

MINUTES OF THE MEETING OF THE OVCA BOARD OF DIRECTORS
North Clubhouse, 600 North Trail, Stratford, CT 06614
November 15, 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	Bob Grosso
Vice President	Richard Steinfeld
Treasurer	Kenneth Colman
Secretary	Myrna Mills Albino

District Representatives:

District 1	Catherine Violette	District 7	Joanne Sutphen
District 2	Catherine Hogan	District 8	Sherry Bearse
District 3	Dina Glantz	District 9	Nancy Blagys
District 4	Bob Krakovich	District 10	Regina Archazki
District 5	Bob McDonald	District 11	Tom Fuchs
District 6	Lee Schlafer		

Also present:

Fred Rodriguez, Executive Director

Reading of the Minutes of Previous Meeting

A motion to approve the minutes from the Board meeting of August 16, 2022 was made by Bob Krakovich and seconded by Tom Fuchs. The motion carried unanimously.

Report of Officers/Executive Director/Director of Maintenance Operations

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

OVCA President Bob Grosso

Executive Director Fred Rodriguez

- Negotiated the renewal of Aetna medical benefits at a reduced cost.
- Meeting held with United Illuminating and Tax District to discuss alternate sources of energy, particularly solar.

Director of Maintenance Mark Rhatigan

- Preventive Maintenance Program status update.
- Village-wide gutter cleaning starts 11/16 and will last 2 – 3 weeks.
- Snow removal process will be communicated in The Villager.
- Christine (Chrissy) Smith has been hired as Maintenance Administrative Assistant.

OVCA Treasurer Kenneth Colman

Reports of Committees

The following reports were read:

Architecture Jim Manzolli

- Motion made by Bob Grosso and seconded by Bobby McDonald to approve the addition of a deck off the main entrance of 471B. The motion carried unanimously.

Maintenance Jackie Freeman
Communications Mary von Ziegesar

New Business:

- A motion was made by Catherine Hogan, and seconded by Nancy Blagys, to go into executive session for the purposes of discussing a personnel matter. The Board moved to a closed session.
- Upon returning to open session, a motion was made by Myrna Mills Albino and seconded by Dina Glantz to implement the onboarding of Mark Rhatigan into the role of Executive Director as of Dec. 1, 2022.
 - His current title and salary will remain the same during this training period.
 - An office will be made available to him in the North Clubhouse.
 - The status of his onboarding progress will be provided no later than the March 2023 OVCA Board meeting.

The motion carried unanimously.

A motion was made by Lee Schlafer and seconded by Regina Archazki to adjourn the meeting. The President declared the meeting adjourned at 8:30 pm.

Dated: 1/17/2023

Myrna Mills Albino
Secretary

OVCA Treasurer's Report for the Four Months Ending October 31, 2022

Income

- 1) Common charges billed were \$1,803,102
- 2) Other income was \$6,845
- 3) Communications advertising income was \$9,346

Including the modest prior year surplus, total income was \$1,834,671 which was \$3,442 over budget due to favorable Villager advertising and other revenue.

Expenses

Total four month expenses were \$1,965,430 leaving a \$130,758 deficit that is \$2,212 less than the budgeted deficit. Payroll and related benefits were \$3,012 below budget, as unfavorable contract labor was more than negated by reduced internal labor costs. All administrative and maintenance costs net out to a modest \$4,242 unfavorable budget variance, with this variance attributable to over budget preventive maintenance spending of \$20K. For while we refurbished 34 units compared to the full year budgeted 75, the year to date average cost per unit was some \$600 over that budgeted.

Reserves As of October 31, total monies set aside are \$1,091,868 and are held in a checking account and two money market accounts.

Delinquencies As of October 31, there were 5 units with common charge balances over 60 days past due totaling \$11,160. These modest numbers reflect the significant "clean up" of past dues realized in October.

