



**WILDWOOD**  
PROPERTY OWNERS ASSOCIATION, INC.

## **2019 BOD MEETING MINUTES**

**WPOA Board of Directors Meeting  
January 12, 2019, 9:30 a.m.**

Call to Order: 9:31am: President Sue Moore (SM), Bob Totino (BT), Ginny Austin (GA), Greg Rota (GR), Frank Fazi via telephone (FF), Ken Carr (KC), Mike Clarke (MC), Denis DiLallo (DD), Lise Letellier (LL), Sarrena Perry (SP), and Audrey Miller (AM), Not present Ann Fazi (AF)

Open Forum: No Members present for open forum. Board Members will bring up items during Committee Meetings. SM stated that we now own the Property next to the main beach. No additions to agenda, however, SM made a change to the order and the Board went into immediate Executive Session (1).

Opening Comments: Concerns regarding TV/September minutes not complete

### Additions to the Agenda

Approve Minutes- Corrections AM looking for Financing of the truck. Also it was asked by SM for GR to add more "Back Story" when possible. GR should have added more info regarding the clubhouse TV and how it has been approved for Wildwood Meetings to present topics and Finance data on screen. The TV was not purchased as an entertainment item for community use. DD clarified his conversations with Wildwood residents regarding weeds. SM motioned to accept minutes. Approved 10-0

### Reports:

- President – closed on waterfront property, land acquisition financials, what does the Board want to do with potential overage
- Treasurer- GA went over financial figures. We are currently collecting ahead of schedule. Operating budget- Salaries slightly over with overtime and weather issues. Other areas under budget. Maintenance slightly over because of sand and salt. Lakes budget is under. Buildings under budget. Insurances are under budget. Taxes and fees are over budget because of collections and other legal expenses like land acquisitions. SM explained the practices of collections and legal fees. There is no legal fund for collections. Spending has been on target for 2018. We will be using our new Quickbooks system and AM and Brenda have been working diligently with the switch over. Files have been converted over from Members and

Vendors. Our operations manager- AM & Brenda-administrative assistant, will wait until all data is in place before final switch over. AM- "Work in Progress"

GA discussed the issues revolving around unallocated cash. QuickBooks will correct the issues with this. It will classify the line item at the next Finance meeting. LL asked for clarifications and GA answered her questions. Approved Report: 10-0

- Operations Manager- AM presented her report. LL asked about Dam operation. SM and AM explained the Dam operations and the manual which is located in the office. LL asked about culverts behind Fox Den Bath house, SM said she mentioned them to Jay and he removed them immediately without being asked and SM got notified they were down behind clubhouse after removal.

Land assessment collections went well, 19 still owe. Issue with 2 checks with incorrect amounts that will be remedied.

AM spoke about a contractor who did some work and was reimbursed. Another contractor was complaining about our policy for doing this. AM said she would bring it to the Board. After a short discussion the Board agreed to look at the policy per LL's request. We will edit some of the paperwork regarding this policy at a future date.

WPOA will not do a directory anymore. The person responsible will not do it anymore. Operations Manager Report Accepted: 10-0

#### New Business:

- Referencing owner names and names of others in agenda and minutes: request to change policy. We will continue to use reasonable discretion and common sense approaches when listing any names as we have always. LL suggested we remain open and transparent. KC said to remain as is and do not change. KC motioned to keep it as is and it was seconded. After discussion about the Pros and Cons, the Board voted 10-0 to leave it as is.
- After hours coverage by maintenance staff- SM discussed cell phone coverage during after hours and emergency situations. SM suggested we require maintenance staff bring cell home when on call. Motion passed 10-0
- Safety concerns- SP sent a letter to the board regarding safety concerns regarding emergency services. She has suggested, as a Fire Fighter Dispatcher, that we should be calling 911 on any downed trees across roadways. Also contact Audrey who can call staff. Staff can inform 911 of possible road closure/blockage. If the call in advance to the Tolland FD hadn't been made, the fire department would not have reached the fire in time. It will aid with Medical emergencies and fires. We also have to look at replacing signs on roadways, the old hand carved wooden signs do not reflect and make it difficult for EMS to get through Wildwood. It was suggested to get modern signs which are pleasant to see during the day, but reflective at night.

The EMS does have Wildwood maps, however even though there are GPS maps, many are incorrect. Example: WAZE sends cars clockwise around the lake from Main entrance to get to Fox Den Rd. SP wants everything to begin correcting issues internally. SM reiterated that the signs need to be conforming to MA standards. LL stated that signs need to be compliant with outlets, one ways, etc. LL motioned to review our sign policies. Motioned passed 10-0

#### Old Business:

- ADA/service dog issue- Wildwood resident responded and said he would comply.

