



**WILDWOOD**  
PROPERTY OWNERS ASSOCIATION, INC.

## **2015 BOD MEETING MINUTES**

**W.P.O.A. Board of Directors  
February 7, 2015**

### **M I N U T E S**

#### **1. Call to Order**

President Susan Moore called the meeting to order at 9:35. Also present were Stan Rosen, Dan Rego, Scott Burghoff, Marcia Eveland, Andy Corn, Teresa Urbinati and Rob Guyette, Operations Manager Audrey Miller was also present. Present by phone were Tammy Campanelli and Mariana Cana. A quorum was established

#### **2. Minutes**

The minutes of the November 8, 2015 meeting were approved unanimously.

#### **3. President's Report**

We are moving forward on the collections issues.

#### **4. Treasurers' Report**

- a. We ended 2014 \$44,400 under budget, from collecting past due dues and from savings on operating expenses. The money will go into the general contingency fund.
- b. By December 31 we had received \$228,000 in 2015 dues, and almost 62% of all 2015 dues by January 31.

#### **5. District Representatives**

Andy Corn asked what to do when notified of new residents in a district. Audrey will send contact information to the district representative, and the representative should make contact, welcoming the person.

## 6. Operations Manager

- a. Office computers need an upgrade. Should have been done last fall, but wasn't. She is now waiting for the new Windows program.
- b. The new collections attorney is doing well. \$2,000 in billed charges are offset by an expected \$23,000 in collections. She has contacted the banks involved in the foreclosures.
- c. We received an extension for upgrades required by the pollution insurance carrier. Audrey will send Rob a summary to keep Property Management apprised of the situation.
- d. Audrey is looking into prices for a camera for her office, mounted behind and above her desk. Dan and Mariana's husband have offered to assist with set-up.

## 7. Ponds Committee

Committee chair Jan Tkacz presented a report.

- a. Work with Ken Wagner: Ken did our surveys in 2011 and 2014. Jan went over Ken's report. No invasives were observed. We will stay with the 3-year interval. Regarding rapid response to any threats, committee members are talking to Conservation, and so will Teresa. There was discussion about dish washers and washing machines. Also - There are nuisance plants; watershield in Otter Pond. There is a stand of phragmites in Cranberry. We need to watch them.
- b. Wildlife issues:
  - Canada geese – Jan explained use of plastic nets to keep geese away from food sources, and grape spray to keep them away completely. Suggests we use these. No environmental issues to either. The Board agreed to discuss this at a later date.
  - Leeches in Otter Pond – These are gross, but not a health threat. Jan suggests placing salt licks at the sides of the beach; this is environmentally safe but causes the leeches to move away. Trout eat leeches. The Board agreed to discuss getting the salt licks at our next meeting.
- c. Otter Pond: there are several issues.
  - The secchi dish measurements show much less clarity in the pond. This is a red flag that we made need to take water samples to check algae growth. We also need to check actual depth of the pond. Is there more sediment building up? Jan wants to consider mapping the depth, and is looking into companies that do this.
  - It is difficult to check Otter Pond because there is only one old, heavy, unstable canoe. Jan requested a john boat, available, with oars, at Cabela's for about \$800. Would also consider donated or used of the same kind and weight. A motion was made to purchase the john boat for up to \$800. It was seconded and passed unanimously. Audrey will first send an e-mail to see if a member has one to donate that would work.
  - Otter Pond has a potential issue with watershield. It has a huge leaf, and is spreading up the side of the pond. We've had a diver pull from the root, but it doesn't get all of it, and the diver isn't always available. There is a spray that goes onto the leaf and travels inside the stem to the root. It kills the plant. It is environmentally safe, and Jan estimates a treatment would cost about \$500 per

acre. Would be done in late august. Maya need several applications, but it is most effective. It is a glyphosate. Could we poll waterfront owners for their opinion? Do we want to do this? The Board will take this up at the next meeting.

At 11:00, the Board took a break, and reconvened at 11:10.

## OLD BUSINESS

### **8. Septic Lot sale**

Sue reported that Audrey is putting together a binder showing how different issues were handled in the office. Sale of these lots will be one of the issues. We now know it can take up to four months and involve: assessor, engineer, surveyor, health department, town planning board, Hamden County registry of deeds, and attorneys. More, if it is chapter land.

There is another issue. The buyer of the whole property wanted a title search. The title company decided that the WPOA doesn't own the road; it is owned by the abutters. Thus, neighbors were contacted and asked to give an easement for the pipe to go under Lakeside. This was done. So now there is a cloud about ownership of the road. We need to resolve this question of who owns the roads in Wildwood.

### **9. Club House usage fees**

After further discussion based on what happened at the Annual Meeting, a motion was made to keep the \$25 fee, and raise the deposit to \$250. The motion passed unanimously. Audrey was told that persons with current reservations should be told to send a larger deposit.

### **10. Non-compliant sheds**

There are two such sheds in Wildwood; neither owner went to the town planning board for a permit and site plan review. This is a Tolland law. After discussion, the Board agreed by consensus that the owner should receive a phone call from Audrey about the law, and told that they have one week to make an appointment with the town. If that doesn't happen, then Audrey is to report the infraction to the town.

