



WILDWOOD
PROPERTY OWNERS ASSOCIATION, INC.

2020 BOD MEETING MINUTES

WPOA Board of Directors Meeting
January 11, 2020
9:30 a.m.

Call to order at 9:32am : Ginny Austin (GA), Greg Rota (GR), Frank Fazi via Phone(FF), Audrey Miller (AM), Lise LeTellier (LL), Terry Seltzer (TS), Sue Moore (SM), Ken Carr (KC), Sarrena Perry (SP), Mike Clarke (MC), Denis DiLallo (DD)

Open Forum- Ralph L a Wildwood resident spoke about how his septic failed and is seeking to purchase Wildwood property for a new septic. This will be added to New Business. Another resident voiced her concern for 3 Wildwood employees leaving in the past year.

Opening comments- None

Additions to the Agenda- None

Approve minutes November- Approved 10-0

Reports

- President- None
- Treasurer - GA spoke about the various balances and items in quick books. We have met our budgeted items for the year so far. We have collected 11K in delinquent dues. Overall insurance has been negotiated by AM and we've gotten some great savings. Some areas were slightly over budget by 1K-(Office Supplies- Copier Purchase). Road surfacing was under budget by \$4900.00. We also made several purchases: on 2 road sanders and a Truck. GA also went through the entire QuickBooks items. DD asked about Dam maintenance schedules and funds. There is currently 7K in that fund. The Board discussed consolidating some of the line items to stream-line the QuickBooks. This was recommended by the Finance committee. Approved 10-0
- Operations Manager- AM discussed the installation of the new FOB system for the clubhouse and that a locksmith has performed lock maintenance. The 2 sanders are performing great. As a result we are using less sand. AM would like to purchase a Buffalo blower for the truck to maintain roads and culverts. The Board approved the purchase to be brought to the finance committee. Report Approved 10-0

New Business

- Committee guidelines/Procedures- Handouts were distributed to the Board. This document

should be distributed to the Committee chairs. Guidelines and procedures are subject to change. This item has been tabled to the next meeting in order for the Board to review and make recommendations. Approved to be tabled 10-0

- Employee Handbook- SM review Employee Handbook. There have been some changes done to vacation time and a few other items. The Board was encouraged to review the handbook and make comments. DD brought up some typos that would be corrected. AM will fix any errors. Approved 10-0
- Pay Scales and Benefits- Moved to Executive Session
- Dedicated Reserve Account- SM wants to ask to Finance Com to create a reserve account with specific guidelines to be used: Such as contractors, increases in salary with a new worker, etc. The account would be used in the 2021 Budget. This would be part of the contingency according to GA. Several different ways to approach this topic were shared. Decided to go to FinCom
- Land Purchase for a failed septic system- We have to go to the town and see if the lot can be sold. It is a part of common property. Using the By-Laws, we will research our options. Approved 10-0 to move this forward.

Old Business

- Road Signs- Tabled to March meeting.
- Boats on beaches- Tabled to March meeting.

District Directors Comments- None

Committee Reports

- Security Committee- Report submitted. See AM for report. There were some rear entrance issues. The need for a gate has been suggested. Chief Monson was okay with this gate installation. The Security Committee presented a gate estimate. There were a few estimates and options with the highest being around 42K. AM can be seen for any interested individuals. SP spoke about some road improvements and extensions that are possibly needed.
- Clubhouse upgrade- The current renovation schedule needs to be re-prioritized to fix necessary options. The Renovation Committee will meet a few weeks before the next committee meeting to have other Board members present.
- Mail Center-The proposal for the mail delivery would include the delivery of packages to the Laundry room which has FOB access and cameras. The mailboxes will be made in a uniform row for the postal carrier. The mailbox committee will have a proposal for the board in the March meeting. AM will start project 1 in laundry room. Approved 10-0 to move forward
- Forest Management Committee- Lise LeTellier presented her committees report or Woodland Enhancement Plan from the DCR Working Forest Initiative. Copies of the Plan can be emailed to anyone who wishes to view them at: wildwoodlise@gmail.com

Correspondence- None

Disposition of Open Forum Items- The committee is aware that the loss of our employee occurred. We are aware of the reasons for departure. We are working on retention remedies for future employees.

Open Forum- None

Executive Session, Adjourn 1:20pm

Minutes
WPOA Board of Directors Meeting
March 14, 2020
9:30 a.m.

Call to order: Ginny Austin (GA), Greg Rota (GR), Audrey Miller (AM), Lise LeTellier (LL), Terry Selzer (TS), Sue Moore (SM)via Phone, Ken Carr (KC)via Phone, Sarrena Perry (SP)via Phone, Mike Clarke (MC), Denis DiLallo (DD)via phone

Open Forum- No one here for open forum

Opening comments

Additions to the Agenda- Land Acquisition under new business, pond info, forest info

Approve January minutes - Minutes accepted as changed 9-0

Reports

- President- None

- Treasurer- GA stressed that the accountant explained that many line items are different and the reporting format is for one year. Prepaid dues on the 2019 year end report show as a liability, not income for the 2019 year. GA explained the process our accountant uses to determine Operating Funds and other accounting procedures. The reserve line shows it is over spent due to the fact that the previous balance does not carry over. We have currently overspent our Reserves Fund by 28K. We will be adding to the Reserve amount. AM explained how this occurred with the purchase of our Truck for 46K. The fund will be slowly brought back up again. We are in positive financial shape. We are beginning the 2020 year in positive shape. No unanticipated expenditures. Motion to approve report 9-0.

- Operations Manager- AM spoke about the report: Cameras have been installed. The Clubhouse main door locks will automatically lock at 5pm and unlock at 8am. Motion made to have hours 6am-10pm. The member's current laundry FOB allows access through the main doors from 6am to 8:00 am and from 5pm to 10pm. Motion passed 5-4. The 4 dissenting votes wanted greater access. The AED case has been installed in the wall. The AED has not been placed inside yet because Staff is not trained for AED machine use/setup and I requested help from someone who does know how to set it up, to do so. AM is waiting for estimates on Road repairs/repaving. She is trying to add Brook Lane to it. An unsolicited bid by a contractor who was offering services to clean up debris, the letter was denied. Motion to accept report- 9-0.

New Business -The board requested to bring Beetle Rd land acquisition to be fully funded to 35K as voted by the community. The Board voted 9-0.

-Land Acquisition fund- this fund needs to be restored to 15K after the Waterfront lots purchases. Motion for Finance Committee to restore the fund to 15K. Board voted 6-3 to approve.

Old Business

- Committee guidelines and procedures – tabled from January 11- SM motioned to table it and LL and FF will look at it with SM.
- Road Signs –AM has 3 styles. The ranges are from \$30.00-90.00 per sign. AM will have something before the Spring Meeting for review. Approximately 50 needed. SP asked about a link for the proxy at our Annual meeting. So members have access to the information. SM suggested we give out information about signs in our newsletters for discussion.
- Boats on Beaches– SM Motioned that “We restrict watercraft to 3 per membership and recommend waterfront owners keep their watercraft on their properties”. Discussion revolved around how many boats, how many slots on racks, etc. LL asked that we send out a reminder to consolidate or limit the amount of boats you have at the beach. TS also concurred with sending out recommendations. Voted 8-1 not approved.
- Mail- AM stated she moved forward to change the mail system. AM has not heard back. She will call and have them send a letter for approval.
- Land Purchase from failed septic- AM sent out letter from the Board. We have not heard back yet.

District Directors Comments

District 1- LL culvert at the beginning of Fox Den Road needs to be cleaned out.

2- No Report

3-KC-Comments regarding rear gates.

4-SP- Concerns regarding cleanup from storm, some boat questions

5-TS- No Report

6-FF- N/A

Committee Reports

- Security Committee- SP, Jean, Jim, and Tom. Presented their powerpoint presentation. Corrections and suggestions were added by the Board. AM will provide details for anyone who wishes to see them. It will be posted at the clubhouse. Most questions can be answered in this Powerpoint. Several different ways to fund the gate have been proposed. These ways of funding will be fine tuned before being brought to the membership. LL made: Motion to accept Security Committee’s recommendation for a rear security entrance to be presented to the community at the Spring and Annual Meetings and funded by Special assessment TBA. Motion Approved 9-0.

<https://mail.google.com/mail/u/1/?tab=wm&ogbl#inbox?projector=1>

- Clubhouse upgrade- Committee will revisit order of projects and report back to GA and FinCom
- The Forest Committee has received, from our Forest Consultant Tom Brule, the Mass DCR Forest Enhancement Plan for WPOA forest land. This has been submitted to the State Forester for approval and awaiting reimbursement. They do not have plans at this time to move on anything in the report, as they need to meet and discuss it further as a committee.

Correspondence

- AED Machine – owner letter about possibility of obtaining a free AED.. The Board made a motion to accept 9-0.

Disposition of Open Forum Items- None

Open Forum- None

Executive Session- None

Adjourn

12:51pm

Submitted Respectfully,

Greg Rota

WPOA Board of Directors Meeting

May 2, 2020

9:00 a.m. – Zoom Meeting

Call to order-Ginny Austin (GA), Greg Rota (GR), Audrey Miller (AM), Lise LeTellier (LL), Terry Selzer (TS), Sue Moore(SM), Ken Carr(KC),Denis DiLallo(DD), Sarrena Perry(SP), Mike Clarke (MC),

Open Forum- Bill Magni called in regarding a lot purchase

Opening comments- None

Additions to the Agenda

Approve minutes March 2020

Reports

- President- Added COVID to agenda
- Treasurer - GA that 80% of budget collections have been received. Expenditures were addressed, nothing unexpected as of now. GA said we received the \$5752+ check from MA Woodland Institute for reimbursement. It will be deposited into the General contingency fund. GA said the Finance Committee has 3 options coming forward for the budget next year. Those options are: Option 1- raising dues, Option 2- is a zero increase, and Option 3-is a decrease. COVID protocols will cause increases to cleaning costs and will be higher costs to the budget. Motion made to accept budget: 10-0
- Operations Manager-Water was let out of lakes from heavy rains. Chipping and tree cutting has been taking a while to do. Mailboxes in laundry have been completed. Twenty additional key FOBs have been requested.

New Business

- Brook Lane/Lakeside- Motion made to by SM: Operations Manager will pursue obtaining a cost for connecting the roads of Brook Lane/Lakeside Drive. Several Board members would like all owners on those streets to be properly notified. Motion is withdrawn.
- Bill Magni Request- SM said we will have to go to the town to determine the actual lots. LL recommends we look at adjacent lots for his needs. Motion to sell lot: Motion by SM- If the town is carrying lot 11521 as a separate lot, we will sell Bill Magni the lot with the requirements of the by-laws or if not, an area for either a septic or lot in accordance with by-laws.Bill Magni must provide building intent documents. 2nd by SP. Vote 8-0 with 2 abstained.
- COVID-19- There was 45 minutes of discussion for and against using guidelines from the State. FF- The April 23rd Sue Moore Closure document will stay in effect using State Guidelines as they change and adjust signage. Motion by FF 2nd by TT, Passed 9-1. Follow-up motion by KC- Motion to remove padlocks and obstructions off basketball nets and return courts to normal status. Motion made and approved 9-0 1 abstained

AM spoke about using road money to pave Brook Lane and put extra money into reserves for next year's completing project. Our paving may not happen this year because of several projects getting pushed out from COVID delays..