- Shed issue- Not resolved, town issue. Tabled to next meeting. Town will take another month and we will wait.
- AED follow-up, acquisition cost? DD followed up with figures \$1400-\$1900. We agreed to investigate. We will bring this acquisition to the Spring Membership Meeting. BT also has a contact that supplies free training for AED.
- CPR/AED class follow-up waiting for survey to go out- SM will send out a survey for the association to fill out regarding a CPR class. GR will send on Google when completed by SM.
- By-laws/Rules review- Tabled
- Committee appointments- SM went over the new committee sheets. All the Committee Chairs and Liaisons are now listed. See posted committees outside Wildwood Office. One item that was asked by GA was if committee members can be limited by Chairperson, SM stated that YES a Chair can limit the size of the committee. SM Motion to accept: 10-0

District Directors comments: DD said his district likes feedback. SP met her new people in District that moved to the Path. She will get contact info. MC got questions regarding salt and sand budgets, SM explained how it is unpredictable because of weather. We will monitor how many units we will use annually to better predict. LL sent letters to new member in her district. She hasn't heard back yet. FF's communications director AF was hard at work for him conveying information.

Committee reports: KC spoke about potential building renovation of the clubhouse. Post office is looking for designated mailroom, office needs are growing, flooring needs to be replaced too. KC is asking about possible architectural assistance for accurate pricing. Timeline for Spring Meeting would be tight timeline. We are looking for what is feasible: Siding issues, insulation issues, etc... KC suggested we should bring up the conversation with Membership. LL agreed and suggested we should take in membership suggestions and feedback.

DD spoke about pond preservation. Solitude is the company we will be using for our notice of intent for the Pond maintenance.

Correspondence: SP wrote an emergency letter. DD reached out to the individual regarding the Pond weed maintenance. DD will approach his member again regarding the issue with weeds.

Disposition of Open Forum Items:

- Comments regarding CC&R- SM said we are currently in the midst of a 30 year document. It was suggested last meeting that it was a 20 year document and it is not. SM is recommending we begin to reformulate the current document. Last time around the deadline was missed. SM discussed restrictions and rule and regulations. LL has requested we all have the proper documents. SM stated that all Board members have a copy when they were elected to the Board. Board was given homework to "Read All Documents". KC asked about borrowing money, it was stated that we can only borrow money against money in CD's.

Executive Session 2:

- Salary and hourly pay scales review (2)
- Personnel issue (1)< Occurred immediately at 9:32am

Open Forum 10:51am- No Members Present

Adjourn

Respectfully,

Greg Rota, Secretary

**WPOA Board of Directors Meeting**  
**March 9, 2019 9:30 a.m.**

Call to Order: 9:31am: President Sue Moore (SM), Bob Tonino (BT), Ginny Austin (GA), Greg Rota (GR), Frank Fazi via tele (FF), Ken Carr (KC), Mike Clarke (MC), Denis DiLallo (DD), Lise Letellier (LL), and Audrey Miller (AM)

Open Forum: Steve and Elaine Strinie asked the Board to remind WPOA Members to tie down their boats and make sure they are secured. Many boats have been blown around the beaches into other boats.

Additions to the Agenda: LL added Trail Committee to the Committee Reports section. SM will add Phragmites to Committee Reports

Opening Comments: None

Approve Minutes- LL would like better clarity to things like EMS (Emergency Medical Systems) or TFD (Tolland Fire Department. SM asked to change AM's title in the Treasurer's Report from Office Manager to Operation's Manager and Brenda to Office Assistant. FF asked for his wife's name to be spelled without an "E" as Ann and not "Anne". Future change it to AF. Minutes Received and Approved 10-0.

Reports:

- President – Informed the Board that Will Greene resigned on the 16<sup>th</sup> of January, he returned all WPOA property. The committee on hiring met and set up a time table and they've begun the interview process.
- Treasurer- GA gave us monthly data sheets. Our dues continue to come in regularly. We repaired our sander. Nothing is outstanding. GA stated that AM purchased an abundance of "Forever" stamps before the prices went up- \$1100.00, listed under office supplies. Reserves we are on target. We purchased a new truck. AM said we used FORD credit and we will have it paid off in April. We saved \$4,000 in Ford credit. We will also sell the old truck. We've collected Dues from 219 households thus far, only a few in arrears.

Our accountant will assist with our budget and move reserve money and look at our format with Quickbooks and how we can clean up our accounting system. The revisions will help with Unallocated funds which can be confusing to some. The accountant will help with the streamlining after tax season. We have 676K total and we are in good fiscal standing.

- Operations Manager- AM presented her report. January/February was normal snow occurrences. Our Overtime was higher than normal with only 1 employee driver and a fill in as needed during storms. One incidence of a WPOA member on unsafe ice, the person left the ice without incident. Our generator battery needed to be replaced. Vandalism reports: Back in October we had a clogged toilet which required dismantling the plumbing to repair. This has occurred 2-3 more times since then. Some employees also have incurred some tampering with their vehicles- flat tires and gas cap tampering. She is requesting security cameras. SM has also suggested getting a FOB access system for the clubhouse. AM has asked TYCO about getting a keyless entry (FOB). This system will track persons entering and exiting the clubhouse. SM is inquiring about releasing funds from reserves at the Spring Meeting in April.

