

## **WEATHERSFIELD SERVICE GROUP VI**

### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS** **JANUARY 28, 2021**

President Jo Bolig called the Zoom meeting to order at 2:01 P.M. Directors David Piet, Bob Sydell, Bill Kearney, and David Spencer were in attendance as well as Treasurer Hoyt Taylor, Secretary Nancy Peterson, and Mill House Properties (MHP) Community Manager Peggy Akers. All of the members of the Board of Directors were present and, therefore, a quorum was present.

This was the first Regular meeting of the Board of Directors in 2021 and included a review of important policies and procedures, calendar year-end reporting from the Treasurer and committees, an update on several major projects, as well as new business.

#### **President's Report**

- President Bolig began the meeting by discussing and reinforcing preparation procedures for Board meetings, including deadlines and the location of materials for the Board to review prior to each meeting. In addition, she discussed procedures regarding the Board Minutes, including postings after the meeting.
- President Bolig then discussed the commitment to ensure that regular monthly WSG Board meetings be open to all residents to attend. If a resident(s) is in attendance, an "Open Comments" time period will allow the resident(s) to speak to the Board regarding a question or concern.
- A motion was requested to approve the Minutes of the Board meeting of November 2, 2020 as well as the Minutes of the Special Board meeting of January 9, 2021. The motion was made and seconded. The Minutes of both meetings were approved.

#### **Millhouse Community Manager's report provided by Peggy Akers**

- Peggy Akers reported on the process of sending monthly Financial Reports from Millhouse to the WSG Board Treasurer for approval. Once approved, the Financial Report is posted on the WSG website and the kiosk near the Gathering Place.
- Work orders are down for January, generally a slow month.
- Ruppert is on their winter schedule.
- The discussion turned to costly garage door repairs. It was determined that the tracking spreadsheet maintained by the Building Maintenance Committee combined with the efficient, responsive service and costs provided by Tip Top, our current provider, are effective and Tip Top is better than our previous provider.

#### **Year End Financial report provided by Treasurer, Hoyt Taylor**

- 2020/2021: Financials in 2020 were better than in 2019 primarily due to Covid (based on invoices received to date). Financials include WSG operating expenses and our major, infrequent projects. Expenses for Ruppert and Davey Tree have not exceeded budget. The Architecture, Building and Street Maintenance Committee and Utilities Committee expenses were in line with projected costs.
- A discussion was held regarding the Millhouse/WSG Treasurer/Board Committees process of reviewing invoices received to insure accuracy.

### **Communications Committee report provided by Jo Bolig for Chair, Dan Green**

- President Bolig gave an update and recognition to the Communications Committee, chaired by Dan Green. Despite the challenges of communicating with residents and renters during Covid, this Committee has creatively and successfully 1) updated a resident database to ensure that residents receive accurate and timely WSG information; 2) continually updates the WSG website with up-to-date information and activities; 3) updates information on the WSG Google Drive which maintains documents; and, 4) most importantly, added Paul Bolig to the Committee to help manage the site and add most of the new content.

### **Landscaping Committee report provided by Chair, David Piet**

- Davey Tree finished their work project in December, with special attention to limbs overhanging roofs and garages, and other dead or fallen limbs.
- Ruppert completed the majority of the Rejuvenation. The few things that remain to be done include some cleanup.
- As part of the rejuvenation, where holly trees on personal property were removed at ground level, these residents may request to have the stumps ground. The Landscaping Committee will communicate with the residents regarding stump grinding. The Board voted unanimously to use Davey Tree (who has their own grinding equipment) to grind the stumps, remove the debris, and clean up. In addition, the Board unanimously agreed to incur the cost of this stump grinding process.

If residents are interested in planting around the area (if they have the stumps ground), in the spring they are to complete a Landscape Modification Request form for approval, which is located on the WSG website. This cost will be communicated by the Landscaping Committee.

### **Architecture, Building, and Street Maintenance Committee report provided by Bill Kearney**

- The roof blowing project of homes and garages was completed in early January.
- 2020: 135 work requests were completed; the costs were 5% below the building maintenance budget.

### **Insurance Committee report provided by David Spencer**

- Current WSG insurance policies from Seagroves expire at the end of March. Director Spencer is conducting an insurance evaluation, has requested proposals from three (3) insurance agencies (including Seagroves), and is awaiting complete information to compare bids. The new policies would start on April 1.
- Regarding the contract extension, working with Millhouse, MHP now has a total of \$500,000 in crime coverage (two separate policies) to cover WSG funds.
- 2020: There were no claims last year.
- 2021: There are none to date.

### **Utilities Committee report provided by Bob Sydell**

- Thorough inspection and maintenance have occurred over the last few years regarding our aging sewer system. Sewers were inspected by camera, jetted, and repairs completed, and sewer cleanouts were raised, as needed.
- The completion of several recent repairs was delayed due to Covid and rescheduled. What remains in 2021 are three (3) units that have been identified as possible future sewer problem areas, although they are currently functioning well and have been jetted. The solutions are expected to be expensive. Working with Pure-line, Director Sydell is seeking solutions that will be in the best interest of the homeowners. In addition, a Woodbury drainage flow issue was improved upon but drainage in another area is being evaluated.

- Director Sydell was asked if Fitch's current sewer test could affect WSG sewers. He will get information from Fitch.

**Nominating Committee report provided by President and Committee Chair Jo Bolig**

- Committee Chair Bolig reported that there will be three (3) openings on the Board. New Board members will be nominated and elected in November.

Standing committee chairpersons are encouraged to seek interested home owners to serve on their committees as this is a good way for home owners to become more familiar with the workings of the Board and the various committees' responsibilities and to identify those who might be interested in serving as a director. While previous or current committee membership is not required of those seeking a director position on the Board, it is strongly encouraged. Committee members are selected by the chairperson of each standing committee and confirmed by the Board.

A mix of new home owners and skilled committee members along with longer term home owners would allow for a diverse mix of skills and perspectives on the Board. Additional information will be provided to residents at a later date.

**Other Business**

- Patsy Smith, HOA Director of MHP will conduct an AppFolio workshop for Board members in February.
- Peggy Akers will follow up on matters relating to landscaping compliance.

At 4:13 P.M. President Bolig entertained a motion to adjourn which was seconded and approved without dissent. The next regularly scheduled Board of Directors meeting will be Thursday, February 25, 2021, at 2:00 P.M.

Respectfully submitted,

Nancy Peterson  
Secretary  
February 5, 2021