



**WILDWOOD**  
PROPERTY OWNERS ASSOCIATION, INC.

## **2018 BOD MEETING MINUTES**

**W.P.O.A. Board of Directors  
January 20, 2018**

### **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, Sarrena Perry, and Mariana Cana. Also present were Lise LeTellier (nominated to replace Al Nathan until the Annual Meeting) and Operations Manager Audrey Miller. A quorum was established.

**2. Changes to Agenda:** Susan asked the Board to approve the nomination of Lise LeTellier to replace Al Nathan as District Representative for District 1 until the next Annual Meeting. The motion passed unanimously.

**3. Open Forum:** Bill Walker, new member, with a lot on Otter Pond Trail. The issue is that there is no road to his new lot. He explained the literal lay of the land. Would like WPOA to build a road before the next mud season. He did not check with Wildwood before buying. He thinks he would move there in about five years. He said that he would keep his business equipment elsewhere. Susan said that his request is already on our agenda, elsewhere. He left us with pictures of the property.

**4. Additions to the Agenda:** Susan added staff job descriptions under Executive Ops, and a Nominating Committee report, and correspondence that we tabled in November.

**5. Approval of Minutes:** The November 2017 minutes were approved with spelling corrections.

**6. Treasurer's Report:** Ginny reported that 2018 dues are coming in well. 2017 came in as expected. Clubhouse bathroom is coming along. There were two delinquent dues going on, but one has now been paid up, and the second is still under deliberation – it is for sale, and the buyer refuses to close until the matter is resolved with WPOA.

Susan raised the issue that expenses have risen while dues have stayed the same, because of the collection of delinquent dues. That will be running out. Should we start increasing dues? After discussion with Ginny, it was agreed that Ginny would talk to the Finance Committee and provide

information for the past seven years regarding expenses, dues, and town taxes, for comparisons. The Treasurer's report was unanimously accepted.

**7. Operations Manager's Report:** Audrey submitted a written report. In addition, Audrey explained that the clubhouse bathroom renovations have been delayed due to contractor illness. Second toilets, stalls and hand dryers are still needed. Bog mats in the pond are to be removed, but the contractor needs the right weather. A member found feces in a washing machine. Audrey corrected that. Another member wanted a published list of non-members and members-not-in-good-standing. Susan stated that the Board position was that a member could ask about the status of a specific individual, but that we would not publish a list.

Audrey went on to say that her report doesn't usually discuss staff. But she wanted us to know that, after plowing until midnight, Jay found that the door handle to the clubhouse was broken. Concerned that people who lost power would not be able to get in, he stayed and fixed the problem. Also, after the furnace was cleaned, the cleaners said that they needed a belt that they didn't have with them. They said they would come back right away. They didn't, so Jay went to Westfield, got the belt, and made the repair. Audrey wanted the Board to know how Jay goes the extra mile in his job.

At this point, Susan pointed out that we have a member that goes the wrong way on a one-way road, lets his dog run free, and had a snowmobile. Audrey has written to him, but we can't stop him with a fine. Susan asked that we work on the fines by-law. Lise suggested that Representatives write about these issues. Mariana and Lise agreed to work on the fines by-law changes.

Mariana commented on how well our roads are plowed, and the other Board members agreed.

Audrey's report was accepted unanimously.

**8. District Representatives:** There was nothing to report.

**9. Executive Operations:** This morning the committee reviewed employee reviews and approved their pay raises. New job descriptions were approved for the Operations Manager and her Assistant.

**10. Beetle Road Committee:** Marcia reported that she, Mike and Scott Burghoff went to the Board of Selectmen with the material they had requested. The Board then made new requests: turn radius for school bus and emergency vehicles, written acceptance from Loui Lodovico about the easement, and a possible trade for some of Wildwood's land. Susan reported receiving an e-mail restating these new requirements. It stated an interest in trading for land without specifying what land, and said that emergency vehicles had no issues with a turn radius. After discussion, it was agreed that the Committee would:

- Get the easement approved by Mr. Lodovico
- Check with the school board and bus company about turn radius
- Go back to the Selectmen and ask what else they needed

Susan will send a copy of the Selectmen's email to Marcia.

The Board took a break from 10:40 to 10:55,

**11. Mailbox Issue:** Sarrena met with Marianne, the Granville Postmaster. They discussed types of mailboxes that we could put up. Marianne wants something uniform and in some sort of order. Sarrena showed pictures of possible set-ups. It was agreed that parcels should still be left at the clubhouse for now. Susan did an informal poll of the Board, and it was unanimous agreement for

cluster boxes, that members would pay for. Sarrena will investigate cluster boxes, including sizes and prices.

**12. Nominating Committee:** Marcia reported that this Committee has been activated and said that the Secretary, President, and Districts 2 and 6 were up for nominations, as well as filling the term for District # 1. Susan reported that the Committee members wanted to meet via Skype, and that Susan reminded them that all meetings take place in the clubhouse at times convenient for all members. A quorum must be present in the clubhouse. IN her letter to the Committee, Susan reported that she told them that, if they couldn't make such meetings, they should consider resigning.

**13. Non-conforming sheds:** Mr. Weiser on Woods Lane was told that he needed to go to the Planning Board before putting up a shed. Instead, he just put up the shed, 25 feet from the road rather than 50 feet from his front property line. The Board agreed by consensus that Audrey should try to work with the owner to move the shed, and go to Zoning with a formal complaint only if he refuses. She will also notify local area shed companies about our requirements.

**14. Tax Lots on unimproved roads:** Susan referred to maps we had showing lots auctioned by the town that do not have road access. Two are on the Traaak but go up to the Slope. If the owner wants to build, access would be from the Slope and the address would be changed.

Bill Walker's lot on Otter Pond Trail has no road access. Wildwood does need to provide a road, but from Otter Pond Trail it would be expensive. From Robin's Rest it would be easier. Mr. Walker wants us to do this before mud season, so that he can do work there, but we need to answer other issues first:

- Survey to make it comparable to WPOA roads
- Costing, and where funding would come from

There are other concerns:

- Will it perc?
- Will a house be limited to one bedroom?

After discussion, it was agreed that we would begin figuring out what kind of road to build, and the cost. Mr. Walker would be told, in writing, why we can't do the work before mud season. He would also be given permission to take a Kubota onto his property from Robin's Rest over the WPOA lot, as long as he could show proper insurance and as long as he signed a statement absolving WPOA of any liability. Susan will write the letter. Our attorney will be asked to draft a document absolving us from liability.

**15. Correspondence:** In November we tabled a letter from Joan McNulty suggesting changes to our *Rules of Conduct* and *Conflict of Interest* forms. After her suggestions were reviewed, a motion was made to accept the suggestions. The motion passed unanimously.

The meeting adjourned at 11.55.

Respectfully submitted,

Marcia C. Eveland, Secretary

## WPOA Board of Directors

March 10, 2018

### Minutes

1. **Call to Order:** President Susan Moore called meeting to order at 9:30 AM. In attendance: Board Members: Mike Clarke, Denis DiLallo, Sarrena Perry, Ken Carr, Rob Tonino, Ginny Austin, Lise LeTellier, Susan Moore, and Operations Manager, Audrey Miller. A Quorum was established. Minutes taken by Lise LeTellier filling in for the secretary who could not be present at the meeting.
  
