

**Weathersfield Service Group  
Board of Directors Meeting - Minutes  
January 24, 2024  
The Gathering Place**

President Steve Krasnow called the meeting to order at 2:05 pm. This was the first regular WSG Board meeting in 2024 and there were many major topics to discuss.

Directors Larry Layton, David Piet, Bob Spillane, and John Tyrrell attended the meeting. Therefore, a quorum was present. Treasurer Dianne Gray, Secretary Nancy Peterson, and Communications Officer Joyce Brennan were also in attendance as were Mill House Properties (MHP) Director of HOA Operations, Michelle Johnson and Finance Manager, Tara Lacara. No one was absent.

President Krasnow requested a motion to approve the Minutes of 1) the WSG Annual General meeting (AGM) held on November 4, 2023; 2) the November 4 Board meeting held immediately after the AGM; and the October 26, 2023 Board meeting. The motions were made and seconded and the Minutes were approved.

**Mill House Director's Report - Michelle Johnson**

- Since the last Director's Report, there have been 4 new work orders and 1 work order has been closed. 3 of those work orders were for garage doors and 1 for roof repair.
- Mill House is also working with the Building Maintenance Committee to create and place home address signs on garages, and to blow debris off roofs. Both are scheduled for February.
- After the Board meeting, HOA Director Johnson conducted Board training on Appfolio, Mill House's software system.

**Financial Report - Treasurer, Dianne Gray**

- A packet of financial summarized reports, including a 2023 Financial Review, the 2024 Budget, Reserve Balances, and Monthly Dues by Year was distributed for discussion. An in-depth discussion included how money was invested in 2023 and performance (including our CD's), what was spent last year, and largest expenses anticipated in 2024. 2 representatives from Pinnacle, our HOA bank, separately met with the Board remotely to discuss options for investing in keeping with our Bylaws. Before and after these meetings, key topics included ensuring readily available liquidity of a portion of our monies in case of unforeseen needs, determining how to keep total WSG assets under the FDIC limit, deciding on the best options for our portfolio, and understanding that today's meeting was to get information in order to make the best decisions, coordinated with the outcome of our 2024 Reserve Study.
- The next topic was to evaluate the current dollar amount of costs needing Board approval and determine whether to retain approval at above \$1,000 or change it. After thorough discussion, a proposal was made as follows: any recommended expenditure over the amount of \$1,500 will be approved by the Board member in charge of the project (i.e., the Director/Committee Chair, the President, or the Treasurer) and sent to not less than two Directors (as per Article VI, Section I of the Bylaws) (Directors: Krasnow, Layton, Tyrrell, Piet, Spillane) with a proposal to review and approve. Therefore, approval will be required by 3 Board members. In rare instances in which an emergency situation requires immediate action, the Board member in charge will move forward to quickly resolve the situation and review and seek emergency approval of not less than 2 other Board members as the situation occurs. All proposals and approvals must be done in writing

and may be done by email or in Appfolio. After the motion was moved and seconded, it was then approved by the Board.

#### **Architecture Committee Report - Chair, Bob Spillane**

- A Property Modification request was received to expand and update a deck to meet code. This has been completed.
- Director Spillane led a conversation regarding an additional Property Modification request to build a handicap ramp. The Board will approve a ramp provided that it meets criteria for external home changes, as will be discussed with the homeowner, and is ADA compliant and within code.

#### **Building Maintenance Report - Chair, Larry Layton**

- Maintenance included repairs to garages, roof repairs, and rail posts damaged by a vehicle.
- In order to more clearly display the connection between each residence and its corresponding garage, addresses will be installed on each garage frame in February. This is to help vendors, health care aides, and contractors, help delivery personnel make accurate deliveries, and help health care aides and emergency vehicles more quickly find the correct residence in distress, especially at night. A letter with additional information will be distributed to residents.
- A recommendation was made to research options for roof materials for future consideration.

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

- The Committee is promoting a February 15th event which will give the Board an opportunity to meet and welcome our newest homeowners and renters.
- A Weathersfield holiday card was created and delivered to residents.
- "Welcome Packets" were delivered to 3 new homeowners/renters. Committee Member Jo Bolig visited the new residents and, in addition, gave them small gifts.

