

MINUTES OF THE MEETING OF THE OVCA BOARD OF DIRECTORS
North Clubhouse, 600 North Trail, Stratford, CT 06614
March 21, 2023

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 7:15 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	Monica Dalton (alt)
District 4	Bob Krakovich	District 10	Regina Archazki
District 5	Bob McDonald	District 11	Tom Fuchs
District 6	Lee Schlafer		

Reading of the Minutes of Previous Meeting

A motion to approve the minutes from the Board meeting of January 21, 2023 and the Special Board Meeting of February 7, 2023 was made by Bobby McDonald and seconded by Lee Schlafer. The motion to approve these minutes 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	Mark Rhatigan
OVCA Treasurer	Kenneth Colman

Reports of Committees

The following reports were read:

- | | |
|--------------|--------------|
| Architecture | Jim Manzolli |
|--------------|--------------|
- Motion was made by Myrna Mills Albino, seconded by Bobby McDonald, to approve an expanded deck 51B Black Hawk Lane. The motion carried unanimously.
 - A motion was made by Myrna Mills Albino, seconded by Bobby McDonald, after notice to the OV unit owners was sent, to approve again the Architecture Committee's recommendation regarding change in

OVCA Board Meeting, March 21, 2023 Minutes

Architectural Standards to add the following to P. Miscellaneous 2. Basement Ceilings. It will be inserted at the end of a. All basement ceilings...allowing mechanics to work.

- "Installation of drywall in the ceiling areas is permissible if the appropriate NFPA fire-rated access panels are included in the installation to allow accessibility to the mechanical and electrical systems."

The motion carried unanimously.

Bylaws	Myrna Mills Albino
Maintenance	Jackie Freeman
House	Cheryl Dwyer
Pool	Bob Krakovich
Communications	Mary von Ziegesar
Social Activities	Elaine Ficarra

New Business:

- Clarification and discussion of protocols for District bank accounts

Closing Forum

- Minna Barrett, 397A Ottawa Lane commented on OVCA meeting attendance and recommended a Parliamentarian.
- Marilyn Coffey, 605B Cherokee Lane re access control system and whether there is a smartwatch option.

A motion was made by Lee Schlafer, seconded by Regina Archazki, to adjourn the meeting. The President declared the meeting adjourned at 8:40 pm.

Dated: 4/18/23

Myrna Mills Albino
Secretary

ORONOQUE VILLAGE MAINTENANCE COMMITTEE MEETING

March 13, 2023 4:00 P.M. – NCB Board Room

EXTRA
COPY

MARCH

Meeting called by: OVCA

Type of meeting: Maintenance

Chairman: Jackie Freeman
Vice Chair: David Bingham

Recording Secretary/Notes:
Carole Fitzgerald

AGENDA

- Minutes from **January 9, 2023**, Meeting
- Ryan Hankey's Report and Comments
- Mark Rhatigan's Comments
- Old Business: Mulch follow up
- New Business:
- District Comments
- Adjournment
- Next Scheduled Meeting (**April 10, 2023**)

MINUTES FOR 1/9/23 MAINTENANCE MEETING NORTH BOARD ROOM – 4:00 P.M.

ATTENDANCE: All districts represented with the exception of District 1. Fred Rodriguez, Executive Director, and (guest) Ryan Hankey, Carpentry Supervisor, also in attendance. Mark Rhatigan, Maintenance Director and Dennis Caffrey, OVTD Liaison, were not present.

Minutes from the 11/14/22 meeting accepted as written.

Minutes from the 12/19/22 special roof replacement meeting accepted as written.

Please see Mark's attached complete written report and agenda.

MARK RHATIGAN'S REPORTS AND COMMENTS:

(In Mark's absence Fred Rodriguez addressed Mark's report and agenda.)

22-23 PM Programs:

PM Program, deck and entry painting and roof washing on hold until Spring 2023.

