



WILDWOOD
PROPERTY OWNERS ASSOCIATION, INC.

2017 BOD MEETING MINUTES

**W.P.O.A. Board of Directors
January 15, 2017
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, Al Nathan, Ken Carr, Teresa Urbinati, Mitch Silver, Mike Clarke and Mariana Cana. Also present was Operations Manager Audrey Miller. A quorum was established.
- 2. Opening Comments:** Susan advised that the Rego home has sold. Dan has resigned from the Board and Ann has resigned from her various committees. Thirteen homes closed in 2016, with four purported to be full-time residents. Two lots were sold as continuous lots. District Representatives were urged to contact these new members. Community Relations will consider a party for new members, and District representatives were encouraged to attend.
- 3. Open Forum:** Marcia reported that this morning she met two non-Wildwooders planning to go ice fishing. They told her they had a guest pass, but did not show it. She explained that the ice isn't safe, and that it was open water just two days ago. She requested that Audrey send a reminder to members about the unsafe ice and about guest passes.
- 4. Minutes of the November 2017 meeting:** Mitch had a question about #11, which was clarified, with a request to change "get" in the last paragraph to "gather." The Minutes were approved unanimously with that one correction.
- 5. Treasurer's Report:** Scott reported that we ended 2016 in a strong position. There was some unplanned spending of reserves, mostly for the Lakeside septic. 2017 dues are coming in as expected and the budget looks appropriate. Scott may tweak the report design a little, per some suggestions he received. Audrey asked if the \$35,000 available for the clubhouse bathroom, and the vote saying renovations would be done in 2017, meant that she should send out for bids. After discussion, it was agreed that Audrey would show the specs to the Board at the March meeting, and go from there. She expects the work to be done in the Fall.
- 6. Operations Manager's Report:** Audrey presented a written report, then added comments. (1) Equipment was under budget because many repairs were done in-house, so she used some of the funds to purchase some small equipment. (2) She met with Kevin Sheehan this

morning, and received more recommendations for 2017 road work. (3) The post office is concerned about leaving packages in the club house, as some seem to have gone missing. There was a lot of discussion. We never gave permission for this, and take no responsibility. Could the carrier leave packages hanging from mail boxes? Should they just leave slips and keep packages at the post office? It was decided that the Post Office should do what they want, and that Wildwood take no responsibility. Several Board members then expressed thanks for the excellent snow removal on our roads.

7. District Representatives: Mitch had a request to find out when boats could be put back on Lakeside Beach. Audrey explained that the dock is to be replaced and the racks repositioned. Boats will be allowed back no later than Memorial Day Weekend.

From 10:30 to 10:40 the Board took a break.

8. Long Range Planning: Committee Chair Andrew DeRocco explained that the committee has disbanded because they have completed their charge. He is present to answer questions from the Board. He stressed that the ponds are the primary concern of members, although he also read one opinion regarding dues structure. Susan thanked Andrew and his committee, and requested that the original surveys be handed in to the Office for Susan and Audrey to read. There was discussion about what the Board should do now, including opinions about how Wildwood should look in the future and what needs should be met. Susan suggested that District Representatives bring up long range planning at their member meetings. She asked the Board to read the survey results, and also to come into the Office and read some of the actual responses.

9. Security Committee: Doryce sent a letter from the entire committee asking permission to review our Welcome Packet and also information given to guests and renters. After discussion, Susan asked that Security do both of these things, especially reviewing the by-laws, rules & regulations, and policies to create a handout for guests/ renters, then bring their results to the Board in May. Audrey will make sure the committee has the relevant policies.

10. Dues Structure: Teresa gave a summary of what happened at the last vote on this topic: there were 58 members present and 29 proxies presented. The vote was 45 yes and 31 no, but needed a 2/3 majority to pass. There was discussion about proxies vs absentee ballots, and about floor nominations. Susan suggested that Teresa refer to MGL 180, and reminded us that we are governed by corporate laws, not laws about condominium associations. Scott reported that there are 89 contiguous lots, for payment totaling \$32,000, with each contiguous lot bringing \$366. If this were removed, dues for each member would go up by \$132. Susan made a motion that the original wording by the original committee be brought to the membership in August as a by-law change. The original motion was:

To phase out the current 20% surcharge over a three-year period, as follows:

Reduce to 15% the first year

Reduce to 10% the next year

Reduce to 5% the next year

Abolish completely the next year

The motion was seconded. There was a great deal of discussion, pro and con, with agreement that we will need to offer seminars to explain both. Susan explained that only 10 of the 89 contiguous lots

in question were bought when the Board sold lots for \$1,000. All the others were purchased in other ways. It was pointed out that one person purchased his because the Board was going to sell them, and he wanted to protect his privacy. The motion passed, with Mitch and Mariana abstaining.

11. Gates & Greeters: Mitch reported that he met briefly with Mike and then Scott. They clarified their charge, and that there are certain items that they are supposed to address:

- How much information should members receive about the plan, and its history, and about options that were rejected
- How to convey the information; should we imagine possible questions and provide answers in advance
- What is the timing of handing out information and holding information sessions
- We need to create the text of the information to be given out

Scott reported that he tried to approach Tolland about what parts of the front and back roads WPOA controls. The fire put an end to communication about this issue. Susan gave Scott more information on the history of the abandonment of Beetle Road in the past. Susan has met with Stan Rosen about cost. She will meet with Berkshire Gate, along with Audrey, maybe Mike, and possibly Jay. She wants costs, recommendations on placement, repair, and maintenance. She also wants a good explanation of how the gates work for deliveries, emergency vehicles, and guests. The cost will be compared to the cost of greeters.

12. Handouts about being Board members: Susan asked that we read them. She meets individually with new Board members; she asked if we should have an informal Board gathering to talk about ethics, responsibilities, etc. After brief discussion, the Board agreed that individual meetings with Susan were enough.

