year.
- Many security calls
- It was asked who "Lawson Products" was – a small hardware vendor

- Scott asked if the staff needs anything else for the tennis courts. Will suggested we do lower court work. Nick stated that we spent about \$45,000 on the upper courts in 1999, and we should be doing maintenance every 2-3 years.

### **Treasurer's Report – 09:46**

- Dues collections increased a little bit – we are back to where we usually are.
- Bob stated that the laundry income typically runs behind as summer is a heavier time, and wants to have the vendor contacted to see if they will remit to us on a faster cycle.
- The operating account is good – the new CD's will help on the revenue side
- We will move \$15,000 from the Lake reserve line to the General Contingency line. This will reconcile the funds we moved in 2006 so we did not run a negative line. We put these funds in the 2007 budget for this reason.
- There is no update on the Fuss & O'Neil sign-off for the dam work

### **DISTRICT DIRECTORS – 09:52**

Districts 3 & 6 had a combined meeting and Greg Massey presented a written report with discussion on:

1. Street signs
2. Brush on Porcupine Point
3. They want a schedule of road repairs – Nick said that it looked like 2008 would be Upper Otter, Cottontail, part of Beetle, part of West Otter and The Grove. He would alternate to different areas in different years. Nick also said we would not be doing Porcupine Point this year due to funds.
4. The use of Wildwood common property by some owners on Otter Pond as their own
5. Construction vehicles on personal property for long periods of time – owner doing work
6. Dogs in East Otter area

Districts 1 & 2 had a combined meeting and Teresa and Scott discussed:

1. Laundry – mixed feelings if machines should be allowed in homes
2. Liked laundry in clubhouse basement
3. Manager's House – mixed views, and asked how it got this bad

4. Film on top of Otter Pond and different silt, standing water 2-3 feet deep, lily pads, height is down, ROW to beach swap on Urbinati property (come up with plan and send to members in that area)
5. Speeding on Beetle Road – a crosswalk with a sign was agreed on
6. Fox Den beach users want a kayak rack – do we need to clear property for this – must be careful with tree work around the water
7. Dumpster is coming on weekend of 8/17
8. We need to review the lake drawdown agreement
9. A 2nd handicap parking space is needed at the clubhouse
10. Who cleans the dryer hose vents – the vendor
11. Brush on roads – change dates or weeks – (Will said that there are too many large piles, and some owners are cutting trees and adding them to the piles – the owner may need to hire these out). We need a new plan and policy
12. Chain of command for response issues – who to call. Will said his phone number should be posted.
13. We should look into hardwiring the clubhouse ceiling fans so the remotes are not needed.
14. Purchase of new clubhouse furniture
15. Put in a real boat ramp to keep cars off sand

Districts 3 & 5 had a combined meeting and Steve discussed:

1. Finding an alternative to the payphones
2. Should put emergency numbers, local contacts and District Directors numbers in newsletters, on clubhouse reservation sign-up forms as well as campground forms
3. Need screens on laundry room doors, and a larger waiting area
4. Town employees (Wildwood Members) had issues with Loren Clark's incorrect dissemination of information in the Community Forum regarding town meetings
5. An owner on Beechwood said the road is bad and needs attention
6. The Traak needs clearing, especially near power lines
7. What is the status of the Safety Committee and the signage?
8. The Meadow Beach grill should be made usable again

## **COMMITTEES – 10:30**

None at this meeting

**10:31** – There was a short break.

## **REVIEW 2008 Budget – 10:37**

The completed budget worksheet from the workshops had the operating expenses increasing by 2.4%, which is about \$7,000. There is a new line item for tree removal so we have the funds to maintain the trees on a yearly basis. The reserves were increased by almost 19%, which is about \$16,000. This produced the information for option #1 below. There were three potential options for budgets presented from the Finance Committee to the board for discussion.

Option #1 included everything that was asked for, and produced an almost 6% increase. Option #2 cut some of the reserves to produce a 3% total increase. Option #3 cut some of the reserves to produce a 0% increase.

It was understood by all that our infrastructure is in such a condition that a 0% increase was not possible. An increase of 3% would not produce enough reserves to do the work necessary. The board asked the committee to produce two options in the 5% and 10% range for voting by the membership.

## **Requests from the Chair of the Property Management Committee – 11:10**

Nick has four requests for reserve funds:

1. When chipping, the staff can only put so much in the truck bed before going to dump it. Nick would like to purchase an aluminum box to put on the truck to produce an area 5 times as large at about \$2,400.
2. The bucket on the 1986 John Deere tractor broke. A new bucket is between \$3,500 and \$4,000. A repair would cost between \$1,000 and \$1,500 – this is the recommendation.
3. There were three quotes presented for the Meadow Beach bathhouse repair. These are around \$15,000, \$16,000 and \$19,000.
4. We need to put a sand & salt building in place so we do not keep losing materials. This would be about \$9,000 for the installed building and another \$3,000 for the tarped canopy.

Motion: To expend \$2,322 from the truck reserve for an aluminum chipping box – passed unanimously.

Motion: To expend up to \$1,500 from the tractor reserve to repair the 1986 tractor bucket – passed unanimously.

Motion: To expend up to \$16,000 for the Meadow Beach bathhouse repair – passed unanimously.

Motion: To expend up to \$12,000 for the salt and sand building – passed unanimously.

## **EXECUTIVE SESSION – 11:30**

- Health Insurance
- Roads/Ponds %
- Lot 10
- Personnel Issues

## **OLD BUSINESS – 12:17**

Health Insurance Policy

Motion: To approve the new Health Insurance Policy as discussed in the Executive Session – passed unanimously.

## **NEW BUSINESS – 12:18**

Correspondence - DEP, Notice of Noncompliance

A letter was received dated 08/01/2007 of noncompliance. This stated that the Cranberry drawdown was done at a rate greater than proposed in the notice of intent. This was observed on 09/19/2006. The letter also stated that the 2 orders of conditions that approved the work on the 2 ponds were only signed by 1 member of the Conservation Commission, and that the regulations state that these must be signed by a majority of that commission. No other work, including drawdown can occur until the orders are made valid. Bill will call the DEP and get with Valerie Nickerson.