2. **Additions to the Agenda-** Susan Moore asked to add the discussion of the Fines by-law changes made by Marianna and Lise.
  
3. **Open Forum:** Bill Walker asked to speak about the issue from the last meeting on his lot on Otter Pond trail. He spoke about him trying to get access from Robin Rest, and the letter and the legal liability document he received from the WPOA. He indicated his concerns about it, such as who sent it and if it was from "our attorney." He wanted to discuss this further and get clarifications about some of the points in the letter and voice his frustration as to the time it is taking to get this approved. He was concerned about the liability limits that were set by attorney, about the dirt pile at the end of Robin's Nest and about the size of the equipment allowed on the WPOA land. He asked for a copy of the minutes from the last meeting and these minutes. BOD indicated he needed to simply request them (in writing?) The Board indicated that it would discuss this further in the Correspondence section of the agenda. Member Steve Strinie wanted to share his appreciation for WPOA staff's excellent job with plowing this winter .
  
4. **Approval of Minutes:** Motion was made to approved and accept the January 2018 minutes as amended.
  
5. **Reports:**
  - a. **President's Report:** Summary of Lots recently purchased through the Town of Tolland at auction ( Tax Lots) - 16 lots sold- Two given back due to complications around the sale. Town is reversing the sale of these lots. Three new full-due paying memberships. One new non-member. The rest are adjoining lots to current owners. One new buyer who has yet to declared what type of owner they will be. Three other new buyers have not signed the documents yet. Two have not yet paid dues, but one may be due to to their legally changing the title. Susan shared with Ginny A, an article from a condo magazine about how long a BOD should wait to allow new members to respond to you about membership without notifying them directly. 45 days was the recommendation before making direct contact.
  
  - b. **Treasurer's report-** January Report- Written report distributed. All accounts balanced. Working on February report. Some gliches in February because of some coordination problems due to staffing, vacations, and bereavement leave. Still have some questions that committee is working on for that month that will get cleared up

mostly like at meeting following BOD meeting. These will be answered before starting on the budget 2018-2019. Question ask by BOD was regarding last month meeting and discussion about increasing dues, Committee is still looking into it, as well as with the new memberships. Motion was made to approve and to accept report: Accepted.

- c. **Operations Manager:** Written report distributed. Audrey agreed with Steve regarding quality of plowing, however there were a few complaints for the storm after the thaw. Bathrooms- Waiting for partitions and inspections. Adding motion sensor light switch. Suggestion was made to add motion sensor light switch in the club hall. Motion to receive and accept report: Accepted.
- d. **District Reports:** District 1- Reached out to others and filled them in and they were happy to have the communication and shared some information. District 3- No report- District 4 -Did the same as 1 and found out that the district email lists need to be reviewed and corrected. Audrey is working on this. District 2 and 5- No report. District 6 not present. Discussed District meetings in the summer that have been assigned and teamed up with another district. Suggestion was made by the president to have all district representatives get together prior to the July Meeting and discuss a possible common agenda. One district representatives Representatives will meet. District representations will set date to meet in April or May.
- e. **Beetle Road Committee-** No written report- Mike Clarke did oral report- The School Transportation Officers agreed that the busses could continue to use the current location of the bus drop off and turn around even if there is a change in ownership of the road. Scott Burghoff was going to talk to Lou Lodovico again, but was unable to do so. Marcia was suppose to go back to BOS for Tolland. However, at this point we can't get on town meeting, because it is too late to get on their agenda, so we will continue to look into this and continue discussion.

## 6. Old Business:

- a. **Fines- By-Law Change.** Proposed by-law changes and original copies were distributed and presented by Lise LeTellier. Adjoined for break - After break it was decided that the BOD needed to review what was written and give feedback to Marianna Cana and Lise LeTellier via email. It was further suggested that the BOD will have a workshop to address this before April meeting.
- b. **Personnel Committee:** Presentation by Nancy Fiedler, Teresa Urbinati, Christine Curtin and Sue Moore( President). Discussed staffing for future needs, not for present staff. Gave a powerpoint slide presentation on organizational structure, etc.... Each year, job descriptions are updated, and revised as needed. Committee is asking for feedback, if we should have two levels of Property Maintenance specialists instead of same level both reporting to operations manager. Gave a Timeline on how the positions have evolved, from Caretaker to Manager. Committee presented BOD with two possible options for Property Maintenance Specialists, with the upper levels more taking of the lead, and project managing responsibility, such as fieldwork planning, as well as being a working maintenance worker. BOD had a discussion with committee over the different job descriptions, possible construction supervisor licensing for upper PMS position level. Audrey made a suggestion to look into weekend security officers, who would also deal with inspections of the building and/or on-off weekend for on call needs as the current scheduling is cumbersome with positions only together for 3 days and having to work weekends. BOD requested that the committee to move forward with

continuing along the path of option two and completing job description, compensation, scheduling, etc.. and report back to BOD for further discussion.

- c. **Mailbox Kiosk-** Presented by Sarrena Perry. Mail carrier, Maryann is very excited about the Mailbox Kiosk. She requested the following: Back load boxes, lit area, prefer a building of some type for packages, however, driver must only need to get out of the car once, so packages need to be in same site. Must be off the road for mail carrier parking, outgoing mail slot, organized by addresses with room for growth and that WPOA maintain the mailbox keys. Sarrena presented two different price options for mailbox with two different amounts and size of boxes, ranging in price from high \$ 2,000 to \$3,100. Discussed prefab houses for the structures, without a floor as it would go on a concrete slab. Prefab structure would be about \$6,550, but still need electrical and security measures. Need. Timing for 2020 budget, so still have time for others ideas to get floated around.
- d. **Robin's Rest Road construction-** Audrey does not yet have road cost figured yet.
- e. **Mr Weiser's new shed** is still not in compliance, and we will notify him again, however, it must be noted that the planning board has not been responding to his email or phone message. WPOA does have a CC(E) & R on the property.

## 7. New Business:

- a. **Spring meeting-** April- President does not want to run it as a full voting meeting so we don't need to have it as a quorum. Currently to be discussed at meeting is presentation by Pond Committee and Fines discussion.

## 8. Correspondence:

- a. **Susan Moore-** Requested a 10-12 ft section fence to block the view of a propane tank. BOD approved one of an appropriate height and of natural color.
- b. President reports that **Richard Lawrence** made three oral requests that he would like to replace his dock. Is having a difficult time with WPOA regulation, due to a large rock. He would like to build a larger dock to go past the rock. However, because the request is not made in writing, BOD asked that he send it in writing, before the board will act upon it.
- c. **Bill Walker Letter-** Had a discussion in response to the letter the WPOA sent to Bill Walker to access his land, while the process of the road building is sent out to the bid. We discussed the concern he had with the amount of liability request ( 2 million vs. 750 thousand) the size of the equipment ( size and weight) and if we WPOA, will move the dirt pile. Susan Moore will make contact with the attorney to discuss the amount of liability. BOD asked Bill Walker to suggest a weight size for trucks necessary for the work stated. A 16,000 weight limit is what Bill suggested. The board will give Susan permission to send the BOD the new information and then have the BOD do a verbal permission if approved and to give Bill the go ahead once the issues addresses

## 9. **Motion to adjoin:** 12:30 pm

**W.P.O.A. Board of Directors**  
**April 14, 2018**

**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 Bob Tonino, Ginny Austin, Marcia Eveland, Lise LeTellier, Mike Clarke, Sarrena Perry, and Mariana Cana. A quorum was established.

