

**MINUTES OF THE MEETING OF THE OVCA BOARD OF DIRECTORS**  
**North Clubhouse, 600 North Trail, Stratford, CT 06614**  
**January 18, 2022**

**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 7:00 pm.

**Calling of the Roll**

A quorum of Board of Directors was established.

**There were present the following Board Members:**

**Officers:**

President	Lee Schlafer
Vice President	James Rapaport
Treasurer	Kenneth Colman
Secretary	Myrna Mills Albino

**District Representatives:**

District 1	Catherine Violette	District 7	Pat Hurley
District 2	Catherine Hogan	District 8	Sharon Bearse
District 3	Mike Hill	District 9	Jim Thompson
District 4	Bob Krakovich	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 November 16, 2022 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 Schlafer  
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
Communications	Mary W. von Ziegesar

House Facilities  
Social Activities (SAC)  
OCC Special Liaison

Barbara Stewart  
Mary Ann Weaver  
Mim Schreck

**New Business:**

- Motion to implement a mandatory vaccination policy for Oronoque Village employees requiring them to be fully vaccinated, including any boosters that become available. All employees to be fully vaccinated by March 1, 2022 and receive booster by September 1, 2022. COVID-19 vaccination, with boosters, will be a condition of employment for new employees. This motion passed with a vote of 11 Yes, 2 No (D4, D11) and 1 Abstain (D1).
- Motion to require that for the next thirty days all residents show evidence of up-to-date full vaccination status (inclusive of boosters) or visual proof of negative COVID test results taken within 24 hours in advance to attend OVCA official activities including OVCA meetings, SAC events and District meetings/events. All other clubs and organizations may require additional restrictions (e.g., accept only proof of vaccination for admittance, not COVID test results, etc.) at their discretion. This motion passed with a vote of 7 to 6 (D2, D4, D7, D11, Secretary, Treasurer) and 1 abstention (VP).
- Motion to require that for the next thirty days masks be worn at all times in the clubhouses. No food or drink will be consumed at events. This motion passed with a vote of 10 Yes to 4 No (D4, D8, D10, Treasurer).

**Closing Forum**

- None

The President declared the meeting adjourned at 8:35 p.m.

Dated: 3/15/22

M.A. Miller Collins  
Secretary

**20220118 OVCA Board Meeting  
Communications Committee Report**

Submitted by Mary W. von Ziegesar, Chair

I hope you all have had a safe, healthy holiday season and, despite the continuing challenges COVID presents, I wish you all the best for 2022, again, a safe and holiday year ahead. For now, an update for you:

THE ARCHIVES

Last week, we met with Mark Rhatigan and members of his Maintenance Dept. team at the SCB's card room off of the kitchen where we delivered the Archives cabinet for the Maintenance Department to secure to that site. Tomorrow, we will be meeting with our sub-committee to fill up the cabinet with some of the content we've been receiving from many residents. We plan to have a formal opening at some point in the near future. For now, a huge thanks to Ron Ciecko for turning two, very plain wood bookcases into a very beautiful cabinet where we can proudly display our archives. Thank you also to the attentive sub-committee: Sandy Lunt, Tina Vermette, Judy Waldeyer and Dee Varholak.

DISTRICT RESPONSIBILITIES and BEST PRACTICES – A Guide

This GUIDE has been posted on the OV website. Thank you again for your feedback.

THE RESIDENT SURVEY

The SURVEY has been posted on the OV website. Thank you again for your feedback.

THE GOVERNANCE CHART

This CHART has been posted on the OV website. Thank you again for your feedback.

NEW RESIDENT INFORMATION PACKET

In our continuing efforts to help engage new residents, we are considering how best to support you, District Reps, as you, your SAC reps and your Maintenance Reps contact new residents. Due to a revised form, the office is capturing more email addresses making contacting new residents easier. We hope you are all referring to the OV site for the New Resident Information Packet which is posted under DOCUMENTS & FORMS.

THE VILLAGER

Our review of the VILLAGER is behind schedule, but we hope to meet soon to have a thorough look at the magazine, moving forward. We will be looking at community input, content, income and cost figures, redundancy and timeliness of information syncing with the web, and the overall pluses and minuses of the VILLAGER and publishing it every other week. In the coming months, we hope to have a plan for your consideration. Please note, the intent is not to change what exists, but to examine what we have and to consider options and to create a suggested plan for moving forward.

THE OV WEBSITE

We continue to work on the OV website and the FrontSteps Portal. As mentioned earlier, the Portal's Directory and Calendar have been our most challenging and time-consuming issues. We are hopeful that the Address Book on the new OronoqueVillage.com site will be functional by the end of January and will include an accurate, updated list of all of our residents. We will be making announcements to the community as soon as the Address Book is uploaded and tested.