13. Drones in Wildwood: Scott said that there had been only one reported incident, but then Teresa said there was one at Otter Pond. Scott pointed out that there is no issue yet, and that laws are changing, and that we just don't need more rules. After brief discussion, the Board agreed to do nothing at this time.

14. Documents Review: Susan gave us information on past history:

- 1967 deed restrictions on private property, linked to the Warmolts deed, were allowed by the Board to expire in 1997
- 1975 deed restrictions on common property were allowed by the Board to expire in 2005
- CE&R expires in ten years if the Board doesn't act

But if we could recreate the CE&R and get enough people to sign them, then they could meet and change them, update them, and continue them. After discussion, there was Board consensus that Susan could explore this issue and appoint a committee.

At this point, Mitch left the meeting.

15. Correspondence: A member wrote asking for a great deal of information regarding delinquent dues, including dates, names and amounts of fees, going back three years. Susan gave our approved parameters for freedom of information, and explained that there was no one place that had this information, and that we would never divulge names. Susan thinks that there is concern that we do not treat all delinquent accounts the same. She stressed that we do not negotiate. Dan had created a report, but it isn't exactly this information. After discussion, the Board agreed to give just Dan's report, with no names, and stating that we do not negotiate.

The meeting adjourned at 12:30.

Respectfully submitted,

Marcia C. Eveland, Secretary

W.P.O.A. Board Minutes
March 11, 2017

1. Susan calls to order 9:30. Present are Susan Moore, Teresa Urbinati, Mike Clarke, Scott Burghoff, Rob Guyette, Mariana Cana, Mitch Silver and Audrey Miller.

2. No addition to the agenda was proposed.

3. Susan noted the deaths of two WPOA members, Lorna Lecrenier and Madeleine Lawrence.

4. Open Forum: Steve Strinie complimented the recent snow removal effort, and Audrey added her thanks to the staff's hard work toward that end. Steve also urged repairs to a strip of Lakeside Road that is heavily pot-holed.

5. Minutes of Jan 15th 2017 Board meeting approved with the following changes:

To # 5 delete "\$3,500" and replace with "\$35,000"

To # 10 delete "It didn't help ..." sentence. Also delete "Rob pointed out" and replace with "It was pointed out"

To # 14 delete "The biggest issue..." sentence.

6. Scott gave Treasurer's report with thanks to Audrey. He apologized that Feb report was not ready yet. Scott noted some formatting changes in treasurer's report: Legal expenses now reports Dues Collection and General Legal fees separately. Pond Preservation and Land Acquisition now reported under Unscheduled Contingencies. Scott created "Cash Flow" item which he said better reflects financial fluctuations than putting the info in Contingencies Funds as had been done. At Susan's urgings, Scott will consider best placement of Community Relations budget item.

In general finances are looking good. There is \$50,000 in reserve, although WPOA policy says it should be capped at \$20,000. Susan remarked on difficulty of predicting surplus and value of large surplus given we cannot borrow from a bank to meet unanticipated events.

7. Operation manager's report:

One member's Dock Legs were damaged this winter. Susan proposed we announce that by 2023 we will no longer consider Docks when preparing the lake for winter.

Eversource's removal of trees is good for WW because it saves us the cost of doing it ourselves. Trees on private property will be shown to Eversource by Audrey but will not be removed without owner's approval. Audrey reports one owner did object to tree removal from his/her property. Removal of trees helps avoid power outages so owners need to be encouraged to give approval.

Town requested we approve tree removal along WPOA property on Hartland Rd. Board considered suggesting to town we discuss that request in meeting that also discussed other road issues we had with town—discussions the town appears uninterested in having, or at least is in no hurry to have. Instead Board decided to grant request to remove Hartland trees, and independently try to get on Town Meeting selectmen's schedule. Rob thought that would best serve WPOA –Town's good relations.

Plan to renovate Clubhouse BR presented. Discussion ensued regarding whether any BR renovation should await clarity about possible future renovations to the entire clubhouse. Susan noted the need to get the BRs done now, and expected that these renovations could be incorporated into a possible future Clubhouse expansion. Board approved the presented BR plans as a basis for Audrey investigating the details of how these renovations can be actualized.

Operations Manager report accepted by Board.

7. Mitchell announced he will have to leave the Board a month earlier than his term's expiration this August.

8. On Mar 21 there will be a meeting of some Board and Security Committee members with Berkshire Fence to learn how a Gate System may be installed, operate, and what it will cost. There was a discussion regarding the Security's Committee motives/rationale for the proposed Gate(s). Some Board members felt Pond Preservation was the driving motive, others thought other goals were also in mind. In any event, the Board decided that Scott will make a brief announcement at the Spring Community meeting simply to inform the community that the Board is exploring various ways of controlling (or not) entry to WW, including gates, why the exploration is taking place, and that we hope to have a concrete proposal for the community to consider at the Annual Meeting.

9. Teresa reported on her review of WPOA bylaws. She says we can change our proxy policies and she will propose some alternatives to Board in future. Also our \$50 penalty in Bylaws for WPOA policy infractions violates state law which caps penalties at \$20. (See Mass Law Chap, 20). Susan remarked that future changes to Mass law regarding Private Ways may be relevant to ways we can protect WPOA community interests.

10. Board approved William Magni's request to perc WPOA lot next to his lot.

11. Scott suggested establishment of a committee to consider various of long range issues WPOA will likely face or are facing of "high level" or even "aspirational" nature. Mitchell suggested their mandate be open ended. Board agreed with the establishment of such a committee that had Scott's issues as its initial charge.

12. Concern about the operation of the nominating committee was voiced. Mariana and Teresa thought it could be improved. Mitchell spoke for the general uses of a nominating committee. The Board agreed to keep a reformed version of our nominating committee wherein it still recruits candidates and vets the recruited, but does not endorse candidates or put forth a slate. In addition a transparent, hassle free way of self-nominating for all WPOA volunteer positions needs to be devised and well publicized. This all may involve some Bylaw changes.

