



WILDWOOD
PROPERTY OWNERS ASSOCIATION, INC.

2013 BOD MEETING MINUTES

Wildwood Property Owners Association Board Meeting

January 12, 2013

9:30 a.m.

- 1. Call to Order:** President Susan Moore called the meeting to order at 9:30.
- 2. Establish a Quorum:** Officers and board members present were Sue Moore, Charlie Higham, Marcia Eveland, Teresa Urbinati, Rob Guyette, Guy Prairie, Mariana Cana and Joe Nunes, with Andy Corn participating by conference call. Operations Manager Audrey Miller also was present.
- 3. Opening Comments:** Sue advised that she had received concerned comments regarding the Board workshop in December. She reminded us that this had been a working meeting with only one objective: options regarding collection of dues on lots without houses. She had a complaint that no notice was given. It was, however, posted on the club house white board. The by-laws do not require special notification. There was a question about why Sue didn't run the meeting; she responded that this was not a meeting but a workshop that was facilitated by the board members in charge of that committee. She was asked why there was no open forum, and responded that there was no open forum because this was not a regular board meeting but rather a board workshop.
- 4. Additions to the Agenda** - none
- 5. Open Forum**
 - * Ruth Buchanan – Ruth complimented the staff on the condition of the roads after all the snow. She wanted to know when work on the Fox Den bathhouse would begin, since it is not on our agenda for today.
 - * Pat Ueberbacher – Pat is concerned that District Representatives are not contacting the members in their districts, are not using the computer to maintain contact, and are not coming prepared to Board meetings.

6. Approval of Minutes

* Minutes for November 17, 2012 – Under Forest Management, change to move forward to address the management part as opposed to the cutting part, and to make recommendations to the Board. m s p

* Minutes for December 8, 2012 workshop – correct the title to workshop, and correct the spelling of Rob's name. m s p

7. Officer Reports

* President:

Sue asked the District Representatives to do articles for the newsletter, either ones they write themselves, or some that members in their districts write. Sue also requested that Representatives contact their members regularly. Audrey lets members know about maintenance, but Representatives should write about the Board. Sue then let us know that Dan Rego resigned from Property Management, which also takes him off of Finance, due to a change in employment.

* Treasurer

Charlie sent his report to the Board members. There is a \$6 credit per member from the dam savings, payable to members who paid their 2012 dues before the end of 2011. Other allocations were made per the vote at the annual meeting.

* Vice President - absent

* Secretary – no report

8. District Representative Reports

* Teresa asked why Audrey's report talked about both repairing and replacing Fox Den bathhouse. Sue asked that we wait on that for Audrey's report.

* Rob drove around his district, and all seemed well.

9. Operation Manager's Report

- a) Fox Den bathhouse – will be replaced, not repaired. Andy reported that in his district there is no strong sentiment about it at all. After discussion, it was agreed that the bathhouse must, by law, be handicap accessible. Audrey will get quotations for two stalls, and for one stall/one dressing room. Will not be done by Memorial Day.
- b) It's a good thing we kept the old truck, because it was used when the new truck wouldn't work. The new one is now repaired.
- c) Audrey received a concern from a person on the View who wants a tree cut down that has grown and cut off the lake view. Audrey explained that this can't be done. There was a question about cleaning the meadow and Meadow Beach. This is being done as time permits. Conservation has approved cleaning up around the boat racks and the fire pit.

- d) There was a request to have the Board take back a lot. We are still in a moratorium on this. Audrey is contacting the abutters. After discussion, it was agreed that Audrey should let them know the Board is in discussion around this issue and that, in good faith, this member should pay the 2013 dues.
- e) Audrey has the boat stickers, but needs the new boat policy so that she can send them out.

10. Standing Committees

* Forest Management – No committee member was present but Sue reported that Wildwood is on the cutter's list to be done this year, but there are names ahead of ours so we may not be done until 2014. We have asked for a sample contract and the insurance information. The roads need to be frozen before cutting can be done. There are no planned expenses on the part of the WPOA.

* Security – No committee member was present, but Sue reported that the committee had wanted teeth in the boat washing, and now we have it. Massachusetts just passed a law about boat washing to prevent invasives from spreading. The law will carry a fine of \$5,000 per day.

11. Boat Policy

Guy presented his draft of the policy. After a long discussion, a policy was established. m s p Marcia was charged with writing it up with all the changes and sending it out for final approval to the Board members.

12. Old Business – Non-payment of dues by lot owners

There was a good deal of discussion, raising certain points:

- a) The by-laws are detailed in how we do collections, and do not list collection agencies or credit reporting companies. The by-laws need to be changed in order to allow this.
- b) Mariana is researching MGL to see if it allows us to go to credit reporting agencies.
- c) Teresa looked into how a change in the dues structure would affect our income. She and Charlie came up with quite different figures, so each will investigate further.
- d) If the lots are offered to neighbors – dues would go up, so why buy them?
- e) If we take the lots back, what would be the fair market value for reselling them?
- f) At one time, Wildwood offered an amnesty for delinquents. Could we do negotiated settlements?
- g) G – Charlie requested another workshop, and it was agreed that we would meet to work on this issue again on February 9 at 9:00 a.m.

