

**Weathersfield Service Group
Board of Directors Meeting - Minutes
September 21, 2023
via Zoom**

President David Spencer called the zoom meeting to order at 2:10 pm. Directors Steve Krasnow, David Piet, and Larry Layton attended and, therefore, a quorum was present. Treasurer Hoyt Taylor, Secretary Nancy Peterson, Dianne Gray, prospective candidate for Treasurer to replace Hoyt Taylor, and Mill House Properties (MHP) Community Manager Michelle Johnson were also in attendance. Director John Tyrrell and Communications Officer Joyce Brennan were unable to attend.

President Spencer requested a motion to approve the Minutes of the last Board meeting on May 25, 2023. The motion was made and seconded; therefore, the Minutes were approved.

Mill House Community Manager's Report - Michelle Johnson

- The annual termite inspection was conducted and will be completed when all residents' garages have been accessed and inspected.
- Other highlights included ongoing seasonal landscape maintenance; proposals to grade and sod an area where sewer work was done and another where water management is needed; completion of brick pointing at one unit; and updated Welcome Packets and mailing and rental unit lists.
- There were three (3) new work orders and one (1) work order closed.

Financial Report - Treasurer, Hoyt Taylor

- Retiring Treasurer Taylor nominated Dianne Gray for approval by the Board to replace him. Dianne discussed her background working for financial institutions in New York City. The Board approved the nomination of Dianne Gray as Treasurer-Elect. In order to add Dianne as a signer on the HOA bank account, at the bank's request, it is noted in these Minutes that in Dianne Gray's role as Treasurer, her responsibilities will include banking business.
- Due to increases in expenses in several areas, in the Board's last meeting (in May), time was allocated to budget tracking in 2023, comparing budget to expenses through April and until year end. In this September meeting, Treasurer-Elect Gray and Treasurer Hoyt presented budget and expense tracking reports through August and there was an in-depth discussion regarding on-going increases in expenses throughout 2023. We are running over budget in some areas for reasons including inflation and costs related to the age of the buildings and trees in our community. Consideration was given to identifying potential savings through year end 2023 and the reality of cost increases in 2024.

It was noted that in December 2024 our contracts with both Ruppert and Mill House will expire.

- Due to rising costs and inflation, a dues increase of \$15/per month, per unit, was presented to the Board. The \$15/per month dues increase/per unit was approved by the Board.
- The 2024 proposed budget was presented to the Board for approval. The budget was approved.
- The Board believes that, due to rising costs and the valuable information received in the last Financial Reserve Funds Study, the next Study should occur in 2024 (as was recommended) and, no later than in the early part of 2024.

Architecture Committee Report - Chair, Steve Krasnow

- Director Krasnow nominated Art Weeks for approval by the Board to replace Sheila Creth as a member of the Architecture Committee. The Board approved Director Krasnow's motion and Mr. Weeks is now a member.
- There were no new Property Modification Applications.

Building and Street Maintenance Committee Report - Chair, Larry Layton

- At individual homes in September, brick-pointing was completed, roof work was scheduled, and porch repair due to masonry work was scheduled and completed.
- Director Layton noted that approximately 50% of all porches and garages have been inspected and repaired, as needed in 2023.

Communications Committee Report - Chair, Joyce Brennan (presented by President, David Spencer)

- Fall Reminders (October-December) will be distributed at the end of September.
- Welcome Packets were updated to include a new Landscape flyer, and distributed.
- Notes, gifts, and visits were made to new homeowners and renters
- Notices/reminders were posted regarding the termite inspection and a one week change in trash collection due to the Labor Day holiday.

Insurance Committee Report - Chair, David Spencer

- No insurance claims have been made on our policies to date in 2023.

Landscape Committee Report - Chair, David Piet

- Aeration/reseeding is scheduled for late September/early October.
- Hedge and bush pruning in parking lots and alongside garages as well as holly trees along driveways was completed. Similar pruning of owners' property is scheduled for mid-to-late September.
- Notifications will be sent out when more specific scheduling is determined.
- Recent fallen trees and problematic branches have been removed; fortunately very little damage occurred.
- Late summer maintenance was conducted, when weather permitted.

Utilities Committee Report - Chair, John Tyrrell (presented by President, David Spencer)

- To date, forty-six (46) sanitary sewer clean outs have been proactively inspected to identify potential problems and keep them from exacerbating. Thirty-three (33) were fully functional, ten (10) could not be located. Next steps will include locating the missing ones, and inspect and repair them as needed.
- The NC Cooperative Extension was contacted and consulted regarding water flow management issues, particularly in one area of Woodbury.
- Recently, one unit had significantly damaged vertical and horizontal sanitary sewer pipe and another had a sanitary sewer back up, involving a root ball, pipe misalignment, and excavation requiring landscape renovation.

Annual General Meeting - Preparations

- President Spencer led the discussion and decisions were made regarding the proposed agenda, contents of the AGM package, first drafts of materials, and the timing and logistics for distribution of materials.
- Board Retirement/Resignations: President David Spencer and Treasurer Hoyt Taylor
- Board Directors Running for a Second Term: Steve Krasnow and Larry Layton

- New Candidate for the Board: The Nominating Committee requested a motion to approve Bob Spillane as a candidate to serve as a Director of the Board. The Board approved the motion and Bob Spillane will run to fill a Board position.

The 2 current Board Directors and the new candidate, Bob Spillane, will run for election by vote of the Weathersfield homeowners at the November meeting or by proxy, in addition to any other nominations from the floor.

At 3:46 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, October 26, 2023, from 2-4 pm at The Gathering Place.

Respectfully submitted,

Nancy Peterson
Secretary
September 24, 2023