Codding request – There is a hearing on 08/15/07 for this variance. The board will remain neutral to the town with this decision. It went to the Building Review Committee in early June.

Building Review Committee, Gert McKay Resignation – Gert has resigned, and the Committee has suggested Ruth Buchanan to take the chair position. Ruth will be the acting chair, but as this is a standing committee, to be consistent, this will be posted on the website in case there are others interested.

## **ADJOURNMENT**

The meeting adjourned at 12:30

The next BOD meeting is Saturday August 25, 2007 at 8:00 am.

Respectfully Submitted,

Dan Rego

Secretary – WPOA

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
August 25, 2007 at 8:00 a.m.**

**CALL TO ORDER**

The meeting was called to order at 08:06 a.m. Present were Bill Habelt, Jeff Bowden, Bob Ueberbacher, Dan Rego, Scott Burghoff, Teresa Urbinati, Steve Strinie, and Diane Massey.

SOME REPORT ARE ONLY UPDATES ONLY AS THIS MEETING IS THE 2ND OF THE MONTH

A quorum was established.

Motion: To go into Executive Session – passed unanimously – 08:08

**EXECUTIVE SESSION –**

- Lot 10
- Personnel Issues

Return to regular meeting at 08:53

08:53 – There was a short break.

**COMMUNITY FORUM – 09:00**

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

Marsha Elvin – Fox Den – There are not enough spaces for boats on this beach, and too many beach chairs and other stuff are taking up the space. A suggestion is to put a rack specific for kayaks, and then the boats left on the beach would fit on the racks. She also suggested that maybe all boats should be off the beach areas completely by November 1 and returned, if desired after April 1 so everyone has an opportunity.

Greg Rota – There is wireless access at the Library; can we get it at the clubhouse?

Susan Moore:

1. Stated that when she attends a meeting, it is as a town and Wildwood resident, not a town employee
2. She received a letter from Loren Clark after she voiced her opinion about the accuracy of comments that he made.
3. She questioned if permits were pulled for the second set of electric work in the clubhouse as required.
4. She voiced her concern about the lack of movement on the sign recommendations from the 2006 Safety and Security Committee. Will said that 10 have been contracted out.

Loren Clark:

1. In his opinion, the Secretaries Minutes from the July 07 meeting did not provide complete information from the speakers. His notes are considerably different and he objected to the differences.
2. He feels that we should record and translate the entire meeting.
3. Susan Moore and Sue Voudren have not responded back to his request for specifics on his comments that they did not feel were accurate.

#### APPROVAL OF –MINUTES – 09:25

The minutes of the BOD Meeting of July 7, 2007 were approved with corrections and modifications. The minutes of the BOD meeting of August 04, 2007 were approved with corrections and modifications.

Motion: To buy a tape recorder and do a light transcription – there was no action on the motion.

#### REPORTS – 09:33

Manager's Report presented by Nick Urbinati (Chair of Property Management Committee). Will was also present at this meeting.

- The work on Stone's Throw is complete
- The work on Meadow Road is complete and ready for paving
- The Path is being prepared for paving
- The mailbox post has been upgraded
- The perc test on the back of the clubhouse is complete and it passed. Nick would like to get a design for 5-6 machines in the lower level. He feels it would cost \$2,000 - \$3,000.
- The split rail fence on Meadow Road is complete
- The repair to the bucket on the 1986 John Deere tractor was \$867. The repair was estimated at between \$1,000 and \$1,500. A new bucket would have cost between \$3,500 and \$4,000.

#### Treasurer's Report – 09:43

- There was 1 CD change this month

#### DISTRICT DIRECTORS – 09:44

Districts 6 – Diane Massey – she had a call from a member who stated that a new realtor property listing mentioned a dishwasher, and that this should not be there. Diane thought that maybe we should have a sub-committee look at "rebranding" Wildwood.

#### COMMITTEES – 09:50

##### Nominating Committee

Gert McKay, the Chair reported that the committee had a poor response to requests for members to serve. Several said that the meetings last too long. The committee recommends the following:

- Vice-President – Jean Antinozzi
- Treasurer – Bob Ueberbacher
- District Director 1 – Bob Maselek
- District Director 3 – Len Nelson
- District Director 5 – Unknown at this time

They also suggested that it is time to address redistricting, as the districts are not aligned.

#### Lakes and Environment Committee – 09:56

- Walter Gay provided a letter to Valerie Nickerson from the town concerning the microbiological quality of the beaches – the fecal coliform counts were zero at all 5 beaches.
- A copy of an e-mail concerning an upcoming LAPA workshop was provided for reference and attendance

#### OLD BUSINESS – 09:58

Correspondence – e-mail from Doryce Seltzer in opposition of installing laundry facilities at Meadow

Beach bath house – this was only a suggestion from 1 resident and no decision on any solution has been made to date.

Adoption of Health Insurance Policy – 09:59

This will provide a consistent policy for all employees and reduce sharp increases to the members in the future.

Motion: To accept and approve the policy as determined in the Executive Session – passed unanimously.

Set Agenda for Annual Meeting – 10:00

The agenda from last year was reviewed and changes & additions were suggested.

NEW BUSINESS – 10:19

Indemnification of Homeowner, re: Chimney Project

A letter has been drafted to indemnify the Stich family for the WPOA repair on the Lakeside/Grove chimney that is partially on their property.

Motion: To accept the draft and propose to the family - passed unanimously.

Recommendations from Personnel Committee – 10:21

In early 2006, then President Jan Tkacz requested that The Personnel Committee provide input on new Job Descriptions, employee agreements and performance appraisals. In early 2007, current President Bill Habelt asked for additional tasks to be completed, and all of the results were ready for presentation in June of 2007 as requested. This topic was tabled in the June, July and August 04 meetings.

The Personnel Committee recommended the following:

1. Retain the Resident Manager position
2. Change the Assistant Manager position to Caretaker due to FLSA requirements
3. Change Employee Agreements to Salary Agreements that will include specific items
4. Separate salary from job descriptions
5. Salary agreements should be signed within 10 days
6. Administrative assistant position changed to Business Manager

Bill will review items 3, 4 and 5 with the attorney.

Motion: To accept items 2 & 6 - passed unanimously.

