



**WILDWOOD**  
PROPERTY OWNERS ASSOCIATION, Inc.

## **2023 BOD MEETING MINUTES**

### **WPOA BOARD OF DIRECTORS MINUTES**

**January 7, 2023**

**9:30am**

Call to Order - Susan Cutillo

Establish a Quorum -

Board Members: Susan Cutillo, Joseph Juhasz,, David Stone (zoom), Deborah Wagner (zoom), Sarah Speirs (zoom), Michael Clark (zoom), Ruth Sininsky (zoom), Andrew Corn (zoom)

Community Members: Stephanie Weintraub (zoom), Kollol Pal (zoom), Greg Rota (zoom), Mark Mauro (zoom), Tom Post, Bob & Anna Tonino (zoom), Mark Mauro (zoom), Mimi Wells (zoom), Richard Forte (zoom)

Opening Comments - Susan filling in for Teresa who cannot be here today

Additions to the Agenda

- Beach erosion to be addressed in Ops Manager

Open Forum

Approval of Minutes • November 5, 2022 - Ruth Sininsky motion to approve minutes and Deborah seconds - all in favor

Reports

- President
  - Finally, we have new mailboxes and mailbox design. Kudos to Charity's meticulous development and execution of this project.
  - Mark and Jay executed Charity's design.
- Treasurer
  - Finance meeting on Thursday night with new recommendations to make to the board.
  - Dates for Budget workshop: 2/15/23 @ 6:30pm

- **Committees budgets are due to the finance committee by 2/10/22**
- Amount for General Contingency fund to stay at \$50,000.
- Executive Operations Committee - recommendations to be addressed later in the meeting. The funds needed for this automation and efficiency are available for the implementation and the Finance Committee supports this.
- Any additional funds left over this year will go to the membership for reduction of dues and assessments.
- Once the finance report is finalized it will be shared.
- The mailboxes need to be accounted for in expenditures and will be allocated to the contingency fund.
- Changed account ends date to the end of the month.
- Established a 3-member committee to reconcile books with Charity every month.
- Operations Manager
  - 2023 dues have been coming in steadily
  - All 2023 stickers have come in, will be sent out soon
  - Electrical upgrade. All new lighting fixtures are in the Clubhouse and will be installed early Spring.
  - Job listing for Assistant has been posted and is live. So far 2 candidates, waiting a few weeks for more candidates and will begin interviews.
  - Mailboxes
    - Still issues with people getting other people's mail. IF you do receive someone else's mail, please leave in your mailbox and put the flag up to alert postman.
  - Silt fencing has been placed on all beaches. As per Jay, the fences were placed where the water levels are when the lake is full, not at drawdown level.
  - Ice not safe signs are up. There were a group of children reported out on the ice without adult observation over the holidays.
  - Water levels are constantly being monitored and adjusted as needed.
- District Representatives
  - District 1: Michael Clarke - Proposal from member regarding speed bumps.
    - During the busy season one route has 1 speed bump, 2 different routes have either 4 & 5 speed bumps. Propose we reduce or spread out speed bumps. Requesting Safety Committee to assess number and placement of speed bumps.
    - Many members have voiced frustration with the speed bumps
    - Board agrees this issue is to be sent to the Safety Committee for review
  - District 2: David Stone - Nothing to report
  - District 3: Ruth Sininsky - ROW
  - District 4:
  - District 5: Andrew Corn - in at 10:15
- Committees
  - Forest Committee
    - Lise LeTellier submitted report
    - Adam Brown has accepted the assignment.
    - In February the FMC will meet to discuss data collection, trails, and climate resilience.

- Issues/Challenges: Invasive species. New trails being considered.
  - Pond Preservation
    - Phragmites and Cattail treatment - completed October 2021
      - New phragmites on waterfront has decreased pretty significantly and seems to be under control
      - New phragmites stand discovered on various trails and in the forest so we need to keep vigilant with growth of invasive species.
      - NOI is renewed for phragmites for 3 years.
    - Drawdown - October 31 and Dec 4 - some ongoing drawdowns due to rain and levels
    - Pond Plant Survey
      - First survey was done September 2021 - due to timing we feared this would not represent plant growth
      - Second survey July 2022 - both ponds seem to be in good shape, levels are okay, nitrogen and phosphorus have been creeping up over the years. This is over concern as it contributes to algae blooms.
      - Recommendation to continue with weekly testing.
      - Phytoplankton and zooplankton are low - they are a food source for fish.
      - Invasive Species
        - 20-25% plant life coverage in our lakes, this is lower than it has been in the past.
        - Brittle Naiad was observed - a problem in western mass lakes.
        - Ask, have a website to allow the community to access Committee Reports and see recommendations.
      - Muck in ponds - this is being monitored
      - Muck related to less plants - no. Inflow of water into the pond in the spring brings mud and sediment into the lakes. Low turnover of organic material has been a contributing factor
      - Does the treatment with glyphosate contribute to lack of plant life - no
      - Drawing down of the lake controls plants on the edges.
    - Consultation with Dr. Ken Wagner regarding state of pond and fish habitat
      - Fish stocking - we have historically stocked the pond with trout. The issue with trout is they do not propagate in our waters.
      - Feedback from fisher people, the number of fish and size of fish have gotten smaller over the years.
      - Feedback on improving fish habitat of our lakes
        - We have never had a fish survey so we don't know what's actually in our lakes.
        - Recommendations:
          - Stock with a more native species than trout such as small/largemouth bass, perch (control of leeches), sunfish
            - Identified hatchery in NY for bass, this would be in budget for us.
          - Get a baseline survey and monitor of the next 5-10 years



- Nominate Committee Chairs & Liaisons for Sports & Recreation and Sustainability Committees
  - Susan Cutillo: Nominate Greg Rota as chair of the Social and Recreational Committee - All in favor
  - Susan Cutillo: Nominate Ted Hudson for chair of Sustainability Committee - All in favor
- Evenly distributing committee liaisons
  - Building Review - Deborah Wagner
  - CE&R Review - Deborah Wagner
  - Erosion Control - Susan Cutillo
  - Executive Operations - Teresa Urbinati
  - Finance - Joseph Juhasz
  - Forest Management - Teresa Urbinati
  - Nominating - Deborah Wagner
  - Personnel - Sarah Speirs
  - Ponds Preservation - Susan Cutillo
  - Property Management - Joseph Juhasz
  - Public Health - Susan Cutillo
  - Security & Safety Management - Michael Clarke
  - Social / Community Relations - Michael Clarke
  - Sports & Recreation - Andrew Corn
  - Sustainability - David Stone
  - Technology & Automation - Ruth Sininsky
  - Tennis/Pickleball - Andrew Corn

#### New Business

- Automated Time & Attendance - finance committee recommends to the board
  - Ruth Suninsky: Motion to go with Paychex app for employees: All in favor
- Fire Department Proposal for Drills
  - Ice rescue drill on Main Beach
  - Motion: We propose the drills by the fire department will occur but we will ask that all boats and equipment to be placed in the pond will be washed first and no water will be returned to the pond. - All in favor - Have decided to hold on approving at this time.
  - Susan Cutillo Amends Motion: We support Tolland FD request for Ice rescue drill on the 14th. We will wait on feedback from the Pond Committee for future drills. - All in favor
- Lot Donation, TF-18 - Charity - all conditions have been met as per the board reqs. All the surrounding land is WPOA common property.
  - Motion: JJ Support taking back the land TF-18 - All in favor
- Pollution Insurance - Coming up for renewal. Costs going up slightly, this year it will be \$3300. Asking if we should add certified acts of terrorism.
  - Renew policy as we have had it in the past. - All in favor
- Quotes/Bids Process
  - Motion: For any costs greater than \$3,000 or at the discretion of the Operations Manager work will go out to bid, a formalized RFB will be completed and then submitted to the board for formal approval. - All in favor

- Voting Online Guidelines
  - Motion: All voting should be done at Board Meetings with the exception of an emergency situation. Emergency situation to be determined by consensus of Operations Manager, President & Vice President. If an emergency situation is voted on online, the membership will be apprised of it at the next regularly scheduled Board meeting.- All in Favor
  
- Correspondence Disposition of Open Forum Items
  - None
  
- Open Forum
  - Andy Corn - Proposal for speed bumps to be put out earlier - around April 15. Speed Bumps are being looked into by the Security Committee.
  - Tom Post - New Speed bump was put in last year because a pedestrian almost got hit. New security cameras for Clubhouse and a security camera for the back gate are being looked into. Talked about the procedure of ice and fire drills, as he works for a fire department.

Executive Session

Adjournment

**WPOA Board Meeting Minutes**  
**Saturday, March 11, 2023**

Call to Order

Establish a Quorum – David Stone, Michael Clarke, Susan Cutillo, Sarah Speirs, Theresa Urbinati

In Attendance: Teresa Urbinati, Joseph Juhasz, Susan Cutillo, Sarah Speirs, Michael Clarke, David Stone, Doreen Oshinskie, Andrew Corn & Deborah Wagner (Board Members), Charity Barger (Operations Manager), Anna Tonino, Bob Tonino, Pete Cirelli, Stephanie Weintraub, Tom Post, Doryce Seltzer, Jane Glover, Kolloi Pal, Allee DiSanti, Alex Kwatowski-Houle, Bill Habelt & Rondi Bedor (Community Members)

Opening Comments

- Reported that Wildwood and the Wells were able to work out an agreement for access to the “ROW” / path between Blueberry Meadow and Stone’s Throw. The Well’s have granted an easement. Thank you so much to the Well’s family for their collaboration on this and their contribution to the community.

- Comments in regards to the gates and the camera. The members have learned more from the security council on new items pertaining to the camera and gate as to which the board has not yet heard. We as a board have heard your concerns and we take them into consideration when we are making decisions.

Additions to the Agenda - NONE

Open Forum

- Tom Post: When discussing items such as pumping of the water back into the pond, please refer back to the committees with the expertise.
- Jane Glover: If it is a recorded easement with the Well's property and wants to ensure that the WPOA insurance will cover it. This affects not just the people above the path but the whole community, it's something that has been in use for 50 years. She has not heard of anyone hurt in the past years. The easement does benefit the whole community.

Approval of Minutes from January 7, 2023 - When we go into executive session we should come out of executive session and record the vote in open session and record in the minutes.

Susan Cutillo puts forth the motion, all in agreement, Teresa abstains as she was not present at the meeting.

Reports

- President
  - One of our members submitted a document through their attorney in regards to their selling of their property in time for their closing.
  - Motion that the Jacobs document be signed by the President. David Stone Seconds. All in agreement. None opposed and no abstentions.
  - Discussion to future agenda, what constitutes calling an emergency vote.
- Treasurer
  - Finance packet includes the proposed budgets from each of the committees.
  - It also includes the current economic state.
  - The draft budget is attached and the Finance committee asks for board approval.
  - All of our funds have been put in CV's to benefit from the fed increase in savings rate. They are looking into options for short term CV's to get the maximum return on our money.
  - Regarding the pond request, they are asking for a reallocation of funds not asking for additional funds. This will be put to the community in the April newsletter.
  - TU:
    - Social Community: Stephanie asked for the same amount as allocated last year, as the team has not yet met, scheduled to meet April 1. Charity put in the money for the community garden on top of the committee's last year request.
    - Sports Committee: This has been done via email, there was not a group consensus. The request is about 1/2 what the original estimate.
- Operations Manager

- 2023 Payments - As of March 10th, 187 owners have paid in full and 46 owners are on payment plans.
- Automated Time & Attendance - Employees started using this new system on February 13th. There have been a few kinks to work out and a review meeting with Paychex is set up for March 15th.
- Collections - Currently our collections attorney is working on 5 new delinquent properties. A lien has been placed on one of these that is currently on the market.
- Five more delinquent properties will be sent to our attorney next week to start working on collections.
- Electrical Upgrades – Northeast Electric, whom we've hired to do the electrical work in the Clubhouse will be coming in within the next couple of weeks to start working on electrical upgrades.
- Erosion Control – A hearing with the Tolland Conservation Commission was held in January. At this meeting, our NOI for Beach erosion control work was approved. Work is projected to begin in the Springtime.
- Lot Donation – As voted on and approved by the Board at the January 7th Board Meeting, Lot TF-18 on Forest Road was donated to Wildwood and the Deed was filed with the Hampden County Record of Deeds on February 2, 2023. This land will be placed into Chapter 61B land for tax purposes.
- Part-Time Administrative Assistant – A qualified applicant was interviewed for this position and hired to start in April.
- RFPs (Request for Proposal) – Quote Requests for the Sand/Salt Shed & Shop Roof were sent out in late February. Only one quote was received so far.
- Buildings
  - A new soap dispenser was installed in the Men's bathroom.
  - Braman Pest Control continues to come in monthly to monitor, inspect & replace bait and traps.
  - Heating oil levels are monitored and recorded weekly.
  - Public Water samples are taken in the Clubhouse monthly by Housatonic Basin Sampling Company and all results have been within normal range.
  - The company (Riley Electric) we hired to install our generator and also had a maintenance contract with in the past has become unreachable. A new company (Electrical Service Pros) came out to service our generator on March 6th and we are now signed up for an Annual Maintenance Plan with them.
- Ponds / Beaches.
  - Silt Fencing is an ongoing project as maintenance continues to have to staple the silt back to the stakes as the wind has wreaked havoc on them. So far it doesn't appear that these have helped with any erosion / containment of sand on any beach.
- Grounds / Roads
  - Dirt Roads are in rough shape because of the weather we've had. The ground has not frozen, so any attempt to plow snow off of these roads has been very difficult and caused rutting and some damage. Maintenance simply cannot plow the dirt roads effectively unless there is more than 3 inches on the road.
  - Sand and salt continues to be put down as needed.



