

**Weathersfield Service Group
Board of Directors Meeting - Minutes
January 26, 2023
The Gathering Place and Zoom Format**

President David Spencer called the in-person/zoom meeting to order at 2:00 pm. This was the first regular WSG Board meeting in 2023.

Directors Steve Krasnow and John Tyrrell attended the meeting in-person at the Gathering Place. Director David Piet and Mill House Properties (MHP) Community Manager Peggy Akers attended via Zoom. Therefore a quorum was present. Communications Officer Joyce Brennan and Secretary Nancy Peterson were also in attendance on-site. Treasurer Hoyt Taylor and Director Larry Layton were not present.

President Spencer requested a motion to approve the Minutes of the Annual General WSG meeting on November 5, 2022, the Minutes of the October 27, 2022 Board meeting and the November 5 Board meeting held immediately after the Annual General Meeting to officially welcome the new Board members. The motions were made and seconded and the Minutes were approved.

Mill House Community Manager's Report - Peggy Akers

- Manager Akers reminded the Board of the process of sending monthly Financial Reports from Mill House to the WSG Board Treasurer for approval. Once approved, Tara Lacara, Mill House's Financial Manager, submits them for posting on the WSG website and the Swim and Croquet kiosk. In addition, the monthly ledgers are sent to Committee Chairs, as needed.
- There are twenty two (22) new work orders in January, primarily for front railing repairs which are the focus of a project to analyze and repair railings, as needed
- Mill House is currently working with Board Committees including Building Maintenance (garage and front porch inspections and repairs and an upcoming job to blow debris off roofs), Communications (providing an updated mailing list), and Utilities.

Financial Report - Treasurer, Hoyt Taylor

- President Spencer summarized reports Treasurer Taylor provided. 2022/2023: Our 2022 year-end assets look good when compared to what we had projected in our long range plan (see additional information on the website postings). In 2022, as is generally the case, there was a good deal of fluctuation from month to month, depending on what the work was, when it was done, and when it was paid. Total cash assets remain healthy at over \$400,000.
- Financials for December 2022 were in line with expectations.
- Some big expenses are coming up (i.e., trees) but we are currently in a strong position.
- A Reserve Study in 2024 is being considered.

Utilities Committee - Chair, John Tyrrell

- In January, a surface drainage solution was installed at one house location, several flat tops have been inspected and will be analyzed for clearance or a height increase, and the Grove lights timer was adjusted in keeping with the Daylight Savings Time schedule.
- In his new role, Director Tyrrell reviewed and received confirmation from the Board regarding his understanding of policies and responsibilities in areas including flat-tops, storm water sewers, culverts, drainage ditches (gullies), and landscape drains. In

addition, there was discussion regarding striking the right balance between being proactive and addressing issues as they occur.

- Sanitary sewer clean out inspections and repair will occur once every three (3) rather than four (4) years.
- There was discussion about HOA/Owner responsibilities regarding Sanitary Sewer Clean-Outs and water meter repairs. The cost responsibility is generally determined by the location of the repair needed.
- In 2023, rip rap installation primarily on Weathersfield and Woodbury will occur and erosion control will be addressed in a location in Woodbury.

Architecture Committee Report - Chair, Steve Krasnow

- Currently, there are no pending applications, but one or two are expected soon.
- Director Krasnow nominated Thomas Ruhs, previously General Manager of a resort and spa in Illinois, for approval by the Board as a member of the Architecture Committee. The Board approved and seconded Director Krasnow's motion and Mr. Ruhs is now a member.

Buildings and Street Maintenance Committee Report - Steve Krasnow for Larry Layton

- Thirty (30) garages have been inspected and repaired. In 2023, twenty-five (25) will be done.
- Work has been completed on nineteen (19) front porches and work is being done on another fifteen (15). This will complete the work needed on front porches. They will be inspected again in the fall.
- Directors Layton and Krasnow have inspected and identified all front porches that need brickwork. Once estimated costs are received on six specified locations from the identified vendors, the findings will be reviewed with the Board.
- Roof debris on homes and garages will be blown off as soon as possible.
- There was discussion regarding garage doors, operators, key pads, remotes, and keys to open doors if we lose power. The goal was to ensure a clear, fair policy regarding repair and replacement.

Communications Committee Report - Chair, Joyce Brennan

- The Welcome Packet was updated and packets have or will be delivered to two (2) new residents.
- The Winter Quarterly Reminders document was produced, delivered, and posted.
- Holiday Greeting cards were handwritten by Jo Bolig and delivered to all residents.
- The Committee continues to keep WSG residents well informed via the website and in emails.
 - Recent posts covered topics including Rupert's and Davey Tree's schedules, Board documents, Board proposals and results (i.e., 2022's rental cap), calendar events, and useful information (i.e., Insurance Guidance).
 - Emails were sent to all homeowners regarding the results of homeowner's voting on the Rental Cap proposal and Rupert's winter schedule.

Insurance Committee Report - Chair, David Spencer

- No insurance claims were made on our policies in 2022.
- A new insurance guide document for homeowners was posted on the website in December.
- Current WSG insurance policies will expire at the end of March. An insurance evaluation on new coverage (Property & General Liability, Umbrella, and Director & Officer) has begun with Requests for Proposals (RFP's) issued to three (3) insurance agencies,

including the Seagroves Agency, our current insurance provider. The RFP's provided updated information, including our recently approved Rental Cap proposal. We requested options on extended reporting for the Director & Officer insurance.

Landscape Committee Report - Chair, David Piet

- Ruppert is currently on a twice per month fall/winter schedule for regular maintenance and related landscape needs.
- In December 2022, Davey Tree conducted the annual tree and branch removal survey with the work to be completed in January 2023. Mindful of the high cost submitted, the proposed list was reduced by Director Piet and the selection of trees/branches to be removed at this time was based on 1) those that did not pose a threat to houses or garages; 2) those that could wait until next year; and 3) generally, those that did not require setup and climbing.
- The December 22 "bomb cyclone" that passed through Weathersfield uprooted several large trees in one yard. The clean-up was expensive to cut up and remove. Storms like this add significant costs to Landscaping.

Nominating Committee

- The Board approved that President Spencer will again head the Nominating Committee, with members Steve Krasnow and Barbara Layton.

Rental Cap Administration

- President Spencer presented two documents (text for a web page section on rental caps and an application form for homeowners to request a lease permit). Modifications were discussed and the documents approved for posting.

Other Topics

- Board members discussed the pros and cons of generators: purposes, types, safety, noise levels, etc. A decision was made to further evaluate this topic.

At 3:44 pm, President Spencer entertained a motion to adjourn the meeting which was seconded and approved.

The next regularly scheduled Board of Directors meeting will be Thursday, February 23, 2023 at 2:00 pm at the Gathering Place.

Respectfully submitted,

Nancy Peterson
Secretary
January 30, 2023