Motion: To accept item 1 – motion failed with YES votes from Dan, Steve and Bob; NO votes from Bill, Jeff, Teresa and Scott and an abstention from Diane. The question of having a “Resident Manager” position or a “Manager” position will be brought to the membership for voting.

The Board will go over the job descriptions in the next meeting.

We briefly touched on the Manager’s Residence. Nick will provide cost estimates and possibly have realtors look at the property for sales figures.

Laundry, Clubhouse Perc Test – 11:25

This was completed and it passed.

The e-mail from Doryce Seltzer was already reviewed.

Lot 10 – 11:31

Motion: To make an offer on Lot 10 as discussed in Executive Sessions - passed unanimously.

Carry over items from August 04, 2007 agenda – 11:35

1. Old Business - Correspondence regarding storm damage – the board was supplied with the e-mail response to the owner
2. Old Business Correspondence regarding tennis court shelter - the board was supplied with the e-mail response to the owner
3. New Business – routing Blueberry Meadow drainage – the proposed work could not be done as designed, but a workaround was determined that was greater than 100 feet from the water as per the DEP.
4. Reconsideration of publication of unapproved minutes – this will continue to be preliminarily approved for posting to the web-site
5. Structure of Community Forum – stay as is
6. New Business – Correspondence regarding tennis court repairs from Betsy and Walter Gay. The board is aware of this issue.
7. New Business – Correspondence regarding safety/environmental safety from Doryce Seltzer - Several members of the community spoke to these children, and no further incidents have occurred.
8. New Business – Correspondence regarding notice from Tolland Assessors – this was in reference to the need for interior home inspections for taxation purposes.

OTHER – 11:35

1. We may not be able to draw down the lakes this year, as we do not have a valid permit. Bill is working with the DEP to get the paperwork to allow this
2. Nick provided 2 quotes for paving Meadow Road and The Path. He was to provide the Secretary with the 3rd that he had at a later date. Tri Town bid \$24,555 for these with a bid date of April 2007. Andrighetti and Sons bid \$30,000 for these roads with a bid date of August 2007. Nick did provide the 3rd bid from LB Corporation from March of 2007 for these roads for \$25,850. Tri-Town also provided a bid of \$2,625 for the Meadow Road swale.  
Motion: To approve the Tri Town bids for work to be done in early October 2007 - passed with 1 abstention from Bob.
3. The split rail fence has been installed, and while we discussed this in prior meetings, we never voted on the expenditure.  
Motion: To spend up to \$2,000 on the installation and materials for the split rail fence on Meadow Road - passed unanimously.
4. There is a car for sale parked on the corner of Fox Den and Beetle Road that is a hazard – Bill will work to have this removed.
5. The speed bump and sign near Main Beach was discussed and will be implemented before the start of the season in 2008
6. Jeff thanked everyone for their efforts over the last 2 years while he was Vice-President
7. Diane asked if we could have a strategy session for 2008. This could be an agenda item in a future meeting.

ADJOURNMENT

The meeting adjourned at 11:52

Saturday, Sept 08, 2007 Executive Operations Committee 9:00 AM  
Saturday, Sept 15, 2007 Fall Pot Luck Supper 6:30 PM  
Sunday, Sept 16, 2007 Annual Fall Membership Meeting 1:00 PM  
Saturday, Sept 29, 2007 Building Review Committee Meeting 8:30 AM  
Saturday, Oct 06, 2007 WPOA Board Meeting 9:00 AM  
Saturday, Oct 13, 2007 Property Management Committee 9:00 AM  
Saturday, Oct 27, 2007 Building Review Committee Meeting 8:30 AM

Respectfully Submitted,  
Dan Rego  
Secretary – WPOA

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
October 06, 2007 at 8:30 a.m.**

**CALL TO ORDER**

The meeting was called to order at 08:37 a.m. Present were Bill Habelt, Jean Antinozzi, Bob Ueberbacher, Dan Rego, Bob Maselek, Teresa Urbinati, Len Nelson, Steve Strinie, Ray Skibski and Greg & Diane Massey.

A quorum was established.

Bob Maselek (Director of District 1) introduced himself to all. He is a retired corporate attorney, the Chair of the Tolland Council on Aging and divides his time between Wildwood and his home in Framingham, MA.

Motion: To go into Executive Session – passed unanimously – 08:39

**EXECUTIVE SESSION –**

- Legal matters

Return to regular meeting at 09:03. We will delay the Community Forum section, as there are no members from the community in attendance.

**APPROVAL OF –MINUTES – 09:03**

The minutes of the BOD Meeting of August 25, 2007 were approved as presented. There were four abstentions as Jean and Bob were not BOD members at that time, and Len and Ray were not at the meeting.

**COMMUNITY FORUM – 09:06**

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

Susan Moore:

Susan indicated that Loren Clark and Wes Greene were watching tree cutting on her property from across the lake from the dam with binoculars. She was under the impression that the BOD was aware of this from an e-mail she sent in the office. The BOD had not seen this, but was presented with a copy of two e-mails between Loren Clark and the Conservation Committee later in the meeting. The BOD did not have an opportunity to address it again. From the contents of the letter, it appears that Mr. Clark contacted the Conservation Committee first on this issue. The Conservation Committee indicated that Mr. Clark may have been representing the Building Review Committee, and that if the Conservation Committee receives any more unwarranted, unfounded complaints, Wildwood would be fined. In the end, Susan Moore followed every procedure and contacted all of the appropriate parties, and Susan wanted this to be known.

Susan also indicated that she was very upset about the condition of the Manager's House. She had sent a 4 ½-page letter to the BOD a few weeks earlier that addressed this as well as the article Mr. Clark put in the August Newsletter. She feels that the BOD needs to discuss and decide where we are going with this issue.

**REPORTS – 09:15**

Manager's Report presented by Will Greene. This was for September and October, and written

reports were presented for both. Items discussed were:

August:

- Lots of road work done, notable The Path and Meadow Road
- Steve Strinie asked about the 4 patches in Meadow Road already. Will said this was from the contractor, and said it was a BOD decision if the contractor should be contacted for repair. Dan Rego said it was not a BOD decision, that the Chair and Manager should have done this already. Nick will contact the company.
- The salt and sand bunker is complete. The Conservation Committee has approved this as a bunker, not a building.

