



WILDWOOD
PROPERTY OWNERS ASSOCIATION, INC.

2009 BOD MEETING MINUTES

**WILDWOOD PROPERTY OWNERS ASSOCIATION
BOARD MEETING
January 10, 2009**

1. Call to Order

Jean Antinozzi, Board President, opened the meeting at 9:29 a.m. A quorum was established.

Other Board members attending were: Ruth Buchanan, Bob Maselek, Greg Massey, Ray Skibski, Anne Stone, Bob Ueberbacher, Teresa Urbinati, and Ernie Zike

Also attending were: Nick Urbinati, Property and Management Chair; and Will Greene, Manager.

2. Community Forum:

Cheryl Binder, 38 Thicket Road, expressed concern about potential fire hazards, outside people coming into Wildwood, and common land.

3. Approval of November 29, 2008 Minutes: Bob Maselek moved and Teresa Urbinati seconded the acceptance of the November 29 minutes. Greg Massey and Ruth Buchanan abstained because they were not present; all others approved with no objections.

4. Reports

- **Manager's Report:** Will Greene submitted the Manager's Report for December 1 to 31, 2008. Expenses for the major storm clean-up (about \$11,000): this was much lower than for other communities in the area. Clubhouse generator: the current generator is only wired to supply heat and lights. In the future it should be updated to supply hot water for showers. Problem with private snow removal by contractors: one contractor has been confronted several times about plowing snow from private driveways into Wildwood roads. It is unclear whether this is negligence or purposeful. This practice creates a public hazard and is against the law. It was suggested that the Board send this contractor a cease and desist letter and copy the known homeowners involved. (This concern was moved to "Other Business," as well as a discussion about sending an informative letter to all contractors clarifying this restriction and including a Newsletter article for homeowners about the restriction.) Town debriefing about the storm: Eric Munson will be inviting anyone involved or interested in a discussion about the storm clean-up to a town meeting at a date to be set. Audrey will be asked to put this date on the web site. Letter complimenting the staff: a

letter was received from Dan Pierce of 6 Cottontail Lane with thanks and commendation of the efforts of Will and Wes during the ice Storm. The letter will be circulated.

- Property Management: Nick Urbinati, Chair

Storm damage clean-up: Ted Locke (who lives at Tunxis), is the local emergency management coordinator. He explained to Nick the decision tree for the electric and phone companies to repair lines following a major storm. Tolland is served from Westfield and up route #57. After this major backbone is restored, sidecaps are next, going down the decision tree. The phone company will not come until the utility lines are cleared. The power and phone companies did as much as possible following this procedure.

Club-house windows: they have arrived and will be installed next week. Otter Pond bathhouse and silt fence at workshop: permission was received. Laundry: conservation approvals have been received.

Update on the manager's house property lines: We have learned from surveyor, Mark Shute that the Tolland requirement for property is 200' frontage and two acres of land. This requirement would have to include Wildwood land adjoining the manager's house which has been put into green space. Under current regulations we are not allowed to remove land from green space. We will receive a tentative drawing and plot plan. Bob Maselek will research the situation and e-mail back to the Board within two weeks. After this is straightened out we will get a certified appraiser.

- Treasurer's Report: Bob Ueberbacher presented the Treasurer's Reports as of November 30 and December 31, 2008. Paid up dues: 95 % of the dues were paid up by the end of December as usual although they usually have been paid up by October or November. Increases in expenses: occurred after the budget was set including \$11,000 for roads due to the need for ordering sand and salt in the fall before the expected winter price increase. Reserve line items: there will be two changes in the January Treasurer's Report. Some items will be bundled, and the Manager's House account and the Land Acquisition Account will be transferred to the Bathhouses and Work Shed accounts respectively. Community Input: members are encouraged to become involved in the budget making process.

- District Directors: Ruth Buchanan reported on her attempt to obtain reimbursement for the damage to the roads during construction on the property of John Devine, 21 East Otter Drive. The property owner argues that some of the damage was caused by work on two other properties during the time of his construction. Because of the dispute, the Board agreed that he would be responsible for the construction deposit of \$322.56 plus approximately one-third of the difference between the \$490.00 cost of the repairs and the deposit. Therefore, we would send him an invoice for \$58.00 (\$490.00 minus the \$322.56 deposit equals approximately a difference of \$178.00, and one-third of the \$178.00 is approximately \$58.00.)

- Committees:

Property Maintenance Committee: included in Property Management Report.
(Minutes of the latest meeting on January 10th were not yet available).

5. Old Business:

- Road and Lake Fee Collection from Delinquents :

Summary of delinquents by district: this has been distributed to district directors for them to contact those in their district. Some payments have been made. We should try to get progress reports on these by March, and every year we should review the reports.

- Employee Handbook: to be discussed in Executive Session.

- Public Water Systems Report: Bob Maselek is working on a written Maintenance Plan which is due January 31st. The report about the sample tap installation is due May 31st. All communication and

contacts regarding work on the water system must be logged and a notebook prepared by the end of January.

- Massachusetts Department of Environment Protection: Paperwork for the violation: has been completed. Trees damaged by the storm on private property: Alan Binder of the Town Conservation Commission reported that residents should notify the Commission if they plan to take down trees damaged by the storm. An article about this will be placed in the Newsletter.
- Slope Sled Project: the sign will be revised and made shorter (the long one will be in the Newsletter). The burn date for the brush is January 15th. Parking is available at the end of the Track. No additional contributions have been received.
- Manager's House Property Lines: see Property Management Committee Report
- Manager's House Sale: a letter from Diane Massey has recommended an independent appraisal for the manager's house and also the opportunity for the sale to be offered to the general membership before it is listed with a realtor. This will be discussed at the next Board meeting.
- Laundry: the site has been approved by the Conservation Commission. We are waiting for S and K Design to submit plans. Currently the DEP review is slowing down the progress.
- Dam Inspection for 2009: Fuss and O'Neill, who were the engineers for the main dam, have quoted a price of \$4,200 to provide engineering services for the Dam Safety Phase I inspection (required every ten years). We will try to get two more estimates by the end of January. We need to prove that our dam is a lowest possible hazard dam.
- CCR (Covenants, Conditions and Restrictions): Audrey contacted the firm of Marcus, Goodman, Emmer and Brooks, PC. concerning whether or not the current document is binding, but the attorneys involved were not available. (One is no longer with the firm and the other on vacation.) We will contact them again.
- Web-Site Advertising: Karl Ellison, Website Manager, has agreed to post the new rates for advertising. We will have an article in the Newsletter with the new rates, and send invoices to the current advertisers.
- Town Assessments Report: the Town of Tolland sent a letter dated December 29, 2008 correcting the report which had been forwarded earlier. The proposed valuation of all Wildwood properties was attached. The formula for percent change was corrected, and four property values were corrected. We should pay the tax bills and ask for an abatement.
- Lot Donation: Sargent Tower who previously stated that he would like to donate his lot, at C-01 Porcupine Point, to Wildwood has indicated that he is currently negotiating a sale with an abutting neighbor.

6. New Business:

• Ice-Storm:

Costs: invoices received up to January 8th for extra ice storm costs total \$10,628.60. A few invoices and overtime expenses remain. It was moved by Teresa Urbinati, seconded by Bob Maselek, and approved with no objections or abstentions that the money will come out of the Roads and Lake reserve account. FEMA (the Federal Emergency Management Agency): will make federal funding available in our county. We are asking for reimbursement of expenses. Letters of thanks to agencies helping in ice-storm: this will be sent to the Town Selectmen, Fire Department, and the

National Guard.

- Clean-up from Ice Storm, Volunteers:

Piling of brush: volunteers should be instructed on the correct way to pile up brush on common land.

Clearing brush and trees: clearing of Wildwood common property will be the responsibility of the Association. Volunteers clearing the trails and ROWS (right of ways) will do so at their own risk.

Volunteer community day: it was suggested that we have a community day for volunteers to help with the storm damage clean-up.

- January Newsletter re Spring Storm Clean-up: Bob Maselek will put an article in the Newsletter about the clearing of brush. The roadsides will be cleared first, and then private contractors with chippers will assist with removal. Property owners will be responsible for their own clearing and chipping with private contractors, and they will be asked not to pile brush at the roadside at this time. Names of contractors will be provided.

- Letter Regarding a RV: Barbara Lang, Porcupine Point, sent a letter concerning a recreation vehicle parked on a driveway on Porcupine Point. Although she assumes that this is against Wildwood rules, this is an incorrect assumption. Jean will respond.

- Dues Structure on Divided Lots: the dues are prorated and each member pays half. Jean will get a letter out to the property owners involved in this particular situation.

- Other:

Letter from Susan Moore, 52 Porcupine Point: comments about the ice storm were reviewed.

Commendation of Will and Wes: an article will be put in the Newsletter praising their work in the ice storm.

Volunteer coordinator: it was suggested that we might want to appoint a Wildwood volunteer coordinator for emergencies.

After action evaluation form: Teresa Urbinati has an evaluation form which she suggests we might use regarding the storm clean-up.

7. Action Items: these were reviewed.

Review of insurance policies: Greg Massey will review.

Safety and Security Committee: Brian McGorry, Chair, will be asked to put a report in the Spring Newsletter.

8. Executive Session: an executive session was opened at 11:55 a.m.

9. Adjournment: The Executive Session closed at 1:20 P.M. Teresa Urbinati moved, seconded by Bob Maselek, that the Board Meeting be adjourned. The motion was unanimously approved with no abstentions or objections. The next regular Board meeting is scheduled for March 7, 2009 at 9:30 a.m.

Respectfully submitted,

Anne Stone, Secretary

**WILDWOOD PROPERTY OWNERS ASSOCIATION
BOARD MEETING
March 7, 2009**

Call to Order

Jean Antinozzi, Board President, opened the meeting at 9:03 a.m. A quorum was established. Other Board members attending were Bob Ueberbacher, Bob Maselek, Greg Massey, Len Nelson, Ruth Buchanan and Teresa Urbinati. Also attending were Nick Urbinati, Property Manager Chair and Will Greene,

Community Forum

Loren Clark mentioned that with regard to the options involving the Manager's house property lot line issue (the issue is that the lot description on the deed is incorrect) that we should go back to the town arguing hardship and preexisting condition. We should talk to the Board of Appeals. Jean said that we have had 3 surveyors look at it with varying opinions. She thought we should try to ask the original attorney (who made a mistake in describing the lot line) to correct it.

Loren Clark also asked to become a member of the Lake and Environment Committee.

Loren Clark said that we will get the sledding hill in shape for use next winter. He also expressed concern that the number of downed trees from the ice storm created a fire hazard and that Wildwood should consider active forest management practices.

Bill McKay asked whether FEMA would help Wildwood with reimbursement for ice storm costs. Jean Antinozzi and Bob Maselek said they both have asked and the answer is "no". Bill asked if he could call Ted Locke the Tolland Emergency Coordinator and the Board had no objection..

Approval of January 10, 2009 Minutes

Teresa Urbinati moved and Bob Maselek seconded the acceptance of the January 10, 2009 minutes. All members approved, with Len Nelson abstaining because he was not present at the last meeting.

Manager Reports

Nick Urbinati presented a plan for the Otter Pond Bathhouse. He discussed the design and said it had to be a stick built building rather than a cement block building due to the space required inside the building for two toilets. The Board said to make it a one toilet "unisex" building. Therefore Nick could go back to the desired block building.

Nick is getting bids to extend, do the foundation, and side the workshop.

Nick presented an argument in favor of trading in Wildwood's old 1986 Back Hoe while it still had value (about \$10,000) and buying a used, but good condition (2000 to 2001 vintage) 4 wheel drive Back Hoe with Extend-A-Hoe for a net of approximately \$20,000. The reason for doing this now is the that the old one still has trade in value, and Wildwood can do many more projects itself with the new 4 wheel drive unit vs. paying to use someone else's 4 wheel drive unit. Nick is looking for a good used one and will go back to the Board when one comes up.

Jean Antinozzi said that we received DEP approval for the new laundry. We need to get a design and send it out for bids. We may be delayed in building it to do a water issue behind the Building.

Treasurers Report. Bob Ueberbacher went over the Treasurers Report. The Board discussed the large unanticipated expenses and what should be done. Teresa Urbinati questioned why they were so high. Bob Ueberbacher stated that lots of different increases contributed and this past year was difficult due to the unexpected increases in fuel and energy bills. Due to the extra costs we have less money in our interest bearing accounts. Bob Ueberbacher said that Wildwood must tighten its belt in these difficult financial times. There will be a Treasurers meeting Sunday March 8, 2009 where this will be looked at.

Loren Clark stated that the forest could help bring in money to Wildwood if it was managed properly. He indicated that the Board should take the initiative and publicize it to the community. Bob Maselek will write a Newsletter article and a Forest Management land use plan guideline for the Wildwood Spring Meeting.

District Directors. No new input but Jean reminded the District Directors that we must meet with residents that Wildwood views as delinquent on dues by the next month's Board meeting.

Old Business

We will add Loren Clark as a member of the Lake and Environment Committee.

Bob Maselek stated that we are on schedule with respect to the DEM drinking water report obligations.

Jean Antinozzi discussed the past Conservation Commission violations and that Wildwood's restoration obligations are on-going.

The Board discussed the Manager's house properly line problem and will take the lead on it.

As with respect to the note about the FHA rehab loan for the Manager's house, the Board tables the discussion as no one was familiar with it.

The Board thanked Greg Massey for all his help on talked about some "exclusions" on some of our policies and will work with Audrey Miller to see if they can be removed. He reviewed the policies and said that Audrey should contact our agent for assistance.

The Board discussed the new laundry. We have 3 bids to design it and the Board voted for Fuss & O'Neil, the lowest and most experienced. Bob Maselek made the motion and Len Nelson seconded.

With respect to the CCR and its status as a valid binding document at Wildwood after a long discussion the Board agreed that Teresa Urbinati, Bob Maselek and Loren Clark will try to agree on one or two basic questions that need to be answered. Depending on the result of that effort, we may, or may not, seek an outside attorney to review the matter.

The Board discussed a Title 61 issue that might lower the Taxes on Wildwood property. Audrey Miller and Jean Antinozzi will meet with Jessica at Tolland Town Hall to discuss this. The Board was curious why we were not informed of this possibility before now.

Jean Antinozzi reported on some meetings at Wildwood and at the Town of Tolland involving issues resulting from the recent ice storm. Basically, the Town of Tolland has asked Wildwood

to be prepared to take care of its own residents in case of emergency since we have one of the largest “shelter” buildings in the Town, thereby allowing the Town to concentrate its emergency efforts elsewhere.

The Board discussed the fee for a road repair near Otter Pond. There is a disagreement between Wildwood and the resident that Wildwood thinks is responsible for the damage. No further effort will be take place for collection.