Meeting adjourned around noon.

Submitted by: Mitchell Silver

**WPOA Board of Directors
May 13, 2017**

MINUTES

1. Sue calls to order 9:08 am. Attending, Sue, Mike Scott, Teresa, Rob, Ken, Mariana, and Mitchell
2. No items generated from Open Forum.
3. Review of March meeting minutes: Remove the sentence in #11 beginning "Teresa volunteered". Also in #12 change Teresa's wanting to eliminate Nominating committee to her merely wanting to improve it. Minutes accepted with the noted changes.
4. Spring meeting review: Sue would like to offer a proposal for back gate to the community to vote on, but Rob prefers a proposal for the community to judge whether further exploration is endorsed. A fuller discussion took place later in the meeting. (see #13 & 14)
5. Treasurer's Report (Scott) and discussion thereof: a. our income is similar at this point to last year's. b. Finance Committee will review delinquency situation. Two new cases have come up. c. There will be a capital expenditure for WPOA's boat maintenance needs. d. Budgeting process going well, is on schedule, and a budget should be ready in June or soon thereafter. e. Sue proposes dropping the main beach lifeguard who gets very little to do, and it is a position that is difficult to fill in any event. Ken adds having only one beach, and only occasional coverage, might increase our liability vulnerabilities. Mitch and Rob think the lifeguard should be retained if there in fact is no extra liability involved, but concur that if there is a liability issue, the lifeguard ought to be dropped. Sue will get the word regarding liability. All agreed that, if they don't already, all beaches should have a sign saying something like "No Lifeguard, Use at your own Risk." Treasurer's report accepted.
6. Geese prevention efforts have met with little success. There were some complaints about use of "grape juice", but Rob volunteered to provide some grape juice and board approved its continued use.
7. Speeding reports have led to suggestions of an additional speedbump on Beetle near Forest Rd. Board rejected an additional speedbump but endorsed considering moving the one already in the vicinity for best placement. **[Note Approval of Minutes and Operations Manager's Report in June 2017 Minutes for additional comments on this,.)**
8. Written Operations report submitted to Board.
9. Doryce presented for the Security Committee a concern about Rental offerings on various internet sites that do not sufficiently state the rules that apply to renters when using WPOA community property. The upshot of the discussion were the following proposals, all endorsed by a Board vote.
 - A. Our Bylaws will be changed (see the proposed changes that someone will attach), to better enable the WPOA to enforce its rules on renters and hold WPOA members responsible for their renters' behavior on WPOA property. Ultimately our bylaws will require renting members to electronically file a one page "guidelines" (see Guidelines that will be attached) with office. Sanctions will be imposed for violations. For now, Scott urged, we will simply request that they file it so we can have an immediate impact. The form should be "signed" by both the renting member and the renter.

- B. The Guidelines for all guests will be laminated (both Rob and Mariana volunteered to have it done—Rob won I think). Some districts reps volunteered to hand deliver it in his/her district. For the District reps who do not have time, they will be mailed.
- C. WPOA members should be encouraged when describing their homes for rental and WPOA facilities to include the community rules, regs, and policies.
- D. Teresa wonders whether state laws governing Condo Associations on related matters apply to a WPOA type organization. No one was sure.

10. Pond Committee presentation by Jan: The plan to purchase Yellow Perch to rid Otter Pond of leeches was not enacted because the Perch provider failed to provide. The Committee will pursue out-of state perch providers. Meanwhile it is hoped that the trout Otter is being stocked with will do the job if they get a chance to live in Otter long enough to eat their fill. Rob believes catching-and-releasing trout (our policy) only serves to waste the trout who will not survive the process. Jan submitted a TOC of a document that will be placed in Dropbox (he recommends the doc not go on the website) to which Board members will be sent a link. The Doc is a management plan for the ponds. It can easily be updated, providing our latest plans/knowledge regarding the care of the ponds. The Board thanked Jan for preparing this extensive document that should prove a central tool for WPOA pond maintenance.

11. Board approved designating the lower tennis court to a pickle-ball court immediately, although the permanent changes required will await the scheduled maintenance of the courts in 2019. Rob volunteered to investigate the source of an insect sting suffered near the courts and deal with the problem.

12. No report from the Nominating Committee which has, it appears, has yet to meet. Concern was expressed that that Committee was behind schedule.

13. Community Relations calendar is available in office. Additional events are not yet posted on the calendar are in the works.

14. Scott and Sue reported on their meeting with the Town of Tolland officials. This clarified that the Town has relinquished control of the back of Beetle up to Stop sign, which WPOA now effectively controls. The Town is willing to concede control of a stretch of Beetle at front entrance—up to the entrance to the tennis courts, under the following conditions:

- A. An official request to town is submitted.
- B. An in writing easement is given to Louie Ludovico.
- C. A turnaround for Town school-bus and snowplows is built by WPOA. (Bill Magni, a WPOA member in the road construction business may help with this). The Board approved going ahead with this effort and noted that it will likely require moving the mailboxes to the new entry way.

Much of #14 is driven by the continuing “gate/greeter” process. Although there was some disagreement about what the Board has already decided on this issue, after much discussion, the following consensus seemed to this note-taker to have emerged by 11:20 am: Audrey is asked to put together as detailed a proposal as possible for a gate at the rear of Beetle specifying how it will operate and what it will cost. (Although separate, the proposal is imagined in the context of a new front entrance using a single greeter). The detailed proposal is presented to the Board. The Board

than decides whether to present it to the community with a recommendation to vote to approve, a recommendation to disapprove, or the Board chooses not to present it to the community at all. If it is to be presented to the community, some sort of informational process—info meeting, mailings, newsletter articles, etc. will precede any vote.