September:

- Lots of road work again
- The laundry septic failed a Title V test.
- Will addressed the review of tree cutting at Susan Moore's from the community forum section. He stated that the employees are required to act on any security complaints brought to them.
- Fall fish stocking will take place on 10/09/07
- The Meadow Beach bath house repairs are in process
- Many signs have been replaced, and more are on order
- The cattle gate and signs at the end of Meadow Beach Road were discussed as against the by-laws. Greg and Will are going to contact the owner.

Nick brought up the following items:

- We have to address drainage on two beaches, and we have submission deadlines of 10/10/07. It was recommended that we use Berkshire Engineering Inc. for this work.

Motion: To expend \$3,500 for Berkshire Engineering Inc to file the paperwork to move forward – passed unanimously

- We had some emergency tree work with branches on power lines
- We have a quote to repair both tennis courts for \$18,800 (\$11,800 for the lower and \$7,000 for the upper). This carries a 2 year warranty

Motion: To expend \$18,800 for the tennis court repairs – passed unanimously

Treasurer's Report – Bob Ueberbacher - 09:56

- As of September 30, we are at 91.9% of dues collection. We were at 96% at this point last year.
- Total Revenues are at 94%, but last year we were at 100% due to delinquent dues collection.
- We are expecting a large check in October for back dues
- We will look into why dues are low
- We moved the Berkshire Bank CD to Wachovia at 5.25%
- We need to update signature cards with all 4 officers
- We have shifted \$15,000 from Lakes to General Contingency to make up for the shift last year
- We are spending more than we have budgeted in several reserve areas, and are borrowing from our future. We cannot keep doing this.
- Jean feels that we need to keep fixing and maintaining our assets going forward, and we need to continue to add more to the reserves to fund this.

DISTRICT DIRECTORS – 10:10

District 6 – Greg Massey – Susan Moore asked if our insurance would cover the mold remediation from the Manager's House. He was looking into this.

District 2 – Teresa Urbinati – Wanted to know if the BOD was going to meet to go over priorities for 2008 as suggested by Diane Massey; yes, we will plan this.

## COMMITTEES – 09:50.

### Lakes and Environment Committee – 10:12

1. Lake Water Analysis Report - Walter Gay provided a letter to Valerie Nickerson from the town concerning the microbiological quality of the beaches – the fecal coliform counts ranged from 1 to 4. All were zero in August of 2007.
2. Lake Committee Minutes – Presented 5 pages. These should be sent to Karl Ellison for web posting.
3. A new water level gauge was purchased for installation at the main dam. This will read in inches, not 10ths of a foot. This will allow the staff to better stay within the Notice of Intent requirements.
4. The NOI for both ponds were approved, and the drawdown will commence on 10/15/07 with a 45-day length and 1 inch of drawdown per day.

### Personnel Committee – 10:16

An e-mail was received on 9/11/07 from Bill Benedetto. He has submitted his resignation as co-Chair of the Personnel Committee. Ann Rego will retain the Chair position and will check the current list of those who wanted to join the committee for a new member. This will bring the committee back to 7 which is what the committee voted on as a limit

Motion: To accept this resignation – passed unanimously

### Old Business

- Appointment of Chair of Building Review Committee - 10:18 – Bill Habelt recommended that Ruth Buchanan be the Chair.

Motion: To accept the nomination as presented – passed unanimously

- Lake Drawdown – 10:19 – this was already discussed
- Lot 10 – 10:20 – The Wildwood bid was the only bid received, but the BOD of Selectmen rejected it and the lot will be relisted in the summer of 2008. The BOD pursued this as voted on by the community, and at this point, we have completed what we were charged to do. Any further action will need approval by the community members.
- Personnel Committee Recommendations – Ann Rego – 10:24 – We discussed in detail the potential switch from a yearly employment agreement to a one-time salary agreement. All items that were tabled over the last several months were checked and discussed. This will allow for ease of moving forward year-to-year and BOD to BOD. An employee handbook will be created with consideration for consistent sick and vacation plans. This will be worked on through the Personnel Committee and then will go to the BOD.
- Job Descriptions – 11:15 – Ann Rego – The BOD went over the details of the presented positions for the Business Manager, the Caretaker, the Manager and the Resident Manager.

12:07 – There was a short break

- Manager's House – 12:15 – We recapped the events and the current situation for the new BOD members. Jean said the current condition is no different than it was 2-3 years ago when she saw it as the Chair of the Property Management Committee. This house is still used daily for storage and some Manager office items

Motion: To expend up to \$6,300 as soon as possible for removal of mold – passed unanimously

#### New Business -12:41

- Open/Green Space: Tolland BOD of Assessors – A meeting has been requested to discuss our lots. Jean, Bob and Diane will co-Chair this meeting with the Town. We went over some of the details of the list of properties.

- Donation of Picnic Table to Tolland Library – 12:50 – Wildwood donated a new picnic table to the library so users of the wireless internet connection have a spot to sit outside.

Motion: To donate a picnic table to the town for use at the library – passed 9-0 via e-mail.

#### Correspondence – 12:51

- Letter regarding run off Meadow Drive – Terry and Doryce Seltzer have 2 concerns – that their drinking water may become contaminated by the new placement of the road drainage work in front of their home, and with the lack of communication between the staff, the BOD and the homeowner in the changing of plans that may have caused the potential contamination.

- Letter regarding laundry – From Mr. Lawrence, to the BOD via the McKays – Mr. Lawrence expressed his concerns regarding the laundry situation and provided several potential options for review.

- E-mail from web master, Karl Ellison – Karl still has not received the “ownership” of the website on the Yahoo account. Bill will follow up.

- Letter Building Review Committee to new owner – East Otter Drive - This is regarding the differences in the home size between the house plan submitted and the actual stakes in the ground, and the potential to not have room for a septic system. An explanation has been requested of the owner.

- E-mail regarding electrical permits – Susan Moore – Susan relayed to her District Directors what she learned from the Tolland Electrical Inspector regarding what work needs what kind of electrical permit and what needs to be posted. She stated that the inspector has not seen any permits for WPOA work in the recent past.