### **11. Forest Cutting Plan**

WPOA has done everything the logger wants, but the logger hasn't started yet, even though the ground is frozen. The logger never signed the new contract. The logger has sent us a letter saying that the delay is our fault. After discussion, it was agreed that wildwood should contact the logger, arrange to get the contract signed, and then get on his calendar for as soon as possible, even though that may not be until next winter.

## NEW BUSINESS

### **12. Nominating Committee**

Board members going off the Board are: Stan, Dan, Scott, Rob and Mariana. Sue asked that they contact the Nominating Committee if they want to be contacted and interviewed to be considered for another term.

### **13. Club House as an Emergency Shelter**

A motion was made to allow Tolland to use our club house for an emergency shelter. The motion was seconded and passed unanimously.

### **14. Storm Policy**

There is a policy for staff hours and overtime pay during storm work. It has been in use for years, but it isn't published anywhere. After discussion, a motion was made to send it to Personnel to have it put into whatever employee document it belongs in, but without changing it. The motion was seconded. The motion passed, with Sue and Dan against.

### **15. Publishing a list of members in good standing**

Some members have asked if certain people they see in wildwood are actually members. After discussion, a motion was made to allow Audrey to answer the question of membership on a yes-or-no basis only. The motion was seconded, and passed with Tammy voting against.

### **16. Dues Restructuring**

There was discussion about how this issue was handled last year. It was poorly handled, the proxies were not well designed, and the vote was very close. It was decided that, since this issue came up in the Wish List, it should go back to the Wish List for discussion at the next Workshop, along with redesigning the proxy.

At 12:20 we went into Executive Session. At 12:25 we came out of Executive Session and adjourned.

Respectfully submitted,

Marcia C. Eveland, Secretary

**W.P.O.A. Board of Directors**  
**May 9, 2015**

M I N U T E S

1. Call to Order

President Susan Moore called the meeting to order at 9:30. Also present were Stan Rosen, Dan Rego, Scott Burghoff, Marcia Eveland, Tammy Campanelli, and Rob Guyette. Andy Corn was present by phone. Operations Manager Audrey Miller was also present. A quorum was established

2. Comments

Susan Moore was in her wheel chair, due to her broken foot. She said how happy she was to be present, and thanked everybody who had assisted her since the accident, especially Audrey.

3. Additions to Agenda

Discussion of wired West, mail boxes and the section on Electronic Communications in the employee handbook were added.

4. Open Forum

Pat Ueberbacher was concerned about how the snow kept getting plowed back into her cleared driveway. Audrey responded that if a driveway has been cleared, the staff tries not to put snow back in. She will make a note for next winter.

5. Minutes

The Minutes of the February 7, 2015 meeting were approved as corrected.

6. Officer Reports

PRESIDENT –

- The Wired West presentation at the Spring Meeting went well.
- There was an incident on O3wl's Nest where a dog off leash was hit by a car. Now the dog's owner is saying that car was speeding. There was discussion about what wildwood can do and what the Tolland police can do.

TREASURER –

- There are several financial reports – will go over April, which is the most recent.
- Dues are fine. Delinquents are coming in ahead of projected.
- There are a couple of errors, which will be corrected – entries are on the wrong lines.
- Sue had a question about the weather contingencies account, and about legal costs.

- Andy had questions about the line for lake security. After discussion, Sue agreed to look at old minutes to find out what that line is for and which committee is to handle it.
- The Treasurer's plan to add in columns that will show how line items are divided for Road & Pond and Membership. Consensus was that this is a good idea. May need to have some explanatory notes. (Example: Cost for life guard is Road & Pond because the ROWs give swimming rights to all property owners.)

#### 7. District Representative Reports

Andy reported that a member had sent him an e-mail regarding Wired West and the feeling that to Board endorsed it. The e-mail had been shared with Sue, who responded to the member and to Andy that the Board has not endorsed it, but is disseminating information.

#### 8. Operations Manager

This is a long report because it covers three months. Stan asked if she could shorten it. Scott said that the written report provides a really good audit trail.

- Audrey is still pursuing ways to get rid of the geese. Grape Kool-Ade is supposed to work. She is talking about it with Conservation.
- She will probably use salt licks for the leeches.
- There are trees on the Strinie property that need to come down. They are wildwood trees. They aren't dead and aren't on our take down list. Steve Strinie talked to the building Committee about it. Will and Jay looked at these massive trees. The Strinies will arrange to have the taken down, and will pay for it. It's not about the view. The trees are in the way for plowing. They will sign a hold harmless agreement with wildwood and will use bonded workmen. Steve says they will probably take down only one in front. There is another in the back to take down. A motion was made and seconded to allow the Strinies to remove one tree at the front and another at the ROW in back, with a hold harmless agreement and a certificate of insurance adding Wildwood as an additional insured. Motion approved.
- Audrey's report was accepted.

#### 9. Community Relations

Sue put in a budget request, which was accepted.

#### 10. Forest Committee

A report was submitted on the ash borer. Audrey checked with the state forester, who agrees with the report. We need to inventory the ash trees in Wildwood. How do we budget for it? Dan will work up numbers for 2016. The inventory will begin soon.

