

**Weathersfield Service Group  
Board of Directors Meeting - Minutes  
April 27, 2023  
The Gathering Place and Zoom Format**

President David Spencer called the in-person/zoom meeting to order at 2:03 pm. Directors Steve Krasnow and Larry Layton attended on-site, David Piet attended via Zoom, and, therefore, a quorum was present. Treasurer Hoyt Taylor, Secretary Nancy Peterson, Communications Officer Joyce Brennan, and Mill House Properties (MHP) Community Manager Peggy Akers were also in attendance. Director Tyrrell was unable to attend.

President Spencer requested a motion to approve the Minutes of the Board meeting on March 23, 2023. The motion was made and seconded; therefore, the Minutes were approved.

**Mill House Community Manager's Report - Peggy Akers**

- Manager Akers focused on the joint project Landscape Chair Piet and Utilities Chair Tyrrell are working on to enhance the Grove. They have received two bids for consideration.
- Two bids were received on garage roofing for twelve (12) garages and submitted to Building Maintenance Chair Layton for review.
- There were twenty-five (25) new work orders and five (5) completed work orders in the last 30 days. Many of the new work orders were part of the proactive garage inspection/repair program.

**Financial Report - Treasurer, Hoyt Taylor**

- The large, quarterly insurance payment was made. The rest will follow in June, August, and October.
- We now have four (4) \$70,000 CD's of various terms, yielding between 4.5 to 4.7%.

**Architecture Committee Report - Chair, Steve Krasnow**

- A deck expansion request was discussed.
- Chair Krasnow reported that dumpster guidelines were agreed upon relating to a complete interior renovation to a home.

**Building and Street Maintenance Committee Report - Chair, Larry Layton**

- Bids have been received and a decision was made to replace twelve (12) older garage roofs that were not replaced in 2019, when many others were. Moss is growing on several garages that will be reroofed. The cost of roof replacement comes from the finance reserve funds.
- Recently completed masonry work on six (6) of seven (7) brick porches is being evaluated and will be inspected together by Chair Layton and the vendor, regarding the quality of the work.
- Regarding other porch work, a porch that was added later than the others will be completed this week and several other porches require small fixes.
- Phase 2 of garage inspections resulted in twelve (12) work orders which were approved. A few other garages have been inspected due to problems associated with the recent power outage, and a broken key pad was replaced.

### **Communications Committee Report - Chair, Joyce Brennan**

- The Spring Reminders were created, printed, and distributed.
- A document from the Landscape Committee about turf renovation was posted on our website and an email was sent to homeowners.

### **Insurance Committee Report - Chair, David Spencer**

- No insurance claims have been made on our policies to date in 2023.
- The new insurance policies, effective April 1, have been put in place. The first of four (4) quarterly payments for the P&GL policy has been made and the Umbrella and D&O policies have been paid in full.

### **Landscape Committee Report - Chair, David Piet**

- Turf Renovation is scheduled for late September/early October. In preparation, lime application will be done in late April/early May. Additional information can be found in the recently posted Turf Renovation Notice.
- Regarding the Landscape and Utilities Committees' joint Grove Enhancement Project, Ruppert has been selected to do the work. Utilities Committee Chair Tyrrell is researching lighting options. This "brand new Grove" will be a wonderful upgrade to our popular Grove.
- A Board member raised a question regarding finding a solution to get rid of a discolored (brown) section in the common area around Swim & Croquet. Due to several on-going challenges relating to the location, including trucks parking there, a suggestion was made to consider revisiting the issue in the fall.

### **Utilities Committee Report - Chair, John Tyrrell**

- As part of the surprising discovery that the installation of Weathersfield's sanitary sewers was not uniform, the next step was for PureLine to spend time finding and scoping missing cleanouts. Fourteen (14) were located. Eight (8) of the 14 were in good shape with no blockages or root intrusions. Several appeared to connect with the adjacent townhome at the cleanout, three (3) need repair. There are still ten (10) units where the location of the cleanouts remains "Unknown". The discrepancy on the count has to do with the uncertainty of some of the "shared or not shared" cleanouts. Repairs are scheduled for May.
- Major excavation and exterior lateral and horizontal line work was required for a few units. Crushed lines, vertical pressuring, and difficulty fully accessing lines and finding cleanouts were some of a number of causes and challenges involved in fixing the problems, including back-up issues.
- Water flow blockage and flooding is a concern in one storm drain at the entrance to a close. The state may assume responsibility to fix the issue. Chair Tyrrell will monitor the problem and take additional remediation steps, if needed.
- Work is being done to assess the best new landscape light installations as part of the Grove Enhancement Project.

### **Other Business**

- **Budget Tracking.** The next (May) Board meeting will be the last meeting until September. There was consensus that in the meeting, time will be allocated to budget tracking, including an analysis and discussion comparing the 2023 budget to expenses to date, and projected expenses for the next seven (7) months.

- **Reserve Study.** The Board believes that the recommended next Financial Reserve Funds Study should occur no later than the early part of 2024 and there was discussion regarding who will conduct the Study and the valuable information received in the last one.

At 3:17 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 on Thursday, May 25, 2023 from 2-4 pm at The Gathering Place.

Respectfully submitted,

Nancy Peterson  
Secretary  
April 30, 2023