

**Weathersfield Service Group
Board of Directors Meeting - Minutes
March 21, 2024
594 Woodbury, Unit E**

President Steve Krasnow called the meeting to order at 2:05 pm. Directors Larry Layton, Bob Spillane, and John Tyrell attended the meeting. Therefore, a quorum was present. Communications Chair Joyce Brennan was also in attendance as was Mill House Properties (MHP) Director of HOA Operations, Michelle Johnson. Director David Piet and Secretary Nancy Peterson were out of town and did not attend. Rose Krasnow took the minutes.

Bob Spillane made a motion to approve the Minutes of the February 22, 2024 Board meeting. The motion was seconded by John Tyrell, and the Minutes were approved unanimously.

Mill House Manager's Report - Michelle Johnson

- Since the last Manager's Report, there have been only two new work orders – one to paint a porch and another to reattach shutters.
- Rental applications for two new properties – 575 and 584 Woodbury – were received.

Financial Report - President Steve Krasnow

- On March 3, 2024, Treasurer Dianne Gray notified the WSG Board and our Mill House Properties partners of her resignation from the Board due to current Board needs and changes in her professional responsibilities.

In terms of finding a new treasurer, Nominating Committee Chair Bob Spillane is leading the search to find qualified candidates. He is waiting to hear back from one person. In addition, he encouraged Board members to speak to residents and submit names to him of people that might be eligible for the position so he could contact them. President Krasnow pointed out that while it is essential to have a treasurer, the search is challenging because WSG only includes 104 homes, renters cannot serve on the Board, some residents only live here part-time, and others who have already served on the board may be unwilling to serve again or unable at this time. Steve verified that, in the absence of a treasurer, he plans to sign off on expenditures of \$1500 or less, when necessary. Director Spillane said that Rose Krasnow and Bob Cherniak have agreed to serve on the finance committee, so he made a motion that they be approved. Director Tyrell seconded the motion, which passed unanimously.

- President Krasnow said that as he reviews and tracks the YTD budget/expenses, as was expected some December expenses were paid in early 2024 and overall, the financials look fine. Director Tyrell made a motion to approve the Jan 2024 and Feb 2024 financials. Bob Spillane seconded, and the motion was approved unanimously.
- Mill House is now using a different CPA firm, Bernard Robinson & Company, to do taxes for their clients. Director Tyrell moved to accept the letter of engagement from this new firm. Director Spillane seconded the motion which was approved unanimously.

Architecture Committee Report - Chair, Bob Spillane

- Director Spillane said that he has approved a request for a storm door but was holding a decision for a ramp pending today's discussion on the new ramp guidelines.
- Director Spillane said that the 15 new close signs at the entrance to each close were going to be painted with a clear, reflective paint to make them easier to read at night. Before doing them all, a test will be done at the three entrances closest to the Grove to make sure this paint works as envisioned. He also said that the sign at the entrance to the 570 – 581 Woodbury close would be moved from behind the fence delineating the entrance drive.
- Director Layton said that the 18 letters to be placed on the porch posts of the 18 houses that include letters in their addresses should soon be available for pickup at Signs Now.

Nominating Committee Report - Chair, Bob Spillane

- Director Spillane made a motion to approve Dan Thomas of 508 Swim & Croquet as a member of the Utilities Committee. Director Layton seconded the motion which passed unanimously.

Insurance Committee Report - Chair, Steve Krasnow

- President Krasnow said the Board had unanimously voted to approve the new insurance policy with Seagroves Agency.
- President Krasnow reported that Hope Weber of the Insurance Committee told him that while we have had no claims in several years, we may soon only be able to get insurance through the "excess" market because our residential units are getting older. Such insurance could cost substantially more. Therefore, as we proactively research measures to possibly reduce costs, one known recommendation is for residents to have their dryer vents cleaned periodically. John Tyrell said that current Chatham County building codes actually require a solid venting system. Residents will be notified of the importance of on-going dryer vent maintenance for their safety and as a proactive approach to avoid the "excess" insurance markets.