District Directors Comments

DD- Correspondence about Phragmites and courts areas.

FF, SP, - Correspondence Thanks for summaries

LL- Got questions about rear gates. She withheld info pending safety committees presentation. GA said the presentation by the committee is available.

Committee Reports

- Forest Management Committee- LL explained the aspects of her Forestry Report. This Report is available on the Wildwood website. LL will inform the community about timber management.
- Pond Committee- DD Met on Monday. Sample of water was sent with water to check for Gylcosphate. Looking at Beach erosion and to get some muck out of Otter Pond. SM made Motion: Reinstate the No fishing ban in Otter Pond this year.

Correspondence-

None

Disposition of Open Forum Items

Open Forum -One Zoomer attended-

Executive Session

None

Adjourn

Motion to Adjourn at 12:13pm

Minutes
WPOA Board of Directors Meeting
June 13, 2020

9:00 a.m. – Zoom Meeting

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

Open Forum- Member inquired about land purchase and other line items from budget. She's looking to have those questions answered. GA will send a written response.

Opening comments- none

Additions to the Agenda

Approve minutes May 2020 (May 2 and May 20) Both accepted 9-0

Reports

- President- None
- Treasurer- GA has sent a statement for profit and loss. There was an additional cost for cleaning expenses. We have spent \$2,096 for cleaning from the cleaning account. We got reimbursed for the Forestry Committee project. We have currently spent 62% of the cleaning budget. If we continue to spend at the current rate, we will over spend this account.
- If we continue to spend at the current rate, we will spend double our normal rate. KC suggested we add additional duties to our staff. Motion to accept report 9-0
- Operations Manager- Lakeside beach has added a new boat rack. 23 boats are on the ground. Several owners have multiple boats. AM has some rules violations that need to be addressed. There are some non-members using WPOA amenities. We also have been having issues with a neighbor dumping debris on our property from Hartland Rd. AM will notify the Tolland PD.

Report accepted 9-0

New Business

- none

Old Business

- 2021 Proposed Budget - \$58 increase to 2020-2021 proposed budget. \$2,055 annual assessment. This is the 3rd year of the adjacent lot reduction. Operating budget 529K is expected for annual collections. GA went through all the line items with the Board. The reserve budgets were also addressed. GA said that a lot of attention was spent refining these areas. No additional funds were budgeted for roads in the 2021 budget. The Ponds line item was Fully funded. Many other items were addressed. The entire Proposed Budget Report can be obtained from either the Finance Committee or AM in the main office.

Motion made to accept Proposed Budget, 2nd, Motion passes 9-0.

- COVID -19 Massachusetts Opening- Still following guidelines for Phase 2
- Beaches-Still following guidelines for Phase 2
- Summer Community Events- Will follow MA Phase 2 Guidelines, also WPOA Major events like Family Day have been cancelled.
- Annual Membership Meeting- Discussion revolved around mail in voting, Municipal building location to be used, and also ZOOM informational meetings. More to come....

District Directors Comments - Members grateful about summaries.

Committee Reports

- Addition - Forest Committee - LL showed her PowerPoint Presentation. It will be available to the members. LL proposed a motion to allow the Forestry Committee to move forward with the process. Motion passed 9-0. FF motioned to allow the Board to ask for authority by the membership to borrow money from ourselves with the full expectation of reimbursement for the Forest Management project. SM 2nd motion. Motion passed 9-0.

Correspondence

- Email from Owner trying to sell property- Owner of this lot was exploring all his options. The Board will discuss this particular issue. SM motioned we deny the request for WPOA to abandon ROW. Motion passed 9-0
- Phone call - Lot Donation Inquiry.
- Email from Owner regarding drinking water.
- Addition - Email from Real Estate Agent regarding dues related to home for sale- Motion made to deny request for lot adjustment. Motion passed 9-0.
- Addition - Email regarding boats being used by a member without permission.
- Perc test from homeowner has passed on Brook Lane, the homeowner would like to move forward. SM said we have to wait for the town assessor to value the septic land area from the lot.

Disposition of Open Forum Items-

Open Forum

Executive Session

Adjourn Motion to adjourn 9-0

**Board of Directors Meeting
Zoom Meeting
July 11, 2020**

Board Present: All Audrey Miller, Susan Moore, Michael Clarke, Ginny Austin, Lise LeTellier, Denis DiLallo, Ken Carr, Sarrena Perry, Frank Fazi, Terry Seltzer

Members in attendance: Steve Strinie, Al Lenge, Michelle Lindstead, Stan Rosen, Teresa Urbiniti , Ruth Buchanan, Jean Armitage, (Tom Post, Jim Shea), Brenda Richter, Robert Sullivan,

Minutes taken by LL- Secretary resigned on July 11, 20, effective immediately.

Audrey asked to speak and share, which she did. A summary of this is:

- She sent a letter of resignation on July 1, 2020 to the Board of Directors.
- She wanted to make a clarification that her reason is personal and nothing to do with Wildwood, its Board, its members, staff, , etc... Her Priorities have changed. It is all good reasons; all good news and she hopes we will please wish her well.
- It is not due to any problems with WPOA staff, members, etc....
- This is a good time for reasons. She wanted to address most of the major concerns. With respect to taxes, billing, etc... is all done for this quarter and not due again for 3 months. Audrey feels this is the best time to transition to a new management.
- On an interim basis only, she agreed to come in once every two weeks during the transition to pay bills and do payroll. She recommends separating the position into various aspects.

Open Forum:

- SR offered pickle ball court quality concerns and hopes eventually this can get done better.
- ML - Concerns regarding full time folks. The members need to have more of a voice here, especially in the current situation and need to have more to say. Especially due to half the current staff leaving. Lots of things/opportunity in the past for the kids, like ski slope, and now even the basketball courts are in poor shape. With dues going up, what are we getting for it?

Opening Comments:

- SM made comments regarding the boards handling up to this point prior to this meeting and hope people will understand that no new decisions were made and only information gathered after connecting various committee and board members.
- KC spoke felt that communication after the resignation might have been more transparent. He wants his email to be included in the minutes. (See separate page)
- KC Also spoke of the emails that he sent and board member response.

Additions to the Agenda: Move the “Wildwood moving forward” to end of meeting

June 13 Minutes: Motion to accept: LL 1st, TS 2nd, SP sustained. Approved

No president report:

Treasurer report:

- Through July 6, third tax installment has been sent out.
- No outstanding expenses.
- We received the reimbursement check Woodlands Institute for the Forest Enhancement plan in the amount of \$5,752 and will be returned to general contingency fund.
- Cleaning might still be going over budget due to CoVid cleaning requirements.
- Profit and Loss is a yearly budget; it does not reflect the money we have in the saving.
- The reimbursement money back from Forest Committee of \$5,752 will make the General Contingency line to be \$34,973.00 in contingency budget. Not allowed to carry more than \$50,000 in this line item.
- Small tractor not bought yet, but looking into it.
- On Tuesday, July 14, 9-10AM Accountant will meet with finance committee will discuss the QuickBooks changes.
- SP asked a few clarifying questions regarding Profit and Loss.
- Motion to accept treasure’s report was made by SP 1st, FF 2nd, All Yea- approved.

Operations Manager Report:

- Member Stickers- 20-25 property owners have not gotten them yet, either because they did not fill out form or did not complete payment.
 - Several people’s cars have been reported via members, and Audrey was able to do follow-up to get them to get their stickers.
 - A member reported that did not like giving out Citations because their neighbor would be upset.
 - 11 citations written by staff July 4th weekend, 5 were legitimate, 6 are unknown. We had two rented homes, no plates given.
- Complaints regarding people on beach, too many and without masks, if they are not far enough away.

- Property Specialists staff is not the ones who are supposed to make this call and tell people to put on their masks.
 - If it continues, the Board of Health will be called.
 - People are saving places on the beach and not taking chairs home and making/leaving room for others.
- o Greeters are not supposed to come close to car without mask.
- o Water testing Clarifications: 3 routine tests performed
 - Housatonic Testing for Human health:
 - Done during open beach season, rules and guidelines, beach water sampled weekly
 - o Chloroforms, e-coli
 - Public building, monthly
 - o Drinking water act of Massachusetts
 - Lee Testing for Pond Health,
 - twice-3 per season, nutrients in both ponds.
- o Motion to accept by GA, FF second- All Approved

New Business:

- Greg Resignation arrived by email and read to the board with comments.
 - o Motion to accept 1st FF, MC 2nd - Approved
 - o Board members made comments that support Susan Moore. Many have said they can disagreement and have differing thoughts and have been able to work through the disagreement.
 - o Motion by FF to have the board take a vote of confidence in the president SM. Did roll call vote: GA- yes, MC- yes, TS- Yes, LL- yes, SP- Yes, KC abstain, DD- Yes , SM abstain, FF- yes
- Wildwood ROW location- moved to September LL, FF

Old Business-

☹CoVid- 19- **District Directors need to include in their letter.**

- Beaches, still need to mask or social distance, distance is still 6 feet between individuals and 12 between groups.
- No rafts, due to no social distance and not able to disinfectant.
- Courts- PB and Tennis Balls for self and opponent, must serve with own balls.
- Clubhouse is closed- limited still 8 people, so not open.
- Laundry Room- Deep cleaned once per week. Check on daily basis by staff for personal disinfecting wipes available for member use.
- Tables- can be put out, but must be disinfected daily, top and benches.
 - Need to vote: Motion to keep them stacked: SM1st and GA 2nd Approved
- Bathrooms at clubhouse only. High use based on weather.
- Currently- All staff has been sharing the responsibility.
 - Jeff and Jay 2 days each.
- Annual Membership Meeting
 - Still need to be via mail.
 - Ballot numbered
 - Nominate from the floor. Newsletters will give them opportunity to nominate with in 3 weeks.
 - TU a teller
 - A motion regarding forest management plan contracts to added to the ballot.
 - FF revised motion to move forward with the forest management plan only if the grant funding is secured and accepted as payment with contractor. SP 2nd Approved 1 opposed. Approved
- Review history of charge by member requests at last meeting.
 - ROW between lots and payment of assessments.
 - 1998-2017- it has been billed as a contiguous lot even though it is not a contiguous lot. It was billed to current owner it was billed as a non-contiguous lot.
 - Question asked if we can/should correct this mistake,
 - TS moved to deny it as a contiguous lot SP 2nd – approved.

- o Request for lot purchase for septic:
 - We cannot sell a building lot that is contiguous, but we can sell land that is sufficient – \$45,750 assessed value for an acre for a building lot- 40% of value/ 43,560 square ft/ acre.
 - \$.42/square feet.
 - Motion is made by LL and 2nd by FF to sell to WM what is needed for his septic system, back up and access only according to our bylaws.

