



**WILDWOOD**  
PROPERTY OWNERS ASSOCIATION, INC.

## **2016 BOD MEETING MINUTES**

**W.P.O.A. Board of Directors  
February 6, 2016**

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

**1. Call to Order:** President Susan Moore called the meeting to order at 9:35 a.m. Also present were Rob Guyette, Dan Rego, Marcia Eveland, Andy Corn, Ken Carr, Teresa Urbinati and Mariana Cana. Present by telephone were Mitch Silver and Tammy Campanelli. A quorum was established.

**2. Approval of November Minutes:** The minutes were unanimously approved with corrections.

**3. Treasurer's Report:** Dan Rego presented reports for November and December, then reviewed points in the December report:

\$58,000 collected in delinquent dues; \$42,000 ahead in income; over \$50,000 to move to contingency fund

Plowing, sand and wages were up for 2015 due to all the snow; legal costs went up due to the court case

General contingency for 2015 was \$90,000; about \$45,000 will be moved per the Annual Meeting votes

We collected \$11,260 in delinquent dues this January; we are \$40,000 ahead of last year at this time in paid dues. The mild winter is helping 2016 expenses. The only unexpected expense this year to date is the Lakeside septic issue. The report was accepted unanimously.

**4. District Director Reports:**

Tammy has contacted three new members in her district

Teresa is awaiting contact information for a new person, who will be here full time

**5. Community Relations Committee:** Susan presented a list of requests from the Committee for Board action before being sent to the Finance Committee. The Board looked at each one individually:

*Request for stand grill setup at each of the five beaches.* A motion was made for the Committee to get more information on cost, safety, legal issues, and bring the information back to the Board. The motion passed, with Ken, Mariana and Andy voting against it.

*Replace the wire cooking rack on the Picnic Grove stone grill.* By consensus, the Board agreed that this is a normal maintenance item that Audrey can handle without Board approval.

*Replace lights in main Clubhouse area.* Again, the Board asked that Audrey handle this, doing the research into rebates, etc. for energy-efficient replacements.

*Plan to purchase, in future, a gas log setup for the fireplace in the clubhouse mail room.* A motion was made to have the Committee research cost, installation, liability and amount of possible usage, and to bring the information back to the Board. The motion passed, with Rob, Mariana and Teresa voting no.

*Install a large pavilion in the Picnic Grove for larger functions than the Clubhouse, and for protection when there is rain on an event.* The Board asked that the Committee research this for type and price.

**6. Building Review Committee:** Rob reported that he and Fred Sammel are still trying to put a meeting together.

## **7. Rules & Regulations**

A – Susan asked the Board to hold a special workshop to finalize all rules and Regulations, and invite members of Security Committee to attend as well. There was no date when the entire Board was free, but they agreed to March 5, 9:00 – Noon. Sue will check with Security to see if some of them can be present. Sue will also send the final R & Rs out to the Board for review as soon as possible.

B – Marcia presented the two new rules, finalized at the November meeting, for a final vote. Both will take effect immediately, and be ratified (or denied) by the membership at the August Annual Meeting. There was brief discussion about whether these were emergencies; Marcia reminded members that we agreed to that back in November.

A motion was made to limit parking on WPOA roads:

- o *Parking is allowed in designated parking lots only. Parking is not allowed along roadsides except as determined by the Operations Manager or designee. All parked vehicles shall have a current WPOA sticker affixed to the window, or a valid guest pass. All other vehicles are subject to towing.*
- o The motion passed unanimously.

A motion was made to limit displays of signs, banners and flags:

- o *No signs will be permitted on WPOA properties except for traffic control, directions, and signs posted by the WPOA. No flags or banners are permitted to be displayed in any manner on WPOA common property except the United States, Commonwealth of Massachusetts, and Town of Tolland flags.*
- o A request was made that our attorney review this rule, and Susan reminded the Board that our attorney reviews all by-law or rule changes.
- o The motion passed, with Tammy, Teresa and Dan voting no.

From 10:45 to 10:545 the Board took a break.

**8. New Business:** Susan moved that the Board approve Mariana replacing Tammy as the Board Liaison to the Nominating Committee for just one year, because Tammy is up for reelection and plans to run again. The motion passed unanimously.

## **9. Correspondence**

Sue reported to the Board that during the break at the November meeting, Pat Ueberbacher came to her and said that she is Moderator, not Chair, of the Board, and so should not be permitted to speak. The Board, by full consensus, agreed that Sue is Chair, not Moderator, and that she speaks as needed on issues.,

Sue also had an e-mail from Pat Ueberbacher regarding the discussion about employees at the November meeting. She felt that it should have been done in Executive Session. The Board agreed unanimously that the discussion was general, and not about a specific employee, and that we need to be transparent whenever possible regarding the WPOA staff.

We received an e-mail from Jeff Bowdin thanking the Board for taking on the issue of flags and banners. Marcia will send him the final wording of the new rule.

We received an e-mail regarding fish mapping. Sue confirmed that a contract with Aquatic Control Technology has been signed. It will be within our budget.

We received an e-mail from Matthew Lenge regarding various issues at Otter Pond. He is researching it all.

- o Teresa suggested that now is the time to plan how we will deal with the geese this coming Spring. Susan suggested that she speak with Audrey. Rob has the grape spray available.

At 11:05 the Board moved into Executive Session. We came out of Executive Session at 11:40.

The meeting was adjourned at 11:45.

Respectfully submitted,

Marcia C. Eveland, Secretary

*The note below was received from Pat Ueberbacher by e-mail on March 18, 2016. Pat came to the March 2016 and stated that she had been misquoted. I explained that we could not change what was actually said at the meeting, but that we would add on her rebuttal.*

*Marcia C. Eveland, Secretary*

**Dear Marcia,**

**Thank you for explaining the procedure for correcting the Feb. 6, 2016 minutes.**

## **9. Under correspondence**

**During the board's break I asked Susan Moore if I could have a minute and she said, "yes". I did not want to bring this up during the board meeting, I felt it might embarrass**

her. I am well aware that Susan is the President of the board and presides at all meetings. I voted for her for that position. What I tried to point out was when she makes statements that are her opinions, not facts, her President's position gives perceived power. If she prefaced her remarks, "in my opinion", then there wouldn't be a problem. I have observed this behavior at previous meetings. Again, I thought to speak to her privately and was shocked she felt like this conversation should be brought to the board. I thought that this suggestion would help her conduct more transparent meetings.

Second dot

The discussion was about a specific employee, The Property Manager and vacation time. Yes, it is a change in the job description for this employee and future property managers. To my knowledge she is not leaving her job for the foreseeable future. Having her sit at the table was an uncomfortable situation for all. When two board members had to defend why they voted against the proposal again uncomfortable for all. After the meeting, one board member stated it was embarrassing to sit through the discussion with the property manager at the table. For the directors to speak freely with the person across the table- I think not!

**W.P.O.A. Board of Directors  
March 12, 2016**

**M I N U T E S**

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

**2. Opening Comments:** Co-treasurer Dan Rego announced that he and his wife Ann are placing their Wildwood home on the market, and plan to move to South Carolina.

**3. Additions to the Agenda:** Teresa requested adding reports from the Pond and Dues Restructuring committees.

**4. Open Forum:**

Steve Strinie -

- Road repair is needed at the back entrance and in front of the Armitage property.
- Why is there a sign for a dip on Meadow near Deer Run? Audrey explained that a fire truck was there a few weeks ago, hit the dip, and had all its equipment fall off the truck. They requested the sign.
- How is it decided when to close the dam? Audrey explained that ice needs to be off the lake so blowing ice doesn't break docks. Outflow is carefully monitored.

