

MINUTES OF THE MEETING OF THE OVCA BOARD OF DIRECTORS
North Clubhouse, 600 North Trail, Stratford, CT 06614
November 16, 2021

Call to Order

The Meeting of the Board of Directors was held on the date, time and at the place set forth in the notice of Meeting fixing such time and place and attached to the Minutes of this Meeting. Notice of the Meeting was posted forty-eight hours prior to the Meeting. The President called the meeting to order at 7:10 pm.

Calling of the Roll

A quorum of Board of Directors was established.

There were present the following Board Members:

Officers:

President	Lee Shlafer
Treasurer	Kenneth Colman
Secretary	Myrna Mills Albino

District Representatives:

District 1	Catherine Violette	District 7	Pat Hurley
District 2	Bahin Saminy (alternate)	District 8	Sharon Bearse
District 3	Mike Hill	District 9	Nancy Blagys (alternate)
District 4	Irene Keating (alternate)	District 10	Maureen Gordon
District 5	Debbie Grosso	District 11	Tom Fuchs
District 6	Arnold Gans		

Also present:

Fred Rodriguez, Executive Director

Reading of the Minutes of Previous Meeting

The minutes from the Board meeting of October 19, 2021 were approved as presented.

Report of Officers/Executive Director/Director of Maintenance Operations

The following presented the reports as attached to the Minutes of this Meeting.

OVCA President Lee Shlafer
Executive Director Fred Rodriguez
OVCA Treasurer Kenneth Colman

Reports of Committees

The following reports were presented and are attached to the Minutes of this Meeting.

Architecture	Jim Manzolli
Maintenance	Jackie Freeman
SAC	Mary Ann Weaver
Communications	Mary W. von Ziegesar

New Business:

- A motion was made by Lee Shlafer and seconded by Myrna Mills Albino to accept the Architecture Committee’s recommendation to approve the following: Expanded deck at 595A Sioux Lane; Patio replacement at 775A Quinnipiac Lane; Expanded deck at 629B Onandaga Lane. The motion was unanimously approved.
- A motion was made by Myrna Mills Albino and seconded by Deb Grosso to accept the House Committee recommendation that, beginning November 17, one non-resident guest per household be allowed in the clubhouses and at events. These guests must show proof of vaccination every time they attend an event. The motion was unanimously approved.

Closing Forum

- None

The President declared the meeting adjourned at 8:00 p.m.

Dated: 1/18/22

Myrna Mills Albino
Secretary

**20211116 OVCA Board Meeting
Communications Committee Report**

Submitted by Mary W. von Ziegesar, Chair

Our committee members have all been busy lately and although we meet on the first Wednesday of every month and subcommittees at other times, some of our projects been slowed because of busy lives and tending to family issues. I will be updating you as we move forward, and, if appropriate, before our next OVCA Board meeting. An update for now:

THE ARCHIVES

Besides finishing the construction of the display case, our next steps are to get final approval from the House Committee and to meet with the Maintenance Department about securing the case in its niche in the wall in the South Clubhouse Card Room adjacent to the kitchen. We hope to have this completed before our next OVCA meeting. We will keep you advised.

DISTRICT RESPONSIBILITIES and BEST PRACTICES – A Guide

Thank you to those of you who submitted feedback on this Guide. We are in the process of incorporating feedback. Our next steps will be to finalize the Guide and then to determine how to distribute it. We will send you the final version before it is distributed. We plan to post the document on the website for reference purposes.

THE RESIDENT SURVEY

I personally apologize for not having the Survey results available to you by now. We are working on how best to present these results. Our intent is to provide the facts and with minimal conclusions or indications. These results will also be posted on the website for reference. For now, there are some assumptions that I've heard that are NOT based on the Survey results, so I encourage everyone to wait to see the results before making their own conclusions. We will send you the Survey results before they are posted on the website.

THE OV WEBSITE

The new, updated Oronoque Village site – www.oronoquevillage.com - is functioning well and since those already registered and signed on to the old Oronoque Village site did not have to register, and since the web address remains www.oronoquevillage.com, this update has been easy, and well-received. The content is most informative and the site is easy to navigate to find what you want.

As for the FrontSteps Portal, Lee has already spoken in the President's Report of concerns about the Portal. It will require some serious, collaborative effort to resolve these issues in a timely manner.