We took a break from 10:20 – 10:25.

#### OLD BUSINESS

#### 11. Ownership of Wildwood Roads

The question arose due to the sale of land for the Desmond septic system. Two families were approached by the attorney of the person buying the Desmond land, asking for an easement for the half of the road that they allegedly owned. They agreed, and now believe that they own their side of Beetle or Lakeside. Sue believes this is wrong and that we may need a legal opinion. After discussion, it was agreed to let the matter rest until it came up again. Sue will check the original deed to the WPOA from the developer.

12. Two sheds are not in compliance.

One shed, on The Slope, has now been taken to the town and has been referred on to the Zoning Board of Appeals. The Owls Nest shed owner claims that it has gone to the Planning Board, and they have agreed to move it. Sue reminded the Board that if a house footprint changes, it must go to the Planning Board. There was discussion about town regulations, and a reminder that Wildwood has guidelines in the Rules and Regulations referring people planning renovations to the town Planning Board.

13. Forest Cutting Plan

There has been no word from O'Meara's firm. The Board had agreed to extend the contract for two years, but he never signed it. It expires in October, 2015. The Forest Committee suggests that we walk away or look for another forester. Sue will ask Sarah for recommendations on what to do moving forward.

14. Proxy Design

There was concern about whether the proxy holder could or could not change a vote; that wording is already on the proxy. There was discussion on Roberts Rules and MGL regarding proxies. There was a suggestion that if the proxy says it can't be changed, it be treated as an absentee ballot.

15. Dues Restructuring

The Board has received a letter requesting that the discussion continue for the 2017 budget. We will need to create a new committee. It was a close vote to make the change. The new Board should take this up, but the present Board should be asking members through this summer if they would like to serve on the committee.

16. Town sale of Wildwood land in open auction

Three lots between Lodovico and the lake will be auctioned in either June or July at the Safety Complex. After discussion, it was decided to bring the matter to the membership in a special meeting. The Board will meet in a special Executive Session this coming Thursday, May 14th, at 7:00 p.m.

## NEW BUSINESS

17. Incident with the off-leash dog on Owl's Nest

There was discussion about enforcing the speed limit and the leash rule. Do we enforce the by-law about losing membership rights? Whose word do we take? It was decided that we will respond to each incident as seems appropriate.

18. Return to Open Forum

Steve Strinie needed to leave, so we agreed to hear him out of sequence in the Agenda. He asked us to define the charge to the Building Review Committee. He was advised that the Board is working on that issue. The Committee should be receiving and reviewing all documents for work on properties, and setting/receiving road deposits, then filing everything at the Office. Right now, the Operations Manager seems to be doing all of this. The current charge is in the by-laws.

19. Return to Agenda

Scott found information of the first time Tolland tried to sell the land behind Lodovico. The property was assessed at \$130,000 by the WPOA, and at \$230,000 by the town. He also had the wording from the motion made to allow the WPOA to bid back then. The WPOA was the only bidder, and Tolland decided not to accept the bid. He will bring this information to the Executive Session.

20. 2016 Budget

Dan reported that income is expected to remain the same. Expenses all fit within that. No increase of the bottom line. Funds from paid delinquent dues will be put to roads, the furnace, and the club house bathroom. This is an advisory report only.

21. Wired West

The presentation at the Spring Meeting was excellent and explained what will happen if this chance is missed. Sue recapped information from the program, relating to property values and to cost of the installation. A motion was made and seconded to have to Board support the Wired West plan. It passes with five yes votes. Andy voted no. The motion passed. Sue will send out this information without any opinions, just the statement that the Board backs it, and giving the Wired West web site.

22. Mail Boxes

When Deb Desmond and Marcia tried to get the Granville Post Office to let Marcia take over Deb's box, they were told that couldn't be done – the box, in its present location, must stay with the Desmond property. A new box can be placed at the end of the row. There is no such space left. Audrey said that she was told the mail delivery person is figuring out what boxes are no longer used, so that they can be reassigned. Marcia will check with Audrey about this.

23. Electronic Communications Policy in the Employee Handbook, 2.8

The Board is supposed to appoint a person to review electronic communications of employees using WPOA electronics. Sue asked to appoint Audrey to review Jay and Will, and to appoint Sue to review Audrey.

24. Nomination Committee

Tammy is the liaison, and she reported that the committee is on track.

25. Open Forum

Dan Rego pointed out that District 4 has had no active representation this year, and requested that Sue contact the representative about it. He also reported that chipping was done on his property by WPOA staff that he hadn't paid for. He said that he would be paying for it.

At 12:05 we voted to go into Executive Session with regard to lawsuits. At 12:25 we came out of Executive Session.

The meeting was adjourned at 12:25.

Respectfully submitted,

Marcia C. Eveland, Secretary

**W.P.O.A. Board of Directors  
June 20, 2015**

**M I N U T E S**

**1. Call to Order** - President Susan Moore called the meeting to order at 9:05. Also present were Dan Rego, Scott Burghoff, Marcia Eveland, Andy Corn, Tereas Urbinati, Tammy Campanelli, and Rob Guyette. Operations Manager Audrey Miller was also present. A quorum was established

**2. Opening Comments** – Sue reminded everyone to purchase their tickets for the 40<sup>th</sup> anniversary party.

**3. Additions to the Agenda** – Teresa requested adding a discussion of permits regarding sheds. Sue added a request for information that Audrey received.