Mitchell Silver's notes stop at 11:20 when he left.

These minutes picked up in the middle of the discussion about Gates and how to proceed. Note taker was Michael Clarke.

15.Gates – Teresa expressed concern that we don't have all the facts and that we are rushing the process. Scott expressed support for Susan's timeline, with the caveat that we would have the necessary details for presentation/discussion at the Annual Meeting. Sue said that she wanted to take action one way or the other so that we can get this topic off the Board's docket. Discussion then focused on perhaps hiring "general contractor" to bid on and oversee all aspects of the project.

Due to swirling discussion, the topic was tabled. Sue left the meeting.

At this point Michael Clarke left and Scott Burghoff picked up taking notes ...

16.Scott to discuss with Susan offline to clarify action plan and accountabilities and bring that action plan forward at the next Board Meeting.

17.Correspondence, Electric Boat Motors – Thanks to Al Wells for bringing this to the Board's attention (high speed electric motors). Since there is an existing rule in place that electric motors cannot exceed 5 horse power, the Board does not feel that any action is required at this time.

Meeting adjourned at 12:03 PM.

**W.P.O.A. Board of Directors
June 10, 2017**

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 Scott Burghoff, Marcia Eveland, Al Nathan, Mike Clarke, Teresa Urbinati, Mitch Silver. Also present was Operations Manager Audrey Miller. A quorum was established.

2. Opening Comments: Susan said that she would discuss the new rules and Regulations booklet, and Nominating Committee recommendations, under her report.

3. Open Forum:

- a) Barbara Coleman – concern about leeches in Otter Pond. Ribbon, rather than the usual suckers. The Board let her know that they were working on the issue.
- b) Stan Rosen – his dock was damaged when the ice refroze after a thaw. Since the Board had never before allowed the pond water level to rise before the end of freezing, Stan requested help from staff to lift and brace the dock, and was told no. Audrey said that he first asked WPOA to pay for the repairs. Audrey answered according to what the Board had said, that this was a risk to be borne by waterfront owners. Stan feels that staff should be allowed to assist members who need help.
- c) Lou Santoro – wants the WPOA to put together a dog-walking group. Susan and Marcia said that they would work with him on that, and thanked him for a great idea.

4. Approval of Minutes: Four people took turns taking the May minutes. Teresa questioned #7. Audrey said that there were no spare speed bumps and that the company no longer makes the kind we have. There were grammatic corrections. The minutes were unanimously approved with those corrections.

5. President's Report:

- a) Susan has created a handbook of the Rules and Regulations, similar to the ones done years ago. It will cost about \$400 to print, with color card stock cover and b/w inside for 350 copies. Add in cost for the envelopes and stamps, she wants to request \$1,000 for the next budget. After discussion, a motion to do this passed unanimously.
- b) Nominating is having trouble finding District Representatives from the specific districts. Can we amend the by-law to allow them to be community-wide? After discussion about how to do this, Marcia read the applicable by-law, which allows an at-large representative when one can't be found from the specific district. It was agreed to do nothing.

6. Treasurer's Report:

- a) The May report is not yet published. Expenditures are in line. We spent \$6,000 for the Meadow Beach raft, and replenished beach sand.

- b) The Finance Committee will keep dues flat for 2018. Budget is about done. Delinquent dues will still be kept separate. Roads are fully funded, as are reserves. There will be an increase in health benefits for staff. Expect to get back \$2 in delinquent dues for each \$1 spent in legal fees.
- c) There is \$51,000 in General Contingencies. The Committee knows we are looking at some future expenses, so is leaving this as is without reallocation recommendations.
- d) Because Scott can't be at the next open budget meeting, and nobody came to the last one, it was agreed that Scott will send an e-mail out to the members asking for their comments and questions. The verbal report was unanimously accepted.

7. Operations Manager's Report: Audrey had two months to report on.

- a) Audrey sent out four requests for bids on the clubhouse bathroom. All declined because the job is too big. She sent out four more, and expects to get two back.
- b) On roads, she is waiting for bids on small paving projects and cracks being sealed.
- c) Main beach raft needs a mid-line float inserted. It's on order.
- d) There was a question about replacing ROW docks, to make them removable. There was discussion about benefits, and about wood vs. metal. Could docks be rebuilt to be parallel to shore, so that they didn't stick out do much into the ponds?
- e) Community Relations has purchased a Keurig, which is hard-plumbed to the water line. \$.50 per cup and WPOA will cover the difference.
- f) Audrey added a new item to her report – Rules Violations. She will notate, but not name.

The report was unanimously accepted.

There was more discussion about the speed bump at the back entrance. The person who had complained has sold and moved. It was agreed to leave it where it is, as it is better for those going to the beach at Otter Pond.

8. Nominating Committee: Marcia, as liaison, made the report. The Committee would like to get newer people on the Board. Teresa has been on for 10-12 years, Rob for at least 8, and Marcia for 7. Susan is only at 5 years. One Committee member is still not available to meet, and there has been only one meeting so far, with only Marcia and Tammy, and Jane Glover via phone. Susan will try to find a replacement for that one, and have the Board accept the name via email. Teresa suggested that we make it very clear at the Annual Meeting just what the job entails. There was discussion about experience vs getting new people on, vs who can do the best job.

9. Changes to By-Laws and the Rules and Regulations: Marcia and Susan gave a joint report:

ARTICLE 1 – to deal with people who deny knowing that we have an Association and dues/assessments. Mitch suggested having this form go out with the sticker notice. Susan will discuss with our attorney.

ARTICLE 2 – to make owners responsible for actions by their guests/renters. Susan asked the Board to also review the Renter Packet.

The Board took a break from 10:20 to 10:30.