Kenneth Colman

Treasurer

11/15/22

Below is a list of who was assigned to this month's applications. All apps were mostly window and patio door replacement. 4 applications had very little to no description in window type, more specifically Andersen Windows. We asked Linda Arvers to contact the sales rep listed on the applications and request the window description. We need to confirm these are "new construction" and not "replacement inserts." Keep in mind, Andersen refers new construction windows as "Full Framed". The descriptions are attached for 3 applications, we are waiting for 2 additional.

101-22	311B	Windows	Mark	-need more info
102-22	655B	windows	Mark	-need more info
103-22	21A	Windows	Mark	-need more info
104-22	776B	(1) window	Jim Ganis	
105-22	737A	Windows	Mark	-need more info
106-22	286B	windows	Jim Ganis	-need more info
107-22	43B	attic insulation	Larry Hartley	
108-22	138A	tree replacement	Mark	
	154A	storm door	Mark	

SAC Committee report
November 2022

SAC Committee members met Nov. 7 to review plans for upcoming events including the New Residents Cocktail Reception, Nov. 20, 3-5 p.m. in the North Clubhouse. Deadline to RSVP is Nov. 17 — New residents (Nov. 2021-Nov.2022) are our guests, and current residents are \$10 per person. We urge current residents to attend and meet and mingle with our new residents. Hot and cold hors d'oeuvres will be served along with wine and soft drinks.

The group also reviewed potential dates and brainstormed potential ideas for events for the coming year. Some great ideas were storyboarded and potential dates were identified. More to come regarding "Save the Dates" for 2023 events.

Next 5 O'Clock Somewhere will be held Dec. 2. Next SAC meeting is Dec. 5 in NCB Boardroom.

Respectfully submitted,
Elaine K. Ficarra
SAC Committee Chair

**MINUTES FOR 11/14/22 MAINTENANCE MEETING
NORTH BOARD ROOM – 4:00 P.M.**

ATTENDANCE: All districts represented. Mark Rhatigan, Maintenance Director, Fred Rodriguez, Executive Director, and Dennis Caffrey, OVTD Liaison, also in attendance.

Jackie Freeman welcomed the previous members and gave a hearty welcome to the new members.

Minutes from the 10/25/22 meeting accepted as written.
Please see Mark's attached complete written report and agenda.

MARK RHATIGAN'S REPORT AND COMMENTS:

22-23 PM Program Update:

To date (46) units refurbished and painted and (12) units refurbished and awaiting painting. (16) out of the (74) scheduled remain to be completed. The program is on hold until more favorable weather conditions (March/April 2023).

22-23 Deck Entry Cycle Update:

(100) units on the North side completed. The South side will commence mid-spring with (104) units in areas of District 1 and 2. Maps will be released in the Spring.

2022 Leaf Removal Program:

Currently on schedule. Section 1 was completed in (2) weeks. Section 2 on the North side will begin November 15. Lemos Landscaping will be assisting the Maintenance crew this Tues. and Wed. to accelerate clean-up. There will be a mobile team to handle various calls for leaves blocking walkways and garage side entry points. Mark distributed North and South side leaf schedule maps.

Gutter Cleaning:

Will begin Nov 16 with outside contractor (NuLook) starting at top of North Trail (D10 & 11). Approximately 2-3 weeks to complete the entire Village. Gutters in need of additional leaf guards will be identified during cleaning.

Fall Facility Closure Update:

All (3) pools winterized. Pool furniture will be stored in pump houses, sprinkler lines drained and winterized and water fountains relocated indoors. The RSF (racket sport facility) closure scheduled the week of December 5 with a closing date for December 9. The crack in the pickleball court will be corrected. Mini farms winterized and tools/hoses stored by end of the week.

OVMD Winter Prep:

Mechanics currently prepping all OV snow removing equipment. Plows being mounted, snow blowers being serviced. Snow stakes will be placed throughout the Village week of Thanksgiving along with salt bins for both clubhouses. If residents wish to have a specific area staked off, they can call the Maintenance Office.

Snow Removal Procedures:

Removal procedures attached to Mark's report. An article will also be published in the December 1 Villager.

