

## WEATHERSFIELD SERVICE GROUP VI

### MINUTES OF THE MEETING OF THE BOARD, OCTOBER 28, 2016

1. The meeting was called to order at 2:04 pm in The Gathering Place. Present were Directors Zana Tauriainen, Jo Bolig, Nancy Fore, and Daniel Green. Director Hoyt Taylor was out of the country. Also present were Robert Kelley, Treasurer, Timothy Gura, Secretary and representing Berkeley Management was Manager Peggy Akers.
2. The minutes of the meeting of September 23, 2016 were approved as distributed.
3. Treasurer Robert Kelley presented a series of informative presentations regarding financial issues that would be discussed at the Annual General Meeting. He described the current protocol recording reserve expenditures; outlined specifically how current and future dues were being distributed; and explained how reserve expenditures have been plotted through 2030.
4. In preparation for the Annual General Meeting (this year on November 4), the Board discussed the variants in quorum required for different actions. Director Dan Green prepared a useful table which included specifics about when the election could be held, the notice required for the meeting, acceptable voting methods, and votes required for passage. [The entire document is appended to these minutes.] In summary, and with specific respect to quorums, he determined that:
  - a) Voting for Members of the Board of Directors required presence at the meeting or completed proxies of one-third of eligible votes (35 members);
  - b) Voting for Annual Assessment Increases or Special Assessments required presence at the meeting or completed proxies of 60% of all eligible votes (63 members);
  - c) Voting for Amendments to the By-Laws required presence at the meeting or completed proxies of 50% of all eligible votes (52 members);
  - d) Voting for Amendments to the Covenants did not state a quorum requirement, but requires 75% of lot owners (78 members) for approval.

#### COMMITTEE REPORTS:

5. **Communications.** Secretary Timothy Gura reported that he had mailed the checks drawn to owner/residents at 595 and 596 Weathersfield, as authorized by the Board on September 23, 2016 (see Minutes, 9/23/2016, § 11(b)).
6. **Landscape.** Director Fore reported on a large series of completed projects, including (but not limited to) replanting fronts of air conditioners, lawn revitalization, cleaning of green drains (by Ruppert). She also proposed placing visible unit numbers on garages.

7. **Buildings & Architecture.** Director Green reported that he had received no requests for architectural changes in the last month. In the upcoming month he and his committee will be inventorying mortar/loose brick repair on porches and steps, loose railings, the state of sidewalk repair, and the status of shutters.
8. **Utilities.** President Tauriainen reported that the Utilities Committee had authorized a reduced payment to Orange Mechanical for their work during the recent sewer blockage.
9. **Nominating.** President Tauriainen reminded the Board that the terms of office for Directors Bolig, Green, and Taylor expire at the Annual General Meeting in 2017.
10. **Manager's Report.** In order to elect officers and committee chairs for the upcoming year, the new Board will meet immediately following the Annual General Meeting.
11. The meeting was adjourned at 4:23 pm.

Respectfully submitted,

Timothy Gura  
Secretary

(10/31/2016)

NOTE: The following pages include the specific information about voting requirements referenced in §4 of these Minutes.

# WSG IV Members Voting Requirements

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WSG VI consists of 104 owners. Each unit owner may cast one vote at annual or specially called membership meetings. (Bylaws, Article III, and Covenants, Article III)

## Voting for Members of the Board of Directors

**Cite:** WSG Bylaws, Articles V and VII.

**When:** At the annual homeowners meeting in the first 7 days of November.

**Notice:** Written notice by mail or hand delivery, at least 30 days before the meeting.

**Meeting Quorum Requirement:** Presence at the meeting or completed proxies of one-third of eligible votes (35 members).

**Voting Method:** Secret ballot with one vote for each unit by the owner(s) for each vacancy.

**Votes Required for Election:** The person(s) receiving the largest number of votes is(are) elected.

## Voting for Annual Assessment Increases or a Special Assessment

**Cite:** Covenants, Article IV, Sections 3, 4 & 5.

**When:** At the annual meeting or any special meeting called for this purpose.

**Notice:** Written notice by mail or hand delivery, at least 30 days before the meeting.

**Meeting Quorum Requirement:** Presence at the meeting or completed proxies of 60% of all eligible votes (63 members).

**Voting Method:** By written and signed ballot, by a record of the members voting, or a combination of the two methods.

**Votes Required for Passage:** Two-thirds of those voting in person or by proxy. (That is, abstentions do not count in the vote total.)

(Note: The Board may increase the annual assessment without a membership vote so long as the increase is no greater than 110% of the current inflation rate.)

## **Voting for Amendments to By-Laws**

**Cite:** Bylaws, Article XV

**When:** At the annual meeting or any special meeting called for this purpose.

**Notice:** Notice of the proposed amendment(s) sent in writing to homeowners at least 10 days prior to the meeting.

**Meeting Quorum Requirement:** Presence at the meeting or completed proxies of 50% of all eligible voters (52 members).

**Voting Method:** Any method.

**Votes Required for Passage:** By a simple majority of those voting in person or by proxy.

## **Voting for Amendments to Covenants**

**Cite:** Covenants, Article XI, Section 4.

**When:** Unstated.

**Notice:** Unstated.

**Meeting Quorum Requirement:** Unstated

**Voting Method:** By signature of the President and all lot owners who voted for the amendment(s). The WSG secretary attests before a notary public that the original signatures are retained by WSG and the amendment is filed at the Chatham County Register of Deeds.

**Votes Required for Passage:** 75% of lot owners (78 members).