



WILDWOOD
PROPERTY OWNERS ASSOCIATION, INC.

2010 BOD MEETING MINUTES

WILDWOOD PROPERTY OWNERS ASSOCIATION BOARD MEETING

January 9, 2010

1. **Call to Order**: Teresa Urbinati, Board Vice-President, opened the meeting at 9:31 a.m.

Other Board members attending were: Ruth Buchanan, Rob Guyette, David Laks, Bob Maselek, Joe Nunes, Anne Stone, and Bob Ueberbacher.

A quorum was established.

Also attending: Nick Urbinati, Property Management Chair; and Audrey Miller, Operations Manager.

2. **Community Forum**

- Ann Rego, the Slope: expressed interest in becoming a member of the Nominating Committee, but she has not received a reply as yet. Bylaws specify the size of this committee to be from three to five members.

- Pat Ueberbacher, Chipmunk Crossing: requested unapproved minutes of the last Property Management Committee, but has not received them. Expressed displeasure with some Board members.
- Rosie Campbell, Stones Throw: agreed with Pat Ueberbacher, and she would like the Board to consider fundraising for the Clubhouse refurbishing.
- Diane Massey, Fiddlehead: thanked people who have donated to the Clubhouse, and mentioned fundraising. Asked whether there will be any money available for the clubhouse refurbishing project.

(Response: Dave Laks, Treasurer, responded that he will look into the reserves in 2010.

He believes that everyone in the Association should contribute as part of the dues. A proposal should be put together by Diane's Committee.)

- Dan Rego, the Slope: questioned the appropriateness of the actions of the Nominating Committee. Asked when the November Board meeting minutes would be posted on the Web site.

(Response: they are posted after approval and corrections incorporated.)

- Elaine Strinie, the Slope: asked why cars without stickers are not tagged.

(The response was that it is not a policy, and the question should go to the Security Committee.)

- Stan Rosen, Beetle Road: stressed that the Security Committee should address enforcement of car stickers; the importance of Board members displaying stickers; and questioned why we don't tow non-conforming vehicles.

Teresa would like the community members to refrain from making comments during Board discussions after the Community Forum is closed, unless allowed by a Board vote. Communications with District Directors are encouraged. However, there was not complete agreement, and Diane Massey suggested a time at the end of the Board meeting for community comments. Community feedback will be added to the agenda.

A Board member expressed displeasure with the nature of some community forum input.

3. Minutes

Joe Nunes moved, it was seconded and approved to accept the December 5, 2009 minutes with the following non-substantive corrections: under “Property Management,” the word gallons was added before the words propane tank; under “Committee Reports,” Tom Boucher was corrected to Tom Buchter; under “Old Business, Public Water Systems,” Bob Maslek was corrected to Maselek. Ruth and Teresa abstained because they had been absent at that meeting.

After approval of the minutes, **Joe moved, it was seconded and approved to amend the minutes by correcting Dan Rego’s address (under “Community Forum”) to 237 Slope Road, and under “Call to Order” David Lak’s name should be listed only under the category of “as attending via telecommunications.”**

4. Vacant Board Member Positions

- Nominating Committee Recommendations: Gert McKay, Chair

President:

The Nominating Committee Chair had not been informed about the new requirement that meetings be announced and held in the Clubhouse. In the future, the Committee will

comply with this requirement.

There were three candidates for President. The Committee's priority was that the recommendation for the office should be that of a "peacemaker." Teresa Urbinati was recommended, and the Committee believes she will bring continuity to the Board because she has been serving as Vice-President.

There was a question from the Board whether there would be a conflict with Nick, her husband, serving as Property and Management Chair. Gert responded that husband and wives can both sit on Boards. The Committee would not nominate an employee or member of an employee's family.

Teresa agreed to increase the Nominating Committee membership from the current three members . (The bylaws state that a Nominating Committee shall consist of from three to five members appointed by the President with approval of the Board of Directors.)

The person elected as the new president would serve until the next Annual Membership Meeting in August of 2010.

Joe moved, and it was seconded, that Teresa be selected as the new President for a term ending with the next Annual Membership meeting. The motion passed with two (2) abstentions, five (5) in favor and one (1) opposed.

Vice-President.

Marcia Eveland was recommended for Vice-President. She shares ownership of property on Fox Den Road with Charlotte Chapman. She is a pastor with many years of experience bringing people together; she has had experience in the insurance industry; she is adept at dealing with people; and she is very energetic.

The term would also end at the next Annual Membership meeting.

Anne moved the nomination, it was seconded and passed with five (5) in favor, two (2) abstentions, and one (1) opposed.

District #2 Director:

David Koerber, Lakeside Drive, was recommended as a replacement for Ernie Zike who has resigned. David has been a Wildwood resident for five years; is active and helpful on the documents committee (for which he volunteered); he has common sense and is impartial.

Bob Maselek moved, it was seconded, and passed to approve the nomination with five (5) approved, two (2) abstained, and one (1) opposed.

5. Reports

- Manager: submitted by Will Greene, attached.
- Property/Management: Nick Urbinati, Chair

Laundry: the laundry machines will be transferred on Wednesday; the plumbing, electric and alarm systems will be installed by the end of the week; and when the ADT cameras are installed, the project will be complete.

Dam Repairs: The Board agreed that Nick will be in charge of overseeing the dam repairs. We are waiting for a draw down date from the Conservation Commission. We need a price for the cofferdam. Repairs should start in September to be complete by December.

Dave, as treasurer, stated that the membership approved an expenditure of \$40,000, and if we need more, we would have to get Board and membership approval. A contingency fund should be included. It was pointed out that we only have estimates at this time, and the final price may be different. It would be the President's decision whether or not to use emergency funds. There will be an update on the dam at the spring meeting. Nick will put the specifications together and will seek three bids.

- Treasurer's Report: David Laks submitted the December 31st Report, attached.

Revenues and expenses were as expected. The reserve fund numbers are from the previous year. Line items included for 2010 include \$40,000 for the dam repairs, and \$12,000 for the Lakeside bath house. The January report will reflect the changes.

- District Directors: District #2, Bob Ueberbacher

Comments included: positive attitude about the new treasurer; more than one person should look at checks for approval; we need a new procedure to deal with the sale of lots for \$1,000; if lots are not contiguous or adjacent, perhaps they should be offered to others including the outside community; do we have a written policy regarding the sale of lots; reference should be made on hard as well as electronic copies.

- Board of Director's Responsibilities: duties as outlined, with the elimination of the bond requirement were discussed. A major change is that the CCR (Covenants, Conditions, and Restrictions) document is being reviewed by the Documents Committee. Also, the practice of District Directors contacting members regarding their delinquencies is discontinued. Teresa has compared this with the laws of Tolland. **David moved, it was seconded and all were in favor of approving the Board of Director's Responsibilities as outlined, above.**

6. Old Business

- Island Removal: the letter of December 9th from Joan Maxson and Paul Sandy of 207 Lakeside Drive was reviewed regarding the removal of a floating island from in front of their property. It was pointed out that the floating island was one which had been dragged to Lakeside Beach until an outside contractor could be arranged for removal. The island had gotten away and floated to the 207 Lakeside Drive property. The board clarified our plan to

float the island out as soon as the weather allows and we have a qualified contractor. Another letter will be sent to these property owners as stated above, and an apology will be included in the letter.

- Tree Removal: the January 5th e-mail from Kenn Carr, of 252 Fox Den Road, was considered, regarding a tree on Wildwood Property which is in front of his house and is leaning hazardously near power lines.

Will presented the list of 30 trees slated for removal which includes this tree.

- Members in Arrears: Jean Antinozzi has spoken to an attorney about the cost of obtaining court orders to place liens on members in arrears, and whether the statute of limitations would apply. It was pointed out that we should obtain bids from three attorneys.

- Job Descriptions/Titles: The consensus of the Board was that we should reconsider the job titles for “caretakers” in recognition of their responsibilities and skills. The suggestion of “property maintenance specialist” was deemed acceptable.

- Public Water Systems Update: Bob Maselek

We are in compliance with regulations, and we may receive a bill from the state. The state requires clean water tests.

- Security Committee Presentation: Stan Rosen submitted the attached report which will be presented to the entire committee. Andy Corn emphasized the threat to our lakes if invasive species enter. The question arose as to whether we should seek legal counsel if a fishing boat owned by Wildwood is made available to members.

- Ice-storm Clean-Up Plan: tabled until the next Board meeting.

7. New Business

- Calendar:

Newsletter deadline: moved to March 18th from April 3rd to allow three weeks notice for Annual Meeting.

Wildwood Board of Directors Meeting: moved to April 10th from April 3rd (corrected to 9:30 a.m. from 9:30 p.m.).

Property and Management Committee Meeting: moved to April 10th from April 3rd

Executive Operations Committee Meeting: moved to April 10th from April 3rd.

Spring Potluck Supper moved to April 17th from May 15th

Spring Membership Meeting: moved to April 18th from May 16th.

- Spring Meeting: this will be a called “special meeting.” Topics to be covered include a plan for lakes with proposed rules and regulations, and also budget expenses.
- Lot purchases: how do we handle the selling of WPOA non-adjoining lots? They are not considered green space any longer. Legalities and tax questions came up. Teresa will get information about the assessment of these lots.

8. Correspondence:

- Letter from Thomas and Alison Buchter, 6 Upper Otter: regarding moving driveway through adjacent wildwood lot for safety reasons. Alison will contact a lawyer or pay our lawyer to draw up a quick claim deed. The lot has been surveyed.
- E-mail from Rob Guyette, December 14th: regarding status of two lots he wishes to purchase. There would be an adjoining lot fee.
- E-mail from Jean and Art Antinozzi: regarding lots purchased from the Association to be taken back.

9. Other

- Priorities for the year are: lakes, forest management (Bob Ueberbacher to submit timeframe for plans), bylaws, budget.
- It was pointed out that standing committees should meet at least once a year.

10. Community Comments:

- Sue Moore: stated that the Board did not go to the community about selling lots; she gave suggestions including restrictions about buying property; she pointed out that lots that have been sold have not been recorded on deeds; she stated that we have been offered the lowest assessment.

(Response: the Board policy versus the membership agreement will be updated at the spring meeting.)

She believes that the Lodovico property is part of Wildwood. (She and Bob Maselek will investigate this.)

Suggests that when previously accepted minutes are amended, the current month's minutes should include a notation so signifying.

- Elaine Strinie: would like Board agenda to be published.

- Dan Rego: allowance for telecommunications are not included in the bylaws, wondered about the date set for the Annual Meeting, criticized the Nominating Committee.

11. Adjournment: Joe moved, it was seconded and passed that the meeting be adjourned at 1:53 p.m.

—
Submitted by Anne Stone, Secretary

WILDWOOD PROPERTY OWNERS ASSOCIATION

BOARD MEETING - Minutes

March 13, 2010

1. Call to Order

Teresa Urbinati, Board President, opened the meeting at 9:33 a.m. A quorum was established.

Bob Ueberbacher and David Laks were at the Bank and joined the meeting after the start.

Anne Stone, Secretary, was not present.

Also attending were Joe Nunes, Rob Guyette, Bob Maselek (acting as secretary) Marcia Eveland and Dave Koerber.

2. Community Forum

Loren Clark, 55 Lakeside Dr. discussed the 1972 By-Laws and the Deed of Transition and their applicability to Wildwood. He also explained that according to Massachusetts law and court cases restrictions on private property are not allowed. Loren also went on to state that in 1998 Wildwood recorded a CCR document and the original property owners are the ones to rescind that document. Joe asked Loren if he was asking the BOD to clarify this. Loren said "yes". Teresa then said that the Wildwood documents Committee will be updating the BOD on this at a later date.

It was noted the Mr. Fazi was on the phone at this time.

3. Approval of January 9, 2010 Minutes

Joe noted that Dave is the District 2 representative not District 5 as noted in the Minutes. Also after the phrase "Nick will put specifications together..." add the word "and".

Teresa noted that the Minutes under Community Forum should reflect that the proposal being put together is "by Diane's Committee".

Bob Maselek moved to accept the Minutes. **Joe seconded and they were approved unanimously.**

4. Manager Reports

Nick Urbinati reported that the Laundry was 95% completed. Items remaining are a filter installation, and an exhaust fan installation. The parking lot needs to be tarred. Nick will

get bids. Bob Ueberbacher asked Nick about the Clubhouse roof. It was noted that the Finance Committee will discuss it this afternoon. Nick left the meeting.

The new BOD responsibility Notebooks were passed out by Teresa.

At about 10:00 am Audrey Miller, Bob Ueberbacher and Dave Laks returned from the bank.

5. Old Business

In talking about the Nominating Committee it was stressed that it's a very important committee. Rob stated that he personally did not like the Nominating Committee process. The Committee needs to give the BOD more choices and more information. Teresa is looking into possible changes on the Nominating Committee. Marcia stated that we might ask the District Directors to solicit more candidates. Teresa stated that we might go to 5 people on the Committee. Rob would like to see the BOD interview all the candidates. For the President and VP Dave Laks said that we should get experience people.. Bob Ueberbacher said that we need as democratic process as is possible. Several members discussed the importance of trust in the BOD and its processes.

The dam repairs will take place in the fall of 2010. We have one bid so far.

We are OK with the Public water requirements although Bob Maselek will write the State to ask for a waiver. Susan Moore suggested that we investigate a waiver to Bob who in fact checked with the Tunxis Club and they do have a waiver. Wildwood will do the same.

With regard to the Security Committee, Stan Rosen passed out a packet about the process to deal with invasive species in the ponds. Basically the Commonwealth of Massachusetts uses a thorough boat washing procedure where invasives are a threat. At Wildwood, all transported boats must be washed by Will or Wes. We need to procure boat stickers for all boats including guest passes. Bob Maselek thanked Stan for all his hard work on the invasive project. Scott Burghoff , Chairman of the Lake Committee, stated that he originally thought Stan's procedure was too strident, but now after seeing the material and thinking about it agrees we need to do it. The BOD discussed how we would publicize the procedures and the use of the Wildwood Newsletter.

Note that we have invited the MA DCR to meet with us on June 4, 2010 at the Clubhouse. People interested in the Pond water quality should try to attend.

Dave Koerber said that he felt the entire procedure was onerous and unenforceable. He feels that education and not unenforceable rules are the answer. Stan defended the process and Rob said that we must do something to stop invasive species at our ponds.

Bob Maselek moved to accept the boat and trailer registration forms generated by Stan. **Joe seconded and it was unanimously approved.**

A motion was made by David Laks to change the rules from allowing an owner to wash their boat to washing by Wildwood staff. Bob Ueberbacher seconded. **It was approved by the BOD** with only Dave Koerber opposed.

It was noted that we do not have the \$4,000 in the budget for a power washer and therefore we will use a vinegar wash. Bob Maselek made a motion to use the vinegar wash procedure, Marcia seconded **and it was approved by the BOD** with only Dave Koerber opposed. If we see that we need to do more than the vinegar procedure, we probably will go to the membership at the Spring meeting if we need to place the cost of the Power Washer in the budget. Dave Koerber reiterated that he disapproved of the boat mandatory washing procedures as being onerous to the community.