2. Open Forum: Susan placed a limit of two minutes on speakers, due to our heavy workload.

Teresa Urbinati, first to speak, said that she didn't think limits on time were appropriate. She stated that she spoke on behalf of the Personnel Committee regarding the CSL requirement on the new job description for the lead employee. She read from a document explaining what this license does and stated that the Committee felt it was needed. She would remain in the clubhouse in case we had questions for her. She also questioned why member names were listed on the agenda, as that had not been done in the past.

Ruth Buchanan referenced two emails that she sent to the Board regarding an article in the most recent newsletter about the lots sold in the town auction. These emails were already in the Board packets and were also on the agenda.

3. Changes to Agenda: Susan moved Walker and LeTellier to Executive Session.

4. Minutes of the March meeting: Susan commented on the fence request. It was approved with conditions, and a form would be created for future such requests. She also asked if these things had been done. Unanimously approved with corrections.

5. Treasurer's Report: Ginny made the following points regarding finances:

a. The rollover of funds to General Contingency is shown in February for \$11,016.

b. Due to all the snow, additional salt and sand needed to be purchased.

c. March income is normal. There was discussion about who is paid up and who pays installments, and who is in arrears. Ginny said that Audrey knows the payment patterns and this is the normal income. Susan raised the issue of carrying arrears that go back years when we can only collect back seven years. Do we write it off? Ginny will look into this issue.

d. Clubhouse bathrooms are done and inspected. Over budget due to insulation needed in the back wall.

e. Pickle Ball court moving forward out of reserves.

f. Audrey gave Ginny a report on the outcome of the auctions: 3 full members, 1 non-member, 9 adjoining lots and 1 non-adjoining. 16 lots sold doesn't mean 16 more full dues being paid. One person is ignoring request for dues payment, and that will be handled per our policies. That name is confidential at this point.

The report was unanimously approved.

6. Operation Manager's Report: Audrey was not present, but submitted a written report. There was a question about sand on roads being removed, and Susan said that yes, that is done in the Spring. There was a question about number of greeters. Susan said that we have three, but showing only one in the report may mean that only one more is needed as the others are coming back. There is just one p/t property maintenance position open. The report passed unanimously.

7. District Directors: Sarrena had some issues, but they were already on the agenda.

8. Shed set-back: Susan explained the map of the property, and how set-backs are measured from the edge of the road if property lines aren't known. But in this case, we have the pins. No matter how lines are drawn, the shed is too close to the road. Also, the owner has never gone to the town Planning Board. After discussion, it was moved that we send a letter to the member telling him to obey the CE&R and to go to the Planning Board. It passed unanimously.

9. Staffing Job Descriptions: We had copies of the final proposal for new job descriptions for three staff positions for Property Maintenance.

PMS-1: This description passed unanimously with no questions or discussion.

PMS-2: Under "Other" we added a box for "Monitor current weather conditions." There was a question about when the descriptions go into effect. Susan and Marcia confirmed that they do not go into effect until one of the current employees leaves WPOA employment. Lise referenced Teresa's Open Forum concern about the CSE requirement and reiterated the Board's decision that it isn't necessary, given our needs, and as "working to code" covers it. Sarrena confirmed that she had thought we needed the CSE, but that our discussions, and the changes we made, decided her in favor of dropping it. Lise pointed out that construction is not a main focus of our staff, but that property maintenance and landscaping are. Ginny likes the clear distinctions between #1 and #2. A motion to accept this job description passed unanimously.

P/T PMS: It was decided that "8-16 hours per weekend" was too restrictive and should be removed. There were questions about summer employees. We have descriptions for the greeters and the part-time teen worker. This is a new position, in case a new PMS 1 or 2 isn't willing to work weekends, in which case we will need this position filled. It was decided to add "permanent" to the job description. This job description passed unanimously.

At 10:00 the Board took a 5-minute break.

10: Fines per By-Laws, Rules & Regulations, and Policies/Procedures: Lise presented her final version based on our discussions at last week's workshop. We went through it line by line and Lise made changes after various discussions. The question of whether non-members should be included was left for the attorney. For the "on-call phone" section, it was decided to leave that to Audrey to write.

11. Request for a Yard Sale: A member is going to sponsor a tag sale in the Field, with parking there. If it rains, it will be cancelled. Only Wildwood residents will be allowed to sell items. This member wants our approval to post a notice about it in the town library, so that more people might attend. By consensus, the Board agreed to this, as nobody will be coming onto the main Wildwood property.

12. Community Relations Chair: Susan has resigned from the committee, and therefore from the chair position. Brenda Richter has offered to be chair, but she is an employee. It was pointed out



that member employees are not allowed to serve on Standing Committees, but this is not one, so Brenda can serve in that capacity.

13. Dock request: The Board received a request to build a new dock, with an area of 12'X12'. Our rules allow a dock of only 96 square feet, with an over-all distance from water's edge of 12'. The owner wants it longer to cover some rocks on the lake front. The owner hasn't yet gone to Conservation. After discussion, the consensus was that the owner must adhere to our Rules and Regulations, and that he must also go to Conservation. Susan will ask Audrey to send a letter stating this. There was discussion about whether the WPOA is responsible for docks, rafts and boats on WPOA property or in the ponds that are damaged by wind or water. We all agreed that the WPOA has no such responsibility. Marcia will draft a Policy about this.

14. Emails about newsletter article on the tax land sale: The emails Ruth Buchanan asked about were in our packets. She wanted to know who wrote the newsletter. Sarrena reported that she met with Ruth as Ruth's District Representative and told her that Susan wrote it in answer to questions about the results of that sale. Ruth felt that the article was unfriendly. There was discussion about giving facts in response to questions vs welcoming new Wildwooders. It was agreed that Audrey should let the District Representatives know about all new buyers in their districts. Marcia will let Audrey know. Ruth also wanted to know how buyers of property on The Traaack would access their lots. Susan referred us to the minutes of the January 20, 2018 Board meeting, where we stated that Traaack lots would be accessed from The Slope.

15. Open Forum: Teresa asked about putting member names in the Agenda. Susan apologized, and Marcia affirmed that we keep names out of Minutes and Agendas wherever possible.

At Noon the Board took a quick break.

At 12:05 we went into Executive Session.

At 12:45 we came out of Executive Session and the meeting was adjourned.

Respectfully submitted,

Marcia C. Eveland, Secretary

# WPOA BOARD OF DIRECTORS

May 5, 2018

## 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 Ginny Austin, Marcia Eveland, Lise LeTellier, Mike Clarke, Sarrena Perry, Ken Carr, Denis DiLallo and Mariana Cana. A quorum was established. Operations Manager Audrey Miller was also present.

Susan asked everyone to turn off their cell phones. Mariana asked the Board members to consider how important it is to attend all meetings, and asked if members who have many absences should be removed.

2. Open Forum: Ruth Buchanan asked if Marcia Eveland had apologized yet to Will Greene, and said she felt that apologies were also due from Marcia to Wes Greene, Billy Walker, and Billy's two attorneys. Allen Liberman said that he had seen standing water in the culverts, and was concerned about mosquitos.

3. Minutes of the April 2018 meeting: There were two typos. In #4, should ought to be would. In #7, changes issues to member concerns. IN #9, add originally to Sarrena's concerns. The minutes were unanimously accepted with the corrections and changes.