### STRATEGIC PLAN

Given that this is the time of year of resolutions, we have committed to creating an overall strategic plan for the Communications Committee. I like plans and I like associated responsibilities and accountability. As we have done with other items under the purview of this Committee, we are also focusing on two new items: OTV and the use of Robo Calls.

### OCC

Lastly, as we have voiced several times to Fred and to you, the Communications Committee is ready, willing and able to offer marketing support to the new owners of the Oronoque Country Club. We welcome The Alliance Group. We look forward to ensuring that our residents are aware of all of the happenings at the Club.

As always, if you have any questions or concerns, please contact me at any time.

Respectfully submitted,

Mary W. von Ziegesar, Chair

## House Committee Minutes - 1/6/22

Meeting was called to order at 10am by chair, Cheryl Dwyer

Members present: Irene Keating, Marie Orlowe, Maria Szalontay, Barbara Minoff  
Barbara Stewart, Cheryl Dwyer. Fred Rodriguez, Executive Director

1. **Carpet in the SCB** - Fred Rodriguez reports that carpet replacement in the SCB is too expensive at this time. The OVCA Executive Board recommended that the HC be given \$5,000 to buy furniture to place over damaged areas of the carpet. HC is not in agreement with this solution because the areas of concern are not areas where furniture can be placed ( i.e. between the wood floor and the carpeted area). HC recommends removing the cones that are placed on the carpet, and continue to use the carpet as it is until it can be replaced. Fred Rodriguez states that a reserve fund can be established to pay for carpet replacement.
2. **Reserving advance event dates on Front Steps** - A request from a resident was presented by Barbara Minoff. The resident had difficulty scheduling an outdoor event for a club. HC reviewed the policies in place and found them to be fair and working for clubs. Barbara Minoff will get back to the resident with answers to the questions raised.
3. **Policy for resident notification of Early Closures of the Office.** - The notifications of early closure of the office have come to residents on the same morning as the 12pm afternoon closure. Fred R. states that future notifications will come 48 hours in advance of any early closure. Early closures mostly occur around the Thanksgiving and Christmas holidays, not before all federal holidays.
4. The HC has two recommendations to the OVCA Board concerning COVID restrictions. Fred R. has verified these with our law firm Cohen and Wolfe.

### **A. Recommendation to OVCA Board concerning COVID restrictions for OVCA official activities. Effective immediately:**

All residents must show evidence of up-to-date full vaccination status (including booster) or visual proof of negative COVID test results taken within 24 hours in advance, to attend OVCA official activities:

**These activities include:** OVCA meetings, SAC events, District Meetings/ Events.

**All other clubs/organizations** may require different restrictions at their discretion such as masks, proof of vaccination only, etc.

**B. Effective immediately, for 30 days only**  
Masks must be worn in the clubhouses

Meeting was adjourned at 11:30.  
Next meeting - February 3

Respectfully submitted,  
Barbara Stewart, Secretary.

The Maintenance Committee met on January 10 via Zoom.  
The PM Program was covered by Fred and Lee.

Concerning leaf removal, Maintenance crews are at least two weeks behind schedule. As soon as weather permits, the program will continue with the areas targeted on the schedule. During the meeting, outsourcing leaf removal was discussed and was cost prohibitive.

Snow Storm--Prior to the storm, roads were pretreated and driveways were treated shortly after the storm. 45 tons of rock salt were used. Ice melt is available at both clubhouses. Residents must bring their own containers. Ice melt is to be used for walkways. If a driveway has ice, contact Maintenance so that a truck can be sent to take care of the situation. Residents are asked to take only the amount of ice melt needed and do not stockpile the product. Maintenance Reps. were given snow removal section maps with nine sections that will be cleared on a rotating system.

During the meeting, Covid protocols and procedures for Oronoque Village staff were discussed. The existing procedures mirror the OVCA Board's protocols for residents and follow the CDC guidelines. I know this will be a topic of tonight's meeting, so guidelines may change.

Villager delivery using Maintenance staff and the timing of deliveries was reviewed and clarified.

The ongoing issues with trash and recycling are still concerns. The Town of Stratford trash collection will be going out to bid in May.

During the Maintenance Reps. comments, there were many compliments on the snow removal and the level of communication that went out to the residents. Being kept informed was greatly appreciated. A reminder to residents that during a storm, Maintenance should be contacted for emergency situations only.

The next Maintenance Committee meeting will be February 14 in the NCB Boardroom. Please send information for news business to your Maintenance Rep.