6. New Business

The Committee review, Guest policy and 2010 revised calendar were not discussed

Review of correspondence—Culvert problem. Will thought it was a Wildwood problem. We would need to hire an engineer. Bob Ueberbacher asked if we could do an NOI without an engineer, Audrey said this was not in her skill set and asked Bob Ueberbacher to take the lead on working the NOI, as he has experience with this.

Due to the time constraints, the other emails and letters were not reviewed at this time.

7. Closing community open forum

Susan Moore commented that a lot at Wildwood had been sold by Wildwood and the membership was not told of it.

8. Executive Session

The Board went into executive session and the residents present were asked to leave at that time. The BOD went into Executive session at 1:14 pm. At this time, Ruth asked to see Wildwood employee personnel files.

9. Adjournment

The Board came out of executive session at 1:20 p.m. and the meeting was also adjourned at that time. It was noted that Mr Fazi was no longer on the phone.

Signed and respectfully submitted by:

Robert Maselek

WILDWOOD PROPERTY OWNERS ASSOCIATION

BOARD MEETING

April 10, 2010

1. Call to Order

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

Attending were Teresa Urbinati, Marcia Eveland, David Laks, Bob Maselek (acting as secretary), Rob Guyette, Ruth Buchanan, Joe Nunes, Bob Ueberbacher and Audrey Miller.

Anne Stone, Secretary, and David Koerber were not present.

2. Community Open Forum

Dan Rego arose to talk to the BOD. He stated that he sent an e-mail to his District Director (Ruth Buchanan) and it was ignored. Ruth said her e-mail service was down. He said he did not believe her and that just Ruth purposely ignored him. Teresa said it was not proper to talk about that now and that Dan's comments were inappropriate. Dan said Ruth disrespected him and asked Ruth to step down and resign from the BOD. He then asked the BOD to ask Ruth to step down. This was not discussed further at this time and Pat Ueberbacher arose to speak.

Pat Ueberbacher spoke about her letter in the meeting packet. She noted that Teresa speaks about transparency and the new BOD members this year do not know all the facts. She has called for resignations of certain BOD members (Bob Maselek, Anne Stone and Ruth Buchanan) for specific reasons. She mentioned that the members of the previous BOD caused the past President great distress such that she is selling her house.

Teresa said that Stan Rosen could not be present but wanted to talk to the BOD by phone.

3. Approval of March 13, 2010 Minutes

In Paragraph number 8 we need to add word "into". Also Dave's name is spelled Koerber. As to any criticism by the membership () of "edited" minutes, Joe said minutes are difficult to take exactly. The Secretary is human. You do the best you can. We will talk about this later. The March 13, 2010 minutes were unanimously approved.

4. Manager Reports

Operations Manager- The dam repair was approved. Audrey asked whether we need a phone downstairs. We could save \$900 by taking it out. Will and Wes are usually outside or could check the office phone. We should add an email address for Alison. Part Time Crew - Dan is not coming back as he wants more hours. Audrey has 2 people interested. So as to attract Wildwood residents who may be interested we will bring it up

at the spring meeting. Bob Ueberbacher said we usually got more bang for the buck with experienced workers. He asked about flooding downstairs and Audrey said it was due to an altered curtain drain.

Property Management-Nick Urbinati said the laundry is now 99.9% done. One thermostat is needed. The Lakeside RFP is out. Wildwood staff, Wes and Will, will shore it up. Audrey is to do an RFP for paving behind the Clubhouse. As to downstairs flooding the curtain drains had to be removed from the septic system. These will be fixed. Nick came to Wildwood during the big rainstorm and inspected the Larsen driveway problem. We need an NOI so that an engineer can calculate the size of the pipe needed. The BOD suggested that Nick talk to the Larsen's personally.

Security-Stan Rosen called in at this point. Stan talked about if a boat left the waterfront what happens. Stan went over many statistics and numbers about how many boats are there. Basically we can trust the boat owner that store boats on their property or institute a "wash" or a verifiable system (like a plastic lock of the boat to a trailer).

Teresa said that we appreciate the information and give thanks for his efforts, but that we have to move along with the meeting.

Property management-Nick resumed his report. He continued to discuss the Larsen issue. More culverts are needed. They must be sized properly. He priced out with cost estimates as follows:

- Pipe: \$2000-\$3000
- NOI: \$2500-\$3500
- Rent machine from Wes: \$1500 -\$2000
- Rent bulldozer: \$1000-\$1500

Dave Laks said we need to also look at outside contractor re the machine from Wes to avoid looking like it was a conflict of interest. Dave went on that there is no money in the budget for this entire project. Nick said it was a big project such that he wanted the BOD to know of it. Nick said someone needs to talk to Larsens.

Personnel Committee- Nancy Fiedler spoke to the BOD. She talked about the changes to the Personnel Handbook. These changes were approved at the December 09 meeting and additionally other wording changes are being made. Rob suggested that that vacation approvals should be made by the Operations Manager not the President. We should clarify this in the Handbook. Ann Rego joined Nancy as several sentences were changed. Audrey took down exactly which changes were recommended by the BOD. The BOD deleted the word "generally. Under a "workman's comp" sentence, the BOD added a phrase about liability. The BOD further removed a sentence about "work status reports". Ann and Nancy reviewed and approved the changes and Audrey will make them.

Bob Ueberbacher brought up a question about the Operations Manager function and whether the Property Maintenance Specialist job description required a chain saw operation. Rob stated that all personnel should use safety gear, even if that is not in job description. For a chainsaw for example this would be glasses, gloves, chaps, sound

protection. Rob said OSHA does not apply since we have fewer than 7 employees. Dan Rego said he just finished training and while OSHA does not apply we should always have employees follow OSHA guidelines as to safety equipment. Teresa reminded Dan that under the BOD rules he should wait to speak until the end of the meeting.

Treasurer's report- Dave Laks went over some summary budget numbers. We took in \$46,000. We spent \$28,000. Balance is \$258,000. Ruth asked about outstanding accounts payable and if there was anything alarming in the reports. Audrey and Dave thought things were steady. Dave said Finance Committee is still looking at cost controls. Dave said Bill McKay took the lead on what is an "emergency" (important since the president can spend some money unilaterally during an emergency) for the Committee. Dave will present this at the spring meeting

Bob Ueberbacher spoke about the necessity of the BOD having a full packet of information if there is to be a vote on something. Dave said if an item is over the amount budgeted, the BOD must vote and the BOD should have a full packet. Joe reiterated that we need the full packet and Bob Ueberbacher said that we need it to act responsibly. Teresa stated she believed that the Operations Manager would be supplying the Board all the necessary information to make an informed decision.

Forest Management- Bob Ueberbacher said we need help from Trails Committee to do the tree survey. There was a discussion of downed trees. Bob said those trees can be removed now. Bob reiterated that the forest management project was a long term project (maybe 5 years).

District Directors- Bob Maselek stated that 2 owners on Owls Nest were now off the Wildwood owners list. One moved away and one passed away at home. Bob Ueberbacher said an owner in his District suggested stone dust instead of paving behind the Clubhouse. Rob talked about fixing up or removing the rear gate to Wildwood. The BOD thought painting it was best (rather than removing it). Rob wants to remove all the dead pine trees near the rear gate. He wants to ask our staff to help. The BOD said that was OK. Wes will dump the old pine trees on Rob's property. The BOD said OK to that also. Dave Laks suggested on issues like this it should go to Audrey and 2 BOD members to decide rather than the entire BOD. Audrey asked for planning purposes how long it would take Wes to help Rob. A couple of hours seemed right. Teresa said the BOD needs transparency here, so no one thinks something underhanded is going on. Bob Ueberbacher brought up that the Wildwood roads, plus 5 feet into the woods on both sides should be cleared of downed trees. Teresa to check on this as Marcia stated that there is no way one could go in five feet on Fox Den without getting into peoples' yards. The BOD affirmed that brush chipping for owners continues to be suspended.

VP Report- Marcia gave a handout about e-mail and open forum policy. (See attachment) She expressed concerns about open forum.

5. Old Business.

Frank Fazi- Frank spoke about his disappointment with the 2009 BOD and its spending. In addition Frank pointed out that there were specific areas where the bylaws were not adhered to and that last year the Board did not follow. Teresa pointed out that the Board followed the common practice of the last 30 years. He wrote to the BOD and received its response. Frank said that the BOD cannot spend money outside of the budget. That

is in the Wildwood by-laws and he read the section to the BOD. (Art 10, section 1). Dave agreed, but said that the Finance Committee has agreed that the BOD can spend no more than 2% of the budget, that is a small amount, about \$6000 as a contingency fund. To spend more than the 2% the BOD must go to the membership for a vote. Frank asked what happens if the BOD goes over that amount. The consensus seemed to be that the community could vote out the BOD.

MEETING BREAK HERE.

There was a discussion of members in arrears in paying dues. Rob stated and most agreed that we cannot allow members not to pay dues. Joe asked if we do use an attorney can we do research so that we minimize the attorney fees. The BOD agreed to go with attorney Steven Reilly. Audrey is to talk to attorney Steven Reilly (most inexpensive) to see what he will do for how much money.

Dam repair- talked about before. Ruth mentioned that the floating islands were being moved away from homeowner property. Audrey stated there have been reports of more islands are surfacing.

Public water- Bob Maselek stated that there were no issues.

Boat Washing-The BOD voted to go with the "trust" procedure, and not make people who leave their boat on their property wash their boat every time they returned to the beach.

Larsen Meadow drainage issue- must go into next year's budget. Nick to talk to the Larson's regarding the plan.

Spring meeting- This is next week. Lakes Committee meeting is before the Spring meeting. Bob Maselek will do a presentation on the property restrictions. There is a Pot Luck dinner at the Clubhouse Saturday night at 6:30pm.

Nominating Committee-Teresa is working on the Nomination process and Nominating Committee makeup. Teresa talked about having 2 nominations from the Committee not just 1. Rob agrees with this.

Laundry key fobs (from Dan Rego correspondence to BOD)- After discussion, the BOD decided to issue free fobs the first time to laundry users, but to charge \$7 per fob for replacement fobs. Fees will be refunded to those who already paid.

BOD members on Committees-Teresa went over each Committee to make sure a BOD member was on each. Bob Ueberbacher said each Committee should submit minutes to the BOD after each meeting. Audrey will send a reminder.

Building Committee- said that there was an owner who never contacted Wildwood to make alterations. She reminded him to do that.

Guest policy- discussion was tabled.

Correspondence—Dan Rego has sent the BOD an email about the BOD not following governing documents. He cited the rationale that the BOD stated about

using less gasoline and the Ford Ranger truck. Teresa said that she and Dan just see things differently. There was a discussion of whether or not there was any saving in buying the Ford Ranger pickup. People disagreed. Marcia said OK, the comments are duly noted. Rob said they are duly noted. Dave Laks said let's look forward not backward. Teresa stated her comments were not in regards to ROI as Dan indicated in his email; they were only in regards to gas savings. Many other factors would go into a ROI.

Discussion of appointments of Marcia and Dave Koerber- They will be ratified at the next meeting. Dan Rego wanted to speak, but Teresa said at the end of the meeting.

Bob and Pat memo re: minutes- already addressed

Telecommunication-Bob Maselek volunteered to draft wording so that a BOD member can listen, talk and vote by phone. This needs a by- law change.

Chat room- Karl Ellison does not want to continue to maintain this. Maybe someone at spring meeting will come forward or it will be dropped.

Sale of lots- Teresa asked Susan Moore to provide some information which she has not done yet.

Otter Pond letter- Tabled discussion until next month.

6. Community Forum

Dan Rego stated that only the permanent and standing committees must have a BOD member on them. All Committee minutes should be posted within 15 days of the meeting. We are not bound by OSHA, but its good practice to adhere to them. As to trees to Rob's house Dan had no problem, but wanted to point out potential Wildwood liability.

With respect to interim appointments (Marcia and Dave), their term ends at the Annual meeting. Bill McKay agreed that was the past practice. Bill went on to explain that his wife Gert has years of service to Wildwood and that should be taken into account. Bill also pointed out that the area near the mailboxes is a real mess and should be cleaned up.

Bill said the woods generally in Wildwood are a real mess and it will take many years to clean them up. He said that home owners near the Red Trail should help clean up their section. With respect to the budget Bill said it needs to be flexible.

Ann Rego spoke about the value she could be to the Nominating Committee. She wants to be a volunteer on that Committee. Ann said as to term limits, she said Committees need fresh ideas and new people, She said she sends e-mails and gets no response. Teresa said she is seeking nominations for the Nominating Committee and that the committee must be in place 60 days before the Annual meeting. Today Gert and Ruth constitute the Committee. Teresa said there will be no less that 3 and no more than 5 on the committee in the future. Dan indicated that we need to advertise that positions on the Committee are open. Teresa will announce that at the spring meeting and something will also go in the Newsletter.

Pat Ueberbacher asked a question about the by-laws and which ones governed. It was agreed that the set on the Web site govern.

Bill McKay said that Term limits are bad. His wife has done a pretty good job.

7. Executive session

At about 1:10 pm, the BOD went into Executive session.

At 1:40 pm the BOD came out of Executive session.

8. Other business

A call for resignations of certain BOD members by Pat Ueberbacher. Bob Maselek and Ruth Buchanan said they would not resign. Anne Stone was not present. The BOD discussed and Marcia moved that Bob, Ruth and Anne stay on the Board and that all Board members take seriously concerns brought to them from the community. The BOD voted a Motion of Confidence. The BOD voted and the Motion of Confidence carried as follows:

Ruth Buchanan: 7 to 0

Bob Maselek: 6 to one opposed (Bob Ueberbacher)

Anne Stone: 5 to one opposed (Bob Ueberbacher) and one abstained (Rob Guyette)

9. Adjourn

The meeting adjourned at 1:49 pm.

Minutes respectfully submitted,

Bob Maselek

WILDWOOD PROPERTY OWNERS ASSOCIATION BOARD MEETING

May 1, 2010

9:00 a.m.

1. **Call to Order**: Teresa Urbinati, President, opened the meeting at 9:01 a.m.

Other Board members attending were: Ruth Buchanan, Marcia Eveland, Rob Guyette, Dave Koerber, David Laks, Joe Nunes, Anne Stone and Bob Ueberbacher. Also attending was Audrey Miller, Operations Manager.

Bob Maselek was not present.

A quorum was established.

2. **Community Forum**

- Frank Fazi, of Woodchuck Hollow Road: questioned whether the 2009 Board had followed Article #10, section #1 of the bylaws.

Teresa's Response: It was her opinion that the 2009 Board followed the same practices that Boards have followed in past years.

- Dan Rego, The Slope Road: appreciated the Board's vote at the executive session; this should be made known to the general public.

Teresa's Response: she gave him a copy, but said that it may be misunderstood.

Dan also mentioned that the by-laws state that members in good standing have the right to serve upon any committee... (as such offices and committees may be established and filled pursuant to these bylaws).

Community Forum was closed at 9:09 a.m.

3. Minutes of April 10, 2010:

- Under "District Directors": The VP Report should state that "Marcia gave a hand-out about e-mail and open forum policy." (See attachment.) She expressed concerns about open forum.

- Under "Correspondence": After the first sentence, add: "In addition Frank pointed out that there were specific areas where the bylaws were not adhered to and that last year the Board did not follow. Teresa pointed out that the Board followed the common practice of the last 30 years.