Director Comments:

- District #5- TS- Hill to Meadow Road, hill leading down to Meadow beach is in disrepair-
- District #4- SP- ML brought forth concern
- District #3-KC- Thanks for summary
- District #6- FF- Thanks for summary
- District #2-DD- Motorized Fishing dock in Cranberry Pond- Taking a large amount of space. Member concern about speed and size of motor.
 - President suggests a committee to look into boats sizes and how it affects use of pond and storage.
 - 5 Horsepower to pounds of thrust/force. The change has not been made in bylaws.
- District # 1 – Member brought up, three concerns-
 - o Road construction around the lake concerns
 - Google map and WAZE has been changed, so a change might have to be done again. Does not agree with making it accessible, and if it is, an environmental impact be done
 - o Process of recusing self when conflict of interest.
 - Making sure that Secretary record in our minutes when someone recues themselves due to conflict of interest and

Nominating Committee recommendations-

- The nominating committee has presented the board with a candidate for each of the open board positions as follows:
 - o President: Susan Moore

- o Secretary: Ora Gladstone
- o District 2: Sue Cutillo
- o District 4: Doreen Oshinskie
- Nominations from “the floor” will be available with instructions outlined in the newsletter coming to you soon.
- Motion to accept Nominating Committee recommendations by DD, GA 2nd Approved

Forest Management Committee

- Motion to accept that the committee sends the proposed Letter to Town to work with town to address invasive species LL- Second by SM Approved.

Security Committee-

- At the request of the security committee concerns, Motion made to have weekend staff check the watercraft on the lake for proper stickers at least once a day on the weekend was made by LL, FF 2nd - SM, MC, FF opposed. Approved.
 - o Reminder/advise given to boat user to have proper sticker, get information of user, a citation will be written.
 - Concerns about a gasoline engine (WPOA boat) used every weekend were brought up. However, it is already done on Friday to make sure engine is working.
- Committee suggested the staff stagger the hours of the weekend so we can get coverage beyond 5:00 pm. Greeters are now shifting the times of their presence.

Correspondence:

2 emails that were received are to be place in the minutes. ** See addendum

Disposition of Open Forum

GA responded to member’s questions regarding two points financials

- Accountant fixed “salary other“ line item.
- \$7500 that was taken out the line item, land acquisition, in the 2019 budget to partially fund budget reserve line items in the 2020 as approved by board and membership 2019.

Open Forum:

1 Member:

- TU Requesting a formal financial audit for 2017- present. Member would like a response from the board to whether or not this will or will not happen and if not, why.
 - A board member asked for reason for the audit. Member was not satisfied with our response as to where the money was spent. There was no reason yet given to where it was spent.
 - The board will look at cost, bylaws and respond to her request shortly.

2nd Member:

- Asking regarding maintaining 2 hemlocks on his property. He will contact Forest Committee.
- Horse power limits

3rd Member: Would like to clarify the COVID regulations and lot issue.

Wildwood Moving Forward –

- SM gave report what has been done up to now:
 - After receiving resignation and sending it immediately to the board, SM Called NF of the Personnel committee.
 - NF then created a chart of options
 - SM was not going to move on anything until all information was gathered and reviewed and discussed.
 - Sent an email to all of board regarding what had been done within the first few days.
 - SM then called the WPOA lawyers to gather information
 - SM talked to AM to discuss what needed to be done by her before leaving.
 - SM talked to GA to discuss her options as a treasurer.
 - LL reached out to offer information about local accountants for payroll
 - AM talked to employees.
 - We cannot shadow Audrey or Brenda due to COVID.
- Audrey has really left/leaving the management in a good place.
- Options for fulfilling the Operations Manager job duties by NF gave us a skeleton of three options. Same in house management, Hybrid of in-house and outside management of finances, and Property Management Company

- Concern about property management for ice storm
- Attorney recommended 5 property managers in our area to look at.
- Committee to review these companies
 - o AM/ \$125/hour for consultant, for payroll, for a LIMITED time only for TRANSITION.
- GA is meeting with Accountant regarding their services. Meeting on July 14, 10:30 AM
- KC has experiences with:
 - o Payroll companies, Paychex, or ADP. Very inexpensive.
 - o Management company- Employees stay on and the company just become
- LL shared financial agency in Westfield
- SM asks who will sit in the office:
 - o Problems – they will not be able to handle the questions
 - o Could it be just go to the answering machine?
 - Staff is concerned non-emergencies calls to the emergency number.
 - Boat wash calls could go to emergency
- Separation of Audrey's Job-
 - o Legal aspects- Notarized for all
 - o Phone and Mail- Separation
 - Treasurer- Authorize bills paid
 - President authorize payroll
 - o Messages and questions-
 - Could directors do some of this? Problems with some directors being available.
 - How would someone follow up on citations? Scheduling?
 - Not too much should be put on Jay and Jeff.
- Immediate Need-Office support needed early on to address some of the management.
 - Motion was made by LL and MC 2nd and approved to move forward on advertising and hiring for:

- Temporary Position for Administrative Assistant
 - 9-12 AM
 - Monday, Wednesday, Friday, Saturday
 - Possibility of flexibility of days, Saturday required.
 - Minimum wage - \$14/hour based on experience.
 - And handled by the Personnel Committee.
 - Hiring committee: SM, SP, NF and one another from Personnel committee.
 - Sort and open mail, answer phones, guest passes, boat passes, data up to date,
- GA will explore account information, Paychex and other payroll/bookkeeping companies.
- Committee for exploring Property Management Companies
 - o SM, ES, LL and ML
- Discussion on how to proceed with interviewing for Operations Manager
 - o Separate:
 - Payroll and Taxes
 - Bookkeeper for Accounts receivable and accounts payable
 - Accountant
 - o Operations Manager/Administrator/ Office Manager- All titles used
 - Personnel Committee will redo job description for Operations Manager minus the financial-
 - o Manager
 - Attorneys, State, Contracts, Newsletter
 - o Wait for advertising until the Operations Managers Position
 - Motions to adjourn- 2:20

W.P.O.A. Board of Directors

Saturday, August 15, 2020 at 1:00 p.m. via ZOOM

MINUTES

The meeting was called to order at 1:00 by Vice President Mike Clarke, as president Susan Moore was interviewing candidates for the administrative assistance position. Also present were Ginny Austin, Lise LeTellier, Ken Carr, Frank Fazi and Terry Seltzer. A quorum was present. Marcia Eveland and Doreen Oshinskie were also present.

A motion was made and seconded to elect Marcia Eveland to serve as board secretary until August 31. The motion passed unanimously.

Mike asked if anyone was there for Open Forum, but there was not.

Mike reminded us that, regarding the covid pandemic, we follow the rulings of our local health inspector and the state. It was agreed that we need to change our beach signs, because masks are required only if there is no social distancing. Lise will do that.

Ginny requested that we approve *BizCloud* to be our regular accountant for all day-to-day accounting other than payroll, including payment of bills. They know our system. The cost will be \$800 - \$1,200 monthly, depending on the work load. They can also send the bills out for dues. There was discussion about length of time for the contract, either month-to-month or to year-end. Ginny said they are flexible on that. A motion was made to accept Ginny's proposal to use *BizCloud* and to get a contract which Susan can review and sign. There was discussion about having this come back to the Board, but Ginny says there isn't time. The Board agreed that Susan was more than competent to review and approve a contract, and that the Board does not have to see it again. The motion was amended to add that Susan would review and approve the contract. The motion passed unanimously.

Mike reminded us that Audrey used to send out email blasts for anything timely that affected Wildwood. Susan is doing so now as the ex facto "Audrey."

Regarding ballots:

They have been mailed out, and some are already coming back.

They are due on 8/30, but will be accepted to 8/31 when they are counted.

Susan will appoint the tellers, and Frank volunteered to be one of them.

Regarding the new administrative assistant, Mike advised that four candidates were being interviewed that afternoon, which is why Susan and Sarrena are not present.

Mike reported that the personal mailbox of one officer had been vandalized with spray insulation. The police and postal authorities were notified. Michael made it clear that this was a crime against the person's official status in Wildwood.

At 1:30 we voted unanimously to go into Executive Session.

At 1:40 we came out of Executive Session.

A motion had been made and seconded to send a letter to Greg Rota in response to his email to the Board. A role call vote was taken of the members:

Lise – yes	Mike – yes	Ginny – yes	Frank - yes
Terry – yes	Ken – yes	Marcia - yes	

The motion passed unanimously. Marcia will mail the letter to Greg and to our attorney.

A motion was made and seconded to adjourn the meeting and move to our Workshop. It passed unanimously.

Respectfully submitted,

Marcia Eveland, Secretary

Board Meeting – Sept. 7, 2020

Present: Ginny Austin, Ken Carr, Michael Clarke, Susan Cutillo, Denis DiLallo, Marcia Eveland, Frank Fazi, Ora Gladstone, Lise LeTellier, Susan Moore, Doreen Oshinskie, Sarena Perry, Terry Seltzer

Marcia Eveland resigned from her interim appointment as secretary.

Ora Gladstone was approved as interim secretary until the next meeting of the membership when a vote will be taken.

Motion:

In conjunction with State of MA COVID provisions and as stated in Article 6 Board of Director Paragraph 5, the board, by majority vote, will appoint new board members to positions that have been vacated.

Vote: 9 for, 1 against

Sarena Perry requested to resign. Acceptance of resignation moved and approved.

Vote: 9 for, 1 against

Motion to appoint Doreen Oshinskie as District 4 Representative until meeting of membership.

Vote: 8 for, 1 abstain

Motion to accept resignation of Denis DiLallo

Vote: 7 for, 1 against

Motion to appoint Susan Cutillo as District 2 Representative until meeting of membership.

Vote: 7 for, 1 against

Susan Moore will continue as WPOA President based on MA Chapter 180 mandate related to COVID and on the advisement of our lawyers, until the upcoming membership meeting.

Beach Closing

Due to non-compliance with COVID and Wildwood rules (limiting large gatherings, requiring wearing masks) and upon the receipt of multiple communications from troubled members about a large gathering on the Main Beach, SM called the Tolland Health Agent who then closed the beaches.

Letter to Community

After consultation with our lawyer, the Board will compose a letter to the membership explaining the need for a meeting to; hold elections, and discuss and approve the budget. The letter will explain that the voting by ballot is invalid (and that a suit has been threatened against the WPOA) and will explain why the beaches were shut.

The WPOA attorney will contact the attorney of the member threatening the suit and explain that our August elections have been deemed null and void and that we will be conducting a member's meeting to comply with provisions for voting during COVID.

Off-Road Vehicles

MA Law (while allowing ATV's to be registered) and Wildwood regulations prohibit off-road vehicles on our roads. Two were seen this weekend and the home of where those vehicles are located has been identified. The district rep will communicate with the homeowner/member, request compliance with the state law and explain that the next time they are seen on the road the police will be called.

Next Board Meeting Saturday, Sept. 12 – 9:00

11:30 Motion to adjourn and seconded. Vote: All for.