4. President's Report: Susan is concerned because there have been two people who resigned from three committee positions, due to issues out in the community with members right now. This will be covered in Executive Session. Lise said she feels less comfortable in Wildwood because of these issues, and feels targeted. She stated that the Board needs to find a way to work to rectify and reconcile in the community.

5. Treasurer's Report: Ginny thanked Audrey for her recent "tutorial." They went back to the March report about \$11,000 in surplus and what to do with it per the 2017 annual Meeting. It now has a line item in Reserves. The 2019 budget is now being created. Susan had a question about the staff salary allocations of \$5,155 – shouldn't raises come from that? Audrey says they were following prior years. Susan suggested moving out money as it is used, so that we know how much is left at any given time. Same for the Benefits of \$2,450. Susan also pointed out that "Activities" committee should be "Community Relations," and that any money that shows in that line is raised by the committee itself and doesn't ever go into the general fund. Denis asked what the \$15 charge was for fish stocking; it was for an out-of-state stocking permit. A CD has come due, and we were able to get a new rate of 2%. Lise asked if any parts of the treasurer's report could be sent to the Board prior to the meeting. Ginny stated that 2019 dues will be higher because the adjoining lots dues are being cut per the by-law change made last year. Ginny expects the increase to be no more than \$150 per basic lot. Susan asked that we be given a breakdown of what part of the increase is from the change in dues structure. The report was unanimously accepted.

6. Operations Manager's Report: Audrey referred us to her written report. She noted that she has two greeters, needs one more, and is looking for a lifeguard. Otter Pond is full, and Cranberry has only a foot to go. The two MA fish stock companies are out of business. Matt Lenge, fish stocking chair, will use the New York vendor that provided the yellow perch in the fall. Matt will get yellow perch and trout. To save freight costs, he will do one large order in the Spring, and none in the autumn. Purchase of a new lifeguard boat has been put off several times. When the motor was just overhauled, the mechanic said that this motor was better than what we could buy new, and said to keep it. So Audrey is looking for a second-hand boat only. Weather postponed clean-up for Spring,

so that will be an immediate job now. Several culverts and roadside ditches need work. Susan reminded that culverts would be replaced before any road repair is done. Sarrena reported a serious culvert erosion on Slope. Audrey will have that checked. Audrey says that they are replacing 10', 12' and 15' culverts with 20' ones to avoid erosion issues. Denis asked if the campground is used, to need maintenance. Audrey said that there are at least three regular users, and Lise said that she might need it as their home is built, which, Susan said, is why we have the campground in the first place. This report was unanimously accepted.

7. District Directors: Mariana received a concern about roadside bushes, but handled it. Lise had a question about culverts, and Audrey has addressed that.

8. Fines: Lise and Mariana are working them up for attorney review. Lise had received suggestions from the members, and she is working those in.

9. Mailboxes: Sarrena has been working with the postmistress, who gave her a catalogue about cluster boxes. Home Depot is cheapest so far. Sarrena wants to talk with Audrey about empty boxes, and who is seasonal, weekend, and year-round that has boxes. Susan says that it would help to see the post office list of who has an active box receiving mail. If the cluster boxes are in a shed, the amount for the whole installation would be about \$10,000. It would need power for lighting. The post office says there can be only one delivery point, so we need a parcel area. There was general discussion, including ways to have the boxes up near the club house.

10. Nominating Committee: Marcia asked a question from the committee, which impacts Ken and Mike, who represent districts outside where they live. According to the by-laws, this happens only if there is no nominee from the district. There is a nominee for District 3, so does that mean that Ken can not run again? After discussion, the Board agreed that Ken cannot run unless the nominee is shown to be unqualified for the job.

11. Phragmites: Susan reminded us that Jan advised at the Spring meeting that spraying an acre would cost \$1,000. But we don't have a full acre, only many small plots. So cost may go up. But we also have them on land. Staff reports the geese live in the phragmites by the maintenance shed, and then bring the seeds in their feathers to the ponds. We need to kill these weeds. And we need to find a way to do this on member property, too. After discussion, a motion was made to fund the spraying of phragmites on all WPOA land, and to treat it in the way explained by the Ponds Committee at the 2018 Spring Meeting. The motion passed unanimously. A motion was made to have the staff locate phragmites on private property and work with the owner to eradicate them, at WPOA expense. This motion passed unanimously.

12. Solar panels in Tolland: Susan reported that these are proposed for the field at the corner of Colebrook River Road and 57. Do we need to have an engineer look at the plans? The concern is the effect they may have on our watershed. Lise reported that Blandford is going through this now. In heavy rain, this meadow drains into three culverts onto our land. Only a tiny bit is in our watershed, but the culverts are huge for a reason. Susan asked Audrey to keep on top of this, and to ask the Pond Committee to be aware and advise the Board. Denis will bring this back to Ponds.

13. Open Forum: Lise saw the litter collection box on the tree at Colebrook River Road and Beetle Road. Is it ours? Because it is full of litter. It isn't ours.

At 10:30 the Board took a 10 minute break. At 10:40 we entered into Executive Session.

Respectfully submitted, Marcia C. Eveland, Secretary

# WPOA BOARD OF DIRECTORS

June 9, 2018

## 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 Bob Tonino, Ginny Austin, Marcia Eveland, Lise LeTellier, Mike Clarke and Sarrena Parry,. A quorum was established. Operations Manager Audrey Miller was also present.
2. Open Forum:
  - Ruth Buchanan stated that the recent letter from the Board to the members was terrible. It isn't signed. Was it unanimous? It scolds members for gossip when the only gossips are Marcia and Susan, who lied about the cost of building a new road. What was the cost? Was there an engineer? She demanded an apology from Marcia to Will Greene, Wes Green, Billy Walker and the two lawyers for what was said in Marcia's email.
  - Norma Magni stated that Marcia's email wasn't from the Board but from a member. It is a private matter and should be dealt with outside of the Board.
  - Brenda Richter said that she was offended by the way Ruth Buchanan keeps dragging up this issue. If someone wants an apology, it is a personal matter. The meeting in question should have been held in the attorney's office. Since it was in a public place, Brenda believes that those in the meeting wanted to be heard. It was a form of intimidation against the Board. Ruth is wrong. Brenda stated that she punched out on the time clock before speaking, and would now be punching back in to work.
3. Additions to the Agenda: Susan said there was something from the Security Committee under Committee Reports, and an email about leeches under Correspondence.
4. Approval of Minutes: The May minutes were taken by both Marcia and Ken, and will be combined. Audrey has grammar corrections from Denis that she will send to Marcia. The May Minutes were unanimously accepted with the grammar corrections.
5. Treasurer's Report: Ginny gave us April's report. Dues and expenses are on target. We had overtime pay and extra sand, so those are over. We still need to buy sand for this coming winter. Ginny is concerned that we took the money out of the weather contingency by member vote last year.
6. 2019 Proposed Budget: Ginny thanked the Finance Committee and Audrey for all their work to get this done. Ginny went through the entire budget to be sure we all understood it.

ASSETS – Assessments are based on 228 paying members and 20 paying non-members. We decreased the amount from adjoining lots, and need to make that up elsewhere. That increase is \$35 per member for the loss regarding adjacent lots. Payment of Dues in Arrears has not been counted into the budget. Passed unanimously by the Finance Committee.