- Under "Other Business": This should state that "Marcia moved that Bob, Ruth, and Anne stay on the Board and that all Board members take seriously concerns brought to them from the community. The Board voted as follows:"

Ruth moved that the minutes be approved with changes as made. All approved with abstentions of Anne Stone and Dave Koerber.

4. Reports:

- Operation Manager's Report: Audrey Miller, Attached

The "No Boats Allowed" signs to be replaced with requirement about boat washing.

- Property Management: Nick Urbinati, chair

prepared list of projects and guesstimates for future;

hope to begin design phase for 2-3 years in future;

need consensus for Fox Den Bathhouse - unisex or separate: suggest mailing to:

residents and Districts 1 and 2 including fact that separate will be more costly; they

will also be handicapped accessible.

- Treasurer's Report: David Laks, chair (attached)

dues and expenses as expected;

need to get budget together for next year within the next couple of weeks; Dave to

prepare preliminary budget for Finance Committee to review and present to Board in

July for August Annual meeting;

non-budgeted expenditures up to 2% of operating budget may be approved by majority of Board.

- Forest Management: Bob Ueberbacher, chair

Massachusetts Forest Cutting Procedures Act (attached)

recommendation that inventory be the first step, committee is trying to convene group to do inventory.

- District Directors:

Rob painted the back with the help of his wife and his company's equipment;

Bob Ueberbacher would like to get e-mail addresses for his district for communication with district members.

- Article 15 Rules and Regulations: *"Nothing shall be done to impede or interfere with the easement of five (5) feet in width along both sidelines of any Lot reserved for purposes of surface drainage and installation of public utility lines."*

Past practice has been to proceed with safety issues when possible within the five feet and then work it out with property owners.

5. Old Business:

- Spring Meeting overview: a quorum was not present; the meeting was well prepared and executed; reports will be linked to web site.

- Nominating Committee member recommendations:

Procedure for Nominating Committee outlined in Article IX (Section 1)

Teresa's recommendations in accordance with her criteria:: Joe Nunes, Board liason; Debra Desmond, Diane Massey, Elaine Habelt, Doryce Seltzer.

Ruth moved acceptance of recommendations. The motion was seconded and carried with six in favor: Ruth Buchanan, Marcia Eveland, Dave Koerber, Dave Laks, Anne Stone, and Teresa Urbinati. Bob Ueberbacher opposed, and Joe and Rob abstained.

- Adjoining Lot sales and Lot donations:

Sue Moore was asked to make her presentation. (Documents attached.)

A committee was formed composed of Joe Nunes, Anne Stone, Rob Guyette, and Bill McKay to research and bring a policy to the Board for approval including current status, recommendations and legal issues.

- Otter Pond: Bill McKay

Only five properties include waterfront; the rest of the waterfront is Wildwood property with a 10' buffer zone. **It was moved that homeowners be notified that they are allowed thirty (30) days to remove personal property from Association land, and if that is not possible, they must get in touch with the Board. The motion passed unanimously with Bob Ueberbacher abstaining.**

- Members in arrears update: Attorney Reilly will be asked to pursue.

- Boat Registration and Stickers update:

Approximately two-thirds of members have applied for boat stickers. The stickers must be picked up at the office. There will be a peelable sticker to apply for yearly updates.

Stan expressed additional concerns.

- Drainage issue on Meadow update: Larsens will provide price estimates.

6. New Business:

- Documents Committee: Greg Massey and Teresa Urbinati have resigned. Bob Maselek is the new chair.
- Security Committee: Teresa Urbinati resigned, Rob Guyette is the new coordinator.
- Guest Policy: proposed 8/16/09 addition to Rules and Regulations Regarding Guests: attached.
- Board meeting and Minute Recording Guidelines: Anne Stone suggested we conform to recommended guidelines as attached: these conform to Roberts Rules recommended and in addition suggest an addendum with an Action Item List.

Anne Stone also pointed out that in conformance with Board policy for unapproved minutes, that committee minutes also should not be made available until they are approved.

- Telecommunications: in regard to the proposed bylaw regarding telecommunications, the Association has the ability to conduct these openly for all members by means of setting up conference calls.

8. Community Open Forum:

- Dan Rego suggested that District Directors respond to all e-mail, and should state if the e-mail has been forwarded to the Board.

He also mentioned that Ruth Buchanan and Dave Laks were in attendance at the April 10, 2010 Board meeting, but their names were omitted.

He requested that in the letter asking opinions regarding the two choices for the Fox Den Bathhouse, the estimated price for each option be included.

- Bill McKay, Otter Pond Trail: mentioned that chips are needed on ROWs, some culverts need cleaning, and the Red Trail clean-up has been started.
- Frank Fazi: believes that the sub-committee for Otter Pond should look at our legal liability for the Otter Pond buffer zone if the town Conservation rules are not adhered to.

Audrey Miller, Operations Manager: should we charge the usual \$25 fee for use of the Clubhouse for yoga classes during the summer?

Board response; the Board consensus was that since the yoga sponsor charges a fee for her services, the rental fee is appropriate.

Audrey Miller asked for clarification as to how to differentiate between budget/spending issues that should be taken to the community or should be decided by the Board.

Adjournment: **Ruth moved and it was seconded and unanimously approved that we adjourn at 12:12 p.m.**

Respectfully submitted,

Anne Stone, Secretary

WILDWOOD PROPERTY OWNERS ASSOCIATION BOARD MEETING

June 5, 2010

9:00 a.m.

1. Call to Order: Teresa Urbinati, President, opened the meeting at 9:04 a.m.

Other Board members attending were: Ruth Buchanan, Marcia Eveland, Dave Koerber, Bob Maselek, Joe Nunes, and Anne Stone. Also attending was Alison Buchter, Office Assistant.

A quorum was established. Arriving after establishment of the quorum were David Laks and Bob Ueberbacher.

Absent was Rob Guyette.

Teresa reviewed highlights of the "Weed Workshop." Prevention is best; report any plant that is different or strange. She suggested that we post a list of members who attended so that any questions may be directed to them.

2. Community Forum

- Frank Fazi, whose address was stated as Fox Den was corrected to Woodchuck Hollow Road in unapproved May 1, 2010 minutes.

- Dan Rego, The Slope Road:

Commented that the Clubhouse floors look good after refinishing; a new sealer is being used, they were not refinished.

Questioned procedures for staff monitoring at front gate on Memorial Day week-end.

Teresa's Response: the same procedures were used as in the past. If there is a back-up, the staff do not take the time to write down plate numbers. Everyone is stopped; staff cannot always see Wildwood stickers.

- Greg Rota, Fox Den:

He noted 5 boats without stickers over Memorial Day, questioned whom to contact; Showed pictures of weeds hanging over from boat trailers on roads(not entering Wildwood);

Presented the penalty policy of the Westborough Association for violations

(attached) and suggested that a similar procedure could be applied to non-conforming boats at Wildwood.

- Andy Corn, Beetle Road: pointed out the need for a sense of urgency regarding the necessary precautions regarding invasive plants, and suggested that we should go door-to-door communicating the threat.

Community Forum was closed.

3. Minutes of May 1, 2010: It was noted that Frank Fazi lives on Woodchuck Hollow Road, not Fox Den. **Bob Maselek moved approval of the May minutes as corrected. The motion was seconded and passed unanimously.**

4. Reports:

- Operation Manager's Report: Audrey Miller (attached)
- Property Management: Nick Urbinati, chair; ongoing.
- Treasurer's Report: David Laks, chair (May report attached)
- no extraordinary issues
- Audrey is using the new process of getting multiple bids;
- the 2011 budget draft will be presented at the next Board meeting, and there will be flexibility within budgeted amounts;
- Marcia suggested that at the annual meeting, specific items should be highlighted which are incorporated in the various dues options.
- **Bob Maselek moved to institute cost controls. The motion was seconded and unanimously approved.** Copy attached.
- Cost control policy will be added to the Board Book.
- District Directors: directors reported that receiving the e-mail list for their district is extremely helpful.

- Bob Maselek: District #1

Howie Kleinberg would like access to the boat launching area before and after

the established hours of 8:00 a.m. and 5:00 p.m. because he is handicapped and has a big, heavy boat.

The Board voted to suspend the rule against non-members speaking during the Board discussion, and allowed Stan Rosen to speak. There were five votes in favor

with Dave Koerber, Bob Ueberbacher and Ruth voting against and one abstention.

After Stan's comments and discussion, the Board resumed its discussion about Howie's request.

Ruth moved that Bob Maselek and Dave Laks write a contract for Howie

which would be brought to the Board for approval with procedures allowing him

access to the boat launching area before 8:00 a.m. and after 5:00 p.m. (The

consensus of the Board was that he should not be given the key to the gate.) **The motion**

was seconded and passed with negative votes by Dave Laks, Bob Ueberbacher and

Marsha.

- Bob also mentioned that William Mickel, 45 Owl's Nest, has died, with his niece as the only known survivor. The house has Board of Health issues which have not been addressed by the niece, so Bob has reported the situation to the Board of Health.

- Committees:

Hiking Trails: Art Hunt. An e-mail was presented from Art in which he stated that Ed and Libby Zakowitz have volunteered to chair the Hiking Trail Committee. Art highly recommended them, and the Board agreed to the change. Copy attached.

5. Old Business

- Adjoining Lot Sales and Lot Donations

- E-mail from John Bullock (attached) regarding sale of adjoining lots is being

referred to the Adjoining Lots Sub-committee.

- Audrey will write a thank-you to Sue Moore for her presentation regarding the sale of WPOA lots.

- The Board agreed that this thank-you practice will continue to apply to all who make special presentations.

- Action items: Teresa suggested that a review of action items should be undertaken at the end of each Board meeting,

- Otter Pond – WPOA property usage

- Letter to Otter Pond abutters was sent. Attached.

- Three responses were received by phone in regard to questions raised (attached);

Board Responses to questions:

a. Specific areas of common property are designated for boats.

b. Use of 20 foot buffer zone is in regard to protecting land owned by WPOA.

- Assessment of the infractions of the ten properties on Otter Pond showed seven in non-

conformance.

- A second letter will be sent to members that they should move their equipment off the 20' buffer zone.

- Members in Arrears Update:

- Attorney Reilly met with Audrey regarding procedures to be taken against delinquents:

(A summary of his suggestions is attached.)

a. He stressed the importance of consistency when dealing with delinquents.

b. He outlined four steps which should be taken in progression culminating in placement of a lien on a property after a court judgement.

c. He stressed that by-laws should be revised to include enforcement.

- Audrey will get a cost estimate of the attorney's fees for court judgement.

- Issue moved to next Board meeting after Audrey obtains cost estimates.

- It was noted that the actions of the attorney are taken only after Audrey has exhausted all efforts to collect the fees including demand letters, deadlines, and efforts to settle.
- Anticipated costs should be included in the budget draft.
- Boat Registration and Stickers Update:
 - Summary of boat registrations is attached.
 - Ten boats without stickers or with outdated stickers (before 2008 or 2009) will be pulled from the beaches. This action should be posted on the Web site.
 - A letter will be sent to boat owners who have registered their boats, but have not placed the stickers on their boats which are on the beaches.
- Stan Rosen suggested monitoring boats on the lakes without stickers.
- The procedure for dealing with boats on the water without stickers is to report that to the office.

NOTE Dave Koerber was no longer present at the Board meeting.

- Guest Policy: May 13, 2010 revised policy is attached.

Bob Maselek moved that we adopt this policy and bring to the membership for a vote to add to the Rules and Regulations. The motion was seconded and passed unanimously.

- Entrance Monitoring:
 - Staff monitored both entrances over Memorial Day. They reported that only members and their guests came, and there were no boats.
 - The Board authorized manning the entrances again over the Fourth of July, but at a time earlier in the day.
 - Volunteers will be solicited to supplement staff, particularly over the Fourth. It was suggested that they wear Wildwood shirts.

Dave Laks moved that volunteers receive mandatory training before manning the main gate. The motion was seconded and passed with Bob Maselek opposed. Greg Rota agreed to provide the training.

- Fox Den Survey: copy of form is attached; due date for return is June 10th.

6. New Business

- E-mail addresses by district: these have been forwarded to District Directors
- Disposition of Open Forum items: all items should be included in the minutes by topic only (not discussion).
- 2011 Budget: Finance Committee is preparing draft.
- Building Review Committee: Bob Maselek

Sue Moore questioned whether we could apply restrictions on the use of private property at Otter Pond. This was a misunderstanding regarding the Board's letter to Otter Pond members. Bob will clarify with her that the restrictions only apply to WPOA common property.

- Correspondence: attached
- Member's letter re septic system failure at 28 Slope Road: request to purchase WPOA property at rear of owner's lot in order to have adequate space for new septic system:
Board response: member should be put in touch with the Health Inspector to explore other options.

- E-mail request for use of WPOA picnic table for bicentennial: okayed
- E-mail request to rescind rule regarding use of dishwashers: referred to Lake Committee.
- E-mail request to include removal of cranberry bog in 2011 budget: Will and Wes will look into the situation, and a contingency could be included in the draft budget.
- E-mail request for berm at entrance to driveway:
Board Response was to tilt the swale when Fox Den is paved.
- E-mail regarding security issue: referred to Security Committee for consideration of a questionnaire regarding becoming a gated community.

7. Community Open Forum: Teresa stated that open forum questions should be resolved either with follow-up, or no action necessary.

- Action of previous open forum suggestions:

- Bob Maselek will prepare recommendations for by-law changes: :

a. The annual meeting should be held the fourth Sunday in August rather than the third Sunday.

b. Telecommunications should be allowed as an option in special situations

- Sale of Lots: we need to wait for sub-committee recommendations before suggesting any by-law changes.

- Dan Rego, the Slope:

- appreciates receiving e-mail addresses for members in his district;

- thinks Fox Den survey should be sent to entire membership;

- stated his opinion that Robert's Rules require membership approval of

telecommunications by the Board, but not for committees.

- Stan Rosen, Beetle Road: made a suggestion for solution of Howie Kleinberg's request.

Board Response: this was deferred for simpler options.

8. Adjournment: At 12:20 p.m. Bob Maselek moved adjournment which was unanimously approved. The next board meeting is scheduled for July 17th at 9:0.0 a.m.

Respectfully submitted,

Anne Stone, Secretary

WILDWOOD PROERTY OWNERS ASSOCIATION BOARD MEETING

JULY 17. 2010

9:00 a.m

1. **Call to Order:** Teresa Urbinati, President, opened the meeting at 9:00 a.m.

Other Board members present were: Ruth Buchanan, Marcia Eveland, Rob Guyette, Dave Koerber, Dave Laks, Bob Maselek, Joe Nunes, Anne Stone, and Bob Ueberbacher. Also attending was Audrey Miller, Operations Manager.

A quorum was established.

2. **Community Forum**

· Lorraine Vines, Fox Den Road: mentioned problems at Fox Den Beach with boats obstructing access to beach, need for kayak racks, and boats without stickers.

Also, mentioned difficulty accessing recreation equipment stored in kitchen when it is locked. A suggestion was made that equipment be stored in the laundry where all members are entitled to a key.

· Dan Rego, The Slope Road: mentioned problems at Lakeside Beach similar to Fox Den Beach.

Also, urged two names be presented from the nominating committee to the entire membership.

Community Forum was closed.

3. **Minutes of June 5, 2010**

The address correction of Frank Fazi in the May 1, 2010 minutes was clarified to read "Frank Fazi, whose address was stated as Fox Den was corrected to Woodchuck Hollow Road."

