



April 19, 2025

RE: Minutes from Board of Directors Meeting

Place of Meeting: Wolfscratch Village Meeting Room A, 10am, April 19, 2025

Board Members Present: Harford Field, Jean Tripi, Shirley Hensley, Steve Cochran, and Nick Tripi.

The owner of 416, Paul Jonmaire, was also present.

The meeting was called to Order at 10:01am by Harford Field, President

Minutes of the last meeting were accepted without objection.

President's report: There was a call for the scheduling of the 2026 executive budget meeting in September; date & time TBD. Nick Tripi, with assistance from Tim McGraw, will take over maintenance activities and supervision.

Treasurer's Report: provided an updated financial statement which was accepted as presented. (Hensley made the motion, Field seconded, others accepted unanimously)

- Three units are in arrears for payment of assessment fees, totaling more than \$5,000. Delinquent Owners have been notified, and lien processing to begin (if needed) soon after a legal retainer is acquired by President Field.
- The Requested analysis of Reserve Funds was completed and discussed (see below).
- An annual audit is to be scheduled for an October time frame and will be facilitated by treasurer, Jean Tripi. Jean will try to recruit a CPA owner who offered to help with this task.
- The Association's five certificates of deposit paying over 4% interest and an insured money market account plus \$10,000+ in checking totaling over \$101,000 in reserve funds and operating funds are currently on hand.

Maintenance Report

- Shirley Hensley, presented bids for electrical work needed to Nick for action. She presented other urgent open issues to be addressed as outlined in an earlier email

representing prioritized safety repairs, including: electrical lights and wiring between Bldgs. 6 & 7, pressure washing of slippery green algae and pollen from foot traffic areas, The trimming of dead limbs over all parking areas and HVAC units, the repair of a window in 416, and trimming shrubs which are overgrown next to roadways blocking lines-of-site of drivers needing to have visibility of road-walking residents. These and other Structural concerns for repair were passed on for maintenance attention to Nick Tripi having volunteered to manage maintenance after Barbara Hall's resignation.

- Nick Tripi submitted an extensive list of maintenance actions completed in the March-April timeframe and was placed on file.
- Most work required by vetted contractors at less than \$1,000 is to proceed without review but requires notice to the board for review.
- New work to be bid out as needed with contractor selection shall require approval by the board.
- The company "Clean Sweep" was selected to perform roof & gutter cleaning services May 3rd.
- Nick Tripi is to schedule dead tree limb trimming around the parking lot and walkways.
- Owner of 416 has a side window to replace and was directed by the board to complete an ACC application for approval and assistance. The owner was advised, if there are structural repairs needed around the window the Association will share in only that cost of the window replacement.
- Notice to owners will be sent by Field about scheduling tagged trees for removal based upon the availability of funds.
- Fireplaces & flues will be inspected biannually as part of owner dues. If cleaning and/or repairs are required, the additional cost will be borne by the owner and coordinated by the board of directors. Rules & Regulations will be updated to clarify the proper sequence of work and responsibilities.
- The Center Island area will be maintained under general maintenance funds as currently configured (two concrete tile patio areas, two sets of metal tables with 4 chairs each, two grills and a storage box for grill tools and spare propane canisters).

Review of Reserves Program

- Treasurer, Jean Tripi suggested a revised reserves component list and associated dates for replacement, modified lifetime numbers and optimized funding to accomplish the necessary maintenance work on a timely basis. The board agreed to accept the modifications which she will extrapolate for all components over total

timelines, and Field will create a component description with help from Nick Tripi and Steve Cochran to finalize the revised reserves version including proceeding to roof and gutter replacements on buildings 4 & 5.

- A Reserve Study update will be done by a professional firm in 2026 to review these changes and ensure we are in compliance with accepted practices.

The board adjourned at 1:48pm (Cochran made the motion, and Field seconded; all others were in unanimous agreement).

Submitted this date by

Harford Field, President, DRUOA