As of yesterday, of 26 members of the OVCA Board, 10 of you are not listed in the Portal's Directory, the new Address Book, and of 9 members of the OV Tax District Board, 4 are not listed in the Portal's Directory, the new Address Book.

THE VILLAGER

At our Communications Committee meeting on 11/3, we discussed The VILLAGER moving forward. We have received from Fred some income/expense information; some additional cost data is needed to have a complete understanding of the economics involved with the production and the distribution. We are looking to complete that task. We are also looking to create a plan, a suggestion, for the future. Among other things, we are examining the Survey results, the cost, the number of residents who are not here to read it during certain times of the year, and, of course, its value to many residents. My goal is to have a plan for you to consider early in the new year.

Respectfully submitted,
Mary W. von Ziegesar, Chair

Oronoque Village Condominium Association
ARCHITECTURAL COMMITTEE
Minutes of Meeting
October 12, 2021

Present: Jim Manzolli (JM), Mark Rhatigan (MR), Stan Lessler (SL), Larry Hartley (LH), Ellen Hyde Phillips (EHP)
Arnie Gans (AG)

A. On line meeting opened at 9:30 on line.

B. Applications

Date	App No.	Unit No.	Name	Request	Member
9/15/21	132-21	629B	M Bianco	Awning	LH
9/23/01	134-21	274B	T. Albin	Windows replacement	LH
9/28/21	135-21	391B	J. Beckert	Convert awing to motorized unit	SL
10/1/21	136-21	392B	R. Sherman	Replace Furnace and A/CV/C unit	MR
10/4/21	137-21	138B	D. Zavesky	Replace sliding door	JM
10/7/21	140-21	140-21	B. Tanski	Bathroom exhaust fan	MR

C. New Business

Request from E Ficarra , Unit 566A to reconsider denied casement living room window as Reasonable Accommodation". Committee voted to approve the window with the written and signed stipulation it be replaced with a OVCA approved slider upon lack of need or sale of the unit.

D. Old Business

Unit identification signage needs to be updated. The committee will work with Mark to recommend a replacement signage.

Meeting adjourned 11:00 AM

Next committee meeting will be November 9, 2021.

Submitted,
Jim Manzolli
Chairman

Distribution by e-mail:

AC Members, F. Rodriguez, M. Rhatigan, Linda Avers, Lee Marsh

Dear OVCA Board,

The House Committee is requesting (by unanimous agreement) that you allow up to **one guest per household** to enter the clubhouse and attend functions with the requirement of up-to-date proof of COVID vaccination.

Rationale:

In the OVCA rules document, there is allowance for a single resident who wishes to include one guest (non-resident) to attend functions even during resident only priority. (Section B: Club House Rules and Information, #10, pg. 18.)

We feel at this time that it is fair and reasonable to allow a household to bring one vaccinated guest to an event. This is especially important to residents who wish to bring a companion.

This is the first step in opening up our clubhouses reasonably and with caution.

Sincerely,

Cheryl Dwyer
Chair, House Committee

Gala Report
November, 2021

To Date:

Expenses:

Expenses paid out: \$2774.00

Deposits Paid: 4500.00

Revenues:

Donations to this date: \$4000.

Respectfully submitted,
Cheryl Dwyer, Gala Chair

MINUTES FOR 11/8/2021 MAINTENANCE MEETING

ATTENDANCE: All districts represented with the exception of District 1. Also present were Mark Rhatigan, Maintenance Director and Fred Rodriguez, Executive Director. OVTD liaison not present. The 10/12/21 minutes accepted as written.

Please see the attachment for Mark's complete written report and agenda.

21-22 PM PROGRAM UPDATE

Mark reported, to date, 34 units refurbished and painted, 14 units have been painted, 20 units waiting to be painted and 19 units remaining for this fiscal year. This may change due to the weather and the cost of material skyrocketing. Mark announced a PM Program Improvement Committee has been formed and will meet the week of Nov 8. They will look at ways to expediate the current program and research alternate materials. If anyone is interested in joining this committee, they should contact Mark.

21-22 DECK ENTRY CYCLE UPDATE

Completion of 94 units on the North side will be completed by the end of the week and another 111 on the South side to be done Spring of 2022.