- Our maintenance crew has worked many hours at all times of the day and night to ensure that all roads are as safe as possible.
  - We've had a couple of wind storms during which limbs, as well as trees have come down in the roads. Rounds are done more often during wind storms to make sure that all storm damage is cleaned up and the roads remain passable.
- District Representatives
  - District 1: Michael Clarke - nothing new
  - District 2: David Stone - one piece of correspondence
    - Beth and Ken Carr of Fox Den Road - regarding back gate lights. Disappointed to learn that the back gate lights are still under consideration. Cites National Weather service on navigating during fog.
  - District 3: David Stone - Bob Tonino voicing concerns over back gate.
  - District 4: Doreen
    - In the packet, Rondi Bender made a suggestion about the debris being tracked into the clubhouse. Followed up with Charity and Jay about getting new runners and a boot scraper at the doors to prevent dirt from coming into the clubhouse. This is a winter issue; it is from dirt placed on the ramp during winter. Opportunity for a memorial walk.
    - A lot of activity in email regarding the Wells property and the easement. Thank you to all members who are active and invested in making Wildwood
  - District 5: David Corn
    - A letter in the packet regarding golf carts. This is for us to read and put on another agenda. This needs to be moved down to old business.
  - District 6: Deborah Wagner
    - Nothing reported to her.
  - Committees
    - Forest Management - Lise LeTellier
      - Data collection. Pond committee has done an incredible job of having data to follow and look at, so they would like to have this at the level of forest management. We have a consultant that can help us in this process. We want to have data on the health of the forest, how our forest is changing, and how the soil is also changing. This involves having 3 plots, in 3 very different areas in the community. One of the southern plots is a hemlock dense plot, the next plot is mixed hardwood and upland, and the last site is a mix of all vegetation. The 4th dot is where the outside agencies are doing study work in that area. - TU Fully supports data collection to help us guide decision making.
      - They are coming to the board to make sure that is in line with the board/community approval. There is additionally a cost to this, so the ask is to use unallocated committee funds to implement this.
      - Triangulated area is where we have no clear boundary lines as there are many abutters in this area. Asking board about having boundaries placed by a forest consultant.

- Proposed trail addition to the McKay trail. This area is a great little loop which is family friendly. Great for hiking with kids, avoids one of the bigger hills. This would add ½ mile of trails. Acknowledging there is one dissenting member who feels we should not maintain our trails and let the forest recapture the trail and it should go back to wild. This would include a consulting cost of about \$400.
- Ponds Preservation - Kollol Pal
  - Moving line items around. Difficult to make a budget a year ahead, then estimates change, and the inability to move money around and the flexibility to move the money hamstrings the process for any committee to get the work done. The challenge is we have to go back to the community to get a release of the funds.
  - Right now there is a fish stocking/survey problem as the schedule won't happen until after the April meeting.
  - Consequence that we may not be able to get the fish survey done this year.
- Property Management
  - Currently, Wildwood road salt/sand storage is maintained in an environmentally sensitive area (adjacent to a brook). Massachusetts guidance recommends that the storage must be on an impervious surface (ours is just on the ground). Additionally, the pile must be covered to prevent precipitation from leaching through the pile (we currently cover with a tarp). Finally, the runoff from the pile must be managed. This issue is important. The correction of it will require significant financial resources and Tolland Wetlands Committee cooperation.
    - The funding for this is in the reserve fund. Currently waiting on bids.
  - The loader/bucket of the current small John Deer tractor that maintenance staff uses for various tasks, has become unsafe. Money has been placed in the reserve budget for its replacement. This tractor needs to be replaced. The maintenance shop roof has reached the end of its useful life. It has not yet begun to leak but needs to be replaced. Additionally, the existing roof is insufficiently insulated. Because of the roof construction, spray foam insulation is recommended.
  - TU: This is a result of the newly instated property management committee. There is a request for the 2024 budget for these items.
- Security & Safety - Tom Post and Charity
  - The Safety and Security Committee unanimously agreed that the rear gate should be in operation all year long and only be open during plowing operations. This was the intention from the start and sanctioned by the Board. We recommend that the lights on the gate be kept on. The issue of the green light being so intrusive was that it was left in the up position for weeks, so it gave the impression that it would be like that all the time. This is not how it works. When the gate is down the red lights are on. When the gate begins to open the red lights flash and when the gate opens all

the way and it's safe to proceed, then and only then does the green light come on. After the vehicle passes and as soon as the gate begins to close the green lights go out.

- It is the recommendation of our Committee that we run the gate as intended so that our neighbors can get accustomed to using it and understand how it really works. The gate was voted for by the majority of our residents and put up as an additional security measure for our community and not as just a boat issue. Also to clarify, at no time was anything hidden from our community about this gate! Everything was up front and approved by the board. Please follow the recommendations of the Safety and Security Committee, as we were given the task to ensure that the security gate was installed for the betterment of our community.
- Our Committee recommends adding these Security Cameras and Signage at the back entrance.
  - Why would they be placed? Due to threats to the gate and back access.
  - Any threats to wildwood should be brought to the attention of the board
  - Cameras are not new to the community, we have cameras throughout the clubhouse and we do alert members they are on camera.
  - TU: In 2021 when the gate was proposed to the members, the members elected to go with a fob versus a keypad and then did not elect for a camera at that time. It was also disclosed that a camera was not budgeted for at this time.
  - TU: The use of the cameras in the community is a significant encroachment on privacy and would need to be a larger proposal that would need to go to the board and then to the community.
  - AC: Best practice is for gates and cameras to go together. We are on camera everywhere. Additionally, the keyfob stroke is being recorded. The cameras would be there to protect the very expensive equipment (the gate) that we as a community wanted and placed.
  - Please place the speed bumps and cameras on another agenda. The security committee should come back to the board after a year of data/usage and propose any changes.
  - TU: Data that would support a camera:
    - Parameters of camera - a list of protections around who can view the camera footage
    - Incidents at the backgate
    - Usage of backgate
  - We need to present to the community a very clear message on why we would like to place the cameras. This would be a 2024 request. As per JJ we have a reserve fund that these cameras would be allocated.

- Andrew Corn: Motion to present to the membership that we purchase the camera and have that reallocation of funds. JJ seconds the motion. DO, did we ask the membership for a vote when we had the cameras placed in the clubhouse? David does not recall any type of vote for the cameras.
- JJ Calls the question. 8 yes, 1 no
  - To present to membership: JJ, DO, SS, MC, AC, SC, DW, DS
  - Against: TU
- Tom Post will create a presentation for the April Meeting. Cost analysis, usage, and pros and cons.
- Gate usage
  - Security community unanimously recommends the gate being down and in operation year round except during plowing operations and during the snowstorm.
  - DW Motions to keep the gate down year round. SC seconds.
    - Aye: DW, SC, AC, DS, SS, MC, JJ, TU,
    - Nay: 0
- Lights on the gate:
  - Security committee recommends lights stay on the gate. The green lights are only on when the gate is fully up and it's safe to proceed through the gate. Otherwise the red lights are on the gate. The committee believes the gate needs to be on in normal operations so we can actually understand if this is an issue. Gate currently has reflective stickers on it. However, they are not very visible until you are right up to the gate.
  - Board puts to committee; what other communities have?
    - Some have gone to lighted arm on gate versus floodlights on the gate. Examples Avon and Farmington, Farmington woods
  - DS: As we have already had significant concerns, propose we have a limited time without lights on and observe
  - Motion: We do not turn on lights, add more reflective tape but collect data and information on the impact of not having the lights on.
    - NO: DW, SC, AC
    - YES: DS, MC, JJ, TU, DO, SS
    - Motion passes
  - Tom will write up a communication to ask for membership feedback to district reps regarding the back gate.
  - Charity to give the board monthly reports on back gate usage.
  - Is there a way of adding a motion detector to turn the lights on?
- The committee would like to propose the old street signs be auctioned off at the family day.
  - Sports & Recreation - Andy Corn

- The task has been to redo the lower tennis court and for those to be still flexible to be pickleball courts and basketball courts.
- 2024 Proposal
  1. Remove lower court's current surface by Bill Magni.
  2. Replace with Warner Brothers Paving Company and insert four 3" pvc sleeves for 2 permanent nets.
  3. Allow new asphalt to "season" and paint white court lines when ready (Usually 3-4 weeks).
  4. Add any court complimentary colors at the end of Summer 2024 (Kitchen/serve boxes).
  5. Add corn hole and horse shoe pits outside the lower courts.
  6. "New" Budgetary Court/Field maintenance line item. (3K)
- 2025 Court Seal the remainder of outer courts and permanent net purchases.
- Future thoughts, volleyball court, parking, skinning of the baseball field.
- Thank you to Greg Rota who is investing time, expertise and skill to paint all the lines and keep costs down.
- 
- Sustainability Committee - Susan Cutillo
  - 1. Describe the problem or opportunity the committee's proposal will address Upon its inception, The Sustainability committee was charged with looking into adding recycle bins to the beaches and other points of garbage collection.
  2. Why is it important for this problem to be addressed within the community? Recycling, "going green", caring for the environment, especially the environment of Wildwood is a necessary part of life in the 21st century.
  3. Why does this proposal fit the committee's charter goals? The Sustainability committee was formed as a subcommittee of the Strategic Planning Committee. A major finding of the SPC was that what Wildwooders value most are its ponds and its serene, forested, natural environment. The SPC also foresaw the community changing as people's needs and lifestyles change. In order to protect these most valued assets The Sustainability committee was charged with finding ways to accommodate changes within this context.
  4. Why does the committee want the BOD to spend time on this proposal at this point in time? As we look forward to summer we are looking for ways to protect the ponds as well as the beaches. The proposal arose out of the committee's research and discussion. Should the BOD agree, the first part of the proposal, Education and Signage, will need to be addressed in the months before the opening of the beaches.