**4. Open Forum** – Elaine Habelt brought in documents showing an agreement she had with an earlier Board of directors agreeing to a specific dues schedule for a Wildwood property that the Board sold to Elaine in 2000. She explained that this agreement was overturned by the vote at the last annual meeting, and requested that this agreement be honored.

Diane Massey asked for clarification about age restrictions on some Wildwood activities, pointing out that adult-only activities should be allowed, since we already have children-only activities.

Al Lieberman asked if there was a balance sheet for the monthly treasurer's report, and how could he tell the bank balances. Scott explained it.

**5. Approval of Minutes** – There were some typos; a correction in the President's report, and an addition to of an Open Forum at the end of the meeting. The minutes, with changes, was approved.

**6. Treasurers' Report** – Dan reported that all looks good. \$32,000 is in from delinquent dues so far this year. He has adjusted the forecast for the rest of this year. He had been asked if first quarter spending for salt/sand/plowing was going up. He checked back several years. It seems to depend on the weather. Teresa suggested using October thru March as the grouping to check.

**7. District Representative Reports**

Teresa raised concerns about responsibility for approving new docks, etc. After discussion and a review of the pertinent Rule, it was agreed that Building Review approves new construction of rafts and docks, and brings it to the Board for a vote. For repairs, Building Review approves without the Board needed to also review it. A motion was made to approve the Lakeside dock, which passed unanimously.

Rob asked about trenches being dug on Beetle Road, and about a large drop on the sharp corner. Audrey explained that it is a work in progress and the trenches will be filled in.

Andy asked when the rafts will go out. Audrey explained that we haven't had enough rain to make it safe, and the anchors can't be moved in. The dam was closed as soon as it was safe, but we didn't get rain.

**8. Operations Manager's Report** – A written report was submitted. Audrey has three bids for tree work. She accepted the lowest, then he backed out. She took the middle quote, from somebody she has used before. The Greeters have stopped three guest boats. There were no problems.

## **9. Committee Reports**

PONDS – Teresa reported that the geese at Meadow are very bad. Are we going to put up the netting as discussed at an earlier meeting? Audrey said that the staff is not comfortable with the grape spray. It's probably too late now. We will discuss this in January.

PROPERTY MANAGEMENT – Rob said that we need to redo the clubhouse handicap access due to the tight corner. It would cost \$7,000. Could the staff do it instead? Audrey believes so, and that it could be done next spring.

NOMINATING – Tammy reported that they are meeting and making headway.

COMMUNITY RELATIONS – Sue reported that they will meet next Saturday to work on Field Day, and asked Board members to come to help. She reminded members about tickets to the anniversary party.

## **10. Old Business**

2016 BUDGET – The Budget will stay the same, although there will be line adjustments. After discussion, it was decided to reallocate for Road, Pond and Dues. Scott, Sue and Teresa volunteered to be a sub-committee to do this quickly, possibly for the 2016 budget. The motion to create this subcommittee passed unanimously.

Dan has concerns about Reserves. There are not enough for a new clubhouse bathroom and for two replacement trucks. Could we use the delinquent dues, or should we postpone? Wants to add more to reserves.

A motion was made to approve the budget, because changes in break-down of Road/Pond/Dues will not affect the bottom line. It passed unanimously.

STATUS OF COLLECTIONS – The law suit will be heard in land court in Boston on July 16. WPOA should be there, even though we do not have a voice. Dan will to.

Dan will work more closely with Audrey with delinquent dues, so they don't get so far behind. 18 owners owe less than \$10,000. The total is \$61,000. 14 owe less than \$5,000. That \$61,000 would offset the bathroom and the trucks. Dan also said we should go after the vacant lots as well.

Audrey reported that the collection attorney got \$5,000 from two more as bank payoffs. She is working on two more.

## **11. New Business**

GREETERS – Due to a complaint to Tolland, the Greeters have been moved. There was discussion about our options.

A motion was made for Audrey to research the possibility of a spur road in to Wildwood. It passed unanimously.

A motion was made to locate the greeter a foot past the stop sign. It passed unanimously.

GATES – Security is requesting bringing in a speaker to talk to the members about gates. The Board agreed that we still need all the information about gates, including design and costs, that we requested several months ago.

DOGS ON BEACHES – The issue is sanitation and dogs/children. We need to clearly define “beach.” After discussion, a motion was made to define “beach” as “sand.” Dogs would be allowed on the grass. It passed unanimously.

## **12. Correspondence**

A – Audrey received a letter requesting information about WPOA staff job descriptions. By consensus, the Board authorized Audrey to give the information.

B – The Board received an e-mail criticizing the age limit for the anniversary party. A motion was made that the chair of any activity has the right to make it age-appropriate. The motion passed unanimously. Marcia will reply to the e-mail with a written letter.