Susan explained that our attorney has reviewed this packet. After discussion, the guest packet was approved unanimously, with changes, including the addition of “friendly” wording at the beginning. The proposed Article 2 was approved unanimously.

ARTICLE 9 – This change was already approved.

ARTICLE 14 – This provision for fines for violations was added at the recommendation of our attorney. It is very specific as to Board review, with leeway on amounts of fines. There was discussion about “up to” and about degrees of infractions. It was noted that the Board can set policy to guide regarding gradients of infractions. The Board accepted this revision unanimously.

RULE #45 – This revision regarding electric boat motors was in response to concerns by Jan Tksaz. Susan asked that we enact this Rule now as an emergency measure. This was approved unanimously.

RULE #65 – This clarifies wording. It was accepted unanimously

10. Old Business:

- a) Tennis & Pickleball – There are issues between the two groups. Susan asked that the lower court be set aside exclusively for Pickleball. The Board unanimously agreed by consensus.
- b) Beetle Road/Gates/Greeters – We have information for a turn-around, which will cost about \$34,000. We need an engineer to give a final cost, and the Town must approve. We have \$51,000 in reserve, and will add about \$10,000 more this year. There was discussion around this issue. Scott believes we can find the funds, if we also include savings from not having greeters. The Board agreed that we will take the issues to the members in two parts: the Beetle Road turn-around, and then the gates. We will present a proposal for both gates. If the two gates motion gets defeated, then we may have to abandon that proposal. Susan assigned responsibilities: Scott will get the cost figures; Mitch will write up a rationale, pro and con, for the members; Mike will explain how gates work.

11. Correspondence:

- a) We received an email from Allen Liberman about Long-Range Planning. The discussion centered on the next long-range planning committee. The Board needs to give a clear charge for the next committee. Scott will put a group together.
- b) We received a second email from Allen about increasing revenues at wildwood. After discussion, it was agreed that Scott would respond to Allen.

12. Disposition of Open Forum Topics:

- a) Otter Pond leeches – The Board, after discussion, agreed that perch and trout keep leeches down. We will continue to try to find perch to stock the pond. Meanwhile, a motion was made to

continue the NO FISHING at Otter Pond for this season, to allow fish to repopulate. People who want to fish can go to Cranberry. The motion passed unanimously.

b) Stan Rosen concern – After discussion, the board agreed that:

- . Audrey should let the members know that Wildwood is not responsible for damage to private property.

- . The Board will allow Audrey and the staff discretion in how to assist members with simple, non-financial, problems.

The meeting adjourned at 12:10.

Respectfully submitted,

Marcia C. Eveland, Secretary

W.P.O.A. Board of Directors
July 8, 2017

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 Rob Guyette, Scott Burghoff, Marcia Eveland, Ken Carr, Teresa Urbinati, Mitch Silver and Mariana Cana. Also present was Operations Manager Audrey Miller. A quorum was established.

2. Open Forum:

Doryce Seltzer: She had three people talk to her last week after the district meeting, regarding gates. There was more interest in how they work than in what they cost. She suggests that these concerns be addressed in advance.

Teresa Urbinati: Regarding Field Day, she wants the kids' part to be emphasized, and feels that the adult raffle cost overshadows the kids' raffle.

3. Approval of Minutes: The Minutes of the June 2017 Board meeting were unanimously approved with minor corrections.

4. President's Report: Susan sent out a letter to those members known to rent their property. The Office received positive responses, and received back requested information. Susan reported that there were two complaints last weekend about excessive noise, but the persons were children and grandchildren of owners, and not renters.

5. Treasurer's Report: Scott had reports for May and June, but focused on June. Income is on budget. We are ahead on salary because there is no lifeguard. We are behind on expenses (the club house well pump needed repair, there was a leak in the clubhouse propane tank, Lakeside toilets needed to be replaced) which offsets that savings. We expect to receive another \$11,000 in delinquent dues. A \$20,000 surplus is projected. The report was unanimously accepted.

6. Proposed 2018 Budget: Scott presented it for Board approval to bring to the membership. After pointing out some changes in the budget from 2017, he showed that the basic assessment will go down by \$2. Road and Pond will go up because staff spends more time working on the roads. Scott said that the staff thinks we may be underfunded for equipment, but Scott has set that concern aside for future consideration. The proposed budget was accepted unanimously.

7. Operations Manager's Report: Audrey gave out a written report and then commented on items not in it:

- a) Raft ladder at Meadow Beach isn't well made. The company will be coming out to replace it and to stabilize the Main Beach raft with a center float.
- b) She has received compliments regarding how well the staff is maintaining Wildwood.
- c) Greeters reported many cars over the Fourth of July weekend, and the beaches were full. People noted that everyone was enjoying Wildwood, the weather, and each other.
- d) She has received three bids for the clubhouse bathroom.

Susan added information about the pickle ball court. They can buy temporary nets, but will need permanent ones someday. The courts are scheduled for resurfacing in 2019, but the lower court needs it now. Price for resurfacing the lower court and buying permanent nets is about \$10,000. Can we do it now, rather than wait two years? We have the money in reserves. The Board agreed that we should bring the resurfacing to the membership at the Annual Meeting, and that we should go ahead and buy the temporary nets for now. The Operations Manager's Report was unanimously accepted.

8. District Representatives:

Teresa: She received notes of thanks for the No Fishing at Otter Pond.

Mariana: She has been asked that e-mail blasts have more specific subject headings so people know what they are before opening them. Also, Blueberry Meadow needs to be cleaned up.

Mitch: He distributed the laminated Notice to Guests to every home. Someone in his district felt that the Lakeside raft was in too-shallow water. Audrey let Mitch know that the staff had moved it farther out. He reported on the District Meeting for districts 4 and 5. About ten people were there. Concern raised about Lakeside Road by the Armitage home. Also that vacant mailboxes should be removed. He was asked if people who can use upper boat racks could be encouraged to do so. Boat launch area signage is needed. He also asked about the reason for the three boat rule, and was told that this rule was discontinued in favor of closing one beach each autumn for cleaning and clearing. There was discussion about how some Lakeside boat owners simply moved their boats to other beaches after being told not to. Marcia explained that the other beaches also had to have regular maintenance work, and the extra boats made that more difficult.