**WPOA Board of Directors Meeting
9-12-20**

Present: Board: Ginny Austin (GA), Ken Carr (KC), Michael Clarke (MC), Susan Cutillo(SC), Frank Fazi (FF), Ora Gladstone (OG), Lise LeTellier (LL), Susan Moore (SM), Doreen Oshinskie (DO), Terry Seltzer (TS)

Community: Alan Binder, Albert Lenge, Allen Liberman, Amy Massa, Andrew Corn, Beth Carr, Brad Stone, Charity Barger, Charles Higham, Chris Chase, Christine Curtin, David Bornstein, David Laks, Doryce Seltzer, Ellen Grabowitz,, Evie Adrejczyk, Greg Rota, Jane Glover, Janet Schwenn, Jay Bertin, Jim Massa, Jon Adrejczyk, Larry Erwich, Leslie Morse, Linda Guyette, Lisa Corn, Lisa Jioli, Lori Rota, Mariana Vana, Mathew Lenge, Melissa Jacoby, Michael Jacobi, Mimi Wells, Nancy _____, Pamela Diamond, Patricia Puscar, Penny Shea, Ricardo Battaglino, Rick Stone, Robert Sullivan, Ruth Buchanan, Stan Rosen, Steve Burton, Steve Strinie, Teresa Urbinati, Vivian Gufarotti

Call to order 9:10

President's comments – Good morning. Thanked the Board. Briefly talked about recent events related to the beaches being closed due to non-compliance with State of MA COVID restrictions.

Facilitator gave Zoom meeting protocol guidelines – Due to the length of agenda items, the meeting was given time limits. Timer was used.

0-15 minutes for each agenda item. During open forum each district was recognized with possible second go-rounds after all districts have had a turn.

A reminder was given that in open forum concerns are listened to but not discussed. Some items may be taken up later in the agenda or at a future meeting.

Everyone must remain respectful. Facilitator will mute those who are not able to comply.

Board members will be unmuted to allow for easy flow of conversation.

Facilitator will spotlight those talking

Open Forum:

David Laks – District 1 – Acknowledged that he was part of the group that caused closing. He would like to work with the town on a solution.

Teresa Urbinati – District 2 – Meeting started in a way that exemplifies the problem of board control.

Leslie Morse – District 3 – Wants to hear about criteria used to close the beach and plan to reopen.

Chris Chase – District 4 – Question about the path between Brookside and Path Lane.

No representatives from District 5 or 6 reported. Second-round began.

Lori Rota – District 1 – No one wants to give or get COVID. Said, we're all trying to follow phase-3 guidelines. Why are there phase-1 signs at the beach when those stipulations are no longer required as is true regarding picnic tables (the use of which is no longer restricted). Board members have accused individuals of violations that are not occurring. Members are maintaining social distancing. She accused Susan Moore of saying "I am closing down the beach". There is no limit to how many members can be on a beach.

Michael Jacobi – District 1 – Questioning and concerned that there will not be water testing.

President's opening comments

- Introduced Charity Barger, the new Administrative Assistant – She's happy to be a new member of WW in the office.
- Introduced the new Board members, Susan Cutillo, Doreen Oshinskie and Ora Gladstone

Additions to the Agenda – K.C. – Given 54 members on ZOOM Open Forum should be extended.

Motion to extend open forum by 15 min. Seconded. All approved.

Stan Rosen – Regarding the main beach, it may have been overcrowded. In the past he has called State Police who have responded. He wonders why they weren't called. Also our employees have been called for security in the past and wondered why they weren't called. If they are not willing to do security we need to hire others who are.

Mark Haruturian – We have a Ford truck with "SECURITY" on it. Why have it if it's not being used for that purpose?

Lisa Corn – Connecting Brook and Path is an important issue and should be put to the whole community. In this time of COVID unfair to have closed beaches. She wants to hear a plan for opening the beach and how the closing came about.

David Stone – Follow-up on path between Lakeside Drive and Brook Lane. Has heard nothing about that.

Why hasn't it been publicly discussed?

Vivian Gufarotti – Notice on the beach, regarding the beach closure, does not look official. Can a more official notice be provided?

Melissa Jacoby – She is always concerned about non-members or others not connected to WW coming in, especially given concerns about numbers on the beach. Board might think about enhancing security.

Greg Rota – Hired attorney because the election process went against WW's own bylaws. He accused Susan of manipulation and that the election process has been flawed since April. The President has shut down the beaches unilaterally.

Doryce Seltzer – There may have been miscommunications and misjudgments but the Board has called this meeting to discuss these issues. Positivity moving forward is needed.

Lisa Ioli – Would like Greg Rota to be allotted her time.

Beth Carr – Would like specifics on which protocols were violated on the beach and what led to shutdown.

Pamela Diamond – Put out call to Valerie Bird, the Town of Tolland Health Agent, about her closing the beaches. The Town of Tolland Health Agent closed them because it was a second violation. It was Ms. Bird's prerogative.

Jim Massa – We are new members. Struck by inconsistent, often negative and non-transparent communication. Would like to see that changed.

Minutes - July 11 - All approved. July 28 - All approved. August 15 – Frank Fazi's name misspelled. Administrative assistant misspelled- **All approved. September 3 – All approved.**

Reports

· **President- Regarding Covid 19** – has checked state protocols and they are the same as they have been. Picnic tables have to be sanitized between uses so won't be used. Distancing and mask requirements remain as they were. Group gatherings larger than 10 must be communicated to the office.

LL – clarified that the board decided to keep earlier phase guidelines in place so as not to have to backtrack later.

There was full office staffing when COVID requirements were put in place, but we lost office staff, which resulted in phase-1 guideline signs being left up.

OG– signs now at the beach are confusing and should be removed.

SM – signs were posted by Tolland Health Officer and should not be removed.

KC – new guideline numbers have changed. Outdoor numbers were increased to 100.

SM and LL – numbers were dropped back to 50.

KC - did anyone count the number of people on beaches?

SM – relevant numbers are that there can be no more than 10 to a blanket/area.

FF – specific, more restrictive rules exist for inland beaches. Numbers for groups of people are specified.

· **Treasurer - GA** – Direct deposit has been implemented. Employees are pleased. BizCloud has been newly Implemented for bookkeeping. All accounts will be brought up to date. Audrey has returned at times to help with Aug. reconciliation. Thanks to Charity who has great computer, PayChex, and general office skills.

Motion to accept Treas. Report, seconded – All approved

· **Management Report– SM** – This report is a combination of what staff and what she, the WPOA president have done. Highlights include COVID, hurricane, wind storms. By 9:00PM, the evening of the hurricane, all roads were open except the roads with downed trees. Power was lost. The Clubhouse was open (locks created a problem but was fixed by a board member. Susan's been working 40 hours/week and others have also put in many hours/week. We are very grateful we have Charity on board.

Motion to accept Management Report, seconded – All approved

New Business

· **Beach Closing – SM** – she did not close or ask that the beaches be closed. Valerie Bird, Town of Tolland Health Agent, closed the beach because state COVID rules were not being followed. Membership had been told multiple times that rules needed to be followed.

Water at beaches are tested 1/week for e coli. Neither Tolland Board of Health (nor their agent) does water testing. Wildwood does. Health dept. said that with beaches closed water testing isn't necessary.

It is the responsibility of members to follow the rules. Susan called Valerie Bird, Tolland Health Agent, to report a crowd at the beach. She did not say close the beaches. Has heard a family is falsely being accused that their birthday party was the cause.

LL – Would like to get a committee, including David Laks, to work on reversing the beach closing.

FF – Plans to go to the Tolland Board of Selectmen to see if there's a process to be able to reopen beaches. Called Valerie Bird and was not called back.

KC - said Signs at beaches should have a Tolland official seal and should indicate the numbers of the violated rules.

What is the time period that the beaches will be closed? Has read that beach permits only go from

Memorial - Labor Day. What evidence did Valerie use to close beaches? Her not returning calls makes for more mystery. He has sent an email to the WPOA board to get the WPOA attorney to approach Valerie.

SM – Thinks permit goes from July 4 to end of Oct. We can't control the signs Valerie Bird puts up or her not returning phone calls. Agrees with David Laks' suggestion that a committee be put in place.

Motion for David Laks to create a committee of 5, including board member Frank Fazi, to look into reopening beaches. Seconded – All approved.

SM – In response to Stan Rosen – Tolland health officer would determine if state police should be called.

Our security people did go to the beach, but were not effective. It is hard to get part-time minimum wage employees who will do that work well. (In response to Michael Jacobi) – Only beach area waters have ever been tested for e coli, not other areas in the lake.

KC – If Valerie never came to view violations we would likely be in a good position to appeal closings.

Motion to Create Medical Committee to address WW Public Health Concerns to be lead by Terry Seltzer.

Seconded – All approved.

10 Min. break – [For board count, Susan Cutillo not back on zoom from work.]

• **2020 Annual Meeting –**

LL - read the letter from attorney laying out 3 options.

SM – read her President's letter to the community (printed in 7/22 newsletter) including mechanism for nominating from the floor).

KC – The letter did not include the process needed to approve the 2021 budget.

SM – assumed that as with other proxies, the budget would be approved through proxy as well. If someone wants to “run from the floor” we should provide time for that to happen.

LL – our current board is valid (based on attorney's option 3). We cannot accommodate nominating committee vote virtually. That will wait until May.

LL - We thought the mail-in-ballot election would serve the same as a proxy. The board did not consider that there would be any problem with that.

SM – in 2019 the newsletter said nothing about self-nominating from the floor. That information is in the bylaws.

GA – The budget put forward to membership was approved by the finance committee and by the board. It appeared in the newsletter and in an email to all members. She has received no questions regarding the budget. All have agreed with the budget throughout the process. Suggests sending

the budget out again for a proxy vote. Budget approval ballots that came back (93 for, 14 against, 1 blank).

OG – Suggests we meet with our attorney to ascertain whether the votes held by ballot can be used so as not to have to redo the entire process through proxy.

GA – will call the WPOA attorney to find out if we can use the balloting process.

KC – given that the balloting was not done correctly, we should redo the whole election either through a zoom meeting or by renting the Tolland Public Safety Complex and have it open for the day with open doors.

OG - hearing KC's recommendation she withdrew hers.

GA – agrees that if we can get the Tolland Public Safety Complex that would work.

SM – the firehouse is said to be too small. The proxy voting will need to provide 21 days to self nominate.

FF – having attended a town meeting in the firehouse, he does not think it could be used given the numbers we would get.

SM – only 50 are allowed for an outdoors gathering.

FF – agrees with KC that a do-over makes sense allowing for proxies and giving enough time for members to self nominate.

KC – in response to concern raised about internet failing with large numbers, if we do zoom we can do call-in and failure of the internet should not be a problem.

TS – an in-person meeting will likely result in fewer people and many proxies because of COVID.

LL – in order to vote through zoom there are Robert's Rules guidelines that need to be met. Voting therefore needs to be done via proxy.

GA – if we have a meeting at the firehouse, with trucks pulled out, (allowing for around 75 people) is that doable?

SM – we'll be voting on the budget and election – allowing people to self nominate - (putting nominating committee on hold until next spring). No items requiring major discussion would be on the agenda.

LL – with the year starting up again those who worked to make the ballot happen will be busy.

