

March 13, 2018 Meeting Minutes 7pm – Park Pavilion

The meeting was kicked off at 7:05pm on March 13, 2018 at the park pavilion. 9 board members were in attendance, which facilitated a quorum, including: James Pond, Marilyn Horne, Greg Perkins, Jessica Lussier, Todd Burnett, Antoinette Giunta, Toni Law, Pam Hendricks, and Jessica Mooney.

1. President's Report

- a. 2018 remaining meeting schedule was **approved** per the below. Next meeting will be held at James Pond residence at **151 Stoney Ridge Drive**.
 - i. April 4-10-18 @ 7:00pm, Backup 4-14-18 @ 10:00am
 - ii. May 5-8-18 @ 7:00pm, Backup 5-12-18 @ 10:00am
 - iii. June 6-12-18 @ 7:00pm, Backup 6-16-18 @ 10:00am
 - iv. July 7-10-18 @ 7:00pm, Backup 7-14-18 @ 10:00am
 - v. August 8-14-18 @ 7:00pm, Backup 8-18-18 @ 10:00am
 - vi. September 9-11-18 @ 7:00pm, Backup 9-15-18 @ 10:00am
 - vii. October 10-9-18 @ 7:00pm, Backup 10-13-18 @ 10:00am
 - viii. November 11-13-18 @ 7:00pm, Backup 11-17-18 @ 10:00am
 - ix. December 12-11-18 @ 7:00pm, Backup 12-15-18 @ 10:00am
- b. Carriage Light Project – Todd Burnett provided an update of the carriage light project.
 - i. Todd was able to put up 3 of the light, but one had screw threading issues. These issues have been fixed by Tim Ivey at 157 Stoney Ridge and Todd will pick up the week of 3/26 to install.
 - ii. Wiring inside the columns is good.
 - iii. Light on the left wall's corner is blocked by tree branches.
 1. This will be trimmed by Justin Lussier, Tim Ivey, Todd Burnett while they work on installing the landscape lighting fixes.
 - iv. The fixes for the remaining 8 lights will be managed by Greg Perkins going forward. **Todd Burnett** and **Greg Perkins** discussed having a separate conversion on next steps of the project.
 - v. **James Pond** mentioned he would donate \$1,800 toward the completion of this project.
- c. Lyman Lacrosse/Club Lacrosse uses the park and pay us \$250 a year for the use.
 - i. Lyman has not paid yet, we expect the additional funds to come in soon.
 - ii. Todd is the point person with Lyman.
 - iii. Suggestion was made to recruit additional teams to use the park space for practice or league games.
 - iv. A waiver is required to be signed by any participating.

2. Financial Report

- a. Proposed Budget – This was reviewed. It was noted that the budget for the website maintenance is slightly over. Without additional donations or membership we will fall short of funds. This will be reviewed on a monthly basis and expenditures will be approved or denied accordingly.
- b. Regular Monthly Reporting – Toni to provide summaries prior to each meeting. Jessica Mooney offered to help populate into the budget vs. actual summary if needed.