9. Nominating Committee: Andrew De Rocca presented the slate, with a brief summary of their qualifications:

- Vice President Robert Tonino
- Treasurer Virginia Austin
- District 2 Denis DiLallo
- District 4 Sarrena Lombard-Perry

The slate was unanimously accepted. Biographies will be provided for the newsletter.

10. Revisions to the By-Laws and the Rules & Regulations: Marcia presented the final changes – the deletion of the Building Review and Property Management committees as Standing Committees. They would be retained for now as regular committees. After discussion, there was a reminder that the ability of the WPOA to collect a deposit for possible road damage needs to be preserved. Marcia will figure out where to put it in the Rules and Regulations.

Susan said that our attorney recommends removing references to Roberts Rules of Order in the By-Laws, because they are very restrictive and we are not a huge corporation. After discussion, it was agreed to delay this discussion, as we need to create something to take the place of Roberts.

Marcia said she would come up with a Friday night and a Saturday morning for a question and answer time regarding these changes. Each change will be voted on separately.

Susan said we should have a motion at the beginning of the meeting to limit speaking time. After discussion, it was agreed that speaking should be limited to two minutes the first time, and one minute the second time. Scott will make the motion. There was consensus for these limits being presented to the members to accept.

The new proposed changes were unanimously accepted.

11. Gates/Greeters/Beetle Road:

BEETLE ROAD - Susan distributed a map of the front entrance, showing where the turn-around would be located. Selectmen seem willing to abandon and discontinue Beetle Road. Susan asked a member with road building experience to give a rough estimate, and he estimated about \$34,000. Does not include any engineering. There are no wetlands issues. Gives us total control over our roads. Allows for only one greeter and better signage placement. Scott expects the total to be \$35,000. If members approve, then we bring a petition to the selectmen and the town votes on it.

GATES – Susana reported that Sarrena Perry has EMT experience and will be on-board with this issue. We have no actual bids until we have a vote to proceed. Susan suggests going to members to get go-ahead with gates, and to approve the expense for when we get bids. Scott suggested creating a reserve of money, but with a cap on it, that can be approved, but get the approval now. Board consensus agreed with Scott.

Susan polled the Board for their opinion on gates, to know what questions/concerns may arise:

- Scott yes but concerns that gates will be vandalized by annoyed members
- Ken yes more economical than greeters, also concerns about vandalism
- Rob no many questions about how gates would work; threat is careless members
- Teresa no costs outweigh any benefits
- Mariana no wants to know opinion of other gates communities; too high-tech

There was discussion about maintenance, answered by Stan Rosen, who was present: could keep gates open in winter when ponds are frozen, and we have a second entrance if one gate breaks.

- Mitch yes But with concerns. Greeters not as effective as 24/7 coverage. Is there proof that gates will be effective? Wants simple answers to concerns.

Stan will send his PowerPoint presentation to Susan, who will review and send to the Board.

- Marcia yes has lived with gates, guards and doormen and no problem with emergencies. MUST protect the ponds.

Doryce Seltzer, also present in the room, said that, while they found no other gated community like ours, Klondike Campsite has them, and the manager likes them. Regarding greeters, at first there were many cars being turned back, or that turned around on their own. Many fewer now. We can't fully protect, but we can mitigate the threat.

The Board reviewed the letter Mitch composed to the members. Doesn't address financial issues, but Susan said this would be done separately. There was Board consensus that the letter is fine to send out.

In another discussion, including, Mitch, Doryce and Joan McNulty (also present in the room) about how the Security Committee feels about gates. Joan and Doryce stated that the committee is pro-gates.

12. Major Project Funding Proposal: Scott passed out a report showing three additional funding questions for the members: clubhouse bathroom, front entrance, two gates. Listed in order of voting, and showing where funding will come from. We have \$30,000 available now, and an additional \$20,000 projected to come in this year. Scott recommends self-funding from various reserves and then paying those back over the next three years from savings in other areas such as the greeter program. After discussion, the motion to accept this proposal passed unanimously. Scott will be sure to make it clear which contingency reserves will be used for funding.

Teresa asked what was happening with the Land Acquisition Fund. Susan explained that there is a possibility that Tolland will be auctioning off the land it holds in Wildwood, and the WPOA should have the ability to bid if a parcel might benefit the community – such as a non-perking waterfront property.

13. Family Fun Weekend: Susan first responded to Teresa's Open Forum question, explaining how the raffles run. Marcia reported that raffle items – adult and children – are coming in. New people have volunteered to run the games and to do the food shopping, and that she has all the volunteers needed.

14. Annual Meeting Agenda: We will use the traditional format, adding in all the items discussed, and putting the by-laws first as a quorum *in the room* is needed for a vote. We need a timer. Proxies that can't be changed will stay with Audrey and be treated as absentee ballots. Mitch will facilitate the Gates proposal, with Susan, Scott and Mike available to answer specific questions.

15. Open Forum:

Doryce Seltzer – Marcia needs to check the Rules and Regulations for mentions to Building Review. She wanted to know why the Board didn't follow the Security Committee recommendation to begin by putting just one gate at the back, and that was answered to her satisfaction.

Pam Guinan – Wants the \$15/night campground fee removed, removal of the restrictions on length of stay, and wants the campground open year-round. She was told that this will be on the September Board agenda.

Stan – Suggests giving some free items to children so that each gets something. Regarding gates, he suggests also showing savings over time versus the Greeters.

At 12:10 the Board voted to go into Executive Session.