Pat Ueberbacher – Pat stated that the February minutes did not reflect accurately what she had e-mailed to the Board. Marcia explained that she can't change the minutes, as that is what was said, but invited Pat to send in a full explanation, that could be filed at the end of the February minutes.

**5. Approval of Minutes:** The February minutes were unanimously approved with one correction.

**6. Treasurers' Report:** Dan went over the February report. Dues received to date are up from the same in 2015. Overtime was down because there was so little snow, which also saved costs on truck repair and sand and heat. Legal costs are up from the lawsuit. One unexpected purchase was the table saw. We have new CDs. A request was received from Executive Operations to increase hours for the administrative assistant from 9 to 20 hours per week, which would be an estimated increase of \$6,400. A motion to accept this request was approved unanimously. A motion to accept the report passed unanimously.

**7. Operations Manager's Report:**

- Audrey asked if there were questions from last month's written report. There were none.
- Waiting for the RDA for Lakeside bathhouse septic. Cost shown on her report are just for engineering work. New tank will require moving a boat rack; letters will be sent to members with boats stored there, asking that they be moved.

- Will be going to Conservation for 5 ROW docks and tree removal at Fox Den Beach.
- For summer staffing, Stu will be back, two of the three greeters are returning, and the lifeguard is expected to return. Waiting to hear from the third greeter.
- Trees are marked for removal – going out for bid. The tree in the middle of the road will soon need to come down too.
- Lou Santoro's dog has been certified for service, and will now be permitted in the clubhouse.
- Fox Den bathhouse needs some electrical work. Also some repair work, as critters keep finding a way in.
- Jan Tkacz is looking into retractable goose fencing. The suggestion was made that the beaches always be sprayed after being raked each week. Waterfront owners should be notified to do the same.
- There have been three incidents of vandalism regarding our wood chipper, and also once regarding a chipper from an outside firm. Looks like water was added to the hydraulic fluid once, and another time a valve was sliced in two. Now the gate is closed if the men are away, and locking caps will be purchased and installed. A motion to accept the report passed unanimously.

**8. District Representatives Reports:** Ken reported that he had sent an e-mail to his District members.

**9. Security Committee:** They have requested a \$5,000 increase in the budget for greeter salaries so that they can have a third greeter. They also asked for more time to get gate information. After discussion about gates, a motion was made and seconded to tell the committee that the Board was not interested in gates any longer. The vote was three for the motion, one no, and three abstentions. The motion failed. It was agreed that the Board should just wait for the Security Committee to gather the requested information.

**10. Community Relations Committee:**

- Susan reported that a fireplace insert will cost \$2,115.94 installed. A permit is needed to do the work. No switch – a clicker would be kept in the office. Fuel would come from our own propane tank. The Board decided to bring this to the April member meeting.
- Susan reported that Jay has a concept for a pavilion in the picnic grove. 24' X 24" roof over a gravel floor would cost about \$10,000 - \$15,000 for materials and labor if done in-house. The Board asked that this be brought to the April meeting for comments.
- Susan reported that Community Relations decided against permanent grills at the beaches.
- A member has offered to provide pony rides at Family fun Weekend. It's private person, so no insurance. Audrey is waiting for a response from our insurance carrier about adding a one-day rider.

**11. Boat Policy Committee:** Marcia reported that, at first, the group did not meet because it was thought that the policy was fine and just needed enforcement. Since then, more suggestions have been made, so they will meet next Saturday.

**12. Dues Restructuring Committee:** Teresa reported that they are gathering input from members. Then they will present something to the Board. Susan asked if they would be ready in August, but Teresa wasn't sure. The committee will gather the information and then come back to the Board for further directions.

10:45 – 10:55 the Board took a brief break.

**13. Rules and Regulations:** The Board approved final adjustments made by Susan and Marcia after the workshop. Two items need vetting by the attorney. Then the Board reviewed additional suggestions and requests sent in by Doryce Seltzer since the workshop. It was also suggested that the words "Building Review" be changed everywhere in the document to "WPOA Building Review." The Board decided to keep the section on Flags and Banners as is, and see what the attorney says. Marcia will make the final corrections, Susan will format the final document, and then it will go to the attorney for review.

**14. Policy:**

- Docks and Swim Floats – The policy was reviewed and four changes were made. The new policy was approved unanimously. Audrey will send this out immediately to all waterfront owners.
- Committees – This policy was written in response to a question about having a quorum physically present in the club house in order to conduct a meeting. After discussion, the consensus was that we would allow attendance by telephone at meetings, and that no one needs to be present in the club house itself. Marcia lodged a firm dissent from this decision.

**15. Spring Meeting:** Susan asked if there was anybody willing to host the pot luck dinner. A couple of members said they would think about it. For the Agenda: Rules & Regulations, fireplace & pavilion, treasurers' report, boat policy, parking on roads. Audrey will send a notification to contractors about the ban on parking on WPOA roads.

**16: Open Forum:** Steve Strinie suggested that money should be put aside to upgrade and update the clubhouse, which is 40 years old.

At 12:05 the Board went into Executive Session. At 12:25 the Board came out of Executive Session. A motion was made to adjourn, which passed unanimously.

Respectfully submitted,

Marcia C. Eveland, Secretary

**W.P.O.A. Board of Directors  
May 14, 2016**

**M I N U T E S**

**1. Call to Order**

President Susan Moore called the meeting to order at 9:05 a.m. Also present were, Dan Rego, Scott Burghoff, Marcia Eveland, Ken Carr Mariana Cana and Teresa Urbinati. Mitch Silver was present by phone. Operations Manager Audrey Miller was also present. A quorum was established.

**2. Opening Comments**

- Dan will no longer be the liaison to Long Range Planning. Sue proposed Marcia for that role. It was unanimously accepted.
- Susan reported that she, Marcia and the attorney had reviewed the revised procedures. There is an issue with Tolland police dealing with trespassers on WPOA property, so Susan spoke with our attorney about that. That is now being worked out. There is also a question about where residents who are not WPOA members can park to use the ROWs.
- Susan said that the Spring meeting was well attended by members, but that only four Board members came. She was unable to introduce the Board to the members. A lot of new members were present.
- Dan announced that he will continue to work on 2016 items, and that Scott is taking over work on the 2017 budget.
- Dan said that he was at the Tolland town meeting, but that few wildwood residents were present. The proposal for a new fire truck failed by three votes. Tolland plans to take three Wildwood properties for back taxes. There will be an auction in the fall for all the lots held by the town.

**3. Additions to the Agenda**

Mitch asked about adding a letter from Elaine Strinie about the “dip” sign on Meadow. It was decided that Mitch will explain to her that this is a one-time issue.

**4. Open Forum**

Marcia reported that garlic mustard is growing in profusion this year. She has ripped up several trash bags full. She asked Board members to watch for it and pull it out by the roots and to discard it in a trash bag.

**5. Approval of Minutes**

There were some spelling corrections. Also, in #9, funds are not for more coverage, but for a third greeter. The Minutes were unanimously approved with corrections.

**6. Treasurer’s Report**

Dan gave us reports to March and April, but spoke about April only. 84% of dues are in. \$56,000 of quarterly dues will be in by August. We have a 97% collection rate – the best ever. We have collected \$21,000 in delinquent dues. Attorney fees are up due to the court case. But these get paid back from delinquent dues that are paid. We are collecting more than we are paying out. Audrey requested that the 2% discount be shown in the reports.