- c. Detailed listing of Dues Paid by which homes – This is tracked by address rather than names which should be presented accordingly in the newsletter. This was confirmed and added to the final newsletter.
 - d. Feb Statement for Lakeside maintenance – This was received and no further action is needed.
 - i. A discussion was held that the lake is not in good shape and needs additional attention.
 - ii. Greg Perkins offered the idea of a solar fountain in the middle of the lake to improve circulation.
 - e. Pumphouse Letter In The Mail – No action was needed on this letter. Todd Burnett believed this was sent to the WCA in error and is truly a liability for the utility company, Sanlando.
3. New Board Responsibility Approval / Discussion – The below responsibilities were reviewed and agreed to once again by the new board members. It was agreed that at each board member each person would provide an update of their area and progress / activities completed over the last month.
- a. James Pond offered to become the fundraising champion.
 - b. Jessica Lussier provided an update for her area:
 - i. A quote was obtained to fix the pavilion roof for \$7,500 which didn't include extra decking (if needed). The board agreed that this was too much and we would work on the fixes via volunteers.
 - c. Greg Perkins provided an update on thoughts on the front entrance:
 - i. Tour was held the prior weekend with Todd Burnett, Greg Perkins, Antoinette Giunta, and Tim Ivey (Jessica M's husband) to review state of neighborhood common areas.
 - ii. **Tree Trimming:** Quotes were obtained for tree trimming at the front entrance and park. Front entrance was \$1,400. The board agreed to also proceed with volunteers for tree trimming. Until it was determined the professional help was required.
 - iii. **Marquee:** Greg Perkins mentioned that this would be easy to repair with a piece of plywood for roof deck, new shingles, and suggested to add strip lights to the top of the marquee to add to visibility at night. The board agreed to these improvements. Greg to proceed with upkeep.
 - 1. It was commented that wording is very hard to read because it's small with white letters. Everyone agreed.
 - iv. **Lighting:** Up lights needed on columns and marquee. All weather lights needed in 2 separate locations for the walls. 2 transformers also needed.
 - 1. **Tim Ivey & Justin Lussier** – Volunteer residents are working on landscape lighting ideas. Should be completed mid-April.
 - a. **Note:** As of 3/25/18 the cedar posts have been purchased to mount the lighting on and Justin & Tim as working on a shopping list for Home Depot for the electrical needs.
 - 2. Jessica Mooney is contributing money for the landscape lighting. Todd offered to contribute additional money as needed.
 - v. **Columns:** Discussion was held on best next steps on the columns. There is disagreement on keeping the stones in tact or covering over them, as some believe the stones and columns are a landmark.

1. Antionette suggested a chemical wash which would be approximately \$100 / column. Greg urged that the chemical would need to be environmentally friendly and wasn't sure the wash would do any good to clean up the stones.
2. Some believed the stones are outdated and columns could be potentially removed.
3. Marilyn Horne noted that there was gas piping in the columns as at one time flame lanterns were at the top. These were shut down due to kids throwing aerosol cans up into the flames and having them explode.

AREA OF RESPONSIBILITY	OWNER
<ul style="list-style-type: none"> • PAVILLION UPKEEP AND REHAB. • SHED UPKEEP AND REHAB. • PARK GATE DATABASE ENTRY, UPLOADING INFO TO EACH DOOR AND UPKEEP OF THE GENERAL MAINTENANCE. • CARRIAGE LIGHTS. REFURB AND INSTALLATION • MARQUEE KEEPER • PRESSURE WASHING OF THE COLUMNS • TREE TRIMMING FRONT ENTRANCE WALLS • LIGHTING AT THE FRONT ENTRANCE 	Jessica Lussier
<ul style="list-style-type: none"> • EVENT COORDINATOR • MEETING MINUTES / AGENDA PREPARATION • SIGN POSTING • COMMUNICATIONS • EMAIL MASTER. RESPONDING TO AND DIRECTING EMAILS, TEXT AND PHONE CALLS TO APPROPRIATE PERSONS • NEWSLETTERS 	Greg Perkins
<ul style="list-style-type: none"> • WELCOME COMMITTEE • EVENT COORDINATION FOR EASTER IN THE PARK • YARD OF THE MONTH • PARK SPRAYING SCHEDULES • PAVILLION FEES / RESERVATION CONFIRMATIONS 	Jessica Mooney (Secretary)
<ul style="list-style-type: none"> • MONTHLY FINANCE REPORTING <ul style="list-style-type: none"> ○ BUDGET VS. ACTUAL TRACKING • TRACKING OF PAYING MEMBERS • PAYING FOR EXPENSES / DEPOSITING INCOMING CASH 	Antoinette Giunta
<ul style="list-style-type: none"> • WEBSITE MAINTENANCE 	Toni Law (Treasurer)
<ul style="list-style-type: none"> • OVERSEEING LANDSCAPING AND IRRIGATION (INCLUDES BACKFLOW PREVENTERS) 	OJ Aldrich
<ul style="list-style-type: none"> • DELMAR ESTATES WALLS REHAB AND PRESSURE WASHING 	TBD
<ul style="list-style-type: none"> • CONVERTING NEIGHBORHOOD TO MANDATORY HOA 	TBD
<ul style="list-style-type: none"> • FUNDRAISING 	Antoinette Giunta James Pond