13. New Business – none

14. Correspondence – none

At this point, Sue requested a shift in Agenda, to allow the Open Forum, so that people would not have to leave during Executive Session, and then come back.

15. Disposition of Open Forum Items – covered in our regular business

16. Open Forum

Ruth Buchanan is concerned about what she believes are errors in the minutes of the Forest Management Committee meeting. Sue advised that the Board can't act without the approved minutes.

12:00 – We moved into Executive Session

12:30 – We came out of Executive Session

The meeting was adjourned at 12:30.

Respectfully submitted,

Marcia C. Eveland, Secretary

Wildwood Property Owners Association Board Meeting

March 9, 2013 - 9:30 a.m.

1. Call to Order: President Susan Moore called the meeting to order at 9:30.

2. Establish a Quorum: Officers and board members present were Sue Moore, Stan Rosen, Charlie Higham, Marcia Eveland, Andy Corn. Teresa Urbinati, Rob Guyette, Guy Prairie, Mariana Cana and Joe Nunes. Operations Manager Audrey Miller also was present. A quorum was present.

3. Comments from the President

There will be a newsletter before the Spring meeting. We need BOD members to write articles.

There was another complaint about not hearing from District Representatives. We need to set dates for the district meetings, so that they can be published.

Please be on time for meetings so that we don't have to backtrack and repeat what was already said.

The Red Trail will be dedicated to the McKays on the weekend of the Spring meeting. There will be a brass plate on a large boulder at the entrance to the trail.

Two couples are needed to host the Spring pot luck. Mariana volunteered herself and her husband. Sue and Marcia will do the pot luck in August.

4. Additions to the Agenda – add deciding dates for district meetings.

5. Community Open Forum – Bob Sullivan, homeowner on Fox Den, was present by phone, said he appreciated being able to listen to the meetings.

6. Approval of the January Minutes - under Fox Den bath house, it is to be "handicap" accessible. Minutes were approved as corrected.

7. Board Reports

President and Vice President – no reports

Secretary - please RSVP to meeting notice, so that we can be sure of a quorum.

Treasurer –

- a. The February financial report was sent out – all OK. Not enough data yet to know if we are on track for the year.
- b. The finance Committee starts preliminary work on the 2014 budget this afternoon.
- c. Delinquent dues look good coming in.

- d. Will use excess contingent reserves to fund other reserves not yet fully funded.
- e. Adding a compensation reserve line to fund from excess contingency reserves. We don't need to spend it.

District Representatives

- a. Decided on district meeting dates:
 - i. Districts 1 & 2 – July 6 at 11:00 a.m.
 - ii. Districts 4 & 5 – July 20 at 9:00 a.m.
 - iii. Districts 3 & 6 – July 6 at 1:00 p.m.
- b. Teresa commented that a District Representative is a volunteer so may not always have time to report, and may not have anything to report.
- c. Guy reported sending an e-mail out and getting numerous responses – thanks and a question.
- d. Joe sent an e-mail out and got comments, concerns and questions. Some were referred to Audrey.
- e. Rob sends an e-mail monthly, but gets no responses.
- f. Mariana sent one report out, but had no responses.
- g. Andy had no report to the Board.

8. Operations Manager Report

Audrey sent out a written report. She reminded the Representatives to copy her on e-mails to their districts, so she will be prepared to answer questions that come in to her as a result.

Actively looking for a back hoe. Rented one after the blizzard.

Fox Den bathhouse final plans are out to bid. Due March 20. Asking for two designs and two types of roofing, for a total of four possible bids per builder.

Audrey gave Will and Wes bonuses for all their work during and after the blizzard.

A change was made in the Agenda line-up so that Bob Ueberbacher could leave for another engagement.

9. Forest Management Committee Report - Bob Ueberbacher gave an update.

We are third on the list, so may have to wait until next winter.

We have been granted Chapter 61B status.

We can get a full forest management plan for only \$500 because the forester can use the work he has already done. The report will be good for several years. After discussion, a motion was made to pay \$500 for a Forest Management Plan. Seconded and approved.

10:35 – The Board took a ten minute break.

10. Proposed Amendment to the Rules and Regulations

The building Review Committee sent in a proposal to change the measurement of private docks. A motion was made to bring this proposed amendment to the full membership at the annual Meeting. After discussion, the motion was approved 9 to 1

11. Policy on culverts, Ditches and Swales

.The Building Review Committee presented a proposed policy for Board approval. In #4, the first line was removed. In #6 “potential” was added. In #5, “liability” was added. A motion was made to accept this policy as corrected. The motion passed unanimously.

12. Security Committee Report

The committee presented a report on Greeters. There was a great deal of discussion around this issue, culminating in four actions to be taken:

- a. Audrey will talk to Will and Wed about working on the three major holidays as regularly scheduled, and then taking a comp day later.
- b. Security will write an article for the newsletter about the new Mass. General Law prohibiting taking unwashed boats from one body of water to another. They will also create posters about this law.
- c. Security will present their request to funding for Greeters to the Finance Committee.
- d. Security will hire and train everybody who is a Greeter and also those adults who agree to act as backup to the Greeters.