Scott reported on the 2017 budget. He has a preliminary draft.

- What is the level of road funding?
- We need a 3% increase.
- Assessment is based on current dues. Delinquent dues paid go into contingency. Can we change that?

He went over some trends:

- There have been tiny increases in expenses each year.
- Dues have been flat the last three years.
- The reserve balance has doubled in the same period.
- Delinquent dues collections are going down.

There was discussion about reserves and contingency funds, and the court case. The Board requested that the Finance Committee give details of where the increases are and how to use funds for roads. The Board, by consensus, was OK with a 3% increase.

## **7. Operations Manager's Report**

Audrey submitted a written report, and then highlighted some issues:

- a) The tree in the middle of the road is deteriorating and should be taken down. The Board agreed by consensus. A new tree can be planted there.
- b) The ponds are coming up, but while Otter is full, Cranberry is 18 inches down.
- c) Lakeside septic work has started. \$9,800 for the excavation, and \$2,000 for the engineer. It will finish under \$15,000, and will be done in another week. Boat racks are temporarily relocated.
- d) One greeter is not returning. Audrey is looking for a replacement.
- e) Money was spent for a new riding mower, that is very fast and good. Mike gave us a good deal on new tires for the backhoe.
- f) The grape spray seems to be working on Main Beach.
- g) Packets were handed out regarding planned road work. There was discussion about priorities and costs, and about using persons with knowledge of the subject.

At 10:15 the Board took a break for five minutes.

## **8. District Representatives**

Mariana received a comment about someone not liking the "dip" sign that Mitch had referred to.

## **9. Committee Reports**

PERSONNEL – The vacation policy changes were already approved. Susan pointed out that the new sick policy changes put us in compliance with MGL. A motion to accept was unanimously passed.

BUILDING REVIEW – Susan received an e-mail from Fred Sammel. Report tabled until our next meeting because there wasn't enough information.

PONDS – Teresa has a binder of information on our ponds, compiled by Jan Tkacz. She will leave it in the clubhouse for members to review. Bits can be pulled for newsletter articles. A motion to do this was unanimously approved.

BOAT POLICY – Marcia reported that she, Dan, Scott and Alan Binder walked Fox Den, Lakeside and Meadow beaches, and gave Audrey a report on their recommendations. The current procedures need changes, and those are in the presentation on procedures later in the meeting.

## **10. Rules & Regulations**

Susan presented the final document, approved by the attorney. We also had comments from the Spring meeting. The attorney said policies must be filed with the rules. There was discussion about how our "policies" are actually "procedures." The attorney also recommended fines for infractions. Mariana had already raised this idea. The Boat Committee added them to their procedures. Fees need to be in the by-laws and the rules; the attorney gave the wording. Mariana presented the concept of fees. Marcia presented the attorney wording and a rewrite to suit Wildwood. After discussion, Mariana agreed to draft something about fees, but that will not be for this year. We can have a discussion at the annual Meeting.

## **11. Procedures**

Marcia went over the rewritten procedures. There was discussion about limiting member boats on beaches. The word "fine" will be changed to "fee." We can ask members with trucks to assist in boat removal in the fall. A motion to approve the new boat procedure passed unanimously.

Marcia presented the changes suggested at the Spring meeting.

Procedures dealing with WPOA property were presented: one for purchasing common property, and one for an easement across WPOA roads. These need to be referenced in the by-laws. A motion to accept these procedures passed unanimously.

## **12. New business**

- Mitch Silver requested an easement across a road. All documentation has been received. His request was discussed, and a motion to accept it was unanimously approved.
- Susan received an offer from a Tolland land owner to sell us part of the field at the corner of Colebrook River Road and Route 57. It is behind Laure, Fiddlehead and Meadow. It would offer more of a buffer to wildwood. Susan asked us to consider it. After discussion, the Board agreed that Susan should explore this offer.
- Teresa reported that Hendrickson has an application in the conservation to put flagstones by the water. The request was denied because there was no NOI. We approved a dock already in 2015.

### **13. Open Forum**

Charlie Higham requests that, for the 2017 budget, money collected in excess of expenses should be returned to the members, or at least show a credit before rolling it over into something else. Charlie's suggestion will go to the Finance Committee, which is meeting after this Board Meeting.

A motion to adjourn passed unanimously.

The meeting was adjourned at noon.

Respectfully submitted,

Marcia c. Eveland, Secretary

**W.P.O.A. Board of Directors  
June 11, 2016**

**M I N U T E S**

**1. Call to Order**

President Susan Moore called the meeting to order at 8:30 a.m. Also present were, Dan Rego, Marcia Eveland, Ken Carr, Tammy Campanelli and Teresa Urbinati. Mitch Silver and Mariana Cana were present by phone. Operations Manager Audrey Miller was also present. A quorum was established.

**2. Opening Comments**

Susan made note that anonymous signs had been posted overnight on the club house doors, including the outside door to the office. They were taken down as soon as the Board had seen them.

**3. Changes to the Agenda**

The Nominating Committee is not making a report to the Board until July.

**4. Approval of Minutes**

The Minutes of the May meeting were approved with spelling corrections.

**5. Treasurer's Report**

Dan Rego went over the May report. He pointed out that we are \$22,000 ahead of last year at this time in terms of dues paid. Expenses are on track. Road expenses are ahead because staff was able to begin work early due to the mild winter and early spring. He gave an up-date on collection of delinquent dues, which are going well. The Finance Committee received a request from a member to publish a list of members with delinquent dues. The Board members agreed that we do not want to do that at this point and that there is currently no need to do so.

**6. 2017 Preliminary Budget**

Dan went over the new budget in general, before going into detail on certain points.

The budget is balanced. Expenses went up by 4.4%, but additional projected income and a reduction in the Road Reserve will keep the dues the same as 2016. This can be restored if the membership approves other changes to the budget lines.

Allocation by percentages to Road, Pond and Dues assessments were explained. Dues will decrease, while the other two increase. Susan requested that Dan write an article for the newsletter explaining how these allocations are made.

Dan presented a spread sheet showing assessments from 1982 to the present. There was concern that when delinquent dues are all collected, dues will balloon. Dan reminded the Board that monies collected for delinquent dues went into contingency funds, and are not used to fund the operating budget.

Dan presented three new questions to be voted on by the membership:

*TO IMMEDIATELY defund the \$15K in the Reserve Land Acquisition Fund*

*TO IMMEDIATELY MOVE THE \$15k FROM THE Reserve Land Acquisition Fund to the Reserve Roads Fund*

*At yearend 2016, to move all of the funds above \$20K in the Reserve General Contingency, if there are any, to the Reserve Roads Fund.*

Dan explained that, while these questions were passed by the Finance Committee, it was not unanimous.

There was a great deal of discussion about these questions. The arguments against them were:

- i. The Board had approved an increase of up to 3.5% as acceptable at the May meeting.
- ii. The membership had already approved the Land Acquisition line, and defunding it negates that vote. Loss of that funding would mean the Board could do nothing without calling a meeting of the membership should land come up for sale.

After a full discussion, the Board agreed by consensus to allow the three questions to be presented to the members, but with this additional notation: *This motion was approved by the Finance Committee, but is not supported by the Board of Directors.*

A motion was made to accept the proposed 2017 budget as presented, and to send it to the membership. It was seconded, and passed unanimously.