Recommends, to get a feeling only, that the group present respond to the following questions by raising hands:

1) Would you be agreeable to simply doing a proxy based vote – no zoom, no discussion – (14 hands)

2) Do you feel that an in-person meeting for the elections and the budget should be attempted using facilities available (7 hands)

3) Do you want a zoom meeting - (4 hands)

TS - is it clear that a proxy meeting would be valid according to our attorney?

SM – *Motion to conduct proxy election after advice from attorney. Seconded. Approved – 9 for, 1 against.*

The attorney will be contacted. Word will go out allowing members to self-nominate (21 days). Documents will be printed (4-5 days). Date of election TBD.

LL – we are not changing our bylaws. We are conducting the election using State guidelines. (At this point, as the Zoom facilitator, and in keeping with the stated zoom meeting protocols, she gave a warning to members who were posting negative comments in the chat that they needed to stop or they would be removed from the forum.

· **CE&R, RULES and POLICIES and violations in general**

SM – we have to follow the rules. We need some basic letters for following rules.

OG – *Motion to create a board committee, with board Secretary as lead, to look at what rules should have uniform letters written for those who break rules. Seconded – All approved.*

Suggestion of some of the Rules include:

Unlicensed drivers, unregistered vehicles

Cutting wood on Wildwood property

Tents and campers being used on private property

Boats on beaches

Old Business

· **Audit**

SM – spoke with accountant who explained that we've never had an audit but we have had a review of our books. The accountant said no audit is necessary, but books should be reviewed (recommended 3 people review them). **GA** - Explained to a member requesting an audit that we were transitioning between two bookkeeping systems. All of our accounts are in balance and all monies are accounted for. Finance committee, board and membership have approved all changes. **KC** – if there are questions in a community, an out-of-house person should do the review. **FF** – asked KC if the accountant who reviewed the books last year, and will do so again this year, would be suitable. **GA** - different accountants have looked at our books over time.

LL – read the letter from the member requesting the audit. Recommends that we conduct a review now (to include our current accountant) given the current transitions. **SM** – recommends that members of our finance committee and possibly some others, review the accounts. **KC** – with Audrey leaving we're closing one chapter. Before the next (no matter which way we go) it would be good to do an audit. **TS** – do we know what the cost of an audit would be? If it's not budgeted can we do that. **GA** – Has heard it can cost between \$5,000-\$7,000. **KC** – can the accountant have a discussion with the member who is concerned. **OG** – can a smaller group meet with the member who has the issue. **GA** - there are two issues – member's request to review the 2019 budget and request for an audit.

SM – *Motion to create committee of 4 (2 from Finance committee including Charlie Higham) to review the books and if problems are found an audit would be conducted.*
Seconded. Approved - 9 for, 1 abstain.

11:45-12:15 lunch break

SM - Comments about staff leaving ought not be speculated on nor put into writing.

District Directors Comments

FF – Been getting calls asking about beach closings and has done some research and responded.

TS - Got complimentary comments about how the board's been dealing with recent issues.

LL - Has received many emails thanking us for all the board has been doing.

SM to DO and SC– explaining that this is the time when district reps report.

DO attended SP's last meeting and can respond to emails from her district.

SM – has not had a chance to distribute the names of members she has heard from to the district reps.

SC – new members on Upper Otter asked about how to connect to other members. **SM** – two ways – FB page overseen by **SM** and **Nextdoor** overseen by Jane Glover. However, these are not WPOA official forms of communication) **FF** – also the WW web site and the WPOA member phone list overseen by Rosie Campbell. We as a board neither invite, direct or endorse any sites.

KC – received many emails complaining about how the beach closings happened. Received an inquiry about a camera at the back gate. **LL** – When gates were discussed, the camera was part of it. Member inquired about large painted rocks near the main beach.

Committee Reports - SM will review the status of all the committees at the next meeting.

Forest/Trail – LL – details available in her circulated report.

Clubhouse – SM – chair wants to stay involved but resigned as head of the committee. All information is available in the Clubhouse report. Flooring is too unsafe to have members enter the clubhouse. We can ask membership to approve by proxy the early expenditure (a year in advance) for fixing the floor. If approved and the clubhouse is reopened in Jan., the re-flooring could be completed by then.

SM – motion to repair floor in clubhouse asap (in 2020) and release the funds for that from budget 2021.

Seconded. All approved.

LL - job for flooring should be put out to bid since it has been a while since that cost was investigated.

KC - issue of high humidity in clubhouse needs to be resolved before floor is installed otherwise it will warp again.

SM – while humidity may be adding to the problem, the current floor was not installed correctly (does not have a vapor barrier). She will bring the issue to Jay.

Wildwood Moving Forward

SM – Christine, Elaine and SM looked at having a management company replace operations manager and take over other responsibilities (new website, budget, help with meetings...). Three companies were contacted. Christine sent a Request For Proposal with a response deadline of 9/25. If we choose company the board will review the three and each will make a presentation to the board. On 10/12 the company chosen will be informed.

Before being hired the chosen company will have a chance to address the membership and membership will vote. **GA** – right now we have hybrid management – outsourcing paychecks (and eventually other financials) and an office administrator. **Christine Curtin** – there's a lot that had (and has) to be done to prepare for the membership to discuss pros and cons of a management company, prepare materials for the community, determine cost... A timeline for this process was established but no decision will be made without the membership. She spoke with many individuals and committees to ask their opinions on current operations and what could be done better or differently in the future. Very helpful information has emerged. Dates and deadlines were established but will have to be redone because new membership meeting date will have to be determined. The Board thanks Christine for all she's been doing.

Correspondence

· David Bornstein, shed request – **LL** asked that plot plan be held up. Back boundary abuts WW lands (which abuts the pond). 10'X12' shed, within Tolland and WW setbacks (has meeting

scheduled with town.) Needs variance because there's no other space that will work. Neighbor has no objections.

SM and LL asked specifics. **KC** – district rep. - looked at the site – there's no other place to put the shed, it won't be visible from the water, it's the site that's accessible to the shed company, it won't disrupt forest, no objections from neighbors. If Tolland approves variance we should as well.

Motion to provide WW variance to allow David Bornstein's shed request. Seconded. All approved.

SM - we all have small lots and this could set a precedent but she does not object. **FF** – David's doing what we ask of members, i.e. coming to the board with a request.

· **Campanella**, dock request – 28 Meadow Drive – town will make sure materials used are appropriate. (**LL** read regulations.) ***Motion to approve application. Seconded. All approved.***

· **Bill Magni**, request to purchase septic land – 50'X75' feet. ***Motion - If he comes to the board with the request, the board will approve. Seconded. All approved.***

· **Teresa Urbinati**, Request for Records. Audit request – see July 11 meeting minutes – **SM** as stated we will conduct a review first. **GA** is pulling together all requested 2019 records pertaining to reserve funds and will discuss with Teresa. Reminder - this was the transition year in bookkeeping.

· **Lakeside Drive/Brook Lane**, Stone and Lenge correspondence. **SM** – there was discussion about opening up a paved emergency-driving lane between Brook and Lakeside, for emergency vehicles. Fire companies requested the breakaway pathway. It would be closed to traffic but could be used for plowing in winter. There are several dead end streets that could be opened in the same manner but this is the one of concern. Talked about the need to meet with people on that street. Spoke with an attorney. Vote was taken but the decision was withdrawn because there had not been adequate discussion. ***Motion to table discussion to future date. Seconded. All approved.***

· **Urbinati**, regarding report to States Attorney General/Open Meeting law, use of executive session –

SM – state/municipal form was filled out to report the WPOA president to the Attorney General for excessive use of executive session. **SM** explained that the board votes to go into executive session only when needed.

LL – doesn't believe we used executive session very much. Looked at past minutes and it has been used appropriately. **OG** – what's the current status of this complaint? **SM** – seems to be dead. **TS** – what have legal services costs been to-date. **GA** – approximately \$2,000. Any additional costs will be reconciled.

Executive Session – no need for executive session.

Open Forum

SM – thanked David Laks for owning his part in the beach closings. We are doing our best (especially **herself, GA and LL**). Hopes other board members will step up to help. **FF** – will be very happy to help and share in the work but does not want to do it instead of **SM**. **SC** – has there ever been an “on-call” system where board members are “on” to answer questions and act as “1st responders”. **LL** - that’s the role of the district reps. **SC** – that’s for our districts, but what about for other needs like for emergencies on the beach.

LL – when we discuss how we’re going to be managed and what to do about security, the idea of different board members being “on” should be part of the conversation.

Jay Bertin – Daughter is scheduled to get married 10/10/20 and is hoping to get married on beach (and is hoping not to have to postpone until next year. What must they do to allow it to still happen?

SM Motion– *this has been a long-time request. Asks that the board approve so they can bring it to the Board of Selectmen. Seconded. All approved.* The family will speak to town selectmen next week.

Lisa Corn - Asking again that the election be proxy by mail. Found this meeting useful because of inclusion

of members. If we do it completely by mail how will nominations take place? **SM and LL** – answers are in newsletter and in bylaws.

Teresa Urbinati – Anything I ask for or addressed is not personal, but to the board. Our past property managers had varied schedules so that one was always on premises. Decision was made to put them together on Mon.– Fri. When changes are made decisions should be re-evaluated. Recommends that the board look at how things have changed and the repercussions of not having staff every day of the week.

Andy Corn – Would like to know how people can get on nominating committee and understand details of that. Would like to add an “Other Voices” column to WPOA newsletter. Thinks all board members should be able to be seen during zoom meetings.

David Stone – Agrees with Andy that board should have their videos on. Is disappointed in how the meeting was conducted. In response to **SM** saying staff should not be criticized, thinks members should be encouraged to give all feedback, negative or positive, and should not have to do so in writing.

Al Lenge - His home is at the start of Brook Path near Lakeside Dr. When first heard that Brook would be paved to connect with Brookside called initial developer of WW who said that Brook Lane and Brookside were deliberately kept separate to prevent traffic going around the lake. Anne Stone and he have hired a surveyor about it having been deliberately laid out as it is now. As to the issue of fire and police not being able to get through – he drove around and counted 16 other streets that cannot be driven through. Other lakes where he has spent time generally have roads that go around the lakes and it changes the nature of those lake communities as it would here. Even if temporary, the decision to pave must be openly discussed.

Lori Rota – There has been a lot of turnover in the community. Many may want to participate in leadership. The nominating committee process should be looked at with an eye to expand involvement “meet the board nights” to make for an open process (impression “out there” is that it’s a closed/stacked process). If we want community to feel that it’s open and fair, the nominating committee should not create a list. Interested members should have chance to use the newsletter to present who they are and why they’re interested in serving on the board.

LL – As a board member she has responded to emails. Bylaws would need to be changed to allow for changes in how the nominating committee is chosen and this cannot be done during COVID.

SM – The nominating committee is 4 people, 2 are new each year. Members vote for 2 new people they want to see on the committee. They are given the phone list for all of WW, split into 4 districts, and the committee attempts to reach each person in WW. Articles are put in the newsletter. The list used to include more than one candidate and she encourages the committee to include more than one for each position.

FF – Remembers things as the opposite – nominating committee used to put up just one name and then bylaws were changed to say the nominating committee would come up with **at least** one name. **SM** knows this year they only came up with one name.