Report Accepted 9-0

New Business:

- SM discussed the C.C.R./CE&R documents. SM is requesting to appoint a committee to review and communicate with the membership. SM has asked LL, DD, and FF to all be on the committee and they have accepted. They will work on a new or amended C.C.R./CE&R which could be brought to the membership. FF stated that the current C.C.R./CE&R has limited extension capabilities. SM is giving this committee 4 years- 2024. Board approved the C.C.R./CE&R committee unanimously.
- Mailing will go out in early April for the Agenda. AM will send out a reminder for newsletter update. Spring Meeting date is 4/28/2019. AM will send out deadlines.
- SM said we need to have By-Laws and Rules Regulations ready for Spring Meeting. SM will move this item to Old Business

#### Old Business:

- By-laws/Rules review- voted to be un-tabled, Unanimous vote. SM said we can't change By-Laws without notifying membership. SM will check to see if 21 days' notice is sufficient. By-laws state we need to notify at a business meeting. We need a majority to attend in attendance or proxy. We will check with attorney. Also, we looked at FF's notes regarding By-laws:

Article II sec.4- We looked at 1 member 1 vote.

Article III sec. 1- The rights of non-members and boat washing. SM and FF agreed we need to clean up the language. We will send to the attorney for clarification to make sure language is ok. LL clarified the language was regarding non-members, and she pointed out the language should state "Non-Members" at the beginning of the section.

Article IV sec. 3- SM asked if we can ban deeded rights. LL pointed out there isn't an error with language, but we should have a discussion when the committee meets. FF pointed out, when he researched the Bylaws, there are many things in need of clarification and language changes.

Rules & Regs section Paragraph 7- LL pointed out the language is very confusing and needs to be cleaned up.

Article VIII sec 9,10- SM policy needs to agree with other aspects of the paragraph

Article IX sec 2- Finances Dues- SM stated it needs serious discussion and needs to be clarified by David Laks who authored the section. Need to look at cost controls.

FF 'discussed the current CCR/CE&R extension capabilities.

SM stated that the Rules and Regulations don't need a notice to be changed. LL suggested we bring the minor changes to the membership such as typos and corrections. We can bring Bylaw changes to the membership, but we can not change it until August meeting.

- Member's Directory- We have a member directory which was set up by Alan Bender many years ago. A member came into the office and inquired about the directory. SM stated that the directory has absolutely nothing to do with the WPOA and is a voluntary directory that people can give their information. SM said we provide no data, no mailing addresses, no info whatsoever.
- Safety concerns regarding road signs- Requirements are 2" letters and reflective. It would cost roughly around \$500. We need to determine which account is the appropriate account to use.

- AED acquisition will go on April Meeting. Red Cross classes eventually be offered to Employees and it would be taught by a Granville Certified Red Cross trainer. We will provide dates for training when available. DD will research AED pricing and potential deals on price. LL suggested the AED's that provide fully automatic as our choice.

- District Directors-

KC- No Comments

DD- No Comments

LL- Met with new Owl's Nest Family, she gave them basic info.

BT- No Comments

- Committee Reports-

Trail Committee- LL stated they performed a trail cleaning day on MLK Weekend. They will continue with trail maintenance all Winter. They cleaned/cleared several sections. Please check out the newsletter for more info. They will do educational outreach to the community. LL will ask if local residents who abut the trails can try to maintain their sections. They will switch to paint instead of nailing into trees which is better for the tree.

Forrest Committee- LL will reach out to several members and then try to have a meeting in the next 30 days. They will discuss a variety of topics to determine the Forrest management plan. LL will explore recreation usages and other aspects. AM suggested to keep in mind that all properties are in 61B.

Club House upgrade- KC looking for clarification and direction on what we are going to do. GR reminded KC that we will survey membership at April meeting to look at all aspects. LL's husband can help with architectural drawings and renovation advice as needed. We will discuss what are options are at the meeting. KC suggested that we really need to look at renovations' vs total tear down. KC also was expressing concerns with overall price and if people are willing to contribute. SM stated repairs that are needed- windows, floor, basement water issues, power outlet water issues and other expenses like a needed mail facility. LL stated that we need to hear from membership and get an initial feel for the direction they want to go. KC voiced concerns about a large increase for any work needed. GA asked about what our absolute needs are. She wants hard numbers on these needs. GA said we've put 40K into bathrooms were done and she has concerns about starting over. SM's concerns are about the volume needed for our meetings and other large group needs. GR suggested phases on renovations. GR said we should do it as a budgeted item like the bathrooms around the lake were done.

Phragmites- SM wants to send a letter to the Tolland Conservation Commission saying the following: Our Board of Directors still Unanimously approves this treatment program. She then made a motion to support the Treatment. LL 2<sup>nd</sup> it. Our B.O.D. voted unanimously to support the Treatment of Phragmites. AM will then make appropriate changes to the Membership votes regarding the treatment. The meeting is March 28, 2019 @5:30PM

'LL asked for a budget for the Forestry Management Committee and GA said she hasn't given that committee a line item yet in the new budget.'

EXECUTIVE SESSION- Salary and Hourly Pay Scale

Open Forum- One Members Present- No concerns

Adjourn Respectfully, Greg Rota, Secretary

**WPOA Board of Directors Meeting  
May 04, 2019**

Call to Order: 9:00 AM: President Sue Moore (SM), Bob Totino (BT), Ginny Austin (GA), Frank Fazi (FF), Denis Delallo (DD), Lise Letellier (LL), Sarrena Perry (SP), Ken Carr (KC) and Audrey Miller (AM).

Open Forum: No one present.

Opening comments: None

Minutes from the March 09, 2019 approved as amended.