At 12:30 the Board came out of Executive Session.

The meeting adjourned at 12:30.

Respectfully submitted, Marcia C. Eveland, Secretary

**W.P.O.A. Board of Directors
September 9, 2017**

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 Bob Tonino, Ginny Austin, Marcia Eveland, Sarrena Perry, Mike Clark, Mariana Cana. Also present was Operations Manager Audrey Miller. A quorum was established.

2. Comments: Susan welcomed three of the four new Board members. She distributed the *Conflict of Interest* and *Code of Conduct* forms, and Marcia requested that members sign them and return them today. Susan then appointed the Board liaisons to the standing committees, as follow:

Executive Operations – Ginny	Finance – Ginny	Forest Management - Sarrena
Security – Mariana	Nominating – Marcia	Personnel – Susan
Preservation – Denis		Pond Property
Management – Ken		

Susan made a motion the Ken be named chair of Property Management. The motion was seconded and unanimously approved.

3. Changes to the Agenda: Susan said that there would not be an Executive Ops. Report. Sarrena asked about items that were tabled at the July meeting. Susan said that the question about Roberts Rules was still tabled. The campground question and the concern regarding the use of Executive Session are in limbo because the person raising the issues was asked to put the request in writing indicating exactly what was wanted, and that has not been received.

4. Treasurer's Report: Ginny said that she has met with

Scott to make the transition. The July report is fine. August is not complete, as she needs to meet with Audrey before finishing it. We balance through July. Audrey said that dues are coming in. One new member is a bit behind. The report was accepted unanimously.

5. Operations Manager: Audrey presented a written report and gave some highlights. The insurance package was reviewed with a new agent, and we will save \$5,600 annually. Crack sealing is in progress, and paving is beginning. She has a quotation for the pickleball court surfacing. The bathroom renovations will start this month and take a month or more. There will be a porta potty, and the Fox Den bathhouse will remain open as needed. The report was unanimously accepted.

6. District Representatives: Mike reported on his District meeting. There were three comments about the road by Armitage, but that will be paved soon. Two asked about chair storage at Lakeside. There was a suggestion that paddleboards could be stacked on racks similar to bicycles racks. Susan asked Marcia about her suggestion about that for kayaks several years ago. Marcia said that surfboards are stored this way, but staff told her that doing so would harm the plastic of the kayaks. Susan asked Mike and Marcia to work on this.

7. Pond Committee: Teresa Urbinati and Steve Glover presented a written report about invasive Phragmites, as well as a Power Point presentation. They showed where the plants have invaded Cranberry Pond, and talked about eradication using submerged barriers and also a specific approved herbicide that does not harm aquatic life. Staff can lay the barriers, but Tolland approval is needed to bring in heavy equipment to remove a bog. A licensed specialist is needed to administer

the herbicide. We will need an NOI, and it should be for several invasive species. Their final recommendation:

1. Obtain an RDA for the barriers
2. Write to Tolland requesting a permit for the back hoe
3. Obtain an NOI for the herbicide for both ponds.

After discussion, a motion was made to accept and act on the three recommendations. It was seconded and approved unanimously. Steve noted that property owners who will have the barriers on their waterfronts were contacted and are positive about the procedure.

At 9:50 the Board took a break, reconvening at 10:00.

As we reassembled, Susan asked about dates for Board meetings in 2018. May 12 is Mother's Day weekend, so we agreed to switch to May 5, 2018. The November meeting is Veterans Day weekend, so we agreed to meet on November 4, 2018. Our next meeting this year is on Veterans Day, November 11, but we decided to keep that date. We will meet at 9:30.

8. Review of the Annual Meeting: Susan said that we had a full and difficult agenda, but we maintained our quorum. She received comments from several members saying that she had done a good job of running the meeting. The results of the gates vote were not a surprise. Mariana suggested that in the future we look at assessments for non-adjointing lots that are not buildable, and Susan pointed out that sites that once were not buildable may become so in the future. So we would always need current perk tests.

9. Procedures Approvals: Susan said that we had one amended procedure and one new one to approve. The first was a form to go with the approved rule about joining or refusing to join the WPOA. It was written by our attorney. There was some discussion. The second was the addition of "renters" to the procedure for guests. After discussion, a motion to make these changes was made, and passed unanimously.

10. Otter Pond Grounds Maintenance: Susan said that there are only a few waterfront properties at Otter Pond. WPOA owns most of the waterfront. In the past, people owning behind the WPOA land had moved onto it, mowing it, putting in fire pits and furniture, and storing boats. We sent letters and most of this stopped. We now have a request from a member who owns abutting property who wish to do some vista pruning. There was discussion about doing this. There was consensus that WPOA should manage WPOA land, and that an outside tree trimmer should not be allowed. A motion was made to direct the Operations Manager to set standards for maintaining WPOA properties on a regular basis at Otter Pond. The motion passed unanimously. Audrey will contact the owner that wrote to us.

11. Tolland Tax Sale: Susan attended the sale. About half of the Wildwood properties sold. Until the closings, we will not know how many sales were finalized and how many new owners will join the WPOA. Staff suggested two properties that we might buy, but Susan felt that the minimum prices were too high for the benefit we would get. The three waterfront lots behind the old sales office were purchased by a member with a lot next to them. He is offering to sell them to WPOA, except for a parcel that will give him a right-of-way,

He bought them for the minimum bid of \$90,000, and expects the final cost to be \$98,00 without the surveyor costs. We will discuss this in Executive Session.

12. Beetle Road Abandonment: Susan reminded the Board that the members have approved the funds to build a turn-around, which will allow us to negotiate with Tolland for the take-back of part of Beetle Road. We now need to go back to the Tolland Board of Selectmen, so that our request can be placed on the May 2018 Town Meeting agenda. Susan asked for volunteers from the Board who are voters in town, to serve on this ad hoc committee. They will need to attend the Monday night Selectmen meetings. Marca and Mike agreed to do this. Susan requested that they also bring Scott Burghoff into the group.