- Motion: SC - The sustainability committee make the motion that there be trash bin removal from Main and Meadow beaches. The Sustainability committee will conduct an educational campaign, and have signage placed to alert the membership to the removal of the bins and the necessity to carry their garbage home. Success will be rated empirically. Should it not work, bins will be replaced as needed after 3 episodes of garbage on beaches.
- Aye: 0
- No: SC, AC, DS, MC, JJ, SS, DW, TC

## Old Business

- Covenants, Easements & Restrictions
  - Lise LeTellier - advise and provide information to the community why this is important and needed.
  - The committee has rewritten in common language.
  - The board will have a workshop style meeting to discuss the proposed CER.
- Fire Drills
  - Spoke with the Fire Chief, the tanker only pulls 1200 gallons, hooks up to dry hydrant, only pumping to fill up the tank and let back out again. All water in the tank will be pumped out on the other side of the Dam.
  - Spoke with Jay regarding pond levels, he said in the past it became a conservation issue because all water pulled needs to be pumped over the dam.
  - Tom supports this.
  - Charity will send out information to the community regarding the drills
  - Motion: TU: Approve Tolland FD conducting fire drills here at Wildwood, SC seconds.
    - Aye: SC, AC, DS, MC, JJ, SS, DW, TC
    - Absent: DO
- Meadow Drive / Stones Throw "ROW" Proposal
  - Wildwood is covered under our current insurance plan for any injuries from incurred on the easement.
  - This easement will be maintained and kept
  - Motion: To give the president and treasurer permission to sign the easement. Seconded SC.
    - Yes: DW, JJ, SS, MC, AC, SC, TU, DS
- Golf Carts - Alex Kwatowski-Houle
  - Would like to establish a committee to explore the use of electric golf carts.
  - Motion: To establish a committee to explore the use of electric golf carts and come back to the board with a final proposal to the board. TU calls, DW seconds:
    - Yes: DW, SC, AC, DS, MC, SS, TU

## New Business

- 2024 Budget Draft - discussed in treasures report
- Ad-Hoc / Subcommittee Procedures
  - Susan: For any ad-hoc committees are there regs that need to be followed? The answer is yes they must follow the by-laws as they pertain to communication and putting votes together.

- Susan to communicate this
- April Spring Membership Meeting Agenda
  - 2 items to be added, budget proposals
  - There have always been potluck suppers, will call for volunteers
- Broken Boat Storage on Beach Policy
  - Do we want to establish a policy on how to handle this?
  - We would ask for Charity to send out communication with this member.
  - When issuing stickers should include verbiage that boats are usable and in use.
- Dam Maintenance Manual
  - TU created
  - CB created maintenance log
  - Also to be included are the dam inspections
- Evaluation of Road Damage after Property Owner's Project - Jane
  - Asking to change escrow amount to \$500
  - Asking that should there be more than \$500 worth of damage the homeowner indemnifies WPOA and have the owner be responsible for the cost of the repairs.
  - WPOA staff will take before and after photos
  - Establish an escrow account to keep these deposits. We have this account, Charity to explore
  - Motion: TU: Increase deposit to \$500 and reopen an escrow account to keep monies.
    - Yes: AC, DS, MC, SS, SC, DW, TU,

## Correspondence

## Open Forum

- Doryce Seltzer: pertaining to the gates, about the lights. Red and green lights sound awfully offensive but question whether or not the option of no lights would work. For the security committee present additional alternatives that could accomplish what could be done. Very strong supporter of having a camera at the back gate. Having been there when cameras previously failed, this is a very sensitive issue and needs to be presented in a very clear and fully thought out proposal. Vandalism is going to occur on cameras as well as gates, cameras would have to go in on a high pole.
- Lise LeTellier: Old shed runoff is why we have the largest phragmites stand in that pond by the shed. The forest management committee maintains that the trails have been used since their inception and the trails should be maintained moving forward.
- Jane Glover: her objection to the trails is the removal of the groundcover and the worsening of runoff etc.

## Adjournment

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**WPOA BOARD OF DIRECTORS MEETING MINUTES**  
**May 13, 2023 - 9:30am**

Call to Order

Establish a Quorum: Teresa Urbanati, Joseph Juhasz, David Stone, Michael Clarke, Sarah Speirs (zoom), Susan Cutillo (zoom), Doreen Oshinske (zoom), Ruth Sininsky

Members in Attendance: Ann Fazi, Jane Glover (zoom), Janice Klunder (zoom), Tom Post, Ruth Buchanan, Sandra Pancrazi (zoom)

Opening Comments: Enjoy this wonderful weather.

Additions to the Agenda:

Open Forum

- Ann Fazi: Has been at Wildwood for 25 years. Has been doing the community garden and the bulletin board. It was found out that the board at some time had been spending money without membership approval, they called the board out and her husband was elected President of the board.
  - When she saw \$20,000 of unallocated funds was put in for pickleball. This is a lake and forest community and will do anything to support the mission of this community. She believes that giving \$20,000 to pickleball should have required a membership vote. We have already spent thousands of dollars on the tennis and pickleball courts that should have gone to a membership vote. How many people actually use these courts?
- Jane Glover: She was on the strategic planning committee, there was a large push to get the tennis and pickleball courts funded. There was a small amount of the membership who responded they use them. She believes it needs reconsideration.

Approval of Minutes • March 11, 2023

- David Stone motions to accept the minutes. Joe seconds. All in favor.

Reports

- President: At spring membership we had a quorum, there was dialog back and forth and the forest committee and pond committees were able to reallocate funding. There was a request from a member to ask the Town to pave 2 roads. A year round resident would be the most appropriate person to bring that request to the town. Any member who lives here year round should bring that to the town to budget for it.
- Treasurer: Finance committee met 2 days ago to discuss the sports and recreation committee to have additional funds put in the 2024 budget. Charity did another draft to allocate the 16,000 in funding for the special assessment. Members brought forward concerns that the scope is very large. Should the funding be part of the operating budget or should it be separate and go to membership for a vote. The pickleball project is overall a \$40,000 project. Recommendation of the Committee is that the existing pickleball court is



unsafe and should not be used and secondly they are asking the board if it should be put forth as a separate item to be voted on by the membership. This will be voted on in the Budget Discussion. Should we put up signage to state Courts not in use unsafe, Charity will check with the insurance company as to how to proceed with liability.

- Operations Manager

- 2023 Payments - As of May 12th, 201 owners have paid in full and 41 owners are on payment plans.
- Collections / Liens – Our collections attorney sent out notices to 8 delinquent owners, one owner paid in full, one worked out a payment plan and liens were placed on the other 6 properties.
- Electrical Upgrades – Way behind, Northeast Electric, whom we've hired to do the electrical work in the Clubhouse has been backed up with a big job. I spoke to the owner earlier this week, and he assured me they would be coming in before the end of May to start working on electrical upgrades.
- Part-Time Administrative Assistant – Carol Edwards (Wildwood Resident) has been busy training in the office. She will be working in the office Memorial Day weekend - Labor Day weekend, every Sunday & Monday from 9-2. With her working here, the office will now be open 7 days a week from 9am - 2pm starting May 26th. After Labor Day, she will continue to work one day a week.
- Part-Time Cleaning Staff – Our employee who has been cleaning the Clubhouse, Laundry Room & Bath Houses put in her that she would no longer be able to clean due to health issues. Our compliance officer, who also runs her own cleaning business, will start cleaning for Wildwood one day a week starting the week before Memorial Day weekend.
- Seasonal Employees – A full staff has been hired for the season – 3 greeters, 1 compliance officer and seasonal maintenance. All will be working from May 26th – September 4th. Buildings
- Annual fire extinguisher inspection was done by the Fire Technologies Company. One extinguisher was replaced.
- Braman Pest Control continues to come in monthly to monitor, inspect & replace bait and traps.
- Electric meters were inspected by the Town of Tolland's electrician. Everything passed inspection, so Eversource was able to turn electricity back on at all the bathhouses.
- Wells are scheduled to be bleached early next week.
- Heating oil levels are monitored and recorded weekly.
- Public Water samples were taken in the Clubhouse by Housatonic Basin Sampling Company and all results are within normal range. Samples from bath houses will be taken on May 18th. Ponds / Beaches\*
- Water levels are full in both ponds.
- A permit for operating bathing beaches was obtained from the town and is valid from May 26 – Sept. 17.
- Pond water testing will begin the week of Memorial Day to ensure safe swimming levels.

- Silt fencing was placed on three of the beaches in hopes that this may help prevent some erosion and even deter geese. The silt fence did not work out in the way we'd hoped at all. For starters, the geese weren't fazed by the fencing and simply hopped over it. In the meeting for the approval of the NOI, the representative for Mass DEP was rather shocked that we thought the silt fence would help deter geese, as in his experience this has never worked. The wind was constantly ripping the silt fencing off of the stakes and it was an ongoing task for the guys to be stapling it back up a couple times a week. The silt fence held no sand back and simply made it impossible for maintenance to pull sand out of the water that washed down throughout the winter. This is normally done and we have not had to replace any sand on beaches for the past 4 years because of this.
- Spring Cleanup has been way behind mostly due to the last huge storm we got in March. Because of this, there is no time to dedicate to the erosion control plan before Memorial Day weekend and erosion control work will need to be done after Labor Day.
- Grounds / Roads\*
  - Routine pothole repairs done on many roads.
  - Cleared culverts on many roads as needed.
  - Roads have mostly been swept.
  - Ditches were blown out on most roads.
  - Trash was picked up from road sides.
  - \*Spring clean-up of all beaches, recreation, and common areas is in progress
- District Representatives
  - District 1: Michael Clarke - no news
  - District 2: David Stone - no news
  - District 3: Ruth Sininsky - has heard from 2 families on South village about road conditions and wildwood trees that went down
  - District 4: Doreen Oshinski - no news
  - District 5: Andrew Corn - not present
  - District 6: Deborah Wagner - not present
- Committees
  - Pond Management Committee - Kollol Pal
    - Wendy Gendron is scheduled to conduct a fish survey next weekend (weather permitting).
    - Fish stocking is scheduled for early June - only largemouth bass. We are recommending a catch and release policy for both ponds (which is already consistent with our bass catch and release policy). 500 largemouth bass for Cranberry and 300 largemouth bass for Otter.
    - Shannon Poulin will start the biweekly pond water monitoring starting in June. Kollol will collect monthly samples and transport them to Microbac. Shannon was unable to do this for WW in a timely manner.
    - The Committee is recommending that the swans not be put out at the beaches this year as they have not worked in deterring geese.
  - Security & Safety Committee - Tom Post

- The following signs, for use when the greeters are working only, are being recommended for purchase. The Committee has \$250 in budget for greeter signs and the total price for two of each of these signs would be a total of \$109.88. Incoming be prepared to stop at checkpoint and Outgoing slow down speed limit 15. They would be placed on a sidewalk sign holder (already have two of these). One would be displayed when turning right onto Beetle Road after the mailboxes and the other displayed when turning left onto Meadow Drive. (About 100' or so before each greeter.)
- We have enough money in the budget to have the sidewalk sign with Slow Down and speed limit
- Board Approval: JJ moves we approve the spend, Michael Clarke seconds the motion. All in favor.

## Old Business

- Awning for Clubhouse Main Door
  - Do we want to add money to the budget to build a new one?
  - Fixing the flashing will temporarily solve the problem. Will get an update from Jay on the needs moving forward.
- Covenants, Easements & Restrictions (CE&R) Proposal
  - TU - suggestion #1 tasks to review recommended restrictions and determine if we are accepting or requesting changes, #2 what are the next steps to getting these out to the community?
  - We want the verbiage to apply to all CE&R lot owners. In 1998 we were unable to get enough people to agree to the CE&R so they had people sign a joinder. The majority of property owners did not sign.
  - Questions for lawyer:
    - Extension period, 30 years vs 20 years?
    - Is what we have now with existing CE&R enforceable? For the new one can we apply to everyone? If 3/4 of the membership votes to adopt, would it apply to all properties?

## New Business

- 2024 Proposed Budget
  - JJ we should increase money to go into the reserve fund to cover whatever we are going to do with the awning.
  - No other suggested changes
  - Sports complex plans need to be explained and fleshed out so we know what we are speaking to. We need time frames and \$\$ wise details.
  - We need plans, Year 1, Year 2, Year 3.
  - Need to separate out the funding for the pickleball courts needs to be put to a separate.
  - The \$3,300 that was in the reserve at the end of 2022 for repaving of the courts should stay there.