Under New Business:

- At 1st bullet point, CE&R to be added to C.C.R where mentioned in the minutes.
- At sentence "FF stated..." delete after FF and insert 'discussed the current CCR/CE&R extension capabilities.'
- 'Committee' to be substituted in 2nd to last sentence where 'document' was written.

Under Committee Reports:

- Change last sentence to read: 'LL asked for a budget for the Forestry Management Committee and GA said she hasn't given that committee a line item yet in the new budget.'

Reports: President: No report.

Treasurer's:

- Collections on target.
- Delinquent dues coming in as anticipated.
- Currently not over budget on sand and salt.
- \$13,512.00 was transferred from General Contingency to pay off the new truck (March 2019).
- \$5,000.00 from Weather Contingency was transferred to Front Entrance per membership meeting from 2017.

Treasurer's report was accepted at 9:20AM. Operations Manager:

- Tennis court work scheduled for 1st week of June. If it is a wet June, the work will be postponed until the Fall. If the weather cooperates, the tennis courts will be closed for approximately 1-week while the work is done. June is relatively quiet in Wildwood so the disruption should be minimal to the community.
- Ponds are full.
  - Fish stocking occurred the previous week.

Additional discussion:

- LL recommended that the coyote used as a goose deterrent be moved forward since its' current placement is not effective.
- FF asked about the main beach boat racks. AM stated that material will be delivered just prior to the work to minimize material warpage and that the racks will be ready by the Memorial Day weekend.
- The office copy machine needs to be replaced. AM requested that \$600.00 be

transferred from General Office Supplies to Communications to purchase a new copier. Motion was made and passed. We also changed the line item from Communication Office Equipment to Office Equipment

➤ AM gave an update on road signs. Jay did a tally and 94-signs are needed. Quote received is \$4042.00 for 6" high reflective metal signs. Not included in the price are road directory signs, hanging hardware, poles, installation. Board feels that signs mounted on poles are the best option to conform to current town standards. AM to get additional quote for poles, etc. The Board sees the need to add money in the new budget for this line item.

Operations Manager's report was accepted.

#### New Business:

- Lot Donation Request (Lot FD54). The adjacent neighbor wants to purchase so the give back offer to WW offer has been rescinded. Membership dues have never been paid on this lot and the current total in arrears is \$62,000 +/- . This is a non-buildable lot-very wet. The board is willing to accept the check previously received for \$1883.00 for current dues and assessments in lieu of the \$62k back dues to clear the account. A letter will be sent to the attorney representing the lot owner stating this. A motion was made and was passed 7-yes, 1-no.
- SM stated that the 2020 budget must be accepted by the Board by the July BOD meeting.
- GA gave a 2020 budget preview. We should anticipate a significant dues increase.
  - Expenses are higher.
  - Some line items are not fully funded.
  - \$6300.00 for security cameras & lighting have to be included.
  - Tractor equipment has to be purchased in the next 2-years.
- LL asked if any comparisons to the dues structure have been made with any comparable HOA's. It appears that after a preliminary comparison that WW's is approx. 20% less than the average (\$230/month average vs. \$190/month WW).
- LL stated that there has been some past Forestry Management committee discussion to use WW resources to bring in income.
- SM doesn't understand why we feel we must keep the dues low. We have been 'robbing Peter to pay Paul' to fund needed items. Feels that the Board must step forward and inform the membership that costs have increased and a dues increase must follow to keep pace. Dues have only increased once in the last 7-years.
- GA cannot perceive making up 6-years of lost increases in the next 2-years. It will be very difficult for the membership to accept.
- BT suggested having a dues increase follow the rate of inflation, for example.
- SP suggested a new approach. A monthly dues payment option. This option could be easier for some members to budget rather than the current options.
  - KC asked for \$5,000 to be added to the next budget for the Clubhouse project. A motion was made by FF to direct the Finance Committee to put together a budget that reflects the current needs of WW. Motion passed.

#### Spring Meeting Review:

- SM thought it went well. Was pleased with the turnout.



- DD is handling the AED acquisition. A member who is a retired ER doctor has been in contact and has offered some assistance and suggestions such as leasing and refurbished AED's. At the Spring Meeting the membership authorized the Board to take \$2200.00 out of the General Contingency for purchase.
- Per the ByLaw change the Board authorized the Operations Manager as signatory for checks \$750.00 and greater.

#### District Rep Reports:

- KC, SP & FF: Favorable response to Board Meeting summary sent to district members.
- LL: Favorable summary response. Also stated that she has spoken with a family on Owl's Nest about the narrow road, culverts and swales. This road seems more 'rugged' than others. AM responded that Owl's Nest is a priority and WW is planning on doing work on it soon.
- DD: Favorable summary response. Also had a communication from a member regarding the scheduled glyphosate use. After responding, their concerns have been alleviated. SM thanked the district reps for doing the summaries.