At 9:50, the Board took a ten-minute break.

At 10:00 the Board went into executive session to accommodate Tammy, who needed to leave. The Board came out of Executive Session at 10:20. The Board came out of Executive Session at 10:20.

## **7. Operations Manager's Report**

Audrey presented a written report. In addition, she pointed out that a new member had made the new grates for the picnic grove gills for us. Also, the Lakeside tight tank is in, and the boat racks will be relocated very soon. She reported that the Granville Post Office plans to crack down on mailboxes that are not being used, and that the postmaster wants to revamp wildwood mail boxes. They are looking into a new mailbox system.

## **8. District Representatives**

Teresa has received complaints about the many, very large leeches in Otter Pond. Also, the water shield has come up very fast and in large amounts even in new areas. Can the diver come again? Audrey will check into this. The Ponds Committee has discussed the leeches. Matt Lenge is looking into stocking fish that eat the leeches. Teresa will check with him.

## **9. Security Committee**

Chair Doryce Seltzer went a written request to the Board. She has a concern about guest boats coming in. She suggests that ALL boats coming in be washed. There was discussion about options: impounding the watercraft and storing it, with the caveat that the owner must make an appointment to reclaim it. OR, turning the car away until they get rid of the watercraft. A motion was made and seconded to give such guests the choice, and having them sign a waiver if they agree to store the boat while they are in Wildwood. After discussion, the motion was taken off the table by consensus. A motion was made that if guests use their boats, the host member could lose their member privileges. The motion failed. The Board agreed by consensus that District Representatives need to remind members about no guest boats, and that it should be stated in the newsletter and again at our membership meeting.

Tammy reported, as Board liaison, that the Committee was supposed to send in a report about gates. They were having difficulty finding vendors willing to come so far. They did get one estimate that is about \$90,000. The Committee wants the Board to really read the report when it comes in. Susan reminded Tammy that the Board also asked Security for information about types of gates, how they would work, cost, what happens when they break, how guests and workers would get in, etc.

#### **10. Dues Restructuring Committee**

Tammy reported that the group met as a workshop. They are preparing a presentation. It is an information-only paper, giving information but not analysis. They want to be on the July Board meeting agenda, and on the agenda for the annual Meeting. Susan requested that their questionnaire be printed in the next newsletter. Tammy then left, but came back on the phone.

#### **There was no new business.**

#### **11. Correspondence**

The Board had a letter from Pam Guinan listing several concerns. After a brief discussion, it was agreed that the Board members will read over their copies, and discuss it at our next meeting in July. Copies will be sent to the Board members who were not present today.

#### **12. Open Forum**

Pam Guinan, who was attending by phone, verbally listed the same concerns. Susan reminded her the, in Open Forum, she may state her concerns but that the Board will not enter into a discussion about them with her.

At 11:15 the Board went back into Executive Session.

The Board came out of Executive Session at 11:45, and the meeting was adjourned.

Respectfully submitted,

Marcia C. Eveland, Secretary

**W.P.O.A. Board of Directors**  
**July 9, 2016**

**M I N U T E S**

1. Call to Order: President Susan Moore called the meeting to order at 8:30 a.m. Also present were Rob Guyette, Dan Rego, Scott Burghoff, Marcia Eveland, Andy Corn, Ken Carr, Tammy Campanelli, Mitch Silver, Mariana Cana and Teresa Urbinati. Operations Manager Audrey Miller was also present. A quorum was established.
2. Opening Comments: Susan reported that she received thank you notes from the greeters and the life guard who received graduation gifts from the Board and the Security Committee.
3. Open Forum:
  - a. Doryce Seltzer said that she had a proposal from the Security Committee regarding gates. Susan reminded her that, in an earlier e-mail discussion, this issue had been postponed until the September meeting, when a new Board is constituted.
  - b. Stan Rosen voiced his concern that ALL watercraft coming into Wildwood should be washed, even if they will not be placed in the ponds, just to prevent the temptation.
  - c. Mitch Silver stated that he had had a long phone conversation last night with Pam Guinan, and that she would be calling in for the meeting. She was not yet on the phone.
  - d. Diane Massey (by phone) asked if a guest watercraft that was let in last week was followed up to be sure it didn't go into the pond. She asked if a washed guest boat had recently been given a sticker and allowed to go into the pond.
  - e. Penny and Ted Babbitt said that they wanted to discuss a letter that they had just sent to the Board. Susan let them know that it would be taken up at the end of the meeting. Ted stated that removal of all watercraft from the beaches in October was totally unfair to members. Limited dates, and fees, are onerous. Those who pay dues have a right to keep them on the beaches.
4. Minutes: Teresa raised her concern that information given at the last meeting might be incorrect. Marcia explained that the minutes reflect what was said, not the validity of what was said. Teresa said that the issue of defunding the acquisition line item could be changed by vote of members, and Marcia said that this could be put into the minutes of this present meeting. The Minutes of the June meeting were approved, with Andy abstaining as he had not been present.
5. Treasurer's Report: Dan reported that dues are 92% received – above the 89.7% collected at this time last year. Our expenses are on target. We are close to the maximum on overtime, and legal is way over budget. Mediation for the court case is July 18, with trial set for July 25 if mediation doesn't work. Postage and printing are nearing their limit. The club house has just been painted. We are doing better overall than in 2015.
6. 2017 Budget: Scott made this report. After the last Board meeting, the Finance Committee reworked the budget recommendations, and Scott is now bringing it back. The new adjustments are:

- a. Compromise to a small dues increase of 1.05%. (Expenses have risen 4.4% over 2016 budget.)
- b. Roads have been paid from surplus, but should be paid from assessments as collected.
- c. Land Acquisition has been kept, but should be reviewed at some time.
- d. Contingency lines are “just sitting there.” Is this too much money locked in? Needs future discussion.
- e. Expenses are going up, but everything is fully funded. Roads need to be funded to \$40,000; to \$50,000 is possible. More members are paying, so that is an additional \$9,000. \$30,000 of Roads will be funded from assessments. Members will be asked to move another \$10,000 from Contingency. Members will also be asked to approve an additional maximum of \$10,000 out of General Contingency IF it is available on December 31, 2-16.
- f. There are a couple of shifts in funds to go to club house repairs.

Scott said that Teresa felt that so much money in Delinquent Dues Collection meant that we should not have a dues increase. Teresa explained her point of view that as long as we are bringing in delinquent dues, regular dues should not increase.

Scott asked that we approve this budget to go to the membership, as well as these five questions:

- a. Out of General Contingency, put \$10,000 to Roads for 2016.
- b. Out of General Contingency, put \$10,000 to Roads for 2017.
- c. Out of General Contingency, put \$3,200 to the Clubhouse Ramp for 2016.
- d. Transfer up to \$10,000 from the General Contingency balance above \$20,000 on December 31, 2016 to Roads.
- e. Move \$10,000 from Fox Den Bath House to Clubhouse Bath for 2017.

Scott made this motion, and Andy seconded it. There was some continued discussion. There was a suggestion that we begin to institute small assessment increases on an annual basis, to avoid a future large increase, or have no increase in General Contingency until it drops below some base amount. Audrey reminded the Board that assessments have remained flat for five years. The motion passed, with Mariana and Teresa voting against it.