22-23 Leaf Removal Update:

The first (3) sections have been completed. Due to a week of rain, Section 4 should be completed by the end of the week. Once Section 4 is completed, Maintenance will go back to sections that were done prior to all leaves being down and remove leaves and branches. Maintenance tracks leaf removal on a daily basis. Residents can call Maintenance if there is an area that needs leaf removal. Areas in need of additional clean-up are typically golf course facing units and "wind tunnel" pockets.

Trash/Recycling:

Country Disposal is now removing both trash and recycling. Trash and recycling will always be picked up on Wednesday's even if a holiday falls in the week. A robo call will be sent out if there is a change to the Wednesday pick-up date. As the company is learning the layout of Oronoque streets, timing of pick up may differ. Please wait to contact Maintenance if your trash/recycling was not picked up until you check your bins on Thursday morning.

Club House Repairs:

The House Committee recently did their annual walk through of the community buildings. Most repairs needed are wall and trim painting, light bulbs and loose hardware. Blue tape has been placed on those areas in need of repair. Maintenance has reserved two weeks to begin these repairs starting January 16. It was suggested an eblast be sent out to residents not to remove the blue tape. Jackie Freeman brought up the ladies handicap bathroom in need of repainting. Fred said it is on the schedule.

Snow Removal:

Maps attached of the snow plowing section assignments for the Maintenance staff.

Roof Replacement/Reserve Study:

Jackie read the recommendation sent to the Board that was emailed recently to the Maintenance Committee. Fred will have a proposal this week from Falcon with a cost estimate on doing a roof evaluation using drones.

Gutter Cleaning:

Renee Zinn asked if the leaf guards be removed in the Fall where pine needles sticking to them. Ryan said it was best to leave on as the water still runs through.

JACKIE FREEMAN, MAINTENANCE CHAIR, COMMENTS:

Jackie explained a change in conducting the Maintenance meetings. In the past, only Maintenance reps could speak. Alternates could not but hoped reps and alternates communicate with each other prior to meetings. She had spoken to Mark about this and she was correct as per the 2015 By-Laws. Dave

Bingham researched this and the verbiage is not in the 2018 By-Laws. Therefore, she will now ask alternates at the end of meetings if they have any comments. She did say if the meeting goes too long, she may have to forego this.

OLD BUSINESS:

Carey Harmon requested to discuss leaf removal and seeding. There are units in his district that need reseeded. However, the areas were covered with leaves and once the leaves were cleared, it was too late for reseeded. Jackie asked him to provide her with the specific unit numbers and she will pass this along to Mark. Jackie did say residents need to put in a work order. Carey also asked about seeding along the curbs where roads were repaved. Fred said they will be reseeded in the Spring.

NEW BUSINESS:

No new business.

DISTRICT COMMENTS:

District 11 – Did paint color on railings change. Fred said they did change to a lighter color to increase visibility. The color change is being done along with the PM Program.

District 10 – nothing to report.

District 9 – nothing to report.

District 8 – nothing to report – leaf removal is great this year.

District 7 – leaves not done yet – working on Cherokee now. Golf course not blowing leaves.

District 6 – so far ahead this year with leaf removal – new approach working – all good.

District 5 – Window replacement on 228A – should contact Maintenance and explain this was put in by the previous owner and ask the status. Walkway repaving 223A did not do – resident should speak to Liza or Harris in the Office.

District 4 – asked about the corral fencing that has been installed on some units on the South. They were installed in hazard areas only. District 4 was in Section 1 for leaf removal and so many more leaves have since fallen. Maintenance will do another leaf blowing when the weather permits.

District 3 – nothing to report.

District 2 – resident walkway from secondary parking space all broken and resident walks with a cane. C Maintenance should be contacted so they can take a look at.

ALTERNATES:

Jackie asked for questions from the alternates. Nothing to report.

The meeting adjourned at 4:40 p.m.

The next meeting scheduled for MONDAY, **FEBRUARY 13, 2023** NCB Board Room at 4:00 p.m.