2021 LEAF REMOVAL PROGRAM

Due to weather a few days behind and should be back on schedule within a week. Some of the new equipment is speeding up the process. May have a couple of staff work a couple of Saturday's. Fallen apples is part of this program. Leaves left on curb must be paper bagged or Maintenance will not pick up. Leaves cannot be blown into creeks or streams. Mark reported 45 dumpsters (30 yard) are filled with leaves each year. A discussion of composting the leaves on our property took place. It is not feasible at this time and would need to be researched.

GUTTER CLEANING

Will begin week of Nov 15 and 2-3 weeks to complete. There are new plastic gutters and Mark will bring a sample to the next meeting. Brown Company does the gutter installation and roof replacement. New Look does the gutter cleaning. For those units with leaf guards, they will be blown and Maintenance will follow-up to ensure they are clear.

FALL FACILITY CLOSURE UPDATE

Pools winterized and closed for the season. The bases for the umbrellas at the pool are rusted. Mark getting quotes to replace them. The tennis court closure to begin week of Nov. 29 and closed Dec. 6. Mini farms being winterized and all tools stored by the end of the week.

WINTER PREP

Snow removal equipment being prepped, plows being mounted, snow blowers being serviced. Snow stakes will be placed throughout the community week of Thanksgiving. If residents wish to have a specific area staked off, they are to call the Maintenance Office to schedule a time for the driver to meet and discuss. In process of purchasing 2 snow blowers, polycast salt spreader and a new GMC Sierra 1500 with plow and plow package. Polycast has a 10-15 yr. Lifespan if properly maintained. Mark talking with dealers to procure best pricing. Fred Rodriguez researched a "Snow Bot" Series S1 snow blower. It is self-charging with a 5 hour charge

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UI PROJECT SOUTH UPDATE

Mark received another delay from the UI. They did not schedule another date. He responded to their email but has not heard back from them. A robo call and eblast will be sent out to residents. Both Mark and Jackie apologized for not getting an update out to the reps.

SNOW REMOVAL PROCEDURES

Mark distributed the Snow Removal Procedures. OVTD will publish the procedures in the Nov. 15 Villager.

OLD BUSINESS

The committee formed (Renee, Dima and Al) to research alternative ground planting and will meet in the early Spring.

NEW BUSINESS

A discussion of the Maintenance staff and work orders. Mark explained a work order. A ½ hour is blocked for inspection. This is an estimate. It may take 5 minutes or an hour. Travel time and prepping the work needs to be factored in. Mark will write an article in the April Villager explaining work order times.

Some feel the Village is looking a little shabby. Mark said the PM program timeframe has been increased and the budget reduced. Suggestions to be written to OVCA first reviewed at the Maintenance Meeting. Mark will also discuss at his PM Improvement Committee meeting.

A discussion on roof replacements. Mark reported roofs were replaced 20 years ago. We are looking at a major roof replacement. A full roof replacement would cost \$36,000/bldg.

DISTRICIT COMMENTS

District 11 – everything ok – asked when gutter cleaning starting – Mark said Nov 15 South side.

District 10 - defective sound system in NCB and (2) end tables defective. Mark will look at.

District 9 - nothing to report

District 8 – garbage pick-up – missing pick-ups. Mark said on Wed. Oak Ridge will be given maps. He did speak with the town again.

District 7 – a resident asked if Maintenance would replace the battery in their smoke alarm. They should call the Fire Dept.

District 6 – asked when the PM program will stop- Mark said around Thanksgiving. Renee asked for a list of units that will not be done this year. Harris will provide her the list of units that will be done in the Spring.

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District 5 – some residents blowing leaves in creeks. Problems with windows. Oronoque only does glass replacement.

District 4 – suggested an email go out to residents on changing smoke alarm batteries, hoses brought in and outside water faucet shut off.

District 3 - glass replacement continuing – residents need to put in a work order – they will be reimbursed if an outside vendor does the work.

District 2 – nothing to report

District 1 – no rep present

Jackie reminded the reps to give her any new business for the next meeting.

The meeting adjourned at 5:25 p.m.

The next meeting is scheduled for Monday, Dec. 13 at 4:00 p.m. in NCB Board Room.