- E-mail regarding Condition & Resolution Manager’s House – Susan Moore - This was a 4.5 page letter expressing past, present and future thoughts, opinions and history regarding the home, including Mr. Clark’s letter in the August newsletter. This was sent to the BOD via e-mail at an earlier date.

- E-mail response to Condition & Resolution Manager’s House – Loren Clark – Mr. Clark sent a 9-point letter to the BOD as a response to Susan Moore’s letter. This was also sent to the BOD via e-mail at an earlier date.

- Notice of Public Hearing – House Addition – This is for 339 Beetle Road on 10/15/07

- Activities Committee – Update of Wildwood Logo – Elaine Strinie – The Activities Committee will be purchasing shirts, bags, cups and caps over the winter. They wanted to have a contest to update the Wildwood Logo. The BOD gave their approval for this.

#### • Other

1. There was a letter to Bill Habelt from Audrey regarding the activity in the Manager’s House going

forward. This letter was dated 10/20/06 and was concerning an insurance question. It was never read into the minutes.

2. There was a question about the disposition of the front sign issue. There was not enough support, so we withdrew our request to the town and received a partial refund of the fees.
3. There was a request to still look at the satellite internet hookup.

#### Review of Past Meetings Open Items – from e-mail with the BOD members

1. The tool-shed doors will be reinforced and deadbolts will be added as necessary to secure the area. From Nick, this is done.
2. Bill McKay – Wildwood road sign request– Bill would like the Beautification Committee to paint these signs – passed to Nick for review and action as necessary, as we do not have this committee. From Nick, a contract was signed with Bill McKay to build and paint signs for \$55 each (for 10 letters)
3. Bill McKay – Laundry Propane issue – Bill would like the propane tank cleaned and painted - passed to Nick for review and action as necessary. From Nick, the propane tank belongs to the propane company; we do not own it so we cannot paint it.
4. Steve asked if Will and Wes should work together more as requested by Nick. It was requested that Nick make this recommendation to the Personnel Committee. From Nick, they will work together as needed.
5. Bob asked if the staff has resumed security rounds 7-day per week. With more residents in the community at this time, we are not sure it is necessary. From Nick, they are still doing rounds an average of every other day.
6. E-mail from Diane Massey on ROW near the Tillman house – This needs to be groomed as there are ruts, leaves, sticks and wood from a previous line down, and it should have new chips on it. This will go to Nick for review and action as necessary. From Nick, this has been done.
7. Steve Strinie would like us to remove the Residence Manager sign from the location as no one has been in the Manager's House for over a year. Motion: To remove the Residence Manager sign from the Manager's House - the motion passed unanimously. From Nick, This will be taken care of this afternoon 8/31/07.
8. Steve Strinie DD-3 asked about the appropriateness of the pictures and verbiage concerning the ice storm cleanup and our staff. It was agreed that this should not be posted in the clubhouse, but on the community corkboard in the vestibule. This display has been moved and a notice will be posted in the newsletter. From Steve, this was not put in the newsletter, as the issue did not resurface.
9. Liability Insurance Question – Greg recommended purchasing additional insurance at just under \$400 per year for each employee who carries a firearm. This will protect the WPOA and will provide the mechanism for our employees to carry firearms. Because we do not have firearms exclusion on the policy, we do have some coverage. The charge for this exposure from the insurance company is to recognize the exposure; there is no endorsement, per our insurance agent and documented in a string of emails. Tabled until we address the employee job descriptions, and is still an open issue.
10. Bob asked Jan Tkacz what the heights of the lakes should be, but has not received an answer yet. This will be passed to the Lakes Committee for review. This is still an open issue.
11. Bob stated that the laundry income typically runs behind as summer is a heavier time, and wants to have the vendor contacted to see if they will remit to us on a faster cycle. This is still an open issue.
12. The Property Management Committee description was presented – most did not know this existed. It was asked that several areas of the description be removed or updated, as they are not

accurate Bill to follow up. This is still an open issue.

13. The makeup of members on the Executive Operations Committee needs to be addresses – Bill to follow up. This is still an open issue.

14. The Roles of the Building Review Committee, tabled – NEVER RE-ADDRESSED. This is still an open issue.

15. E-mail from Diane Massey on main entrance flag and flagpole – these are in terrible condition, especially with Memorial Day approaching. Bill and Elaine Habelt purchased and had a new American flag flown. A family donated the flagpole, and while we agree that we should repair or replace it, the family will attempt to be contacted for their approval. The flag has been replaced, but the flagpole is still an open issue.

16. Bill will get a retainer agreement with a real estate attorney, as we need to clarify the open space covenant. This is still an open issue.

Review of Action Items

## ADJOURNMENT

The meeting adjourned at 13:12

Saturday, Oct 13, 2007 Property Management Committee 9:00 AM

Saturday, Oct 27, 2007 Building Review Committee Meeting 8:30 AM

Saturday, Nov 03, 2007 WPOA BOD Meeting 9:30 AM

Saturday, Nov 24, 2007 Building Review Committee Meeting 8:30 AM

Respectfully Submitted,

Dan Rego

Secretary – WPOA

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
November 3, 2007 at 9:00 a.m.**

**CALL TO ORDER**

The meeting was called to order at 09:02 a.m. Present were Bill Habelt, Jean Antinozzi, Bob Ueberbacher, Dan Rego, Bob Maselek, Teresa Urbinati, Len Nelson, Steve Strinie, Ray Skibski and Greg Massey.

A quorum was established.

**COMMUNITY FORUM – 09:02**

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

Loren Clark:

1. In the last minutes, Susan Moore's information was incorrect – this will be discussed directly with her.
2. Beetle Road house (Manager's House) – concerning the mold, Mr. Clark stated that he was present when Van Guard went through. He feels that the problem has multiplies 2-3 times to a major expense. Van Guard feels that it will now go to the upper floor, and Mr. Clark feels that the carpet should be removed.
3. Mr. Clark was with Fuss and O'Neil for the drawdown training with the staff. There was a leak in the Cranberry Pond pipe identified.
4. At Otter Pond, the construction removed fill from the sides and it was not put back. This should be riprap or replaced with acceptable material.

Susan Moore – Susan asked that the section in the minutes referring to Mr. Clark using binoculars from the damn to view her property be removed. While he was with Wes at the damn, she only saw Wes viewing her home.