It was also agreed that we would not have Friday greeters and that women who wanted to greet would be treated the same as the men.

The committee presented a policy for Removing and Reinstating Member In Good Standing Status. The document was discussed and minor changes were made. A motion was made to accept the policy as corrected. The motion passed unanimously.

12. Property Management Committee - Sue presented a motion to accept Rob Guyette as chair of this committee. The motion passed unanimously

13. Boat Policy

This policy was again discussed. Some changes were again made. A motion was made to accept the policy as corrected. The motion was approved unanimously.

14. Unpaid Dues on Unbuilt Lots

Mariana reported that Mass General law allows us to report directly to a Credit Reporting Agency to report the delinquency. Marcia said that this ability should be added to the by-law on collections so that it can be used for unpaid dues on built AND unbuilt lots. It was agreed that this should now go to the by-laws committee.

15. New Business – Mariana commented that the usage fee for the club house seems too low. This will be referred to the Community Relations Committee.

16. Correspondence – Marcia read three thank you notes, from the Tolland, Sandisfield and Granville fire departments for donations sent from the WPOA.

17. Community Open Forum – none.

18. Executive Session – none.

The meeting was adjourned at 12:30.

Respectfully submitted,

Marcia C. Eveland, Secretary

Wildwood Property Owners Association Board Meeting

April 5, 2013

9:30 a.m.

1. Call to Order: President Susan Moore called the meeting to order at 9:30.

2. Establish a Quorum: Officers and board members present were Sue Moore, Charlie Higham, Marcia Eveland, Stan Rosen, Andy Corn, Teresa Urbinati, Rob Guyette, Guy Prairie, Mariana Cana and Joe Nunes. Operations Manager Audrey Miller also was present.

3. Additions to the Agenda:

Reports from the Property Management and Security Committees were added.

4. Open Forum: None

5. Approval of March Minutes: Passed without corrections.

6. President's Report: No report

7. Treasurer's Report

Received dues are on target.

Charlie would like the BOD to give guidelines regarding the 2014 budget. After discussion, a motion was made and seconded to advise the Finance Committee to hold to a budget increase of less than 4%. After more discussion, it was decided not to vote. By consensus, this 4% is to be used as a guideline and Finance is asked to do the best job it can.

8. Vice President's Report: No report.

9. Report of the District Representatives

All six Representatives reported contacting their constituents and receiving feed-back. Some of the comments were shared with the Board.

10. Operation Manager's Report:

Audrey submitted a written report. The ice came off the lake yesterday, and fish stocking is today.

The Board took a recess from 10:40 to 10:45.

12. Property Management Committee:

Chair Rob Guyette reported:

Wes was able to repair the men's room at the club house.

- Leave budget fundings as line item place holders to remind the Board to put money in as able. Rob will review to see what can be done, when, and for how much.
- The Maintenance Shop has some issues, including no running water and no bathroom.
- ffor road repair, need to determine which ones truly NEED to be repaired.
- Ccommittee wants to sell the backhoe.
- DDiscussion about having smaller bathrooms at the club house, nad adding a family bathroom.

13. Security Committee Report:

Diane Massey reported. A written report was submitted. The committee is requesting a \$10,000 reserve to be funded at \$3,333 annually for three years, for Lake Preservation. There was discussion over what that means. Preservation is not the same as security, but they may overlap. The request was submitted to the Finance Committee.

14. By-Laws Ad Hoc Committee:

Marcia referred to the proposed changes that were previously sent out. There was a question about legality on page 4, item #3. All the changes will be sent to our attorney. A motion was made to bring the proposal to the Annual Meeting. It was seconded and passed. Marcia will hold six community meetings between May 25 and July 6, and will bring any possible changes back to the Board at our July meeting.

Charlie requested that we add the Spring Meeting to our Agenda. His request was approved.

15. Lots in Arrears:

The Board reviewed Rob's written report. A motion was made to put the top six recommendations into play. It was seconded. After more discussion, it was agreed to rewrite the third bullet, eliminating the second sentence and change "should" to "shall." It was agreed that the fifth bullet should be omitted. The motion passed as amended. The final recommendation reads as follows:

UNIMPROVED LOTS/DELINQUENT OWNERS/DUES STRUCTURE

- No lots should be taken back at this time.*
- No arrangement/negotiations should be made at this time.*
- A letter from our lawyer shall be sent, starting the collection process as we do with lots with home delinquent owners.*
- The letter from the lawyer shall state that current 2013 dues are due by July 1st. Payment not received by the date due will escalate a collection process and will not allow for any arrangement/negotiations in the near future.*
- If there is no response to the letter, then liens should be put on that property.*

Under “Other Items to Consider” in Rob’s report, a motion was made to use the second two bullets as part of a charge to a new task force that will review dues structure. These are:

- Dues structure for lots should be reevaluated at least to only include road and lake dues to make lots more inviting to purchase, adding more revenue to the community.*
- There should be only one membership type, eliminating the (Full membership/Land owners) controversy.*

This was seconded. Sue wants five people who have not been involved with Wildwood governance before to serve on this committee. She will contact Scott Burghoff, who was part of an earlier such committee. The Franco ruling should be part of the information packet. A vote was taken, and the motion passed, nine to one.