4. Old Business
 - a. Completed
 - i. Merry Go Round / Grill Repairs
 - ii. Fixing the gate lock at the park

- iii. Increased pavilion reservation to \$50 deposit
- b. In Process / Not Complete:
 - i. Repair/replace front entrance landscape lighting. – See above summary in the board responsibility section. In process and should be completed in April.
 - ii. Carriage light refurbishment project for \$1,800, currently in process
 - 1. A discussion was held on whether to continue work. It was decided the previous board had already approved and it would proceed. Greg Perkins to take ownership from Todd Burnett.
 - iii. Park - Final Infant swings, mulch, clean up – Park clean up held on 3/17. New mulch was put down.
 - iv. The pavilion has various pressing issues: roof, add strapping, paint, a second light, and new garbage cans. Proposals needed.
 - 1. Greg Perkins provided suggestions on next steps for the pavilion (email 3/25). The board will discuss next steps during the next meeting.
 - a. Volunteers will be used for this.
 - v. Shed door and other repairs necessary to keep “critters” out.
 - 1. This will be discussed in more detail at the next meeting. Jessica Lussier / Justin are generating ideas.
 - vi. Delmar Estates is pending finding a workable solution and membership sufficient to address costs. – This will be discussed at a future time. The board won’t do action items.
 - 1. This wall is a sore subject with one resident whom believes the board is not responding fast enough to the needed repairs.
 - a. The board collects dues from this street so they are treated as though part of the woodlands.
 - b. A brief discussion was held on whether the wall should be taken out.
 - 2. Easiest first steps are to remove the siding that is cracked on the front of the wall and stucco over the wall.

5. New Business

- a. Mandatory HOA
 - i. Antoinette mentioned an expert HOA lawyer was recommended to her through an HOA mgmt company. We could get guidance for a fee of \$200. No further action was discussed for the proceeding month.
 - ii. Jessica Mooney mentioned \$200 could be a good investment if we gather more membership fees with the required participation.
 - iii. Antoinette had a copy of a letter drawn up many years ago when the WCA attempted to convert to an mandatory HOA.
 - 1. At that time the board transitioned due to a new year and the new president was not in favor of the mandatory status, therefore, it didn’t go through.
- b. Newsletter Format - Content Review
 - i. Newsletters – Final version was completed by Jessica Mooney / Antoinette and mailed on 3/16/18.
 - ii. Rose, Marilyn, Antionette, and Jessica – Had them printed, stuffed envelopes, and added postage.
- c. Park Volunteer Day – March 17 /18 **Approved by the Board**

- i. Mulch / Weed Barrier
- ii. Pull Weeds
- iii. Wash Down benches / pavilion tables
- d. Park Card Reactivation Charge? \$10 **Approved by the Board**
- e. What to do about trash cans?
 - i. Jessica Lussier to own this project. She provided an idea for a square wood trash bin with recycling section and trash section.
 - ii. It was agreed that current receptacles are not in good shape and need to be removed.
 - iii. This will be completed via volunteers.

6. Upcoming Events – Easter In the Park / Review Schedule

- a. Clown & Bounce House Reserved **Approved by the Board**
- b. Park Spraying - \$600, board agreed that the spring was an appropriate time to spray the entire park **Approved by the Board**
 - i. Note: This was completed on 3/22 and announcements were made via next door and facebook
- c. Volunteers
 - i. Relay Games
 - ii. Stuffing Eggs
 - iii. Watching Bounce House
 - iv. Serving Cake / Food

EVENT	DATE	BUDGET
VOLUNTEER PARK CLEAN UP	03/17/2018	0.00
EASTER IN THE PARK	03/24/2018	400.00
SPRING NEIGHBORHOOD BBQ / GAME DAY	04/21/2018	50.00
MOVIE IN THE PARK	05/12/2018	0.00
FALL NEIGHBORHOOD BBQ / GAME DAY	09/09/2018	50.00
MOVIE IN THE PARK	10/06/2018	0.00
HALLOWEEN IN THE PARK	10/27/2018	400.00
MOVIE IN THE PARK	11/17/2018	0.00
SANTA'S RIDE THROUGH NEIGHBORHOOD	12/15/2018	100.00
		1,000.00