Lori Rota – Still believes people do not know how to get involved. With everything going on this year more people are more likely to want to be on the board. More should be done to get people interested, excited by finding more ways to get people involved. Another upsetting thing was that the ballot vote was not confidential. **LL** - Proxies are also not confidential.

GA – Her being on board experience: - she volunteered as interested in being a District Director. Nominating committee members said that the District Director was in place and asked her to be the financial person. She therefore stepped up for that. In the next election she ran against someone else.

Motion to adjourn 3:00. Seconded - All approved.

WPOA Board Meeting

11-14-20

Board Members Present: Ginny Austin (GA), Ken Carr (KC), Susan Cutillo (SC), Marcia Eveland (ME) (following approval as new Vice President), Frank Fazi (FF), Ora Gladstone (OG), Lise LeTellier (LL), Susan Moore (SM), Doreen Oshinskie (DO), Terry Seltzer (TS)

WW members on call 23-28

Call to order – 9:09

Open Forum - 15 min. limit

Richard Forte – Needs password for WW Members Only section of Website. FF will send.

Chris and Stan – Asked whether a conversation about the connection between Lakeside and Brook will

be discussed. SM - It is not on the agenda for today.

David Stone – Would like acknowledgements of letters sent to the board.

LL – letters should go to the person's District Director.

Richard Forte – Would like to execute a lot "land swap" with WPOA.

SM – request must be sent as a letter to the District Director.

Minutes :

1) 9/7 – corrections/changes in wording:

Spelling change – suite to suit.

"SM will continue as WPOA President as per MA Chapter 180 mandate related to COVID."

Beach Closing – change Health Commissioner to Health Agent, then "who then closed the beaches".

Off-Road Vehicles – change District Rep. to District Director, then "...State law and WPOA regulations."

Letter to Community – change SM to The Board

Motion to accept changes – All approved.

2) 9/12 – Motion to send OG changes. Once incorporated, Board can approve. All approved.

3) 11/1 - OG will resend minutes draft with questions to SM.

Reports

President – SM - Focus has been on the potential of entering into a contract with FSR.

Treasurer – GA will send Oct. Budget to FF to post to WW Website.

Quickbooks does not carry over balance in the budget reserve. Therefore if a deficit appears it is because

the reserve amount is not reflected. Ability to reflect the reserve is being worked on.

Employee training refers to Jeff's Hoisting License.

SUTA refers to a State Unemployment tax.

For October all expenses are recorded including road work (largest expense).

The land assessment was finalized in May 2020.

Membership approved \$7500 from the Land Acquisition line item for a down payment and another

\$7500 for any other expenses related to the purchase. Only \$853.65 was needed. GA proposed that

the BOD put \$6,646.35 back into the Land Acquisition line from the General Contingency. New

General Contingency amount is \$28,326.65.

GA asked the BOD to approve the roll over of a 13-month CD to a 6-month due to interest rates.

Both changes were accepted.

Ginny, Charity and Susan Gagnon have worked to prepare member invoices. Almost all are ready to go.

They will be sent with the stickers... that are standard.

Motion to accept Treasurer's Report – All approved.

Manager: Motion to accept managers report – All approved.

New Business

Appointment of new Vice President – to take the place of Michael Clark who is no longer eligible due to his no longer owning WW property.

Marcia Eveland is recommended and, if confirmed, has accepted. LL: At least 5 other WPOA members

were suggested and called. All declined.

KC – would have preferred that an email blast had gone to the whole community.

FF – the board is charged with filling vacant positions.

LL – the time to suggest that a blast go out was when the board was asked for recommendations.

Motion to appoint Marcia Eveland – All approved.

Pond Management – a conflict arose between our employee and the Chair of the Pond Committee as to when lowering the pond level should begin. Our maintenance employees have to make daily decisions on pond level management.

FF – It is clear that Chairpersons of committees must bring concerns to the Board not to WW employees. The board affirms that committee chairs bring issues to the Board.

Old Business – none.

District Directors:

LL – concerns raised regarding connecting Brook and Lakeside. LL recommends that when the time comes for a discussion, the community will get direct communication about a 1-issue seminar meeting at which time all concerns will be heard. The issue is currently tabled. The meeting will not happen before '22.

DO – questions regarding property management.

TS – questions regarding property management and Lakeside.

KC – questions regarding property management and phone call following the proxy meeting.

FF – questions regarding property management.

SC - concerns about trail between Upper Otter and West Otter and management company.

Committee Reports:

Public Health – TS – Were asked for counsel of management of disinfecting the clubhouse. Sent members information about equine encephalitis and new MA COVID regulations.

Reopening the Beaches – David Lax not present – report by FF who attended a Tolland meeting and asked that they consider reopening the beaches. While he never heard back the beaches were soon reopened. The question was posed about the continuation of the committee given reopening of the beaches. Frank suggests that it not be continued.

SM – Valerie was contacted by a member (who has requested anonymity) who asked to reopen the beaches. Valerie agreed.

Motion for SM to charge the Reopening Beaches Committee to adopt a new designation as Ad hoc Beaches Committee. The committee will review all WW bylaws, rules, procedures, public health regulations, COVID guidelines and board responsibilities, to see that all Town, State and Federal Laws are complied with.

FF requested not to be on that committee.

Motion to accept new Ad hoc Beaches committee designation – 9 for, 1 against.

Trails – LL - Forest Management Committee is working on improving a section of our forest for the NE Cottontail.

Wants permission from the Board to approach the Conservation Commission, so WW can create additional bridges, boardwalks and expand trails. Is requesting funds for NO TRESPASSING and NO ATV signs installed to protect our lands. Advocates that dead trees not be removed as they're vital for forest ecology.

BOD questions and concerns:

SC and KC - concerned about some expansions (especially those connecting or adjacent to Granville State Forest trails).

FF - will the bridges, etc., change our tax status under the land use requirements? LL: No as they're part of our trail system.

How will the board of assessors review this expansion?

Bridges and liability - LL - we already have bridges. It would improve the liability stance. Bridges, boardwalks and trails will be safer.

Are we maintaining the bridges? LL- Yes.

GA – concerned about another access point to WW. LL: the access is already there.

ME - Expanding one walk would allow for entering a bit into the swamp!

LL – Only exploration at this point. Requesting permission to represent WW before the commission and report back to the board. [All documents in LL presentation attached to the minutes}.

FF - Motion to give LL permission to gather information to bring before the board including costs. – All approved.

Wildwood Moving Forward

Christine – Proxy vote language is being prepared so that it is ready if the BOD agrees to move forward with a vote on FSR.

Contract – being reviewed by BOD and is with the attorney (not ours because of a conflict of interest).

Charlie Higham has done a high level analysis of the 3 FSR fees. Necessary funds are in the budget.

LL and Christine went over 2021 budget to identify hard savings, re: decrease in salary for ops manager due to changes in the position description and not re-staffing the Admin Assistant position. They did not look to reallocate monies from other budget line items as that should be up to the Finance Committee.

Christine thought the information Charlie Higham provided would be adequate, but members of WW want side-by-side comparisons. GA and the committee will work to make that happen.

At the July BOD meeting 3 management options were discussed: 1) replacing Audrey 2) replacing Audrey and outsourcing some functions 3) hiring a management company. While the entire 2021 budget does not need reworking, the Finance committee will review and reallocate funds as needed. The community will be shown the new budget.

Comparison Document: (near completion) will indicate how technology will be optimized, how communications will flow, website, role of the board, support of the board, how payroll and benefits administration will be managed, property maintenance and projects, overall administration and office operation. A document that explains all the above will go out with the proxy vote.

The second of two community meetings with FSR will take place later today.

The RFP, project timeline, 3 major communications to community, and all other documents have been posted on the website.

GA – Timing needs to allow the finance committee to complete budget review/reallocations - committee can make recommendations but BOD will have to approve that. Within this week the finance committee will meet and get the information to the board for approval to include the new line item. Some projections will have to be made as to what surpluses might be available at end of year.

Christine – Deadlines can be moved a week later to accommodate the needs of the Finance Committee etc.

Correspondence

A request has been submitted by a member to examine books, time cards, daily log, incident log and maintenance log from 1/1/19-9/30/20.

A concern about people driving through a right of way on West Otter – i.e. the 2 connecting Otter roads.

Continuation of Lakeside Drive to Brook Lane issues.

Concern regarding who will handle all current communication from members

SM – there are many concerns, i.e. tractor on right of way, need for outside audit, security needed on weekends, abundance of new security cameras, new gate to maintenance shed, light shining on pond from Main Beach, board signatures needed on letters, members-only section on website, Nominating Committee issues, virtual meetings, property management company... These will all be worked on. Charlie Higham suggests that until there is a new operations manager in place, only necessary and emergency operations will take priority because of overload on board volunteers.

The BOD still needs to acknowledge letters and requests by responding to members.

KC - suggests that Charity create a log that lists all requests and communications from members requiring responses but that the district directors will be responsible for those.

Motion made that until we have a seated and oriented operations manager in place, the board will only be responsible for necessary/normal operations and emergency operations and that incoming correspondence from members will be directed to District Directors. Approved - 6 for, 3 against, 1 abstention.

The board met in executive session this morning to begin a review of the FSR contract. That will continue at a further meeting.

Further concerns with FSR becoming our potential management company will be discussed when FSR contract is further reviewed.

Open Forum –

Teresa Urbinati – asks that her concern be considered. If we use money from the 2021 reserve line items other than General Contingency, we essentially put ourselves in debt because we will have to pay it back to maintain the schedule for replacement/projects. There will be no increase for 2021 but taking from the reserves (other than General Contingency) could increase the budget significantly for 2022. She suggests that The proxy should state: reallocate money from Operating Expenses and the General Contingency line item of the Reserves budget. This limits the impact on succeeding budgets.

SM – This concern will be turned over to the Finance Committee.

LL will send Trail Committee documents to Ora and Frank for inclusion in the minutes.

11:35 Motion to adjourn. All approved.

**WPOA BOD Meeting
11-22-20**

Board Members Present: Ginny Austin (GA), Susan Cutillo (SC), Frank Fazi (FF), Ora Gladstone (OG), Lise LeTellier, Doreen Oshinskie, Terry Seltzer (TS)

Community members present: Denis DiLallo, Teresa Urbinati

6:32 Ginny Austin called meeting to order

Open Forum – no comments

Resignation

GA – 3 resignations have been submitted. [Resignation letters attached].

TS - What's going on? (References were made to the resignations letters.)

LL – Not willing to move on until we discuss accusations of lack of transparency.

FF – Displayed minutes from 12/09 Annual Meeting that including an attachment showing a resignation from a board member at that time. Commented that these resignations are a travesty.

LL – Since March, when the board had to start dealing with repercussions of COVID, members of the community initiated unfounded attacks that were primarily about personality clashes. We have provided an unprecedented level of communication to our members. We are working to do the best for our community. We have taken the questions from the community seriously and have done our best to respond. We have pushed board members beyond their capabilities. The questioning of the board that is going on is unjust.

GA – It was new territory to the board when our Administrator of very long standing left adding a high level of responsibilities to general board members

Motion to accept resignations of Ken Carr, Marcia Eveland and Susan Moore.