Building Maintenance Committee Report - Chair, Larry Layton

- Director Layton announced that he was stepping down from his position at the end of this Board meeting due to health reasons. It should be noted that, in addition to serving as Director/Chair of the Maintenance Committee, Larry serves in the role of Vice-President of the Board. He said that he would miss working with the Board and President Krasnow thanked Larry for all of his service and presented him with a token of the Board's appreciation.

Nominating Committee Chair Spillane will lead the search to fill both the Vice-President Position and the Director/Chair of the Maintenance Committee position.

Utilities Committee Report - Chair, John Tyrrell

- A Woodbury owner reported significant erosion problems on the steep slope going down to the stream between her house and a neighbor's house.
- Director Tyrrell pointed out that in general the majority, but not all, of the townhomes in WSG, according to county filed plat maps, are set on land parcels with boundary lines generally running parallel to the three non-shared exterior walls of the townhome with an additional boundary being the line separating the townhomes. A review of the county plat maps shows the boundary lines extend from the non-shared townhome walls to various distances. The boundary lines are different for each townhome but, in general, range anywhere from ~8' to ~22'. This is not the case for all land parcels, including the one(s) above with the erosion problem, which is larger and does not follow the general rectangular-shaped lot scheme of most parcels. As a result, it appears that the erosion area is located on private property (perhaps on both Woodbury properties) rather than common property.

After in-depth discussion, a recommendation was made by Director Tyrrell for the resident to meet with the county's cooperative extension agent because they could, at no cost, make suggestions on how to best address the problem. The resident will be advised to then report back to the committee. Director Spillane put this in the form of a motion, which was seconded by Director Layton. The motion passed unanimously. In addition, it was agreed that it would make sense for the owner to get a land survey done so that the correct property lines could be ascertained or confirmed.

Communications Committee Report - Chair, Joyce Brennan

- Chair Brennan said that the Spring Communications bulletin (April, May, June) would be coming out soon, so submissions needed to be made immediately. She said the bulletin would talk about the pressure-washing scheduled for June 17th – 27th. It was recommended that this topic should mention that porch rails and posts will not be pressure-washed since it can cause mold and decay.
- Chair Brennan said the bulletin would also contain information about the Spring Fling at the Grove on Wednesday, May 1st and that a flyer for the event would be delivered at the same time. She said Mill House staff were invited to attend, and she asked them to post the event on App Folio.

Landscape Committee Report - President Steve Krasnow reported for Chair, David Piet

- Since Chair Piet was out of the country, President Krasnow reported that he has been communicating on a regular basis with Bryson at Ruppert, and they will be continuing with maintenance according to their 10-day winter schedule. Weekly maintenance will resume in April.

Other Business

- **Handicap Ramps:** President Krasnow said that the Ramp Guidelines need to be approved so that all owners will be aware of them, and they can be included in the chain of title when a resident is selling their home. Director Tyrell reiterated that even though the Guidelines require an owner to remove a handicapped ramp when they sell their unit, the Board will not enforce this because Federal ADA regulations would prevail. He said that an HOA in Raleigh lost a court case related to such a situation. After further discussion, Director Spillane moved approval of the new guidelines. John seconded the motion, which passed unanimously.
- **New Rentals/Rental Cap:** As was learned in last month's meeting, the number of rentals in Weathersfield is increasing. President Krasnow approved one new rental request at 584 Woodbury but did not approve another because the lease date was indeterminant, and since the unit was owned by an LLC, Steve needed to see the papers to ensure that the person renting the property was authorized to do so. Joyce asked whether the form should be changed to reflect some additional information. Michelle Johnson said she would send blank forms to all the Board members so they could suggest changes they would like to see. At that point, the Board will contact attorney Harmony Taylor for review of and suggested changes to the rental cap documents as WSG approaches the 12% rental cap.
- **New Officer:** President Krasnow pointed out that in light of Director Layton's resignation, the Board would need to elect a new Vice President.

At 3:52 pm, President Krasnow entertained a motion to adjourn the meeting. Such a motion was made, seconded, and passed unanimously.

The next regularly scheduled Board of Directors meeting will be Thursday, April 25, 2024 at 2:00 pm at the Gathering Place.

Respectfully submitted,

Rose Krasnow on behalf of
Nancy Peterson, Secretary
March 25, 2024