13. Mailboxes: Susan reported that we are now out of spaces for new boxes. She pointed out that some boxes are abandoned but the Post Office in Granville refuses to allow them to be reassigned. There was discussion about the difficulties members have had with the post office, and discussion about cluster boxes, about having WPOA buy standard boxes in two sizes and the selling them to members for cost, and about moving the boxes to another place once the turn-around is built. Sarrena volunteered to begin talking to the Post Office to find out what we can do about the situation.

14. Special WPOA meeting for by-law change regarding sale of WPOA property: Susan reminded us that this was tabled at the Annual Meeting. The by-law allows a sale if a septic fails, but town zoning changes mean that some lots are too small to allow for a septic for more than one bedroom. She will call a membership meeting for Saturday, October 7 (Columbus Day weekend) at 8:30 a.m. The notice will go out with proxy forms. Board members should be present. We need 50 voters either present or by proxy. The change needs a 2/3 majority to pass. The buyers currently effected by this problem are asking permission to do a perk test on the WPOA land they hope to use, and will pay for the test. The Board approved this request by consensus.

15. Owners who have encroached on WPOA property: Susan reported on a recent home sale. The sellers had encroached on WPOA land behind their property, cutting trees and mowing, then building a fire pit. She was concerned that the buyers would believe it was their property. There was good reason to believe that the sellers were aware of their boundaries. A letter was sent asking that the buyers be notified and proof of such notification be sent to us. When there was no response, our attorney wrote a letter. We have learned through their attorney that they buyers are now aware, and Susan also reported that the encroachments have been moved. Audrey will now take note of any permits for property backing up to WPOA land, and request that the owners show staff their pins.

Sarrena reported walking the Red Trail in the area of Robins Rest, and said that the blazed trail came into a yard on Robin's Rest. We need to know if the trail marked incorrectly, or did the person clear WPOA land? A check of the map shows a ROW behind the house in question. Sarrena will ask the owner to show her the pins.

At 11:15 we went into Executive Session.

At 12:15 we came out of Executive Session.

The meeting was adjourned at 12:15.

Respectfully submitted,

Marcia C. Eveland, Secretary

**W.P.O.A. Board of Directors
November 11, 2017**

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 Ginny Austin, Marcia Eveland, Mike Clarke, Ken Carr, Denis DiLallo and Mariana Cana. Also present was Operations Manager Audrey Miller. A quorum was established.

Forms for filing the amended by-laws were signed by the appropriate officers.

2. Minutes: The Minutes of the September meeting were approved with one correction.

3. Treasurer's Report: Ginny reported that collection for some outstanding dues are being worked on. Everything balances. Salt and sand were delivered but not yet paid. Clubhouse bathroom renovations are moving along. The report was unanimously accepted.

4. Operations Manager: Audrey went to Conservation to get approval for some work on weed barriers and bog maintenance. The requested vista pruning was completed, and letters will go to other Otter Pond owners in the spring who may want it. The meter reading at Lakeside bathhouse was down 60% due to new toilets. Trees came down on The Brook and The Traack and have been removed. Some gravel was misdelivered to Deer Run rather than our holding area. It will be used on The Brook. The report was accepted unanimously.

5. District Representatives: Denis sent an email of introduction to his district, and received a few thank you responses.

6. Personnel Committee: Susan reported that the committee discussed the *Rules of Conduct* and *Conflict of Interest* forms with regard to employees. They made two recommendations for the employee handbook, rather than having employees sign a form. The Board made one change, to insert "Board of Directors" along with "committees." The recommendation, with the change, was unanimously approved.

7. Security Committee: Susan passed out copies for the greeter log for review. There was also discussion about how some GPS systems don't show that Wildwood is private and not a throughway, and that they don't show one-way roads or our speed limit. Mariana knows a Google employee who may be able to help us.

8. Beetle Road: Susan passed out maps showing the proposed turn-around, and a draft of an easement for the Lodovico property, as requested by Tolland. We will deed the land in the circle to the town, and ask that they abandon Beetle Road from the top of the circle up to our cross street. Mike, Marcia and Scott Burghoff will go to the meeting of the selectmen this coming Monday.

9. Mail Boxes: Susan gave an update. Sarrena has asked the Post Mistress if we could put up double-decker boxes. A meeting between the two was cancelled, but Sarrena was told that a higher-up postal manager would be asked about it.

10. Fox Den lot purchase: The LeTelliers have sent a letter to the Board. There was discussion about the price that should be charged. Marcia read the applicable by-law. Susan reported that the lot, which WPOA took back from a prior owner, has a septic system on it already. After discussion a motion was made to see lot #108 FD on map 120 to David and Lise LeTellier for 10% of the full assessed value as of the sale date in accordance with the by-laws. Our attorney will prepare the

deep but the buyers will pay all the costs of the sale. The motion was seconded and passed unanimously.

11. Dues Policy and Procedure: Audrey and Susan presented changes to the current procedures. The Board read the document and made suggestions for changes. A motion was made to accept the document with the changes, and passed unanimously. Audrey will email a copy of the original proposal to Marcia, to make the changes and get it print-ready.

12. Correspondence: The Board received a letter from Joan McNulty and Andrew DeRocco about having committee members sign the *Conflict of Interest* and *Rules of Conduct* forms. This letter was tabled until our January meeting.

13. Open Forum: Teresa Urbinati commented that committee members have never signed these two forms. They are not elected, and are volunteers, so they should not be required to sign. Nor should they have to agree with committee recommendations.

At 11:05 the Board went into Executive Session.

At 12:30 the Board came out of Executive Session and the meeting was adjourned.

Respectfully submitted,

Marcia C. Eveland, Secretary