Bob Maselek moved that the June 5, 2010 minutes be approved as corrected. The motion was seconded and passed unanimously.

4. **Reports**

· Operations Manager, Audrey Miller: June report attached.

· Treasurer's Report, David Laks: June 30 report attached.

Income expectations are 5% lower than expected with a potential gap between income and expenses of \$20,000. However, actual road

expenses are \$30,000 vs. \$46,000 budgeted. This was because Owl's Nest was not paved due to estimate being higher than anticipated.

A letter to Doris Shandell will be sent explaining that the berm will not be made at the entrance to their driveway this year due to postponement of Owl's Nest paving.

There are more members who are not paying their dues this year. We should investigate their reasons and project a lower estimate of dues paying members in the 2011 budget.

Audrey presented a report of income expectations for 2010. Some members are two years behind from whom we expected partial payment this year, but who have not paid; six are more than two years behind; and there are ten additional members who have not paid anything this year. She has made phone calls to 20 members in arrears requesting them to call her back about their delinquencies. Two called with promises to pay or sent partial payment.

- District Directors

Districts #3 and #, Rob Guyette and Bob Ueberbacher: Report attached.

District #5, Joe Nunes: Inadequate or improper use of boat racks at Meadow Beach is a problem; there has been rowdiness outdoors, with Board response

that police should be called with a complaint; there seem to be more weeds than usual this year.

- Committees

Personnel, Nancy Fiedler: Report and Recommendations attached.

Recommendation #1: "convert the Operations Manager from an hourly to a salaried position with the rate of pay commensurate with the current hourly rate for 32 hours per week."

Audrey presented her history of weekly hours. She has averaged 32 hours per week in 2010, but expressed that 32 is not enough.

Marcia moved that the Operations Manager should become a full time exempt salaried position in the year 2011. The motion was seconded and passed with no objections, and Joe abstaining.

Recommendation #2: "for a one year trial period commencing in the summer of 2011, Will and Wes will work standard Monday through Friday

hours from Memorial Day to Labor Day. Part time support person will be hired for week-end duty with the above requirements considered.” (Requirements were that the part-time person should be a mature individual who would perform light duties.) **Joe moved, it was seconded and passed with 7 votes in favor that we accept the recommendations of the Property Maintenance Specialists’ hours. Dave Koerber and Bob Ueberbacher objected and Anne abstained.**

The Board noted in regard to the recommendation about the part-time person, that the By-Laws state that the Executive Operations Committee “will assist the President to oversee and direct performance of the staff of the WPOA”; that the Security Committee should make a recommendation about security responsibilities of staff; that a new job description for the part time person should be prepared; and that the revised staff hours should be evaluated by the Board in one year from the trial period.

Security Committee, Stan Rosen: Flyer about trespassing on private land is attached. Bob Maselek will seek clarification of town line and agreements.

Building Review Committee, Ruth Buchanan: Report attached.

5. Old Business

- Otter Pond - WPOA property usage: letter was sent to a property owner regarding WPOA common land abutting their property, requiring all personal articles to be removed. The owner has complied. It was noticed that there are two new property owners at Otter Pond to whom similar letters should be sent.

- Members in Arrears update: Audrey reported that the hourly wage for Attorney Reilly to place a lien is \$175 and \$50 for the paralegal. It is not possible to estimate court costs because each case is different. Based on our budget, the attorney will send notices to the top four delinquents. The Newsletter will include an article about the process.

- Boat Registrations update: All waterfront owners have been contacted about registering their boats. Some boats without stickers or with outdated stickers have been removed from beaches.

The Fox Den plan for boat racks has to go to the Conservation Commission.

The Howie Kleinberg issue has been resolved.

- Review of Entrance Gate Data: The spot entrance gate data is helpful. The monitoring should be done behind the stop sign. There is a question concerning accessibility of roads to the public.

- Fox Den Survey: attached; the majority accept a unisex bathroom and a concrete building.

6. New Business

- Well Easement -136 East Otter Drive: okayed by all Board members.
- Nomination Committee Candidate, Deb Desmond and Doryce Seltzer, co-chairs: Report is attached.

All Association members in good standing were asked to present candidates.

Dave Laks moved to accept the recommendations of the nominating committee. The motion was seconded and passed with no objections, and current directors being renominated abstained.

The newly elected directors are:

President: Frank Fazi

Vice-President: Stan Rosen

Secretary: Marcia Eveland

District #1: Bob Maselek

District #2: David Koerber

District #5 Joseph Nunes

- 2011 Budget, Dave Laks: Attached.

Process: Committees were asked what they wanted to be included in the budget. Finance Committee met and agreed to present two options for dues increases: high and low. They worked around the Massachusetts guidelines for a 2-1/2 percent wage increase and recommended the operating budget and reserve allocations for the high and low .

Two budgets were presented: 8.5 % and 2.29 % dues increase over the 2010 budget. Main increases in the operating account include legal fees, printing, professional tree removal, and supplies/repairs/maintenance. The road repair budget was reduced from \$46,000 in 2010 to \$31,500 in 2011. Of this amount \$16,000 is anticipated to repair the road at the entrance to the Larsons' driveway at 7 Porcupine Point. The road to the laundry will be completed in 2010. Estimates for the entrance to Owl's Nest were too high to be included in 2011.

Budgeted additions to reserves for 2010 were \$57,880 compared to the low 2011 budget of \$59,052.33 and high of \$75,524.54. The main differences were for a truck, the tractor, wood chipper, weather contingency and general contingency, bathhouses, clubhouses, and security camera.

Ruth moved that the budgeted amounts for security be removed for legal fees, printing, and the security camera in both budgets totaling \$12,000. The motion was seconded and passed with no objections and Dave Laks abstaining. This was

\$2,500 for legal fees and \$2,500 for printing in the operating budget; and in the reserve account, \$7,000 for the security camera in the high budget (to be funded in one year) and \$2,333 for the first year in the low budget (to be funded over three years).

Marcia made a motion to move the budgeted security money in the reserve accounts to the general contingency and the security operating account monies into roads. The motion passed with no objections or abstentions.

Joe moved to accept the two budgets as amended. The motion was seconded and passed unanimously.

- Newsletter: Articles should be submitted by July 19th. There was discussion about an article announcing a bed bug seminar to be offered by Rob Guyette sponsored by his company. From the information presented, this did not appear to be an advertisement of his company. The board instructed Audrey to include the article with the company logo.

- Annual Membership Meeting:

By-laws language: Changes were presented as attached to Article II, Paragraph 2, Article V, Paragraph 1, and Article VII, Paragraph 7.

In Article II, the Board made changes as follows:

- changed the language from “speakerphone or other than available telephonic means” to “speakerphone, or other available electronic means.”
- “This is sentence” was changed to “This sentence.”
- The second paragraph was eliminated.

Articles V and VII were not changed.

Joe moved to accept the by-law changes as amended. The motion was seconded and unanimously approved.

Slate of officers for Proprietors and Occupants of Private Way Meeting: Dave Laks will be Clerk, Bob Maselek will be Assessor, and Nancy Fiedler will be Parliamentarian.

Field Day: Bob Maselek will organize the kid’s games; Teresa the raffle; cooks to be asked are Lou Santoro, Ruth Buchanan, Brian Fletcher, and Ray Skibski. Clean-up will be done by Ruth, Marcia and Anne. The staff will order the food.

Pot-Luck Supper: Anne and Ruth will do preparations with Marcia helping with clean-up.

- Open Forum Issues:

Staff will be asked to put in two stakes delineating the no-boat area on the beach, and Marcia will make signs.

Shuffle board equipment will be moved to the laundry.

Kayak racks are deferred.

- Correspondence:

June 11th letter from residents at 28 Slope Road: reconsideration was requested for an easement of common property for their new septic system. This was denied for the same reason as originally rendered.

June 15th e-mail from Scott Burghoff, chair of Lakes and Environment Committee: he declined to give a recommendation regarding the request for reconsideration of the rule not allowing the installation of dishwashers. The Board has no recommendation.

7. Community Open Forum

- Diane Massey: suggests we start collecting data about security. Since security apparently is not included in the job descriptions of the Property Maintenance Specialists, we should remove the security insignia on the trucks. She objects to the recommendation that Will and Wes not be on the grounds on week-ends. Asked that patches of poison ivy be sprayed. Concerned about trees needing to be cleared. (Audrey pointed out that there is a very long list of marked trees, and those mentioned by Diane are included.)

- Sue Moore: Suggests that the Lake and Environment Committee be asked for recommendations about poison ivy. Suggests that we call the police with license plate

numbers of trespassers, and that letters should go to the trespasses.

- Frank Fazi: Has questions about the status of exempt employees. Bob Maselek will look into this.

- Dan Rego: Concerned about newly elected vice-president recommending budget requests of Security Committee without input of committee. (Board believes this may have resulted only from a misunderstanding of the chair's responsibilities.)

- Bill McKay: Believes that Beetle road goes through the woods and therefore is not accessible as a public road. Believes that the budget options spread of approximately three to eight percent is too wide. States that Fox Den Beach is too cluttered with private property left there. Concerned about Howie's key request. Asked if there was an objection to flyers placed on windshields of cars without stickers or guest passes. (The Board agreed that it is a good idea.)

8. **Other**: A suggestion was made to recognizing the twenty, plus years of both Wes and Will's service here at Wildwood. The Board agreed to present each with a \$100 gift.

9. **Adjournment**: Teresa moved, it was seconded and unanimously passed to adjourn at approximately 12:30 p.m.

Anne Stone, Secretary

Wildwood Property Owners Association Board Meeting
August 7, 2010
9:00 a.m.

I. **Call to Order**: Teresa Urbinati, President, opened the meeting at 9:00 a.m.

Other Board members present were: Ruth Buchanan, Marcia Eveland, Rob Guyette, Dave

Laks (arrived after meeting was opened), Anne Stone and Bob Ueberbacher. Also present was Audrey Miller, Operations Manager.

A quorum was established.

2. **Community Forum** : there were no comments.

3. **Minutes**

· Corrections to unapproved minutes of July 17, 2010

Under Personnel Committee recommendation #1; motion was corrected to say: “**Marcia moved that the Operations Manager should become a full time exempt salaried position in the year 2011. The motion was seconded and passed with no objections and with Joe abstaining.**”

Under Personnel Committee recommendation #2; motion was corrected to say: “**Joe moved, it was seconded and passed with 7 votes in favor that we accept the recommendations of property maintenance specialists’ hours. Dave Koerber and Bob Ueberbacher objected and Anne abstained.**”

Amendment to June 5, 2010 minutes: The motion regarding the revised guest policy should be restated as follows: “**Bob Maselek moved that we adopt this policy and bring to the membership for a vote to add to the By-Laws.**” The amendment was unanimously approved.

Ruth moved and it was seconded that the July 17, 2010 minutes as corrected and the amendment

to the June 5, 2010 minutes be approved. The motion was unanimously passed.

4. **Reports**

· Vice-President, Marcia Eveland:

The Board failed to communicate to all committee chairs that a full business meeting takes place at the Clubhouse. She suggests that a handout be presented as to what is expected.

It was noted that at last month's Board meeting we did not have all the facts about the Security Committee meeting.

She suggested that the budget process should begin earlier in the year; we should delve deeper into budget requests as to consequences of including or not including in the budget.

- Operations Manager, Audrey Miller; report attached:

She suggested that we place signs facing the lake at the beaches regarding boat launch areas. Marcia agreed to make six additional signs.

We should have a plan about mowing the road-side every year, and this should be budgeted. Consideration should be given to plowing and vision. We should give homeowners notice that if they do not cut back roadside grass themselves, we will do it.

Boat registration is complete. All boats at beaches have been registered.

- District Directors: Directors should respond to questions raised, and they should refer comments to appropriate committees.

District #1 and #2, Bob Maselek and Dave Koerber: Report attached.

District #4 and #5, Ruth Buchanan and Joe Nunes: Report attached.

Comments discussed:

Questions were discussed about the policy to eradicate poison ivy. Audrey responded that the Ortho application is done most effectively in the spring time, and Will and Wes have prepared a list for locations to be sprayed. This is part of road expense and should be

included in the budget. Homeowners could also spray in front of their properties.

An article should be put in the Newsletter about sharing picnic tables.

We need a plan for boat storage: this should be referred to the Property and Maintenance Committee.

Trails Committee should make a plan for removing fallen trees and other debris.

We need a policy about taking lots back.

- Treasurer's Report, Dave Laks: Financial statements attached.

There have been no significant changes since last month. We are still assuming a \$20,000 deficit in dues collection which will be balanced on the operating side. The laundry was under budget. The dam repair estimate is not yet available.

Delinquent dues collections: Attorney Reilly has sent out the first notice to the first four members who are highest on the list of delinquencies. We have received no response yet. Attorney Reilly is willing to come to a Board meeting to explain the process. It is unknown whether or not we would be charged for the time. It was suggested that the Executive Committee might go to his office. No decision was made.

We will change the line item : “Cranberry Pond Repair” to “Pond Repair.”

· Committees

Adjoining Lots Committee, Rob Guyette:

There is a 1989 thirty year Open Space Covenant which would expire in the year 2019 in which we agreed with the town not to sell green space and they would give us a tax break. Since this covenant has not been complied with, the committee recommends that we hire an attorney to give us a determination whether or not it is legally binding at this time. Some lots which were sold did not have a margin note regarding the agreement not to sell green space. We no longer receive the tax break which gives us the lowest assessed value. The Board does not want to spend the expense to hire an attorney. Jessica, the Board of Assessors Chair, has agreed to give us the lowest assessed tax rate for green space if we agree to no longer sell it.

Dave Laks moved that we have a moratorium on the sale of green space. The motion was seconded and unanimously approved.

Marcia moved that we have a moratorium on accepting lots during the moratorium on green space lots. The motion was seconded and unanimously approved.

Green space is defined in the original deed of transition.

5. Old Business

· Fox Den Beach Boats Update: the signs have been made and put up.

· Annual Membership Meeting:

Agenda: draft was presented as attached.

By-Law Revisions: any suggestions regarding changes to the proposed by-laws should be made from the floor.

Proxy Votes: the member appointed to serve as proxy for an absent member may change the proxy vote if the by-law is amended at the Annual Meeting.

6. New Business

- Health Insurance: we are now in the second year of the plan to increase employee's contribution from 20% to 30% to 40%; so the percentage will automatically increase to 30% this year.

- Correspondence:

E-mail from Joan Maxson regarding advertising in the Newsletter: referred to Finance Committee.

E-mail regarding Building Review on private property. This has been corrected. We still review driveway issues.

E-mail from Diane Massey regarding District Directors' Meetings: put on agenda for next Board meeting.

E-mail from Greg Massey regarding Community Association Institute (CAI): Board okayed joining at an annual cost of \$120.

7. Open Forum

- Stan Rosen, Beetle Road: responded to E-mail from Dan Rego regarding Vice-President's nomination; clarified that a flyer regarding fine for trespassing was not from the Security Committee and should not be distributed; prefers Annual Meeting in September.

- Sue Moore, Porcupine Point: believes the new guest policy is a detriment to the community; believes we should help realtors solicit buyers; believes that the Documents Committee is at an impasse because the Board turned down their request for legal advice.