7. Operations Manager: Audrey submitted a written report, and gave highlights.

- a. The clubhouse had a septic issue. When the new septic tank was put in, the pipes from the women’s shower and the kitchen were detached, but then they were not hooked up again. All the gray water has been going out into the back yard. Now fixed.
- b. We have a bear issue. Members have called the MA Division of Wildlife, and they have called Audrey, requesting that she notify members to take in their bird feeders, as this is a threat to children and pets. Audrey is thinking of having them come to hold a workshop at Wildwood. We could also invite others from Tolland.

c. Wildwood has a new activity: pickle ball. Members have been taping lines on the court. When the courts are redone next year, Audrey will have both kinds of lines painted on one court.

Ken asked about going back to the contractor regarding the septic issue. Nick Urbinati was the contractor. The plumber and the inspector should be contacted, too. There was discussion about trying to recoup some of the costs of the repairs: \$1,000 for repairs, \$1,500 for porta-potties and new inspection, plus water damage in the basement. Audrey will check into this.

Rob reported seeing to young adults going out to swim across the lake. They were talking about whether they could make it, and Rob said the water was choppy. They set off, but Rob called Will. There was no life guard, so Will waited for the swimmers and then told them that it was a dangerous thing to do. Rob was very thankful to Will for doing this. There was a brief discussion about WPOA responsibility for risky behaviors.

8. District Representatives:

- a. Tammy is holding her district meeting very soon.
- b. Mitch is following up with Pam Guinan.

Teresa reported that she and Andy had their district meeting, and she has submitted a report. There were questions on leeches that she passed on to Jan Tkacz. She gave a synopsis of the meeting. Andy said he appreciated Teresa having an agenda for discussions. Susan suggested that District Representatives should consider meeting ahead of time to draft a common agenda of topics to be covered.

c. Ken had an e-mail with concern about the ponds. The person is unhappy with the water level, and with Ann Fazi's letter. Jan Tkacz was asked to comment. Jan provided information, and Steve Strinie gave weather information. Susan asked Teresa to bring his concern to the Pond Committee.

d. Mariana said that her meeting would be held after this Board meeting.

9. Security Committee: Doryce Seltzer reported that the Committee has concerns about unwashed boats coming into Wildwood. She went over the reason for Greeters, and their limitations. When watercraft come in, we should either have them quarantined or washed. Susan expressed concern that this still doesn't address watercraft coming in when Greeters are not working. What do we do about them? Susan suggested that the issue be turned over to the Boat Committee.

9:55: Discussion was suspended for a brief break, and we reconvened at 10:00 for a special report.

10. Future of Road Repairs: Audrey asked member Kevin Sheehan to provide information on long-range planning for road repairs. Kevin reported talking with John Danello, who does work for Wildwood, and Doug Roberts, who is in charge of roads in Granville. He gave us copies of their responses. Kevin stated that we must address the state of the road beds before repaving. We need to cut back trees to get rid of the root systems and create space. Then we need to put in swales and culverts for drainage. After that, roads need to be crowned to allow for drainage off of them, and cracks must be sealed. We can develop an annual program, going out up to 10 years, for making these repairs. Kevin made recommendations about materials to be used for unpaved roads. Doug Roberts can give names of roads in Granville that we can look at. Audrey will continue to work on this issue. Beetle Road is already being prepared in this way.

11. Security Committee: We returned to the discussion of washing watercraft entering Wildwood. After discussion, Scott stated that this is a Security issue, not the ad hoc Boat Committee. A motion was made to accept the key points of the Security Committee proposal:

- Security Committee supports the current Rules.
- No guest or renter watercraft are allowed in Wildwood ponds.
- All watercraft entering Wildwood must be washed by WPOA staff.
- The motion passed with Dan and Tammy abstaining.

Susan gave Doryce a list of four questions to be addressed regarding procedures.

12. Nominating Committee: Chair Andrew DiRocca presented the endorsed slate of candidates:

- President Susan Moore, Porcupine Point
- Secretary Marcia Eveland, Fox Den
- District 1 Al Nathan, Owl's Nest
- District 5 Mike Clark, The Path

Andrew recommended that our six districts be redrawn, because some districts have very few homes on them, which makes it difficult to find members to serve in those districts.

13. Dues Structure Committee: Tammy reported that she and Teresa want to give a Power Point presentation to the members at the Annual Meeting, consisting of a history of assessments in Wildwood, as well as statistics on owners of adjoining and non-adjoining lots. They will give no opinions or make any recommendations. They will stay after the meeting to answer questions and get feed-back, which will be brought back to the Board. A motion was made to allow this presentation, and it passed unanimously.

14. Rules & Regulations: They are done, except for correcting #45 to read "guest watercraft are not allowed in Wildwood ponds." Teresa believes that there may be concerns about banners, smoking, dogs on beaches and parking. There needs to be a way to make changes in those before voting for the whole. Marcia and Susan will work on this.

15. Letter from Pam Guinan: The Board had a month to review this letter. Susan went over the letter point by point. Pam Guinan was on the phone listening, and was advised that she was not to interrupt, or speak, unless she was asked a question for clarification.

a. Annual fees for non-adjacent and adjacent lots. This issue is already being reviewed by the Dues Structure Committee.

b. Camping fees. The Board reviews these from time to time. The camp grounds require staff oversight when in use. Campers also use the bathrooms and showers. Original intent was to provide new owners a place to stay for a brief time while building their homes. The 1972 by-laws said that the Board would decide whether to continue the camp ground. Wildwood is not intended as a camp ground.

c. Why do members pay fees when they don't come up year-round. Also, if Wildwood is year-round, why aren't the camp grounds open in the winter? Wildwood is open 24/7/365, ready when any member wishes to come up. It is up to the member to decide how often they use amenities.

d. Why can't campers use the kitchen? Why are staff allowed to use it? All workplaces provide some place for workers to put their lunches and snacks. The kitchen is available to members and their guests when renting the club house. The kitchen is open during work hours. Camping implies cooking at the camp site and providing a camper's own food storage. Camp grounds never provide these. Also, the WOPA keeps items in the kitchen that are not for public consumption or use, and yet people have used them.

e. The soap dispenser in the Otter Pond bath house isn't properly placed. Teresa will check that out.

Pam heard the comments. Mitch will get back with her about them.

16. Newsletter: Susan checked that Dan will have an article on assessment allocations, Tammy will have something about Dues Structure, and Audrey will have something about roads. All said they would. Audrey asked about Beetle Road repair. Trees are already removed and ditches dug. She will look into crack sealing. Tree removal will be the big ticket item.

17. Annual Meeting & Pot Luck: Board members asked that Dues Structure and the Budget be on the agenda. Susan reminded all committee liaisons that every committee is mandated to submit an annual report. Susan asked for volunteers to host the pot luck dinner. Because nobody volunteered, there will be no potluck dinner.

18. Correspondence:

a – JACOBS: They are requesting an assessment abatement because they own two Wildwood houses but live in only one while the other is currently empty. We have precedent on this issue – full dues are required on both per the by-laws. Marcia will respond.

b – BABBITT: They are concerned about the new watercraft procedure to remove all boats this autumn. There was a great deal of discussion. It was decided that we will try just one beach – Lakeside – this year. If it works, then we will go to one beach each year, on a staggered basis. Marcia will rewrite the procedure, more fully explaining why it is being done, and will reply to the Babbitts.

c – MASSEY: Greg had several concerns. The "dip" sign has now been removed. The boat storage issue is being handled. He also has questions about how we are handling delinquent dues. Susan will write to Greg responding to his questions.

d - LANG: Erik Lang, Jules' son, offered a suggestion for a boat-sharing system. The Board had concerns about administering the system, and about responsibility and liability if there were problems or accidents, or if watercraft were taken from one pond to the other. Marcia will write to the Langs.