New Hire:

A new Maintenance Administrative Assistant hired, Christine (Chrissy) Smith who brings with her (20) years of experience. Mark will begin cross training with Chrissy, Linda and Liza.

Paving Project Update:

North side paving wrapping up. Navajo, Seminole and Piute Lanes expected to be completed prior to Thanksgiving. Back filling of new curbs will be completed at end of paving season (mid-December). Concrete trash receptables will be put back in their location by the end of the week. Any needed line striping and stop bars will be done mid-December. Any hardscape will be restored in the Spring. South side paving will follow the same procedures. Outside temperature for paving must be 40 degrees plus. With the cold weather, the remaining South roads scheduled may possibly extend into mid-Spring. Further communication later this week.

FRED RODRIGUEZ COMMENTS:

Discussion with UI regarding solar for the common areas. Will keep the committee updated with any further information.

JACKIE FREEMAN, MAINTENANCE CHAIR, COMMENTS:

Jackie handed out a folder to each rep/alternate containing:

- OV Window Replacement Policy

- Updated Maintenance Committee members

- Maintenance Committee function/responsibilities (Reminder the committee is a liaison between residents and Maintenance Office. The committee can only recommend to OVCA. Cannot change only recommend).

- OVCA Required Inspection/High Risk Components

- Oronoque Village Maintenance/Residents Responsibility Chart

Nominations and Election of Chair, Vice Chair and Secretary:

Jackie Freeman elected as Chair. Carole Fitzgerald elected as Secretary and Dave Bingham as Vice Chair. All ran unopposed and elected unanimously.

OLD BUSINESS:

OV Free Glass Replacement Policy:

Dave Bingham, Al Comen, and Nick Harding discussed the attached written recommendation. Dave noted this would require a Declaration change not just a By-Law change. Al noted the yearly cost is less than \$50.00 per unit per year to replace original glass. Jackie asked if there were any questions or clarification. Becky Botkin made a motion to table this issue and take no further action to this policy. The motion passed unanimously.

NEW BUSINESS:

Roof Replacement:

Roy Drexler requested to make a motion that the Board advise Maintenance when repairing a roof leak to replace the entire roof and not just a partial on the side with the leak. In addition; replacing half of the roof does not match which is unattractive. Shingle colors change along with fading. Mark said a full roof replacement is almost \$50,000 per building. He would suggest to the Board a study be done on evaluating roof conditions along with a reserve study. He said companies now use drones in evaluating roof conditions. Fred will be able to get a cost using drones. Mark will formulate a statement with Roy to be presented to the Board. A special meeting to address this is scheduled for Monday, December 19.

Weather Stripping Presentation:

Al Comen said weather stripping our windows will help eliminate drafts. He passed around a sample of the weather stripping (Frost King). Can be purchased on Amazon. Mark said also sold at Wal-Mart. It is called Prime-Line Storm Door & Window Stripping (18' - 3/16ths). Cost \$5.81/package. Al will write an article for The Villager.

DISTRICT COMMENTS:

District 1 – Does Oronoque have a noise ordinance? Yes 8 :00 a.m. to 6:00 p.m. - no work on Sunday.

District 2 – How high garage door should be open for paving. Mark said open all the way.

District 3 – Asked about additional snow markers. Residents can put in a work order or call Maintenance.

District 4 – Asked about gutter cleaning – starting on Nov. 16 and should be completed 2-3 wks.

District 5 – Who did Chrissy Smith replace – replaced Tonya.

District 6 – Heard squirrel in North Club House near the stage. Door to Mini Farm needs to be repaired. Mark looking into a permanent door. Is it okay to sheet rock lower level ceilings. Mark said the Architectural Committee is looking into this.

District 7 – Lamp Posts on during the day. Mark said they are on sensors so on cloudy days they could go on early. A work order can be submitted if they are not going off at all. Hammerstone getting water in garage. A grate was installed in front of the garage to eliminate the water. Installed in areas with no drainage.

District 8 – nothing to report.

