

Hickory Woods Board of Directors Meeting Minutes
4/18/2018

Attending

Board Members: Brian Wells, Brad Perham, Dick Loschi and Allan Putnam
Leah Borla for Evergreen Harvard Group.

[Most of the motions were defined in advance of the meeting so that Liz, who was not able to attend, could provide her vote on each motion. Her votes are recorded in the minutes below.]

This is the regular monthly Board meeting with the agenda as listed below.

Agenda

- Call to Order
- Proof of Meeting
- Motion to change agenda
- Comments from Unit Owners
- Acceptance of Minutes
- Old Business
 - Property Manager Status Report
 - Monthly Financial Review
 - Review of Action Items
 - Dates for arborist to inspect trees
 - Irrigation system opening date
 - Liability insurance review: Report of insurance coverage
 - Review of Transition Committee report
 - Approval to close completed items
 - Plan for action on remaining items: assign to board member
 - Rain barrel policy & privacy fencing
- New Business
 - Discuss current property manager
 - Discuss addition to rule 4 Architectural Changes – Expiration date
 - Review of requests for Additions, Alterations or Improvements
 - Hogan - window boxes & shutters – approved electronically 4/5/2018
 - Loschi – rain barrel
 - Englemann – Awning
 - McGrath – Lattice
 - Greenhalgh – Landscaping
 - Shanahan – Generator - Window Box - Plantings
 - Committee Status Reports
 - Clubhouse Committee Status report – Jim Shearer
 - Septic Task Force status reports – Jim Shearer
 - Other items

Call to Order

The meeting was called to order by Allan at 1:32 PM.

Proof of Meeting

The meeting announcement for the April meeting was sent by the secretary to all unit owners of

record on April 7, 2018. The meeting was open to all unit owners and was attended by about 30 unit owners.

Agenda Change

Motion: Brian made the motion to accept changes to the April Board meeting agenda provided with the meeting announcement, to create the agenda dated April 17th. Brad seconded the motion. All in favor. (Liz approved via email).

The agenda shown above is the one dated April 17 and used for the meeting.

Unit Owner Comments

See the end of the minutes for the unit owner comments.

Acceptance of Minutes

Motion: Brian made the motion to approve the minutes of the March 21, 2018 Board meeting. Dick seconded, all were in favor (Liz approved via email).

OLD BUSINESS

Property Manager Status Report

The clubhouse elevator was inspected on March 29, 2018 in conjunction with the fire department as required.

Alliance starts spring cleanup this week.

Monthly Financial Review

Leah Borla provided the financials for February. The current financials are in line with expected regular expenses.

Capital Reserves

Leah reported that the Evergreen comptroller said there could be an issue moving funds from the Operating to the Reserve accounts because we did not include this in the 2018 approved budget. Further action will be required to investigate.

Dates for Arborist

For tree inspection on common areas, Alliance recommended an arborist, Accurate Tree, to perform the survey.

Motion: Brian moved to do the inspection on Thursday 26 April at 3PM. Allan seconded. All four in favor.

Irrigation system opening Date

Leah reported that Alliance would start up the irrigation systems the first week of May.

Action: Allan to contact unit owners who have not yet returned to determine if they will be here in time for irrigation start up.

Liability Insurance Coverage

The Board met with our insurance agent, Chris McPhail, on 29 March 2018 to understand 'blanket' liability coverage in current contract. The coverage is what we requested, without exclusions in the liability portion of the coverage for athletic activities and unit owners.

Action: Brian to call insurance agent to get his brief summary of coverage for distribution to the community.

Transition Committee Report

After reviewing the Transition Committee report the board made the following motions to close out Transition Committee Actions and Issues:

- 1) **Motion:** Brian made the motion to close the Transition Committee List Number 12, engineer's report item 9, as information has been provided by John Kalantzakos that shows where the trees in question were planted. Allan seconded, all in favor, including Liz, via email.
- 2) **Motion** to close the Transition Committee List number 16, Engineering report item 13, riprap slope behind units 16-19 (4 – 10 Black Forest Circle), based on the following three factors: 1) It has been three years and no indication of a structural problem has become evident, 2) both engineers, Bryan Pratt and the HW LLC engineer, agreed the method of construction was appropriate and acceptable, and 3) an acceptable letter saying what method was used to construct the slope was provided by the company that built the slope. Dick seconded, all in favor, including Liz, via email.
- 3) **Motion** to close the Transition Committee List Number 17, engineer's report item 14, and accept the inspection and routine maintenance of the slope as part of the routine landscaping activities. Allan seconded, all in favor, including Liz, via email.
- 4) **Motion** to close Transition Committee List Number 28, engineer's report item 25, and leave this to the unit owners to continue to monitor and work with Rick Welch (HW LLC) as necessary. Dick seconded, all in favor, including Liz, via email.
- 5) **Motion** to close Transition Committee List Number 34, engineer's report N/A, and leave this as an issue between the unit owners and Rick Welch (HW LLC). Dick seconded, all in favor, including Liz, via email.
- 6) **Motion** to accept as closed the Transition Committee List Items that the committee designated as closed, specifically List Numbers 1, 2, 3, 3a, 3b, 3c, 3d, 3e, 3f, 4, 6, 7, 8, 9, 13, 15, 19, 20, 23, 24, 26, 29, 30, 31, and 32. Dick seconded, all in favor, including Liz, via email.
- 7) **Motion** to request a recommendation from the Septic Task Force on what should be done about the height of the septic vents, Transition Committee List Numbers 18, 27, and 33. Dick seconded, all in favor, including Liz, via email.

The Board noted the following items are not closed by these motions: 5, 10, 11, 14, 21, 22, 25, 35. Items Rick Welch will follow up on: 5, 11, 14. Transition Committee List Number 25 is missing.

Remaining issues that the Board will need to consider:

- 1) Ledge Erosion behind 31 Black Forest: List Number 10
- 2) Cracking in Tavern Hill and Black Forest roadways: List Item 21. The CLD report says, "There was some premature cracking noticed along the centerline of Tavern Hill Road and around the structures at the corner of Black Forest Circle. These should be crack

sealed yearly and monitored regularly to avoid damage to the subbase.” Concerning the nails, the engineer said, “There were also nails observed in the top coat of the pavement. It’s unclear how these nails got into the pavement, whether they were in the asphalt mix or dropped immediately after the pavement was placed. No nails were observed protruding up from the pavement, however if nails are observed protruding they should be removed.” There were no stronger recommendations provided.

- 3) Cracking in Black Forest Circle around catch basin: List Item 22. See Item 21 above.
- 4) Damage to roadway of Quarry and Pepper Hill due to driveway repairs: List Item 35. Note that the damage was repaired. The Transition Committee was concerned that patching may lead to premature failure of the pavement. The Transition Committee did not recommend a course of action.

These remaining items will be addressed at future Board meetings.

Rules for Privacy Fences and Rain Barrels

It was noted that we have a section for Privacy Fencing in the table of contents of our Rules and Regulations, but that the section did not exist. We receive our first request for a rain barrel and realized we need some rules to guide the residents and the Board in the selection and approval of rain barrels.

Motion: Brian made the motion to add two new rules for privacy fencing and for rain barrels as section 5.6 and 5.7, with the content defined below:

- I. 5.6 Privacy Fencing
 - a. Privacy fencing that divides common land or that separated limited common areas is not permitted. Fencing or lattice under decks on one side of the deck and running from one deck support to another, may be used if approved by the Board of Directors.
- II. 5.7 Rain Barrels
 - a. Residents are allowed to have one rain barrel per unit provided they have requested and received approval from the Board of Directors.
 - b. Rain barrels may be full or half barrels and must be 50 gallons or less.
 - c. They may be located on the back or sides of the unit, but not within 15 feet of the front of the unit.
 - d. The barrel may be elevated on a stand provided the stand is designed for holding a rain barrel and the Board approves of the stand.
 - e. The rain barrel must have a mosquito screen and be placed on rocks or mulch at least 6” from the grass.
 - f. If additional rocks or mulch are required that modification must be included in the request submitted to the Board.

Allan seconded the motion and all were in favor, including Liz via email.