8. Other

- Audrey's Comments: the clubhouse porch looks good thanks to the effort of Diane Massey; We have a contractor interested in taking away the old laundry building, when we remove the building we should make sure the contractors are insured;

- Board member commented: The new Board should be reminded of the "Conflict of Interest" policy.

9. Adjournment: **Dave Laks moved we adjourn and the motion was unanimously approved at 12:05.**

**Anne Stone,
Secretary**

Wildwood Property Owners Association Board Meeting

September 11, 2010

9:00 a.m.

1. **Call to Order**: Frank Fazi, President, opened the meeting at 9:03 a.m. Other Board members present: Stan Rosen, David Laks, Marcia Eveland, Bob Maselek, Rob Guyette, Ruth Buchanan and Bob Ueberbacher. Audrey Miller, Operations Manager, was also present. A quorum was established.

Frank welcomed new board members, and thanked Teresa Urbinati and Anne Stone, who are no longer on the Board.

2. **Community Forum**: Michael Ritrosky, 303 Fox Den, submitted to the Board an anonymous letter he had received, asking the Board what he should do with it.

3. **Approval of Minutes, August 7, 2010**: The Minutes were m/s/p as submitted.

Audrey reminded the Board that the basis for her salary had been discussed at both the July and August Board meetings, but that the discussion was not in the Minutes. She asked that today's Minutes show that her 2011 salary is based on a 35-hour work week, with the understanding that some weeks she might work fewer hours, and at other times might work longer.

4. **Correction to July 17, 2010 Meeting Minutes**: On page 4 of these Minutes, the word "Newly elected" should be replaced with "Nominated." The correction was made by consensus.

5. **Officer and Staff Reports**

Members in Arrears

Attorneys Stephen Reilly, Sr. and Stephen Reilly, Jr. gave a presentation regarding their ideas about how the Board should proceed with formation of a policy regarding members in arrears.

(Notes of this presentation are documented separately, as they are not an action item.)

After this presentation, the meeting recessed for five minutes.

Operations Manager's Report (written report attached)

Audrey presented a written report for August. She also gave a quick up-date on on-going issues:

- Meadow Beach bath house still closed, until state-mandated samples pass inspection
- Dam draw-down is proceeding. 15' this year, instead of the usual 6', to prepare for repairs
- Lakeside well pump needed to be replaced
- Nick Urbinati, Will and Wes put up the car port in 1 ½ days. Rubber membrane roof should last 2-4 years. Thank you to Nick.

President's Report

New president Frank Fazi thanked the BOD for its support, reminding the Board that there is a lot of work to do. He reminded the Board that Wildwood has a good staff. Frank set some goals for his administration:

- A Preamble: That members in Wildwood will enjoy their property while living in harmony, listening and welcoming all ideas.
- A new-and-improved CC&R: CIVILITY, COURTESY AND RESPECT.
- He asked that when we see or hear things that are destructive, we ask for constructive solutions to the issue.

Vice President's Report

New Vice President Stan Rosen said it's too early for him to have something to report, but he's looking forward to the work.

Secretary's Report

Marcia Eveland, the new secretary, commented on the following:

- At the August BOD meeting, Diane Massey had concerns and comments about district Meetings. This is not on the Agenda for today. In discussion, it was noted that Diane suggested the BOD supply themes, concerns and questions that can be a focus of district meetings in the summer.
- Did we join the Community Association Institute? Audrey answered in the affirmative, and noted that we will be receiving newsletters and mailings.
- Fox Den and Porcupine Point need clearer one-way signs. A motion was made that all one-way loops have clear signs at entrance and exit. This motion was seconded and passed. We should have these signs by spring.
- Marcia requested permission to work on the guest policy, working in tandem with the Security committee. She was given permission, and was asked to check with other associations, like Otis Woods, to see what their guest policies are like.

Treasurer's Report (report attached)

David Laks reported that the budget EAC is on track, with adjustments for a dues shortage balanced by savings in expenses. He is still waiting to know the real cost of dam repair. Draw-down is 9/1 – 12/1, with repairs to begin in mid-December and refilling of the pond to begin in January.

The 2011 budget will be adjusted based on the votes cast at the Annual Meeting, and the adjusted budget will be submitted after the Finance Committee reviews it.

David was asked to consider the pros and cons of submitting only one budget next year for 2012.

6 – District Reports

District 4 & 5 Meeting responses

After some discussion, it was agreed that Ruth would send a final e-mail saying thank you for the responses and that the concerns were being discussed.

District 1

Bob Maselek is concerned about the empty home at 45 Owl's Nest, which has been abandoned for so long. After discussion, it was agreed that the Secretary would write to the Tolland Health Agent, with a cc: to the new owner, if probate has been settled. Audrey will check on the names/addresses of owner and of health agent.

District 3

Rob Guyette reported that he has expended his e-mail list, but still gets little response.

District 6

Bob Ueberbacher reported that he and Rob are finalizing all the answers to questions raised at their join meeting, and then a report will go back to district members.

7. Committee Reports

Property Management

Nick Urbinati was not present. Frank gave a report on the Otter Pond Dry Hydrant. Listed concerns re: back-flushing with contaminated water, tanker trucks driving on the soft ground. Would a permanent portable pump work? Frank will attend a 9/30 Conservation meeting to ask questions.

Security Committee

Stan Rosen reported the committee plans to send out a document to WPOA members about security concerns. Also looking at boat registration more closely. There was discussion around posting the WPOA property. Town assessors may be able to show the property lines. Post the obvious to start. New beach signs will be recommended. Security camera discussion is in limbo. Will work on guest pass question with Marcia.

Tennis committee

Question of status of proposed tennis shelter. There is a need for the committee to form a definite plan. Anne Stone will act as liaison.

Adjoining Lots Committee

Frank and Sue Moore met with the assessors. Former green space agreement is null so they say we can do what we want. Tolland is agreeable to a new proposal with the understanding that properties listed as green space could not be sold or subdivided. After discussion, it was decided to form an ad hoc group to look at WPOA-owned properties and list those to keep out of any new agreement.

8. Unfinished Business

None. Frank advised us that all unfinished business ends with a new administration.

9. New Business

Proxy votes by fax and e-mail

Audrey reported that this has always been done. Frank suggested that e-mail proxies, since they do not have signatures, should require a voice confirmation from the member by phone. The BOD agreed by consensus.

Old laundry building demolition

Audrey reported that the people interested in moving the building looked at the foundation and decided it wouldn't survive the move. This means demolition. It was decided that a member vote is not needed. Will and Wes should be able to tear down the building, and then get the foundation crushed and the hole filled in. Caution tape will be put around the site now. The BOD was reminded that permits are needed to demolish the structure and to fill the hole.

Dam repair/Monitoring lake level

A letter from November 2, 2006 was presented. There was discussion about why these problems were not addressed back then, and about fiscal responsibility. The BOD charged itself to be aware of issues and to plan for future problems.

Standing Committees

Frank reported that Stan and Ruth have stepped down as chairs of the Security and Building Review committees, respectively.

Frank nominated Andy Corn to chair Security. Frank nominated Fred Sammel to chair Building Review Committee pending acceptance by the nominee. The nominations were approved by vote.

Management committees need liaisons. Moved and passed with one no and one abstention that Bob Ueberbacher go on the Personnel committee. Moved and passed that Frank Fazi go on the Property Management Committee.

It was moved that, unless dictated by the By Laws, a board member who chairs a standing committees step down as chair and remain on the committee as a liaison to the Board. The motion passed.

Frank moved that the Activity and Clubhouse Renovation committees be discharged, and that a new Community Relations Committee be created that will include all members of the Activity and club House Renovations committees as members, maintaining it as an open committee. The motion passed.

Frank reminded the Board that we have three resources at Wildwood: lakes, forests, people. Asked us to consider making the ad hoc forest committee into a standing committee, or combining the Lakes and Forests committees into one called Lakes and Environment. It would need a by law change.

Correspondence

- A thank you letter was received from the Tolland Volunteer Fire Department for our \$250 donation.
- An e-mail was received from a member regarding a kayak in the lake. After discussion of the kayak incident, there was discussion about negative correspondence. Audrey reported that she, Will and Wes will no longer use WPOA member names when talking to people – just member, non-member, guest, etc. The BOD agreed by consensus not to ask staff to give names, because that can be divisive and non-constructive.

10. Disposition of Open Forum Topics

Mike Ritrosky's letter and response were read. After discussion, the BOD agreed to encourage members to go to district Directors when they have a concern or issue. The Board agreed to continually remind members of this.

11. Community Open Forum

- Pat Ueberbacher suggested that the BOD should walk the WPOA facilities – laundry, bath houses, etc – to be familiar with them
- Sue Moore suggested that Ray Salmonsens may have history about the dry hydrant already in Wildwood. She advised that, since we need the fire department in an emergency, we find a way to work with them. On a separate issue, Sue felt that the BOD should not respond to “anonymous” correspondence; but that, if a member goes to a District Director with a concern, the District Director should keep that member's name confidential.
- Sue also has a concern about the June or July 2010 minutes – not sure which. Reference is made to an e-mail she allegedly wrote to Bob Maselek about Otter Pond. She did not do this. She wrote to the Building Review Committee about private property issues. Sue wants that reference stricken. Marcia asked Audrey to help her find those minutes, for review.
- Alison asked permission to use her quad to remove her boat from Lakeside Beach because this is the only vehicle with a trailer hitch. The BOD said this was fine.
- Bob Ueberbacher reported that three private wells on Wildwood property have gone dry.
- A question was raised about ice fishing on the lake – what about contaminated bait water? It was pointed out that ice fishing is prohibited, and that the lake is posted all winter.
- Ruth asked that we put the crowded condition of the boat racks at all the beaches on the agenda for next month.

The meeting was adjourned at 1:03.

Respectfully submitted,

Marcia Eveland, Secretary

Secretary's Notes on Members in Arrears

Attorneys Stephen Reilly, Sr. and Stephen Reilly, Jr. gave a presentation regarding their ideas about how the Board should proceed with formation of a policy regarding members in arrears. These are the notes of the Secretary from this presentation.

They have examined Wildwood's constituent documents, which were described as a "hodge-podge." They were created prior to the condo laws of the 1980s. They are a "mishmash" of by-laws and declarations. The Franco case in the 1990s created the categories of membership for Wildwood. There is an inconsistent collection policy.

The attorneys stressed that our first priority is to set a consistent collection policy.

We can create a policy, and then amend our by-laws. The policy should apply to ALL members in either category. (We are not talking about amounts owed, but about the process of collecting amounts owed.) We amend the by-laws at a member meeting, and then file the new by-law with the Registry of Deeds.

Such a policy is important. Fees are the life blood of the Association, so collection of the fees is vital. We need to be serious about it. Some members will otherwise pay while other members skate through. We need to tighten things up. The process could look like this:

- Set the time frame for starting the procedure
- A first letter from the BOD
- A second letter from the BOD
- Letter from the attorney giving 60 days
- Second attorney letter giving 30 days
- Consider filing suit – place a lien – levy for sale

Budget a collection procedure. What it costs to collect versus what is finally collected. The process could also demand, in addition to outstanding fees, interest, penalties, attorney fees, court fees.

Money spent by the BOD should come back in collected fees. Mortgage companies often pay if there is possibility of a lien, to protect its investment.

We can work out payment plans, although this could be a lengthy process.

We do not have Mass. Law 183 to use. It is a condo law, and we predate its passage. But it can still be used.

A new by-law might not be able to be applied to past delinquent accounts, but would protect us in the future. The current one is not comprehensive enough. A new one must apply to ALL fees owed and not paid to WPOA in a consistent policy. It will give WPOA a stronger position if there is a need to go to court.

David & Audrey: Wildwood has 570 lots. The town owns 10 lots. Wildwood owns about 80. There are 74 empty lots. Some owners of lots that didn't perk just walk away. Many empty lot owners don't pay dues. The BOD isn't going after them yet. Is "lots versus homes" an inconsistency?

David: We would need to budget for legal fees as an expense, but not for collections as income. We're looking at the four biggest outstanding balances. What is the chance of recovery?

Attorney: IF there is a lien, it will go to the mortgage lender. So far, the 60 day letter has been sent, and the 30 day letter will do out next week. May expect the mortgage company to be in contact after that. Just one paying will cover the cost of all four. The BOD has up-front costs, but people will pay when they see that Wildwood is serious.

David: Do you work on contingency?

Attorney: No. The fee is \$175/hour. We've used this fee for condo associations and property owner associations for ten years.

Bob U: Is there a statute of limitations on the arrears? Do we go back only to the Franco case? We ALL owe for lakes and roads. We are NOT asking for the "other" fees, but what if we can show that a defaulter actually had been using the facilities such as the beaches or tennis courts?

David: Can you draft a by-law policy? Or could we, and send it to you for review.

Attorney: We can review what you write up.

The presentation ended at 10:00 a.m.

Wildwood Property Owners Association Board Meeting

October 2, 2010

9:00 a.m.

1. **Call to Order**: Frank Fazi, President, opened the meeting at 9:00 a.m. Other Board members present: Stan Rosen, David Laks, Marcia Eveland, Bob Maselek, David Koerber, Rob Guyette, Ruth Buchanan, Joe Nunes and Bob Ueberbacher. Audrey Miller, Operations Manager, was also present. A quorum was established.

2. **Open Forum**: Bill McKay had two comments:

- He is revamping the budget model, to include a rule about how fees are applied. This was modified in recent years, and now may be unclear. He wants members to know how fees are applied.
- He would like the Board to publish the policy on taking back lots

3. **Minutes**: There were several corrections to the Minutes of the September meeting:

- Under “old laundry demolition”, “whole” should be changed to “hole.”
- “Special” committees should be “Standing” committees
- Frank’s two nominees should be under “Standing Committees”, and Fred Sammel’s nomination should read “pending acceptance by the nominee.” Frank then noted that Fred has accepted the nomination.
- The Secretary was asked to refrain from using non-Board names in the Minutes, except for the Open Forum.
- The Secretary’s notes from the meeting with the lawyers during the September meeting will not be treated as part of the Minutes. David Laks will write an article for the Newsletter.

The Minutes were approved as corrected, with two members abstaining because they were absent from the September meeting.

4. **Reports**

OPERATIONS MANAGER REPORT

A written report was submitted; Audrey highlighted certain items:

1. Cranberry Pond filled a little with all the recent heavy rain. It is still being drawn down at 2” per day – the NOI limit.

2. The Meadow Beach water issue is coming along. The DEP needs five clean samples in a row, and we aren't there yet. There was discussion about doing more testing now if tests must be done again in the spring. The decision was made to wait on the testing until spring. Audrey will confirm what the DEP requirements are.
3. In anticipation of the heavy rain Audrey asked Wes and Will to see what could be done on Porcupine and Meadow to try to lessen the impact of runoff to the driveway that has been repaired so many times. The edges of the road were scraped and a berm on Porcupine Point was made. It seemed to really help, and gave some relief during the recent rains.
4. Our request (amendment to the order of conditions) to remove islands was approved by the Conservation Commission this month.
5. The RDA for removal of the old laundry passed, but we didn't actually need one, because this improvement was considered an exempt activity, due to removing something bad for the environment and replacing it with something good.
6. More trees and stumps may need to be removed prior to the winter.
7. The John Deere tractor may have a bad transmission. It is an unexpected problem, and may be very expensive to fix. It is a must-have vehicle, but no longer under warranty.
8. Berkshire Environmental invoices us at the end of the year for all work done in the year. We are asking that bills be sent more often. They do not have estimates, but they do have a fee schedule.