- Motion: JJ We are going to ask for a special assessment (\$19,725) for the lower courts (pickleball, basketball and tennis). DS seconds. All in favor.
- Motion: JJ Add additional money, \$5000, to the repairs funds to clubhouse entrance/flashing/awning. DS seconds. All in favor.
- Committee Chair vs. Liaison for Committee Reports
  - Committee Chair:
    - Contact the outgoing chair and committee charge to understand what's being worked on.
    - Contact Coordinator of Committees (BoD Vice-President) for information regarding expectations (i.e., templates, charges, minutes, progress reports, timelines).
    - Review minutes of recent past committee meetings and any other documentation such as surveys/questionnaires, votes, etc.
    - Review committee members; identify BoD liaison and ensure you have accurate contact information for all members. Introduce yourself to committee members. Plan for the first meeting as Chair (consult Property Manager to coordinate dates).
    - Use of the webpage.
  - BoD Liaison:
    - Attend committee meetings as assigned.
    - Share information to and from the BoD as necessary (facilitate effective communication between the BoD and the Committee).
    - Report to the BoD on behalf of the Committee - bring forth action items or requests; summarize or highlight significant items or projects. • Report back to the Committee any action taken by the BoD that impacts the Committee's charges.
    - Report back to the Committee on any notable topics/issues that were discussed during the board meeting. • Report to the Committee any BoD directives.
    - Supports the Committee Chair and the Coordinator of Committees (BoD Vice-President) as needed.
    - May assist the Chair w/ presentations to the BoD.
    - May attend progress with Coordinator of Committees (VP) and Chair Prompt committee chair and members regarding key dates, events, and activities as needed.
- Emergency Vote Definition
  - Should be called "Time Sensitive"
  - How do we define an emergency:
    - Webster: Sudden or unexpected appearance; an unforeseen occurrence which calls for immediate action or remedy.
    - WPOA By-laws: An emergency is defined as one in which there is risk of property damage, or that endangers the safety of persons or property, or disrupts essential services to members. (the only reference and appears in the finance section)

- Motion: JJ Moves to keep the definition of emergency as is stated in the bylaws. DS seconds. All in favor.
- Can we conduct online via email
- Motion: SS One attempt will be made to have a meeting in a timely manner, if we cannot a vote via email will suffice. DS seconds. All in favor.
- Memorial Bench
  - In honor of Denis Gufarotti, who recently passed away, a group of Wildwooders are planning on purchasing a bench like shown below and placing a memorial plaque on it. They would like permission from the Board to place this on Wildwood Common property, preferably at Main Beach for others to enjoy.
  - Charity will communicate back to the group to come up with a policy and a couple of suggestions for how to standardize memorials.
- Nominating Committee – Needs another member to serve until August elections
  - We need a new member. Kasondra Marshall is happy to serve on the committee until the August election.
  - Motion: That we approve Kasondra Marshall as a replacement member on the nominating committee. TU, SC seconds. All in favor.
- Road Review & Plan
  - Gravel / Dirt Roads - In House Repairs
  - Operating Budget = \$15,000
  - These funds cover gravel, loads of material, culverts, ditching materials and other road related costs.
  - We always prioritize based on safety as well as plowing needs and liability concerns.
    - Road Repair / Hard Surface = \$53,095
    - Reserve Budget = \$50,000 + \$3,095 (leftover from previous year)
  - Year Road(s) Price
    - 2022 Clubhouse Parking Lot & East Otter Road \$55,943
    - 2023 Lakeside Road (past Chimney) & Beetle Road
      - Salt / Sand Area (27 x 47)
    - 2024 Ridge Road / Woodchuck Hollow
    - 2025 Meadow Drive
    - 2026 Otter Pond Trail
- Volunteer Insurance
  - Funding: will likely be covered in the budget item for insurance
  - TU Motion to add volunteer insurance to our insurance policy. MC seconds. All in favor.

## Correspondence

- A member called Charity to let them know their family member has Stage 4 cancer and their treatment is in this area. They were asking about the campground. Would we make an exception for them to stay there with their RV.
- Recommendation: they can do 2 weeks / 30 days or see nearby campgrounds that have permanent spots.

## Disposition of Open Forum Items

- A member feels we subversively allocated the \$20,000 to the lower courts. This was voted on in last year's budget.
- A member recommended we host CPR training classes.
- A member recommended there be a panic button in the office.

## Open Forum

- Tom Post: 10 weeks ago Tom was home and not feeling well for a couple of days and added up a lot of little things that were going wrong. At 5 am, he called 911 and they took him to the hospital. Was found to have sepsis and was treated and is good. Listen to your body, don't be stubborn new englanders. Call 911. By EMS coming they gave him supplemental O2, as it turned out that saved his life.
- Jane Glover
  - Town of Tolland is changing their 911 system
  - The building review committee we have the indemnity agreement. They got an application to repair a driveway. Ask permission to change the indemnity agreement to add culverts and ditches.
  - This week there were 2 applications to take down trees due to damage from winter storms. They had no problem approving.

## JJ Motions to enter into executive session, DS Seconds

### Executive Session

- Member Issues

### Adjournment

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## WPOA BOARD OF DIRECTORS MEETING MINUTES

June 10, 2023 - 9:30am

### Call to Order

Attendees: Stan Rosen, Doryce Seltzer, Albert Wells, Elaine Strinie, Jane Glover, Allee DiSanti, Ruth Buchanan

Establish a Quorum: Andrew Corn (zoom), Joe Juhasz(zoom), Teresa Urbinati, Doreen Oshinskie, Sarah Speirs, David Stone (zoom), Michael Clarke, Deborah Wagner, Ruth Sininsky

### Opening Comments

## Additions to the Agenda

- Sarah Speirs needs to resign her board seat and can stay on until November.

## Open Forum

- Stan: comment on pickleball courts and the agenda being voted on by the community. The courts have been an asset to the community and it needs to be maintained and enhanced. We spent \$14,000 on post office boxes. Not sure the need for a vote.
- Ruth: finance committee met this week and it was rather fiery and believes our annual meeting.
- Andrew: Part of the issue is that the lower tennis court, which is a multipurpose court, has been vilified by being labeled a pickleball court. The lower court is for basketball, multipurpose course for kids, it is always unlocked. It is an asset which will only enhance the value of our properties.
- Doryce Seltzer: Regarding road conditions, Meadow Drive, back in 2005/2006 requested the road be paved and it was then. Currently there is a large pothole on Meadow, they alerted the staff it was repaired. Now there are 3 large potholes that are very dangerous. They are on the list until they get repaired later this year or last year. Suggesting that the current staffing cannot keep up with the issues within the community. Gravel versus paved, the main issue is whether they are safe. The issue of roads needs to come up as part of the budget discussion, whether it be more staffing or a one-time infusion of funds to address

## Approval of Minutes

- May 13, 2023
  - Additions made.
  - SC motion approve minutes, Doreen seconds. 2 abstentions DW and AC. All others approve.

## Reports

- President
  - Know the roads are an issue. Charity, Teresa and Jay did a full tour of wildwood to complete an assessment and make the schedule. We are very well aware of the poor conditions of the roads so they are working diligently on it.
- Treasurer
  - Addressing the road situation: when the staff are driving through and making their daily rounds and the find potholes they should be addressed immediately.
  - When the board is discussing the lower courts it should be labeled a multi-use course and someone from that committee craft the description of it. Andrew Corn volunteers to write up the rationale for the newsletter and also speak to it at the annual meeting
- Operations Manager

- Administration
  - 2023 Payments - As of June 8th, 207 owners have paid in full and 35 owners are still on payment plans.
  - Collections / Liens – One of our delinquent property owners recently contacted the office regarding selling their property. A 30-day notice with amount owed was sent out. If they have not worked a payment plan within this time period, a lien will be placed on their property.
  - Dumpster – The dumpster was delivered on May 26th and was open on Memorial Day weekend for dumping. Dumpster cost was \$950, and we took in \$520 to offset the dumpster cost.
  - Electrical Upgrades – I again checked in with Northeast Electric this week, and he assured me they will be doing the work within a week or two. At this point, if it doesn't happen within this timeframe, we may need to think about looking for a different electrician to do the work.
  - Greeters / Compliance Officer – The first two weekends having seasonal employees went smoothly. Our new greeter signs (“Notice, Be Prepared to Stop at Checkpoint Ahead” and “Slow, Speed Limit 15mph”) were used last weekend, and cars seemed to be slowing down a bit more.
  - Maintenance Task List Calendar – A calendar with different maintenance tasks seasonal (Winter, Spring, Summer & Fall) has been created. Meetings will be held bi-weekly with maintenance to assess how they are coming on tasks.
  - Part-Time Administrative Assistant – Starting on Memorial Day weekend, Carol started working in the office by herself and will continue working Sundays & Mondays through Labor Day. She has been able to efficiently manage phone calls, answer questions and work through any assignment given to her. She has been inputting all the greeting logs into a spreadsheet so we can easily search by license plate etc.
  - Part-Time Cleaning Staff – Lisa, our compliance officer, who runs her own cleaning business, started cleaning all the bathhouses, laundry room and Clubhouse the week before Memorial Day. She will continue cleaning the bath houses once per week until the bath houses are closed for the season. After this, she will continue to clean the Clubhouse and Laundry room weekly.
  - Seasonal Maintenance – Logan, our seasonal maintenance employee started the week before Memorial Day weekend and is doing a great job with all tasks assigned to him. He will be Thursday - Monday and it will afford us better coverage on weekends and holidays.
  - JJ: regarding maintenance: recommend a log book for the maintenance crew so they can document what they couldn't get to, any interruptions. TU, this is already in place, there is a task list per season and one that is weekly or bi-weekly. AC it should be communicated that these controls are in place. TU to include in next Presidents letter in the newsletter.
- Buildings
  - Braman Pest Control continues to come in monthly to monitor pest activity, inspect & replace bait and traps.
  - Heating oil levels are monitored and recorded weekly.



- Public Water samples were taken in the Clubhouse and all Bathhouses by Housatonic Basin Sampling Company and all results are within normal range. Samples are taken monthly to ensure safe drinking levels. Ponds / Beaches
- All beaches are raked weekly.
- Pond water testing began the week before Memorial Day weekend and will continue weekly through Sept 17th to ensure safe swimming levels.
- LAPA Water testing (for increased algae growth) began on June 9th and will be done every other week through mid-September.
  - Staff brought up to ask if a buoy could be placed in the middle of the pond so they can go back and take samples from the same exact spot.
  - DS: They were previously used for the sailing races.
  - DO: Motion that we install the buoy for purposed of efficiency and accuracy of water testing. MC seconds. All in favor.
- Grounds / Roads
  - Brush Chipping began this week.
    - Had to outfit the new dump truck with the appropriate equipment and they will continue brush chipping this week.
  - Pot Holes continue to be patched with gravel while on rounds if possible.
  - Spring clean-up of all beaches, recreation, and common areas has been completed.
  - DS: history of seasonal workers and patching of potholes. Today it is much more professionally managed, and just wants to express how well it has been inspected and inventoried and now addressed.
  - TU: Very fortunate this year that we have both our regular staff and seasonal staff. Right now as we are making the roads our priority, it means other maintenance items will have to take a backseat to the priorities such as the road. We as a community look at our special projects we want the maintenance team to address because it would mean they would not be able to address our priorities like the roads.
- District Representatives
  - **District 1:** Michael Clarke had one correspondence with a member to be addressed in ES. Fire party on main beach, had 35 people come and a nice split of new and old members
  - **District 2:** David Stone has nothing to report.
  - **District 3:** Ruth Sininsky, on June 24th there will be a combined meeting of District 3,4, & 6. Roads continue to be an issue, has heard from members on South Village that it needs to get done. TU recommend for the district meeting that everyone prepare something regarding the budget as it will come up.
  - **District 4:** Doreen, meeting coming up
  - **District 5:** Andrew Corn, no new news
  - **District 6:** Deborah Wagner, one member contacted regarding more info for the courts project
- Committees
  - **Pond Committee** (Written Report Only) - was sent to the community
  - **Social Committee:** nothing new to report (Michael Clarke)
  - **Technology Committee:** New directors and it will get going
  - **Sports Committee:** Will provide the district liaisons
  - **CE&R:** Have received board changes and are moving forward

- **Building Review Committee:** has been busy
- **Security Committee:** had a couple of residents talk to him about the mailboxes, the issues around having the name and street address on it, it makes it easier for people to get the information needed to get into the community and past the greeters. Charity to check in with post master if the names can be removed.