New Business

The policy of delaying guest passes until all dues are paid is going to be changed. Even if a resident pays dues quarterly they will be entitled to guest passes.

The Board agrees to get the Manager and Supervisor Beepers for use at Wildwood.

The Board discussed Ice-B-Gone, a rather good and environmentally safe ice treatment usually put down on roads before a storm. Based on previous information, the Board determined that it is too expensive for use at Wildwood.

The Board discussed a memo involving plowing on The Traack. The Board agreed it should be done and will write a response letter.

The Board reviewed a dog complaint letter from a resident on Owl’s Nest Lane. Jean Antinozzi will write a response letter.

The Board reviewed a letter about trimming a resident’s tree. Ruth Buchanan will investigate the situation.

The Board looked at a letter that did not indicate who sent it and it was unsigned. The Board did not read it and completely rejected it. As a general policy, unsigned letters which do not indicate the sender’s name, will not be addressed by the Board.

The Board reviewed an ad for a house for sale in Wildwood. The ad by a local real estate agent contains many errors and the agent will be contacted to make corrections.

The Board addressed the general problem of residents near or on Otter Pond that ignore the rules, and property ownership on the Pond. Wildwood owns a 20 foot strip at the perimeter of the Pond and residents are not allowed to plant grass, make walls, place stones or otherwise encroach on Wildwood’s property in any way. Further residents must only use established rights of way and not make any other paths to the Pond. Bob Maselek will write a letter to any homeowner violating these boundaries and the Board will at the next meeting take a walk and look at some of these problems Otter Pond.

Action Items

The Board did not review action items, but they are as stated in the Meeting Minutes above.

Executive Session

The Board went into executive session and the residents present were asked to leave.

Adjournment

The Board came out of executive session at 1 p.m. and the meeting was adjourned.

Respectfully Submitted,
Bob Maselek, District 1 Director

**WILDWOOD PROPERTY OWNERS ASSOCIATION
BOARD MEETING**

April 4, 2009

1. Call to Order

Jean Antinozzi, Board President, opened the meeting at 9:05 a.m.

Other Board members attending were: Ruth Buchanan, Len Nelson,

Anne Stone, Bob Ueberbacher, Teresa Urbinati.

Will Greene, Manager was present for part of the meeting.

A quorum was established.

Also attending were: Nick Urbinati, Property and Management Chair; and Elaine and Steve Strinie.

2. Community Forum:

Jeff Bowden, 76 Brook Lane, questioned the process by which homeowners report problems. On December 29th and again on January 8th he left a message on the office

answering machine that a tree on common property was leaning toward his roof. He did not receive a response about this situation, and the tree has not been removed.

Currently, the tree is resting on his roof.

Jean Antinozzi will speak with Will and Wes and the Board gave the highest priority for removal of the tree.

Bill McKay, 12 Otter Pond Trail, inquired about the community wide program for chipping.

3. Approval of March 9, 2009 Minutes: Teresa moved and Len seconded the acceptance of the minutes. All members approved with Anne Stone abstaining because she was not present at the meeting.

4. Reports

- Manager's Report: Will Greene submitted the Manager's Report for March 1 to 31, 2009. The power company plans to install power grids, and the Conservation Commission states that the power company may do whatever it proposes. Most of the new pole circuitry will be on common land.

- Property and Management Committee:

Waiver of May 15th deadline requested : the committee would like to bring in two dumpsters (one for the workshed), a backhoe, and cement blocks before the May 15th date when the mud season weight limit on roads is lifted. This would enable timely construction of the Otter Pond bathhouse and work at the work shed.

Otter Pond bathhouse: the lowest bid for the blocks is \$5,400. The expenses for the dumpsters (one for the workshed), equipment and blocks are approximately \$10,400 to be taken from reserves. The bath-house reserve account is budgeted for \$27,000. **Len moved and Teresa seconded the motion to order and have delivery of the dumpsters, equipment and blocks prior to May 15th.. The motion passed unanimously with no abstentions.**

Temporary toilets: Otter Pond and possibly the Lakeside Beach bath house should have temporary toilets. Seasonal prices are available, and we should get prices.

Workshop roadway: we are waiting for bids. Maps have been sent to more than four contractors.

Clubhouse: a new roof may be necessary in the near future. The chimney has been inspected. The boiler is 20 years old and should have a tune-up.

Laundry: The Board concurred with the recommendation to place the new clubhouse laundry on the right side, facing the clubhouse, in consideration of the septic system, driveway, and water and sewer lines.

Lakeside Beach bath house: the floor needs to be shored up, the foundation needs repair, and the deck is fixable, but plywood should be placed in front of the railings. A silt fence should be installed. The contractor for the Otter Pond bath house will be asked for a price and money has to be budgeted for the work.

Outside contractors:

- The committee would like approval for \$3,000 for brush removal along the roadsides up to the property lines at \$75.00/hour for two workers. This expense would be taken from the road account funds.

- The committee also recommends that bids be received to remove the large logs on common property which were cut down by outside contractors but not removed. A previous Board had made the decision to spend \$2,800 for 13 trees to be cut down but not removed. They were to be left for homeowners to cut and pick up, thereby saving \$400. However, they are too large to be cut-up with chain saws and removed. The current estimate for their removal is approximately \$2,000.

- Treasurer's Report:

March 31st report was presented by Bob Ueberbacher. The general contingency fund was overspent. It was suggested that we review reserve projections. The revenue stream is down 10%.

Format of monthly financial statement: it was suggested that the treasurer revise the financial statement so that the ending balance is more easily explainable, and the contingency fund presentation is clarified.

- District Directors: reports about road and lake fee delinquents at this time were discussed. Ruth Buchanan from District #4 has been unable to contact the unit owner on her list because there is not a phone listing; Len Nelson, District #3, has no one on his list; and Bob Maselek, District #1, has stated that he is waiting to speak to the property owners personally when they are here.

- Committees:

Property and Maintenance Committee: the August 2, 2008 minutes were presented.

Finance Committee Meeting: the March 8, 2009 minutes were presented.

Building Review Committee: Ruth Buchanan, chair

- The March 8th meeting minutes were presented

- Application of Elaine and Stephen Strinie, 59 Slope Road: the application for a shed at their property was discussed. The committee has denied the shed application because it would be placed in the front yard, and they recommended that it be placed at an alternative site. The Strinies stated that there was not room in the back or under the deck. **A motion was made by Teresa and seconded by Ruth to uphold the Building Review Committee Decision. After discussion about a previous approval and previous denials about placement of sheds, the Board unanimously upheld the decision with Bob Ueberbacher abstaining.** The applicant will be asked to reconsider alternative sites on the side or under the deck. Approval will be required before construction begins.

- The committee will also review criteria and recommend changes in the application if appropriate.

- The next committee meeting is scheduled for April 25th.

- A request for a tree house will be discussed at the next committee meeting.

5. Old Business:

- Public Water Systems Report: on track

- Manager's House: the FHA (Federal Housing Administration) report will be given to a prospective buyer. Jean is trying to identify the property line mistake.

- Insurance Policy Review: the renewal has a \$5,000 increase in the premium. This will be evaluated and we will seek a second quotation.

- CCR (Covenants, Restrictions and Conditions): Teresa reported that the questions are whether or not the current document is a legal agreement, who has voting rights in reference to the document, and do we want to expend funds for a legal opinion. Bob Maselek will be researching this and an ad hoc committee may be formed.

- Town Assessments Report: abatements have been filed because the assessments have significantly increased over previous years from \$2,000 to \$58,000 on some WPOA lots. In 2007 small lots were merged with larger ones but kept at the lower rate. The 30 year original covenants have expired. We can get a reassessment if we add deed restrictions to the WPOA lots and common property. The spring meeting agenda will include discussion and a vote to add deed restrictions to reduce our assessments on WPOA lots and common property.

- Otter Pond Perimeter and Common Property: the letter to the Otter Pond property owners was reviewed and clarification is suggested.

- Responses to March Meeting Correspondence:

Letter to Sue Voudren clarifying the maintenance and use of Traack Lane, dated March 28th, was sent.

Letter to Dagmar Kubes of Century 21 Real Estate regarding agreement to remove "waterfront" wording in listing of East Otter House listing, dated March 28th, was sent.

Letter to Joan Maxson regarding reasons why alternative ice-melt product will not be pursued at this time, dated March 28th, was sent.

6. New Business:

- E-Mail from Sue Moore requesting removal of trees on the path between Lakeside and the Brook: trees have been removed.

- Letter from Doris Shandell, 10 Owl's Nest requesting the cutting up of two fallen trees on common property contiguous to their property: Will will cut up the trees.

- Meter Reading of Chipper: the use of the chipper has averaged approximately 30 hours per year. OSHA requirements do not specify that two persons operate the chipper, but it is more efficient for two to operate it. A decision regarding use of the chipper was deferred to May meeting.

- Proposal for \$3,000 Expenditure for Tree and Brush Removal: There is an extensive amount of fallen trees and brush throughout the common land from the fall ice-storm. This could be a fire hazard if not removed. **Ruth moved and Teresa seconded a motion for Nick Urbinati to bring in an outside contractor to begin removal of fallen trees and brush starting at the back gate and continuing along the road side, with Will and Wes spending half**

days removing fallen trees and brush at other areas. The motion was unanimously passed with Bob Ueberbacher abstaining. Nick plans to hire Jeff LaCasse to do the work at a combined hourly rate of \$75.00. for two workers. It will take approximately seven days.

- Annual Spring Meeting (May 17th) Agenda: Teresa will lead the meeting because Jean will not be able to be present.

Maintenance and security responsibilities: prior to the meeting, a letter will be sent to the community describing the issues and requesting community feedback before the meeting.

Common property covenant: this will require a vote and three weeks notice must be given for a special meeting.

Plan for chipping of extensive amount of fallen trees and brush on common property: ideas will be presented and discussed.

- Other: Use of E-mail for Board Decisions will be placed on May agenda

7. Review of Action Items

8. Adjournment: Teresa moved and Ruth seconded a motion to adjourn at 11:45 a.m. The motion was unanimously approved with no objections or abstentions.

The next meeting is scheduled for May 2nd at 9:00 a.m.

Anne Stone, Secretary

WILDWOOD PROPERTY OWNERS ASSOCIATION BOARD MEETING
May 2, 2009

1. Call to Order

Jean Antinozzi, Board President, opened the meeting at 9:04 a.m.

Other Board members attending were: Ruth Buchanan, Bob Maselek, Len Nelson, Anne Stone, Bob Ueberbacher, Teresa Urbinati, and Ernie Zike.

A quorum was established.

Also attending were: Nick Urbinati, Property and Management Chair; and Walter Gay, Lake and Environment Chair.

2. Community Forum: Loren Clark, 55 Lakeside Drive, thanked and complemented Will and Wes for their work cleaning up the storm debris. He also volunteered to be on an ad hoc committee for forest management. When questioned, he also stated that he has received no additional donations for the sledding hill project,

3. Approval of April 4, 2009 Minutes: Len moved and Jean seconded the acceptance of the minutes. Bob Maselek and Ernie abstained from voting because they were not present at the April meeting. The minutes were revised under "New Business," regarding the approval of an outside contractor for tree and brush removal, by eliminating the sentence that said the work will take approximately seven days. The minutes were then approved with no objections.

4. Reports

- Manager's Report: the Manager's Report for April 1 to April 30 was presented, but since the manager was on vacation, there was no further input.

- Property and Management Committee: Nick Urbinati, Chair

Workshop: bids received were \$14,900, \$15,200, and \$27,900. The work would include the two wings of the workshop, the diesel pad, concrete at the Otter Pond bathhouse, and removal of tar from the road. The contractor with the \$14,900 bid was recommended, and Nick would like approval of the contractor so that work can proceed. The building permit and Conservation Commission approvals have been received. Bob Maselek moved, and Teresa seconded the motion to approve the \$14,900 bid from Faulkner Construction. The motion was unanimously carried with no abstentions or objections. The funds would come from the workshop reserve (with only about \$500. of this amount for the Otter Pond foundation). The next bids will be for framing the workshop.

Otter Pond bathhouse: the estimate for plumbing, electricity and septic would be less than \$750, so three competitive bids would not be required.

Laundry: the best estimates at this time for the work approximate \$100,000, but there is only approximately \$48,000 in reserves since this account was not funded in the past few years.

- Treasurer's Report: April 30th report was presented by Bob Ueberbacher. Revenues are at 60 – 63% compared to the 75% usually received by this time. Certificates-of-Deposit are coming due, and we are looking into the most favorable rates. The contingency fund is low due to over-expenditures in the year 2008. Replacement pages for reserves were presented for the two previous months.

- District Directors:

Reporting status of long time delinquents for lake and road fees: Bob Maselek will try to contact the people on his list in May. Ruth was unable to contact the person on her list because a phone number is unavailable and the person apparently no longer shows a presence at Wildwood. The person on Len's list has been in arrears for 15 years and past efforts contacting him personally to collect dues

have been unsuccessful; consequently, further efforts to contact the person appear futile. Ernie has no one on his list.

Agenda for June meeting should include discussion about how to proceed with long term delinquents.

• Committees:

Building Review Committee: Ruth Buchanan, chair, presented the April 28th minutes.

- Tree house request: the committee decision was that an application should be made to the committee and a town building permit is needed.

- Shed application: the committee upheld their previous decision denying the application of the shed at 59 Slope Road.

- Revision of the wear and tear road fee: the committee was asked to clarify its recommendation so that there would be differentiation between additions and new buildings.

- Tree removal requests will be referred to this committee in the future.

Lake and Environment Committee: Walter Gay

- Committee changes: Bob Maselek and Loren Clark have been added to the committee. Betsy Gay has resigned after 25 years on the committee, currently serving as co-chair. Walter, who has been co-chair for the past four years, will resign from the committee and his chairmanship in September. The Board expressed thanks for their service.

- Berkshire Environmental Labs: will start e-coli testing in three weeks, continuing until after Labor Day. When bathhouses are opened, immediate notification by Will is necessary. Will and Wes should be reminded that when the Otter Pond bathhouse is operating, Berkshire Lab will have to test.

- An Otter Pond boat cleaning station should be installed.

- Weeds at Otter Pond: last year \$750. was expended to employ a scuba diver at \$40/hr. to remove the watershield weeds around the dock and raft because their long roots created a safety hazard for swimmers. This was on an experimental basis to be evaluated this year. The committee asks for up to \$2,000 this year for continuation of the project if last year's effort proves successful. This would be for the same diver as last year plus his partner. (It is safer for two to work together). His partner must sign the release of liability. Last year's release is still valid for the scuba diver from last year. Teresa moved and Bob Maselek seconded a motion to approve \$2,000 for scuba divers to remove the watershield weeds if deemed effective, and due to the unique training involved, we will accept his bid and not require other bids. The motion was carried unanimously with no abstentions or objections. The Conservation Commission should be notified.