OFFICER REPORTS

President

1. Fred Sammel accepted the nomination as Chair of the Building Review Committee. Frank has requested that Fred do a report on the committee. We also need good lists of committee members.
2. Frank is touring WPOA facilities, because he heard concerns about facility maintenance.
 - a. Old laundry – the building is really rotten, but the foundation looks solid. Should we save it rather than crush and fill? There is yellow tape around the structure now, showing that it is a hazard. There are some mouse droppings. Rob offered to do vector control when the building is demolished. It will cost \$2,290 to demolish the building, which is not in the 2011 budget. Is there laundry reserve money to pay for it? Could we keep the foundation, and store firewood on it?
 - b. Maintenance shop – it is being organized and cleaned up
 - c. The new laundry had a drainage issue at the doorway, but Will and Wes got it under control and fixed it.

- d. There are no gutters on the back of the club house. Installation of these gutters should be part of an estimate for the new roof.
 - e. At the Otter Pond bath house, towel bars and wheel chair ramp are installed.
 - f. The new door to the Fox Den bath house looks good.
 - g. Will and Wes inspect facilities each Spring, and the Property Management Committee inspects on a regular basis.
3. Wildwood has several water issues.
- a. Regarding Meadow Beach bath house, it was decided to try to get the OK to close it now, then reopen it earlier in the spring, to have time to do the 5 samples.
 - b. Three wells have been reported as dry on member properties. It has been a dry summer, and some wells are shallow. Frank suggests that we keep track of these wells. If there are more, we can plot for a pattern.
4. Frank wants to have a regular review of committees: members, structure, duties

Vice President

1. Stan checked with Andy Corn, chair of the Security and Enforcement Committee, and the survey form should be ready for BOD review by November. Stan said it should be ready to do in the December newsletter. Frank reminded the BOD that all committee meetings must be scheduled, posted, and held in the club house. All liaisons to committees are reminded to talk to the chairs and remind them of these three points regarding meetings.

Secretary

1. Marcia has begun working on the guest policy, but is finding it difficult to contact other organizations similar to Wildwood.
2. The BOD reminded Marcia that she needs to write a letter to the Tolland health person regarding 277 Owl's Nest.

Treasurer

1. David submitted the monthly report. We are still balanced and within budget. There is still an expected \$20,000 shortfall that is being balanced by careful spending.
2. David has a dual strategy regarding going after members in arrears:

a. Legal strategy

i. The top four in arrears have gone to the attorney

ii. One is in negotiations

iii. One owes \$12,000, to be paid in monthly installments over five years. The 2010 dues were added into the agreement. Not charging interest or fees. In one year, this agreement will pay off the legal fees.

iv. David is working on a written policy. May have a sliding scale so that a quick agreement can mean no fees or interest. Members a year in arrears will receive a softer letter than those longer in arrears. If there is failure to comply with an agreement, fees and interest will be piled on.

v. David recommends we keep a 4-case inventory with the lawyer, so that when one is settled, we give him another.

b. Letter strategy – two different letters were sent out

i. To those only one year past due. One member has already paid

ii. To those over one year in arrears – had three responses

1. property for sale – will pay part now, and the rest at the closing

2. property for sale – will pay at the closing.

3. has been paying, but never enough to catch up. Will try harder now.

c. Special problems – will we get the payment if a property is sold?

i. The BOD recommended that the attorney send a letter to those who are selling property, making it clear that payment of arrears must be part of the sale. It was noted that 50 owl's Nest is going into foreclosure.

ii. Audrey reported that another property owner is going bankrupt, and she has started the procedure to make Wildwood one of the creditors.

3. We need to do a By-Laws amendment.

a. Bob Maselek will draw it up based on Marcia's notes of the meeting with the attorneys.

b. David will get the draft and have it reviewed by the attorney, and then the BOD will review it.

- c. Need to vote at the spring meeting, proxies and all.
4. There are actually four kinds of arrears situations:
- a. Lots with homes – these are the ones now targeted
 - b. Lot only – set aside for now
 - c. Property with houses that have adjoining lots. The owners do not want to pay on the adjoining lots but are paying on the house lot. This is an on-going debate, so not being pursued at this time
 - d. Property with houses and adjoining lots, not paying on any of it. We are going after the main lot.
5. BOD members suggested that the very first letter from Wildwood about dues in arrears should outline all possible consequences, and that the policy should be printed in the newsletter.

DIRECTORS' REPORTS

District 1

Bob M. is still concerned about the abandoned property at 277 Owl's Nest, and the empty property at 246 Owl's Nest.

Districts 2 and 4 - Nothing to report.

Districts 3 and 6

Rob reported that the culvert work on South Village looks good, as does the recent mowing. Bob U. reported that he and Rob finally had answers to all questions raised at their combined district meeting, and that they were disseminating the information.

District 5

Joe had questions from people in his district, and Audrey helped him find answers. He reported concern about what to do if we see a car without a Wildwood sticker parked on wildwood property. After some discussion, it was determined that the best course of action is to take the license plate number and call it in to the Office. For anything seen that is illegal, call the police. The Security and Enforcement Committee was asked to make recommendations.

COMMITTEE REPORTS – STANDING COMMITTEES

Security and Enforcement Committee

Frank wants the BOD to look at the structure, membership and charge of each committee. The Security and enforcement Committee is written in the By Laws, which makes it a standing committee. This committee has been dealing with gates and cameras, etc, but Frank asked Stan to remind the committee to revisit the By Laws to find out the exact charge.

Frank pointed out that the Documents Committee is an ad hoc committee. What is its charge? Is it for the CC&R? Who reviews the By Laws for consistency, Security or Documents? What does the BOD see as the purview of Security? Frank asked that Security look at the By Laws, Rules and Regs for consistency between them and relationship to state laws. Do the by Laws need to be changed to give this review to Security and enforcement?

Bob Maselek advised that the Security and Documents Committees felt that the CC&R and Tolland zoning laws cover the same ground, and that the zoning laws should supersede the CC&R. The question was raised as to whether those who signed the CC&R could be held accountable to it, since a majority of WPOA members did not sign it.

The BOD asked that the Documents Committee and Security and Enforcement Committees meet soon and look at what they are doing, and perhaps make recommendations for the November BOD meeting.

Lakes Committee

There was discussion about Security and Enforcement working on lakes protection. Gates to protect the lake would go to one committee; gates to protect Wildwood property would go to the other. We need to be clear. Frank asked if the Lakes Committee could become "Lakes & Environment", folding the ad hoc Forest Committee into it. Bob U. will contact Scott Burghoff, chair of the Lakes Committee, to arrange a joint meeting. It was suggested that the Hiking committee might help with actual physical work to be done by these committees.

COMMITTEE REPORTS – SPECIAL COMMITTEES

Community Relations Committee

Frank moved that Diane Massey be nominated Chair of this Committee. Motion passed. The Committee will be allowed to find a more suitable name for itself, if needed.

5. Unfinished Business

DRY HYDRANT UPDATE

Audrey and Frank attended a Conservation hearing. Most important: put the dry hydrant in a good place and maintain it. The property owner and the fire department must have an agreement about the hydrants; Wildwood does not have one. No progress has been made on the dry hydrant at Otter Pond. Frank has asked that the fire department meet with him to go on site. Frank reported that the hydrant is good to have – and insurance premiums could go down. The fire department does the maintaining. If water is pumped out in a back flush, it may not be put back into the pond, as that violates Federal clean water rules.

ISLAND REMOVAL

Have approval. We will remove as weather permits.

OLD LAUNDRY DEMOLITION

The BOD agreed that we need to take down the building and fill the septic. Rob will do vector control at no charge. We will keep the foundation for now.

DAM REPAIR

Audrey reported that it is time to start getting bids. Fuss and O'Neill prepared the NOI for this project and recommends we perform an exploratory inspection while there is still water in the lake to find out exactly what the problems are. There are two leaks, and a sense of what they are, but that could be wrong. The cost of the exploratory inspection, including engineers, divers and cameras is \$6,960. Fuss & O'Neill are engineers who can recommend and design, and then we go to a contractor to do the actual work. This will give us clearer specs for the project. Were other engineers ever asked to bid on this? Berkshire engineering was asked when we were preparing to do the NOI and they recommended we use Fuss & O'Neill since they had the history with previous dam repairs here. Further discussion showed that if we don't do the study, and repairs are wrong, we will have these issues again. The BOD moved, seconded and passed a motion to accept Fuss & O'Neill's exploratory inspection and sign the contract.

NOON - At this point, Secretary Marcia Eveland excused herself from the meeting.

Oct. 2, 2010 Minutes

(Beginning at 12:00 when Marcia had to leave meeting)

CROWDED BOAT RACKS

It appears that members leave a lot of chairs/toys etc at the beaches on a regular basis, not just too many boats. All chairs, toys etc have now been removed to the shop area for the season. Are there enough boat racks? We should do some research to see using the boat registration data. We may be able to use the new kayak rack design that was suggested a few months ago. We should do a newsletter article asking people to remove all the boats from the beaches that are not being used regularly.

Suggestion: Empty boat racks every year and then allow only the boats that are used to come back to the racks.

Suggestion:

Step 1: Remove all boats with a 2009 sticker in 2011.

Step 2: Remove all boats not being used.

The Security Committee will include changes to the boat registration form for next year. Include in Newsletter.

The process for building new boat racks is more detailed than just building a rack; you have to get conservation approval, file for an NOI, the fees involved plus the cost of the lumber.

CHAT ROOM

We need a volunteer to man the CHAT room; our current volunteer would like to step down. Do we need a CHAT room? New issues are arising, such as enforcement and security. It is a venue to interact beyond the membership meetings. Some feel there is still a need. We will send out an email blast asking for a volunteer, including the description of the duties involved.

DISTRICT MEETINGS, FOCUS AND GUIDELINES

There was discussion concerning Directors giving consistent information from the Board. It was agreed this is a good idea and will be put on the agenda next spring prior to the District Meetings being held. We will put it on the agenda in April 2011.

2011 CALENDAR

Frank Fazi has changed the normal Board of Directors meeting schedule for April and May 2011. Also the Spring Membership Meeting has been changed to May 1. We hope there will be a better chance for a quorum by doing this. There was a February Board Meeting added just in case we need it and can be canceled if we don't need it.

There was a suggestion that an email reminder go out to the Board two weeks prior to the board meetings and then the reports can follow after. The normal one week reminder is sometimes too short of notice.

The calendar was approved as amended, unanimously.

Correspondence

E-mail regarding Junk Cars Ordinance

The issue of the abandoned cars on Beetle Road was discussed. Previously, a Board member spoke to this homeowner and he made improvements to his property from this conversation. Frank Fazi volunteered to speak to the owner about cleaning up the yard again before we make any contact with the town regarding the zoning law.

Letter from an owner regarding road and tree work on Beechwood Lane

Joe Nunes reported that he had a conversation with Audrey Miller and the problem tree will be put on the list for the next time we have problem trees removed. The road paving is done by priority and budget. This road was on a list to be paved some years back but others are in worse shape and will be done first. This request will be forwarded to the Property Management Committee for prioritization.

Disposal of Open Forum Items

Bill McKay's issue regarding the budget model has been referred to the Finance Committee.

Bill McKay's issue regarding the lot donation process was referred to the Adjoining Lot Committee.

Community Open Forum: None

Final discussions:

Question; How do we fill open committee member positions? The President appoints the Chairs. Chairs can fill member positions according to specifications in by-laws. In general, any committee can be an "Open Committee".

Meeting Adjourned at 12:44 p.m.

Marcia Eveland, WPOA Secretary (until NOON) / Audrey Miller, Operations Manager (after NOON)

Wildwood Property Owners Association Board Meeting

November 6, 2010

9:00 a.m.

1. **Call to Order**: Frank Fazi, President, opened the meeting at 9:00 a.m. Other Board members present: Stan Rosen, David Laks, Marcia Eveland, Bob Maselek, Dave Koerber, Rob Guyette, Ruth Buchanan Joe Nunes and Bob Ueberbacher. Audrey Miller, Operations Manager, was also present. A quorum was established.

2. **Community Open Forum**: None

3. **Approval of Minutes**

* September 11, 2010 – Susan Moore sent in an e-mail asking that the minutes be corrected to show that she is an assessor and that Frank attended the assessors' meeting. She also pointed out the Porcupine is not one-way. The Secretary stated that, since these are the words that were said at that meeting, rightly or wrongly, they had to stand. After much discussion, it was agreed that, when a property owner disagrees with something that was said in a meeting, the Secretary can place an asterisk at the disputed point, and then place a footnote at the end of the minutes in question. This suggestion was approved by consensus.

* October 2, 2010 – There was one correction – at the top of page 5 “Documents Committee” is to be changed to “Security and Documents committees.” The minutes were moved, seconded and passed as corrected.

4. **Reports**

Operations Manger's Report

- Preparation is underway for the dam repair. Bid requests have gone to 5 contractors, with the specs based on the Fuss & O'Neill report.
- She attended a town hall meeting regarding the dry hydrant at Otter Pond
- Regarding the culvert at the Otter Pond access road, it took two tries, the RDA is approved.
- Will and Wes have been working on the drainage at Porcupine Point, and it appears that the recent heavy rain did not further erode the driveway.
- The transmission issue with the small tractor is not solved even after some repairs. A new estimate to fix it is \$3,200. Something broke and fell into the gears. Frank pointed out that our cost control procedures allow Audrey to OK repairs up to 1% of our budget, so she has the authority to decide this one. (At this point, Stan Rosen excused himself from the meeting for a family emergency.) David Laks went over some finance figures. It is more than originally thought, but the money for it should be shown in the truck/equipment/repair line in the budget. This will show overspending for this line, but

that is where it should come from.. When fixed, the tractor should run for many more years. Audrey was asked to find out if the repairs would come with a warranty on the work. This expenditure was approved by BOD consensus.

- Audrey was asked about the progress of the draw-down for the dam repair. Audrey stated that we are on track at 2 inches per day. If that changed, the flow will be adjusted. Contractor bids are to be in by November 11. We need to make sure that this repair is funded. We have \$20,000 but it could be \$40,000. There is some money in the laundry budget that hasn't been used.

President's Report – the important topics will come up later in the agenda

Vice President's Report – none, as Stan had to leave for a family emergency.

Secretary's Report –

- Per the BOD's request, as support information for our guest policy revisions, Marcia contacted various private recreational communities in the area. She was unable to find a web site or phone book contact number for Otis Woodlands, and asked for help with that.
- There has been a response regarding her letter to the Tolland health agent with reference to 277 Owl's Nest. The agent has sent a letter to the estate executor... The person has two weeks to respond; after that, if there is no response, the agent may go on the property for an inspection. Bob Maselek noted that a neighbor had walked the property and saw the same issues seen by the secretary. Also, a bear has been around the property. Audrey stated that the deceased's brother is the executor. The property has been secured. Audrey has contacted the lawyer handling the estate, regarding delinquent dues for four years.