Respectfully submitted,

Carole Fitzgerald, Secretary

March 13, 2023

To: Maintenance Committee
From: Ryan Hankey, Director of Maintenance
Subject: Monthly Report

- **22 - 23 PM Program Update:** We are in the process of obtaining bids for lumber to make sure costs are kept down. The painting of the 12 units that have had siding replacement done prior to winter and are awaiting paint will resume work in the spring when the weather is a steady 50 degrees. There are 31 units remaining to finish out the 22-23 fiscal year.
- **22 - 23 Leaf Removal Update:** Weather has continued to work in our favor for leaf removal. We have completed removal through sections 1, 2, and 3 (2) times and are currently working in section 4 for the 2nd time.
- **Optimum/Altice:** We were informed 3 weeks ago Optimum/Altice will be installing new conduit to accommodate new fiberoptic service lines., - eliminating the coaxial cable. UI, SCG and aquarian lines will be marked out prior to their digs for the obvious trenching. We are still waiting on more details of the project before we allow work to begin – specifically when the north side will be included. Keep in mind, there is no plans to dig up any roadways, as they will be using underground mole boring equipment to cross under any asphalt surfaces. Once we have more information, we'll be sure to communicate to the entire village and adjust any projects as necessary.

Flag color meaning:

Red: electric power lines, cables, conduit and lighting cables

Orange: telecommunication, alarm or signal lines, cables or conduit

Yellow: natural gas

Green: sewer and drain lines

White: Proposed excavation

- **Community Building Repairs:** The Carpentry department has completed all of the painting and repairs at the North Building with the exception of painting in the Business and Communication Office. This is something that will be scheduled to not interfere with daily operations of the office staff. Repairs have been started in the South Community Building and will continue until completion.

- **2023 Spring rec. Facilities prep:** RSF Spring preparations will begin the week of April 3rd. The conversion of court 4 from Tennis to Pickleball has begun as of late February. The synthetic turf has been removed and we are expecting Hinding (Outside Contractor) to grind down the topcoat and install new fence posts dividing court 3 and 4, in the next few weeks, weather permitting.

March 21, 2023

Maintenance Committee Report

Mark has covered all of the issues that were presented at the Maintenance Meeting so there are only a few updates and comments.

The leaf removal program has benefited due to favorable weather. As a result Sections 1,2, and 3 have been completed two times. Section 4 is being worked on for the second round.

There were very few comments from the Maintenance Reps. at our meeting. Once again I encourage District Reps. to communicate with your Maintenance Reps. to bring forward district-wide or village-wide issues that need to be discussed by the Maintenance Committee.

Issues mention by Reps. were:

Concern about need for creek dredging. Ryan indicated that there was a blockage from trees and debris that needed to be cleared.

Cherokee residents were happy that some dead trees that belonged to the golf course were removed by Maintenance.

The issue of garden light outages was discussed. Residents are reminded that if there is a garden light that is out, a work order needs to be filed as this is a safety issue.

Respectfully submitted,
Jackie Freeman
Chair of the Maintenance Committee

BACKGROUND

REVIEW OF ROBO CALLS and EBLASTS

BY-LAWS Communications Committee

<https://www.oronoquevillage.com/wp-content/uploads/2016/10/bylaws-with-toc.pdf>

ARTICLE IV – STANDING COMMITTEES

(H) Communications Committee.....15

(H) Communications Committee. The Communications Committee shall have responsibility for communications within the Village. It will optimize use of Village resources with the goal of improving Village life by communicating with Unit Occupants in a coherent and encompassing fashion. The committee shall consist of at least five (5), but not more than seven (7), Unit Occupants of the Village, who shall be appointed by the President.

1. The committee shall (a) establish policy to govern all current and future communications media generated within the Village, (b) oversee production of media generated within the Village to assure the highest possible quality, (c) ensure an equitable balance between media excellence and cost to the Village, and (d) develop themes and communications programs that support Village activities.

2. The various communications outlets the committee will oversee shall include the Villager, OVTV, the OV Website, eNotices (uses and policies), Bulletin Boards (static and electronic), telephone communications and Village promotional materials (such as brochures and ads) and 16 other comparable successor media. This does not exclude responsibility for new communications venues which may be introduced, such as lobby displays, library PCs, an Internet Café, and a News Bureau.