**13. Disposition of Open Forum** – Regarding Elaine Habelt’s request, Sue pointed out that the by-laws have been changed per vote of the membership regarding multiple lots. We need a new committee to look again at this issue. There was some thought that, with the amount of documentation Elaine provided, we could consider grandfathering her in. Sue will review Elaine’s paperwork. Tammy said that the Nominating committee can ask people if they would like to serve on a new ad hoc committee. Tammy and Teresa volunteered to serve on this committee.

## **14. Open Forum**

Andy referenced the Pond Preservation line item in the budget. It was supposed to be for the security of the ponds. Sue will check the past minutes.

Al Lieberman asked if we have any financial liabilities. We do not – we have no debts. Al also asked about the law suit that was mentioned, and Sue explained that it was to collect Road and Pond fees from an owner, and dues as well, since amenities have been used. Al asked how a member would know that somebody using amenities isn’t a member. He was advised that he can go to Audrey, but that the Board had agreed not to publish the names of non-members.

The meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Marcia C. Eveland, Secretary

**W.P.O.A. Board of Directors  
July 11, 2015**

**M I N U T E S**

1. Call to Order - President Susan Moore called the meeting to order at 9:00. Also present were Stan Rosen, Dan Rego, Marcia Eveland, Teresa Urbinati, Tammy Campanelli, and Rob Guyette. Mariana Cana was present by phone. Operations Manager Audrey Miller was also present. A quorum was established

2. Minutes – The June 2015 Minutes were approved as corrected.

3. Report of the Nominating Committee – Chair Joe Nunes presented the following slate:

- Vice President Rob Guyette
- Treasurer(s) Scott Burghoff and Dan Rego
- District 3 Ken Carr (at large)
- District 6 Mariana Cana
- District 4 Mitchell Silver

There was discussion about the Nominating Committee's authority to nominate new members for the Nominating Committee; they were told no. There was discussion about at large representatives from out-of-district. A motion was made to accept the slate as presented, which passed unanimously.

4. Treasurer's Report – Dan said that 89.5% of dues have been collected. Additional delinquent dues are expected to be collected. More reserves were spent than expected, but it is still fine. The 2016 Budget has been redistributed by line item between road, pond and dues. Pond and dues went down, and Road went up. Dan gave a quick overview of how collections are going. Dan will go to Boston for the hearing. The Treasurer's report was approved as presented.

5. District Representatives

TERESA sent reminders for her district meeting, with comments about Otter Pond and chemical use. She received four responses. One said there are more and bigger leeches on their dock and the beach. Otis uses the same chemicals.

ANDY reported through Sue. He is concerned about how we will use the Road funds set apart for pond security. Wants it earmarked for the entrance. He also expressed concern for a Confederate flag that was flying from a truck parked at Main Beach.

ROB sent Teresa's e-mail on to his own district, reminding members of the district meeting.

MARIANA can't make today's district meeting. Rob will handle it.

6. Operations Manager – In addition to her written report, Audrey had these comments about Stone's Throw. She sent out requests for four bids; two came back, and were well over our budget. She wants to find the money now, because the cost will only go up if we wait. She asked the

contractor if staff can do some of the work, so they are negotiating. Audrey looked all over western Mass for contractors. This is a major drainage issue. A motion was made to ask members to OK release of funds up to \$16,000 at the annual meeting, and then Audrey can work to negotiate options. The motion passed unanimously.

## 7. Committee Reports

**SECURITY** – The chair sent an e-mail regarding gates. Sue pointed out that the Board has requested specific information about gates, before going to the members. Stan gave more information about contacting vendors. Klondike has had gates for 18 years, so Stan is talking to them.

**COMMUNITY RELATIONS** – We have all the Field Day volunteers we need, but nothing for the children's raffle. The Board was also reminded to support the anniversary party. Invitations have been sent to Betty and to Jack.

## 8. Old Business – Sue Reported:

**SHEDS** – The one on the Slope is in compliance. The one on Owl's Nest was moved, but they have still not gone to the Planning Board. The Building Review chair has a wood shed that isn't in compliance, but the Board approved it eighteen years ago. No point in doing anything with that now.

**GREETERS** – Audrey, Sue and Dan met with the selectman. The town is amenable to greeters, but the town attorney says we can't stop people on public roads, as that is an obstruction of civil liberties. They discussed giving up Beetle Road, but require a cul-de-sac. We could put in a spur road at an estimated cost of \$55,000. There was a discussion of options. Sue and Audrey will go back to the town.

**HABELT QUESTION** – Sue reviewed their file. The agreement said they would pay lower dues as long as they never develop the land except for green space or septic. The never put that on the deed. A motion was made to ratify the original agreement as long as the Habelts put on the deed restriction. It passed unanimously. Marcia will write to them about the decision.

**POND PRESERVATION ACCOUNT** – Andy believes the fund belongs to the Security Committee. Sue wants to go forward making an additional column on the EXCEL spreadsheet to note what items are for. Research by Sue and Teresa seems to show that the fund was set up for other means to protect the ponds, even beyond security. There was a great deal of discussion. Finally, Sue requested that Teresa and Stan pull their documentation and bring it to the next Board meeting.