19. Open Forum: Pam Guinan thanked the Board for considering her questions, but was unhappy with the results. She will complain again about the camp ground, but will find another way to do so. Susan explained to Pam that we were about to go into Executive Session, and asked her to hang up the phone.

Before we could go into Executive Session, the administrative assistant advised that Pam Guinan was on the office phone line asking to come back on the phone as soon as the Executive Session

was over. Susan advised that Pam had had her Open Forum time and that the issue was closed for this meeting.

12:20 – A motion was made to go into Executive Session regarding the court case. It passed.

12:45 – the Board came out of Executive Session and the meeting was adjourned.

Respectfully submitted,

Marcia C. Eveland, Secretary

**W.P.O.A. Board of Directors**  
**September 10, 2016**  
**M I N U T E S**

**1. Call to Order:** President Susan Moore called the meeting to order at 9:00 a.m. Also present were Dan Rego, Scott Burghoff, Marcia Eveland, Al Nathan, Teresa Urbinati, Mitch Silver, Mike Clarke and Marian Cana. Ken Carr was present by phone. A quorum was established.

**2. Opening Comments:** Susan welcomed new members Al Nathan and Mike Clarke. New district member lists were handed out, as well as a list of the current Board of directors. Board members were handed the *Conflict of Interest* and *Rules of Conflict* documents, and were asked to sign them and give them to Marcia. Ken and Rob Guyette will be asked to sign them at the next meeting of the Board. Susan also handed out copies of articles regarding being on the Board of directors of condo associations. The Board was asked to read them, for later discussion.

**3. Changes to the Agenda:** The reports of the Pond and Security Committees were reversed.

**4. Open Forum:** Steve Strinie stated his concerns about the running of the annual Meeting, feeling that the Board handled it poorly. He suggested that we should have been aware of the possibility of a problem speaker, and been prepared to stop her and ask her to present her concerns in writing. He believes that the Board lost control of the meeting.

**5. Approval of Minutes:** Dan handed in some grammatical corrections. Teresa said that, in #6, "Contingency" should be changed to "delinquent dues." The minutes as corrected passed unanimously.

**6. President's Report:** Susan announced that the law suit is finished, and the agreement has been signed.

**7. Treasurer's Report:**

a. Dan went over the August report. 97.6% of dues have been collected. \$11,000 more are due. Expect another \$5,200 to be in by December 31 as the advance discounted dues for 2017. Outstanding dues of \$17,000 need to be collected. Dan expects to be close to 100% of 2016 dues at the end of the year. We should end above the budgeted income. We have received the check from the lawsuit settlement. Overtime is almost at the maximum, but part-time staff salaries were lower, and offset this. We used none of the snow removal line, so that money will probably go into tree removal overage. The big hit was the \$40,000 legal bill, but that will be covered by \$38,000 in delinquent dues. Reserves are as expected, and cash flow is good.

b. Another wildwood property lot is up for sale. The owner's son, who has the POA, is negotiating with the WPOA regarding delinquent assessments. There was an agreement in 1998 to pay a flat amount annually, but the owner never did that. Our attorney reviewed the agreement. The owner is in breach of contract, but we can still only ask for the agreed upon amount. \$11,000 is due. We know the original price (\$7,000) and the current asking price (\$45,000). The owner is trying to work with us. Susan suggests telling the POA that they agreed to what is now \$11,000 so they should pay this.

The Treasurer's report was unanimously accepted.

**8. Operation Manager's Report:** Audrey Miller was not present, but submitted a written report. Dan asked about the tight tank alarm. Susan explained that the old toilets need to be replaced.

**9. District Representatives:**

a. Ken e-mailed with Fred Sammel regarding the Building Review Committee. They are still trying to meet. Mariana headed up the July District meeting. Nanette Tunner believes that a speed bump is needed by the Forest. Maybe this could be done next year. Susan has spoken to Jay about doing it.

b. Mariana said that the District meeting was a good one. Many concerns were raised and answered. Mariana is concerned about the speeding on Meadow by Porcupine Point. She also felt that the green tractor should be trailered to job sites, as driving it isn't efficient. Susan responded that we don't own a trailer.

c. Teresa reported that a neighbor collected over 70 leeches in Otter Pond. Otter had fewer trout stocked – did that have an impact on all the leeches?

d. Al was approached by Pam Guinan, who is not in his district. Susan explained about Pam. He will receive an e-mail list of his district very soon.

e. Mike has had nothing so far.

f. Mitch had a District meeting with Tammy. Tammy took the notes. There was a good turnout – maybe 15? General issues were boat regulations, dog rules, etc. It was lively but not contentious. But after the Annual Meeting, some members voiced concerns. Susan asked Mitch to get the notes from Tammy.

**10. Ponds Committee:** Chair Jan Tkacz presented five separate issues.

a. *OTTER POND STOCKING* – Otter has stock-and-take trout. Also minnows, tadpoles, leeches. No leech predators. Trout stocked in Spring are fished out by early summer. The Committee suggests stocking with a good predator. Bass is a sport fish. Bluegill and pumpkinseed reproduce too quickly. Carp and catfish stir up the bottom. Yellow perch reproduce in the Spring. They don't stir the bottom. They are not very edible by people and they eat leeches. We can stock 75 now for \$475. There was discussion about getting a diverse fish population at Otter, about appropriate licenses, and regarding unintended consequences. A motion was made to take \$500 from Pond Preservation for this. There was more discussion. The motion was amended to take \$500 from Fish Stocking. It was seconded and passed unanimously.

b. *OTTER POND LEECH HABITAT* - Leeches like the built-up leaf litter in this pond. Jan explained that there is a non-pathogenic bacteria on the commercial market that can eat the litter. "Muck Away." The Committee submitted an RDA earlier in the year, but the local Conservation Committee declined to act as this is a new product to them. Connecticut is doing study using the same people who are working with us. So this plan will be put on hold until Connecticut's study is finished. We would treat the lot frontage and beach first.

c. *GEESE* – The grape spraying was ended due to complaints about the smell. We need to dissuade geese early – at ice-out. Jan explained about decoys, projected sounds, Mylar strips. The Committee wants approval of a maximum \$600 expenditure for:

• 4 pairs of swan decoys, a pair per each Cranberry beach

- 5 silver Mylar wind socks on garden hooks, one for each beach and the dam
- 4 Mylar reflective windmills, 2 on the dam and 2 in Blueberry Meadow
- Grape spray for grassy areas only

After one season, the geese no longer react to these measures. Waterfront owners could buy their own decoys on Amazon. An article about this issue could be produced. We need to be aggressive in the beginning. Also, decoys can't be cut-outs; they must look real from the air. Dan and Scott confirmed that there is money for these purchases. A motion was made to allow up to \$700 for decoys from the 2016 budget, for decoys to be used in 2017. It was seconded and passed unanimously.

d. *MAP FUNDING* – Data from the mapping is collected but not yet analyzed. We have a reserve to do this every three years. Jan suggests doing the mapping every ten years instead.

e. *2017 PLANT SURVEY* – We are on a 3-year cycle, and it is due in 2017. Jan wants approval to proceed. Dan said that this is already in the budget, so to go ahead and get it done.