OPERATING EXPENSES - Ginny showed what these were and what they will be, with explanations. The decrease in health benefits was due to a staff member dropping a dependent. We will not add beach sand next year, per recommendation of the Pond Committee. Audrey is looking for a better insurance rate, but for now we will use what we have now.

RESERVES - We're adding \$50,000 to roads. (1) The new truck is the big item because it was put off and the price went up. Plan to self-fund at \$4,000 per year for five years. (2) Fox Den needs a roof, but not yet. (3) Tennis resurfacing will be done in 2019. Audrey said she may be able to get a good deal on that later this year, so wants the members to approve doing it this year if she can get a good price. We have \$9,000 already in hand for this project. (4) The old wood rafts were replaced with aluminum ones so there is less maintenance. Ginny therefore wants to move \$1,200 of that \$2,300 to Cranberry Pond for cost of benzic barriers to combat phragmites. Susan reminded that raft costs are to the members, while Ponds are to all owners, so there could be a question about it. The Pond Committee believes that we will need \$10,000 in 2019 for this. Our NOI covers all Pond work, and is paid and renewed every five years, and is amended in between. The NOI has a cost, and so do the amendments. Susan suggests that Ginny refer to Jan Tkacz for specific questions. (5) General Contingency and Weather are not increased. Members had voted that amounts over \$20,000 in General Contingency could go to Front Entrance, but the Finance Committee is overriding this due to the \$35 increase we already will have.

LIFE GUARD - \$2,500 is again budgeted for a life guard at Main Beach, but do we need it? Audrey can't find a person to do it: short season, part-time, low pay, and so far out in the country. Southwick has the same problem. Audrey was told by the insurance company that a "no lifeguard on duty" sign solves the liability question. There was discussion about having it just at one beach rather than at all five. A motion was made to eliminate this position and put the money into Weather Contingency, and to bring the problem of a life guard to the members if the attorney says we must. The motion was seconded, and it passed with Lise voting against it.

A motion to accept the 2019 budget passed unanimously. A motion to receive the Treasurer's Report passed unanimously.

7. Operations Manager: Audrey gave us a written report, and then highlighted some issues. Fox Den Beach refurbishing is finished. The Pickleball court is resurfaced. The rafts were put out a week late because the water level was a bit low. Fish stocking will be delayed until fall due to supplier issues. A third greeter is hired, to work June and July. There was a suspicious person on Meadow, who parked a moped in the road and then walked around a house. Police came, but the person had left Wildwood. The police believe they know the person and his employer, who is a contractor. There was no reason for the person to be where he was. The moped had no license plate. The police will talk to the man and to his employer. The Operations Manager's report was unanimously received.

8. District Representatives: Sarrena received an email from a member saying it was great to be back at Wildwood. Lise reported notifying neighbors and getting their approval for some blasting to be done in Fox Den.

From 10:20 to 10:30 the Board took a break.

9. Committee reports:

a. Community Relations – Susan is still looking for a Chair. She asked the Representatives to talk about this committee at the District meetings. The Chair doesn't need to run events, just run the meetings. This is the only committee that raises money, and it's allowed to carry over up to \$1,500 every year.

b. Security Committee – Doryce Seltzer has resigned as Chair and as a committee member. Susan will check with the other members to see if one will chair it.

c. Trails Committee – Sarrena is staying on the committee, but she is looking for someone else to chair it.

Susan reminded each Board member that they should all serve on at least one committee. She asked the Representatives to talk about the committees at District meetings, to encourage participation. She pointed out that we all want the benefits, so we need to also be the workers.

10. Waterfront Lots: Bud Henrichsen came to the table to talk to the Board. He bought the property behind Lodovico, at the town auction last year. He wanted to straighten his property line, so he bought all the lots for \$90,000. With closing costs, he paid \$98,932. He has had it surveyed and brought the surveyor's map. He wants only 13% of the land, so wants to sell the rest to the WPOA for 87% of the \$99,000, or \$86,000. If the WPOA doesn't buy it, he will develop that 50,007 square feet. Susan said she believes the town will not allow subdividing into two non-conforming lots, and suggested Bud talk with the Planning Board, but Bud was clear that he has a land attorney who knows what he can do. When asked if he would be willing to finance the purchase, he said he would be willing to discuss it. He understands that the members must vote on this, but he would like to know if the Board is even willing to pursue the matter. If not, he will start pursuing development. He also had questions about the dues being billed for those lots, and Audrey explained that to him. He wants to withhold payment until he knows what the WPOA will do. He asked that we let him know how the Board feels about his proposal.

11. By-laws and Fines: The attorney has reviewed and revised our draft. The Board had read them. The motion to accept this as the final form passed unanimously.

12. Shed letter: A home on The Woods has a shed that is not in compliance with set-back requirements. The owner has not been to the Planning Board and says the town told him he didn't need to. There is a CE&R on the deed which prohibits a shed, but the WPOA has been willing to overlook that as long as the shed gets moved. Audrey said that the original report about the shed came from another member who recognized the infraction. After discussion, the Board agreed that Audrey should write a last letter to the member, asking him to come to the July Board meeting, or move the shed.

13. Dog off leash: A member has been walking his dog off-leash, and Audrey received several complaints. She called and wrote to the member. Then the dog, off leash, ran out of its yard and attacked another dog, that was being walked on-leash. The second dog was injured and taken to the vet, but that owner hasn't yet responded to our request for information and the vet bill. Reports were made to the police and to the dog warden. The member has submitted a rabies certificate to Audrey, and to members who are neighbors report that the dog has been on-leash the last two weeks. No further action will be taken as long as he is in compliance.

14. Memorial Day party: Two emails were received about vandalism on Fox Den Beach the Saturday night of Memorial Day weekend. There was also a fire on QPOA property behind a member home. There were complaints of loud noises as well. A letter has been written to the owner who was related to all of these issues. Susan said that the worst issue was that the owner knew there was a fire but didn't call the fire department. A neighbor did that. It was also determined that this owner has put his wood pile on WPOA land. Susan suggested that a letter be written to the owner stating that he must recognize where his property line is and stop using WPOA property. Susan suggested sending copies of the pictures of the beach vandalism, but the rest of the Board voted that down, as well as a notice to members about this incident. Instead, Audrey will remind members in the newsletter to check their boats and paddles/oars periodically.

15. Responses to the Board letter to members: Several people sent comments, but they were sent out to the Board members as they were received. Nobody felt the need to discuss them further.

16. Member letter about Fox Den beach: A member wrote stating that there was too much shade on Fox Den beach and that the trees should be topped. Audrey has let the member know that two very large trees were taken down, to open up the area.

17. Letters about Otter Pond leeches: Two emails were received expressing concern about leeches in Otter Pond. One from a realtor said it would make it difficult to sell a property on the waterfront. Lise and Sarrena suggest we arrange for sample counting of leeches. Jan's information should be sent to the active realtor and they should also be reminded that there is access to Cranberry Pond for swimming. Audrey will remind members not to fish in Otter Pond right now, as that defeats what we are trying to accomplish.

18. Disposition of Open Forum items: All three are related. Ginny feels that the Board letter was not offensive, and others concurred. Regarding a signature, the listing in the clubhouse shows who is on the Board. As to it being unanimous, it was, because the Board constitutes whoever is present at that time, and everyone present voted for the letter. The Board agreed with Brenda's comment that the clubhouse is a public place, and that no apology from the board is needed. No letters will be sent, as all of this is in the minutes, which are published.