Old Business - none

New Business

- 2024 Proposed Final Budget with Special Assessment
  - Only change was to break out the lower court from the budget, it will be separately voted on and to add in the \$5,000 to fix the flashing on the clubhouse.
  - JJ proposed we as a board approve the budget as it is presented today
  - TU because we have been using unallocated funds to offset increases over the year. We should figure out what this budget would be without the unallocated funds and present it to the membership to understand what the budget will be and what the increase would be without using the unallocated funds.
  - JJ moves we approve budget as prepared with special assessment for lower courts. DW seconds. AC opposed does not think that sports cost should be separate. All others in favor.
  - JJ we need to include in the budget presentation that failure to approve work on lower court will result in a cost to tear up the lower courts.
- Community Security Issues
  - TU our private property is our private property and we should address it individually. It is the boards responsibility to protect WPOA community. Another gate would perhaps provide a little bit more, but that is up to committees and town.
  - Andrew Corn, agrees the board is technically responsible for the common property, and we have addressed security in other ways, and as a community as a whole.
  - Susan has heard feedback that it is a general security and access to the community.
  - Doreen providing information regarding what just happened and enable us to communicate street/block watches.
  - Ruth Sininsky has not heard anything in terms of resolution. Did appreciate Lisa driving around and helping everyone look for things.
  - Charity, found out from someone that they hit, a bunch of roads and they did try to get out and hit the back gate.
  - Deborah Wagner a front gate would help dramatically.
  - TU makes motions that we direct the security committee to investigate with the town the opportunity to put in a front gate and security options and provide information sheet to the community. DS. All in favor.
- Handrails installed on Meadow Beach Dock
  - Stainless steel handles to the edge of the dock.
  - Worthiness to the water and safety of the option. If this is good, should accessibility be addressed for all the beaches.

- DW: Motion to look at accessibility into the water at all the beaches. DS seconds. All in favor.
  - Charity is happy to look into and present to the board.
- Purchase of WPOA Common Property for Septic
  - Charity had a member come to her and brought forward failed engineer report. They are asking to purchase part of common property to place a new septic.
  - Board needs to approve them to do a perc test to investigate the ability of putting a septic on that land.
  - All in favor of approving this request which means if the perc test passes they can move forward with the established procedure.
- Road Repair Plan
  - Charity meets with Jay and Mark biweekly to address task list and we should have road repairs assigned specifically to weeks versus summer.
  - We have had so much feedback on roads that the roads need to be a priority over most of the maintenance tasks. Should be scheduled for earlier in the week.
- Technology & Automation Committee – Elect New Co-Chairs
  - Bill & Karen Del Vecchio offered to co-chair.
  - TU recommends Bill & Karen Del Vecchio as co-chairs. DW seconds. All in favor.

#### Correspondence

- Road Repair Budget: TU there haven't been many more people maintaining the community. Last year we were unable to get a seasonal employee. 15 few years ago the community decided to not hire unskilled teenage help. The filling of potholes has to be a priority, and Charity is on top of it. Not sure the budget is the problem, but Charity is bidding this out currently and once we have the data we will be able to know more certainly.

#### Disposition of Open Forum Items

- One option for funding this if it does not pass, we would need to build this into the budget to accumulate the funds over years to fully fund the project, however it will take years. It is an existing wildwood asset and we should be funding it. Could we make a recommendation from the board that we fund it so they can fully appreciate the thought.
- Potholes have been addressed, this is now a priority for our maintenance team to address.

#### Open Forum

- Jane Glover was the one who requested this accessibility to the docks and requests that we move as quickly as possible so that something can be done for this summer. Ask that she be included in this.
- Doryce. On cameras that any kind of cameras would be reactive and not pro-active and doesn't solve the problem. The board put up a sign that says this community is under surveillance. On the issue of accessibility, the steps on meadow beach, the steps going down the beach are in a bad state of disrepair and are so uneven and in addition the handrail will give bad splinters and is not usable so it should be replaced. In regards to road repair,

appreciates that roads need to be our priority. Want to go on record that if we prioritize roads we will start to notice the other things as issues and we will likely find we need for staff for the summer season.

- We need a couple of years to catch up on issues we are working on in regards to maintenance, and have more data to know where our gaps are.
- Second speed bump on Owls nest on the way in from the entrance, is the worst and incredibly uneven and much rougher than the others ones.
- Tom, did everyone see the update from the police chief. Tolland PD urges homeowners not to leave valuables in cars, keep cars and homes locked. Our place is target because the houses are close together. It appears to be a ring that is targeting communities.

MC Motion to enter Executive Session, DO seconds. All in favor.

• Violation Issues

Motion - SS Establish a 3-person committee for acquisition of property by the WPOA. SC seconds. All in agreement.

Adjournment - MC motion to adjourn, TU seconds.

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## **WPOA BOARD OF DIRECTORS SPECIAL MEETING**

July 2, 2023 @ 4:00pm via Zoom

Call to Order

Establish a Quorum: Susan Cutillo, Joseph Juhasz, Sarah Speirs, Ruth Sininsky, Andrew Corn, Deborah Wagner

Community Members: Kolloi Pal, Greg Lord, Ginny Austin, P Scrivener, Roger Scher, Ken Carr, Jim Warren, Doris Shandell

Opening Comments

Open Forum: no issues raised

New Business - Approve Tree Work

- There are 9 dead trees on the wildwood property and there are at least 3 dead trees that are at risk for falling and taking down the wires on the Member's property.
- \$2800 is in the budget and was going to be spent in the fall during planned cut in the fall. We will still have \$12,200 left for trees in the fall.
- Has anyone contacted Eversource? These trees are further back in the woods and Eversource will not do anything unless the tree is on the wire.
- JJ: Moves that we cut the trees down as soon as possible. DW seconds. All in favor.
- Motion has passed.

#### Open Forum

- Peter Scrivener - 231 Thicket. Had a similar situation that happened and they bore the expense. Forestry management is up to all of us, we have a lot of dead timber and one big lightning could cause a big problem.
- Roger Scher - Slope - If you have tree work to do on your own property, do you require building committee review.
- Greg Lord - 88 Stones Throw Drive - prior to moving in, the top of a tree fell and was resting on the tree, and then on a later storm fell into the water.
- Jane Glover - Chair of building review committee - as work on each property has the possibility of affecting other properties they building review committee
- Kollol Pal - Chair of the Pond Committee - there needs to be a systematic discussion about trees that are leaning into the pond and potentially negatively impacting erosion.

#### Adjournment

- AC moves to adjourn board meeting. All in favor.

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## **WPOA BOARD OF DIRECTORS MINUTES**

**July 8, 2023 - 9:30am**

#### Call to Order

Establish a Quorum - Teresa Urbinati, Doreen Oshinkski, David Stone, Andrew Corn, Joe Juhasz, Ruth Sininski, Susan Cutillo (zoom), Deborah Wagner (zoom)

Members in Attendance - Janice Klunder, Kollol Pal, Chris Chase, Elaine Strinie, Al Wells, Tammy Rynn, Allee DiSanti, Albert Lenge, Lise LeTellier, Ginny Austin

#### Opening Comments

#### Additions to the Agenda

#### Open Forum

- Ruth - grounds are not looking good - all agreed. Suggests the board give/explain why it's looking so bad and we don't see the maintenance people.

## Approval of Minutes

- June 10, 2023 - all approved
- July 2, 2023 - all approved (Teresa abstained as not at meeting)

## Reports

- President
  - CE&R Workshop - August 1st
  - Budget has been passed by the board and it has been requested to have it before the newsletter. We have historically not shared it before it goes in the newsletter but there is no reason not to do so. The approved budget will go out with the synopsis of this meeting.
- Treasurer
  - Financials for the end of June are included in the packet.
  - Has been trying to get a written review and financial plan for WPOA. They are going to begin this process so there is a formal financial plan with processes & procedures, duties, etc.
- Operations Manager
  - Administration
    - 2023 Payments - As of July 7, 228 owners have paid in full and 14 owners are still on payment plans
    - Collections / Liens – Another lien has been placed on a delinquent property as the owner is looking to sell their property and never responded to a 30-day notice to work out a payment plan. We now have a total of 9 liens on properties in Wildwood.
    - Electrical Upgrades – Northeast Electric came in a couple of weeks ago to replace some light bulbs with LED ones and install new LED light dimmer switches. They are scheduled to come back next week to work on replacing the emergency lights and other light bulbs. They will then come back a third time to install the new light fixtures that are replacing the old wagon wheel chandeliers.
  - Upper Courts – Vandalism happened for the first time this year on the upper courts. The chains & locks were thrown out in the field. A pickleball net was torn apart and a court roller was snapped in half.
  - Buildings
    - Braman Pest Control continues to come in monthly to monitor pest activity, inspect & replace bait and traps.
    - Heating oil levels are monitored and recorded weekly.
    - Public Water samples were taken in the Clubhouse and all Bathhouses by Housatonic Basin Sampling Company and all results are within normal range. Samples are taken monthly to ensure safe drinking levels.
  - Ponds / Beaches

- All beaches are raked on Friday. Last couple of rain storms have caused some erosion, but maintenance has been able to pull sand out of the water and rake out some of the erosion on the beaches. We haven't gotten any new sand in the past 7 years, but next year, we will be getting some new beach sand as the existing sand is now a little rocky.
- Pond water testing is done every week to ensure safe swimming levels. All levels have been within normal range.
- LAPA Water testing (for increased algae growth) continues to be done every other week.
- A non-member was found by Charity in the main beach parking lot unloading a kayak. She confronted him and he did leave. She shared his license plate the with police.
- Fixing of Roads is an ongoing weekly task. Some of them became worse with the torrential downpours we've had lately. All damage to the roads due to the storms this week have been fixed.
- Back of Beetle Road / Hartland Road has been fixed and filled.

- District Representatives

- District 1: Michael Clarke was not here; David will report out for 1/2/5 to add.
- District 2: 1,2, & 5 met together. MC, DS and AC reps. 10 members present.
  - Boat storage - we added boat racks a few years ago and we are already exceeding the capacity of those
  - Stop the bleeding training. Would follow up on more training.
  - What was the process for spending the money on the mailboxes?
  - When discussing the lower courts and making them safe again, a member did not favor the idea of additional assessments and felt they should be included in the dues instead.
  - Suggestion to take the names off the mailboxes and leave the numbers
  - General process for spending capital money.
  - Favored adding more money to spend on roads.
  - Member identified the issue of the fine that was assessed for violation of the driveway.
  - Potholes on Meadow Road still have not been addressed.
  - What emergency services are available at wildwood.
    - If there was a dog that fell through the ice and another member noted that yes Tolland has ice rescue equipment.
- District 3,4 & 6 had a meeting, 16 people in attendance. 11 items included in the board packet. Group was collegial, informed and it was a positive sentiment to the meeting.
  - 1. Slope sign installation at the forking branch where Otter Pond Road breaks to the right. Some time ago the Slope sign disappeared and so when large trucks make a wrong turn they have to reverse back onto and down Slope and head left to "stay" on Slope. Steve Strinie, Slope Road asked if the new signs are being installed as this would greatly help this situation. Doreen suggested that communication of this might result in added priority for that sign to be installed as work lists are prioritized and restacked as time goes on. Doreen will speak with Charity about potential reprioritization. Steve also wondered when these new street signs would be going up?
  - 2. Steve Strinie also commented on our speed bumps which he counted at seven in number. Having heard that there might be ideas about more speed bumps he

wondered if we should be in touch with our Fire/EMT/Police, etc. for safety concerns. There was a conversation generally in the room about whether the town's rescue crews drive through periodically to "know our roads."