Treasurer's Report

- Our financial situation remains the same. We have a \$20,000 short-fall, and we are reducing spending to balance that. We are getting a little more income from dues in arrears. The dam repairs are unknown for which we may have to use our reserve funds.
- Regarding collection action:
 - o 4 cases went to the lawyers. 2 entered into settlement agreements, paying up over five years. 2 have had 30 and 60 day letters. The lawyers were going to send one more letter, but David L said it should now go to court. \$900 for court fees per case. Moved, seconded and passed.
 - o We have authorized having 4 cases with the lawyers, so two more will be sent to them.
 - o We are going after only owners with houses on lots. 13 are not yet with the attorneys.

§ 1 is expected to pay this week.

§ 3 are for sale. One has made a partial payment and will settle the rest after the sale goes through. The real estate agents for the other two have been notified and will make the payments at the closings.

§ 1 is a bankruptcy, so Audrey has already put us on file as a creditor.

§ 3 are paying partial until they are current

§ There are at least two hardship cases, where the owner is out of work.

o Dave will summarize all of this for the newsletter.

· Bob Maselek has drafted an explanation of our collection policy. David L. will run it by our legal team. Then it goes for a vote. David wants the lawyers to review the letters that we send prior to sending it to the lawyers. The BOD approved that request by consensus.

District 1 – Bob M. is glad we are moving on the Mickel property.

District 2 – Nothing to report

District 3 – Rob is pleased with culvert replacements. Audrey advised that the fill is being allowed to settle, but the cuttings will be filled before winter snows.

District 4 – No report

District 5 – No report

District 6 – Bob U. spoke with Will and Wes regarding the drainage repairs at Porcupine Point. What they are doing makes sense, as does the way we are utilizing WW resources for the repairs. It looks like its working. Now we need to be aware of future drainage issues. But this approach seems to work and save money. Bob will speak to the Larsens and see how they feel about the repairs. Audrey reported that she met two others who live in that area, and has asked that they give us their in-put. We need to fix the drainage before we pave the road

Board Policies -.

Frank asked the BOD if there are printed policies.

- We have a cost control policy – does this policy violate a by law?
- What about the Rules of BOD conduct? Have we all signed the Conflict of Interest policy sheet? What about Open Forum procedures and e-mail procedures? Do these violate by laws, R & R, Tolland zoning, Massachusetts statues?
- There is a meeting today at 1:00 p.m. to look at all of this.
- Frank would like a policy book that has all BOD policies in it.

- There was discussion around the Conflict of Interest form. There was no mandate to sign it. By consensus, the BOD agreed to sign copies at our next meeting. Audrey was asked to make and bring the copies. It was agreed that committee chairs should also sign it.

Security and Enforcement & Lake Committees –

Andy Corn was present, with Scott Burghoff, to present a survey that these committees have created to be completed by WPOA members. David Laks said that he showed the survey to his wife, and she asked what the boat policies were. Rob stated that it is Wildwooders more than outsiders who break WPOA rules. Several concerns were raised:

- It is too long and people won't read it
- It is biased in a certain direction
- It's partly about lake protection, and partly about security
- The committees have many members, so there was broad in-put
- It will be difficult to quantify the responses
- Should it ask if people are familiar with the current policies and issues
- It is broad to encourage more ideas about how we might do things
- The survey has no issues aside from being long, so why not validate the committees' work and let it go

Moved, seconded and passed to send out the survey, 6 votes to 3 votes.

Security Enforcement and Documents Committees

They will meet today and will report back at the December meeting.

Nominating Committee

Doryce Seltzer presented recommendations from the committee. Frank praised the committee for the work they did this year. Doryce had several issues to point out:

- Need to create written policies and procedures for nominations
- Personal interviews are really important in the process
- 5 members is a good size
- It was awkward to have the BOD member serving on this committee also up to be nominated, even though he excused himself at the appropriate times
- The process needs to start in April because it takes time to find people

- All WPOA members in good standing were contacted – phone calls and e-mail
- All nominees were asked the same questions and filled in the same form, and had a 30 minutes interview
- When the list is given to the BOD, the positions they will fill are not given. That is done after the names are approved
- Other people wishing to have their names in must either ALL go into the newsletter or NONE go into the newsletter, to be fair
- The committee should have term limits
- By laws do not give director duties. (BOD members referred Doryce to the place in the by laws where the duties are listed.)
- Position duties should be published on the web site
- Should there also be a district director at large?
- There were complaints about having only one slate. But this is not a democracy.
- Nominating committee members should not be able to nominate a spouse

Frank said that this is permanent standing committee that stays in action all year, and that can fill vacancies as they arise. Doryce and Joe said that they were asked to serve only through this annual Meeting. It was pointed out that Gert McKay had wanted to stay on. Teresa Urbinati, the immediate past president, was present, and was asked what she understood about this committee. Teresa said that her understanding was that the Nominating Committee was reconstituted each year to serve to the annual Meeting. If she is wrong, then she apologizes to Ruth Buchanan and Gert. Ruth pointed out that “standing committee” only means that it is not ad hoc. Teresa stated that she would ask the same 5 to serve again. Frank commented that some turn-over is also good.

Frank said the by laws give the president the power to appoint the committee members. Roberts Rules say one person should not do this. The Nominating Committee is elected by organization members.

David L pointed out that Teresa was trying to overcome several nomination issues. When there are problems, the President has the authority to fix them.

Doryce pointed out that it was a good thing that the five members didn't know each other.

The BOD agreed to review the by laws surrounding the Nominating committee and discuss it at the December meeting. The Secretary offered to put together all the applicable parts of the by laws.

Doryce agreed to serve next year as well, per Frank's request. Frank asked her to check with the other members about serving again.

At this point, the BOD took a short break.

Committee Charges –

· Property Management Committee –

o Nick Urbinati, chair, was home sick. Frank read the by laws charge. In discussion it was agreed that the charge is to be the eyes and ears to check up on problems and complaints regarding the physical plant of wildwood.

o Frank explained his concern that committees overstep their authority. For instance, do some of the issues dealt with by the Security and enforcement Committee infringe upon the charge of the Lakes Committee? Is it the documents Committee or Security and Enforcement that looks at by laws and the rules and regulations? Joint committee meetings acknowledge the overlap.

o Frank still wants to hear from Nick himself about this committee. Property management met in June and isn't planning to meet again until spring. Frank would like them – and all committees – to meet soon to go over their pertinent by law charge and then have the committee chair report on that to the BOD.

· Forest Management Committee

o Bob U makes up this committee of one

o Bob U pointed out that three committees overlap – Forest, Lakes and Hiking Trails – they need to meet together because the watershed in total contributes to the health of our ponds.

o There is no written charge because this is an ad hoc committee

o The reason for being is the health of the forest – there has been tree damage. How do we manage the forest to avoid damage and pests?

o Maybe there should be a by law change to make this a standing committee of Forest and Lakes.

o Bob and Pat U attended a seminar by the MA DEP 3 years ago where they could ask questions of the foresters. One forester came and walked WW with WPOA members.

o We need an inventory of our trees. How many of each species? How many are damaged? How many are diseased? Should some be harvested? Can we make some money from selective cutting?

- o The Hiking Trails committee polices our forest; Loren Clark knows the % that is private and the % that is WPOA.
- o Could we count trees as part of Field Day?
- o If the three committees did this together, ten members total could do a lot.
- o Bob U will try again to set up a joint meeting and to arrange a tree-counting get-together.

5. Unfinished Business

Dry Hydrant at Otter Pond

Frank gave some background. The fire department wanted the dry hydrant in case there wasn't enough water in Cranberry Pond. The last BOD approved this. We need to grant a license to Tolland to specify that the fire department has permission to install, use and maintain the hydrant. Frank does not like the contract that the town presented, so he revised it. The agreement says:

- It will be located under the sign and have a pipe 20' into Otter Pond. The pipe will be in a 1' wide, 5' deep trench. There will be a filter screen on the pond end.
- Access will be by a light truck with an integral pump only, not a tanker. Tankers will be filled on the main road.
- The fire department will maintain the hydrant, and use it for practice drills. There will be no back-flushing.

Frank wants to hold Tolland accountable if there are any violations, such as fire fighters putting boats in the water. A violation would suspend use until the violation is addressed.

Frank needs BOD approval to sign the contract. The hearing is on November 18. The hydrant would be used for wildwood and also for other fire department needs in this vicinity. Is there anything wrong with the contract? It was moved, seconded and passed to give Frank authority to sign this agreement.

It was noted that Tolland wanted the hydrant as a backup during this severe drawdown of the lake. Now it's too late, but this will still be good for insurance rates and also give us better fire protection.

Dam Repair

There was a great deal of discussion about this issue:

- We have \$30,000 available. The job is out to bid. Due back on 11/11. In October 2009, LB Corporation sent in a bid of \$40,000 without engineer oversight. Fuss & O'Neill has sent a third amendment, offering to manage the repair for \$39,000 – this does not include any actual repair work. It would include oversight of fixing the elbow, fixing the riser pipe, getting more permits and an NOI, administering the bids and contracts. This was not budgeted. Do we need them to do this?

- What if the bids go over our available funds? We need to do the repairs now. If the bids are over BOD limits to approve, we need a special meeting to figure out what to do.
- The BOD members agreed to meet again this coming Friday, November 12, to choose a contractor and address funding issues. If we need WPOA member approval, Audrey needs three weeks to notify the community. If she sends a notice on 11/12, then we could have a special meeting on 12/5.
- Ruth asked if Nick Urbinati could oversee the job. Engineering specs need to be met, and Nick is not an engineer.
- The bid is to contractors. An engineer verifies that contractors meet the specs.
- We need a good warranty from the bidders. That has been placed in the bid specs.
- The BOD agreed to meet on 11/12 at 6:00 p.m.

Old Laundry Building Demolition

The BOD raised issues about what to do with the building:

- There is \$2,200 to take down the building. The BOD originally voted to preserve the foundation and fill with sand to keep it for future use.
- Wes has reported that there are holes in the concrete blocks that will let in water that can freeze and then cause cracking.
- There was a question about where the \$2,200 came from. David L responded that it will come out of Reserves “laundry” line.
- We have a club house and four bath houses. Do we need to save the foundation for another building?
- If these holes are a problem, can the foundation be covered with a metal plate?
- David L advised that there are reserves from the laundry renovations that are currently being saved toward the dam repair, but this was in the original laundry plans to remove the old building.
- The cheapest plan would be to demolish the foundation and fill it in.

A motion was made to demolish the foundation, and to use the laundry reserves to do so. The motion was seconded and passed, 5 to 4.

Meadow Bathhouse and Water issue

Frank talked to the state regarding timing of water testing. The state requires 5 clean tests within one month after reopening to the public. Berkshire environmental already did 5 tests – but it was too early. We will do one test prior to reopening, just to be sure it’s safe, and then do the five as mandated later.

Letter to Tolland Health Agent

We received a copy of the letter that the agent sent to the executor, so the process has begun.

Chat Room

Audrey received one response about helping. Facebook access can be too open. Do we even need this? The blog show 26 users. Discussion deferred until December.

6. New Business - Correspondence

- We received an e-mail regarding the reconsideration of previous BOD decisions. In discussion, it was agreed that the BOD has the right to revisit and change prior BOD decisions. It is in the by laws. But it should only be done after careful consideration and discussion. Decisions must be made about how to implement such a change.
- We received an e-mail regarding low speed vehicles – in this case, most likely a golf cart. The BOD agreed that such vehicles must be registered to be operated on public roads. If it can be registered in MA, it can be driven in Wildwood. There was consensus that this is acceptable. Rules & Regs may disagree with MA law, so the Documents Committee should look into it.
- Audrey received a phone call regarding the history of the dam repair, wanting to know why we were using Fuss & O'Neill. They were chosen because they are qualified and have a history with us. We tried going to another firm for the NOI, and they referred us back to Fuss & O'Neill.
- Audrey had a phone call about a possible lot donation. Do we want to lift the moratorium, or do it case by case? The owner had been paying all dues. The lot is not buildable. Three years of dues are owed, and the owner hasn't been here in five years. If we take it, we pay taxes on it. The consensus was that, since we are not currently going after lots with no houses, the owner should be told to keep the lot and not worry now about dues owed. We will keep the moratorium. We may want to include in the collection by law something about this issue.
- There was an e-mail about Porcupine Point being one way. Marcia had made that comment at the October meeting. The signage was explained to Marcia, who agreed that she had been in error.
- A letter was received regarding logging for funds. Bob U will contact the person. This has been discussed in the past. Tolland says we need an NOI. The Conservation people say we do not need an NOI if we have a forestry plan.
- Audrey received a call asking why a project was only being done in certain areas. Audrey explained the process to the person, and later received an apology via e-mail.

7. Disposition of Open forum Items - there were none.

8. Community Open Forum

- Teresa Urbinati commented that if we are going to consider how to pay for dam repair, we should be sure we arrange to have enough money to do the entire repair now, once and for all.

- Teresa commented on changing BOD decisions. The BOD is not always aware of what past decisions were made. The BOD needs a running commentary on how certain issues have been handled through the years. Perhaps the secretary and Audrey can create a record with references to which minutes have the record of the decision
- Doryce Seltzer stated that the Security & enforcement and lakes Committees survey was to ascertain what is important to the community. It was to get opinions that could be given to the BOD. She will reduce the size of the survey, and try to take out “leading” comments.
- Bob Maselek announced that on December 12 there will be a carriage/sleigh ride (weather decides the vehicle) at 4:00 p.m. at the Tolland Town Hall.

The meeting was adjourned at 12:58.

Wildwood Property Owners Association
Special Board Meeting

November 12, 2010

6:00 p.m.

1. **Call to Order**: Frank Fazi, President, opened the meeting at 6:00 p.m.. Other Board members present: Stan Rosen, Marcia Eveland, Bob Maselek, Ruth Buchanan Joe Nunes and Bob Ueberbacher. Audrey Miller, Operations Manager, was also present. Present by conference call were David Laks, Rob Guyette and David Koerber. A quorum was established.

2. **Community Open Forum**: None

3. **Dam Repair Project**

Recap of bids to date

Bid specs have been sent to 5 companies. Four refused to bid, citing as reasons that they are too busy or that they are too far away. Only LB Corporation submitted a bid, for \$109,000 without any engineering oversight. Frank asked Audrey to contact other companies about possible interest, and received a reply from LR Enterprises in Northfield, CT. They came out, looked at the dam, and also spoke with the diver. They faxed in an alternate estimate of \$2,750 per day excluding materials. They estimate the job to take 10 – 15 days.

Discussion

Bob U asked if Fuss & O'Neill submitted an offer to sub-contract the work. Per Frank, the F/O design group declined to bid because they did not do the original work and were worried about liability.

F/O gave us a revised amendment 3 that has a menu of options with break-out costs. Again, they would do no actual construction work.

A question was raised about credentials and equipment for LB and LR. Frank reported that both companies are known to F/O. F/O reported that LB asked all the right questions, and that LR is a good company doing the right things and doing good work.

The BOD wanted to know if LR could give another bid including materials, more in line with the LB bid. There was additional discussion about what materials are needed and what the per diem total cost might be.

Frank confirmed that LR and LB are bidding on the same specs.

Frank noted that when the issue came up last year, LB quoted \$40,000 for work that was nowhere near as extensive. The new bid is about the same for what was quoted last year, noting increases for a year having passed. The rest is for all the additional required work.

There is a feeling that F/O should have an oversight role.