5. Old Business:

• Road and Lake Fee Collection: a letter will be sent to delinquents, and if further contact brings no action, a lien should be considered. Gerry Devokaitis and Allen Liberman will be contacted for recommendations they made in earlier years regarding this situation.

• Manager's House:

Easement: Attorney Dennis E. Tully, who did the original sale, was contacted and will prepare an easement at no charge because the Title Insurance Company was responsible for the confusion.

Appraisal: Audrey is to get two appraisers.

• Insurance Policy Review: the price increase of the insurance was due to the fact that the dam had been excluded from the previous policy. Greg Massey and Audrey will meet with the new agent on May 15th to review the policies.

• Dam Inspection: we are waiting for the final report on the low usage.

• CCR: (Covenants, Conditions and Restrictions): Bob Maselek will organize an ad hoc committee to

study the status.

- Correspondence Responses from April Meeting:

Letter to Otter Pond residents: Bob Maslek moved and Jean seconded a motion to send the letter to Otter Pond residents regarding use of common property, with Bob Maselek putting final wording in the letter. The motion was approved with no abstentions or objections. This situation should be reviewed periodically.

Dog nuisance complaint: letter of April 15th was sent to Pat Pezzillo regarding her neighbor's dogs, stating that the town Animal Control Officer will impose a fine if the situation continues. An April 15th letter was also sent to the dog owners reminding them of the Wildwood rules about pets.

6. New Business:

- Spring Meeting: the proposed agenda was reviewed.

Vote on common property deed restrictions: discussion will include the number of lots affected and the irrevocability of the restrictions. A May 1st e-mail from Bill Habelt describes concerns about implementing deed restrictions.

Survey forms: Members will be reminded to return the survey forms (these will be made available at the meeting).

Wildwood assets: it was also noted that there is a need to explain the Wildwood assets at the spring Meeting.

- Use of Outside Contractors: Nick recommends replacing the very old two wheel tractor with a used, improved, four wheel tractor. Bob Ueberbacher will research the costs of using outside contractors with heavy equipment for the last three years. Nick will prepare an estimate of the cost of future contractors for work requiring a four wheel tractor. The proposed four wheel tractor would have a life of approximately 25 years at a cost of \$20,000 - \$22,000 minus the trade-in value of the two wheel tractor.

- Use of E-mail for Board Decisions: the Board agreed that all e-mails regarding Board decisions should be used only for urgent matters, should be tracked so that all Board members receive the e-mails, that a reasonable amount of time (approximately five days) be allowed for responses, and that all decisions be summarized at the next Board meeting to be included in the minutes. Use of Email - Reply to all from anyone on the Board.

- Accident/Incident Reports: these have been initiated. Bob Maselek will customize the forms to establish responsibility for review.

- Other:

Policy Statements: these were recommended by Bill McKay in many situations rather than trying to go through the prolonged procedure of adding or changing rules.

Inspection of Otter Pond Common Property: Bob Maselek moved and Ernie seconded a motion for the Board to go to the ROWS at Otter Pond to inspect the use of common property. The motion was unanimously approved with no abstentions or objections. This is scheduled immediately after the June Board meeting.

Resignation of Ann and Ray Skibski: a May 1st e-mail was received with their resignation effective immediately. A letter of thanks was sent, and a token of appreciation will be sent.

Web update: Audrey will ask Carl Ellison to update the logo on the Web site.

Committee chairs update: Jean will convene a meeting with the committee chairs to determine who are the active committee members, and what the committees are doing. It was noted that there should be one Board member on each committee.

Forest management: Bob Maselek moved and Jean seconded a motion to recommend an active forest management plan to be enacted after the spring meeting. This was approved with no abstentions or objections.

Fox Den Beach: Bob Maselek moved and Ernie seconded a motion to adapt a plan to extend Fox Den Beach to accommodate boats, based on Conservation Commission regulations. This was approved with no abstentions or objections.

April Board meeting: Jean apologized for her lack of control regarding personal feelings at the April Board meeting.

7. Review of Action items: the sequence of the clean-up from the ice-storm is the following: Cranberry Lake ROWS and main beach (completed); Otter Pond ROWS; path to campground; workshed road; tennis court with nets put up; hiking trail; and roadsides.

8. Adjournment: the meeting was adjourned at 12:40 p.m. The next scheduled Board Meeting is June 5th at 9:00 a.m. Jean will not be able to be present; so Teresa, as Vice-President, will preside.

Respectfully submitted, Anne Stone, Secretary

WILDWOOD PROPERTY OWNERS ASSOCIATION BOARD MEETING
June 20, 2009

I. Call to Order

Jean Antinozzi, President, opened the meeting at 8:35 a.m., and a quorum was established.

Board members attending were: Ruth Buchanan, Len Nelson, Bob Maselek, Greg Massey, Anne Stone, Bob Ueberbacher, and Teresa Urbinati. At 9:00 a.m. Ernie Zike also attended.

Also attending were Will Greene, Manager, and Nick Urbinati, Property and Management Chair.

2. Community Forum: There were no comments from the community.

3. Minutes of May 2, 2009 Board Meeting

An addition was made to the minutes: under "New Business, Use of e-mail" stating that "A reply to any e-mail should be made to the entire Board." Acceptance of the minutes as amended was moved by Teresa Urbinati and seconded by Len Nelson. The motion was unanimously passed with the abstention of Greg Massey who was absent at the May 2nd meeting.

4. Replacement of District #5 Director for the Remainder of the Term

A motion was made by Teresa and seconded by Ruth Buchanan for Loren Clark to fill this vacancy with a term to expire at the Annual Meeting in September. The motion was approved with one objection, Bob Ueberbacher. Jean would inform Loren. Loren later joined the Board meeting.

It was noted that openings for the terms which expire in September have been publicized through e-mails, the web, and bulletin board postings.

Jean also mentioned that the Nominating Committee has been given the names of all new members from the last five years.

5. Reports

- Manager's Report: presented by Will Greene with the following additional comments:
The planting plan for the work shed area: this was discussed with Alan Binder, a Wildwood member of the conservation commission and will be presented at the next Board meeting.
Will mentioned that Alan has been very helpful.

Security: The speed bump near Otter Pond has been cut out and removed by an unknown person. This is a criminal offence, and Will will notify the Tolland police. It will also be posted on the web site.

Vender in red pick-up: this person with Nebraska license plates has been cited trying to sell children's books. Will has notified the Tolland police.

Tree damage from ice storm: some of these trees should be taken down. Funds should be included in the 2010 budget for this purpose. Will has a yearly schedule of trees to be removed, but he should make an additional list of dangerous trees and hanging limbs from the storm.

Chain of command letter: in addition to the outline of the chain of command for staff reporting, in the future there will be tighter controls on spending. The 2010 budget will include a freeze on line items after the approved expenditures have been reached, except for emergencies.

• Property and Management Committee Update: Nick Urbinati, Chair

Tree removal bids:

- Lakeside Drive: 3 trees touching wires; remove and leave hardwood, Greg Nowill, \$750.
- Dead tree on common property near house: has guide wire; power company to take care of.
- Butternut tree on Fiddlehead: need price, under \$250.
- Three big trees on View, a dead one leaning toward house; \$700. to drop; Greg Nowill.

Teresa moved and Bob Maselek seconded a motion to approve the expenditure. This was amended to an expenditure of \$1,000 in order to purchase three additional ones for other locations as needed. The motion as amended was unanimously carried with no abstentions.

Workshop: foundation installed, floors enforced.

Clubhouse: if dehumidifier is turned off to reduce noise during a meeting, people should be expected to turn it back on. Batteries are needed for emergency lights.

Otter Pond: blocks will be started next week.

Speed bump: the stolen speed bump near Otter Pond will be replaced with a 16 foot one with a cable attached, so it cannot be removed. A 16 foot speed bump costs \$235., and there is money in the road repair account. Bob Maselek moved and Teresa seconded a motion to approve the expenditure. This motion as amended was unanimously approved with no abstentions.

Laundry:

- the gas for the hot water has been turned off. Teresa moved and Jean seconded a motion for Audrey to post a sign signifying the change. The motion was unanimously carried with no abstentions.

- bids for the leach field for the new laundry have been received at \$46,250 to \$59,520. Teresa moved and Ruth seconded a motion to accept the contract by Faulkner at \$46,250. The motion was unanimously carried with no abstentions. There is \$48,000 in the account with no outstanding invoices.

Fuel Tank, Diesel: bids were received at \$3,000 from State Line Oil in Granby, to \$5,300. It is desirable to purchase a fuel tank because bulk buying is less expensive, and we will not have to spend one hour of staff time for each trip for frequent refueling. Bob Maselek moved and Jean seconded a motion to purchase a fuel tank, not to exceed \$3,500. The motion was unanimously carried with no abstentions.

Workshop: bids were received for framing and siding from \$22,500 to \$25,000 for the workshop and Otter Pond (\$11,900 workshop and \$12,150 Otter Pond, including roofing.) Teresa moved and Bob Maselek seconded a motion to approve \$24,110 for framing, siding, and partitions for Otter Pond and the workshop. The motion was unanimously carried with no abstentions.

Plumbing at Otter Pond: bids were received from \$22,000 and up, with copper piping. Teresa moved and Len seconded a motion to accept the bid from Zimmerman and Sons, Inc. for \$22,095. The motion was unanimously carried with no abstentions.

Lakeside Drive beach: the NOI (Notice of Intent) was approved for four trees to be removed, a drainage ditch and a boat rack. Three trees are in the way of the foundation of the bathhouse.

Bids ranged from \$1,080, \$1,650 to \$2,500. Acceptance of the low bid by Liberty Tree was moved by Anne Stone, seconded by Len and unanimously approved with no abstentions.

Tarring of road to workshop: bids were received from Tri Town for \$12,770 and LB for \$16,500. At this time a base coat only will be applied. Ruth moved and Teresa seconded a motion to accept the low bid of \$12,770. The motion was unanimously carried with no abstentions.

Meadow Beach bathhouse: the cost to correct the soffits is \$720. Jean moved and Bob Maselek seconded a motion for the expenditure. This was unanimously approved with no abstentions.

Nick stated that if a Board member sends an e-mail about a complaint, the e-mail should be sent to one person, only. Nick received an e-mail with a complaint from a Board member which had also been sent to two other people. As a result, he drove the half hour each way from his home to Wildwood, on a Sunday morning, to investigate the situation, and he found that the problem did not exist.

- Treasurer's Report: Bob Ueberbacher presented the May 31, 2009 report. CD's: have been rolled over at the New Alliance Bank in Southwick with good rates and FDIC insurance up to \$250,000.

Receipts: 98% of payments is typically projected, but receipts are down this year compared with former years. More people are paying quarterly. Bob will get numbers for the next meeting.

Budgeting: the Board would like the involvement of Will and Wes in the budget process regarding the need for new tools.

Forestry Management funding: the forestry management plan will be a five year process, and necessary funding is not known at this time.

- District Directors: Bob Maselek of District #1 will talk with the owner of the catamaran at Fox Den Beach to ask him to shore the boat so it does not block the beach. A second catamaran owned by someone else is never used, but is also taking up much beach space.

- Committee Reports

Property and Management: minutes of January 10th and April 4th, 2009, were submitted.

Lake and Environment Committee: minutes of May 17, 2009 were submitted. Walter Gay, Chair, gave the following report:

- Wayne, the scuba diver, has spent 25 hours at this time, at a cost of \$2,000, and pulled out 38 bags of weeds.

- Scott Burghoff will be the new chair, replacing Walter, who is resigning.

- By-laws specify a Lakes Management standing committee. Therefore, the committee name should not include "Environment." Fish stocking may be a sub-committee according to the by-laws although it is currently listed as a separate committee and functions independently of the Lake Committee.

- A Forest Management Committee should be a stand alone committee with its own budget. This committee will be added to the committee listing.

- The "Lake and Pond Guide" should be in the hands of all Board members. Extra copies were distributed.

- High phosphorus content: At the time of the spring meeting last year the phosphorous counts in the lake were the highest ever. This was due to the May run-off. Now, testing is performed only if there has been no rain in three to four days, and this year the count was way down. There is a Scientific American article about phosphorous (in fertilizer and some detergents) causing algae problems. There should be an article in the next newsletter reminding people to clean and inspect their septic tanks on a periodic schedule.

Committee surveys: the questionnaire for committees about priorities have been completed by Personnel, Property and Management, and Security.

Revised committee listing was submitted.

- Insurance committee is listed under Finance and should include Loren.

- Hiking committee should remove Anne and Fred Stone and include Ernie Zike.

6. Old Business

- Road and Lake Fee Collection

Liens: can only be placed by Court Order.

Five year certificate: sellers should provide this to a lawyer stating whether you owe any money on the property.

Policy regarding property in arrears: to be included in next Board agenda.

- Manager's House
Easement: recorded

Appraisals: one appraisal was for \$115,000 and one for \$158,000.

Real Estate agents:

- Jean will interview Park Square Realty and Berkshire Woods for the best terms.

- Sale price: the consensus was that it should be somewhere between the two appraisals, probably around \$125,000. The purchaser must pay cash, and may receive Wildwood Property Owners rights contingent upon paying dues.

- Insurance Policy Review Update: Greg Massey

Coverage: the current policy does not include contents coverage for the clubhouse or shed, but will be covered in the new policy. Coverage for the lakes' hazard was excluded several years ago by the broker, but will be reinstated. There will be a sign stating that there is no ice skating allowed on the lakes. Employment Practice liability was dropped but has been put back on.

Site visit by new agent: the new agent will visit the premises once every year.

Cost: the cost of the additional coverage will be reviewed when received.

- Dam Inspection Progress: the project is about one-half complete including the field report and a draft letter sent to the WPOA for review. Fuss and O'Neill will revise if necessary.
- CCR (Covenants, Conditions and Restrictions): meeting scheduled for June 21st with Jean, Teresa, Loren and Brian McGorry. The rules and by-laws will be reviewed to determine what we can and cannot enforce and to put in changes for a vote at the Annual Meeting in September.
- Sledding Hill Donations: additional donations amounting to \$500 have been received to reimburse Loren. Bob Maselek will put an article in the August Newsletter about the project and about the request for donations.
- Otter Pond Letter: Bob Maselek will review the final letter to property owners.
- Committee Chair Meeting: this was held with the President to review activities. Functions discussed at the board meeting regarding committees were the following:

Personnel committee: Ann Rego, Chair, reviewed the activities including job descriptions, personnel handbook, and report of Otis Woods management company. The question of Will's management role is ongoing, but in the meantime Bob Maselek has volunteered to do some of the paperwork.

Executive Operations committee: A subcommittee of the Executive Operations committee was proposed to include the Personnel Committee. It was pointed out that the by-laws state that the Executive Operations Committee "will assist the President, the Chair of Property Management committee, the Chair of the Building review Committee, and the Chair of the Security Committee." Since the Personnel committee is a policy advisory committee without the responsibility to oversee or direct staff, it cannot be a subcommittee of the Executive Operations Committee.

