

**Weathersfield Service Group
Board of Directors Meeting - Minutes
October 26, 2023 in the Gathering Place**

President David Spencer called the meeting to order at 2:05 pm. Directors Steve Krasnow, David Piet, John Tyrell and Larry Layton attended and, therefore, a quorum was present. Treasurer Dianne Gray and Mill House Properties (MHP) Community Manager Michelle Johnson were also in attendance. Secretary Nancy Peterson and Communications Officer Joyce Brennan were unable to attend.

President Spencer requested a motion to approve the Minutes of the last Board meeting on September 21, 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 completed in all garages and crawl spaces after rescheduling of those that could not be done in the first pass. There were no problematic findings.
- Materials for the November 4 Annual General Meeting were mailed to all homeowners in early October.
- There were eighteen (10) new work orders and ten (10) work orders closed.

Financial Report - Treasurer, Dianne Gray

- Expenses through September were in line with budget. The last insurance payment for 2023 was made in September, so that budget line will be positive by year's end. Several new building maintenance invoices are pending in October, which will further increase expenses in that area.
- A proposal was made to institute a Finance Committee in accordance with the provisions of the Bylaws (Article XVIII, Section 5) to allow additional counsel on management of existing reserve funds (including CDs that are maturing in the next months) and long-term financial planning pursuant to completion of a new reserve study. The new Committee and its members will be formally proposed at one of the next Board meetings.

Architecture Committee Report - Chair, Steve Krasnow

- A new Property Modification Application for gutter and skylight was submitted and approved.

Building and Street Maintenance Committee Report - Chair, Larry Layton

- Four garages have been repaired in the last month, along with one back deck. Substantial roof repairs are underway.
- The board discussed the advisability of arranging for house numbers to be posted on garages (due to the fact that the assignment algorithm of garages to houses in some closes is not completely obvious) and letters posted on the front stairs bannisters of each house in the closes that have letters in addition to house numbers (houses 594A-F, 595A-F and 596A-F). The need for the letters was raised by the fact that emergency vehicles can come at night and it may be difficult in those closes to find the right house relying only on the address posting near the front doors. The board moved and voted to approve the expenditure for and posting of the garage address number/letters and house post letters, provided that there was general agreement for the plan at the upcoming November 4 Annual General Meeting.

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

- All necessary reminders were sent by email for the Annual General Meeting and the Holiday Party.

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 was completed.
- Hedge and bush pruning was continued around the houses. Similar pruning of owners' property is scheduled for mid-to-late September.
- Grading and sod installation was carried out in close 546-551. Continued watering will be important to allow the grass to fully take root and survive.
- New plantings were added along the entry to close 514-515.
- The annual tree survey will be carried out this month.

Utilities Committee Report - Chair, John Tyrrell

- Director Tyrrell has evaluated additional contractors for continuation of the proactive sanitary sewer maintenance program and introduced a representative of one such company to the board. The potential efficacy of periodic use of root elimination materials was discussed.
- The work to improve the storm drainage down to the culvert at the end of Woodbury is nearly complete.

Implementation of a New Reserve Study – Presented by Steve Krasnow

- Requests for proposals on a new reserve study have been sent to the previous firm (Giles Flythe Engineers) as well as another firm with experience and track record in our area. Michelle Johnson confirmed that Mill House has used Giles Flythe in reserve studies for the other properties they manage.

Annual General Meeting - Preparations

- President Spencer reviewed the preparation and execution plans for the meeting, which were discussed and fine-tuned as needed.

At 3:40 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, January 25, 2024, from 2-4 pm at The Gathering Place.

Respectfully submitted,

David Spencer, President
October 28, 2023