\* Jan gave a full report about the Ponds to Susan, in a loose-leaf notebook. It will be left in the Clubhouse for members to read, but may not be taken from the Clubhouse.

At 10:20 the Board took a ten-minute break, and came together again at 10:30.

**12. Security:** Stan Rosen and Doryce Seltzer presented this report. Stan did the research and Doryce is the committee chair. They gave out information on the cost analysis of gates, with various options. The committee wants the Board to review all of the information and bring it to the community as a whole. After a great deal of discussion, with questions and answers, the decision was made that the Board needs to hold a workshop to discuss only this report. Susan will find a date.

**13. Review of the Annual Meeting of the Members:**

a. *Committee written reports* – Due to the concerns, Susan will require that all Committees submit their annual reports no later than the newsletter deadline for the annual Meeting. They will go on the web site and be linked to the annual Meeting. An e-mail blast will advise members that the reports are available

b. *Rules & Regulations presentation* – Susan noted that this year, there was no time limit on speaking. **This must be a motion from the floor.** Nobody was willing to do that. It was decided that **the Parliamentarian should sit with the President and the Secretary.** Roberts Rules are clear that members cannot be ejected. Marcia explained that the person in question came 30 minutes late to a meeting about the Rules. Marcia gave her 30 minutes of attention, then told her to write down all her questions and contact Marcia, who would then meet privately with her to go over the entire document. Marcia noted that this person never did this. It was suggested that **the facilitator of such a discussion needs to be somebody who has no vested interest – perceived or real – in the outcome.** Roberts Rules supports this. Mitch has also spoken with the person concerned. It was agreed that she has a right to ask questions and make comments, but not to monopolize the meeting. Next year, we will be more prepared with these changes. Also, Mitch will speak to this member ahead of time and explain the parameters of these meetings. We will be sure that a time limit motion is made.

c. *Proxy votes* – Susan asked Teresa to review past proxies. Some “lock” votes, which are then just ballots, in which case Audrey and the Tellers can count them without the need of a third-party proxy voter. Susan will direct Audrey to give proxies to District Representatives if no specific proxy is named.

d. *Rules and Regulations* – They have been put in final format, with an Index (as suggested by Dorrie Toni). Susan will pull out applicable parts for a “Guest/Renter” notice. She will do another just for building requirements. The document will be registered with Hampden County. Susan will ask Audrey to make them into a booklet form. New buyers will receive copies of the by-laws, the R&Rs and the budget – and will sign that they received them.

**14. Dues Structure Committee:** Teresa is not ready to make this report. We will wait for the November meeting.

**15. Membership:** Susan would like the Board to focus on the Articles of Incorporation of the WPOA, the By-Laws, the Rules & Regulations, the CE&Rs, etc. She would like the attorney to review them to be sure that they agree with each other. Is there something we can do now for all owners so that they will acknowledge that (1) we are a private community, and (2) they do or do not want to be members of it. The attorney already has said that the By-Laws need three words added in about joining or not joining. The By-Laws committee will look at this wording.

**16. Drones in Wildwood:** Drones were flown over Wildwood beaches this summer. Federal law prevents them from being flown over people at low altitudes. We will need to make a rule about this. Marcia will research it.

**17. Boat Procedure:** This concern is about boats coming into Wildwood on cars. There has been no agreement between Susan, Audrey and Doryce. We will need to deal with this before Spring of 2017.

**18. Redistricting:** One district has about 25 owners, while another has twice that. This imbalance makes finding nominees very difficult. The Nominating Committee requests that the Board redistrict the membership. The By-Laws allow this to be done. Susan gave out a rough redistricting, with all six being within one or two members of each other. A motion to accept this new redistricting was seconded and passed unanimously.

**19. Fines:** Mariana is working on this issue. Condominiums and Co-Ops use them, but there are questions: how to warn, how to levy, how to make a first complaint. Susan asked for a final report at the March meeting.

**20. Rafts and Docks:** The rules and Regulations state that these must go through Building Review. The problem is that Fred Sammel is not always accessible. Owners could go to Audrey instead. The rules simply say WPOA, so it is fine to do this.

**21. 2017 Board Calendar:** Susan handed out a draft calendar and asked that the District Representatives give Audrey their District Meeting dates. Mariana asked that we not go two months without a meeting, and suggested that we meet in January and in March. Susan will make that change.

**22. Correspondence:**

a. *Petition from Jerry Devokaitis* – This document was presented at the Annual Meeting and requests that Stone’s Throw be exempt from the rule about no parking on WPOA roads. After discussion

about liability for accidents and for inability of emergency vehicles to get through, a motion was made to deny the request for an exemption. It was seconded and passed unanimously.

b. *Diane Massey* – She asked if it is acceptable for a WPOA staff person to serve on the Nominating Committee. By consensus, the Board agreed that any member in good standing can serve on any committee, even if he or she works for the WPOA.

c. *Allen Liberman* – Allen had a complaint about the signs at the corner of Colebrook River and Beetle. This is private property and out of our control. Buyers have a right to come in to look at homes that are for sale, and owners have a right to put up signs. The WPOA cannot stop this. We only have sign requirements. Susan will be sure that Allen is notified, and the Board agreed by consensus. Susan said that she reviews all listings, and all Air B&B listings, and that she contacts them if information regarding by-Laws and the Rules and Regulations are omitted. Susan also reminded the Board that the Community Relations Committee is the liaison to realtors.

**23. Ash Tree Survey:** The committee has put their survey report out as a book that members can borrow within the clubhouse.

**24. Disposition of Open Forum:** Steve Strinie's concerns were covered during the meeting.

**25: Open Forum:** Steve Strinie asked about the \$40,000 court cost of the law suit, and Dan explained how it is spread out, reminding Steve that now we have a paid-up account that will pay properly in the future.

The meeting was adjourned at 12:20.

Respectfully submitted,

Marcia C. Eveland, Secretary

**W.P.O.A. Board of Directors  
November 12, 2016**

**M I N U T E S**

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

**2. Approval of Minutes:** The Minutes of the September 2016 meeting were unanimously approved with minor corrections.

**3. Treasurers' Report:** The treasurers reported that dues are on track. Delinquent dues are coming in better than expected. The budget is on target. Tree removal is over-budget, but that is expected. Legal overages are offset by delinquent dues paid. Postage is over, due to the Long-Range Planning mailing and the monthly billing. The overage for the Lakeside Beach septic tank should balance out by the end of the year. The handicap ramp for the clubhouse is a little over-budget because of additional stairs. Two CDs are due in January. Teresa requested a report at the January meeting of the delinquent dues paid in and how they were spent.

**4. District Representatives:** Mitch Silver said that he was surprised and pleased that he received no complaints about the boat removal at Lakeside. Rob asked why there was a "no fishing" sign at Otter Pond, and Audrey explained that it was because the pond was stocked with fish to eat the leeches and the Pond Committee wants to give the fish a chance to grow and to do their job.

**5. Operations Manager Report:**

A – Regarding the tight tank and water usage at Lakeside, usage is about 1,200 for a year. The alarm sounds when the tank is 70% full, so when it went off, it was pumped. The reason that it happened so soon is that actual waste in addition of water had not been calculated in. Audrey expects that this tank will need to be pumped annually at about \$450 each time. She plans to remove the old toilets and replace them with ones with low water use.

B – The Cranberry Pond drawdown was delayed and the outflow has been reduced.