**APPROVAL OF –MINUTES – 09:07**

The minutes of the BOD Meeting of October 6, 2007 were approved as presented.

**REPORTS – 09:10**

Manager's Report presented by Will Greene, and a written report was presented for both. Items discussed were:

- Will and Wes attended the Tolland Conservation Meeting. We are waiting on the paperwork to begin both beach projects.
- Met with Fuss and O'Neil and Val Nickerson on the ponds
- Removed (2) East Otter culverts and replaced them.
- Nick mentioned that the Building Review Committee has been holding building related checks as opposed to depositing them. When damage is found on the roads, and the checks are deposited, they are found to be no good, so we lose the money. We should look at a wear and tear fee and create a policy.
- Material has been added at the ends of the driveways on The Path where they meet the new road.
- The laundry septic has been pumped
- The sanders are being repaired
- Greg Massey and Will viewed the cattle fence blocking the driveway at the end of Meadow Beach Road. Someone said that people drive down the road and turnaround in this driveway. In bad weather, this damages the driveway. Will stated that the Rules and Regulations state that fences are not allowed, unless they have the approval of the Association. The family never checked with the Association, or the Board, and no vote was taken.

- Steve asked Nick if we could review the estimates for the impending new truck purchase. Nick said that they are not ready yet, but that they are looking at a new F350 truck and a stripped down pick-up truck for economy.

Nick said that there was an extra \$1,600 spent on the Meadow Beach bathhouse repair due to rotted plates and sills found after the work had started. Pictures were provided to the BOD.

- We need to rent equipment for the impending Meadow and Lakeside beach work, as we do not possess this. This is needed for 5 days. We have quotes for \$1,100 and \$1,500. Our employee, Wes Greene, possesses this as a personal contractor, and will provide this rental for \$900. This was determined not to be a conflict of interest as the figure is for straight rental, and not his time to operate the equipment.

- Bids were requested for mold removal several weeks ago, and the BOD moved forward with one. Nick said this does not make sense, as we did not address the water problems. The bids were \$9,168 from Instar and \$7,200 from Van Guard. Ken Johnson provided a bid for \$1,800 for the removal of the sheetrock and insulation only. This is in preparation for mold inspection for an additional \$295, then \$95 per test and 5 tests expected.

- Nick also had a ballpark quote from Ken Johnson for the Manager's House repairs of between \$128,000 and \$145,000. Ken had several licensed contractors with him, and they spent several hours going through the house. While no specifications were provided to Ken, this will bring the house up to code. Nick's original professional guess was between \$125,000 and \$150,000.

- Jean asked about Loren Clark's comment on the leak in the damn – this

#### Treasurer's Report – Bob Ueberbacher - 09:34

- The dues rate is at 94.5%. Last year we were at 94.7%, so we are catching up
- In October, we received \$7,500 in delinquent dues because of a property change
- We have collected 99% of revenue, and all reserves are fully funded.
- We are over budget in supplies and maintenance
- The reserve funds were hit hard this year
- Thanks to Jean, we have funds readily available to be moved if necessary
- We paid Fuss and O'Neil an additional \$3,401 for the NOI for the drawdown
- Dan asked why the Lifeguard category was almost 50% over budget. The Lifeguard was given more hours this year due to the good weather; it was not an additional person.

#### DISTRICT DIRECTORS – 09:43

None this month

#### COMMITTEES – 09:44

Documents Committee – Teresa Urbinati – Susan Moore and Dave Korber have joined this committee. They are trying to determine a timeline and dates for our documents, as well as the agreements and disagreements on them. They are also trying to see how everything was recorded.

#### Old Business – 09:52

- Lake Drawdown – this appears to be on schedule. Will submitted a letter expressing his concern over the smaller than normal drawdown this year, and the impact on the weeds and docks. There is, however, nothing we can do to help this. Teresa asked about potential problems with docks – a piece will be added in the newsletter.

- Manager's House & Laundry Facility - 9:56 – Bill will talk to Val Nickerson on options for the laundry. Continue mold and insulation removal in the Manager's House. The employees will continue to remove the water problems as with the driveway grading. The laundry Title V failed, and the DEP will entertain a variance request. Another option is a Title V pressure system. The building has problems also. Discussions centered on placement, type and method.

- Open Green Space/ Tolland Board of Assessors – 10:24 – There was a discussion as to trying to get together with the town for this. Jean and Audrey will attempt to meet with Jessica from the town. The town wants to know what the Association wants to do going forward concerning the 1989 Open Space Covenant. This is not documented on any property, and it may cost \$75 per property. We need to find out the differences between open space and green space. We need to see what document was ratified by the Association. We need to see where we stand with properties given as donations. Susan Moore said we should review the letter sent several years ago. What does the Association consider lots that are acquired, but are not abutting open space lots? Jean was thanked for her time with this.

10:52 - There was a short break

New Business -11:03

- Board Workshop Planning Session – This is set for 11/17/07 with The Massey's facilitating.

- Complete Calendar for 2008 – 11:05 – This had been distributed to the Chairs of all committees via e-mail from the office. All requests were entered and sent to the BOD via e-mail.

Motion: To accept the 2008 Calendar as presented – approved unanimously.

- Clubhouse requests – 11:07

1. Regarding the wireless Internet access, this is thought to be a dish-driven system, although we may have a direct line-of-sight problem to the satellite. We should see what the library has.

2. Regarding the clubhouse furniture – money was put into the reserves that may be used for this.

3. Regarding refinishing the floors – we should get quotes for spring work.

- Correspondence – 11:14

- ♣ Concern regarding location of tennis courts – Susan Moore called to say that an aerial overlay with town maps appear to show that the tennis courts may not entirely be on WPOA property. Steve Strinie, as a surveyor, was consulted. He said that he was 99% sure that this was not a problem as this type of an overlay is typically not accurate. Based on the information available, the BOD feels that we are within the boundaries.

- Request for refund from Fuss & O'Neil – 11:18 – Dan asked why we do not go after F&O for the additional \$3,401 for the NOI for the drawdown. They were in charge of the project, and their lack of oversight allowed the paperwork to be done incorrectly putting us in this situation. Bill said that there is no one to hold accountable and responsible for the lack of proper paperwork, do we are liable. Why the DEP did not object earlier is not known.