NEW BUSINESS

Selection of a new Property Manager

The Board has been looking for a new property manager who will better fulfill the requirements of our association. Specifically, we have been looking for a property manager who will reduce

the work load of the Board of Directors, improve communications with the Board and Unit Owners, and help our association to plan for the future. We met with the leaders of four companies and eliminated one early on due to high cost and a poor fit with our community. We then visited the offices of other three property management firms so that we could meet the people we would be working with. Numerous references were contacted for each of the three companies. Comparisons of their contracts were made and an overall evaluation of the three companies. In total many hours of meetings and analysis were performed. The conclusion of this effort was that New Star is the best suited to provide the three things we sought, reduced Board workload, better communications and better planning for the future.

Motion: Allan made the motion to select New Star Property Management as the Hickory Woods Unit Owners Association property manager and to sign a contract with New Star for the next two years, 1 July 2018 to 30 June 2020. Brian seconded the motion, all in favor, including Liz via email.

Motion: Allan made the motion to notify Evergreen Harvard Group that the Hickory Woods Unit Owners Association will be terminating their contract effective 30 June 2018 and to provide them with the 60-day notice necessitated by our contract. Brian seconded the motion, all in favor, including Liz via email.

Request for Additions, Alterations and Improvements

The Hogan's request for shutters and a window box were judged to be routine and were approved by the President on 1 April.

Motion: Brian made the motion to approve rain barrel request for Loschi. Allan seconded, Brad was in favor and Liz, via email. Dick abstained.

Motion: Brian made the motion to approve the request from the Englemann's for a SunSetter Awning for their ground level back patio area. The color will be Spruce 6968.



Allan seconded, all were in favor, Liz via email.

Motion: Brian made the motion to approve the McGrath, 18 Tavern Hill Road, lattice under their screen porch on one side. Allan seconded, all were in favor, Liz via email.

Discussion: The Board received the opinion from the lawyer that said we have the authority to approve lattice and to define the conditions under which we will approve its use. This lawyer also seconded the opinion of the first lawyer that screened porches, meaning roofed decks with screens, are something that the Board can approve.

Motion: Brian made the motion to approve Greenhalgh's landscaping request to 4 ft wide planting beds along the side of their foundation. Allan seconded.

There was discussion that concluded this can only be accepted with conditions, that the Greenlaugh take all responsibility for the care and maintenance of these new mulch beds.

Action: Brian to define the conditions.

Given the conditions are defined the Board voted all in favor, Liz via email.

Motion: Brian made the motion to approve Shanahan's request for generator. Allan seconded, all were in favor, Liz via email.

Motion: Brian made the motion to approve Shanahan's request for window box. Allan seconded, all were in favor, Liz via email.

Motion: Brian made the motion to approve plantings and mulch bed request for Shanahan next to power boxes. Allan seconded, all were in favor, Liz via email.

Clubhouse Committee

Jim Shearer reported that the outside furniture will be moved out next week. Tennis court nets will be put up by volunteers. Golf nets will be put up by NE Sport Courts on Friday, 20 April. Work on the Bocce court will also resume on Friday.

Septic Task Force

Jim Shearer reported that information for residents will be distributed the first week of May.

Other Items

None

UNIT OWNER COMMENTS

Bob Medeiros 37 Quarry asked if anyone knew where the gun range was and who runs it. No one at the meeting knew. Bob said he would investigate.

Judy Noonan 3 Black Forest wonder about the top of Black Forest Circle, is that common ground? Yes, other than the tower and the area fenced in around it.

Len Pellerin 7 Tavern Hill asked what our plan for the nails in the Tavern Hill and Church Lane roadway was. We said this would be discussed later in the meeting as part of the Transition Committee motions and that it was still being addressed.

Claudette Ramsey 24 Pepper Hill asked what we are doing about erosion near the Pepper Hill Circle. We said this would be discussed later and that item 22 was not completed.

Joe Tuzzolo 22 Black Forest asked if we could look into getting better mulch, if not this year then next year. Can we get samples and choose? Any progress on vole problem?

Tom Morris 2 Church Lane asked if we have a solution for the artillery mold spores and what we can do about the mulch that might be causing the mold.

Jackie Malone 31 Quarry, what can we do to get rid of the artillery mold spores? Some attendees offered suggestions.

Adjournment

Allan moved to adjourn the meeting, Brian seconded, all were in favor. The meeting was adjourned at 2:37 PM.