16. New Business:

Sue presented two names to be approved for the Nominating Committee, which is the last time that this will happen: Ann Fazi and Jeffrey Bowden. Both were approved.

17. Correspondence:

Joe received an e-mail from the owner of an unimproved lot who wants to give it back. After discussion, the consensus was that he should pay his 2013 dues in full, and then we will discuss again.

18. Spring Meeting:

Board members discussed what needs to be on the Agenda. Sue will send us a draft Agenda at review.

Sue reminded the members about the dedication of the McKay Trail on Saturday, April 27.

Mariana stated that she will be unable to host the Spring pot-luck. Diane Massey volunteered to do it.

19. Open Forum

- Diane Massey asked about the budget for the reception after the McKay Trail dedication. Set at \$100. Audrey was asked to do an e-mail blast to remind people of the ceremony.
- Diane reported that there will be a new design for the Wildwood t-shirts, with a second design on the back.

12:35 – the Board went into Executive Session.

12:50 – the Board came out of Executive Session

The meeting was adjourned at 12:50.

Respectfully submitted,

Marcia C. Eveland, Secretary

Wildwood Property Owners Association Board Meeting

June 8, 2013

9:30 a.m.

1. Call to Order: President Susan Moore called the meeting to order at 9:30.

2. Establish a Quorum: Officers and board members present were Sue Moore, Charlie Higham, Marcia Eveland, Stan Rosen, Andy Corn, Teresa Urbinati, Rob Guyette, Guy Prairie and Joe Nunes. Operations Manager Audrey Miller also was present.

Date of Annual Meeting of the BOD needs to be changed because Susan and Marcia cannot be present. The calendar was checked for Jewish holy days. By consensus, the BOD annual Meeting is moved from September 7 to September 14.

3. Additions to the Agenda: none

4. Open Forum

Ruth Buchanan asked if there had been a follow-up to the letters regarding the buffer zone at Otter Pond. She is willing to take a canoe and check it out. She was told that officers also plan to go to Otter Pond and walk the ROWs.

5. Approval of Minutes:

The minutes of the April 5 meeting were approved as corrected.

6. Officer Reports:

PRESIDENT – no report.

TREASURER – Charlie asked if there were questions about the written report. There were none. Other items:

- 14 unimproved lots were sent to the attorney so the line for legal has a variance, but already covered by attorney fees being paid as part of past due amounts.
- Road repair will use up reserves
- 2014 Budget is almost ready for BOD approval
- There were some questions for clarification

VICE PRESIDENT – Stan commended the Security Committee for the good work training and coaching greeters.

SECRETARY – no report

7. District Director Reports: none

8. Operations Officer Report

Written report submitted. Club house drain issue was a crushed pipe, replaced. Request to have an additional speed bump by Fox Den beach. Audrey will check to see if we have an extra, or find the cost for a new one.

9. Committee Reports

SECURITY – Doryce Seltzer gave her report by remote access. The Security Committee requests that Will check his cell phone on a regular basis during the weekend. Can Will give time to boat washing after lunch? Request to speak at the District meetings. Teresa requested a written summary of what Security will discuss, but the other Representatives did not want that information. Security will have hand-outs. Sue will try to get more information on the new MA law on boat washing.

10:15 – Recess called. Reconvene at 10:25. The Secretary reminded the Board that the President, as moderator of the meeting, needs to be obeyed when she requests order or a cessation of debate.

SECURITY (continued) – the committee had some concerns:

- Can Audrey remind members that guests cannot put unwashed boats in the ponds
- Would like a MA representative to come to speak on invasives
- Want an additional \$600 for Friday night greeter
- Want a temporary pass for people looking at real estate
- There is a question about the budget for greeters

There was discussion about Will and about the budget. Susan made a motion to approve an additional 20 hours for greeters, Seconded. After discussion, the motion passed. 8 votes for. Teresa voted no.

There was discussion about the additional \$600. There will be unused funds because there were no greeters during the heavy rains. By consensus, the additional hours were approved.

FOREST MANAGEMENT – There have been changes since members voted for the cutting plan. It may take several years to get done. Some of the Red Trail would be used. The timber price isn't guaranteed and Wildwood will have to do a good part of the set-up work, which will cost. The contract doesn't address some of our concerns. There was a motion to enlarge the window for doing the work, which was seconded, but the motion was withdrawn after discussion.

10. Old Business – none

11. New Business

- Sue has set up an ad hoc committee on Dues Structure. She presented a copies of the charge and information documents. She recommended Brian McGorry as the ahir; he was accepted by consensus.

- The ROW at Stone's Throw is steep, had a tree in the way, and has poison ivy. The tree is gone, but it is still a bad trail. Do we want to close it? After discussion (danger, deeded right to use, ask the community) it was agreed to leave as is.

12. Correspondence: There was an issue regarding greeters with regard to a party, but Sue handled it.

13. Open Forum

Frank Fazi agrees that we should put extra funds into contingency, for road repair. Wants the Board to ask members if some can be used THIS year on some items. Charlie agreed to ask.