- Other – 11:23

1. Motion: To approve \$1,600 in overruns on the Meadow Beach bathhouse – approved unanimously.

2. Motion: To use Wes Greene to provide the equipment – approved unanimously.

3. Susan Moore asked that we retain e-mail communication between the BOD. This is always discussed at meetings, so we will not do this.

4. On the building fee issue, should we deposit the checks? Should we put in an escrow account or put in a curb fee? We need to justify keeping fees. Bill will speak to the chair of the Building Review Committee.

5. The sides of the Otter Pond damn have been damaged by the rain. We have rock left from the repairs, and we will fill this in ourselves. Bill will reiterate with Fuss and O'Neil the final needs for signoff, the final notice of completion, and the final payment.

#### Review of Open Items – 11:40

- Liability Insurance Question – regarding the employees carrying firearms – there was much discussion on this issue. Dan put the following motion on the floor:

Motion: To put a policy in place to not allow employees to carry firearms on Wildwood property.

There was no action on this motion. Bob asked to use the statement that “it is not the policy of Wildwood to require the use of firearms for any reason by the employees” in the handbook being prepared. This was agreed to.

- Heights of the Lakes - 11:55 - Bob asked Jan Tkacz what the heights of the lakes should be, but has not received an answer yet. It is assumed that this is about the same, or within 3 inches.

- Laundry Income – 11:57 - Bob stated that the laundry income typically runs behind as summer is a heavier time, and wants to have the vendor contacted to see if they will remit to us on a faster cycle. There is a \$75 per machine/per month minimum first. Then, we get 20% of the excess late in the fall. No change is made.

- Property Management Committee Description - 12:01 - The Property Management Committee description was presented – most did not know this existed. It was asked that several areas of the description be removed or updated, as they are not accurate - Bill will bring this up at the next Executive Operations Committee meeting.

- Executive Operations Committee Description - 12:01 - The makeup of members on the Executive Operations Committee needs to be addresses - Bill will bring this up at the next Executive Operations Committee meeting.

- The Roles of the Building Review Committee - 12:01 - Bill will bring this up at the next Executive Operations Committee meeting.

- Flagpole replacement - 12:02 - E-mail from Diane Massey on main entrance flag and flagpole – these are in terrible condition. A family donated the flagpole, and while we agree that we should repair or replace it, the family will attempt to be contacted for their approval. Freeman Danforth passed away in 1980, and the family is no longer here. We will replace the flagpole and leave the plaque.

- Clarify Open Space Covenant - 12:04 - Bill will get a retainer agreement with a real estate attorney, as we need to clarify the open space covenant. This will be on next months agenda after the meeting with Jean and the town.

#### Review of Action Items

12:10 – Bob M. mentioned that if seniors 55 and over need anything, to please let him know.

#### ADJOURNMENT

The meeting adjourned at 12:12

Saturday, Nov 24, 2007 Building Review Committee Meeting 8:30 AM

DECEMBER

Saturday, Dec 01, 2007 WPOA Board Meeting 9:30 AM

Saturday, Dec 01, 2007 Executive Operations Committee 1:00 PM

Friday, Dec 07, 2007 Newsletter Deadline!!!

Saturday, Dec 29, 2007 Building Review Committee Meeting 8:30 AM

Respectfully Submitted,

Dan Rego

Secretary – WPOA

**WPOA BOARD OF DIRECTORS  
MEETING MINUTES  
December 1, 2007 at 10:20 a.m.**

**CALL TO ORDER**

The meeting was called to order at 10:20 a.m. Present were Bill Habelt, Jean Antinozzi, Bob Ueberbacher, Dan Rego, Bob Maselek, Len Nelson, Steve Strinie, Ray Skibski and Greg Massey.

A quorum was established.

**COMMUNITY FORUM – 10:21**

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

Lorraine Vines – She is against spending the \$6,300 to remove mold from the Manager's House. We have too many other issues to be doing this. She also wants the minutes from the Personnel Committee meetings, as no committee minutes should be private.

Ann Stone – She feels that until a community decision is made with respect to the Manager's House, we should not be spending any money on it. She also stated that the Personnel Committee meetings should be open to anyone who wants to attend, and that the minutes should be posted.

Hank Elliott – He supports the above sentiments regarding mold. This decision should come from Nick and the Property Management Committee, and not the BOD. He also does not believe that three bids were sought before choosing a contractor.

Mark Hartunian – Mark is concerned that committees are asked to do work, and the decisions should go back to the committees, at least the Property Management Committee.

Loren Clark – He feels that the Property Management Committee should be responsible for the removal of mold problem. He is on the sub-committee, and he was not aware that this decision was made. In response to an e-mail exchange with the President, the Secretary and the Chair of the Personnel Committee, he stated that he always refers to the documents with the picture of Cranberry Pond on it as the legal working documents, not what it posted on the web site. He is on the document committee, and in his opinion, his version is fully documented, and no one that he has polled knows of the new version. He sent a list of people who had an interest in attending the Personnel Committee and Property

Management Committee meetings, and he never heard from the Personnel Committee. He feels that the Personnel Committee meetings should be open and attended by all. He feels that if it must be limited in size, that it be doubled to 14 to accommodate both “political parties” and that there is an agenda to remove Will and Wes.

Bill Habelt addressed some comments: The BOD has been talking regarding the Manager’s House for several months, and Nick was included, but he was against the mold removal. We did receive three bids, and made the decision for removal based on safety reasons. The Personnel Committee Chairs were appointed by the past President as per the By-Laws of September of 2000. Article 8 Section 2 determines committee size rules, and this has been followed.

Loren Clark feels that at the September 2000 annual meeting, no one was officially notified what the new version was.

#### APPROVAL OF –MINUTES – 10:39

The minutes of the BOD Meeting of November 3, 2007 were approved with corrections.

#### REPORTS – 10:42

##### **Manager’s Report presented by Will Greene, as was a written report. Items discussed were:**

- Lots of fall related work
- Extensive damage of road at Beetle Road and East Otter – pictures shown – how to proceed
- Monitored lake levels – within inches of NOI – will close valve today and continue to monitor to stay in compliance
- Cleaned gutters and repaired downspouts at Manager’s House
- Fox Den bath-house door was kicked in – no damage inside
- Both sanders failed on first usage – one was repaired and we cannot get parts for the other one. We will bring in contractors until a solution for the 2<sup>nd</sup> one is determined. We need a top of the line model, not a homeowner’s version. We gained more life than normal due to the maintenance. We must be able to rely on the equipment. A document with 6 replacement sanders between \$3,800 and \$6,300 was presented.