- IDEA: Sarah Speir's husband wondered if we could organize a "meet the Fireman" event at a steak roast or during the Family Fun Weekend?
- Charity Barger entered the room and indicated that the homeowner at a turn near a couple of speed bumps would not let Wildwood trim "too much" to help the visibility on a particularly tight curve on Lakeside before Owl's Nest.
- 3. A member from District 4 asked about a blighted property that has a plastic covered Quonset hut with said covering ripped this winter thereby exposing an eyesore of rubbish and stored materials. Secondly, ongoing construction has gone well beyond the one year that our rules and regulations allow.
- 4. Another District 4 member asked that we consider a dog park at Wildwood as it would add to the enjoyment of members and their dogs.
- 5. A member from District 3 asked about attention to the culverts at South Village, Ruth indicated that it is on the list for this "fall."
- 6. A member from District 6 asked about security for the community in the wake of the car break-ins.
- 7. With regard to security, a member asked when the family names were coming off of our Wildwood mailboxes?
- 8. Regarding the gate: members asked why can't the gate stay open in winter if our original concern was out of community watercraft entering our ponds?
- 9. A member from District 3, Jean Charbonneau (181 South Village Road), asked whether we could have the road edges mowed and brush cut back on corners where it blocks motorists' views. The member was concerned about ticks when walking around the lake with family members and with dogs.
- 10. A member of District 3, Linda Guyette, indicated there is not enough parking at Lakeside. When asked what she thought was the problem there wasn't a clear image.
- 11. A member of District 6 asked why the membership had to wait for the newsletter to come out to see the final budget that had been approved at the prior Board meeting.

#### • Committees

- Pond Management
  - There is an issue of trees close to the waterfront that are in danger of falling into the pond. This can lead to significant shoreline erosion, sediment deposition, and increased organic material in the pond.
  - At the last Tolland conservation meeting, they said that Wildwood could file for an amendment to our NOI for erosion, and would only apply to Wildwood common property.
  - Private homeowners if leaving the root system in place would need a RDA, if removing the roots would need a NOI.
  - Wildwood needs a strategy to guide homeowners on how to handle this situation.
- Security & Safety Management - Tom Post
  - Tasked with putting together a message, specifically regarding the recent crimes.



- Is going to meet with the new police chief for new ideas and a short quick email blast.
- Looking at cameras as they were tasked. Within the clubhouse, rear gate area, front entrance coverage. With new technology we would need less cameras to get the same coverage.
- Front gate, they are actively working on that. Michael Clark is getting a historical review of this. Investigating feasibility.
- Handicap beach access. Main beach should be the handicap beach.
- Support having a handrail at each dock. So that people have a hand rail to hold while they get in and out of the canoe/kayak.
- Beetle road is going to be paved. Proposal to remove temporary speed bumps and have them pave in permanent speed humps and a speed table at the crosswalk at Main Beach. Proposal to be presented to the BoD (# of speed bumps, location, cost, etc.).
- They are going to put off the street sign auction this summer as the sign repair is taking longer than anticipated.

## Old Business

### • Accessibility Handles at Beaches

- There are 2 options, ones on the side of the dock, and the second are larger handles that on the top of the dock. They will install both on Meadow beach dock and seek feedback.

### • Documenting Board Decisions (Algorithm)

- Teresa has made decision trees to outline how the board makes decisions so we are consistent in how we make decisions in line with the mission of the WPOA.
- Changed verbiage to “consider approval”
- “Resolved to approve the installation of a paved driveway by Ronal Michonski and Nancy Michonski at the premises at 170 South Village Road, Tolland, MA, in accordance with Rule 10 of the Wildwood Rules & Regulation.
- The emergency situation is determined by the situation and it is our job to be responsive to our membership. JJ: Moves to push to a future meeting. AC seconds to read and absorb and discuss further. SC, JJ, AC, DO, SS
  - DS, TU, RS opposed.
  - DO: Thank you for doing it and it will be a tool that works.

-

### • Mailbox Labels

- AC moves to remove names, DS seconds. All in favor.

## New Business

### • 2024 Approved Budget Sharing/ Consequences – already agreed to share it

### • August Annual Membership Meeting

- Do we want a tent again? YES.
- Ruth, can you ask the technology committee to come in, meet with Charity and Terese and figure out how to make some of the equipment work.

- Building Review Committee

- The Wildwood Code of Responsibility requires owners to submit plans for building erection and modification, tree work, excavation and other projects to the Building Review Committee. Those requirements are spelled out in Articles 1-14 of the Code.
- There are consequences to non-compliance with these requirements. They include fines, a requirement to undo any unapproved work, and loss of membership.
- Extreme cases may result in lawsuits, especially if environmental harm is involved.
- Despite all this, the Committee struggles with compliance.
- On the positive side, we have had pretty good cooperation from owners who wanted to make changes to their property. For the most part, we have approved work to be done. There were some projects which did not meet our approval, but to date the owners have chosen to abide by our decisions.
- On the negative side, there have been several instances of work done by members which were not submitted for approval.
- In order to make owners aware of the requirement to submit plans:
  - We have sent emails reminding the membership to contact the Building Review Committee prior to starting any projects.
  - We monitor real estate listings and ask Realtors to make sure that their buyers know Wildwood has a Property Owners Association and rules and regulations which they will be expected to follow. We also offer them welcome packets containing copies of the Code of Responsibility and Bylaws, links to which are also on the main page of the WPOA website.
  - We reach out to contractors working in Wildwood and advise them that approval is needed before work can begin.
  - However, these efforts do not reach everyone in Wildwood, so the problem remains. Therefore, any help or suggestions the Board of Directors could bring to this would be greatly appreciated.
  - Building Review Committee: Two fold problems: people not going to the building review committee and the committee making decisions, the committee does not make the decision, they make recommendations and the board makes the decision.
  - When it comes to tree work, there does not need to be an indemnity agreement.
  - TU: Motion to remove the tree cutting approval responsibility from the building review committee and hand it over to the office. DS seconds. All in favor.
    - AC if we are putting it out to the community, remind them they need to go to conservation.
    - Hampden County Registry – 10331 PG 227) 12. No excavation for stone, gravel or other deposits shall be made on any Lot except as is incidental to the use of the Lot for residential purposes and the construction of residential buildings thereon.
    - The prior written consent of the Association shall be obtained before the removal of material from any Lot or the removal of more than fifty percent (50%) of the standing trees then growing on any Lot.
    - Wildwood Property Owners' Association (WPOA) – Code of Responsibility; Rules and Regulations as updated on 8-25-2019

8. Excavation and Tree Removal Brush cleared from private property should be removed within a reasonable time from Wildwood or must be chipped on such property. No excavation for stone, gravel or other deposits should be made on any Lot except as incidental to the use of a Lot for residential purposes and the construction of residential buildings thereon. A permit is required to be obtained from the Tolland Conservation Commission for removal of vegetation and any work that might occur within 100 feet of the Ponds, streams and wetlands.

- CE&R Questions for Meeting with Lawyer

- MA General Law Chapter 184, Section 27 –

- No restriction imposed after December thirty-first, nineteen hundred and sixty-one shall be enforceable:

- a) Unless the person seeking enforcement (1) is a party to the instrument imposing the restriction and it is stated to be for his benefit or is entitled to such benefit as a successor to such party, or (2) is an owner of an interest in benefited land which either adjoins the subject parcel at the time enforcement is sought or is described in the instrument imposing the restriction and is stated therein to be benefited.
    - b) After thirty years from the imposition of the restriction, unless (1) the restriction is imposed as part of a common scheme applicable to four or more parcels contiguous except for any intervening streets or ways, and provision is made in the instrument or instruments imposing it for extension for further periods of not more than twenty years at the time by owners of record, at the time of recording of the extension, of fifty percent or more of the restricted area in which the subject parcel is located, and an extension in accordance with such provision is recorded before the expiration of thirty years or earlier date of termination specified in the instrument and names or is signed by one or more of the persons appearing of record to own the subject parcel at the time of such recording, and in case of any other restriction, twenty years, or the specified extension term if less than twenty years, has not expired after the recording of any such extension without the recording of a further like extension;

- • Nominating Committee Recommendations

- The WPOA nominating committee is pleased to present the following qualified candidates to the board for the open positions for this coming year:

- Open Position/Candidate(s):

- Vice President: Susan Cutillo
    - Treasurer: Joseph Juhasz
    - Secretary (1 year remaining): Janice Klunder
    - District 2 Rep: David Stone
    - District 4 Rep: Alex Kwatowski-Houle
    - District 6 Rep (1 year remaining): Ann Fazi
    - DO: Moves to accept the nomination slate. Ruth S seconds. All in agreement.

- Speed Limit Signage

- We currently only have 6 speed limit signs in Wildwood, all of which are faded except for one. Replacement of existing 4 signs needed.

- 1. Do we want to add more or stay with only 6?

- 2. Do we want to replace traditional black & white or go with our Wildwood colors instead?
- TU: Made a motion we stay with the signage style we have and maintain the same number of signs. AC seconds. All in favor.
- Umbrella Insurance Renewal
  - The increase is due to the increased value of our property.
  - TU makes a motion that we accept the increase in our insurance. DO seconds. All in favor. All in favor.
- Zoom Note Taking Software
  - With the progress of technology and given that we use zoom, there is software that will completely transcribe a meeting. You can always edit and refine the raw document. Is \$100/year.
  - DO: Made a motion that we adopt the pro transcription. DS seconds. All in favor.
  - We have also discussed recording.

### Correspondence

- Transponders to the back gate. Lost transponders. They ask for the numbers on the back. We have a log of names / transponder numbers.
- Who has the right of way at the gate? This is just common courtesy and common sense. AC, Emily post would say the person leaving has the right of way.
- Has a waterview property on Otter Pond. Reported that this is blocking his access to the pond. When Charity went down to investigate and found a picnic table, bench and fire pit.
- Board concurs with Charity that this limb does not need to be removed

### Disposition of Open Forum Items

- Maintenance response:
  - TU: members have come and commented on the state of roads. Reasons, coming out of COVID, not having anyone for extra maintenance last summer, turnover in staff, and the weather. Charity and she (Teresa) have been working to come up with a structure so there is some accountability of the staff and also have some data to support hiring another person if so indicated.
  - JJ: Personally does not think it should be Charity's responsibility to direct the maintenance team on what to do. Feels the maintenance committee should be involved.
  - Charity: right now, her office assistant, Carol, has been entering the logs and this has helped decant? this from Charity's overall workload.
  - DS: years ago they would post the logs out on the bulletin board. Is there some publication of that so that the community can see what is getting done? Worklogs of the 2 full time maintenance people. These logs are being completed and submitted to the office.
  - Should we provide a monthly proposed work schedule?

## Open Forum

- Lise LeTellier - in regards to the restrictions, please provide the CE&R committee with the questions we are going to bring forward to the lawyer.
  - Lives here year round, sees the workers year round. The staff is constantly working. Our changing climate is making their job so much more unpredictable and hard, to have 2 people taking care of it, is a very large task.
- Pamela Guinan - 76 slope. Some evergreen trees are on Beetle / Lakeside. Some of the lower limbs may need to be taken off.
  - How many people have signed a CE&R - less than 50%
  - Confused how we go from a Maverick driveway to anyone can get a driveway.
- David Laks - 23 lakeside - Documenting decisions in an algorithm is a great idea. Suggest when a board makes a decision and say this is something we want to document and add to our decisions tree. On the tree work, we could potentially have "certified" or "approved" vendors who know our rules and regs. Foot stomp the use of Common sense and courtesy, in regards to maintenance, there are many complaints and maybe we don't have to respond to them all.
- Janice Klunder - number of thoughts more and more on the CE&R, has some questions and comments about the whole interplay between the WPOA and CE&R. A number of rules and regs may be more properly addressed as rights and obligations of membership and others should be tied to the CE&R property owner. TU requested, please send questions in an email.
- Susan Cutillo - after you get some of the other ideas, please send them to the board prior to August 1st.
- Greg Rhoda - recently we fined a person in wildwood, 20K for paving their driveway nowhere near the lake and then we paved the parking lot right next to it. What is the rationale?
  - TU: the paving schedule is put out to the public. It is decided every year, the board approves and it is sent out to the community. The impetus on the paved driveway situation was that it was constructed without prior building review committee input and board approval. When the board of directors and the member could not come to agreement, it became a legal situation.
  - Upper courts measured the cracks 1/8" to 1/4" and they are now up to 1" in some places.
  - For 5 years have talked about the cracks in the court. We need more regular maintenance to prevent these problems.
  - Maintenance, crew has a schedule everyone can see. Is it not backtracked and logged by the team?
- Frank Fazi - question thought for the board. Can we direct the CE&R committee to meet with the signers? Is the session and questioning with the lawyer open to the community?
  - Whole premise of getting people to sign in 1999 and 2000 and felt like he was lied to about that. One of the questions to Matt was how would he defend a suit against the WPOA on that.
- DS makes a move to executive session. AC seconds. All in favor.
- SS motions to move out of executive session. DO seconds. All in favor.