#### Committee Reports:

- Clubhouse-
  - KC stated that they met and discussed various options to enlarge the existing clubhouse and deal with the items which need repair/replacement and to also add needed improvements. KC has discussed the project with a licensed architect to get his input. Committee is moving forward.
  - Item to address immediately is the warped clubhouse floors. Suggest adding extensions to the gutter downspouts to get the rain runoff from the roof away from the building and to place a dehumidifier in the basement. Both are minimal cost.
- CCR Committee-
  - LL stated that they are moving forward.
- Security Committee-
  - SP stated that membership feedback is positive about installing cameras to deter vandalism. There is also interest in a rear security system and believes that proposing it as a security entrance will have greater favorable response vs. the perception of a 'gated community'. SP asked for the previous research files done by the committee for work on a new proposal.
- SM discussed the 'Wildwoods agreement of fire department service response during work hours' since we have an employee who is a member of the TFD. It was agreed that additional wording be added to the final sentence of the statement. The new sentence should reflect that they are not to respond in a Wildwood vehicle and that their response time away should be for actual on scene emergency personnel. SP to re-work the statement and bring back to the Board for approval.

#### Correspondence:

- Letter from member regarding pre-treating WW roads with salt-brine solution. This was tabled for future discussion.
- Dock request. Was approved by the Board since it meets the town criteria.
- Request by a member to have grading done on a lot that was purchased from WW for septic. This grading will change the direction of surface water which is currently causing ponding. Motion passed to allow grading done and fill to be brought in.

Meeting adjourned at 11:35 AM Respectfully submitted by Ken Carr

## WPOA Board of Directors Meeting

June 8, 2019

9:00 AM

**Call to order**- Ginny Austin (GA), Greg Rota (GR), Frank Fazi (FF), Sarrena Perry (SP), Audrey Miller (AM), Lise Letellier (LL), Ken Carr (KC), Mike Clarke (MC)

Open Forum-

- Resident Fox Den Road- wanted to relay that she felt our Staff did a good job. Suggested that we relay to community to pick up trash when they see it. Also stated some issues with invasive growth near some of the homes on Lakeside.
- Resident West Otter Drive- Compliments to Ginny Austin regarding the Finance Committee and the recent process with Wildwood Budget.

**Opening comments**-

**Additions to the Agenda** - Nominating Committee and Chemical use will be added to the agenda.

**Approve minutes (May 2019)**- Minutes were approved with the corrections. Motioned and passed.

Reports

- **President**- Sue Moore absent.
- **Treasurer**-

-GA spoke about budget. GA explained we have looked at the overtime and what was the reasoning due to personnel changes.

-Motion made to accept treasurer report and passed

- **Operations Manager**

-Motion made to accept Operation Manager's Report and accepted

-SP- asked about speed bumps and AM said they would be out before next weekend. AM said the Tennis courts were scheduled for next week, Quickbooks are still on target for transfer of account info, BEARS are out...some big ones, AM would like to request \$2500 from weather contingency into part time property maintenance. The Board agreed and advised the Operations Manager to use money from the weather Contingency account for the extra "plower" during storms therefore AM can correct the account payment transfer. Motioned and received Operation Manager Report.

**New Business**

- **Cost Control / By-law change**- There is a difference between the By-Law and Policy. FF said we need to correct one or the other so they match and don't conflict. FF said the Policy is open ended and needs to be better defined. The policy allows spending while the By-Laws do not allow off budget spending. The suggested change of the Article IX By-law Section 2 would be presented at the August Membership Meeting. FF suggested that it needs to state "Unanticipated expenses" needs to be added to the Bylaws. GA has voiced her concerns about the changes. FF question: What are the limits for contingency? This is what might need to be addressed in any change if there is a change. There was lots of discussion both Pro and Con for any changes. The Policy was voted for in 2011. GR suggested to send the issues to

the Bylaws/Rules and Regulations Committee for further reviews. GA motioned to table the item. Tabled to July and send to Sue Moore's Committee?

## **Old Business**

- **2020 Budget** -

- The accounts show \$77,124.99 as Unallocated cash.
  - We didn't balance in Reserves, it did not show a surplus-We had some negatives.
  - Surplus' have been occurring from our Operations' budget.
  - Delinquent dues have been also contributing to our surplus.
  - Operation budget is quite accurate and accounts for all the yearly increases.
  - An additional \$6,300.00 was allocated for security increases.
  - New truck and attorney's fees have shown up in increases.
  - LL suggested an additional Review of salaries needs to be looked into, the rest of the Board agreed.
  - Operation Budget will increase 2%.
  - It was brought to our attention that line items should be funded and NOT go into the negative.
  - Line items needed to be renewed.
  - Costs need to be updated annually for such things like trucks and other items.
  - Road signs, septic system, tractor, committee for exploration of club house-48K- will be used from unallocated funds
  - The current year end "under/over" from the operations budget was placed into the general contingency fund.
  - We are fully funding ALL line items which was not being done before. GA said our board will continue to fully fund our items.
  - Finance committee will be meeting again in July.
  - Motioned to accept the budget- Board Vote Unanimously to Accept
- **AED acquisition-**
- We will move forward and purchase.

## **District Directors Comments**

-SP said Ash borers have been spotted at 76 Slope and another on McKay Trail by Otter Pond on the trail.

-Many Reps got good feedback on communication

-LL sent out welcomes to New Owl's Nest Residents.