19. General discussion:

- Lise said that she had responded to Fred Sammel and Doris Shandell about their email.
- Susan received a letter from a member thanking her for all the information about phragmites.
- Sarrena said that a member suggested putting life preservers at each beach. There was discussion about beach safety. Should we offer a life-saving class, not for certification? Is cost prohibitive? How do guests direct emergency crews if they don't know what beach they are on? Jay wants to put up large, attractive notice boards with roofs. That would be a place to post the name of the beach and to hang a life preserver. We need to check to see how life preservers might affect liability issues.

At 12:07 the Board went into Executive Session.

At 12:30 the Board came out of Executive Session. A motion was made to pursue negotiations with Bud regarding possible purchase of his waterfront lots. It passed unanimously.

The meeting adjourned at 12:30.

Respectfully submitted,

Marcia C. Eveland, Secretary

# WPOA BOARD OF DIRECTORS

July 7, 2018

## 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 Bob Tonino, Ginny Austin, Marcia Eveland, Lise LeTellier, Denis DiLallo, Ken Carr, Mike Clarke and Mariana Cana. A quorum was established.
- 2. Approval of Minutes:** The Minutes of the June 2018 meeting were unanimously approved with changes and corrections.
- 3. President's Report:** Susan asked for volunteers to host the pot luck dinner on August 25. Ginny and Marcia volunteered. Regarding the life guard issue, our attorney advised that this decision does not need to go to the members. Those funds can now be allocated elsewhere.
- 4. Treasurer's Report:** Ginny went over the May and June reports. Dues are coming in very well. Expenses are as expected. The chipper was repaired and that cost will be shown in July's report. The pickleball court is done.
- 5. Amended 2019 Budget:** Ginny went over some minor shifts. We have fewer dues in collection. We are using 228 paying members, down from 230 last year, to be realistic. Dues went up only by \$26, due to the by-law change on contiguous lots and self-financing a truck purchase. Dues have not gone up in six years. The Treasurer's Report and the Proposed 2019 Budget were accepted unanimously.
- 6. Operation Manager's Report:** Audrey was not present, but submitted a written report. There was discussion of the paving schedule. The report was unanimously accepted.
- 7. District Representatives:** Denis said that there is dissatisfaction about the surfacing of the pickleball court and its layout. Susan indicated that the layout was designed by Greg Rota. Susan asked Denis to let Greg Rota know he should report this to Audrey. Susan reported that Sarrena sent word that she'd received a concern about fire pits on private property and that the fire might not be properly maintained or extinguished. Susan said that the Nominating Committee had had concerns raised about the District Representatives not communicating with their members. There was discussion about this. Marcia pointed out that people at the Nominating Committee interviews all stated their dissatisfaction with the District Representatives' communications, and that, no matter how they reps felt about what they do, they serve the members, and the members are not happy.
- 8. Ponds Committee:** Jan Tkacz came to discuss plans for managing phragmites with glyphosate, as well as watershed and cattails. He gave us flyers about it, and had photos of before and after treatments done at two sites on Cranberry Pond with benthic barriers. He has found two companies licensed in Massachusetts to do this work:

Solitude Lake Management

590 Lake Street

Shrewsbury, MA

Contact: Joe Onorato

SWCA Environmental Consultants

15 Research Drive

Amherst, MA 01002

Contact: Scott Fisher



The phragmites have been mapped by the staff in both ponds. The phragmites are along Lakeside at Cranberry, and the cattails are on the opposite side of that pond. There are no phragmites at Otter Pond, but there are cattails at the north end, and at other spots. All are accessible by boat for treatment. We saw pictures of how the barriers had worked well in two places, although the phragmites grew at the edges of the mats. It will be next year before we know how well the barriers performed. Jan wants to get started now on preparing to move if the members approve. He has a draft NOI letter. He would like to contact the two companies to come in and assess, and to review the NOI draft. We would pay for that even if the members vote down the proposal. He would ask them for cost, process, timeline, and NOI review. Steve Glover is involved in this, as he has experience with glyphosate in Florida. We also received a copy of a draft letter prepared by our attorney to give to members with phragmites on their land, letting them know that we will be treating the grasses. Jan made suggestions regarding the form:

- a) Under "Now therefore" we need to know WHO pays that \$1.00.
- b) In #1, change machinery to equipment, as no machinery is used.
- c) In #3, omit the 48 hour limit and make it more general.
- d) In #4, wording indicates that we will replant the phragmites. Also, work may kill some nearby plants. We need to be careful about what we promise here.
- e) In #5, add "and state requirements."

Jan suggests that the Committee should decide which company to use. He wants the Board to approve payment for assessments even if we vote down the proposal. The Committee should give all presentations, write up the ballot question, and contact property owners. The question was raised about a member refusing us access, but Susan said the attorney told her that the state considers this an invasive species so that we could still go on the property to remove it. A motion was made to accept and implement this report and the recommendations of the Pond Committee. It was unanimously approved. Jan asked that the District Representatives make it clear that the Committee is doing prep work only; the membership must still approve this treatment.

**9. Nominating Committee:** Chair Jane Glover presented the report. She let us know that the committee called all of the membership. Many said yes, but later changed their minds, until they had just one name for most of the positions, and two for president. The Committee feels good about the names. She explained that the "at large" designation comes from the by-laws, for a person serving a District he or she doesn't live in. No person was found in District 3, so Ken Carr has agreed to serve in that capacity again. The Committee would like permission to hold "meet and greet" sessions at Wild Women and Family Fun Weekend, where the two candidates for President can each say a few words, and the other candidates can be introduced. She then gave us the names:

President: Susan Moore and Teresa Urbinati

Secretary: Greg Rota

District 1: Lise LeTelier

District 3: Ken Carr

District 6: Frank and Ann Fazi

Jane has asked all the nominees to send Audrey 5-sentence biographies for the newsletter. The motion to accept the committee report and its recommendations was unanimously accepted.

From 10:30 to 10:35 the Board took a break.

**10. Executive Operations:** The Committee met last week. Christine Curtin recommended that all employee documents be reviewed so that they match each other, and that pay rates be reviewed to be sure they align with current norms in our area. They would like Personnel to update the review forms and make recommendations to the Board. The motion to accept this report and its recommendations was unanimously approved.

**11. Letter regarding the shed:** We received an email response to our letter, stating that the owner would not be able to attend our board meeting. It also stated the owner's belief that the Board gives special concessions to its own members. The Board agreed that this is untrue. The owner has never done the site plan review as required by the town, and is in violation of the town's own laws. Susan wants the Secretary to write to the town, making a zoning violation complaint. A motion to send this letter about the violations was unanimously approved.

**12. Property dispute:** The owner is still mowing the WPOA property behind his home. There was discussion about how we should proceed. It was decided that Audrey will tell the landscaper to stop mowing that area. In addition, the staff will put back the cord which is currently coiled by his neighbor's pin, and put large rocks across the property at the property line. Denis will talk to the owner.

**13. Annual Meeting Agenda:** We will follow the normal agenda of past meetings. Jan will present the phragmites report. Lise will present fines. Susan will present the by-law change regarding check signing, which we will discuss next. Ginny will present the budget, and note any spending or moving of reserves, as those must be approved by the membership.