AC makes a motion to adjourn. All in favor.

## **WPOA Board of Directors Special Meeting Minutes July 27, 2023 @ 5:30 pm**

### **Call to Order**

**Quorum Established:** Board members in attendance – Teresa Urbinati (TU), Susan Cutillo (SC), Joe Juhasz (JJ), Deborah Wagner (DW), David Stone (DS), Doreen Oshiniskie (DO), Andrew Corn (AC), Ruth Siniski (RS). Member absent – Sarah Spiers.

**Community Members in Attendance:** Chris Chase, Lisa Corn, Denis Dilallo, Allee DiSanti, Jane Glover, Allen Liberman, Tom Post Peter Scrivener, Elaine Strinie, Stephanie Weintraub

**Opening Comments:** Addition to Agenda: Perseids Meteor and Lights Off Request

### **Open Forum**

Alex Kwatowski-Houle identified himself as the nominee in question. He asked for a voluntary membership, and if a letter of rent to own would suffice for his membership.

Peter Scrivener - spoke in support of this nominee. Felt that we should make an exception for this nominee.

Another Member questioned the interpretation of Article 1 Section 1, 2, and 3.

TU – Article 1, Section 1 describe eligibility for membership and is what applies to this nominee's candidacy. Article 1, Sections 2 and 3 describe the different types of membership and assumes you met the criteria for membership in #1. Among all eligible members, some are CE&R members and some are Voluntary members.

### **New Business**

- WPOA member request to replace existing deck.

Recommended by Building Review Committee and appropriate paperwork provided to the board for review. Passed unanimously.

- WPOA member request to expand deck.

Recommended by Building Review Committee and appropriate paperwork provided to the board for review. Passed unanimously.

- WPOA Bylaws regarding nominations for board positions.

**TU** - At our July 8<sup>th</sup> Board of Directors' meeting, we approved a slate of nominees for the upcoming open board positions. Shortly after that meeting, a Wildwood community member brought to the BoD's attention that a nominee for an open board position did not meet the criteria for membership as outlined in our bylaws. Our Bylaws also state that to be on the Board of Directors, one needs to be a member.

To my knowledge, the nominating committee, nor the board, has ever encountered such a situation in the past. After researching information and obtaining the opinion of our attorney, it has been determined that the community member is correct.

Board members agonized over ways that the nominee could remain on the slate to be voted on at the August membership meeting as we believe this candidate would bring much to the board. We very much want to encourage new participants in the management of Wildwood. However, it all

came back to what Article I – Membership, Section 1 of our ByLaws defined as membership in WPOA.

The board’s choice, at this point in time, is to follow our bylaws and attorney’s opinion or to ignore them.”

The president recognized that this nominee is understandably upset. She apologized to the nominee for not being aware of the circumstances beforehand.

### **Board member comments**

- AC**– Proposed that this is a unique circumstance. Supports nominee as nominee lives here and pays all expenses including assessments.
- Questioned the interpretation of section 2 and 3 of Article 1 of bylaws. Thought nominee could be eligible as a voluntary member. TU – one needs to meet the eligibility criteria of section 1. Section 2 and 3 further defines types of membership but does not determine it.
- DW** – nominee not eligible per WPOA Bylaws. Our attorney opinion supports this.
- MC** – We need to follow our bylaws.
- SC** – Offered that this nominee has lived in Wildwood and is fiscally responsible for expenses and pays the assessments. That the board should consider that the owner of the property has never lived here in Wildwood. Suggested sections 2 and 3 can be exceptions to #1.
- DS** – thinks circumstances are such that this nomination should be supported. Bylaw language unclear in this situation. Supports nominee.
- JJ** – Supported the nominee - unique situation, the nominee lives here and is financially responsible for home and WPOA assessments. There has been an exception in the past so should make an exception now.
- RS** – Need to follow Bylaws.
- DO** – Follow Bylaws
- TU** - To me, we, as board members, are obligated to follow WPOA Bylaws. I also hope that the nominee in question, as a possible future member of the board, will understand that board members are obligated to follow WPOA Bylaws.

### **Motion made by TU -**

"To follow our Bylaws, specifically Article 1, Section 1, in regards to defining eligibility for membership." Seconded – Michael Clarke

**Yes** – Teresa Urbinati, Michael Clarke, Ruth Shinisky, Doreen Oshinski, and Deborah Wagner

**No** – Andy Corn, Joe Juhasz, David Stone, Susan Cutillo

### **Perseids Meteor and Lights Off Request**

“Lights off”, August 11-13 for the viewing of the [Perseids Meteor Shower](#)

TU expressed gratitude to Steve Glover for informing her of the upcoming meteor shower. TU thought Steve’s suggestion of an outside light moratorium for the nights of August 11, 12, and 13 was a great one. Board members were asked to approve requesting all lakefront homeowners to turn outside lights off for these three nights as well as turning off the Clubhouse parking lot light.

**Motion was passed unanimously.**

### **Open Forum**

### **Adjournment**

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## WPOA BOARD OF DIRECTORS MINUTES

September 9, 2023 - 9:30am

### Call to Order

Establish a Quorum: Teresa Urbinati, Janice Klunder, Joe Juhasz, Susan Cutillo, Michael Clark, Ruth Sininsky, Ann Fazi, Andy Corn

Attendees: Charity's OtterPilot, Steve Strinie, Tammy Rynn, Jane Glover, Amy Lord, Ruth Buchanan

### Opening Comments

### Additions to the Agenda

- Finance Committee - met on Thursday - have a recommendation to the board regarding the overtime situation

### Open Forum

- None

### Approval of Minutes • July 8, 2023 • July 27, 2023 • August 1, 2023

- Ruth: motion to approve July 8th minutes. Second Teresa. Ann Fazi abstains. All in favor.
- Janice: Motion to accept July 27th minutes. Michael Seconds. Ann Fazi, Janice Klunder and Sarah Speirs abstained as not in attendance. All others in favor.
- Ruth: motion to accept minutes from August 1st meeting. Seconds. Ann Fazi and Michael Clark abstain. All others approve.

### Reports

- President
- Treasurer
  - We have now overspent on overtime for the year. A motion was made by someone on the committee. Recommend to the board that the weather contingency fund to cover the increased overtime in March.
- Operations Manager
  - 2023 Payments - As of September 8th, 233 owners have paid in full and 9 owners are still on payment plans.



- Collections / Liens – Another lien has been placed on a delinquent property as the owner placed their property on the market. We now have a total of 10 liens on properties in Wildwood.
- UPDATES:
  - One owner with a lien paid off a total of 4K, leaving a balance of a little over 1k owed.
  - One delinquent owner continues to send in checks for 1k every 2-3 months.
  - New agent handling 147 Thicket is going to be sending in payment of \$9,369.05 for back dues & legal fees owed within 30 days.
- Electrical Upgrades – Northeast Electric has finished installing LED bulbs, a new LED dimmer switch, new emergency lights and one of the new chandeliers. They will finish hanging the other 2 chandeliers, replace bulbs in fans with LED bulbs and install a new switch for chandeliers by the end of this month.
- Fire alarms in the clubhouse have been updated as needed.
- Office Assistant. Do we want her to continue to work Sundays and Mondays?
  - TU Motion: To allow Charity to decide hours for Office Assistant and when to have her add coverage. All in favor.
- Buildings
  - Braman Pest Control continues to come in monthly to monitor pest activity, inspect & replace bait and traps.
  - Heating oil levels are monitored and recorded weekly.
  - Public Water samples were taken in the Clubhouse and all Bathhouses by Housatonic Basin Sampling Company. On August 30th, a low level of chloroform bacteria was found in the Fox Den well. The low level trace found was not harmful for humans and did not require closing the bath house. The well has been bleached and Housatonic will be back out to test again early next week.
  - On July 27th, the Mass DEP conducted a sanitary survey (On-site review of the water source, facilities, equipment, operation and maintenance of a public water system to evaluate the adequacy of such source, facilities, equipment, operation and maintenance for producing and distributing safe drinking water.) of all bathhouses and the Clubhouse. General overview was good, except that our meters need to be calibrated every 5 years, and we also need new meter readers at the bathhouse. The full report has not been received yet. Charity is looking into getting our meter readers updated and then having them wired to the meters. Our current meters are hooked up only in the basement.
- Ponds / Beaches
  - Pond water testing is done every week to ensure safe swimming levels. All levels have been within normal range.
  - LAPA Water testing (for increased algae growth) continues to be done every other week.
  - A Beaver in Otter Pond has been caught. Beaver in Cranberry Pond seems to have built a dam by the maintenance shop. Ongoing in terms of capturing them.
  - Rafts will be pulled in at the end of our beach season, 9/17/23 and they will also discontinue raking the beaches at that time.
- Grounds / Roads

- Cold Patch was completed on Meadow Road before the beach.
- Potholes continue to be patched and filled.
- Weekly Task List - this has been implemented. Will bring this data to the board and will help us guide the board on decisions.
- District Representatives
  - District 1: Michael Clarke
  - District 2: Nothing to report
  - District 3: Ruth Sininsky
  - District 4: Janice Klunder - what is our mechanism for following up on comments and requests that come in so that we can get back to the membership. We have not developed any specific mechanism, Teresa tried to answer the questions in her newsletter article. Like for example, adding more boat racks, we welcome ideas on how to accommodate in the limited space there is. The board will not take up individual recommendations per se, but we would advise the member to come forward with a concrete proposal and volunteer to form a committee, etc. around moving it forward.
  - District 5: Andy Corn - too many vehicles parked at a house, it is super crowded
  - District 6: Nothing to report
- Committees – Committee Progress Reports - Susan Cutillo
  - Building Review
    - Focus - continue to emphasize the need to consult the BRC first. Possible changes to zoning which will help with maintaining WW standards by having WW be their own town zone.
    - Challenges - difficulty maintaining oversight of building projects
  - Forest Management
    - Focus - work parties to be scheduled for fall for continued upkeep and clearing at the Meadow and new trail. Committee Chair to attend
    - Challenges - Increase in the number of diseases in all New England forests is also occurring here in Wildwood. Monitoring and researching options to help educate the community on limitations and possibilities needs to be ongoing
  - Personnel
    - Focus - 1. Review employee evaluation forms to align with job descriptions and community expectations. 2. Discuss community needs for maintenance of property to determine if more staff are needed.
    - Challenges - Please describe any issues or challenges to report to the BOD. Need to add another community member to the personnel committee. As certain staff needs for the community that are aligned with the budget.
  - Pond
    - Focus - Invasive plant treatment will be conducted in September by Solitude under the existing NOI. We will begin inspection of all the WW property to identify sites with phragmites and other invasive species that will be treated by Solitude. The plant survey which was conducted in September 2022 indicated that the number of plants in both lakes was lower than what would be considered optimal for a healthy lake. However, the unusually high amount of rain this spring and summer has resulted in heavy plant growth in some sections of both lakes. However, pulling of mature plants may promote the spreading of seeds and

create more plant growth in subsequent seasons. Therefore, the pond committee is suggesting that physical plant removal by residents be kept to a minimum amount this time of year. We will actively monitor both plant growth and nutrient levels for the remainder of the season and hopefully this is an unusual year for precipitation, and next season, the plant growth will return to normal levels.