At this point, Teresa had to leave.

**ROAD MONEY FOR USE AT ENTRY** – Sue pointed out that we need to negotiate with the town first. This year's annual Meeting is too soon to go to the members about spur roads, etc. There was discussion about delinquent dues going to this. There was discussion that members need to vote about greeters, gates, etc. It was agreed that we need to get information from the town, and meanwhile we can grow the contingency fund.

## 9. New Business

ANNUAL MEETING

- There was discussion about use of proxies. Mass. Law says we must offer them.
- There was discussion about deadlines. It was agreed that proxies should go to the office first, by the Thursday prior to the meeting. By hand, fax, mail or e-mail. Friday would not be acceptable. Must be sent in by the voter. Audrey will give them to the named proxies. Audrey will put that in the newsletter. Sue will check with our attorney regarding deadlines.

#### AGENDA

- Budget
- Elections
- Nominating committee elections
- President's report
- Treasurer's report
- Approval of minutes

#### POT LUCK HOSTS

- Dan & Ann Rego
- Sue Moore

The meeting was adjourned at 10:40.

Respectfully submitted,

Marcia C. Eveland, Secretary

W.P.O.A. Board of Directors

September 12, 2015

#### M I N U T E S

1. Call to Order - President Susan Moore called the meeting to order at 9:10. Also present were Dan Rego, Scott Burghoff, Marcia Eveland, Teresa Urbinati, Tammy Campanelli, and Mitchell Silver. Mariana Cana and Andy Corn were present by phone. Operations Manager Audrey Miller was also present. A quorum was established

2. Opening Comments – Sue introduced Mitch to the rest of the Board. She reviewed Board member expectations: being on time, trying to be present in person rather than by phone, following by-laws and the Rules & Regulations, speaking only to the Chair. She handed out the Conflict of Interest and rules of Conduct forms to Board members, to be signed. They all need to be returned to Marcia.

3. Minutes – The July 2015 Minutes were approved as corrected. There was additional discussion here about having District Representatives who were not living in the district represented. It was decided to send the question back to the Nominating Committee for review of that requirement.

4. President's Report –

\* Changes to Committee liaisons

- Pond Committee – Stan is coming off and Sue would like Teresa to replace him.
- Security Committee – Sue asked Tammy to serve
- Sue wants to wait regarding the Nominating Committee liaison
- Fish Stocking needs a chair – Sue wants to appoint Matthew Lenge
  - o The Board passed these requests by consensus.

\* The town has a flag pole on the church lawn. Some wildwood members have asked Sue about buying a solar light for it. We should have one here, too. Money for the town one can come from our line item for the town, and we should also be able to find funds for ours. Price is about \$75, A motion was moved, seconded and passed unanimously to do this.

\* The Building Review Committee has designed an indemnity agreement for Wildwood – we have been using ones provided by the contractors. Sue would like the attorney to look at it. It was agreed by consensus that we can do this, provided Building Review passes it at a posted meeting with a quorum. Audrey and Sue will advise Fred Sammel to take this to the whole committee for a vote.

\* Teresa asked how many residents here are full-time. Per Audrey, there are 230 dwellings. Forty-Nine are full-time, which included five non-members and two rentals.

5. Treasurer's Report – By August, we had collected 94.6% of dues. \$25,000 still unpaid. Part of the shortfall is the 2% discount for paying before Jan. 1. Delinquent dues are \$45,000 paid back, rather than the expected 12,000. Another payment is expected this month. We will end the year with more income than planned; a possible \$42,000 will go into reserves as voted on at the Annual Meeting. Sand and plow costs were up due to the weather last winter. Attorney costs will be offset by collected delinquent dues. It was moved, seconded and passed unanimously to accept the Treasurer's Report.

Andy came on line at this point.

6. Operations Manager – Audrey submitted a written report. The attorney for delinquent dues may need to file a lien, and there is a cost with that. We may need to discuss that in the future. Audrey handed out new member lists. There was discussion about having so many boats on beaches, number per household, old stickers, boat removal. It was determined that the Boat Policy needs work. Marcia offered to work on that, and then Scott and Dan agreed to assist. We will need to figure out how to enforce it. A motion was made, seconded and passed unanimously to accept the Operations Manger's report.

7. District Representatives –

\* Teresa submitted a written report of her District Meeting. There were no objections there to using chemicals to clean Otter Pond. There were good suggestions given about the greeters. There was a question about whether having more fulltime residents would require more services. Yes – plowing, for instance. People asked if stocking bigger fish might get rid of the leeches in Otter Pond. Sue will ask Matthew Lenge.

\* Tammy held a District Meeting. There was concern about the greeters, and about getting little information from District Representatives. There was discussion around posting unapproved minutes, but consensus said no. It was suggested that District Representatives send out notes about what happened at meetings, or at least, what was discussed.

10:00 – 10:10 – the Board took a break.

8. Annual Meeting Open Forum questions – many of them were answered at that time, but the Board reviewed and discussed the following:

\* Larry Isaacs asked about widening the curve on Grove-Beetle. There is ledge there, that might possibly be broken up by an outside contractor. That needs to be looked into. For now, reflector markers will be put up.