#### **Insurance Committee Report - Chair, Steve Krasnow**

- No insurance claims were made on our policies in 2023.
- 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 two (2) insurance agencies, including the Seagroves Agency, our current insurance provider.

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

- A great deal of landscaping work has been conducted satisfactorily since the last Board meeting.
- Ruppert continues their approximately every 10 day fall/winter schedule, including leaf removal, drainage clean out, blowing, and leaf bag and debris pickup, including Christmas trees.
- The Board was reminded that Ruppert's contract will end in December. It was noted that Ruppert has never requested an increase, despite the high cost of fuel and labor prices that they pay for.
- Davey Tree conducted their annual tree and branch removal survey in early November and the work recommended was completed in December.
- In 2023, unexpected, weather-related tree removal put allocated costs over budget.

Director Piet led a discussion on the research he has done on feeding the deer in Weathersfield and the health and safety issues that can be caused by feeding them.

- Ruppert submitted a proposal for snow and ice removal services. The startup fee would be waived and cost would be determined on a case by case basis. Our community receives no government snow/ice removal service and the expectation is that our Weathersfield would probably need no more than a few visits for parking lots and roadways during the winter. Director Piet made a motion to use Ruppert's services as needed, and, with the wellbeing of our residents and service providers in mind, the motion was seconded and then approved by the Board.

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

- As was reported in 2023, 46 sanitary sewer lines were scoped and, of this group, we were unable to locate 10 clean-outs. In December, Out the Door Plumbing was able to locate all but 2 of the 10 and did work, as needed, on the 8 that were found.

#### **Reserve Study Report - Chair, John Tyrrell**

- The need for a Reserve Study was discussed with homeowners in November's Annual General WSG Meeting. The last reserve analysis was done in 2018, it proved to be very beneficial, and it is a good financial practice to do one every 5-6 years. Given the current uncertainty of the inflationary environment, the Board had decided to do a new study as soon as possible.

An ad hoc Reserve Committee was formed consisting of John Tyrrell as Chair and Thomas Ruhs, and Rose Krasnow. An evaluation on a new Reserve Study began and Requests for Proposals (RFP's) were issued to two (2) companies, including Giles and Flythe, our previous provider, and Reserve Advisors. Upon receipt of the proposals, the Committee reviewed and evaluated them and the Chair made a motion that the Board should proceed with Reserve Advisors (RA) as the best choice, based on the following: For current and future Board members, Reserve Advisors provides more user friendly Reports, an important factor in understanding and referencing the results. Their Reports include a clearer report layout, photos, which provide visual reference, modifiable Excel spreadsheets that include delivery of modifiable financial projections and a more straightforward and easier-to-follow Reserve Funding Plan section. It is important to note that the founders of RA were responsible for creating the standards used to conform to CAI Reserve Studies.

The motion was seconded and then approved by the Directors, so the Committee will move forward with the analysis in keeping with the timing to prepare the 2025 budget.

#### **Nominating Committee**

- Chair Krasnow, who had been representing the Nominating Committee until December 15, 2023, nominated new committee members for Board approval as follows:
  - Art Weeks as a new member of the Architectural Committee
  - Alan Helfman as a new member of the Communications Committee

Note: Effective December 15, 2023, Director Bob Spillane is the new Chair of the Nominating Committee.

The Board approved and seconded the motions and Mr. Weeks and Mr. Helfman are now members of their respective committees.

**Other Business**

- Small signs have been placed on Weatherfield's roads in an effort to reduce speeding.
- A strong relationship has developed with Chatham County's Deputy Chief Sheriff, who should be available, if needed.

At 4:59 pm, President Krasnow entertained a motion to adjourn the meeting which was seconded and approved.

The next regularly scheduled Board of Directors meeting will be Thursday, February 22, 2024 at 2:00 pm at the Gathering Place.

Respectfully submitted,

Nancy Peterson  
Secretary  
January 24, 2024