Seconded. 6 in favor, 1 opposed. **Three resignations accepted.**

Filling the positions

GA – While the by-laws indicate that the board is responsible for recommendation to fill vacated positions, it was recommended at a past board meeting that we put out to the community that there are 3 positions open.

FF - Article 6, section 1. The by-laws indicate that the board is to appoint, by majority vote, replacements.

GA – Once we have nominations the board will vote in Exec. Session and majority vote will win. She proposes that an email blast go out to the community.

SC – We should not include the resignation emails with the email blast. All agreed.

GA – Requesting that Ora compose the email blast, indicating that Director of District 3, President and V.P. have resigned and we request that anyone interested in self nominating submit names to the WW office, ATTN: BOARD OF DIRECTORS, and that a sentence or two is welcome as to why they would be well suited for the position. Letters must be received in the office by Wed. 12/2.

TS – What about those without e-mail.

GA – Since the board is charged with appointing replacements, there is no need to go beyond an email blast.

OG – Motion to compose a letter to the community announcing the 3 resignations, asking for self-nominations and stipulating that the nominations will be considered by and voted on by the BOD to fill said positions. Seconded. Motion passed unanimously.

Finance Committee

GA - The recent meeting was very well attended and there was a good discussion.

Latest P&L was available.

The committee unanimously suggested that the following motion be passed by the board:

Motion from the Finance Committee - If a PMC is approved by the membership, the following will occur: a line item will be added to the 20-21 budget for management fees. The saving from the salary in the 2020 budget will go into that line. In the 20-21 budget, the administrative assistant salary and the monies remaining in the operation managers salary, after hiring a site manager, will be moved to the new management fee line. Funds from the general contingency will be used if needed. Motion seconded. Approved – 5 for, 1 against.

FF-This does not become an issue unless membership votes to hire the management company at which time the membership would have to vote to also accept the budget allowing for the new line.

GA – In addition to the salary surplus, other savings (electricity, heat...) would go into the contingency (which we still want to continue).

TS – Still has concerns that we're talking about moving the budget forward before the board has agreed on FSR. And, while the Finance Committee has agreed to the line it is not clear that the committee has seen all the financial information.

GA – When the RFP went out (which included contacting other management companies) it was very seriously taken up. Three companies were contacted. Two dropped out and FSR provided thorough information on what were seeking. We will be paying for their knowledge and support. A member of the Finance Committee feels that a management company might be just what WW needs to bring everyone together. Nothing is perfect but a great deal of work has been done as far as references, looking at multiple companies, all the work that Christine Curtin has done...

DO – Asked for clarification of the intention of the Finance Committees proposal.

GA – The wording allows for different contingencies including possible self-management.

TS – This motion will have to be put before the membership.

WW Moving Forward status

Terry moved that we go into Exec. Session. Seconded – All approved

Board meeting resumed

TS –Al Lenge is interested in being part of Security Committee. Suggested that he call Jean Armitage, head of that committee

FF-Beach opening committee will require a new Board Liaison. **Doreen has volunteered to be the new Board Liaison** and will contact David Laks.

OG will write-up email blast asking that any WW member interested in running for President, VP or District Director submit their name and a short note as to why they believe they would be right for the position and that the person does not have to live in the district.

OG will compose short letter thanking Susan Moore for all her work.

FF-Motion to adjourn. Seconded. All approved. 9:20

**WPOA Board Meeting
11-29-20**

Present: Ginny Austin(GA), Susan Cutillo(SC), Christine Curtin(CC), Frank Fazi(FF), Ora Gladstone(OG), Lise LeTellier(LL), Doreen Oshinskie(DO), Terry Seltzer(TS)

RC – 191 South Village Rd.

Call to order: 7:06pm

Open Forum: no items

Motion to put on hold approval of past meeting minutes for next regular board meeting allowing Ora and Charity to go through past meetings and check on what has and has not been approved. Seconded. All approved.

Committees:

FF - CE&R committee not listed on Committee List Charity distributed. Needs to be included.

LL - Not all members of the Forest Management committee were listed. They need to be added.

GA – Need to have pond committee liaison. SC-has volunteered and needs to be listed.

Revisit Dock replacement request after learning of the intent for below pond soil surface excavation:

GA – the request was approved at the large, long and complex members zoom meeting. GA has sent all the communications to all board members. The Campanella's have provided all the requested information and have been approved.

FF - Motion to not impeded the completion of the project. Seconded.

Discussion:

TS – Was there an indication that “the same materials as before” would be used?

LL and GA – On the only documents found it indicates nothing about materials.

TS - On a map he found there is some indication about same materials. **GA** – That's only indicated regarding the dock. **TS** – Then we approved the dock but not the footings. **GA** – we did not ask for the complete information on all materials for all components. It was a missed step that we didn't ask for specifics on materials other than the dock. **LL** – as Kollol said, they are making it a permanent footing and this is the first time anyone will be building a dock in that way. **OG** – has anyone asked if they would reconsider? **GA** – It seems that they are presented the proposal from the town and WPOA but **TS** continues to state that we approved the dock.

GA – They fulfilled everything they were asked to do. **SC** – is the issue that they didn't specify the footings or not. **LL** – this will be precedent setting. **GA** – no one from WPOA attended the town meeting on the 24th. Had we been there we could have objected to the construction but given that no WPOA representative was in attendance we lost the chance to object. **LL** – Until now all WW

members have installed the same basic type of structure for docks. We have never allowed excavating the pond floor. **OG** – if there aren't more details, do we bring this issue to a vote? **SC** – feels strongly that this is a problem because it will be precedent setting. **TS** – if we need to get a cease and desist we should do that. **FF** – if this is precedent setting what would happen if the next time the request was made and we opposed the member with the request? **SC** – the member could get a lawyer to indicate that the precedent was already set.

Vote – 5 opposed, 2 for.

LL – Motion to give the Campanella's permission to replace their dock to the size and location previously approved without excavating into the pond floor or sinking any form of footings. Seconded. 5 for, 2 opposed.

FF - will contact the Campanella's and explain that they can go ahead according to the motion past.

Vandalism

GA – thanked FF for stepping up and helping last night.

FF – tried contacting Tolland Police but they are not available over this weekend. He will get in contact with them and indicate what occurred and will ask them to investigate. He is concerned about the emotional stability of the vandal. If the Tolland Police will not follow through he will contact the State Police. **DO** – following up on what FF has done, asked if the District Directors should send the information to their district memberships. All DD's will follow up with their districts modifying FF's message as they see fit.

Communications

GA – with so much happening we need to be able to rely on DD's for getting out information to their members. **LL** – will take on District 3 until a new DD for the district is appointed.

Motion to leave general meeting and enter Executive Session. Seconded. All approved.

REGULAR SESSION - 8:35pm

GA - Open positions information is going to Charity. Will coordinate with Christine so perhaps we can have one meeting to handle

TS – Motion to adjourn. Seconded, all approved.

**WPOA BOD Meeting
12-6-2020**

Board Members Present - Ginny Austin (GA), Susan Cutillo (SC), Frank Fazi (FF), Ora Gladstone (OG), Lise LeTellier, Doreen Oshinskie (DO), Terry Seltzer (TS)

Community Members - Ruth Buchanan, Peter Cirelli, Andrew Corn, Allegrina Disanti, Lisa Ioli, Stan Rosen, Lori Rota, Teresa Urbinati

GA - Meeting called to order 7:33

Open Forum:

Teresa – Asked that the agenda be shared. Ginny – There is no agenda. We will have updates on WW Moving Forward and fill the board vacancies,.

Stan – Will selection of new board members be conducted as part of the general meeting or in Executive Session. Ginny – Exec. Session. Teresa – why, given that Marcia Eveland's appointment was not in Executive Session. GA – we have multiple people for each position this time. Teresa - this would be precedent setting. Appointments have not been done in Executive session in the past. GA – asked Frank about Roberts Rules. FF – Doesn't know about the rules but if we can have an open discussion we can do it openly. TS – when the nomination committee chooses candidates it is done privately. Appointments will be done in Executive Session

GA– anything more for the agenda? LL – adding Woodchuck Hollow.

Approval of Minutes – OG just sent many minutes. Advises holding off on approval until a regular board meeting (January). All agreed.

Updates

Clubhouse Floor

GA – Replacement of the clubhouse flooring is moving forward. Charity and the maintenance staff are preparing the space.

Woodchuck Hollow

LL – Report of stolen wood-splitter by member led her to reach out to the board. Charity was able to pull files to indicate whether the appropriate forms have been pulled. The owners have not communicated with anyone in regard to the building project. FF – had heard that building was

planned but did not know that building has begun. LL – Without having a manager it's not clear who would have known and questions what the role of the Building Review Committee. GA – Will follow-up and will speak with Charity tomorrow

Dock – 28 Meadow

TS – While he has not heard back but from the owner, he did speak with her and anticipates that she will comply with our Rules and Regulations. GA will follow-up.

Vandalism of Laundry Room

FF – Contacted Tolland police chief Ed Deming. Video and email were too large a file and didn't go through so FF did not hear back. Contacted Chief Deming again – has not heard back since. Charity can show the video in the office if the chief comes by. LL – When do we go to State Police. FF – Thinks the next step is Board of Selectmen to indicate we have not heard back. He will try again tomorrow. SC will provide FF with Chief Deming's cell.

WW Moving Forward

Andrew Corn (AC): 1 hour meeting was held with Christine (CC), Ken (FSR) and himself. Because of extent of questions and issues, a 4-part breakdown has been created. The primary missing element in the contract is performance review of the OM and the 2 maintenance employees. FSR seems to be "nickel-and-diming" us on many fees that could add up. AC and CC enumerated to FSR concerns that FSR will investigate. Our list of questions has been turned over to FSR. The group will meet again Wed. 12/9 leaving enough time for FSR to review what was sent. FSR was open to listening and indicated that they will come back with responses that recognize the way in which our community is different from almost all their other properties (10,000 in N.E.). FSR was not expecting our level of detailed questioning. The board thanked Andrew for all his work.

GA – Hopeful that things will be concluded soon.

AC - Feb. 1 new date for FSR to be up and running if we contract with them. FSR will need a two weeks start-up time.

GA – any other issues? (None raised).

Teresa – (Regarding deciding on appointments in Exec. Session.) There is no voting done by nominating committee. This is a different scenario.

List of self-nominees:

For President – Stan Rosen and Teresa Urbinati. Teresa withdrew her name.

For Vice President – Ken Carr and Frank Fazi

For District Director – Peter Cirelli, Doris Shandell – District 1, Jim Shea – District 3, Deborah Wagner – District 6, Karen Mernoff – District 5. Doris withdrew her name.

LL – The board is not mandated to choose from those who have self nominated.

GA – We appreciate those who have considered the positions and stepped up.

OG – move to enter executive session. Seconded. All in favor.

GA – Do we need to vote within Executive Session. FF – We can vote either in or out of Executive Session.

Executive Session begun.

8:35 – Motion to leave Executive Session and re-enter General Board meeting. Seconded. All approved.

General Board Meeting resumed.