Nominating Committee: the Nominating committee has been asked by the President to present several names for each position from which the Board would select one candidate for each position. It was pointed out that the function of the Nominating Committee is to advise the Board regarding nominations, and the Board votes on approval of the recommendations. Roberts Rules of Order also states that the Board votes on the slate presented. Additional nominations may be made from the floor at the Annual Meeting.

7. New business

- Surveys: eleven surveys were received and distributed. Some comments were that the respondent did not have sufficient information on which to base responses.
- Protocol: How to approach outsiders? Bill McKay will make a flyer to apply to cars informing them that a wildwood sticker or guess pass is required. Jean will coach Hank Elliott, the life-guard and part-time security staff, in a firm but non-confrontational approach.
- Clubhouse Hours and Additional Security: Hank Elliott will be asked to close the clubhouse at the closing time.
- Outside contractors: Bob Ueberbacher presented his report on the use of contractors from the year 2005 forward.
- Accident/Incident report: the revised report was submitted.
- Sale of Freestanding Lots:
Jessica at the town Hall: will talk to the Board.

Property owners interested in adjoining lots: there have been five responses from property owners interested in purchasing six adjoining lots. Loren moved and Jean seconded a motion to negotiate the selling of these lots with the recording fee to be paid by the buyer. The motion was unanimously carried with no abstentions.

- Policy on Sale of donated Lots: this will be place on the agenda for the next meeting.
- Clubhouse Décor: Pat Ueberbacher volunteered to present a plan for improving the décor.
- Letter re Clean-up by Property Owners of Ice-Storm Debris: remove the last sentence suggesting that they contact the office for help. (Leave in the earlier sentence stating that the office has a list of contractors.)
- Defibrillator: the town Fire Department (of which Hank Elliott is a member) has a defibrillator.
- Abandoned Mail Boxes: we will request permission from the post office to remove abandoned mail boxes.

8. Correspondence Received

- DEP Notice about New Ground Water Rule: there are new requirements, Bob Maselek volunteered to continue to lead this task to comply with the new rules.
- Tree Removal Request on Lakeside Drive: tree removed
- Tolland Fire department: Robert Littlefield, Fire Chief, would like Hank Elliott to be able to respond to emergencies if there is no one on the beach, and Hank would put up a “no lifeguard on duty sign.” This was okayed.
- Cluster Mail Boxes: letter from Jack Han of the US Postal Service to Susan Moore approving her request, subject to Wildwood Board approval, for cluster mailboxes. Sue will research the specifications.
- Flag Pole: Sue Moore submitted an advertisement for an American flag with a 20 foot aluminum pole for a reduced price of \$89.99. This was tabled.
- E-Mails:
Ann Rego: noise, beach, volleyball, boat racks: responded to by Jean.

Susan Moore: culverts on Porcupine Point: responded to by Jean.

Teres Urbinati: re misrepresentation of her comments by Susan Moore.

Greg Massey: concern about wood chips as a fire hazard at Main Beach around grills. The Board responded that Will and Wes should scrape away the chips around the grills and replace with stones.

Elaine Strinie: request to organize a community tag sale for August 15th with an August 22nd rain date. This was approved.

9. Correspondence Sent

- Letter to Town re Boat and Chair on Lakeside Town Property: advised the town that the use of the lake is not extended to non-Wildwood property owners. The boat could be considered an attractive

nuisance. The town's assistance is requested in resolving the situation.

- Letter to Homeowner Regarding Loud Party: this included a reminder of wildwood rules against offensive noise and of the noise curfew.

10. Other:

- 200th Anniversary of Tolland in the Year 2010: Bob Maselek will be a co-chair with Jean for Wildwood. Bob would like suggestions and participation of members for this event. One suggestion was to provide free tennis lessons on our courts.

- Outside Guard Duty: Greg Massey volunteered to do guard duty at entrance on some week-ends.

11. Adjournment: Teresa moved and Greg seconded a motion to adjourn. The motion was unanimously approved with no abstentions at 12:35 p.m.

Respectfully submitted,

Anne Stone, Secretary

WILDWOOD PROPERTY OWNERS ASSOCIATION BOARD MEETING
July 11, 2009

1. Call to Order

Jean Antinozzi, President, opened the meeting at 9:06 a.m., and a quorum was established. Other Board members attending were: Ruth Buchanan, Loren Clark, Greg Massey, Bob Maselek, Len Nelson, Anne Stone, and Bob Ueberbacher.

Also attending were: Will Greene, Manager, and Nick Urbinati, Property and Management Chair.

2. Community Forum

• Jerry Devokaitis, Chair of Tennis Committee:

The Tennis Committee proposes to erect an inexpensive shelter outside the tennis court. This would consist of two 6 x 6 posts, 10 feet apart 4' below ground and 6' above. A 2 x2 board would connect the two posts on top with lag bolts to which a removable heavyweight 16' canvas tarp would be attached and secured on the tennis court fencing. The approximate cost of the tarp is \$17. The total estimated cost for lumber and materials is \$150. It would probably require one half day for installation. Money is available in the tennis reserve account. Bob Maselek moved and Anne Stone seconded a motion for the erection of a shelter at a cost not to exceed \$150. for materials. The motion was unanimously approved with no abstentions.

The question was raised whether or not we will need Planning Board approval, and Jerry agreed to look into this.

• Diane Massey, 43 Fiddlehead Lane, asked what the security plan is on week-ends, and who checks on cars without stickers. This was answered that Will covers security on Saturday and Sunday mornings. We are legally required to have a person at the entrance eight hours yearly, and we are in conformance. A plan is in place for Hank Elliott to cover nights and week-ends when Will is not on duty, but a last minute situation made this impossible this past week-end. Jean will speak with Brian McGorry, Chair of the Security Committee. Bill McKay is planning to provide notices for Hank to put on non-stickered cars

• Robert Sullivan, 4 Fox Den Road, inquired about the status of adjoining lots. He was referred to the presentation of Jessica Kelmelis, Town Assessor, next on the agenda.

3. Jessica Kelmelis, Town Assessor: information session regarding abatement applications. Ms. Kelmelis discussed the attached documents:

- June 30, 2009 Tolland Board of Assessors letter denying abatement applications for 12 properties.
- March 24, 2009 report of meeting with assessors.
- December 29, 2008 letter from Jessica Kemelis regarding formula correction.
- Rescission of 1975 Declaration of Open Space Restrictions by Wildwood Property Owners Association, by William Habelt, President with properties listed in Exhibit A.
- Town of Tolland Assessors letter of October 9, 2007, regarding properties designated as "Open Space."
- June, 1989 Open Space Covenant.

The discussion centered on placing registered restrictions on Wildwood property to obtain the lowest residual rates

The Board will remain in touch with Ms. Kelmelis and provide further documentation about deed restrictions.

4. Minutes of June 29, 2009 Board meeting: Bob Maselek moved and Loren Clark seconded a motion to approve the minutes. The motion was unanimously approved with no abstentions.

5. Reports

• Manager's Report: presented by Will Greene, with the following additional comments:

Stumps: Will suggests we grind down the stumps because they are hazardous. A cone has been placed on one of them. Will was asked by the Board to get a price for this.

Hanging limbs: yellow ribbons have been placed on trees along the roads that should come down because they are dead or rotten. The ROWS (right of ways) have not yet been evaluated. Hanging limbs have been identified and are especially dangerous, but there is no money left in the 2009 budget for this. Ruth Buchanan moved and Bob Maselek seconded a motion for an expenditure of \$3,300 to remove hanging limbs at 143 sites along the roadside as an emergency situation; funds to be transferred from the weather contingency and professional tree removal reserves. Competitive bids would not be sought because of the emergency situation. The motion was unanimously approved with no abstentions.

Will's attendance at Board meetings: Will requested that a previous Board policy, that he not attend the Board meetings after presentation of his report, be changed to allow him to attend the meetings on staff time. Will believes that he has valuable input to some situations. The Board agreed to this change.

Will's request to attend an Executive Operations Committee meeting on his own time. This was approved.

The Board requested Will to separate hours between road and lake work on weekly reports.

• Property Management Committee: Nick Urbinati, Chair
Workshop: completed

Otter Pond Bathhouse: trusses to be in on July 13th.

Carpenter ants: these have been identified in the workshop and mail boxes. The price is \$40. per application per quarter or \$80. for one time treatment. Braman Chemical was selected, and he treated the mail boxes and posts without charge.

Electrical work: the estimated cost for overhead lights at the workshop is \$1,200 (\$200.per light). This is because the high ceilings necessitate hanging lights. Nick will flatten out the ceiling so that regular lighting is possible at a cost of only \$850.

Other electrical work and furnace: Nick is waiting for bids.

Painting: three bids will be sought, and suggestions of contractors were made by Board members.

Proposed purchase of a new backhoe: \$20,000 could have been saved in the past five years if we had a four wheel drive backhoe with a clam bucket. We can purchase one for

approximately \$25,000 with a trade-in. There is \$23,000 in the reserve account at the present time and by the end of 2009 we will have \$26,485 in the account with fully funded reserves. Loren Clark moved and Bob Maselek seconded a motion for the purchase of the backhoe from the reserve account. The motion was unanimously passed with no abstentions.

- District Directors:

District #1: Bob Maselek reported that he talked with the owner of a catamaran about pulling it up six feet off the beach. The owner agreed to do so, but this has not happened. Since the Conservation Commission modified our plan, we can trim some but not all of the trees, and that is part of the issue.

District #4: Ruth Buchanan received e-mails from Elaine Strinie and Barbara Andrews complaining about being able to use only cold water at the laundry. Jean mentioned that Sue Kaufman had also written a complaint about the same situation. The Board had previously agreed to disconnect the hot water because people would raise the hot water setting, at considerable expense to the Association, and there are no controls on the setting. The Board agreed to retain the practice of no hot water unless it can be shown that for health or sanitary reasons the hot water should be turned back on. Bob Maselek agreed to write a letter explaining the vandalism problem and pointing out that when the new laundry is built we can put controls on the temperature of the hot water.

- Building Review Committee: Ruth Buchanan, Chair. The meeting minutes of 6/07/09 are attached. Ruth mentioned that in addition to the considerations for approval or disapproval of a proposed construction project, the impact of the project on other properties is included. The committee will put an article in the Newsletter reminding members of the rules and regulations.

- Lake and Environment Committee: Walter Gay, Chair, reported that Wayne Pierce has worked 43.5 hours pulling 65 bags of weeds from Otter Pond. Walter would like to engage him for additional hours at a cost of \$400. There are sufficient funds in the reserve account. Jean moved and Bob Maselek seconded a motion for an additional expenditure of \$400. The motion was unanimously approved with no abstentions.

6. Old Business:

- Road and Lake Fee Collection: the Association has the legal right to collect fees, but they can be collected retroactively for only a limited number of years. We will look into the court costs of obtaining liens on long standing delinquent properties. Brian McGorry, an observer at the meeting (Chair of the Security Committee), suggested we get one attorney to handle all the claims at an overall savings. Loren Clark will contact David Young of Agawam for a lump sum for each property. Other lawyers could also be contacted.

- Treasurer's Report: Bob Ueberbacher presented the report as of June 30, 2009. We are currently within 71% collection of budgeted dues, and we are usually within 80% at this time. In the case of a revenue shortfall, the operating and reserve accounts will be underfunded.

- Public Water Systems Report: on July 1st we received notification from the Department of Environmental Protection that all PWS (Public Water Suppliers) must be in conformance with the new regulations by December 31, 2009. Bob Maselek will pursue.

- Manager's House Real Estate Listing: the house was listed as a cash sale at a list price of \$125,000. There has been some interest by potential buyers.

It was also brought up that at least one realtor is advertising that Association membership includes ice-skating. Since we will post permanent signs that ice-skating is not allowed on the lakes, realtors will be so notified.

- Insurance Policy Update: we will review the replacement costs of the workshop and shed, Otter Pond bathhouse and Meadow Beach bathhouse.
- Medical Plan: we are researching plans.
- Laundry Update: we will coordinate the road building for the laundry and workshed.
- CC&R (Covenants, Conditions, and Restrictions) Documents Committee: Greg Massey is composing a letter regarding the committee's activities. It is important to present this as an appeal for community support.
- Dam Inspection Progress: Bob Ueberbacher reviewed the dam regulations, and we are in compliance. It was pointed out that there is a leak about 30 feet down, and we should look into OSHA requirements for a diver to inspect. Will will talk with our diver who may know the requirements. Bob Ueberbacher will also research this.
- Newsletter Survey: next month's agenda.
- Otter Pond Perimeter Letter: Bob Maselek will review and soften the letter.
- Sale of Freestanding Lots: The original listing of members interested in acquiring these lots included Lot #WO-28, but this lot is part of common property and cannot be sold. Robert Sullivan expressed interest in acquiring Fox Den lots 02 and 04.
- Policy on the donated lots: these are highlighted in yellow on the map and could be bundled and sold as one sale.
- Mail Boxes: the Board does not wish to cluster the mailboxes. Sue Moore will be asked to research uniform mailboxes similar to those at the Tunxis Club. In regard to abandoned mailboxes, we are legally not allowed to remove them. Sue Moore will also be asked to research this situation.
- Forest Management: Loren moved and Bob Maselek seconded a motion that Bob Ueberbacher be named Chair of the Forest Management Committee. The motion was unanimously carried with no abstentions.

7. New Business:

- Incoming Correspondence:

Sue Kaufman letter of July 11: regarding ice-storm clean-up, staff vacation time, and the laundry hot water shut-off. Jean will respond.

Barb and Doug James, Otter Pond Trail: letter of July 11th to Len Nelson, District #3 Director, stressing the importance of allocating funds for the removal of hanging limbs along the roadside which are dangerous to walkers. Jean will respond.

- Field Day: this will be held on August 15th. Bob Maselek will organize the children's events. Will and Wes will purchase the hamburgs and hot dogs and take care of the set-up. This will be publicized through fliers and the web.

8. Adjournment: the meeting was adjourned at 12:00 p.m.

Respectfully submitted, Anne Stone, Secretary

WILDWOOD PROPERTY OWNERS ASSOCIATION BOARD MEETING
August 1, 2009

1. Call to Order

Teresa Urbinati, Vice-President, opened the meeting at 9:04 a.m., and a quorum was established.

Other Board members attending were: Ruth Buchanan, Loren Clark, Len Nelson, Bob Maselek, Greg Massey, Anne Stone, Bob Ueberbacher, and Ernie Zike.

Also attending were: Will Greene, Manager; and Nick Urbinati, Property and Management Chair.

2. Community Forum: Allison Buchter, 6 Upper Otter, requested permission to purchase the lot adjoining the driveway to their house. The entrance to the driveway is located next to a hilly curve in the road. If a vehicle were to miss the curve, it would go directly onto the driveway which would present danger to children if they were playing on the driveway.