3. The committee shall be responsible for (a) coordinating media sales related to advertising for the Villager, the OV Website, OVTV and other Oronoque Village media outlets that contain advertising, (b) setting pricing, and (c) recommending uses of revenue to the Board.

EXISTING POLICIES

Rules and Regulations: Communications Committee

https://www.oronoquevillage.com/wp-content/uploads/2019/08/RR-Units-Reviewed_9_2019.pdf

Section D. Robo Calls (One Call Now), Eblasts , Email Rules and Information

Rules

1. Eblasts may only be issued by the Executive Director, OVCA President, OVTD President and Maintenance Director.
2. Robo Calls may be initiated by the above as well as OVCA and OVTD Board members. They are intended to be used for emergency situations. Requests for such calls are made through the Business Office.

Information

1. Robo Calls are used to provide residents with timely information about emergencies or as reminders of upcoming important events.
2. Information supplied via email is also distributed via OVTV for those residents without Email access.

RECOMMENDED REVISION

20230306 RECOMMENDED REVISIONS to ROBO CALL and EBLAST POLICY per Communications Committee 3/06/2023

The intent of these revisions is to: 1) clarify and update policy regarding the use of Robo Calls and Eblasts, and 2) provide residents with accurate and relevant information in a timely manner.

REVISED POLICY

ROBO CALLS and EBLASTS may be initiated by the Executive Director, the Maintenance Director, and OVCA and OVTD Board members (including District Representatives for their respective Districts). ROBO CALLS are intended to be used to provide residents with timely information about emergency situations (i.e., maintenance issues, significant weather, power outages, water-main breaks, roadwork, and/or delay or cancellation of any OVCA, OVTD, Standing/Board Committee, Club, OV, or District event. ROBO CALLS and EBLASTS may be used to provide residents with timely information about important upcoming events (i.e. OVCA and OVTD Board and District meetings regarding time, date, place and subject of meetings).

Both ROBO CALLS and EBLASTS are issued by the Office. Requests must be sent via email, with the exact message to be delivered, to the Business Office no later than 2:00 p.m. Exceptions are for emergency notifications.

Social Activities Committee Report

Oronoque Village SAC kicked off the year with a fun night watching the 2023 Super Bowl Seventy guests enjoyed a selection of heavy appetizers from the Cutting Wedge, a new business in the Ryder's Landing Plaza and the genial camaraderie of cheering on their favorite team. Philadelphia won – sorry Kansas City fans, but the game was a contest right to the end.

Coming up:

May 20 — We are inviting Village residents to Join in the Spirit to welcome Summer, say hello to their neighbors and honor our Veterans – includes music, fun and food — hot dogs with toppings, selection of cold salads and a sweet treat for dessert. \$12 per person. Event is 12-2 p.m. in the North Clubhouse.

Aug. 19 — The Pool Party returns — better than ever. Hawaiian theme – the evening begins with appetizers by the pool, followed by dinner inside the South Clubhouse, then dancing the night away around the pool. More details to come – stay tuned to all Village communication channels. Volunteers are welcome to join the planning committee — please contact your district SAC rep.

Sept. 23/Rain Date Sept.24 — 12-2 p.m. in the South Clubhouse parking lot. Residents, their families and pets will be invited to walk a designated route on the South side of the village. There will be prizes for best-dressed, best behaved, most likely to succeed, etc., with prizes awarded. There will be an admission fee that includes a donation to STARS – Stratford Animal Rescue Society.

The most recent 5 O'Clock Somewhere (March 3) was well attended (nearly 50 people) wearing their green and got in the spirit by bringing a selection of green appetizers to share as well, to celebrate St. Patrick's Day.

Due to the religious holiday (Good Friday) the April 7 5 O'Clock Somewhere is cancelled, but the clubhouses will be open if residents wish to congregate.

5 O'Clock Somewhere resumes Friday, May 5 at 5 p.m. — It's the day before the Kentucky Derby and we're urging attendees to attend with their favorite fancy hat — decorate it if you wish, to add even more fun to the gathering.