In executive session the following people were appointed to vacated positions:

President – Stan Rosen

Vice President – Frank Fazi

Director District 3 – Jim Shea

Director District 6 – Deborah Wagner

FF – Will ask Charity to send email blast Wednesday 12/8

OG – Will email all self-nominees Tuesday 12/7

GA – Requested that Stan or Ken take on Woodchuck Hollow construction issue

FF – Will take that on and inform the new owners of regulations, CE&R restrictions, etc.

LL – For future meeting – there will need to be an addition to bylaws, rules and regulations, and policies and procedures to clarify dock restrictions.

Did we charge Teresa .65/page/copy? GA – She was charged for copies related to the land. She did not request documents

8:48 Motion to adjourn. Seconded – All approved.

LL – If Stan needs help setting up zoom meetings she is willing to do that.

WPOA BOD Meeting Minutes
12-13-20

Board Members Present - Ginny Austin(GA), Susan Cutillo(SC), Frank Fazi(FF), Ora Gladstone(OG), Lise LeTellier(LL), Doreen Oshinskie(DO), Stan Rosen(SR), Terry Seltzer(TS), Jim Shea(JS), Deborah Wagner(DW)

Community Members: Jean Armitage, Charity Barger, David Bornstein, Ruth Buchanan, Rosy Campbell, Susan Chan, Christine Curtin, Denis DiLallo, Joanne Fletcher, Jane Glover, Marc Goldenberg, Lisa Ioli, Kollol Pal, Sandy Pancrazi, Allen Liberman, Millicent Schacher, Steve Strinie, Teresa Urbinati

Call to order: 1:10

Open Forum:

Jane Glover – Property Manager Companies (PMCs) aren't to be trusted. Her daughter is a lawyer presently engaged with a case where a PMC embezzled \$100,000. PMC's are not accountable. They look to make a profit. FSR is not licensed and is not registered in MA. They're associated with Accredited Community Management, registered in FLA, where there she's found 4 complaints (in last 5 years) against them. They aren't accredited by the BBB. The company Jane's worked with (in business since 1967) has had no complaints. Managing WW does not seem terribly difficult. Given Charity's work with us already and her background and abilities she, along with some outsourcing and help, should be able to do the job. Jane would willingly help Charity.

Millicent Schacher – In WW for 40 years. Has been active on the board. Has a background including some of the management kinds of tasks involved in WW. Couldn't we find WW members who could help with the management? We've run nicely for a long time and would like to see that continue.

Opening Comments:

SR – 30 year resident of WW and is looking forward to working as Pres. over the coming months until the election at the next member's meeting. He's been a board member and 8-10 years ago when he and Andy Corn came to the board with concerns about the ponds and was largely responsible for protecting the ponds which are very important to him.

Jim Shea – new Board member - in WW since 1973 - season resident. Background - fire department in Windsor, career at Bradley, EMT and paramedic. Is a member of the WW Safety Committee. He wants to expedite responses of emergency responders.

Deborah Wagner – new Board member - **in** WW since 2002. Happy to be on the board. Like's what WW was founded on.

Reports:

President – (see opening comments).

Treasurer – Nov. report will come out Dec. 15 and will be available on the website. A blower was purchased. Budget is in line. PAYCHECKS is working well. She's working on updating signature cards at Berkshire Bank with new board members.

FF - Motion to accept Treasurer's Report. Seconded, All approved.

Management – Charity – Normal maintenance is happening. Stickers are coming in. Pledges are coming in. Pond drawdown to normal levels... (details available on attached Management Report and on WW Website).

OG – Motion to accept Manager's Report. Seconded. All approved.

LL- Requested copy of report. Charity will send it to her.

New Business:

Old Business

WW Alternative Moving Forward Report

Andrew Corn(AC) and Christine Curtin(CC):

Discussion on FSR Approval

District Directors

District 1 - LL- Letters still coming in appreciating Susan Moore and other small communications.

District 2 – SC – (off call now - at work (on call on and off)

District 3 – JS (has not been told about reporting on district communications)

District 4 – DO - Echoing Lise's report

District 5 – TS – member wanted to see FSR line-by-line financial analysis and other concerns about PMC.

District 6- DW – some nice welcoming notes and comments from district members.

Committee Reports

Public Health – TS - Current MA restrictions. People must be home 10pm-5am. No gathering outside of own home pond. 50 people public gatherings. Masks required outside. If you come to MA from elsewhere you must quarantine for 14 days. If you arrive from anywhere other than Hawaii you must fill in a form through mass.gov.

Open Forum

Kolloi Pal – wants to confirm extent of drawdown because 6' was not what the Pond Committee recommended. **SR**- Understands that the drawdown was moving to that level and that issue was being taken care of. **LL**- Looking through notes saw that initially the drawdown was 4'.

Andrew Corn- Googled security cameras and did not see any over \$400. **FF**- the \$1,000 includes installation and maintenance. **SR**- Should check with whoever we've talked to as to why the camera would be close to \$1,000. He checked with Paychex and while some of their thousands of clients are not completely happy most are pleased with them. **Millicent** - thought we were going to be finding out more of what FSR does. As that is not happening on this call, please send those details to the whole community. Is there the possibility of a September open meeting now that the vaccine will soon be here? **SR**- There will be an open forum for the community and the community will be asked to vote. **Millicent** – the announcement about this meeting indicated there would be discussion of FSR. **LL**- it was a mistake in communication. **Teresa Urbinati** - Also understood that there would be an open discussion about FSR. What line item was leaf blower under – (GINNY WILL SEND). Joanne Fletcher – has own in WW for 53 years. Why can't we go back to the same system we had when Audrey was here now that we have Charity. Her husband was very involved on the board. Seems that Charity is doing a very good job and could fill Audrey's position well. **Jane Glover**- E-mail blasts have only been available to the Board. She is requesting that the email blasts be open to the whole community. **SR**- We will take that into consideration. **Steve Strinie**- Regarding vandalism. Thinks it's pathetic and appalling that a member off WW committed this atrocity. There will likely be replacement fees and lawyer fees and we can hopefully recoup some of these funds and move on.

FF - Motion to move to executive session. Seconded. Approved.

TS- Move to exit executive session. Seconded. All approved.

GA- Motion to adjourn. Seconded. All approved. 4:05

Management Report

Submitted by: Charity Barger

November – December 10, 2020

Administration

- Payments for 2021 dues are coming in nicely, many took advantage of the 2% prepay discount.
- Car and boat stickers have been ordered and will be mailed in the first quarter of 2020, if paid in full. Installment payers upon the 3rd payment.
- Dumpster scheduled to be dropped off on Monday, December 14, so that work can begin on replacing wooden floors in Clubhouse. The work is estimated to take up to 2 weeks.

Ponds

- Pond drawdown to the normal 6-foot mark at Cranberry Pond has been completed. Otter Pond drawdown to the normal winter level is completed. Annual coffer dam gate valve inspection was completed. Everything is in good working order.
- The pond levels are monitored and adjusted as weather dictates the need.

NOTE – the gate is closed to a weep which is what the DEP guidelines state for the environmental health of downstream habitat. FYI: Water is continually flowing out for that reason. Even though we have met the necessary goal, the gate valve is still adjusted throughout the winter season.

Roads

- Cleared culverts and removed roadside gravel in many locations after heavy rains.
- Winter sand and salt was received for the season.
- Downed trees/branches from heavy windy rainstorms were taken care of.
- Filled pot holes in many locations.
- Plowed and sanded roads as needed.

Grounds

- Fall cleanup of common areas was completed.

Buildings

- Public Water samples taken by Housatonic Basin Sampling Company and all results are within normal range.
- Weekly fuel levels are monitored and recorded throughout the year.
- Changed water filters in laundry and clubhouse, annual routine.
- Cleaned out ditches around workshop for proper maintenance of drainage system.

Equipment

- Purchased blower as scheduled for \$14,337.73. Being delivered on December 15, 2020.
- Normal routine maintenance was performed on equipment as needed.
- Weekly gasoline/diesel levels are monitored and recorded throughout the year.
- Prepped all trucks for winter work.

Road Work

Roads are continuously being reviewed and prioritized for in-house repairs and drainage issues, the weather, safety concerns and conditions dictate these priorities.

WINTER REMINDERS

The Tolland Fire Department asked that we remind you that parking is not allowed along roadsides in Tolland during the winter. It is particularly important that we observe a parking ban in Wildwood where our roads are narrow, and many are dead end. You should plan to have your driveway plowed and you may not park on the roadsides.

Drive Cautiously During winter the roads in Wildwood will narrow as the plowed snow banks grow and ice coats sections of the roads as the snow melts and refreezes. Driving within the **15 mph limit** will make it much easier to stop, no matter what the road conditions. We don't have stop signs at intersections, so please slow down and look for approaching traffic. Expect to meet oncoming traffic at intersections and coming around bends in the roads. And keep alert for our snow plows. Remember, we sometimes must plow on the opposite side of the road! **Please be sure to park off of the roads and remind your neighbors and guests to do the same!**

NO SNOW on Roads Please remember and also remind your contractors that it is against the law to leave snow on the roads while plowing or snow blowing your driveway. Tolland Snow Removal By-Law *"No person, other than an employee in the service of the Common wealth or the Town of Tolland or an employee in the service of an independent contractor acting for the Commonwealth or the Town of Tolland, shall pile, push or plow snow or ice into roads so as to impede the flow of traffic on such way. Whoever violates this by-law shall be punished by a fine of not more than one hundred fifty (\$150.00) dollars.*

General Board/Proxy Meeting 12-20-20

Present BOD: Ginny Austin(GA), Susan Cutillo(SC), Frank Fazi(FF), Ora Gladstone(OG), Lise LeTellier(LL), Doreen Oshinskie(DO), Stan Rosen(SR), Terry Seltzer(TS), Jim Shea(JS), Deborah Wagner(DW)

Members: Alan and Cheryl Binder, Allen Liberman, Nancy Schmitt, Steve and Elaine Strinie Teresa Urbinati

Agenda: Vandalism

Proxy

SR – Called meeting to order – 11:34

Asked for questions

Nancy Schmitt – Feels that more materials should be sent via mail to members.

LL – Next General Board meeting is January 9.

SR – **Motion to move to Executive Session. Seconded. All approved.**

SR – **Motion to exit executive session. Seconded. All approved.**

LL – She will send the WPOA Stand #1 Conservation Wildlife Enhancement Logging contract, that's been submitted to the Forest Management Committee, to Stan for him to look over.

FF – Will speak with Charity about the police/vandalism matter.

FF – **Motion to adjourn. Seconded. All approved. 1:00pm**

Attachment: Guidelines - Holding Direct Proxy. Proxy Ballot for 1-16.

Holding a Directed Proxy Vote Meeting

Proxy will be sent out with a minimum of three weeks' notice

Proxies must be received by a minimum of one day before the meeting

Proxies holders and tellers will be meet at the clubhouse to formally receive the Proxy ballots

The tellers will count and record the vote

The records of the votes will be tabulated by the office

The Members meeting will be opened by the chair at the designated time

Meeting will follow the prescribed agenda

Vote results will be announced.