##### **Treasurer’s Report – Bob Ueberbacher – 10:49**

- For year-to-date, we are at 99% of collection of dues, and delinquent dues are up.
- Interest has not been posted yet, and a CD is coming due – we expect about 5% on the new one.
- 2008 dues are starting to come in

- For the reserves, can we get an explanation of the values for the new sanders? We have 2 Torwel sanders from BART. These have Briggs and Stratton engines, but we should have better Honda engines. Wes expects that these will last 10-12 years.

## **DISTRICT DIRECTORS – 11:02**

Greg Massey – Brush has not been done. Will said it would be done in the coming week.

## **COMMITTEES – 11:03**

Lake & Environment – A document was presented with the drinking water test requirements, as well as the results for the year. The conclusion presented is that the quality of the public water system water is excellent, and meets all DEP regulations to date. There is a question on the water volume used at the Lakeside Beach Bathhouse, as it is abnormally high. This will be looked into.

## **Old Business – 11:05**

- Lake Drawdown – this was discussed in the Manager’s report. We are able to manage the outflow if the in flow (heavy rain or melting) is more than normal, but we must notify the Tolland Conservation Committee.
- Manager’s House & Laundry Facility – 11:09 – Bill spoke to the DEP and a variance for a different type of system is possible. It would still run us between \$70,000 and \$80,000. This should go to the community in May for a special vote. If we contact the DEP, they could potentially shut us down due to the problems. As there is no health issue, only mechanical, the chances of the DEP shutting us down are very slim. Bill will contact the DEP on this.
- Open Green Space/ Tolland Board of Assessors – 11:14 – This is in reference to the covenant. If we want to record the covenant, we should abide by this. There are about 140 parcels in relation to this; 15 are non-adjointing to the open space. Do we offer these to the abutters, and amend the documents, or go via the signed covenant and record these for \$75 per lot? The deadline is 03/01/08. There are still discussions on what we can do with the property and what someone else will do with the property. A legal opinion will be sought so we can proceed accordingly before the deadline. Bill will also contact the abutters to see if there is any interest.
- Clubhouse Internet – 11:30 - It is not thought that there will be a tree issue. We will proceed with contacting the vendor. Dan will look at Audrey’s system in case it needs an upgrade to take full advantage of this.

11:32 - Motion: To put the vote in a sander on the agenda – unanimous

Motion: To purchase the best sander available expending up to \$6,300 at the discretion of the Chair of the Property Management Committee - unanimous

- ROW – Land Swap – 11:35 – This is concerning the swap of ROW on the sides of the Urbinati property. The question was asked if this would just move the problem to the other side of the property. We would also need to redefine the deeds at a cost. The District Director will contact the owners in that area.

### **New Business -11:39**

- Clubhouse request – 11:39 – There is a request to do a children’s party with a snake viewing. There was no concern from the BOD.
- Posting Committee Meeting minutes on the Web – 11:40 – This was thought to be a very advantageous way of communicating, but the Personnel Committee will be looked at.
- Conservation Regulations Expert, as needed – 11:44 – Walter Gay, the Chair of the L&E Committee, thinks we may have the need to know more about these regulations at times. Erika Ueberbacher, the daughter of a BOD member, is a Conservation Commission Agent for the municipality of Raynham, MA, with multiple degrees. There was a brief discussion on Conflict of Interest, and there was no concern.
- Newsletter Articles – 11:48 – The deadline was noted. There was some concern about what is put into the newsletter, and the BOD was told that this reviewed by Audrey and the Editor (Joan Maxson) and sent to the President if the need arises.
- Correspondence
  1. Letter regarding tree removal – 19 Beechwood Road - 11:50 – There was a homeowner that wanted to remove a tree on common property.

Motion: To allow the homeowner to cut the tree at there expense with no liability to the WPOA – unanimous. Dan said that this precedence was set when he and Bob were allowed to take down a damaged tree on the Gustman property a few years ago. There was a form for the homeowner to sign.

2. New Sander – 11:52 - Nick stated that this has been ordered for \$6,189.75 and we need to pick it up.

3. Letter regarding Otter Pond Residents – 11:53 – Bill McKay presented a 7-page document. There appears to be a problem with owners on Otter Pond using waterfront owned by the WPOA as their own. It also appears to be misrepresented in a listed Real Estate ad in this manner. Bill feels that we should have a clear policy for this situation. He would like the L&E Committee to determine a sub-committee and have a policy in place by the March meeting. He feels that the Tolland Conservation Committee may have a problem with this as well.
4. Tolland Conservation Committee Public Hearing Notice – 12:02 – This is an informational notice only.

- Committee Scorecards – 12:04 – It was thought that there should be something like a scorecard kept for the work done by the Committees. This is simply for recording information. It would provide continuity to new members, knowledge to the BOD and assistance to the Staff going forward.

- Other – 12:11

1. Audrey – Health Rates – the rates that we based the budget on have risen a little from July. Instead of realizing a \$12, 139 savings in costs to the WPOA, we should only realize a \$10, 239 savings.
2. Bob Maselek – 12:13 – He has information that may provide up to 75% of the costs for wildlife issues – this will go to the L&E Committee
3. Tolland Bicentennial – 12:15 – Jean and Bob M. will co-chair this
4. Planning Session – 12:16 – A spreadsheet from this session with 9 categories was presented. Some have deadlines, due dates and/or owners.
5. Replace Flag Pole – 12:28 – Will can get quotes, but the work is set for Spring
6. Susan Moore Letter – 12:30 – A 3-page document was provided as historical information for properties coming back to the WPOA.

**Adjourn to Executive Session – 12:34**

**Return from Executive Session – 12:39**

ADJOURNMENT

The meeting adjourned at 12:39

The next meeting is scheduled for January 12, 2008 at 09:30

Respectfully Submitted,

Dan Rego

Secretary – WPOA