Susan reminded the Board that July 22 is the drop-dead deadline for newsletter articles, due to getting all information out as required for the annual meeting.

**14. By-law change for check signatures:** currently, the Operations Manager can sign checks up to \$750. Above that, checks must be signed by two officers. The by-law change will allow checks above \$750 to be signed by either the Operations Manager and one officer, or by two officers. After discussion, and agreement to add two commas for clarity, a motion to accept this recommendation was unanimously approved.

**15. Non-Adjoining lots:** Audrey received a request that we consider dropping the assessment for Road and Pond on non-adjoining lots. There are ten such lots total. An estimate was given that the basic assessment for the 248 first lots would go up by \$26. After discussion, the Board unanimously agreed that Audrey should contact that person making the request and advise that the Board turns down the request based on the following:

- a) Assessments for contiguous lots are being phased out because the town took action that merged the two parcels into one lot that cannot be subdivided, preventing an owner from selling that parcel.
- b) Persons who bought NON-contiguous second lots did so for investment. The upkeep of roads and ponds protects the investment.
- c) If an owner no longer wants the non-contiguous lot, it can be sold.

- d) There is a by-law in place outlining how a person can turn the lot over to the WPOA for green space.

**16. Open Forum:**

TERESA URBINATI asked if we would have a workshop about the Fines proposal. She was told that we already had it.

BRENDA RICHTER said that the Office had a request from a person in Tolland to sell eggs in Wildwood. She was told no, that the by-laws prohibit business enterprises. So she said that a member was willing to have it at her home, and she was told that the by-laws prohibit business enterprises on WPOA and private property.

At 11:10, the Board went into Executive Session. We came out of Executive Session at 12:10 and the meeting was adjourned.

Respectfully submitted,

Marcia C. Eveland, Secretary

**WPOA BOARD OF DIRECTORS**  
**September 8, 2018**

**M I N U T E S**

1. Call to Order: President Susan Moore called the meeting to order at 9:01 a.m. Also present were Bob Tonino (BT), Ginny Austin (GA), Greg Rota (GR), Lise LeTellier(LL), Frank Fazi(FF), Ken Carr(KC), Mike Clarke(MC), Audrey Miller(AM), and Sarrena Perry(SP). A quorum was established.
2. Approval of Minutes: A motion was made to receive the July 2018 minutes as corrected. They were unanimously approved with changes and corrections.
3. President's Report: Welcome of New Members
4. Treasurer's Report: Ginny went over the July and August reports. Dues are coming in very well. Expenses are as expected. Chipper repair reported in June was paid in July. We are looking into switching our accounting software to Quickbooks. August funds are ahead on collections. YTD totals at 517K. Lakes and ponds are on schedule. Large expense this month was tree removal on Deer Run. GA recommends using the Land Acquisition reserves line to record the collection of the special assessment for the purchase of waterfront property from the Annual Meeting vote. SM suggested that we create a system of averaging our annual sand purchases for Winter roads. A motion was made to receive the Treasurer's reports as presented. They were unanimously approved.
5. Operation Manager's Report: AM discussed Main Beach boat rack renovation, storage of life guard chair to Maintenance shed, the dumpsters still have room for throw aways, she met with greeters for year-end review, Special Assessment Bills for land purchase have been mailed out, and Jan Tkacz from Ponds committee requested that the staff pull out and store the benthic barriers.  
  
LL asked about road maintenance schedules and AM explained the process. LL also asked about the floats on FD Beach, it was brought up that the boards seem to bend when using ladders. AM said the staff will look into the issue. There was also a request to add signs to the sides of rafts that say "No watercraft in this area" AM will look into adding these for next season.  
  
A motion was made to receive the Operation Manager's report. It was unanimously approved.
6. District Representatives:  
  
KC- Nothing  
  
FF-Nothing  
  
SP- Dog barking issues, also looking for Fire pit procedures  
  
LL- Addressed her district during Operation Manager Report  
  
MC-Addressed the Beechwood road quality
7. Committee Reports:

Finance Committee- GA will add a November Finance Committee Meeting on Nov. 3, 2018 at 12:30. They will discuss special assessment receipts, truck purchase/financing and budget process.

SM-brought up that all Committees are required to have a liaison from the Board and that there are many vacancies within our committees. Conversations followed about potential liaisons for each committee.

SP- Agreed to be on Security Committee

Board members discussed potential committees they might sign up for.

LL- Forestry

BT- Potentially Forestry/Fish Stocking

KC- Asked for committee descriptions so we can survey the WPOA members.

8. Nominating Committee:

Discussion revolved around correcting future ballots and counting procedures. Nominating committee hasn't been totally selected. Process is ongoing with some nominees deferring and others haven't committed yet.

9. New Business:

- SM brought up the need for AV Equipment. A motion to release up to \$1500 from Community Relations budget to purchase AV equipment was made and approved. FF pointed out that the CR committee should be on board with this expenditure. Brenda Richter was 'reappointed to the position of Chair and agreed that the money could be released.

- SM asked about sharing minutes before they become official, we discussed this at length but eventually removed the request. District reps can provide members with Agenda for meetings and answer questions if needed. LL will supply other District reps with a summary to share with their district.

LL discussed better "Welcome Wagon-WPOA" communications with new members who move in to Wildwood.

- FF will remove dated material from our WEB pages; edit the existing ByLaws and Rules; review the Bylaw and fines the failed to pass at the AGM and the two Rule changes that did pass to determine if the Rule changes stand alone and may be followed.

10. Review of Annual Meeting Comments:

- Member requested unimproved non-adjointing lot fee to be removed from dues structure. SM suggested that the member has a right to petition a by-law change. SP explained that it was visited and voted on and then denied. FF stated that the member can only have a by-law voted on and dismissed by a 2/3rds vote. After lengthy discussion, SP will go back and look at annual meetings/minutes so we can give the member a definitive response. MC said it occurred 2 years ago at his initial meeting.

- Comment from member that equipment was damaged and not reported: AM reported there are 4 checkpoints where issues are reported. PMS keep individual daily logs as well as the equipment maintenance logs and she reviews on a routine basis. Repairs are then reflected in both the manager's monthly report and treasurer's monthly report, if there are any. She spoke with both employees individually and also reviewed the logs again and found no evidence that there was any damage that was not reported. The Board agreed this was a non-issue.

- Comment from member regarding workers salary structure. It was determined that there is a high range and a low range for salaries and hourly wages. All staff fall somewhere in between.

11. Correspondence:

- ADA- A Wildwood member has brought it to the Board's attention that he has a service dog and it can be off leash. The WPOA Board agrees that the dog can be "Off Leash" while it is working, however when it isn't working it must follow WPOA pet restrictions like all other pets in Wildwood. A letter will be sent to the owner.

- What is Fence? A phone call was received about placing a dog pen on the property if they purchase in Wildwood. AM sent out the by-laws and rules defining the fence rule. The owner should notify the planning board if they want to install a dog pen. AM will inform them.

- Member email – correspondence added to agenda Discussion was: Nominating committee election tally still up in the air. Waiting for return calls from top vote getters. Board members were not introduced. Was oversight in zeal to get meeting with packed agenda started. Oversight recognized. Meeting was long due to large agenda and participation by members. Better to try to fit it into 1-meeting than 2 while we have maximum attendance possibility.

