

**Weathersfield Service Group
Board of Directors Meeting - Minutes
February 22, 2024
The Gathering Place**

President Steve Krasnow called the meeting to order at 2:00 pm. Directors Larry Layton, David Piet, Bob Spillane, and John Tyrrell attended the meeting. Therefore, a quorum was present. Secretary Nancy Peterson and Communications Officer Joyce Brennan were also in attendance as was Mill House Properties (MHP) Director of HOA Operations, Michelle Johnson. Treasurer Dianne Gray was unable to attend.

President Krasnow requested a motion to approve the Minutes of the January 24, 2024 Board meeting. The motion was made and seconded and the Minutes were approved.

Mill House Manager's Report - Michelle Johnson

- Since the last Manager's Report, there have been 11 new work orders and 6 work orders have been closed.

Financial Report - President Steve Krasnow reported for Treasurer, Dianne Gray

- A financial priority this calendar year is to diversify our assets to 1) ensure compliance with WSG's By-laws as it pertains to the FDIC limits; 2) maximize returns; and 3) provide an intermediary to relieve the burden on our Treasurer and any future treasurers to manage our assets. The Board voted to approve Raymond James as the financial firm to hold any assets above the operating budget balances. Pinnacle Bank and Raymond James have a working relationship and they manage assets for many HOAs and non-profits through Pinnacle. Fidelity Investments was somewhat less expensive but our WSG Treasurer's responsibilities could become overwhelming. The Board will review the results achieved by Raymond James after one year.

Architecture Committee Report - Chair, Bob Spillane

- Director Spillane has created draft Guidelines regarding handicap ramp requests, which the Board reviewed. These Guidelines are to provide clear procedures and expectations regarding handicap ramp requests. The Board will continue to ensure that both the HOA and homeowners work collaboratively, and that requests are evaluated by the Board on a case by case basis regarding reasonable accommodation. The Board will approve a handicap ramp if it meets the WSG criteria for external home changes, is compliant with the Fair Housing Act (FHA) and Americans with Disabilities Act (ADA), and if the homeowner ensures that the requirements of the Chatham County Building Codes will be met and ensures responsibility for the maintenance of the ramp.

Insurance Committee Report - Chair, Steve Krasnow

- No insurance claims have been made on our policies to date in 2024.
- Regarding our current WSG insurance policies which will expire at the end of March, in response to the two (2) RFP's sent, Trisure Insurance Agency directed us to the excess insurance markets, which would be more expensive. We are awaiting a response from the Seagroves Agency, our current insurance provider. The age of our community is making coverage more challenging and we expect an increase in 2024/25.

Building Maintenance Report - Chair, Larry Layton

- Maintenance repairs included six (6) garages, several roofs, two (2) roof leaks, a side fence, and one (1) porch renovation.
- Director Layton and his team installed address signs on all garage frames in Weathersfield to more clearly display the connection between each residence and its corresponding garage. Next, eighteen (18) small letter signs will be attached to the front porch posts of residents who have a letter in their address.
- Roof blowing was completed before mulching began.
- Pressure washing will occur from June 17-27. Front porch rails and posts will not be pressure washed due to previous paint and wood damage. However, the porch and step bricks will be pressure washed.
- In March, Director Layton and committee member Jim McCormick will conduct an inspection of the community to identify any maintenance needs.

Communications Committee Report - Chair, Joyce Brennan

- The Committee continues to update the WSG website adding relevant, timely information from Mill House and the Weathersfield Board.
- An invitation to the Board's February 15th event welcoming newest homeowners and renters was created and printed.
- The Board was advised that a resident has come forward to lead a committee responsible for a Spring Fling event. Discussion included: the importance and success of social events like this one; a "potluck" format; a date possibly in mid-April (around the end of tax season); the importance of name tags; and the opportunity to introduce new residents and board members.

Landscape Committee Report - Chair, David Piet

- Ruppert continues their approximately every 10 day winter schedule. Mulching was done the week of February 19 and pre-emergent will be applied on February 28, March 13, and March 27 in mulch beds. In addition, the visits will include the removal of any sizable sticks and Crepe Myrtle bark in Common Areas, picking up leaf bags and debris piles, and hard surface blowing. For the remainder of February and March, Ruppert will begin mowing as needed and as weather permits.
- In April, Ruppert will resume its weekly schedule.
- Due to mild winter weather and because the proposal was received somewhat late in the season, a decision was made to wait until later in the year to consider a proposal from Ruppert for snow and ice removal.

Utilities Committee Report - Chair, John Tyrrell

- Chair Tyrrell will try to locate the clean outs of the approximately thirty (30) units remaining in Weathersfield that require camera scoping of the cleanouts/sanitary sewer lines. He has discussed the camera scoping work with Out the Door Plumbing and once he locates as many cleanouts as possible, he will try to bundle the scoping work for Out the Door to reduce costs. This will complete the camera scoping of all of Weathersfield sanitary sewers over a three (3) year cycle.
- Chair Tyrrell discussed a proactive approach to avoid major sewer line breaks. The Board made a motion to have Director Tyrrell explore root remediation options with Out the Door Plumbing. After being made and seconded, the motion passed.
- Erosion control in a specific location will be revisited in late March or April.

Nominating Committee Report - Chair Bob Spillane

- Chair Bob Spillane requested a motion to nominate Jim McCormick as a new member of the Maintenance Committee. The motion was made and seconded and Mr. McCormick is now a member.

Other Business

- **New Rentals.** President Krasnow advised the Board that an additional two (2) units might become rentals, raising the total number to nine or ten. As we get closer to the cap of 12 rental units that was voted on and approved in 2022, we need to monitor activity to ensure the cap is not exceeded. Working with our attorney, the Board will decide on a proactive communication approach, including advising/reminding homeowners of the policy regarding the rental of their units, etc.
- **Close Signs.** Recognizing the usefulness and importance of the newly installed garage address signs, a suggestion has been made to replace the current close signs to more clearly display the unit numbers in each close. The signs would include reflective numbers. The suggestion was met with enthusiasm and the project will move forward. The Building Maintenance Committee and possibly the Architecture Committee will research more effective, aesthetically pleasing new signs for the closes.
- **Reserve Study Report.** President Krasnow provided an update. Reserve Advisors was notified that they were selected to do the report. Once they collect the information needed, an inspection will take place, hopefully in April, with report delivery approximately four (4) weeks after.

At 3:53 pm, President Krasnow entertained a motion to adjourn the meeting, which was made and seconded.

The next regularly scheduled Board of Directors meeting will be Thursday, March 21, 2024 at 2:00 pm at the Gathering Place.

Respectfully submitted,

Nancy Peterson
Secretary
February 27, 2024