\* Alan Binder asked about having police come through Wildwood occasionally. This has been formally requested, and Marcia also wrote a thank you note to Chief Deming inviting the police to patrol here.

\* Steve Strinie has a weather station. There was a suggestion at Open Forum that wildwood provide funds for a video camera. Dan will check with Steve about costs.

\* Pat Ueberbacher pointed out that the greeter truck doesn't fit at the Meadow parking place allotted to it. Audrey will make sure the area is cleared and enlarged.

\* Rosy Campbell had concern about dead trees at the water's edge. We cannot do anything about dead trees on private property.

\* Greg Rota asked about beach sweeps by staff. Sue said that Will and Jay have been told that if they see a car parked without sticker or pass, they are to go to the beach to try to find the owner. Most of these, so far, have turned out to be bona fide guests.

9. Explanation of Proxy Rules – Sue said that our attorney told her we must offer proxies and that we can't have a cut-off date. So people coming to the meeting with proxies will be asked to step aside and wait until Audrey is able to process them.

10. Beetle Road update – Sue and Audrey have been twice to the town selectmen. For them to abandon the road, they want a turn-around large enough to accommodate the fire truck turn radius, designed by an engineer. No specifications were given, however. We will have further discussion in Executive Session.

11. Pond Preservation Fund – There was discussion about the intent based on a meeting on April 15, 2013 where it was agreed to fund \$10,000 in three annual \$3,333 allotments. There is agreement that this money is not for weed-pulling, but still no decision about what it is for and whether Pond or Security is in charge of it.

12. Board Workshop – This is needed to finish the Board Wish List and the review of Rules and Regulations. Both documents were handed out to the members. We will meet Monday, October 12 from 9:00 to Noon. We will begin with the Wish List. We also need to add “boat stickers” and “long-range planning.” Sue will send a list of questions to the attorney for review and comments.

13. Correspondence –

\* Allen Liberman’s request cannot be handled by the Board as this is not Wildwood property. He should go to the town. Audrey will advise him of who he should contact.

\* Millicent Schacher suggested contact with new members. Community Relations has already discussed doing this as long as they get notification of names and contact information. Audrey gives a welcome packet. Marcia will contact Millicent, and Audrey will let the Community Relations Committee know names and information.

\* Jeff Bowden sent an e-mail of concern about the Confederate flag that was flown on Wildwood property a few weeks ago, and suggested a rule about such things. After discussion, the Board agreed to add this to our workshop discussion about the Rules.

14. Open Forum – Brenda Richter doesn’t want us to over-legislate wildwood or decide what can be displayed on private property. Again there was discussion about the flag on WPOA property. The Board will work on it.

At 11:05, a motion was made to go into Executive Session. It was seconded and passed unanimously.

The Board came out of executive Session at 11:25, and Audrey returned.

The meeting adjourned at 11:40.

Respectfully submitted,

Marcia C. Eveland, Secretary

**W.P.O.A. Board of Directors  
November 14th, 2015 – 9:30 a,m,**

**M I N U T E S**

1. Call to Order - President Susan Moore called the meeting to order at 9:30. Also present were Rob Guyette, Dan Rego, Scott Burghoff, Marcia Eveland, Ken Carr, Teresa Urbinati, Mitch Silver and Mariana Cana. Operations Manager Audrey Miller was also present. A quorum was established.

2. Opening Comments – Susan pointed out that it had been two months since our last meeting. We had a Workshop in October. The wish list is done. The Rules & Regulations are not. She attended the Tolland All-Committees meeting, and had an opportunity to speak with the town dog warden. The warden will consider how to handle complaints about dogs in Wildwood. Audrey has put information on property sales for 2013 and 2014 in our packets; 2015 will be given in January. District Representatives will be able to use this information if asked about house sales. Teresa asked about the Habelt letter; it was sent, and they are responding.

3. Open Forum – Pat Ueberbacher feels that few members come to the District Meetings, and asked that the Representatives do a better job about publicizing the meetings, perhaps with personal postcards or phone calls in addition to group e-mails.

4. Minutes – The Minutes of the September meeting were approved as corrected.

5. Board Reports –

VICE PRESIDENT – Rob apologized for missing the last meeting, introduced himself to Ken and Mitch, and said he plans to be more active in WPOA business.

TREASURER – Dan went over the most recent financial report, and explained various miscellaneous receipts. He also gave us the status of delinquent dues collections. We are in good shape and on target.

OPERATIONS MANAGER - Audrey referred us to her written report. In addition:

- a) 61B calculations were off. The bad news is that our tax will go up a bit next year. The good news is that the town cannot, by law, fix mistakes already made.
- b) 52 properties are now full-time residences. She does have concerns about our long-range needs if this trend continues.
- c) The Stones Throw and gas tank projects are done. Many other outstanding projects have been completed. Having Stu work three extra weeks freed up Will and Jay for other tasks. If there should ever be funds available, Audrey could put at least four part-time workers to work.

6. Committee Reports –

**PERSONNEL** – the committee requested that the Board act on three issues:

- a) A motion was made to change the vacation time for exempt employees from 4 weeks after 20 years to 4 weeks after 15 years. After discussion, the motion passed, 6 yes, 2 no. It was noted that perhaps Audrey should not have been present during this discussion.