14. Executive Session

The Board went into Executive Session at 11:50 and came out at 12:00

Susan agreed to put questions regarding Roberts Rules of Order on the agenda for the next meeting. The meeting adjourned at Noon.

Respectfully submitted,

Marcia C. Eveland, Secretary

Wildwood Property Owners Association Board Meeting

July 13, 2013

9:30 a.m.

1. Call to Order: President Susan Moore called the meeting to order at 9:35.

2. Establish a Quorum: Officers and board members present were Sue Moore, Charlie Higham, Marcia Eveland, Stan Rosen, Andy Corn, Teresa Urbinati, Guy Prairie, Joe Nunes and Mariana Cana. Operations Manager Audrey Miller also was present. A quorum was established.

3. Additions to the Agenda

An executive session was added after Open Forum. A Community Relations Committee report was added, along with additional correspondence.

4. Open Forum

Diane Massey reported that she lives at 43 Fiddlehead. There are pot holes in that road that have been filled several times but which still erode. There are drainage issues. There needs to be a permanent fix. This concern was noted by the Operations Manager.

At 9:40, the Board went into Executive Session, and at 10:15 they came out of it.

5. Approval of Minutes

The Minutes of the June 8, 2013 Board meeting were unanimously approved as corrected.

6. Treasurer's Report

All finances are fine. Charlie explained a few changes in the proposed 2014 budget. The Board voted unanimously to accept the proposed 2014 budget as received from the Finance Committee.

7. District Representative Reports

Teresa and Andy referenced the boat policy, asking for clarification of where the designated areas are for grounded boats. The Fox Den beach launch area is partly blocked.

Guy noted that two days after the kayak racks were up, they were full, with no kayaks on the ground. There are cigarette butts on the ground – perhaps a reminder should go into the newsletter to carry away butts. Guy noted that some people had taken boats to the raft and moored them there for some time. Guy asked about leaves clogging culverts, and Audrey said that is a constant and ongoing work for Will and Wes.

Joe is concerned about the amount of poison ivy that has come up this year.

8. Operations Manager Report

Audrey submitted a written report. Regarding Fox Den bath house, she said the well issues seem fixed – the entire pump needed replacement. Testing water on Tuesday. The building will be power washed and painted. The basement may need a sump pump. Also – speed bumps have been installed; the Meadow one was relocated to Fox Den, because Meadow is still not paved. Next year, a new one will be bought for Meadow.

9. Nominating Committee Report

Chair Judy France submitted the slate of nominees:

Vice President – Stan Rosen

Co-Treasurers – Scott Burghoff and Dan Rego

District 1 Rep. – Andy Corn

District 5 Rep – Tammy Campanelli

Judy suggested that the Board encourage new members to participate at the committee level to get excited about Wildwood. She also requested that the Finance Committee create a document setting out what a Treasurer for the WPOA needs to know to do the job. She asked us to think about using an outside CPA. She also asked about annual audits. Time and training are the major issues around finding a nominee for Treasurer. The Board unanimously approved the presented slate, with Joe, Stan and Andy recusing themselves.

From 10:45 to 10:55 the Board took a recess.

10. Ponds Committee Report

Chair Jan Tkasz responded to Board questions regarding recent correspondence that had been received, including a Committee report. Jan believes that the committee is to monitor, preserve and take remedial action for the ponds, and report to the Board. Security is in charge of people and vehicles. So the issue of boats is where the two committees intersect. There was a lot of discussion. The Board received the committee's report as submitted.

11. Security Committee Report

Chair Doryce Seltzer answered questions from the Board regarding received correspondence and a committee report. There was discussion about miscommunication and committees working together. Doryce requested a Board policy regarding prevention of invasives. The Board unanimously accepted the committee report. A motion was made to accept a draft policy written by Doryce and edited by Joe, as a beginning draft, with the Security and Ponds Committees working together to create a final document for Board approval. This motion passed unanimously. Marcia will send the beginning draft to Jan and Doryce.

12. Community Relations Report

Diane Massey extended her resignation as chair. She thanked those who had assisted her, including the Strinies for Karaoke Night, the Fletchers for Bingo, the Rosens for the fishing derby, Ann Fazi and the Binders for the front garden, and the Binders for the roadside clean-up from Beetle to Route 57. Diane asked that the committee budget alternate between \$1,200 and \$2,000 each year, because they order t-shirts, caps and towels and can run out of front money. She has all the volunteers for Field Day, but needs donations of prizes for the kids.

13. By-Laws Committee

Marcia reported that nobody came to any of the public forums. She went over a few more corrections. The Board unanimously approved the proposed changes, and it will now go to the attorney for final review.

14. New Business

BOAT WASHING POLICY – The Board decided to add “must be washed on the day it is put in the pond.” There was a lot of discussion around appointments and treating everyone the same and locking the gate. The Board agreed that a PWB that keeps leaving wildwood needs to have its status revoked so that it becomes a TB, requiring washing every time it is put into the pond. Appointments must be made to put in the boat AND to take it out, and the gate will otherwise remain locked. Will and Wes will be notified.

