

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

President Steve Krasnow called the supplemental meeting to order at 2:02pm. Directors Nancy Peterson, Bob Spillane, John Tyrrell, David Piet attended the meeting. Therefore, a quorum was present. Treasurer Rebecca Newton and Communications Chair Joyce Brennan were also in attendance as was Mill House Properties (MHP) Director of HOA Operations, Michelle Johnson. Ernie Clarke was out of town.

President Krasnow requested a motion to approve the Minutes of the May 23, 2024 Board meeting with amendments. The motion, made by David Piet and seconded by John Tyrrell, was unanimously approved.

Mill House Manager's Report - Michelle Johnson

- Since the last Manager's Report, four (4) new work orders have been opened and addressed.
- The Ruppert Landscaping crew is on their weekly summer schedule.
- Special projects:
 - Roof repair to be done at 563 Weathersfield.
 - Michelle Johnson and Annetta Hoggard met with Maintenance Chair Ernie Clark to go over the work order process.
 - Mill House worked with President Krasnow on the 594 C&D Woodbury insurance claim accounting

Nominating Committee Report- Chair, Bob Spillane

- Future open positions will be Secretary, Landscaping, and Utilities. Director Spillane is working to find qualified candidates to fill those posts no later than thirty days prior to the annual general meeting. Open positions will be posted on the WSG website.

Architectural Committee Report - Chair, Bob Spillane

- A resident of a six-unit close expressed concern about open parking because multiple caregivers are required for two of the units. Chair Spillane has set up a meeting with the unit owners.

Insurance Committee Report - Chair, Steve Krasnow

- The final accounting regarding 594 Woodbury, Units C & D, resulted in a total net cost to WSG of \$14,671.23. This number was net of the \$10,000 deductible and the amortized depreciation as well as a wind/storm deductible. Seagroves Insurance Agency contributed \$3,745 towards additional repairs.

Landscaping Committee Report – Chair, David Piet

- Ruppert's three year, plus one year extension contract, ends 12/31/24. This contract has 3% increases per year but no increase for the fourth year. Director Piet has prepared an RFP that will be sent to several landscaping companies in the Triangle area. The Board will establish a Selection Committee to review and scope the proposals. Rebecca Newton has agreed to assist President Krasnow with the negotiations of a new contract. David has recused himself from this process but is willing to be available as a consultant after his term expires, with Board approval.
- Director Piet noted that "the other/enhancements" line item expenditures has never exceeded 50% of the amount budgeted.
- Ruppert Landscaping has a new area manager named Neil Pelletier.
- The Board approved tree removal at 550 Weathersfield. The work was done by Davie Tree. The annual community-wide tree survey will be done this October.

Buildings and Maintenance Report – Chair, Ernie Clarke

- The Board reviewed Director Clarke's maintenance report without comment.

Utilities Report - Chair, John Tyrrell

- Urgent cleanout inspections and repairs were done for 580 and 589 Woodbury. Director Tyrrell will be analyzing Out the Door Plumbing's higher revised quotes for proactive, preventive repairs.
- A damaged telephone company network interface device was fixed by AT& T, even though it was not their device.

Communications Report - Chair, Joyce Brennan

- The Board noted that the Spring Bulletin was well received by the Weathersfield community.
- Welcome packs were mailed out to new owners.
- Topics for the Fall Bulletin were suggested and discussed.
- The Fall Fling dinner at the Gathering Place is scheduled for October 26th.

Treasurer's Report – Treasurer, Rebecca Newton

- A motion was made by John Tyrrell and seconded by David Piet to approve the May and June financials. July financials will be distributed to the Board for review and approval at the next meeting.
- The Raymond James' segregated reserve account has \$376,089 in Treasury Bills due 10/1/2024.
- Treasurer Newton has created an additional monthly report entitled "Annual Budget – Comparative."
- Treasurer Newton requested that an audit be done at year-end, 12-31- 2024.

Other Business - President, Steve Krasnow

- **Reserve Study:** The Reserve Study has been completed. An ad-hoc committee will meet August 29th to evaluate it.
- **Brightspeed:** WSG HOA has not spent any legal fees to date regarding Brightspeed. President Krasnow has attended multiple meetings with other HOA Presidents. WSG is awaiting a final execution copy, approved and legally reviewed by other HOA's, to send to the Board for their review and approval.
- **Bylaws:** President Krasnow gave a brief history of bylaw revisions and amendments. He noted that the bylaws committee has spent over 200 hours revising the bylaws. The WSG lawyer, Harmony Taylor, reviewed the bylaw committee's draft document and offered legal and practical advice. A few remaining topics were discussed. The Board wants to thank Cathy Rodgers and Deb Ruhs for their valuable contributions as non-Board members.
- **Annual General Meeting:** Key focus items were discussed, as well as procedures for distributing proxies.
- **Property Management RFP:** Ernie Clarke has assisted President Krasnow in the Mill House contract review. A one-year extension contract from Mill House was received by President Krasnow. If acceptable, a vote will take place at the September meeting.

At 4:01 pm, President Krasnow adjourned the meeting. The next regularly scheduled Board of Directors meeting will be Thursday, September 19, 2024 at 2:00pm at the Gathering Place.

Respectfully submitted,

Nancy Peterson,
Secretary
August 25, 2024