

**Weathersfield Service Group
Board of Directors Meeting - Minutes
September 19, 2024
The Gathering Place**

President Steve Krasnow called the meeting to order at 2:04 pm. Directors Nancy Peterson, Bob Spillane, and Ernie Clarke, Treasurer Rebecca Newton, and Communications Chair Joyce Brennan were in attendance as was Mill House Properties (MHP) Director of HOA Operations, Michelle Johnson. David Piet and John Tyrrell were out of town. John Bailey, candidate for Director/Chair - Landscaping attended the meeting to introduce himself, discuss his background, and receive additional information about the Board, its goals, and its current members.

President Krasnow requested a motion to approve the Minutes of the August 22, 2024 Board meeting. The motion, made by Director Spillane and seconded by Director Clarke, was unanimously approved.

Mill House Manager's Report - Michelle Johnson

- Since the last Manager's Report, ten (10) new work orders have been opened, including shutter, garage door, and front railing repairs.
- Mill House ensured completion by Ruppert of the drainage channel and the Board approved further work to ensure the channel continues to work efficiently.
- The annual termite inspection will be conducted Wednesday, September 25 from 8 am to 3:30 pm.
- Mill House and the Board are working together to gather and prepare information for the Weathersfield Annual General Meeting (AGM) on November 2, including an email sent requesting Board nominations, along with a proxy form, and coordinating the contents of the AGM packet to be sent to all homeowners by email and USPS for review prior to the Meeting.

Architecture Control Report - Chair, Bob Spillane

- Several parking issues have been addressed, to ensure consistency with Board procedures and best practices.
- New signs to more clearly designate the closes have been tested, with unanimous agreement that our current signs are better than any other tested options.

Nominating Committee Report- Chair, Bob Spillane

- Chair Spillane provided short biographies for candidates running for five (5) of the open Board positions. A vote by homeowners will be conducted at the Annual Meeting. The open positions are: Secretary, Treasurer, Vice President, Director/Chair - Communications, and Director/Chair - Landscaping, and Utilities.

Insurance Committee Report - Chair, Steve Krasnow

- All costs relating to the April 2024 Woodbury fallen tree damage have been received, reviewed, and paid.
- There have been no other insurance claims to date in 2024.
- Chair Krasnow is working with insurance specialists to providing homeowners a clearer understanding regarding WSG insurance coverage: what the HOA covers, what costs are the responsibility of homeowners, and the cost related to deductibles. This information will be presented at the Annual Meeting, with one of our insurance providers consulting on a number of topics.

Utilities Committee Report - President Steve Krasnow for Chair, John Tyrrell

- Out the Door Plumbing is working on a revised price structure for the remaining items needing repair or upgrades. Director Tyrrell's goal is to try to schedule those repairs/upgrades to occur through the first half of next year.

Landscaping Committee Report – President Steve Krasnow for Chair, David Piet

- Regarding the contract with Ruppert that ends 12/31/24, of the RFP's sent to five (5) landscaping companies in the Triangle area, three (3) responded negatively, one (1) has been received, and one (1) more proposal is expected but has not been received. Director Piet has recused himself from this process since his Board term limit is expiring, but will be available for consultation. Treasurer Newton has agreed to assist President Krasnow as needed in next steps, which include review and scope of the companies' proposals and negotiations of a new contract.
- The annual community-wide tree survey will be done in October.

Buildings and Maintenance Committee Report – Chair, Ernie Clarke

- Work requests included shutters and garage door repairs, several leaks, and restoration work.
- Two entrance (close) signs have been assigned for relocation due to shrub growth.

Communications Report - Chair, Joyce Brennan

- Additional information for the Fall Bulletin was discussed.
- Residents are encouraged to buy their tickets early to the Fall Fling dinner on October 26th, since seating is limited.

Treasurer's Report – Treasurer, Rebecca Newton

- Treasurer Newton requested a motion to approve the July and August financials. The motion, made by Director Spillane and seconded by Director Clarke, was unanimously approved.
- The 2025 proposed Budget draft has been submitted to President Krasnow for review. The Finance Committee will meet shortly to finalize the draft to be sent to the Board for review and approval.

Other Business - President, Steve Krasnow

- **Reserve Study:** Much was accomplish at the ad-hoc committee's first meeting (August 29th) to evaluate the initial report. Feedback was given to the consultant.
- **Brightspeed:** WSG is awaiting a final copy, approved and legally reviewed by other HOA's, to send to the Board for review and approval.
- **Bylaws:** The Bylaws draft document was distributed to all homeowners by email, with a print copy sent to the homeowners who do not have/use email. Homeowners have been encouraged to review and respond regarding questions, comments, etc. prior to the AGM, where the final version will be voted on. The Committee continues to work closely with WSG lawyer, Harmony Taylor, to ensure legal compliance and best HOA practices as feedback comes in.

Annual General Meeting (AGM) - President, Steve Krasnow

- The AGM is approaching with the preparation focused on providing homeowners with important information, including updates, on a number of important topics. Discussion included 1) completing a packet of information that will be sent by Mill House to all homeowners to review and forms to complete (if relevant) prior to the November 2nd meeting; 2) deciding on agenda/key topics to include: a Bylaws vote, plat responsibilities, insurance responsibilities, the Reserve Budget, votes to fill open Board positions and a dues increase, and the 2025 WSG-HOA Budget.
- In appreciation of the kindness and concern the Layton family received from the Weathersfield community with the passing of Board Vice President Layton, Barbara Layton is hosting a reception for homeowners immediately following the AGM.

Property Management One-Year Contract Extension

The Mill House contract was sent to Board members for review prior to this meeting. At this meeting, after an opportunity for discussion, President Krasnow requested a motion to approve the one-year Contract Extension ending 12/31/2025. The motion, made by Director Spillane and seconded by Director Clarke, was unanimously approved.

At 3:56 pm, President Krasnow adjourned the meeting. The next regularly scheduled Board of Directors meeting will be Thursday, October 24, 2024 at 2:00 pm at the Gathering Place

Respectfully submitted,

Nancy Peterson,
Secretary
September 21, 2024