15. Agenda for the Annual Meeting

Sue reviewed the Agenda. There were no additions.

16. Open Forum

Frank Fazi requested that the Board consider completely prohibiting outside boats from using our Ponds. He also noted that committees cannot act on their own, but must have Board approval.

17. Guest Policy Change

The Board voted unanimously to approve a proposed an amendment to the by-laws prohibiting WPOA members from giving guest passes to non-members or members not in good standing, or to the families of either.

The meeting adjourned at 1:00.

Wildwood Property Owners Association Board Meeting

September 21, 2013

9:00 a.m.

- 1. Call to Order:** President Susan Moore called the meeting to order at 9:10.
- 2. Establish a Quorum:** Officers and board members present were Sue Moore, Stan Rosen, Marcia Eveland, Scott Burghoff, Dan Rego, Teresa Urbinati, Rob Guyette, Guy Prairie, Tammy Campanelli and Mariana Cana. Operations Manager Audrey Miller also was present. A quorum was established.
- 3. Additions to the Agenda:** Teresa asked that we review our Rules of Order under new business. Sue said that we would have another piece of correspondence, and that the report of the Personnel Committee would go before the report of the Operations Manager.
- 4. Open Forum:** none
- 5. Approval of Minutes of the July 13 meeting:** There were three spelling corrections. The minutes were received as corrected.
- 6. Officer Reports:**

PRESIDENT – Sue welcomed the news board members.

TREASURER – Scott said that, in all voting, Dan would cast the vote for the treasurers. Scott acknowledged that Charlie Higham did the report for this month. Scott and Dan are meeting with Charlie to get familiar with the process. There is nothing special to note about revenue or expenses. Sue had some issues:

A – at the annual meeting there was a question about outstanding dues for unimproved lots. Only the treasurers and Audrey know who they are. Sue requested that Audrey create a list without names, to show progress, which she has done. With collections, all are not done at once. Audrey and treasurers decide who goes to the attorney. Regarding letters to unimproved lot owners, several asked to give back lots. Others had no response. The moratorium still in force on taking back lots. Audrey reported that the first 15 lots were sent to the attorney

B – Sue pointed out that the by-laws allow us to charge interest on dues in arrears in the first year. She moved that we charge 12% per annum interest starting immediately. It was seconded. There was discussion around MGL on the issue (20% allowed), when to begin, and how much to charge. Audrey will do a cover letter to go out with the new bills for 2014. The motion passed unanimously.

C – the Treasurers' report was accepted unanimously.

- 7. District Representative Reports:** nothing to report

8. Personnel Committee: - Chair Nancy Fiedler presented a new policy regarding sick days and absenteeism. There was discussion around various other options for the policy. Sue moved to accept the new policy proposed by the committee, which was seconded. There was more discussion about options. The motion passed: Sue, Marcia, Teresa, Rob, Guy and Mariana voted yes. Stan and Dan voted no. Tammy abstained.

At 10:10 the Board took a break, and reconvened at 10:15.

9. Operation Manager's Report:

A - Regarding the Lakeside bath house water issue – there is a lag between DEP postings and the actual correcting of the problem, so that the posting comes much later. Stan suggested a sign saying : “Water not intended for drinking.”

B - Regarding the oil spill on Fox Den, it is on-going as the excavating must continue until the soil tests clean. Then the road will be fixed. Per MGL the owner (Wildwood) is 100% responsible. The sub-contractor's insurance is going to cover all costs. Audrey's time and our costs will be about \$1,800 on this issue. The actual initial driveway job is still not correct by Wildwood standards – there is no swale. Wildwood needs to let the homeowner know this.

C – Audrey recommends:

bonding and insurance certificates on file for all contractors who are working in Wildwood for private owners. She will research easements, private roads, punishments, prohibiting contractors.

Pollution coverage, which is not included on our liability or umbrella policies. She will do research on coverages with various deductibles.

D – paving costs will go up because the road paving areas have been increased and include ditching.

E - Sue made a motion that Audrey and the treasurers submit a bill to the sub-contractor's insurance carrier for our costs regarding the spill. It was seconded, and was approved unanimously.

10. Forest Management Committee: - Bob Ueberbacher presented the revised contract for the logger. After a great deal of discussion about costs, supervision of work, timing, Teresa moved to accept the contract. It was seconded. The motion was defeated; Teresa and dRob voted yes, and everyone else voted no. Stan then moved that we accept the contract after a review by our attorney. It was seconded, and the motion passed. Teresa and Rob voted no, and everyone else voted yes.

11. Dues Restructuring Committee: - Sue reported that she has spoken with chair Brian McGorry. He is working to clarify the intent of the possible change. The committee had gone off on other tangents. The charge is to determine the fair and equitable charges for road and lake fees. He plans community forums in the Spring. Non-committee members may attend committee meetings, but cannot speak. Stan suggested open forums at the beginning of meetings so people can make simple statements of their ideas, for the committee to take under advisement.