C – Lakeside had over 60 boats at the end of the summer. Jennifer Clark was at the boat gate both weekends of removal and saw three come out, but they were not from Lakeside. Eight owners used staff and were invoiced. There were two complaints about paying for this. The highest number of boats counted at Lakeside is 83 watercraft. Marcia reported that she walked around Lakeside Beach with Audrey and Jay. Jay has good plans for how to place the dock and racks to maximize space. The Board requested that a thank you be sent out to the Lakeside boat owners for their compliance with the request. Marcia will do this.

C – Board members complimented the staff on the great job done on the back-entry road.

**5. Forest Committee:** Susana reported. Teresa is now the liaison to the committee. Sarah Shea Smith and Ruth Buchanan have walked Wildwood and counted ash trees on WPOA property. Sarah has an app that allows her to measure and mark trees onto Google Maps. The question for the WPOA is whether to take the trees down now while they are still healthy and can be done over time, or to wait until the emerald ash borer comes into Wildwood and kills them. As roads are repaired, the staff will remove any ash trees that are near the roadside.

**6. Long Range Planning:** Chair Andrew DeRocco handed out copies of the final report and gave a brief summary. He also pointed out that he asked Nancy Fiedler to create the Nominating Committee report. He thanked Joan McNulty for acting as Scribe. Susan asked the Board to study the report and be prepared to discuss it at the January meeting. She asked Andrew to be at that meeting to answer questions. The actual survey responses will be given to Susan to review with Audrey regarding comments made. Board members will be allowed to look at them after that.

**7. Ponds Committee:** Teresa reported that the committee met to address complaints about the water level in Cranberry Pond. They agreed to ask that the drawdown be 5 ½' rather than 6'. This should protect most docks while also responding to the drought. They also agreed to stop the fishing at Otter Pond. Susana reported that she and Audrey reviewed our NOI. There are requirements for daily outflow but not about how much to lower the pond. Will went around the pond by boat to measure docks and determine how low the water needed to be in order for all docks to be out of the water. Susan and Audrey also talked to Jan, who verified that weeds will die off even if the water is not lowered to 6'. It was determined by Susan, Audrey and Jan that the drawdown can do what needs to be done with a 4 1/5' drawdown. This is based on information received from LAPA West stating that a full draw-down every four years, during drought conditions, would be acceptable for weed control. This will also allow access to the valve on top of the coffer dam. Audrey provided more details regarding our drawdown: when the dam is closed, it's not really closed. We can close the dam (leaving it open a weep per the NOI) but if it doesn't rain or snow over the next 6 months, we will not be at this same level in the spring. After more discussion, Susan moved that Audrey be directed to lower Cranberry Pond by 4 ½', adjusting for weather and outflow as needed. The motion was seconded and passed unanimously.

Mike Clarke left just before the vote was taken.

The Board took a break from 10:40 to 10:50.

**8. Dues Structure:** Teresa handed out a synopsis that she had created of the history of how dues were handled regarding additional lots owned by one owner. There was discussion about the former Board doing the original Dues Restructure Committee report a disservice, and about fairness to members. Susan strongly suggested that the Board consider presenting the original report to the membership for a vote. There was a lot of discussion around this, and agreement to continue the discussion in January. It was agreed that:

- Audrey will resend Brian McGorry's original report to the Board members
- Teresa and Audrey will look at a proxy design
- Scott will do a cost analysis for the original dues restructure committee proposal
- Mariana and Marcia offered to facilitate information meetings with members

**9. Personnel:** Susan referred the Board to two excerpts from the Employee Handbook. Two changes are requested:

- A. Rewording of the "exempt employee" paragraph. A motion was made to make the change, was seconded, and was approved unanimously.
- B. Add "marijuana" after "alcohol" in the "Drug Free: part of the handbook, to comply with the MGL. After discussion, a motion was made to add this wording, was seconded and approved unanimously.

**10. Property Management:** Rob reported on a walk around the various WPOA buildings and spaces last week by the Committee members and Audrey. He stated that Audrey was well-informed about everything and could answer all questions. He was impressed with the great shape of the Maintenance Shop, and was pleased to see how truly Audrey was engaged in all phases of the management of Wildwood.

**11. Security Workshop Review:** Susan reported that five Board members attended along with all of the Security Committee members. They discussed various scenarios for keeping out unwanted boats. Mitch had suggested that a gate be installed at the back entrance, and that the front entrance be reconfigured to require only one greeter. This was remade as a motion to the Board, and seconded. Susan reminded the Board that the town will not allow greeters on town-owned roads. Susan also advised that the town owns the back road from Forest to Hartland. To get the town to abandon a road requires a petition signed by 20 Tolland residents that must go to the town meeting in June, probably now in 2018. Susan wants an ad hoc committee to move this all forward: Mike knows about gates, Scott understands costs, and Mitch can figure compromises, so they are willing to serve. At this point, Susan withdrew the motion that was on the floor. It was agreed that we need to:

- Research/explore acquiring the land at the front and rear entries from the town
- Get a definitive cost analysis
- Create an ad hoc committee to figure out how to present this to the membership
- Figure the cost to reconfigure the front entrance if the town will not abandon that portion of Beetle Road.

Susan will appoint people to gather all this information. We will discuss progress at the January and March meetings, and present information at the Spring Meeting of the members to get feedback from them. A motion was made and seconded to create the ad hoc committee with Mitch, Scott and Mike. It was approved unanimously.

**12. 2017 Calendar:** A Board meeting was added for January, and the February meeting was taken off. There was one more correction: the January dates should all be changed to the 14<sup>th</sup>.

**13. Committee Positions:** Susan reminded the Board that she had sent us an email asking what committees we currently serve on, and what ones we might prefer. There was discussion about the value of having Board members serving on several committees, and about having every Board member serve on at least one committee. A Board liaison is different from a regular committee member, but is allowed to vote, except on the Nominating Committee. Board members liked the idea presented that liaisons not have a vote. There was consensus that Board members may serve on as many committees as they wish. Mariana had concerns about the Nominating Committee, and there was discussion about other ways to get names to present to the membership. Susan made the following appointments for committee liaisons:

- Buildings & Grounds: Ken will replace Rob
- Executive Operations: Scott will take over from Susan
- Finance Committee: Scott is the chair and no liaison is needed
- Forest Management: Teresa

- Ponds: Teresa will be liaison; Ken and Scott are also members
- Nominating Committee: Marcia will replace Mariana
- Personnel: Teresa will be liaison; Susan is also on the committee
- Property Management: Susan is going off the committee; Rob will be chair/liaison
- Security: Mariana

**14. Document Review:** This topic is moved to the January meeting.

**15. Correspondence:**

A – Anthony Domino is offering to give back a lot according the by-law provisions. After discussion, a motion was made to accept the land, and the motion passed, with Teresa voting against it.

B – There is a request for a wedding ceremony here in the playing field the weekend after July 4<sup>th</sup>. We went over the whole plan and agreed that this was fine, with a \$250 deposit.

C – Dave Barrett has a failed septic and wants to buy WPOA land across the street. There was discussion, and then the Board agreed that he can purchase the land as per the by-laws.

D – Mark and Cheryl Karpman have lived on Owl's nest for 23 years, and just bought Judy France's old property on the lake near the chimney. They want that land, which is considered by the town not to be a building lot, to be treated as contiguous. After discussion, the Board agreed that we cannot do this because the by-laws are very clear.

The meeting adjourned at 12:40.

Respectfully submitted,

Marcia C. Eveland, Secretary