## **Committee Reports**

- **Forest Committee**

-LL researched resources and investigated many things. They looked at costs and offsetting costs through many agencies. Eastern Cottontail Habitat Restoration was mentioned as a resource they are drawing on. They looked at many different organizations to help with cost savings and sharing. They are actively creating a Forestry Management Plan for Wildwood. LL recently spoke with State officials and of possible reimbursements. 50 years ago this Land was developed by Jack Galanek. The Committee the contacted Conway School and are looking to partner with them in creating a Master Forestry Plan to keep Wildwood stable and to pass onto future generations. LL said the suggested price for Forestry Plan is 10K. All committees would have input to the process. The process requires an Application to Conway, Approval and then Implementation. LL has plans to continue educating the Wildwood Community this Summer. The membership will be offered educational workshop in July. The vote to fund this project will be in at August's Annual Meeting. Motion to Apply to Conway School For Master Plan- Board- Approved Unanimously

- **Clubhouse upgrade**

-KC presented packet with some proposed addition items which would be 12'x36' - Estimate was 220/sq/ft. This is a starting point. We discussed many options such as budgeting, partial renovations, and possibly look at unallocated funds, we have many options. We decided to look into several options of additions, accessory buildings, and renovating mailbox area at entrance, additions w/mailroom, office extensions. GA suggested continued exploration.

- **CE&R**

-LL said they are continuing their research, they are comparing codes or responsibility, also comparing with Town ordinances, etc.

- **Nominating Committee**

-Julie Barney resigned from Nominating Committee.

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## **Correspondence**

-Wildwood resident wants to place their own rack at the beach. Board discussed not setting a precedence by having residents build racks and then place on the beach. We agreed that it could be "Donated" and approved to Wildwood and become Wildwood property for all to use. Board made a motion to accept the Boat Rack with "Donation" label. Wildwood will approve the site for the rack placement.

-Resident concerned about chemicals. Response was sent to the individual.

-LL discussed a resident has with more concerns about Phragmite chemicals to be used. LL will handling it. A response from Jan T will be sent.

- **Disposition Open Forum Items**

Open Forum--Member would like a "Big Picture" of all items needed to be done. Try and provide a project by project cost to each.

-Member asked about floating docks, erosion, and Fox Den Beach conditions. We addressed each of them individually.

Adjourn

# WPOA Board of Directors Meeting

September 14, 2019

9:00 AM

**Call to order:** Ginny Austin (GA), Greg Rota (GR), Frank Fazi (FF), Audrey Miller (AM), Lise Letellier (LL), Mike Clarke (MC), Terry Selzer (TS), Sue Moore (SM), Dennis DiLallo(DD), Ken Carr (KC), Sarrena Perry (SP)

**Open Forum-** Member, Dave Letellier came to open forum to praise Audrey Miller and all her work and efforts. He expressed his approval of her salary increase. A member expressed her concerns about being harassed as an owner.

**Opening comments-** Comments were made at the annual meeting questioning salary increases, first responders and street signs, as well as commenting all employees salaries. SM will keep conversations at future meetings on topic and not allow off topic comments. SM has also asked for the purchase of a microphone. Approved 9-0-1- Abstained.

## Additions to the Agenda-

**Approve minutes** (July 13, 2019)- Approved 8-0-2 abstained

## Reports

- **President-** Comments done during Opening statements.
- **Treasurer-** Operations budget is doing well. Jan-Aug totals reflect all collected dues. Quickbooks is going well. There were no major expenses this month. GA suggested we need to look forward to items that are needed in 2021 and beyond. It is being suggested that Committee Chairs get their needs to GA before March/April and then approved by the board.

Approved 10-0 to accept.

- **Operations Manager-** AM stated Quickbooks going well and still a work in progress. The Family Leave Act will begin Oct. 1 which is medical leave for family members or yourself. This will possibly impact the WPOA Budget. Contractor tree removal was completed. GR asked about the dead pine in front of a member's home on Lakeside Dr. AM stated that they assess the dangers of trees each time they begin to cut. Maintenance shop electrical service was replaced. It was original electrical service brought up to code. Got rid of old pickup truck to high bid \$1,625. Other bid was around \$800.00. Lakeside beach has a tight tank and was pumped earlier than normal. This was due to the increased volume of residents at that beach. Annual statistics- 40 citations were written by owners and staff. This year 40 citations were written to vehicles, 18 were owners and 15 were unknown vehicles. AM said our help wanted ad has been posted and so far 4 individuals have responded. Slope road had a culvert being constructed. LL suggested having more diversions into Wildwood lots to spread water into the forest to prevent erosion.

## New Business

- Conflict of Interest / Code of Conduct forms, other forms and hand-outs
- Assign committee liaisons- AM collecting data.
- Proposed Board Meeting Calendar- GR submitted.
- Annual Meeting Re-cap
- Kollol from Ponds Committee said the Phragmites treatment is slated for September 30. It is a tentative date and could be weather dependant. The boat ramp and boat washing station will need to be opened for the Company's access. Similar needs at Otter pond will be needed too. Owners have been contacted in the areas being treated. Baseline readings will be obtained in the areas. Expectations are that everything will be back to normal next Spring. 7 parts per trillion is the detectability of Glyphosate. People can sit out on the beach or yards with no concerns. Samples will be taken from water exiting Cranberry and Otter Ponds. The samples will be taken before, during and after the treatments. LL has asked a water sample be taken from the McKay trail bridge by the maintenance shed.