12. Old Business: A joint policy of lake preservation was presented by the Security and Ponds committees. Sue moved to accept it. The motion was seconded. There was a question about Board policies, and it was explained that all are on file and public, to be kept when boards change

over. Policies support how we implement by-laws and the rules & regulations. The motion passed unanimously.

13. New Business:

A – The Board agreed by consensus to approve Greg Massey as chair of the McKay Trail Committee.

B – The Board approved Tammy as liaison to the Nominating Committee.

C – The Board reviewed the 2014 calendar. After discussion, it was agreed to add a meeting on May 10 at 9:30. District Representatives were asked to advise Audrey of their meetings, and were reminded that some members don't like meetings on holiday weekends or in the afternoons.

D – Discussion of Rules of Order. We follow MGL, then our by-laws, and then Roberts. Teresa believes that MGL precludes going into executive session in the manner that Sue has done it. Sue advised that MGL is silent on how private organizations run meetings. Teresa asked what action was taken against her. There was discussion. Teresa stated that there needs to be a motion for a discipline of a member. A reason needs to be given for an Executive Session and it needs to be voted upon. There was more discussion. At that point, Sue said that Teresa's concerns were noted, and moved on to the next item of business.

14. Communications:

A – Al Wells wrote concerning material that was mailed and posted that encouraged the use of non-phosphate detergents for both clothes washers and dish washers, implied in private residences. Wildwood has a clear and concise rule that prohibits the use of either. Susan noted that the CE&R, however, allows "low water usage" clothes washers. After a lot of discussion on this issue, it was agreed that the Security Committee is responsible for the R & Rs. They are working on the first 20. The Ponds Committee is also working on this issue. The Board will wait for reports from both, and Scott will check with Ponds in January.

B – Amy Gussman, fiddlehead, wrote regarding trespassing by her non-Wildwood neighbors. Amy was present, and was invited to sit in at the discussion. After a great deal of discussion, including a request by Amy that Wildwood pay to plant trees on her property, the Board noted that none of the property in question belongs to Wildwood, and so we have no say in the matter, although all the members expressed sympathy with Amy. The individual members thought her suggestion of a land swap of other land that Amy owns outside of Wildwood but abutting the subject properties, through an attorney made sense, but could not, as a Board, endorse it.

C – Audrey received a note from a member on Owls Nest asking for copies of all papers in his file. The by-laws give the right to review. Towns ask for a written request and then payment in cash for the cost of the copies and the cost of an employee's time to make the copies. The Board decided that we charge \$.65 per page, with the cost paid in cash up front by any member/owner wishing copies of the material in their file. The by-laws say that the copies should be available within two weeks after payment is received.

15. Open Forum: - Brenda Richter wanted to know why some Board, Committee and community members choose to ignore the by-laws and Rules & Regulations such as having dish washers and washing machines, walking dogs off-leash or bringing them to the club house or on the beaches, and not picking up after them. Brenda's question is: Are these Rules and Regulations that everyone

must follow, or are they just considered guidelines? Brenda was told that her concern would be addressed next month.

Sue moved that the Board go into Executive Session to discuss an employee. All agreed.

At 1:20 the Board came out of Executive Session.

A motion was made to adjourn the meeting. It was seconded and approved unanimously. The meeting adjourned at 1:20.

Respectfully submitted,

Marcia C. Eveland, Secretary

W.P.O.A. Board of Directors

November 9, 2013

MINUTES

Call to Order

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

Opening Comments

Susan referenced Brenda Richter's Open Forum comments at the September meeting, and reminded the Board that we all need to follow Wildwood's Rules and Regulations. She announced that the Tolland Fire Department is in need of monetary donations, reminded us that this group protects us, and put her own donation check out to encourage us. She told the Board that sales are up in Wildwood.

Open Forum

None.

September Minutes

Teresa had questions about the wording of Section 12C. After some discussion, the wording was corrected. Brenda's last name was spelled incorrectly. There were some typos. The September Minutes were accepted, with Andy abstaining because he had not attended.

President's Report

1. Regarding second Wildwood homes owned by members – the WPOA hadn't been charging extra dues and assessments, but is doing so on the 2014 bills. Teresa admitted to a conflict of interest but

felt that this billing is unfair. There was discussion about the by-laws. This issue will be put on the agenda for the next meeting.

2. The logging contract was signed without issues, but the work won't begin until the Spring or next Fall.

Treasurer's Report

This report is for September and October.

1. The treasurers thanked Charlie Higham and Audrey for continuing to guide them as they learn the process. They may change the format to include a one-page summary. They welcome suggestions.

2. A big payment for roads is off-set by a big receipt for past dues.

3. Sue asked about a gift to the Tolland Fire Department. A motion was made to give \$200 to the Fire Department and \$50 to the ambulance Squad of Sandisfield. The motion was seconded and passed unanimously.

4. \$17,000 in past dues has been collected in one month. All were with the attorney. The payments included both the dues owed AND the attorney fees.

Vice President' Report

No report.

Secretary's Report

Marcia handed out a list of meeting definitions to help WPOA members navigate our meetings. There was one addition. Sue asked the Board liaisons to bring copies to their committees. The list will also be published in the newsletter and sent to members in an e-mail blast.