Jackie Freeman  
Chairperson of the Maintenance Committee

**Oronoque Village Condominium Association**  
**ARCHITECTURAL COMMITTEE**  
**Minutes of Meeting**  
**December 14, 2021**

Present: Jim Manzolli (JM), Mark Rhatigan (MR), Jim Ganis (JG), Ellen Hyde Phillips (EHP)

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

**B. Applications**

Date	App No.	Unit No.	Name	Request	Member
11/23/21	158-21	81B	W. Rosner	Replacement sliding glass door, interior remodel	JM
11/23/21	160-21	449A	M.Alfaro	Exterior lights, range hood, ring door bell	MR
12/2/21	162-21	758B	R. LaRocco	Window replacements	JG
12/6/21	163-21	165B	J.Lumento	Interior wall removal and remodel	MR
12/9/21	164-21	137A	K. Weiss	Windows replacement	JG
12/9/21	165-21	162B	R. Zorilla	Replacement windows and sliding glass door	MR
12/10/21	166-21	73A	L. Wolgast	Window replacements	JG
12/13/21	167-21	242B	J.Bares	Bath vent and interior remodeling	MR
12/13/21	168/21	137B	R. Hower	Windows and slider replacement	JG

**C. New Business**

None

**D. Old Business**

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

Meeting adjourned 11:30 AM

**Next committee meeting will be January 11.2022.**

Submitted,  
Jim Manzolli  
Chairman

Distribution by e-mail:

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



**Oronoque Village Condominium Association  
ARCHITECTURAL COMMITTEE  
December 2021/ January 2022 Report to OVCA**

Applications submitted totaled 11

- 8. Replacement windows and/or sliding door
  - 1. Interior wall removal and remodeling
  - 1. Exterior bath vent
  - 1. Enlarged sliding and front doors (denied)

The next committee meeting will be on Tuesday, February 8, 2022, applications should be submitted to the business office by Friday, February 4, 2022 for consideration.

Respectively submitted,  
Jim Manzolli  
Chairman

## Monthly Report SAC for January 18, 2022 OVCA Board Meeting

**SAC** (Social Activities Committee) meets the 1<sup>st</sup> 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 is 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 **387 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.

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### **Ongoing Activities:**

**It's 5 O'clock Somewhere:** The next 5 O'clock Somewhere will be **Friday, February 4<sup>th</sup> at the NCB**. We had only 9 attending the last 5 O'Clock on Jan 7th. It was one of the best 5 O'Clock Somewhere that I have been to so far. Regardless of the size, this event was a great success. We all thoroughly enjoyed ourselves.

### **HOA 55+ Communities:**

We have not had any Zoom meetings with our HOA 55+ Communities lately. I did however email Tracy at Oxford Green to ask about the Alliance Group who has now purchased & taken over the Oronoque Country Club. The Alliance Group runs the Golf Course & Country Club at Oxford Green.

**SAC** was not able to do a New Year's Eve party this year because of Oronoque Country Club being closed. Also, because of the Holidays falling on a Saturday this year. SAC was not able to use the Clubhouses either due to the fact that staff at Oronoque had this as a paid Holiday. Therefore, the Clubhouses were closed.

### **New Events:**

Our SAC Welcome 2022 is scheduled for this Saturday, January 22<sup>nd</sup>. At this time, we barely have 40 Residents willing to attend. Some are just waiting to respond till after this OVCA Board meeting which will determine the fate of this Event. This depends on whether the Clubhouses will remain open or limitations will be put on Food and Drink?

When I was 25 years old; I remember being up here 50 years ago watching theses Condo's being built. I remember the vitality and spirit of all the young Residents starting a new life here at Oronoque. Maybe one day that vitality and spirit will come back again with the Younger New Residents who are moving in.

In any case, enjoy your life, stay positive, caring and be kind to one another. You never know what tomorrow will bring your way.

Respectfully submitted,

Mary Ann Weaver, SAC Chair

OVCA Treasurer's Report for the Six Months Ending December 31, 2021

Income

- 1) Common charges billed through December were \$2,504,379
- 2) Other income through December was \$8,740
- 3) Interest income year to date was \$2,757

Including the budgeted surplus, total year-to-date income was \$2,565,428 which was \$3,555 over budget due to a price increase on our Oronoque resale literature.

Expenses

Total year-to-date expenses were \$2,612,385 leaving a \$46,957 deficit that was \$102,194 less than the budgeted six month loss. This favorable expense level is attributable to lower wages and related benefits of \$53,262 as well as reduced COVID prevention expense of \$27,037.

Reserves As of December 31, total monies set aside are \$893,656 and are held in a checking account and two money market accounts.

Delinquencies As of December 31, there were 8 units with common charge balances over 60 days past due totaling \$45,629. All are in various stages of collection with our attorneys with the largest individual balance of \$14,798 expected to be paid near term due to a successful November foreclosure sale.

Kenneth Colman

Treasurer

01/18/22