### **Old Business**

- **Parking at Beaches**- Look to staff for reviewing parking lot recommendations. There are several options being discussed. Some suggestions were to pursue Lot #10, lots on GRove and possible expansion for additional parking. Other options included the possibility of expansion to existing lot.
- **Boats at Beaches** (Lakeside)- Lakeside has too many boats and not enough racks. Audrey will oversee the remodelling rack space at Lakeside Beach. KC suggested rack heights be adjusted. SM suggested that all owners should be securing their boats. SP suggested that the long racks need space below for paddle boat storage.
- **Dog on Beach**- Owner was notified a 2nd time of violation for having his dog at the beach.
- **Road Signs**- Table discussion to a future meeting. Pictures have been handed out. Signs are from Granby Connecticut.

### **District Directors Comments -**

SP- Had a Member would like us to consider looking at playground options. She will have her member submit a proposal. Robin's Rest has potential drainage issues from WPOA road draining towards their house. DD received a letter regarding parking at Meadow. FF- Received a member letter supporting WPOA personnel. The letter has been submitted to the Board. KC- Received a complaint about overcrowding, cooking and parking at Lakeside.

- Greeters- KC-Greeter program is ineffective. He would like to see random scheduling and greeters roaming beaches. GR is in agreement with those ideas from KC. SP is looking at effectiveness/ineffective greeters program. There were some days that had no greeters at the back gates. SP stated the security committee is actively looking at all items.
- Loading/Unloading Zone – KC stated that Beaches need to adjust parking spaces to accommodate Handicapped and impaired individuals. KC also suggested looking at later parking after 6pm when beaches empty to allow parking in the temp spaces.

### **Committee Reports**

- Forest Committee- LL stated is not moving forward with Conway School for Management Plan forest plan. The Committee now has 2 new members and they have become a committee of 5. They are interviewing forresters regarding forestry management planning and advice. They are looking for help with our community forestry planning. Costs for this project can/will be reimbursed by the State. There is Grant money available from the State for implementation of

the Forestry Management Plan. studying our forests. She has sample plans available. Motion made to move forward at zero cost. Approved 10-0

- Clubhouse upgrade- KC discussed issues with Clubhouse. GR suggested that we budget for clubhouse repairs and renovations. GA said there is a renovation portion in the annual budget for such a thing. We also stated that we need roaming security. KC asked if there were 15 cars with no stickers in our lots, then how can we identify who the cars belong to without asking beach goers.
- Mail Center- SP has stated that the Mail Center committee has some drawings and mailbox designs for the entrance area. They are actively putting together a plan for presentation to the Board. Funding will be looked at hopefully by 2021.
- CE&R- FF, as spokesperson for the committee, has asked permission to email the members who are currently have signed the original CC&R (Now CE&R). Motion made to allow permission- Approved 10-0

### **Correspondence-**

-A member wrote about a drainage issue on their driveway/property so, SM spoke about Wildwood should not be fixing driveways that we have not changed the drainage directions of the water and/or the slope of the road. Homeowners are responsible for their own driveway issues NOT caused by Wildwood road construction. The Board agrees with AM and SM regarding the driveway should be repaired by the owner.

-A member looked for a Maintenance job description of Wildwood personnel. Audrey will reply to the email for the Board of Directors.

### **Open Forum-**

Motion to Adjourn 10-0

12:31pm



# WPOA Board of Directors Meeting

October 5, 2019

8:30 AM

**Call to order @8:34 AM**- Susan Moore(SM), Ginny Austin (GA), Frank Fazi (FF), Sarrena Perry (SP), Audrey Miller (AM), Mike Clarke (MC), Ken Carr (KC) via teleconference, Denis Dilallo (DD) via teleconference

## I **Property Maintenance Specialist Job Description and Schedule**

Board reviewed Property Maintenance Specialist (PMS) job descriptions and schedules which were previously adopted on April 14, 2018. This designates two full time PMS positions PMS 1 and PMS 2 whose schedule will be Monday thru Friday as well as a part time PMS position, generally from Memorial Day through Labor Day to work on weekends. Motion to implement the previously adopted job descriptions and schedules was made, Motion was seconded and after a brief discussion, motion passed unanimously.

## II **Financial Implications of Implementation of Item I**

AM and GA discussed financial implications of the motion passed above and it was found that current budget allocations are sufficient to cover this change. The duties of the W/E PMS were discussed and would be similar to the PT Summer PMS we currently employ. Operations Manager would have flexibility in scheduling and assignments as always.

*Note: During above section DD left teleconference due to bad connection and called back immediately to SM cell phone and participated in the rest of the meeting*

## III **Authorization for Installation of FOB system for Clubhouse**

AM requested approval of plan for cameras and a FOB system for the Clubhouse, previously approved at the Annual meeting for purpose of Security. This would incorporate and be similar to the 8 year old system used for the laundry. It would be an updated system which would likely include the ability to unlock and lock the main clubhouse door remotely. It would also be able to track and provide a printout of people who use the FOB system. Cameras would cover the interior of the clubhouse and both parking lots. Budget allocated \$6300.00 for Security measures. AM has an estimate for installation leaving money to cover the cost of monitoring. Motion made to approve Operation Manager's request. It was seconded and after brief discussion (including suggestion to include motion sensor lighting) was unanimously approved.