It was pointed out that the property in question is located on a deed which was lumped with other property by the developer, and a survey and legal fees would be involved. Ms. Buchter agreed to pay these costs if she is able to acquire the property. If it is declared that the property cannot be taken out of green space, the Association would have a liability issue in case of an accident if the driveway were not subdivided.

Loren moved and Teresa seconded a motion for the Board to sell the property adjacent to the Buchters' driveway, if possible, for the cost of the survey and fees. If not possible, the Board would pay all costs associated with tarring the land, and the Buchters could move the driveway. The motion was approved with Bob Ueberbacher opposed, and there were no abstentions. Ms. Buchter will come back to the Board by August 22nd with a resolution to the problem.

It was pointed out by Bill McKay that the relocation would have to be approved by the town Planning Board.

3. Minutes of July 11, 2009, Board Meeting: Bob Maselek moved and Len seconded a motion to approve the July 11th minutes. The motion was approved with Ernie and Teresa abstaining because they were not present at the meeting. There were no objections.

4. Reports:

- Manager's July Report: this was presented by Will Greene who also pointed out the status of the bids for the clubhouse roof. The first bid received was for \$13,000 to strip and replace the plywood where necessary. We are waiting to receive additional bids which have been solicited.
- Security Issue: the tag sale is being publicized as a town-wide event, and it was brought up that there could be security concerns for Wildwood. It was agreed that if the tag sale is repeated in future years, there should be discussion whether or not it should be a town-wide event.

- Property and Management Committee: Nick Urbinati, Chair
- Otter Pond Bathhouse Painting: although three bids were solicited, only one was received. This was for \$1,200 by Paul Sandy, a reliable contractor, and it was deemed reasonable. Bob Maselek moved

and Loren seconded a motion to accept the bid for \$1,200 to be taken from the bathhouse account. The motion was approved unanimously with no objections or abstentions.

Electrical Wiring for Diesel Fuel Pump, Workshop and Otter Pond Bathhouse:

two bids were received at \$12,000 and \$8,500. Ruth moved and Loren seconded a motion to accept the bid of \$8,500 by Andreus Power Solutions, to be taken from the workshop account. There is \$48,500 in the account. The motion was unanimously approved with no objections or abstentions.

Heating Unit in Workshop: two proposals were received to replace the 23 year old unit and chimney, and the one for \$8,695 from State Line Oil is recommended. Bob Maselek moved and Ernie seconded a motion to accept the State Line Oil proposal of \$8,695 with funds to be taken from the workshop account. The motion was unanimously approved with no objections or abstentions.

Workshop Walls and New Partitions: a bid was received for \$3,800 by John Conte to insulate the walls and new partitions. He is also doing other work at the shop and bathhouse. Greg moved and Bob Maselek seconded a motion to accept the bid of \$3,800. The motion was unanimously approved with no objections or abstentions. Funds will be taken from the workshop account.

Funds from Sale of Manager's House: it is the consensus of the Board that if the sale of the manager's house is completed, the funds should be designated for completion of the new laundry, renovation of the clubhouse, renovation of Lakeside bathhouse (where the foundation is collapsing), and the repair in another year of the Fox Den Bathhouse (estimated at \$10 to \$15 thousand.),

Maintenance Schedule: this is being worked out.

Tennis Court Shelter: Loren agreed to go to the Planning Board for approval and then to the Building Inspector for his approval. The shelter must be located on the Wildwood map.

Directions for Emergency Vehicles: it could be difficult for emergency vehicles not familiar with Wildwood roads to locate their destination. Global Positioning Systems (GPS) do not pick up Wildwood roads. Perhaps reflective signs could be made with special painting or reflective beads. Teresa will refer the problem to the Security Committee.

• District Directors Neighborhood Meetings:

#1: Bob Maselek reported there was no one in attendance.

#2 and #3: Ernie reported there was no one in attendance.

#4 and #5: Ruth reported there were over five in attendance, and concerns or questions included laundry plans and car stickers. Staff was complimented for their good job following the ice-storm. Suggestions were made to set a priority for sweeping roads of winter sand, to sell lots for revenue, and for the Board to identify members who could provide volunteer consulting services in their field of expertise.

#6: Greg Massey and Len Nelson: no one was in attendance. A comment was made to them about the success of the scuba diver's weed pulling at Otter Pond.

The Board will prepare a form to be inserted in the next Newsletter requesting volunteer consultants.

The Board recognizes the importance of communication within the community, and we should try to publicize dates of meetings when community input is

desirable (such as neighborhood meetings and budget meetings).

- Property Management:

Storm Clean-Up: Loren suggested that we not pressure home owners to remove storm debris if they are unable to access the roadway at the present time.

Laundry Update: the trees have been removed for the drain field. SK Designs has the field staked out. The water line is being brought in. We are waiting for additional funds to finish off the laundry room. The Conservation and Health inspectors are satisfied with plans.

- Nominating: Gert McKay, Chair

Gert presented the Nominating Committee Report with the candidate's information submitted on their application form:

Vice-President: Teresa Urbinati – 2 year term ending in 2011

Treasurer: David Laks – 2 year term ending in 2011

District #2: Ernie Zike – 2 year term ending in 2011

District #3: Robert Guyette – 3 year term ending in 2012

District #5: Joseph Nunes and Lois Elsesser (only one vote) – finish term ending in 2010

District #6: Loren Clark – 3 year term ending in 2012. This was proposed as an out-of-district appointment after failure to locate a resident of the district willing to serve. The Nominating Committee had made 27 phone calls to residents living within 2-1/2 hours from Wildwood.

Bob Maselek moved and Len seconded a motion to accept the report of the Nominating Committee. The motion was approved unanimously with no objections or abstentions.

A suggestion was made that members whose winter residence is more than 2-1/2 hours away could be considered for Board positions if electronic communications could be set-up allowing them to participate in discussions and voting during the full Board meetings. This was deferred until a later time.

- Zebra Mussels: Scott Burghoff, Lake Committee, presented an update on the "Zebra Mussels Alert." Wildwood appears to have a water chemistry with low calcium levels which is not conducive to supporting zebra mussel populations. Our existing precautions will be reviewed and enforced without further action at this time, and we will stay in touch with state officials about the situation.

Will Greene also commented that washing boats with vinegar is effective, and that zebra mussels are spread mainly through the larvae which are microscopic.

5. Old Business:

- Road and Lake Fee Collection:

Dave Young, an attorney in Agawam, would do the legal work for filing liens on delinquent properties for a \$75 filing fee and \$225 to \$425 for court time. The variation is due to the fact that the court docket may require long waiting times for our case to be heard, and the attorney's fees are based on the time spent in court.

After a judgment is rendered in favor of a lien, there is another process for collection. We should have a written collection policy. It was suggested that we have an automatic threshold where we will notify the property owner that the collection procedure will be initiated. Bob Maselek will prepare a collection procedure.

- Public Water Systems Report: not due until December
- DEP (Department of Environmental Protection) Violation: enforcement order for replanting trees is proceeding.
- Manager's House Sale: the closing date is set for August 7th.
- Dam Inspection Process: this is ongoing regarding the Cranberry Pond dam leak at 30 feet down. We have a three year warranty for the dam work done by Fuss and O'Neill, one and one half years ago, which should cover the repair expense.
- CC&R (Covenants, Conditions and Restrictions): deferred to the August 22nd agenda.
- Building Review Committee Recommendations: on hold for August 22nd agenda.
- Fox Den Beach Improvements: ongoing, and deferred to August 22nd.
- Sale of Freestanding Lots: the past policy has been to offer the sale of lots contiguous to property owned by a member in good standing to that member. Open lots could be bought by anyone.

Bob Guyette, 148 South Village Road, would like to buy lots #11 and #13 which are contiguous to his property. This was approved.

6. New Business:

- Field Day: the raffle will be publicized by posting notices on bulletin boards and on the web-site.

7. Correspondence Received:

- Thomas and Alison Buchter: regarding adjacent lot; discussed at community forum.
- Pamela and Christopher Guinan, July 18th e-mail: concern about hanging limbs. The District Representative will respond by describing the action taken by the Board.
- Ann Fazi, July 18th e-mail: library reorganization is completed, and a light is requested. The request was okayed.
- Steve and Elaine Strinie, July 23rd e-mail: regarding budget meeting and audit request; responded to by Jean.
- Diane Massey, July 24th e-mail: re audit and funds from Manager's House sale; a copy of the letter which Jean sent to the Strinies was sent to Diane in response.

It was not clear to the Board what type of an audit was suggested. Our accountant reviews our accounts annually, and they are also open for inspection. If it is for a guideline review, Anthony Coddling could be asked to provide the review because he has had many years of experience in project management. This was referred to the Finance Committee. The subject will be deferred to the new Board after the Annual Meeting.

- Steve Safran, July 27th e-mail: concern about dog waste which is unsanitary and contributes undesirable nutrients to the lake. This will be responded to by the District Representative.

An article will be placed in the next Newsletter requesting dog owners to bag their dog waste and put it into the trash..

8. Treasurer's Report and 2010 Budget: minutes of the May 9th June 7th, and July 18th (mistakenly dated June 9th) were submitted.

The Board decided to present the budget, as developed at the budget workshops, in the next Newsletter which will be mailed before the Annual Meeting. The question marks will be eliminated. The Board recommends acceptance of the budget with changes:

Road Reserves: increased from \$10,000 to \$40,000.

General Contingency Reserves: the year 2009 deficit of \$26,000 to be offset over a three year period; consequently, this year's General Contingency Fund will be increased from \$10,000 to \$19,000. Loren moved and Len seconded a motion to eliminate the January 2009 deficit of \$26,000 over a three year period. The motion was unanimously approved with no objections or abstentions.

Bathhouse and Clubhouse Reserves: each reduced from \$20,000 to \$10,000 because funds from the sale of the Manager's House would be available for these renovations.

Teresa moved and Bob Maselek seconded a motion to approve a budget for the year 2010 of \$470,000.

9. Action Items: reviewed

10. Adjournment: At 11:50 a.m. the meeting was adjourned with a motion by Teresa and seconded by Bob Maselek which was unanimously approved with no objections or abstentions.

Respectfully submitted,

Anne Stone, Secretary

WILDWOOD PROPERTY OWNERS ASSOCIATION BOARD MEETING
August 22, 2009

1. Call to Order

Jean Antinozzi, Board President, opened the meeting at 9:04 a.m.

Other Board members attending were: Ruth Buchanan, Loren Clark, Bob Maselek, Greg Massey, Anne Stone, Bob Ueberbacher, Teresa Urbinati, and Ernie Zike.

A quorum was established.

Also attending were: Nick Urbinati, Property and Management Chair.

2. Community Forum:

Anthony Coddling, 427 Beetle Road; he mentioned his many years of experience managing non-profit properties, and made the following three observations and/or suggestions:

clearance of brush: brush removal is a very serious problem because of the danger of brush fires, and should be considered as a separate issue from forest management.

manager's issue: the survey was unclear as to what is the problem. Only as a very dire scenario should the manager be asked to step down. The Association could hire part-time staff to relieve the manager of paperwork and phone calls. The payroll of the Association is well within the parameters of guidelines. It is unclear what has been done.

manager's attendance at Board Meetings: it is very important for the manager to attend all Board meetings, and Mr. Coddling is pleased that the Board approved Will's request to attend.

Board Response: the Board President stated that the organizational structure is being looked at.

Marcia Eveland, 312 Fox Den;

security issues with the tag sale: why was the tag sale advertised to the general public outside of Wildwood when the signs at the entrance say that we are a private community? There was a traffic jam on Fox Den near her house. Some cars were going the wrong way, and when they met cars going the correct way, they met; as a result the road was blocked. An outsider finally parked his car on a private driveway to break up the blockage. Marcia and her mother's house has been robbed twice in the past, and they do not like outsiders freely coming in for the tag sale.

Board Response: when permission was asked to hold a tag sale, the request did not specify that the outside community would be invited. When the Board approved the request, some Board members were not aware that non-Wildwood members would be invited, although others stated that the outside community had been invited in the past. The Board noted the concerns and will take them into account next year if there is another request for a tag sale. Security issues are being studied by the Security Committee.

Joanne Fletcher, 68 Woodchuck Hollow Road:

Field Day: she complimented all who worked on Field Day to make it a great success.

Involvement of members who live far from Wildwood in the non-summer months: Many members who live far away from Wildwood after the summer months would like to have the opportunity to be more involved and represented in the governance of the Association. Some of these members could be useful as resource people. Could the annual meeting be held in the summer? There should be better promotion of the district meetings. Even though these meetings are listed on the Wildwood calendar, it is easy to overlook the dates in the midst of summer activity. In the past, post cards have been sent out as a reminder, and some districts held their meetings at the beaches or for breakfast.

Clubhouse pictures: where are all the pictures that were on the clubhouse wall?

Board Response: the Board will consider the involvement of these members. The issue of Board membership by non-locally close members through telecommunications has already been brought up and will be studied. The post-card reminders were eliminated as a cost-saving measure, but probably should be re-evaluated along with other means of publicizing the meetings. In regard to the pictures, there was a lack of communication between the Board and the person who requested permission to redecorate the walls. The Board's approval was for that person to present a plan, but pictures were actually removed. The pictures in question will be rehung according to a plan.

Ann Rego, 237 Slope;

Ice-storm damage removal: the brush debris and damaged trees from the ice-storm have not yet been removed from The Slope.

Board Response: the extra 40 hours by an outside contractor have been used up, and he did not have time to get to the Slope. Other roads are also very bad and will have to be done by our own staff as time permits. There should be a plan.

Bill McKay, 52 Otter Pond Trail:

Otter Pond: the weed problem is much better where the scuba diver has been removing them.

Greg Rota, 38 Fox Den;

security: Greg has identified four sets of non-members at the beach who did not belong in Wildwood, and he sent them away. He is concerned about the threat of introducing zebra mussels from outside boats. He suggested that we consider installing a high pole photo monitoring system at the entrance. This would be much less expensive than other ways of monitoring the entrance. He would also like the back entrance gate to be closed and locked (police and fire personnel have keys). He would like Will and Wes to have a specific schedule for checking on security at the beaches. (It was suggested by another member from the community forum to have the lifeguard periodically check the status of people at the other beaches.)

catamarans on beach: there is concern about these boats blocking the beach entrance to the lake.

Field Day: the tag sale should not be scheduled on Field Day because it disrupts the Field Day activities. (Another member suggested that we consider resuming the baseball games which were held on Field Day in years past.)

Clubhouse library: Greg congratulated Ann Fazi and other volunteers for the excellent job of organizing the Wildwood library (located on the loft area of the Clubhouse).