The suggestion was made that there be a warranty of more than one year, maybe two years, and that we have F/O or somebody else inspect the work before that warranty runs out.

There was a question about whether doing this work in cold weather was going to harm the work, but it will not.

Per David L – over \$49,000 needs to go to the members. Then we give options of how to raise the funds.

The BOD consensus was that we have to do it all, do it right, and do it professionally. We need \$100,000 more if we go with LB and F/O.

Mailing – we need three weeks from the letter to the meeting. We need time to get proxies. We want to avoid doing one mailing for the meeting notification, then figure out what we will vote on, and do a second mailing for the proxies. So could the proxy give a maximum figure, like \$150,000?

Do we want a new proposal for a 2 year warranty? To have F/O do an inspection?

We might lean toward LR, but we need more information. Perhaps we could look at some of their work, to see if it is comparable in scope to ours. They have been in business 10 years – how is their work holding up?

At this point, Nick Urbinati asked for permission to address the BOD. Per Nick:

- We do not have all our ducks in a row to make decisions
- We can go back to conservation for a delay because the NOI is good for three years. We can wait one year and have time to do this right
- Postpone the BOD decision and get bids
- The lake is OK right now as a normal draw-down, so we could stop now, and the lake will be full again in April
- The lake will leak, but probably no more than 2 feet, unless it is a very dry summer
- If there is no pipe in the coffer dam, how will we drain it next time? There should be a gate, so that the lower part of the lake could be drained without doing much to the lake itself.
- Too much has happened –n it is more expensive, there are more problems
- If we draw the lake down further, and the members do not approve more funds, so the work does not get done, conservation will not be happy
- There is no way to fix the leak without a full draw-down

The motion was made and seconded that:

- We stop the draw-down and postpone the work

- We advise Conservation of the need to postpone the work and amend the NOI
- We investigate the full extent of the damage
- We get more bids
- We have F/O amend the NOI and be sure that it is complete

The motion passed unanimously.

Assignment of responsibilities

In response to the motion, the following decisions were made:

- Audrey will arrange to stop the draw-down, and will contact F/O and conservation with an up-date on our situation. The Conservation committee meets this coming Thursday, so Audrey needs to contact F/O quickly.
- An ad hoc committee was formed to review, assess and reconsider the process, take time to be sure of what we need, and obtain more bids based on full specs. The committee members are: Bob Ueberbacher (chair), Bob Maselek, Ruth Buchanan, Joe Nunes, David Koerber, Nick Urbinati, Audrey, Will and Wes.
- David will investigate alternate funding

Additional comments

Can we do the coffer dam as a separate project? Can we possibly do that part in-house?

4. Community Open Forum – none

The meeting was adjourned at 7:20 p.m.

Wildwood Property Owners Association Board Meeting

December 4, 2010

9:00 a.m.

1. Call to Order: Frank Fazi, President, opened the meeting at 9:35 a.m. Frank was present by teleconferencing. Other Board members present: Stan Rosen, Marcia Eveland, Dave Koerber, Rob Guyette, Ruth Buchanan, Joe Nunes and Bob Ueberbacher. Audrey Miller, Operations Manager, was also present. A quorum was established. At this point, Frank turned the meeting over to Stan Rosen, vice president.

2. Community Open Forum:

Gert McKay:

Garlic mustard, an invasive species, has appeared in wildwood, on both sides of the back entrance and along the main and side roads. It is not yet into the woods. It stays green all year, so looks pretty, and blooms in May. Seeds can remain dormant up to 7 years. Secretions given off by the plant into the ground kill maple trees. The same spray used for poison ivy will kill garlic mustard. Gert will organize a team to dig up the plant in the spring, probably in April while the soil is moist and before it blooms. Large patches will require spraying. An article can be placed in the newsletter, and Gert and her team can map for spraying. Bob U felt that the ivy and the mustard could be sprayed at the same time. Rob was asked if he can do that through his company. He can, but wants to be sure there is no conflict of interest if he does it.

Loren Clark:

* Loren, who has experience over many years with forest management, is concerned about the cutting of trees, and believes that this should be way down on this list of forest management for Wildwood. We first need an inventory of species, size, and possible age. Commercial cutting would not be profitable, either. Also, our land can't handle large equipment in the forest. We need to preserve habitat. After a count, we can clean up dead wood and fire hazards. We could give the wood to those who want to haul it away. An excellent model for management is out the back gate, on River Road – the home of Ray and Jean Jenks. The land is like a park, and one can see the turkey and deer.

** Loren is also concerned about the dam repair. Since the pipes are almost 50 years old, they may have reached their life span. We need to ask whether to repair them or replace them.

Nick Urbinati:

* At a staff meeting this morning, OSHA regulations were discussed. What must Wildwood follow? The BOD consensus is that OSHA doesn't apply to organizations with fewer than 10 employees. No need to do the OSHA reports. Wildwood will, however, follow the OSHA regulations.

** Regarding the special dam meeting, Nick reminded the BOD that, if we walk around with one bidding company, we must be sure that all bidders get the same information regarding any issues that crop up.

3. Approval of Meeting Minutes

11/6/2010

The following corrections were made to the Minutes:

- Dave Koerber was present
- Under Nominating, add the Frank asked Doryce to serve again, and asked Doryce to contact the other members of the last Nominating committee to ask if they would serve again.
- Under Forest Management, change “on” to “of”
- Under New business, change “cal” to “call”
- Under Dam Repair, change “l” to “In”

Minutes were approved as corrected.

11/12/2010 Special Meeting

- In Recap of Bids, remove “spoke with Frank”

Minutes were approved as corrected.

4. Operations Manager's Report

1. Audrey passed around pictures of the old laundry demolition. The area will be seeded in the spring.
2. All the septic tanks except Otter Pond have been pumped out. That one will be done next year. The club house has two, and both were pumped. All look good. The club house will be done annually due to the new laundry.
3. Over 60 stumps have been ground out.
4. The tractor is back - \$3,180 to repair the transmission. There's a 60 day warranty, so they will use it as much as possible and assess 'On day 55'. It came in just under the \$3,200 estimate.
5. Ruth asked about the islands. Paul Sandy's is done. Stan's is in the budget and should be done in December or January, weather permitting.
6. Ruth asked about Porcupine Point drainage. Per Nick Urbinati, there is a game plan.
7. A bear has been in the Fox Den beach dumpster. Someone put household rubbish in it, drawing the bear. It is now locked so that it cannot be used.
8. Joe asked about two people were seen at the Laundry dumpster with a pickup truck. They told Will they were lost. Will asked them to leave. Copper piping in the dumpster

was taken. The incident and the license plate number were reported to the Tolland police.

9. Rob asked about other islands that have been exposed. Some will be done in-house, but others will need professional removal.

10. Joe asked about all the brush on Sliding Hill, and asked about controlled burns. The BOD raised the question of all the brush piles on private lots. Can they be taken to wherever wildwood is chipping? Bob U reminded to BOD that we decided not to do private brush, and that owners need to do that themselves. Nick Urbinati was given permission to speak. He reported that owners feel that Wildwood has a chipper that we all helped to pay for, so it should be used for private lots. The brush piles will affect plowing. We used to charge \$20 for 15 minutes of chipping, then bill if more time is needed. Nick said we should charge \$25 and just do it. Audrey suggested that we set aside one week in April and one in the fall to do this. We stopped because of the ice storm, which put so much work on Will and Wes. A motion was made and seconded to do the chipping now that is needed. Then the week after Memorial Day and the week after Labor Day can be set aside for regular chipping on owner lots. The charge will be \$25. Audrey has the authority to set it up. It should be put in the next newsletter. The motion passed.

11. Doryce Seltzer asked to delay the newsletter until January so that the Security and Enforcement survey can go prior to the newsletter to give the survey full attention. Audrey is fine with the delay – it has happened before. The delay was approved by consensus.

5. President's Report

Frank is drafting his newsletter message, addressing three items: dam repair, the Security and Enforcement survey, and the policy regarding collection of dues in arrears.

6. Vice President's Report

Stan raised the question of a security guard, which was discussed under the prior BOD. Stan wants this issue brought back to the table. Is the Personnel Committee going to work on it? Will & Wes work M-F so they can work together. So there is to be a part-time person on weekends – can this person do security? This is a summer-only issue. Maybe we could hire a local law enforcement person? What would the duties be? Security only? Also empty trash? Wash boats? Bob U is the liaison to Personnel, and will bring the matter to them.

7. Security and Enforcement Report - None at this time.

8. Treasurer's Report

David L. was not present, but Audrey had information for the BOD.

1. Regarding dues in arrears, two are on payment plans, 2 are in real collection, and the lawyers have received 2 more. First letters for the two new ones have gone out. For the ones Audrey is doing, one has paid, 3 are selling, and one of these has been sold and the arrears paid in full. We are receiving some monthly installments in hardship cases, as they can afford to pay. We have collected \$4,000 in delinquencies. Our legal fees are billed monthly, so we are up-to-date with those. We are within the legal budget line.
2. The real estate tax is over budget by \$2,400. The individual lot tax went up, and we had taxes due from the sale of the manager's house.
3. The by law change re: collections that Bob M was drafting has gone to the attorney for review. No word back yet.
4. Laundry monies for demolishing the laundry can be used also for the dam. Fox Den bathhouse is scheduled for 2012. Roofing the club house is in the budget for 2011.
5. Under truck/equipment we are over due to the transmission repair. We used less on road repairs, and tree removal, so the bottom line of Owners Services is OK.

9. District Director Reports

1. District 6 – Bob U asked about a date for tree removal in relation to the drainage problem at Porcupine Point. Not set yet, but Audrey says they are hoping to do work in December. Bids are out.
2. Joe asked for an update about the e-mail he had received regarding forestry questions. That was referred to Bob U, who will report on it in the committee reporting.

10. Board Policies

1. Policy Book for the Office – it is with the documents Committee, Bob M was not present, so no report.
2. Conflict of Interest Policy – the forms were given out and BOD members signed who had not already done so. Audrey will keep in a file. Frank asked Audrey to go through them and see who had not yet signed.

There was a brief break at this point in the meeting, from 10:40 to 10:55.

11. Security & Enforcement and Documents

1. The two committees met in November. Bob M has not yet written up the report. Andy Corn is in touch with Bob. Dave K affirmed that Bob was to do the report and give it to S

& E. The Documents committee is meeting next week. The BOD was reminded that S & E is a standing committee, while Documents is ad hoc. Sometimes responsibilities overlap.

2. Marcia handed out her draft of the revised guest policy, pointing out that most of it was editing of what we had, and then adding in information about the annual guest passes and parking permits. The annual billing was redrafted to include information on cars, boats and pets. There was some discussion about the guest boats, and agreement that guests bringing boats need to be given a packet about invasive species. Audrey and Marcia would like the guest policy and the revised annual billing to be approved now so that they can go out as the regular billing mailing. The motion was made and seconded to accept Marcia's documents as a 'work in progress' and allow the policy and the billing statement to go out. It will all be referred to S & E for additional work. The motion passed. NOTE: The motion in no way relates to the by law amendment about the guest policy that was tabled during the Annual Meeting in August. This is strictly about the current policy.

12. Nominating Committee

1. Marcia handed out a document showing only those parts of the by laws that refer to the job descriptions for Officers and District Directors, and to the function of the Nominating Committee. She went over the places that gave confusion, stressing that the Nominating Committee's only job is to recommend a slate of officers. Their job ends at that time. The Nominating Committee is reconstituted the following spring. Any positions that become vacant are filled by the BOD, and the person serves ONLY until the next Annual Meeting. If there is another year to run on the term, the new Nominating Committee fills that slot.

2. Marcia will send a good copy of the document to Frank, so it can be given to the next Nominating Committee.

13. Forest Management Committee

· Bob U received an e-mail from a property owner asking about what the committee was doing. Bob gave him a history of the ad hoc committee. Bob has been in contact with Bob O'Meara, a local log contractor currently working along Route 57 and Colebrook River Road. He can name a forester if we need a cutting plan. Bob agrees with Loren that we need an inventory first, and hopes to organize a team to do that, maybe over Presidents' Day Weekend. With an inventory, we can decide what to clean up, what to do in-house, and whether some logging is needed.

· Ruth reminded the BOD that our forest is new growth on farmland.

· Loren Clark was given permission to speak, and advocated for a published plan.

· Bob U went to a presentation about the lake and its watershed. He has the purpose statement. Bob will bring the mission statement. He wants more of wildwood involved in the process – more than the usual ten. More than the BOD.

14. Dam Repair Sub-Committee

- There have been 4 committee meetings to date. They are educating themselves on the problems and how to fix them. The Committee has seen the dam and learned more about the leaks. .
- The committee is working on a sequence of events and the timing. First will probably be the coffer dam, which would allow the dam to be repaired without draining the entire lake. The scope of the work and each step in the sequence will allow for a better plan, better bids, and a better contract. Marty is a project manager with a large utility, and knows about contracts and contractors. The committee is still asking questions and getting more information and doing more design work. For instance, on the coffer dam – can it be more like the one at Otter Pond? What's the cost? Do we want that? THEN go to the engineering firm for design work.
- The committee will do an open discussion in January, bring a report to the BOD in February, and hope to have something clear to bring to the Spring Meeting.
- There was discussion about keeping the momentum going. Nick Urbinati was allowed to speak. He suggested taking time. The committee needs to meet all together, maybe a Saturday or Sunday free of other meetings. like the day after a BOD meeting. We need really good specs to get good bids. Bids are only good for 30 days. but we could get an estimate now, and go for bids in December or October. Dave K and Marty also stress the need for FULL specs to bids, and good supervision.

15. Unfinished Business

1. Dry hydrant – Frank took the license agreement to the town selectmen for discussion and negotiation. Frank signed the final document and gave it to town hall for the fire chief to review. The chief wants some changes – Frank is waiting for a look at those. The chief doesn't feel it's urgent since nothing can be done until spring. Frank asked Nick U to speak to the chief. Frank will call Tolland on Monday.
2. Chat Room – Stan referred to the Lake Buel Facebook page. The wildwood chat room is not as good as face book, which can handle more information: pictures, notices, a discussion page, password privacy for some of it. More visible than a chat room. No cost. Can the Marketing Committee do it? This idea was approved by consensus, and Stan will contact Diane Massey. Something can then go into the newsletter about 'becoming a friend.'
3. Low speed vehicles – This question had been referred to Bob M. It may be a rehash of the golf cart question from a while back. Golf carts were voted down at an Annual Meeting. If, however, a vehicle is registered in MA to be legal on public roads, then they can be driven on wildwood roads. Otherwise, not allowed in wildwood.

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16. New Business - None

17. Correspondence - None

18. Disposition of Open forum Items - Done

19. Community Open Forum

Bill McKay

- Bill has concerns about the sale of lots for \$1,000 – 5 were sold at the beginning of the year. Who and where? Sale of adjacent lots needs to be more public.
- Bill gave a new budget model to Dave L – did he give it to the BOD? He has not. Bob U thinks it should go to the Finance Committee first.
- The Trails Committee should be used as a resource for the Forest Management Committee inventory.
- Is the recent engineering work on the dam good for future work? Bob U said yes.
- How many Wildwood members are on Facebook? Keep the web site and enrich it.
- Regarding motorized vehicles – what about motorized wheelchairs?

The meeting was adjourned at 12:20.