- Issues - We will continue to monitor the appearance of invasive plant species and monitor both beach and shoreline erosion around our ponds
- Property Management
  - Focus - Replacement tractor specifications will be nailed down. Narrow down the options for covering the salt/sand pile. Secure bids for the shop roof replacement.
  - Issues - The Committee has been unable to secure a quorum at numerous Zoom meetings.
- Executive
  - Focus - weekly maintenance sheets in place and to work with the personnel committee regarding utilization of staff
- Safety and Security
  - Update on speed humps. Definition of speed humps to replace the speed bumps.
- Sports and Recreation
  - Focus • Deconstruction of the lower courts • Repairing of cracks on the Upper courts • Installation of 3 Horse Shoe Pits • Setting 4 permanent net standard PVC sleeves for the permanent Pickleball area. • Scheduling Paving Company for next April 1. Courts will sit for 30 days after paving before lines are added. • Looking at the Softball field and eventually skinning the infield and setting in permanent bases. • Looking at the relocation of the Volleyball area which currently is difficult to play on because of its proximity to the woods and thorny areas.
  - Issues - Cracks in the Upper Tennis Courts are increasing in size. The annual budget needs to increase in order to keep any Major repairs or assessments from occurring again. \*Teresa - we need to develop an ongoing maintenance inspection / plan for the sports resources. Andy Corn this should be the committee's task and the committee will submit a recommendation to the board.
- Sustainability
  - Focus - Sustainable yards part. Carry in – carry out. Erosion mitigation
  - Challenges - Please describe any issues or challenges to report to the BOD. Resistance to change Some are large and complex issues Sustainability is a mixture of common and personal property. Potential overlap with other committees
- Technology and Automation
  - Focus: Work with Charity to continue assessment of electronic payment options focusing on QuickBooks payment via Intuit's service and possible addition of WPOA as a vendor to enable members to use online bill payment through their own bank or financial institution. The latest iteration of the web site is a good

step forward, with content that may be underused by the membership. We recommend a brief overview of the web site at the Annual Meeting to increase awareness followed by an assessment of feedback to determine steps moving forward. Continue assessment of current hosting service, web site administration, domain registration, information security and privacy. SPC review and assessment (see below).

- Challenges: The committee needs to assess the scope and feasibility of the objectives outlined in the SPC to provide feedback to the Board on potential costs, benefits and risks. There are a lot of good ideas brought forward in the document, but the potential efficiencies and value need to be carefully weighed against complexity and expense before making recommendations.
- Please have the committee look into the issues with accessing the website /calendar / details
- Andy, if the meetings are on zoom, we are using Otter and therefore the transcripts would be available. Charity has to be put in the URL to each meeting, it's a full manual thing at this point. First time we used Otter at the annual meeting the minutes were very jumbled. The full audio recording is available on the website.
- On the website we need landing places for all the committees.

## Old Business

- Memorial Bench
  - Where will the benches be located? Predetermined location for memorials/plaques.
  - What size will they be?
  - Will they match the environment?
  - Ann Fazi and Janice Klunder will meet and bring forward a standardization. Can establish a committee.

## New Business

- Appointment of Secretary - 2 people with interest in filling the position until the next annual meeting. Jane Glover and Stephanie Weintraub.
  - Motion: Allow candidates to speak to the board as a whole.
    - Jane: Been here in WW a long time, they all know her. Would like to be on the board. She is an idea person and comes up with a lot of ideas and would like to see some of them move forward and be worked on. As far as being secretary she can write down things as well as anybody else. As far as the new technology she feels she can sort through them to determine what is relevant to be in the minutes.
    - Stephanie: Been in WW since 2013. She has been on committees and chaired committees. Was part of the strategic planning committee and was involved in all the technology of this. She is computer savvy and will have the ability to work with new AI.

- Motion: we have a vote to select 1 of the 2 people to fill the secretary role. Andy seconds. All in favor.
- With the new technology, the secretary will be responsible for reviewing the transcript and finding an agreement.
- Teresa: The new secretary, by a majority of votes, is Stephanie Weintraub.
- Motion to go out of order for Agenda: Joe Juhasz to address overtime. Teresa seconded. All in favor.
- Board Orientation -
  - Business entity summary - We're governed by chapter 180 of the Massachusetts General Laws, as well as portions of chapter 156 of the Massachusetts General Laws to deal with corporations. We are a corporation. We are Wildwood. Property Owners Association Incorporated. Registered with through the Secretary of State's office and the certain expectations that we need to follow through the secretary of state office.
- Handbook/Binder: WPOA Bylaws Article IX about finances was handed out to place in binder. It tells us how we can spend an emergency or can't spend and so I thought that would be a good piece to have in your hand but these are for your handbook and thank you in the handbook as well as purity we'll get the budget. The handbook has a table of contents & district maps including your members' list. It has information about conflict of interest and rules of conduct parliamentary procedure. So please bring it with you. It will be a lot easier if we have a question about bylaws. Your bylaws are in there. If you have a question about rules and regulations and the code of responsibility that's in there and we can go through it quickly.

Review of Document Part I Title XXII Chapter 180C and this is about Directors Officers or incorporated good faith performance of duties in liability.

TU is asking that the Our attorney's opinion and that we adhere to it as the expert opinion.

Comment:

- SC recommend that maybe at time that an attorney is being asked a question that more than one person is on the phone call because the way you ask the questions can get different answers
- JJ- Stated that if needs to be a board decision to talk to the attorney and not just President/Charity who should contact the attorney because the way you ask the questions can get different answers
- AF agrees with SC that More transparency is needed and also by-laws need to be tightened up and there is an issue that there was a 5-4 controversy about by-laws and no evil intent to not follow by-laws.
- TU- as president has the right to contact the Attorney and responds to JJ to show the evidence why she cannot contact the attorney with a question. Make sure as Board members you only say things that you have the facts to back it up. We need to abide by Attorney's opinion

- JK-Helpful to the Board to bring all viewpoints to the Attorney if practical. TU is correct to have the authority seek opinion
- Building Applications  
Board made a motion that the property owner needs to abide by the set back of 50' from the road and can apply for a variance for the town about the set back from the sides. Second by MC and all agreed
- Second proposal was removed for consideration because the vote of the previous vote needed a variance and abiding by setback from the road.
- By-Law Changes / Committee was established and TU to write the charter and send it out to the board for approval.
- Committee Board Liaisons:
  - Building Review- Stephanie
  - CE&R -Janice
  - By-Laws-Janice
  - Forest-Ann
  - Nominating-Sue
  - Personnel-Ruth
- Establish Annual Goals – Postponed to 11/4/23 meeting
  - Budget Impact for 2025
  - Erosion Control - What has been done so far and future steps were discussed
  - Maintenance Building Roof - Postponed to next BOD meeting
  - Paving - Paving for 2023 was voted to not be done. Quotes obtained were way over the 2023 budget. Will have more money to work with in 2024.
  - Sand / Salt Cover - Postponed to next BOD meeting
  - SMART TV - Determined not to be needed by Technology Committee
- July 27th Meeting - Dropped from Agenda
- Unattended children on the beach / in the Clubhouse - Signage at Beach was discussed, and emailing out a reminder before beach season was recommended.
- Use of TV - Use of SMART TV during rentals is not going to be permitted.
- Overtime Budget for 2023. Major contributors are the storms we had in March. The finance committee agreed that this is easily addressed by the weather contingency fund.

Recommendation from the finance committee, ask the board to approve expenditures up to \$4100 dollars to offset the cost of salary/overtime by weather. Michael Seconds.

- Teresa wanted the data. Dates of overtime and what they are used for. Charity to put together how Overtime was used, Dates-how much and who was the recipient.
- Andy, 2 issues management issues, and moving of money. Correspondence
- Ask the Board to approve expenditures up to \$4100 dollars to offset the cost of salary/overtime by weather. All in favor: SS. No, Teresa. Stephanie abstained.

## Disposition of Open Forum Items

### Open Forum

### Executive Session

- Otter Pond Survey

### Adjournment

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## **WPOA BOARD OF DIRECTORS MINUTES October 31, 2023 @ 5:30pm via Zoom**

### Call to Order

Establish a Quorum: Susan Cutillo, Michael Clarke, Andrew Corn, Ann Fazi, Joe Juhasz, Janice Klunder, Ruth Sininsky, David Stone, Stephanie Weintraub

### Opening Comments - None

Open Forum – No community members present.

### New Business

- Approval of Building Applications (Shed, Driveway, Enclosed Porch) - All applications were approved unanimously.

JK suggested reviewing the Building Review Committee's process and that it needs to be discussed at a Board meeting. SW (liaison for committee) agreed. The meeting ended with a decision to discuss this topic at a future board meeting to streamline the process.

Open Forum – No community members present.

Adjournment

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## WPOA BOARD OF DIRECTORS MEETING MINUTES

November 4, 2023

Meeting started 9:30

Board Members: Andy Corn, Teresa Urbinati, Joe Juhasz, David Stone, Ruth Sininsky Janice Klunder, Michael Clarke, Susan Cutillo, Ann Fazi, Stephanie Weintraub

Community Members: Ruth Buchanan, Matt Berky, George & Mary Ellen Porter, Tom Post & Teddy Schaffer

Addition to the meeting

Back gate

Executive session: Bonuses

Open Form

Ruth B

Tired of looking at 78 Slope- Pipes in the yard, asked board if they can do anything?

Approval of minutes from past meetings

September 9, 2023 Approved

1 abstention David stone, 9 approve

October 31, 2023 Approved, 1 abstention TU



No president report

Treasurer's report- Working within budget

Operations Manager report

5 Property payment

Lien put on house with full time owner

Bills can be paid online

August fees were payed for 147 Thicket / lien removed

Electrical upgrade complete

Maintenance staff is working on task list that Teresa and Charity have prepared and will present

New Mail carrier trained

District Representatives

Michael- Nothing

Janice-

Had a complaint about laundry service, evaluate Laundry,

Refund not getting to owner

Charity will follow up with home owner

Ann- Action/protocol to respond from District reps

Reply to memo

Calendar to review

Old business-

Back Gate-

Talked about whether to keep it open or closed during the winter.

Board voted to keep it closed

Michael stated-Security committee recommends keep it closed

Motion- Gate stay closed, but can be opened at the operations manager's discretion without a board vote.

Janice and Ann second

All in favor

Memorial Bench-

Proposed application for placement

Motion vote

For Ruth, Ann, Michael, Susan, Janice

Against Stephanie, Teresa, Andy, Joe, David

Did not pass because there was a 5/5 vote

The conversation about participation on Committees and Members' Eligibility  
Motion: A non-member can be a committee member but cannot vote.

9 approve 1 abstain

Teresa presented a mock Decision Tree to streamline and look at ladder of how to make decisions. It was also decided that Votes should be on zoom before email.

Board was asked to come up with areas of concern to help develop the Boards Annual Goal. Listed below were each Board Members concerns.

**Joe-** Bylaws, Managing Finances

**Susan-** Bylaw revision, BR process, Pond Preservation/Beach erosion, Security of private community, Renters Policy

**Janice-** Bylaws Defining Membership, BRC Charter/decision making, erosion, Security/website access.

**Michael-** Bylaws Revision Membership, Security/gates, Pond preservation, BRC

**Ann-** Pond preservation, erosion, accountability, sustainability, how to spend money

**Stephanie-** BRC/Rules, procedures and language, Volunteers/events

**Andy-** Bylaws, Security after greeters, Renting Airbnb, Commercial use of property/vehicles, BRC, Noise

**Ruth-** BRC, Bylaws, Renters policy

**Teresa-** Tech and automation, BRC, PMS Task List

These were the areas that came up from the board to focus on when developing an Annual Goal

Building Review Committee

Pond Preservation, Erosion

Bylaws

Security/technology

Staffing/financial process

Renters/use of Wildwood (January Meeting)

Charge for Bylaws is the goal for this.

Review charter, streamline and clarification the process end result of graphic

Pond Preservation/erosion language

Security (private/WW, technology, gate, noise)

Renters

Staffing and Tasks

Joe to work on Goals

Maintenance Roof was discussed and bids were reviewed.

Motion to use 7,000 to buy materials this year and use money from next year to install

Second by Ann

9 approved (David Left)

Budget issue salt shed- Table to January with warranty information

Motion Move forward with the purchase of the tractor and the approval of the additional money within the cost control policy

8 people approved (David and Andy had left the meeting)

Correspondence-

Letter from Homeowner on Otter Pond.

Janice- It is clear on Wildwood Property- Look at the Property and minimal issue

Motion

Welcome to Open Forum at any board meeting and removal of picnic table, bench, and fire pit  
December 1st

Second -Stephanie

Did not pass 1 for and 7 against

Second Motion

Homeowner welcome to an Open Former any board meeting and removal of picnic table, bench, fire pit and any other personal property by Monday May 26, 2024.

All in favor 8.

78 Slope-

Board looked at Blyth vs C and R, Code of Responsibility

Open Forum: nothing added

Motion to executive session 12:50.