Board Response: Brian McGorry, Chair of the Security Committee, will get in touch with Greg. We will pursue the feasibility of the proposed location for the catamarans. The Board will consider the Field Day suggestions.

Loren Clark mentioned that he is pleased with the attendance at the Community Forum and encourages members to come and observe the Board meetings and participate in the community forum.

3. Agenda Changes:

Ruth Buchanan made a motion to change the order of the President's agenda and to approve the slate of officers as presented by the Nominating Committee and approved unanimously by the Board of Directors at the August 1, 2009 Board meeting. The motion was seconded by Bob Maselek. Ruth and Bob noted the necessity of affirming the approved slate because a member of District #6, who was not on the original slate approved by the Board, later volunteered to be the District representative in lieu of the out-of-district nominee. It was noted that nominations may be made from the floor at the Annual Meeting. Greg suggested that an at-large member be considered for Board membership. The motion was passed with Jean abstaining and Bob Ueberbacher opposed.

Bob Maselek moved and Loren seconded a motion that the Board of Directors approve that the available money from the sale of the Manager's House, after associated sale expenses, be designated according to the consensus of The Board at the August 1st Board meeting. The consensus was for completion of the new laundry, renovation of the clubhouse, renovation of Lakeside bathhouse and the repair of the Fox Den bathhouse. The motion was carried with Jean abstaining because she was absent at the August 1st Board meeting, and Bob Ueberbacher was opposed.

Loren moved and Ruth seconded a motion that all WPOA committee meetings be held in the clubhouse with the time and date to be posted and listed on the calendar, that they be open to all members of the WPOA, and that minutes be submitted within fifteen days. The motion was unanimously approved with no abstentions.

Ernie Zike moved and Ruth seconded a motion that the letters and e-mails to the Board be submitted in person at the community forum of a Board meeting. Bob Maselek moved and Loren seconded a motion to amend the original motion so that the district representative would be the contact person and could represent the person if he/she were unable to attend the meeting. The amendment was unanimously passed, and the original motion as amended was then passed with no abstentions or objections.

Bob Maselek moved and Loren seconded a motion to reaffirm that the Property Management Committee advise the Board on policy, procedures and issues with respect to the management of Wildwood. An amendment to the motion that would refer specifically to property maintenance was not seconded. The original motion was restated by Bob Maselek and seconded by Teresa that this would be in accordance with the role of the Property and Management Committee as defined in the by-laws. This motion passed with Jean abstaining and with objections by Bob Ueberbacher and Greg Massey.

Loren made a motion that the Board approve that our original recorded 1972-1975 deed of transition and the recorded document of 1975, which is the same as our original, deleting the restrictions, be our official WPOA documents. Loren would like all unrecorded documents, rules, regulations, and restrictions to be amendments to our original by-laws, rules and regulations and that any amendments will not change or alter the original intent. The motion passed with Greg, Bob Ueberbacher, Teresa and Jean opposed. Those in favor were Ernie, Loren, Ruth, Bob Maselek and Anne.

Loren moved and Ruth seconded a motion that no document create a "Homeowners Association." After discussion, the motion was withdrawn and replaced with a motion by Teresa, seconded by Bob Maselek, that all Wildwood documents refer to a "Property Owners Association." The motion passed with no abstentions and with objections by Jean, Greg, and Bob Ueberbacher.

Bob Maselek moved and Ruth seconded a motion to continue with the agenda as originally presented by the President. The motion was unanimously approved with no abstentions.

4. Approval of the August 1, 2009 Minutes:

Bob Maselek moved and Greg seconded a motion to approve the August 1, 2009 minutes. Bill McKay (a member present at the Community Forum) made a correction in reference to the extension of the Buchters' driveway, that the "subdivision," rather than "relocation" would have to be approved by the Town Planning Board. The Minutes as corrected were unanimously approved with Jean abstaining because she was absent at that meeting, and there were no objections.

5. Reports:

- Property and Management Committee:

Otter Pond Bath-house: this is 98% complete. It will not be opened until next year because the chlorine has to be flushed out.

New Laundry: the drain field and septic system project is 50% complete. All approvals have been received. A plumber has been contacted. The road work to the workshop will be done after completion of the laundry drain field. The trees at the workshop area cannot be planted until later.

June 6, 2009 Minutes: The June 6, 2009, approved Property and Management Committee minutes were submitted.

- Treasurer's Report: Bob Ueberbacher

Cost of survey for Buchter's property: in order to extend the driveway onto

adjacent property, a survey will not be needed because the pins have been found.

Treasure's Report: presented as of July 31st

2009 revenues: the dues collection is at or ahead of schedule.

- 2010 Budget

At the 2008 Annual Meeting the membership approved the transfer of approximately \$55,000 from the Land Acquisition and Manager's House reserve funds to the Otter Pond Bathhouse and Work Shed reserve funds. The 2009 budget worksheet as originally submitted showed, incorrectly, the \$55,000 as additions to the 2009 budgeted reserve funds for the work shed and bath houses while they were actually also included in the reserves. With this incorrect addition to the budgeted 2009 worksheet, the total budgeted amount was shown as \$467,536.

In the corrected worksheet, the \$55,000 was zeroed out of the 2009 budgeted work shed and bath houses reserve accounts because those funds were already in the reserves. There was still \$7,000 in the bath houses account because it was a new entry. The corrected 2009 total budgeted amount is therefore \$412,536 (\$55,000 from \$467,536 .) The worksheet shows a 2010 total budgeted amount of \$475,244, an increase of \$62,708 from the corrected 2009 budgeted amount. The 2010 budgeted increase from 2009 is due to a \$21,000 increase in the operating account (of which \$5,331 is due to an increase in the insurance account based on an industry projected increase of 13.55%), and a \$41,000 increase in the reserve account.

Nick Urbinati proposed reducing the proposed 2010 budget of \$475,244 by removing \$10,000 from the clubhouse budgeted reserve account, \$10,000 from the bath houses, and \$5,000 from the laundry replacement. (The \$25,000 for these projects would then come from the manager's house sale.) Consequently, the proposed 2010 budget would be \$450,244, an increase of \$37,708 over 2009.

The Newsletter will have a chart showing the annual increases over time.

Due to an increase of approximately \$16,000 over the estimated costs for the work shed and bath houses in 2009, there is currently a shortfall in the Property and Management account. (The \$55,000 in reserves and \$7,000 budgeted in 2009 for the bath houses equals \$62,000, but total expenditures are approximately \$78,000.) It is expected that unanticipated revenue (mainly Wildwood property sales to adjacent owners) will cover this shortfall.

Bob was to send the final budget by e-mail.

6. Old Business

- Dam Replacement: After the year 2006, there is no warranty on the work done on the dams. The slow leak identified by the dam inspection will cost between \$10,000 and \$30,000 to repair. There is a breach in the elbow, and the overflow tube needs replacement. This can be done when the water is down. Bob Maselek moved and Teresa seconded a motion giving Nick the authority to ask SK Design to prepare a NOI (Notice of Intent). The motion was unanimously approved with no abstentions.

- CC&R Documents Committee: Teresa showed a power point presentation of the work that the Documents Committee is doing.

- Property on West Otter Pond: Bob Maselek moved and Loren seconded the request of the Buchter's to purchase lot #28 on West Otter Pond. The motion was unanimously approved with no abstentions or objections.

7. New Business:

- Workshop: Greg moved and Bob Maselek seconded a motion to spend no more than \$1,600 for the removal of oil based paint from the workshed. The motion was unanimously passed with no abstentions or objections

- Tree Removal: Bob Maselek moved and Teresa seconded a motion to add \$25,000 into the tree removal operating account. The motion was passed with no abstentions and Bob Ueberbacher objecting.

- Correspondence Received:

e-mails:

Karl Ellison, August 15th: objection to the Tag Sale open to the public

Alan Binder, August 19th: sterile carp for weed elimination

Ann Fazi, August 20th: response about carp

8. Adjournment: the meeting was adjourned at 12:40 p.m.

Respectfully submitted,
Anne Stone, Secretary

WILDWOOD PROPERTY OWNERS ASSOCIATION
ANNUAL MEETING MINUTES, SEPTEMBER 20, 2009

Call to Order: The Annual meeting of the Wildwood Property Owners Association, Inc. was opened by Jean Antinozzi, President, at 1:03 p.m. on Sunday, September 20, 2009. A quorum was established with 54 present and 38 proxies. Nancy Fiedler was introduced as parliamentarian.

Introductory Comments on Budget: Bob Ueberbacher, Treasurer, described the process for recommending the 2010 budget with no options. The budget was prepared with an inaccuracy due to two entries which were included in both the operating and reserve accounts. This resulted in mistaken 2009 budget figures which consequently showed very little difference between the 2009 and 2010 proposed budget. Therefore, options were not presented. Subsequently, the Board revised the 2009 budget, and then added additional items resulting in a budget increase of \$14.81%.

Meeting 1: Proprietors and Occupants of Private Way was opened at 1:20 P.M.

Jean Antinozzi moved the approval of the slate of officers: Teresa Urbinati, clerk; Greg Massey, surveyor; and Bill McKay, assessor. The motion was seconded by Bob Ueberbacher and approved.

The 2009 breakdown is roads, 60 %; lake, 10 %, and association, 30%.

After discussion of the proposed road fee, **a call for a vote was moved, seconded and passed, with the required 2/3 vote in favor. A vote was taken by ballot for the road fee of \$968, with 45 in favor, and 49 against.** Thus, the road fee was not passed.

A motion to close the meeting was moved, seconded and passed.

Meeting 2: Cranberry/Otter Pond Budget

The meeting was convened by Jean Antinozzi, President. This meeting is open to all who have a right to use the lakes.

It was noted that two leaks in the Lakeside dam have been identified with an estimated cost of \$30,000 to repair. This item was not included in the proposed budget.

After discussion of the proposed lake fee, **a motion to call the vote was made, seconded, and passed, with the required 2/3 vote in favor. A vote was taken by ballot for the lake fee of \$190, with 41 in favor and 53 against.** Thus, the lake fee was not passed.

A motion to close the meeting was moved, seconded, and passed.

Meeting 3: Annual Meeting of the WPOA

1. **Introduction of New Members:** none present

2. **Approval of Minutes of 2008:** A motion to approve the minutes was moved, seconded and passed.

3. **Reports of Officers:**

a. **President:** Jean Antinozzi presented a written report.

- The staff was thanked for their hard work and dedication;
- There are increasing requirements from government agencies for compliance with rules and regulations. Her assessment for the need for oversight will be presented to the Board at its October 10th meeting;
- There will be a sign-up list available for volunteer opportunities.

b. **Treasurer:** Bob Ueberbacher

- The Finance committee budget development is open to the entire community, and community members are encouraged to attend.
- Increases in the 2010 proposed budget were identified.
- If the budget is rejected, it goes back to the Finance Committee to develop a new budget which is subsequently presented to a meeting of the membership for approval. If a new budget is not approved by the end of the year, we revert to the 2009 budget.
- Between 95-96% of projected revenues for the year 2009 have been collected.
- The Accountant's Report, Sue Lastowski, regarding the tax consequences of the sale of the manager's house was distributed.

4. **Reports of Committees**

a. **Documents Committee:** Teresa Urbinati, Chair

The next step for review is consideration of conservation and wetlands where rules are affected.

b. **Lakes Management Committee:** Scott Burghoff, Chair

- Thanks were given to Walter and Betsy Gay for their many years of service chairing the committee.
- There are 11 members on the committee. It is open to volunteers.

- The committee has four main functions: quality of lake water, removal of weeds, fish, and control of invasive species.

Quality of lake water: testing for e. coli, monitoring of nutrients, and testing for clarity of water at various depths. The lake waters are healthy, although there are always concerns. There is clarity down to approximately 14 feet. (the pond is about 20 feet deep). The phosphorus level was high at one point, but that occurred after much rain and might have been caused by run-off.

Removal of weeds: there was the annual weed pull with Ann Fazi organizing it, and we employed a scuba diver to pull out roots at Otter Pond. Eighty bags of weeds were removed in 65 hours. This has been successful although not completed.

Fish: a subcommittee is responsible for the stocking of trout. The fish in the lakes are healthy, but there is a question whether or not there are fewer fish and fewer fry.

Invasive species: various methods of preventing the introduction of invasive species are considered. It was noted that Noyes Pond (across route #57 in Tolland) has milfoil which they treat chemically, and zebra mussels have been identified at Laurel Lake. We are addressing the danger with our signs about washing stations and with the locked gate at the Main Beach.

- There was discussion around the problem of security to keep outside boats from entering

c. Property Management Committee: a written report was presented by Nick

Urbinati, chair

d. Security and enforcement Committee: a written report was presented by Brian

McGorry, Chair.

- Volunteers will be asked to man both entrances to Wildwood.
- Opinions/suggestions from the floor were:

Gates would restrict unauthorized entrance of boats and cars, but they will not prevent people (especially kids) from coming in through the woods.

Pole lights to photograph license plates are unreliable because of the difficulty of correct positioning.

Larger fluorescent boat stickers were suggested so that unstickered boats could be identified more easily.

- It was also suggested that a vote be taken about the use of gates.

5. **New Business:**

a. **Proposed Budget and Dues: A vote to table the 2010 budget was passed.**

b. **Nominating Committee Report:** Gert McKay, Chair

The nominating committee report for new directors and officers was as follows:

Vice-President: Teresa Urbinati

Treasurer: David Laks

District #2 Director: Ernie Zike

District #3 Director: Rob Guyette

District #5 Director: Joseph Nunes/Lois Elsesser (Co-Directors)

District #6 Director: Loren Clark

c. **Election of Officers/ District Directors:**

Nomination from the floor: **A motion from the floor was made, seconded and passed to add Bob Ueberbacher to the slate for District #6 Director.**

Results by secret ballot:

Teresa Urbinati: 52 in favor , 27 opposed

David Laks: 57 in favor, 11 opposed

Ernie Zike: 52 in favor, 14 opposed

Rob Guyette: 50 in favor, 12 opposed

Joseph Nunes/Lois Elsesser: 57 in favor, 3 opposed

Loren Clark: 36 in favor

Bob Ueberbacher: 47 in favor

Therefore, Bob Ueberbacher was elected for District #6, Loren Clark was defeated, and the other nominated officers and directors were elected.

6. **Other:** comments by the President:

a. Jewish Holiday: regret was expressed regarding the inadvertent scheduling of the annual meeting on Rosh Hosanna.

b. Suggested change of date: by-laws could be changed to move the annual meeting back to August when more members could be present. Consequently, the spring meeting could also be moved back.

c. Thanks were expressed to outgoing district directors Len Nelson and Greg Massey; and to Loren Clark and Ernie Zike for temporarily filling in for unexpired terms.

d. Nancy Fiedler has replaced Ann Rego as Chair of the Personnel Committee. Thanks were expressed to Ann for her service.

e. Thanks were expressed to Walter and Betsy Gay for their many years of service chairing the Lakes and Environment Committee.