District Representatives Reports

1. Andy reported that the oil spill on Fox Den has been cleaned up and the road is fixed. He has received a letter about an ROW dock that is gone. Audrey advised that this dock will be replaced in the Spring.

2. Rob has a concern about a large rock sticking out of the road in south village. It is painted orange now. Audrey explained that Will and Wes think it is a tip-of-the-ice berg rock, too large to move. Perhaps the road can be raised around it.

3. Sue and Rob discussed encroachment on the Otter Pond ROW with the offending owner, who said she understood. But when Sue went back to look, they had continued to mow. Sue and Marcia have planted seeds there. The pins are marked now. Rob suggests that we should think about getting an attorney involved if the encroachments persist.

Operations Manager Report

1. On past due dues, we've received all dues and attorney fees when they are paid.

2. The Fox Den oil spill is repaired.
3. The pond is in its draw-down.
4. Tree-trimming is on-going at no cost to us. It's being done by WMECO.
5. Stu Richter will be on back-up for dam operation. Rob volunteered to do the same.
6. There was a second spill, from a leaking oil tank, on Fox Den private property. The DEP was on board and it is in the process of being cleaned up. There was another incident on Thursday, in front of the club house, from leaking equipment on a trailer. It was cleaned by the contractor and then checked by the fire and police departments.
7. Audrey has researched the cost of pollution insurance. Sue made the motion that Audrey and the treasurers pursue the option with \$10,000 deductible and \$1 million in coverage for \$3,722, making sure that it meshes with our umbrella policy, and using 2013 funds from the general contingency to get immediate coverage. It was seconded and passed unanimously.
8. Audrey wants to ask contractors to make Wildwood a named insured on their liability insurance, and to provide a certificate of insurance. Tolland requires this on all septic work and oil deliveries. Audrey wants a policy on this. Sue asked that Audrey send letters to all our regular contractors, explaining about the requirement and also asking for proof from the owner that wildwood approved the work. It was decided that Audrey, Sue, the Building Committee and Property Management will create a policy to bring to the Board.
9. On 11/13 ,the clubhouse will be closed because there will be no electricity. A buffer is being installed in the well head per a DEP request.
10. Dan asked about the Fox Den situation where a new driveway has no swale. Audrey will be contacting the homeowner to have that addressed and fixed.

A motion was made to receive Audrey's report. It was seconded and passed unanimously.

From 10:45 to 10:50 we took a break.

Personnel Committee

Sue reported that the committee met last night. Staff reviews and job descriptions are being worked on. There is a discussion about a tiered salary structure based on seniority, in case we have new employees.

Dues Restructuring Committee

Rob is concerned that this ad hoc committee has not yet reported to the Board; it seems that they are not having meetings. Sue noted that this is also the committee that should look at the issue about dues on second homes. After discussion, it was the consensus of the Board that this committee needs to hold some public meetings. There was further discussion about billing for the second home. A motion was made to rescind the 2014 billings for the second homes while the issue is reviewed. It was seconded and passed, with Teresa abstaining due to her conflict of interest.

Old Business

None

New Business

1. Susan asked that a decision be made about the employee cost for health insurance. Two employees are on the plan. The history is that several years ago the Board decided to increase the percentage the employee paid, in three annual installments, from the 80/20 up to 60/40. The split went to 70/30 two years ago. We need to change it the one last time, so that the employees pay 40%. A motion was made to raise the employee contribution to 40%. The motion was seconded. In further discussion, it was noted that the premiums just went up 24%, and that the employees are aware. The motion passed unanimously.
2. Community Relations needs a new chair. Sue will do this. A motion was made to make Sue the chair. It was seconded and passed unanimously.
3. Andy wants the Board to send a petition to the town asking that the dump be open on holiday Mondays. After a great deal of discussion about alternatives, the issue was dropped.

Executive Session

At 11:25 a motion was made to go into Executive Session to discuss employee benefits. The motion passed. At 11:50 the Board came out of Executive Session.

Other Business

Dan noted that not all of the funds set aside for employee benefits get used. Could these funds be used for employee training? As examples, Audrey could take management training, or Will and Wes could take mechanical courses. The Board agrees by consensus, and Audrey was asked to watch for applicable classes and training courses.

The meeting was adjourned at Noon.

Respectfully submitted,

WPOA Board of Directors

December 21, 2013

M I N U T E S

The meeting was called to order at 9:05 by President Susan Moore. Also present were Marcia Eveland, Rob Guyette, Guy Prairie, Dan Rego, Mariana Cana and Teresa Urbinati. Also present was Audrey Miller, Operations Manager. A quorum was established.

Sue explained that the meeting was called because Wes Green has resigned. We will be discussing employee benefits and contracts, so the meeting will be held in Executive Session. Teresa asked why the meeting needed to be in Executive Session, and Sue referenced the e-mail that she had sent to the Board explaining her reasoning. A motion was made to go into Executive Session, and to include Audrey. Teresa voted no, all others yes. The motion passed and the Board went into Executive Session at 9:10.

At 11:40, the Board came out of Executive Session and the meeting was adjourned.

Marcia C. Eveland, Secretary