Respectfully submitted,

Carole Fitzgerald, Secretary

OVCA Treasurer's Report for the Four Months Ending October 31, 2021

Income

- 1) Common charges billed through October were \$1,669,584
- 2) Other income through October was \$4,875
- 3) Interest income year to date was \$1,783

Total year-to-date income was \$1,709,580 which was \$1,665 over budget due to a price increase on our Oronoque sales literature.

Expenses

Total year-to-date expenses were \$1,790,778 leaving a \$81,198 deficit that was \$56,543 less than the budgeted four month loss. This favorable expense level is attributable to lower salaries, wages and related benefits of \$27,382 as well as reduced COVID prevention expense of \$17,953.

Reserves As of October 31, total monies set aside are \$880,427 and are held in a checking account and two money market accounts.

Delinquencies As of October 31, there were 6 units with common charge balances over 60 days past due totaling \$35,242. All are in various stages of foreclosure with our attorneys with the largest individual balance of \$13,573 having an early November foreclosure sale date.

Kenneth Colman

Treasurer

11/16/21

Monthly Report SAC for November 16, 2021 OVCA Board Meeting

SAC (Social Activities Committee) meets the 1st Monday of each month. We have 11 Reps & 11 Alternates attending our monthly meeting to participate in the planning and hosting of SAC events.

If a SAC Rep or Alternate cannot attend a monthly meeting, it should be the responsibility of the SAC Rep to find a replacement and communicate with the SAC Chair. A full financial report from our SAC Treasurer is given at our monthly meeting.

SAC Welcome Packets: We currently have **376 packets** distributed by District SAC Reps since the program started in June 2016. SAC prepares all packets and absorbs cost of "File of Life" cards for this program.

Ongoing Activities:

It's 5 O'clock Somewhere: The next 5 O'clock Somewhere will be **Friday, December 3rd**. This monthly event has been moved again inside. We had approximately 45 attending on Nov 5th with everyone bringing an appetizer or dessert to share. It finally felt like a back to normal 5 O'clock Somewhere again.

Our annual **Sock Hop** with DJ Earl Crutchfield held on Saturday, Oct 23rd was attended by 42 Residents. This is usually a very well attended event but do to the fact of only 3 days notice and uncertainty of rules & regulations; we had a lower than usual turn out. **That didn't however discourage any of us die hearts from having a great time & dancing the night away.**

The **New Residents Cocktail Party** was Sunday, **November 7th**. We had 117 attending. We had 76 New Residents & 44 Residents. Everyone enjoyed mingling and meeting one another. We had an abundance of appetizers, wine & desserts. Diane Frost a New Resident from Dist.# 3 had texted me to remark: What a joy it was to celebrate being a New Resident of Oronoque with a crowd of other newbies! The SAC Host welcomed us kindly with servers bringing us tasty treats and wine. It was a festive atmosphere and a pleasure chatting with newcomers and other residents. We have a vibrant village and I'm happy to be a part of it. Thank you one and all!

HOA 55+ Communities:

I meet on Zoom yesterday (**therefore, the delay in submitting my report**) after almost 3 months of not meeting with Oxford Green, Heritage Village and Chatfield Farms which are other 55+ Communities here in CT. We went over a lot because of not meeting for so long.

Nancy , Chatfield Farms reported that they had all their summer events outside, August, September & October. Once inside numbers dropped. Inside events have mask restrictions. Only 1 Guest per unit.

Tracy, Oxford Green reported that they are in the Yellow/Orange zone. **Masks** worn Vaccinated or not. **"No Guest Policy"** Have a Holiday Party scheduled offsite for Dec 5th. Approximately 151 attending with dancing & No Masks because it is off site it is **not a Liability to them.**

Barbara, Heritage Village, Southbury – had a recent event with 90 people attending. Everyone wore Masks, **No Guests**. Karaoke, masks required unless of course while signing. New Year's Eve will be on site. Masks required – except while eating or drinking. Bus trips are planned and have resumed.

I myself know that it has been very difficult trying to plan & schedule any event. Numbers of attending has decreased.

SAC would Love to do a New Year's Eve party but because of the Country Club being closed; it would have to either be in the **NCB or Off Site** at this time. This will be a **TBD (to be determined) Event**.

Our next SAC Committee meeting will be Monday, December 6th at 5PM in the NCB Conference Room. Everyone is welcome to attend.

Respectfully submitted,

Mary Ann Weaver, SAC Chair