Adjourn @9:00 AM

Respectfully submitted by Frank Fazi

# WPOA Board of Directors Meeting

November 2, 2019

9:30 a.m.

**Call to order at 9:30am** : Ginny Austin (GA), Greg Rota (GR), Frank Fazi (FF), Audrey Miller (AM), Lise Letellier (LL), Terry Selzer (TS), Sue Moore (SM), Ken Carr (KC), Sarrena Perry (SP)

**Open Forum-** None

**Opening comments-** None

**Additions to the Agenda-** SM additions to new business with Clubhouse Committee

**Approve minutes (September 14, 2019: Approved 8-0, October 5, 2019: 8-0)-**

**Reports-**

- **President-** None
- **Treasurer-** GA- Reviewed the balance sheet. GA spoke about fixed assets and our accountant's figures from our Tax documents. All of these figures can be examined in the Treasurer's Report (3 Pages-Please see Audrey). We've paid our accountant to train our staff regarding the new accounting system. GA went over the line items and what each figure represents from previous budgets. GA discussed the different aspects of the report. She reviewed it page by page.

sociation placed a deposit on 2 sanders for purchase. We conducted water testing and purchased an AED. GA went over our gains and losses.....we sold our old truck. AM clarified some adjustments from the unallocated funds. This occurred during the Quickbooks conversion. SM inquired about some of the Profit and Losses column of Office Supplies. AM explained what each item was and how the various carry-overs occurred.

ed many of the needed explanations on the last page of the Reserve Funds Page of the report.

red 8-0

- **Operations Manager-** AM informed us of the 2 sander purchases. AM spoke about our camera and FOB approvals. AM explained about locations for each of these items. There will be new security systems in place. The work will be done by Johnson Controls. We will have a locksmith replace necessary items in December. AM expects most of these items to be completed in early January. SM suggested an additional trail camera or addition to our security system. AM said our maintenance staff has equipped a plow blade to make it speedier to clean up roadside areas from debris.

w maintenance hire, Ben, has begun this week and is gaining all necessary licenses.

oke about some rules violations. An unauthorized motorbike was reported, and some pumpkin vandalism on the ball field. The vandalism would be referred to proper authorities. AM had a verbal request on West Otter for Road repairs. AM spoke with the homeowner on what repairs need to be made on their part.

tion with regards to the Pumpkin: The board will take necessary steps to institute consequences for this clear violation of our association rules. Motion made and 2nd: 8-0 Approved

to accept- 8-0

### **New Business-**

- **Clubhouse Resignation-** Ken Carr Resigned, Motion made to appoint Dave Letellier- Union Carpenter for 43 years, teacher Lower Pioneer Valley Educational Collaborative
- **New Rule, use of ponds in winter-** Insurance won't cover association if we have JetSkis, Water Skiing, Motor Boats, or Ice Skating. Insurance company suggested that we should not tell people to leave the ice. It creates a situation where people might think it's OK to skate if we don't remove them. We will place signage at entrances/beaches to read: PLease Stay OFF the ice.
- We rescinded the motion of June 8th meeting from the Board to Apply to the Conway School Master Plan Approved 8-0
- We rescinded the motion made in Executive Session regarding a Member's letter. Approved 8-0

### **Old Business-**

- **Road Signs-** Tabled to future meeting.

### **District Directors Comments-**

No reports

### **Committee Reports-**

- **Pond Committee-**See Report at Clubhouse. FF would like a clearer Pond Committee statement regarding any future phragmite treatments. Results of post testing should be reported soon.
- **Forest Committee-** LL the Forestry committee has been meeting. The extensive report is available at the Clubhouse or via LL at [wildwoodlise@gmail.com](mailto:wildwoodlise@gmail.com)
- **Security Committee-** Looking at potential back entrance gate. Security staffing has been an issue. Looking at opening Brook lane to Lakeside but leaving a gate for Emergency vehicles. Issues regarding GPS and response times. A breakaway gate would be used.
- **Clubhouse upgrade-** Dave L presented an option for Club house extension off the front of the existing clubhouse. Plans can be seen in AM's office. Material costs are roughly \$6,000. GR spoke about addressing all issues with clubhouse first. The committee has a future plan for expansion that has been presented.
- **Mail Center-** Dave L showed a proposal for the mailbox building. Plans for the Mailbox Building can be seen at the Manager's Office. There will be the potential for 224 member mailboxes. The building dimensions are 16 x 18. Residents will eventually be given PO Box

numbers. The postal service has asked for a more organized mail delivery to be developed for efficiency. The location would be near the parking lot of club house across from shuffleboard area or potentially at the Main entrance. Estimated Cost- \$15,200.00 (Includes security system/foundation/materials) and does not include individual mailbox costs. Final location has not been determined. SP said we may be forced to do mailboxes prior because of delivery issues.

**Correspondence-**

- FYI - Response to Driveway Repair request- Reviewed Docs
- FYI - Response to Job Descriptions request- Reviewed Docs
- SP brought a letter to Board regarding boats and overcrowding at Lakeside Beach. SM tabled a response to next meeting.

**Disposition of Open Forum Items-** None

**Open Forum -** None

**Executive Session-** None

Adjourn 12:05pm

Respectfully,

Greg Rota

Approved 10-0