District 9 – nothing to report.

District 10 – nothing to report.

District 11 – When will firewood be available – Mark said next week. Residents complaining about pebbling after paving. Mark said this is common. Burns sent out sweeper to clean it up. Who will be putting back trash receptacles after paving. Mark said Burns putting them back in their location.

The meeting adjourned at 5:05 p.m.

Reminder – Special meeting on roof replacement scheduled for **MONDAY, DECEMBER 19, 2022** NCB Board Room at 4:00 p.m.

The next meeting scheduled for **MONDAY, JANUARY 9, 2023** NCB Board Room at 4:00 p.m.

Respectfully submitted,

Carole Fitzgerald, Secretary

20221115 OVCA Communications Committee Written Report

Congratulations to you, the Executive Board, and to the new and returning Directors for your elections. The Communications Committee appreciates your confidence in us: Tom Fuchs, Bruce Pollock, Chris Albino, Dianne Binford and Len Nachbar. We look forward to working with you. We will be busy working to improve the accuracy, timeliness, relevance and accessibility of all Village-wide communications channels. These channels and our projects include:

THE ORONOQUE VILLAGE WEBSITE and its many components, starting with the **Resident Directory/Address Book**. Keeping residents' information accurate and up-to-date is a challenge. The OV site, not the FrontSteps Portal, is the preferred site for this information. When a new resident occupies a unit, that resident's name and contact information needs to be added, and the former resident's information needs to be removed. Staff is available to help; there is also a How-To- Manual on the OV site to help residents with this process.

Other components of the OV website include the **Home Page** tab entitled, **Condo News & Notifications** and a tab entitled **Events, Ads & Calendars**. All of this content has disappeared from the site. It will be reinstated and enhanced. The **Links** content, under the **Communications** tab was also removed; this information was created by resident Jerry Reece and served as a terrific resource for lots of activities outside of OV. Another main focus is **The Villager Calendar** which is often outdated upon its publishing and it often also conflicts with the on-line calendar. Therefore, we are reviewing options for an on-line Calendar, one calendar, accessible by everyone. Finally, to guide our content information, we will be tracking our website usage – hits, visits, page views, etc.

THE VILLAGER MAGAZINE – We are reviewing the content of the Villager. The Nov, '21 Communications Committee Survey (the survey results are on the OV Website under **Documents**) results indicate that among the responders, 98% read the Villager and 80% of responders **always** did so. However, **only 64% (2/3)** found it “informative or entertaining.” In past focus groups, comments stressed the importance of relevance and accuracy of the content. A new survey focusing on resident needs has been designed to help us with feedback on the content, the format, the publishing frequency, and income and expenses. Some content suggestions for both the Villager and the website include: website tips, governance calendars, Standing Committee information.

Other projects in the works include an **OV Advertising Press Kit** for use in marketing and in the generation of revenue sources for the Villager, the website and the OVTV. We are also moving forward with the review of the current policies and practices regarding the use of **E-Blasts/and Robo Calls, and Black Boxes**, and the **OV Connections Facebook Page**.

Regarding **OVTV - TV Channel 591**, there is a line-up of broadcasts and volunteers ready to move forward again. A revised plan is in the works of what and when to post. There is no cost for increased postings. Bruce Pollock and Len Nachbar are spearheading this project.

New Resident Orientation –

This project is not be confused with any SAC efforts or social events to welcome new residents. These meetings are intended as an introduction of staff and of rules and regulations. We had materials ready and meetings scheduled with the Executive Director and the Maintenance Director in June and in July, but they were cancelled.

Standing Committees - We will reach out to offer help to each Standing Committee to provide some exposure and/or marketing of their efforts, rules, calendar, etc.

Finally, The **OCC – Black Hawk CC and Restaurant** – as previously, we will again reach out and offer informational and marketing support to both the course and the restaurant management. We stand ready to help our residents learn about offerings.

Thank you for your attention.

Respectfully submitted,

Mary W. von Ziegesar, Chair