7. Open Forum:

a. Ann Rego volunteered to be on the Nominating Committee.

b. David Laks would like to meet with the Finance Committee on October 4th to prepare recommendations to the Board. He believes the budget should show variances and provide more detail.

c. A ROW dock is under water. This should be brought to the attention of the District Director.

d. Issues should be directed to District Directors.

8. Date of Next Annual Meeting: to be decided.

9. Adjournment: a motion was made, seconded, and passed to adjourn at 4:35 p.m.

Respectfully submitted,

Anne Stone, Secretary

WILDWOOD PROPERTY OWNERS ASSOCIATION BOARD MEETING
October 10, 2009

1. Call to Order

Jean Antinozzi, Board President, opened the meeting at 9:04 a.m.

Other Board members attending were: Ruth Buchanan, Rob Guyette, Bob Maselek, Joe Nunes, Anne Stone, Bob Ueberbacher, Teresa Urbinati, and Ernie Zike. David Laks was also present early in the meeting via conference call.

A quorum was established.

Also attending: Nick Urbinati, Property and Management Chair; and Will Greene, Property Manager.

2. Welcome to New Board Members: Jean welcomed Rob Guyette and Joe Nunes, newly elected Board members from Districts #3 and #5, respectively. Teresa and Jean are preparing welcome folders which will contain copies of the rules and regulations and describe the responsibilities of Board members.

3. Minutes of August 22nd, 2009

Ruth moved that only motions be recorded in the minutes. The motion was seconded. Teresa moved an amendment to the motion to redact other discussion from the minutes, and this was seconded. The amendment and motion were carried.

Bob Maselek moved to approve the August 22nd minutes as amended. The motion was seconded and carried with abstentions from those not attending the August 22nd meeting and with Bob Ueberbacher opposed.

Teresa moved to include the community forum discussion as a separate item in the future, not to be part of the approved minutes, and that we not distribute unapproved minutes. The motion was seconded and passed with Ernie, Rob, and Bob Maselek opposed.

4. Corrections to Previously Approved Minutes: The board approved amendments to correct non-substantive corrections to previously approved minutes, as attached.

5. Reports:

- Manager's Reports of August and September: Will Greene

Fall preparations: Will reported that fall preparations are on schedule and the remaining preparations depend on seasonal timing.

Tree trimming at blueberry meadow: Peter Kukk of I View Drive requested the Association to trim the trees on common property below his house. The trees have grown to obstruct his lake view. Will reported that some trees which were damaged in the ice storm are too large for staff to remove, and also a NOI (letter of Intent) must be filed and approved to cut trees within so many feet of the swale.

Road sand: Will received approval to buy road sand for the winter.

- Enforcement Order of Massachusetts Department of Environmental Protection (DEP) violation: Shrubs have been purchased for the workshop access road and the changed planting schedule was approved. Work is ahead of schedule, and Will will ask for inspection by the Conservation Commission.

- Laundry Update:

Septic system: This is completed, and we are waiting for inspection of plumbing and electrical after which we can pour concrete. Wes will paint the walls before the plumbing, gas and electrical work are started in the clubhouse. A December completion date is possible. A security camera and card system will be supplied with the contract by the current washing machine vendor. Audrey is checking into a security system which will have a card at the door.

Old laundry building: Use of this building will be put on the December agenda.

- Fox Den Beach Tie Downs: Stakes are approved to tie down the catamarans. Owners will be notified.

- Committee Reports/Minutes:

Security: Minutes of September 13th attached. Two main issues are security and maintaining the integrity of the lake. A gated community will be discussed in the future.

Finance: The date was corrected in the August minutes of the Finance Committee. Revised budget discussions are ongoing. David Laks suggested that we include a cash flow statement with the Treasurer's Reports. Budget workshop minutes are attached.

Personnel: A motion was made by Jean, seconded, and passed that Nancy Fiedler be approved as the Chair of the Personnel Committee.

Executive Operations: Minutes of August 22nd meeting are attached.

Insurance: A change in the policy now includes coverage for the lakes which was not included since 9/11. The 9/11 restriction on dams no longer applies. Bob Maselek expressed thanks to Greg Massey for his review of our policies.

- Treasurer's Report: August and September reports were submitted.

7. Old Business:

- Delinquent Dues: We are planning to go forward with judgments on long term delinquent dues members. The update on members in arrears was submitted. There are eight people with delinquent dues exceeding one year of \$34,282.88.

8. New Business:

- Management Structure: The proposed management plan was presented to the Board as attached with the understanding that there would be no increase in expense.

The goal is to develop a management structure for WPOA which complies with environmental regulations, maximizes use of WPOA financial resources and employee skills and employs staff responsive to WPOA needs. Teresa moved to accept the operating structure goal. The motion was seconded and passed with Ruth abstaining and Anne opposed.

Ruth moved that the Property Management Chair or designee be the direct supervisor of Will and Wes with a clerk to assist the Property Management Chairperson.

Bob Maselek moved an amendment to the motion that this arrangement would continue no later than the Annual Spring Meeting. The amendment and motion passed unanimously.

Teresa moved that the Board consider having a management company. The motion was seconded and failed with two in favor, five opposed and one abstention.

Therefore, the Board will not investigate the option of a management company.

- Employee Health Insurance:

Bob Maselek moved that the Board direct the Personnel Committee, by the November Board meeting, to investigate implementation of the increase of employee contributions by a yearly amount of 20, 30, and 40 percent, and investigate other plans. The motion was seconded and unanimously passed.

- Summary of Survey Responses: submitted by Bill McKay as attached.

- Dam Repairs:

Permit: We do not need to obtain a new permit to repair the dam.

NOI: This has been submitted.

Cost of repairs: The estimated cost for repairs is \$30,000 which does not include the coffer dam which may require \$10,000.

Contractor: The L.B. Company has been recommended as highly qualified in the area. In the interest of moving forward quickly with repairs, Bob Maselek moved that we do not follow protocol of soliciting three bids, but go forward with hiring the LB Company. The motion was seconded and passed with Bob Ueberbacher opposed.

Funding: Various budget options were proposed as well as borrowing from the CD's. or using money from the sale of the manager's house.

Fire Department Consideration: Bob Maslek moved that prior to draining the dam, we allow the Tolland fire department to put in a stand pipe in Otter Pond at a cost of \$1,000. The motion was seconded and passed. The fire department will go to the conservation commission for necessary approvals.

- Sale of Free Standing Lots: This topic will be at the top of next month's agenda.

- Flag Pole: Receipt for \$269.00 for purchase of flag pole and ladders was presented for reimbursement.

- Consideration of Suggestions of Frank Fazi from the Community Forum: Four finance proposals

were submitted, as attached:

- Cease spending monies not specifically budgeted except in emergencies;
- Allocation of non-dues revenues not in budget to be approved by membership;
- By-Laws are binding, not subject to Board overrule;
- Eliminate new capital budget items from 2009 budget unless approved by membership.

9. Correspondence:

- August 26th letter from Allen Liberman requesting assistance about restraining a dog.
- September 23rd e-mail from Dan Rego regarding paint can removal.
- September 26th letter from Tolland Bicentennial Celebration requesting a \$250.00 contribution.

7. Other: David Laks would like to meet with whomever can be present Sunday morning to discuss the budget.

8. Adjournment: Bob Maselek moved that the meeting be adjourned. The motion was seconded and passed at 12:48 p.m.

Respectfully submitted,

Anne Stone, Secretary

WILDWOOD PROPERTY OWNERS ASSOCIATION BOARD MEETING
November 7, 2009

1. Call to Order

Jean Antinozzi, Board President, opened the meeting at 9:34 a.m.

Other Board members attending were: Ruth Buchanan, Rob Guyette, David Laks, Bob Maselek, Joe Nunes/ Lois Elessor, Anne Stone, Bob Ueberbacher, Teresa Urbinati, and Ernie Zike. .

A quorum was established.

Also attending: Nick Urbinati, Property and Management Chair; Will Greene, Property Manager, and Wes Greene, Caretaker.

2. Community Forum

- Dan Rego, 4 Slope Road: questioned sand expenditure and how long it will last.

- Stan Rosen, 8 Beetle Road: expressed concern over the possible introduction of invasive species into our lakes from neighboring ones, especially Eurasian Milfoil and zebra mussels. He presented information regarding them and suggestions or actions we could take.

- Allen Liberman, 1 Beechwood Lane: recommends self policing by community and educational articles in the Newsletter regarding the problem of protecting the lakes from invasive species. Suggested joint meeting with Security Committee, Lakes Committee and Board to address the problem.

- Diane Massey, 43 Fiddlehead Lane: suggested that the invasive species problem should be discussed at district meetings.

(Wes Greene suggested the possibility of not allowing outside boats into our lakes.)

Diane also offered suggestions to enhance the marketability of Wildwood homes.

Jean moved that an ad hoc Marketing Committee be formed with Diane as Chair. The motion was seconded and approved unanimously.

- Andrew Corn, 9 Beetle Road: asked for an instant committee to come up with a strategy to address the community problem of invasive species.

A motion was made by Anne to forbid any outside boats from coming into the community and to close down the lake immediately until a plan is in place to control the use of the lakes.

The motion was amended to fully communicate our actions to the Town Hall , and for district directions to communicate this action by e-mail or letters. The amendment was seconded and carried and the original motion as amended was seconded and carried unanimously.

Bob Maselek agreed to prepare a standard e-mail and letter.

Joe moved that Stan Rosen be approved as chair of the Security Committee. The motion was seconded and unanimously approved. He will replace Brian McGorry who has resigned because of time restraints.

3. October 10th Minutes

The following corrections were made:

- David Laks was present: “early in the meeting”
- Minutes of August 22nd: add “and that we not distribute unapproved minutes.”
- Manager’s Report enforcement order: shrubs have been purchased “for the access road.”
- Laundry update: delete “rather than at the machines.”
- Fire Department Consideration: after pipe, add “in Otter Pond at a cost of \$1,000. The motion was seconded and passed unanimously.” The Fire Department will go to the Conservation Commission for necessary approvals.

Bob Maselek moved to approve the minutes as corrected. The motion was seconded and passed.

4. Reports

- Manager’s Report: Will presented the October Report

Sand: we will need two more loads of sand at a cost of \$350. to \$400. We use 8 – 12 loads per year. If we do not get sufficient sand to mix with the salt on hand, the salt will freeze and not be usable. Bob Maselek moved to authorize the purchase of two more loads of sand, and the motion was seconded and passed.

The enforcement order is on track.

Trees at the Meadow: some of the trees may not fall into the area requiring a NOI (Notice of Intent) from the Conservation Commission. Clearing up the tree damage from the storm is a different problem. Discussion concerned the question of whether it is the Association or the homeowner’s financial responsibility for removing or trimming trees which obstruct a view of the lake.

Staff harassment: Will and Wes brought up the situation of ongoing staff harassment. The correct procedure is for complaints to be made to district directors or to the Board, not to staff. Joe moved to include Nick in the Executive Session. The motion was seconded and passed.

Ice storm: it was discussed that the volunteers who selflessly helped clear the damage should be thanked publicly, especially Tom Buchter and Dave Barney. Wes pointed out that staff was in daily communication with the town about the storm to coordinate efforts. Letters will be placed in the personnel files of Will and Wes commending them for their outstanding service during the storm clean-up.

- Committee Reports:

Personnel Committee: October minutes were submitted.

Security Committee: reports were submitted.

Treasurer’s Report: the October report was submitted.

EXECUTIVE SESSION: commenced at 11:30 a.m. and the regular Board meeting resumed at 12:34 p.m.

5. New Business

- Proposed New Structure: David Laks moved to approve the job descriptions as amended in the executive session be approved. The motion was seconded and passed unanimously. Jean and Teresa will talk with Audrey and Will.
- Cost Analysis: Bob Maselek moved to approve the cost analysis as amended. The motion was seconded and approved unanimously.
- Lake Lock-Down: suggestions include changing the locks at the main beach wash station; ban all outside boats until further notice with the exception of those with permission by the manager. Nick will oversee changing the signs about boats entering the launch areas to “no boats allowed; see Manager.”
- Rescission of October 10th Motion: Ernie move that we rescind the Oct. 10th motion which excludes discussion from the approved minutes. The motion was seconded and unanimously carried. The Community Forum comments will be now again be included in the approved minutes.
- Finance Committee Update: the Treasurer presented the 2010 Budget Recommendations which were discussed, and three options were agreed upon for a membership vote.

Gate valve: contrary to what we had hoped, we will need a new NOI. Will recommends that we use the same engineer as before. Multiple bids are recommended.

Reserve budget: the reserve budget is to forecast spending for planning purposes, but not to authorize expenditures. The road reserve will be moved to the operating budget.

Approval level for expenditures: the September 24, 1990 by-laws state that “no monies in excess of seven hundred and fifty dollars (\$750.) shall be paid out, withdrawn or transferred except on check or draft signed by two Officers.” The Board recommends a membership vote to change the by-laws to raise the expenditure level requiring Board approval. Also Will and Wes should get approval from the Property and Management Chair for expenditures exceeding \$100. ,and Nick should be allowed to approve expenditures up to \$400. It will be the responsibility of the operations manager to ensure that expenditures have been budgeted.

• Association Meeting:

The meeting for approval of the 2010 budget is set for December 13th.

When the community members receive their billing for the year 2010 dues, there will an additional line for voluntary contributions to refurbish the Clubhouse.

ADJOURNMENT

The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Anne Stone, Secretary

WILDWOOD PROPERTY OWNERS ASSOCIATION BOARD MEETING
December 5, 2009

1. Call to Order: Jean Antinozzi, Board President, opened the meeting at 9:31 a.m.

Other Board members attending were: Rob Guyette, Bob Maselek, Joe Nunes, Anne Stone, Bob Ueberbacher, and Teresa Urbinati. David Laks and Ernie Zike were present via telecommunications.

A quorum was established.

Also attending: Nick Urbinati, Property Management Chair; and Will Greene, Property Manager.

2. Community Forum

- Lorraine Vines, 30 Fox Den Road; noticed that the staff IRA (Individual Retirement Account) contributions for Will and Wes had been removed in the proposed budget, and she appealed to the Board that they be reinstated.

(These have been reinstated: see discussion under "New Business, Job Descriptions.")

- Dan Rego, 237 Slope Road; noted that the October minutes omitted mention of the comment that the Board President ordinarily does not vote unless there is a tie. He commented that the Board President has full voting rights.

- Diane Massey, 43 Fiddlehead Lane; pointed out that the "ad hoc Real Estate Committee" should be entitled the "Marketing Committee," which was approved at the November 7th meeting. She asked whether or not there the \$2,500 Clubhouse Reserve account could be allocated for the refurbishing.