12: Executive Session: None needed

13. Open Forum:

There were no comments in Open Forum.

14. Adjourn:

At 12:08pm, the meeting was unanimously adjourned.

Respectfully submitted,

Greg Rota, Secretary

## WPOA BOARD OF DIRECTORS

November 3, 2018

### M I N U T E S

1. Call to Order: President Susan Moore called the meeting to order at 9:01 a.m. Also present were Bob Tonino (BT), Ginny Austin (GA), Greg Rota (GR), Frank Fazi (FF), Ken Carr (KC), Mike Clarke (MC), Audrey Miller (AM), Denis DiLallo (DD), and Sarrena Perry (SP). A quorum was established.
2. Open Forum- A Wildwood resident voiced concerns regarding the condition of the Clubhouse and lack of air conditioning. The Board addressed the situation and explained that the Clubhouse would be addressed during the Manager's report portion of the meeting at length.
3. Approval of Minutes: The Minutes of the Sept. 8, 2018 meeting were unanimously approved as presented.
4. President's Report: None
5. Treasurer's Report: GA went over the Treasurer's report. There was a line item added for Land Acquisitions. WPOA payments have been coming in steadily. GA said that 200 members have already paid the special assessment with a little over 30 remaining. Our dues collections are coming in as scheduled and dues bills have been mailed by AM. Any overages from land acquisition collections will be discussed by the Finance Committee. Options that will be discussed are either returned overages to members as was done in the past (\$2-3.00 Credit), or build up the Land Fund for additional purchases.

January is the target month for our finances to be changed over to Quickbooks. All collections and expenses are normal. AM also pointed out that Sand and Salt accounts are over and will be ordered now.

Treasurer Report was accepted unanimously.

6. Operation Manager's Report: AM discussed she will be needed assistance with transfer of current system to Quickbooks. Our accountant uses Quickbooks so the transition will be beneficial.

We are speaking with 3 truck dealers for purchase of a new truck. AM is looking at financing. Mass DOT is now instituting new rules regarding truck weights and safety inspections. We are in compliance and our workers have their DOT medical cards. The cost was \$100.00 each. WPOA reimburses. Alternative drivers without DOT Cards will only drive smaller trucks. Massachusetts also instituted new rules regarding Welding. Must be certified to weld. Our staff can not weld. AM is looking into getting our guys certified and see how much. KC asked if our accountant can do the Quickbooks transfer, AM is actively looking into all possibilities. AM has several leads.

Furnace/Building issues- We recently replaced our furnace, AM contacted 6 companies. It cost 14.5 K to replace. Prior furnace broke because of the Zone setups. This furnace thermostat will be locked. It is programmable and will be better for us. There was 20K set aside for this expenditure from previous boards. AM pointed out that it was great foresight.

Clubhouse concerns- AM has a list of clubhouse concerns. Discussed windows, they leak and need replacement. AM has spoken to several contractors but has not gotten any information back yet. Exploring several options. KC said the windows in the back of clubhouse by upstairs library and it

can't be done because of chimney ventilation issues. AM brought up flooring issues, possible addition proposals, structural concerns with weight of flooring. There are lighting issues to be upgraded, furniture needs replacement (Couches). SM suggested we start a wish list and think about replacement priorities. SM suggested that it is our suggestions to move forward with ideas and proposals. GA suggested we start looking at budgeting for these things and allotting money towards these proposals.

Operation Manager's Report accepted Unanimously.

## 7. New Business:

WPOA Violation Letter Discussion- FF asked if letter could be softened. KC has asked if we could add language referring to previous contacts regarding the situation or Rule issue. Several members agreed to place the language from KC at the beginning of the letter. AM suggested that we need to create a Non-Member letter. GR will try to correct letter from AM's email.

Service Dog Issues- SM explained rules regarding the service dog and the complaints. We have not heard back from the dog owner. We are trying to get the owner to attend the January meeting. The owner will be contacted by Lise the District rep for Owl's Nest. SM explained the owner has been told of the rule.

CPR/AED Class and Employee Requirement- SM suggested sending out questionnaire to see if anyone wants a class in CPR/AED. AM was questioning liability of employees who are trained in CPR. Motion made to continue Non- requirement of CPR/AED requirement. Motion passed. DD made a motion to offer the CPR/AED training to Employees for free and Members for a fee. Motion seconded. GA asked for Discussion: GA asked if town offers it. SM said they do but it would be fee for us. Motion Passed to offer CPR/AED to employees. DD asked about AED to be purchased for WPOA and kept at Clubhouse. Discussion by all. SM was involved in previous vote for AED, SM brought it up for reconsidering the vote for an AED. Motion seconded. Discussion revolved around when to purchase the AED. It was determined that it would be brought up at our April Membership Meeting and notice would be done through mailings and proxies. Motion passed Unanimously.

Shed issue- Town of Tolland will take over the illegal shed. It's a zoning issue. Town laws supercede Wildwood according to SM.

Mailbox Replacement Plan- SP said Postal carrier has concerns regarding our mailbox issues. They are out of order and added as people become full time residents. It needs to become better organized. KC suggested that issue should be part of a larger plan involving the clubhouse. Committee formed with KC, SP, and GR to research possibilities for post office mailbox situations. It was also decided that NO more conversations should be done with postal carrier. All conversations will be done in writing from this point forward.

Contiguous Lot Letter- Approved a resident letter.

Survey by Wildwood- Wildwood survey has begun to go out via email. The issue regarding limited amounts of email surveys by google have been addressed by AM, she sends out around maximum allowed each day to ensure that they go out without issue.

By-laws/Rules review- FF went through all the By-laws and Rules. He has made recommendations regarding the issues and possible solutions. Please see attached Appendix sheets.

Nominating Committee- SM stated that Julie Barney will be the new member.



8. District Directors:

The District Directors have agreed to a new member letter after some corrections on language and content. After the september meeting, they all agreed to provide some highlights to the WPOA Board meeting

The Directors all agreed that their letters after the September meeting were well accepted by the membership. They will continue to convene after the meeting and agree what will be sent out.

9. Committee Reports:

SM explained we will need liaisons and committee chairs for each committee. We need them for all standing committees.

9. Residence Correspondence:

Resident was asking for a Porcupine Point dock approval for replacement, however the replacement was exceeding the current size. It was determined that they can repair the dock and keep the same size according to the rules and regulations, however if they were to replace the dock it would have to be smaller.

Letter from Otter Pond resident about pruning- AM took care of it. Explained to resident what we did and how we did it.

Letter Regarding Chemicals in Lake for Phragmites- The letter author was determined to have received misinformation. DD said he spoke with the author before this letter and she seemed to be ok with what Jan T had done with the weeds. DD will follow up with the letter's author. We had discussions regarding how we speak to residents about issues at WPOA.

Member Contact Information- A member is looking for membership contact information and wants to know why we BCC our emails. SM has concerns that there are people who might spread the wrong information. SP suggested that any issue should have a forum with Pro presentations and Con presentations. SM stated our mailing lists will never be shared while she is in charge.

10. Open Forum:

A resident present believed that our CCR expires on the 20th year, SM thought it expires in the 30th year of recent agreement. It was determined that it would be looked into. The attorney will be contacted.

11: Executive Session: None needed

12. Adjourn:

At 12:18pm, the meeting was unanimously adjourned.

Respectfully submitted,

Greg Rota, Secretary