- b) A suggestion had been made that we have a senior greeter. Personnel believes that we just need one clear job description for all greeters, so they created one. Susan presented the new job description and moved that the Board accept it. The motion passed unanimously.

At this point, we took a ten minute break.

- c) Audrey requested clarification regarding “sick days”. It was suggested that the word “consecutive” needed to be added. There was discussion about how absences are handled. A motion was made to accept the recommendation. There was more discussion, and the suggestion that we follow MGL even though we have fewer than 50 employees. The question was called. It failed: 7 no, 1 abstain, 0 yes.

**BUILDING REVIEW** - Rob reported as Fred Sammel was not present. There were two items:

- a) An *Application for New Structures* was submitted for Board approval. During discussion, several problems surfaced: Why should staff need to go on private property? Planning Board approval for new construction isn't listed. The title is wrong because we don't approve these things, the town does. Don't we need a Certificate of Insurance if large trucks are going to be on Wildwood roads? The form will be sent back to the committee for further work. Ken will send Rob details about COIs.
- b) The *Indemnity Agreement* was also sent back to the committee for more work.

**AD HOC BOAT COMMITTEE** – Marcia reported that she, Dan and Scott never met because, when they each reviewed the policy they agreed that the policy was fine but that it needed enforcement. They made a proposal to move ALL boats off the beaches, including boat racks, following Columbus Day weekend in 2016, so that the areas may be completely cleaned up. The Board agreed that this should be done every five years. This will be added to the Policy and brought back to the Board. We will get volunteers to help people who need it. Audrey reported that boats-on-beaches are distributed as follows: MB 37; LS 80; FD 40; M 52; O 7. She thinks three boats per household is too many. She is concerned about towing boats down to the club house, because of liability issues. She suggests towing unstickered boats back to the owner's property, charging for it, and then letting the owner figure out how to get the boat back to the water. The Board liked this idea, and wants it in the policy. Because of all the kinds of “boats” now in use, the title should be changed to Watercraft policy.

**DUES RESTRUCTURE** – No report. Teresa hasn't heard from Tammy about who else is on it, or when they will meet. Susan will contact Tammy.

**POND PRESERVATION** – Susan gave out copies of what she gleaned from past minutes. The argument is over the intent of the fund: to keep out boats that may contaminate the lake, or to be used for anything that is a problem with the ponds. The final decision was that it is the latter, but that it must be treated like all other financial matters, and any proposed use must come to the Board.

7. Wish List – It's finished. At the February meeting we will vote on emergency additions to the Rules and Regulations to forbid parking on WPOA roads and to prohibit most flags and banners on WPOA property.

8. Rules and Regulations – Susan is still formatting the final draft and will have it in January.

9. Applications to the Conservation Commission –

- a) There is a request to replace an existing dock on Stone's Throw. This was already approved by the Commission. The application was approved unanimously.
- b) The by-laws say that the Board must approve these requests. A motion was made to allow the Board to make such decisions by e-mail when there are time constraints. The motions was approved unanimously.

10. Long-Range Planning Ad Hoc Committee - Susan read the charge for this new committee: *To survey the needs of the members, in areas of services, facilities and programs. To also survey the various committees in the same way. To report the findings to the Board of Directors, with as much detail as possible, including potential cost to implement, as well as to operate/maintain; with a breakdown of numbers/members served; and an indication as to the desirability factor. Their report will be due November 1, 2016.* Dan agreed to be the Board liaison. Susan will ask Andrew De Rocco to chair. Susan will put out an e-mail blast asking for volunteers, and will try to get another full-time resident as a co-chair. The motion to create this committee passed unanimously.

#### 11. Conflict of Interest for Committees

By-Laws say that all Board and committee members are to sign these forms. Susan pointed out that only Board members currently sign. But committee members don't make the Rules and Regulations, and do not sign contracts. Can this wording be changed? By consensus, the Board agreed that this wording should be removed from the by-laws.

Susan said that there was a question about whether WPOA employees could work for a Board member. The employee handbook says that it is OK if done on their own time. Susan checked with a town official about state conflict laws, and was told that MGL allows a town employee to perform private work for a superior if it is on his own time and with his own equipment. So a WPOA employee may do private work for a Board member on his own time and with his own equipment.

#### 12. 2016 Calendar

Susan handed the calendars out for member review. She asked that Board members put the dates onto their personal calendars immediately. Audrey asked that the District Representatives send in their dates for district meetings as soon as possible, so that those can also go onto the calendar.

#### 13. Correspondence

- a) The additional correspondence about displaying flags on WPOA property has been acted upon and will be handled formally at the Board's February meeting.
- b) We reviewed a letter about dogs on the beaches. This is already a Rule. We need to publicize that the rule applies to guests as well as members, and remind members that they can call the staff cell phone to have staff deal with a problem. Audrey will remind the staff.

At 12:15, the Board voted to move into Executive Session. The Board came out of Executive Session at 1:00. The meeting was adjourned at 1:00.

Respectfully submitted,

Marcia C. Eveland, Secretary