Response: The response was that the clubhouse reserve item is for roof repairs. David Laks said that if the budget is voted down, then funds could be included. Otherwise, if funds are requested later, that could be considered in a subsequent budget. The consensus was that sufficient funds could probably be raised independently.

3. Approval of Minutes:

- October 10, 2009 Approved Minutes: were amended to state that it was brought up by a Board member that the President should only vote when there is a tie vote. The amendment was passed unanimously.

- November 7, 2009 Minutes:

The following corrections were made:

Diane Massey's Wildwood address was corrected to 43 Fiddlehead Lane.

The "Real Estate" Committee was corrected to "Marketing" committee.

The minutes should contain the statement that the Board President has full voting rights. (See motion under "Other Business.")

The November 7, 2009 minutes were unanimously approved as corrected.

4. Reports:

- Manager's Report: Will presented the November Report

Road to Shop: 98% complete.

Security:

- a verbal estimate of the cost of sliding gates is \$60,000 for the front and back entrances.
- "no boats allowed" notices have been posted.
- the locks to the gate have been changed.

Otter Problem: the otters have returned to Otter Pond, and professional trappers should be considered. Paul Sandy had bought a license and obtained donated traps. However, the traps were moved by unknown persons, he does not want to continue with the liability, and the traps are no longer available. It was suggested that the community be notified that no one has a right to remove traps.

Rob Guyette volunteered to provide the traps and train the Wildwood staff in use of the traps; Wildwood would pay for the license. It was suggested that the community be notified that members have no right to touch the traps.

Ice-storm appreciation: Will thanked the Board for the gift cards to Wes and himself in recognition of their service during the ice-storm and its aftermath.

- MA DEP Shop Violation/Road Update: we are in compliance; some of the trees sited were not in the riparian zone. Straw will be purchased and seed will be put down.

- Annual Drawdown: today it is down 6'. An extension was received to drawdown to the yearly level unless ice forms first. We need a NOI (Notice of Intent) from the Conservation Commission every three years.

- Property Management:

Laundry update: We have approval for a 1,000 gallon propane tank. The gas hot water heaters are ready to go on. The washer/dryer contractor is not satisfactory. Construction is 80% complete. Included are vents for the new heater and outside windows. The card security system is still not resolved.

Card key Access: There are two quotes, Eastern Electronics and ADT, for a card security system to the clubhouse in order to access the new laundry. Quotes were requested from Sonitrol Security Systems who did not respond after two messages were left, and Front Point Security Solutions who indicated they had no interest. The consensus was that the obligation to receive three quotes was met. Nick recommended continuing with ADT and try for a package deal, and the consensus was that we should pursue this. A third camera may be necessary.

Island: It was reported that there is an island in front of a member's property with a request for its removal at this time. The NOI for this is covered. Funds for removal are not available in this year's budget, and David Laks will get an idea of the cost. Bob Maselek moved that we defer a decision about this until the spring. The motion was seconded and unanimously passed.

- Committee Reports/Minutes

Emergency Preparedness Plan: Jean Armitage and Tom Buchter are co-chairs and will get the names of people with health issues. Ted Locke, the town Director of Emergency Preparedness would also like to have the list. The town plan includes Wildwood.

Wildwood Security Committee Report: submitted with suggestions

Treasurer's November Report: David Laks

- The expense for the lake water testing is over budget by 275% due to increased mandatory testing.
- The total expenses will come in closely with the September estimates.
- Dave will have a modified power point presentation at the upcoming membership meeting. He suggests an explanation about the restructuring plan and comments about the estimated \$40,000 expenditure for the gate valve.

5. Old Business:

• Members in Arrears:

It was suggested that arrears information be included in credit reporting. Audrey will research qualified attorneys, and letters will be sent to delinquents about forthcoming action. Notification about delinquent action will be included in the WEB site. Currently, delinquent accounts total \$63, 267.79.

• Ice Storm "Thanks You' s": these have been put in files, and \$50.00 Cabella's gift certificates were given to Will and Wes for their commendable work during the ice-storm and its aftermath.

• Public Water systems Update/Compliance: Bob Maselek
We are in compliance, and we just need to send out a letter.

• Ice Storm Clean Up Plan: Audrey, Will, Wes, Nick
The plan is in progress.

6. New Business:

• NOI Estimates: The Office of Dam Safety and the Conservation Board are not extending the NOI. Fuss and O'Neill are suggested for submitting the NOI since they submitted the design for the original one. The conservation Board will have a special meeting to consider a Fuss and O'Neill NOI although the contract will not be possible until 2010.

One quote for construction has been received from the LD Corporation for approximately \$40,000. We will ask whether the cofferdam is included. The repairs can only be made during the lake draw-down.

• Job Descriptions/Titles:

Caretaker title: various suggestions have been made as substitutions for the title "caretaker" which would more accurately describe the responsibilities and scope of their work.

Job descriptions: Employees will contribute 20% of their health benefit premiums. Caretakers will receive a yearly \$1,000 contribution to their IRA's, and the Operations Manager will receive \$8,000, commensurate with her hours.

There will be no decrease in benefits. Will will be paid straight time for monitoring storms. We will send caretakers to training school for repair work.

Joe moved that we accept the job descriptions effective January, 2010, with changes. The motion was seconded, and passed with Ernie abstaining and no objections.

• Calendar: the tentative calendar was presented with the possible date change for the annual meeting from the fall to August, depending on the outcome of a vote at the December 13, 2009, membership meeting.

- Consideration of offering fill from the culverts to the community at the market price: the consensus of the Board was that this would cause a liability to the Association and we have no storage facility for the fill before it could be sold.

- Honorary member: the by-laws allow honorary members to be appointed from the general membership, but not as Board members. This discussion was deferred until more information was presented regarding the request.

- Correspondence:

Incoming:

- Letter from Tolland Bi-Centennial Commission: there was a request from Bob Maselek and Jean Armitage, co-chairs of the Bicentennial

Celebration for a \$250. contribution. There will be a town-wide parade with a fife and drum corps among many other events. Other organizations such as the Tunxis Club and the Campground have been solicited. Joe moved that we contribute \$250.00 to the Bi-Centennial Commission.

The motion was seconded, and passed with Ernie abstaining and with no objections.

- Letter from a member requesting assistance in restraining a dangerous loose dog: Control of dogs is a town responsibility. The policy is that a first complaint is registered with the homeowner, a second complaint requires the owner to muzzle the dog, and the third complaint requires action by the town.

- E-mail regarding paint cans: these could have been taken to a collection place in Great Barrington at a cost savings to Wildwood. This can be arranged by the Operations Director in the future.

- E-mail regarding security: concern was expressed about information publicizing events which could affect Wildwood security.

- Refurbishing the Clubhouse: Diane Massey will shorten the letter regarding the refurbishing of the clubhouse and will then it will be distributed.

Outgoing:

- November 12th letter to membership regarding invasive species and action taken.

- November 16th letters of commendation sent to Will and Wes.

6. Other:

- Bob Maselek moved that the November minutes state that the Association President has full voting Rights, and the motion was seconded. This concerned the discussion that the President's vote can affect the outcome as the last vote in order to break a tie or when there is one more affirmative than negative vote. However, this does not negate the President's right to vote as any other member. The motion passed with Ernie abstaining and no objections.

- Microphone: it was suggested that a microphone for telecommunications be purchased.

7. Resignation of President:

Jean reviewed the accomplishments of the Board under her direction including a goal to evaluate the structure of the staff, identify gaps in responsibilities, and suggestions to strengthen the financial condition of the Association.

Her letter of resignation was submitted with reasons for her action. Attached.
In accordance with the By-Laws, Teresa, as Vice-President, will perform the duties of the President until a replacement is named.

8. Adjournment: The meeting was adjourned at 12:01 p.m.

Respectfully submitted,

Anne Stone, Secretary

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Attachment: Letter of Resignation: Jean Antinozzi December 5, 2009

I was appointed President of the Wildwood Property Owner's Association, Inc. in September 2008. I spent the first 4 months of my term evaluating the process and understanding the day to day operations of the organization. My analysis ultimately was that there were major gaps in operational controls along with little or no oversight of day to day operations. I brought my findings to the board and suggested we implement changes in procedure and structure. This was done in an attempt to strengthen the financial position of the organization. This was my ultimate goal for the community.

As you all know there has been an email circulated and agreed with by several members. The content of which is a direct attack on me. There is absolutely no basis or justification for any of the claims mentioned. These are total fabrications, this is one of many instances where attacks, either written or verbal, have been made on me.

Here are a few examples:

- President's voting rights questioned. Over 20 years of Presidencies, not one President has ever been challenged or questioned whether they had the right to vote until I became President.
- I was ignored and snubbed by 3 board members at the Fall Pot Luck dinner which I hosted.
- At the fall meeting one board member expressed her opinion to another member, not knowing my husband was sitting next to them, that I was the worst President that Wildwood ever had.
- I was publicly accused of having knowledge of the placement of tag sale flyers outside the community which I had no knowledge of and then was accused of lying about it by a board member. The only knowledge I had and approval I gave, in this case was the ok for the placement of flyers. I was never told, nor did I ask, where they were going to be placed.
- I could not have dreamed this type of behavior could take place here. When we bought here 13 years ago we loved this place, but we have seen this behavior from a small faction of the community that has really caused us concern. It is time for me to move on.

I am disappointed I didn't have the chance to get to know and work with the new members, I sincerely hope you can form your own opinion of these events and not judge them by the rumors and innuendoes that have been and are being spread by a select few.

Thank you,
Jean Antinozzi

WILDWOOD PROPERTY OWNERS ASSOCIATION, INC.

ANNUAL MEETING MINUTES,

DECEMBER 13, 2009

Call to Order: The Annual meeting of the Wildwood Property Owners Association, Inc. was opened by Teresa Urbinati, Vice-President, at 1:03 p.m. on Sunday, December 13, 2009. A quorum was established with 35 present and 51 proxies, for a total of 86.

The announcement of the resignation of Jean Antinozzi as President, effective

December 5, 2009, was announced by Teresa. In accordance with the by-laws, Article V, the Board of Directors will fill the unexpired term of the President by majority vote at the next Board of Directors Meeting (scheduled for January 9, 2010) until the next regular Annual Meeting.

Introductory Comments on Budget: David Laks, Treasurer, reviewed the goals of the Finance Committee: to establish cost controls, establish a reserve budget policy, review outside contracting, and approval of a reserve budget matrix. The year 2009 expenses were reviewed. Large unexpected expenditures were incurred for the ice-storm clean-up. It was pointed out that the end of the year reserve budget will be at the lowest point in ten years. This was mainly due to large outlays for the Otter Pond bathhouse, the new laundry, and the workshed. A new reserve policy and matrix will outline funding goals by category over time, and an adequate contingency fund will be included. The road reserves will be transferred to the operating budget.

In accordance with the by-laws, there should be a membership vote on reserve expenditures; if additional funds are needed after a vote approving the budget, there should be a membership vote for approval. The President may approve use of contingency funds for emergencies. The reserve budget has been set up based on historical data, and should be revised yearly. (The reserve budget was presented in the Newsletter.)

The operating budget includes increases in staff contributions to health insurance premiums. The shift of management duties to the Operations Manager with increased salary costs will be offset by the shift of all maintenance staff to hourly wages. There is also an anticipated decrease in part-time maintenance staff hours. Maintenance staff wages are competitive with those in the town.

The large expenditures anticipated for 2010 include repairs of the Lakeside Beach bath house and repair of the gate valve.

Meeting 1: Proprietors and Occupants of Private Way

Bill Habelt, Clerk, opened the meeting of the Proprietors and Occupants of Private Way. After discussion of the proposed road fee, **a call for a vote was moved, seconded and passed.** A vote was taken by ballot for the road fee of \$864 (low), \$889 (nominal), and \$890 (high). **The results were: 29 in favor of low, 26 for nominal, and 26 for high.** In the absence of a majority vote for any of the options, **a motion was made, seconded and passed to fold the high category into the**

nominal, and a vote was recast. Results were 24 in favor of low and 61 in favor of nominal. The road fee consequently passed at \$889.

A motion to close the meeting was moved, seconded and passed at 2:40 p.m.

Meeting 2: Cranberry/Otter Pond Budget

The meeting of the Cranberry/Otter Pond budget was opened at 2:42 by Teresa Urbinati. This meeting is open to all who have a right to use the lakes.

There was discussion about the urgency of protecting Cranberry and Otter Ponds from invasive Eurasian milfoil which has been identified in neighboring Noyes Pond and near-by Lake Buel, and there is also a danger of zebra mussels entering our ponds. The Security Committee is discussing various ways to prevent these invasive species from entering. It was pointed out that expenditures at this time for protective measures would be far less than the annual expenditures which would be necessary to control the species once they have been introduced. Consideration includes continuing to close down the ponds until a proper plan is in place.

A motion to call the vote was made, seconded, and passed. A vote was taken by ballot for the lake options of \$182 (low), \$203 (nominal) and \$256 (high). **Results were: 25 in favor of low, 26 for nominal, and 30 for high. It was moved, seconded and passed to take a yes or no vote on the nominal fee, and the results were 71 for and 9 against.** Thus, the lake fee was passed at \$203.

A motion to close the meeting was moved, seconded, and passed.

Meeting 3: Annual Meeting of the WPOA

1. The meeting was opened by Teresa Urbinati, Vice-President.
2. Approval of the Minutes of the September 20, 2009 Annual Meeting: **A motion to approve the minutes was moved, seconded and passed.**
3. New Business:

Approval of Budget: Motions was made, seconded and unanimously passed by a raise of hands to bring the proposed September 20th budget off the table and

reject it. There was discussion about the condition of the Lakeside bathhouse

requiring repairs of the foundation, roof and deck at an estimated cost of about

\$12,000.

A motion was made and seconded for approval of proposed budget for 2010 with 69 in favor and 13 against.

Approval of Dues: Options for dues to fund the budget were \$1511 (low), \$1569 (nominal), and \$1624 (high). **The vote was 22 for low, 41 for nominal, and 18 for high. Dues of \$1569 was thus carried.**

By-Law Change for Date of Annual meeting: **A motion was made, seconded and passed to permantly change the date of the annual meeting to August. The vote was 79 in favor and 5 not in favor.**

By-law change for Authority to Spend Guidelines: **A motion to change the by-laws for authority to spend was withdrawn and tabled until the community has the opportunity to vote on specific language.**

Approval of Funds from Reserves of \$40,000 for the Dam Repair: **This was approved with 76 votes in favor, and five not in favor.**

Approval of Funds from Reserves of \$12,000 for the Lakeside Bathhouse Repairs: **This was approved with 67 in favor and 14 not in favor.**

4. Security Committee Presentation: Stan Rosen
5. Date of Next Annual Meeting: to be set in August.
6. Adjournment: **A motion was made, seconded and passed to adjourn the meeting at 3:45 p.m.**

Respectfully submitted,

Anne Stone, Secretary