Oronoque Village Condominium Association
ARCHITECTURAL COMMITTEE
Minutes of Meeting
January 10, 2023

Present: Jim Manzolli (JM), Jim Ganis (JG), Fred Rodriguez, Janice Nachbar (JN), Ellen Hyde Phillips (EHP), R. Hankey (RH)

A. Meeting opened at 9:30AM

B. Applications

Date	App No.	Unit No.	Name	Request	Member
1/5/23	2/23	551B	L. Sills	Replace all windows	RH
5/19/22	135-22	41B	C. Lawrence	Add entry lighting	RH

C. New Business.
N/A

D. Old Business

Approved Applications

The "completion of work" form, required to close out approved change application is not submitted many times. This step was included to verify the work was accomplished per the change approval and to return the \$50 deposit. The committee agreed to submit a short article in the Villager reminding the residents to do so. Janice (JN) will write the article.

Lower Level Dropped Ceiling.

The committee reviewed and approved the revised specification allowing drywall ceilings that include access to electrical and mechanical systems where required. The revised specification will be presented to the OVCA Board for approval.

Meeting adjourned 10:30AM

Next committee meeting will be February 14, 2023.

Submitted,
Jim Manzolli
Chairman

Distribution by e-mail: AC Members, F. Rodriguez, M. Rhatigan, Linda Avers, B. Grosso

Oronoque Village Condominium Association
ARCHITECTURAL COMMITTEE
Minutes of Meeting
February 14, 2023

Present: Jim Manzolli (JM), Jim Ganis (JG), Fred Rodriguez, R. Hankey (RH), Ellen Hyde Phillips (EHP), Al DeLelle (AD)

A. Meeting opened at 9:30AM

B. Applications

Date	App No.	Unit No.	Name	Request	Member
1/20/23	4-23	199B	R. McDonald	Replace all windows	JM
1/25/23	6-23	281B	P. Darbisi	Replace all windows	RH
1/30/23	8-23	302B	D. Fero	Interior remodel and remove interior wall	RH
1/30/23	9/23	647A	E. Swinick	Replace all windows	JG
2/9/23	11-23	36B	M. Moquet	Add motion detection light in front	RH
2/10/23	12-23	51B	M Sileo	Deck Extension	JM
2/13/23	13-23	506A	J. Sheehan	Add new LL Door and LL Window	JM
2/13/23	14-23	506A	S. Sheehan	Replace LR and BR windows and interior remodel	RH
2/13/23	16-23	373B	R. McLaughlin	Replace 5 windows	RH

C. New Business.

N/A

D. Old Business

Approved Applications

The "completion of work" form, required to close out approved change application is not submitted many times. This step was included to verify the work was accomplished per the change approval and to return the \$50 deposit. The committee agreed to submit a short article in the Villager reminding the residents to do so. Janice (JN) will write the article.

Meeting adjourned 11.00AM

Next committee meeting will be March 14,2023.

Submitted,
Jim Manzolli
Chairman

Distribution by e-mail: AC Members, M. Rhatigan, R. Hankey Linda Avers, B. Grosso

OVCA By-Laws Committee Meeting
Monday, January 9 4:00 pm
South Clubhouse Card Room
Meeting Minutes

The meeting was called to order at 4:00 pm.

Members in attendance: Sherry Bearse, William Collins, Cheryl Comen, Cheryl Dwyer, Myrna Mills Albino, Lee Schlafer, Mark Sills. OVCA Vice President, Dick Steinfeld was also in attendance.

The Minutes from December 26, 2022 were approved.

Committee Operating Procedures

- A brief discussion about how we plan to present the recommended By-Laws and Declaration revisions with the Board resulted in a decision that we would review our recommendations once all the revisions to the Declaration and By-laws are made. Once the committee is ready with a draft, we will review with the OVCA attorney and further refine the recommendation. When final, we will present the recommendations to the OVCA Officers and then the Board. The target for a Board vote on the recommendation is May.

Declaration Review

- Progress on the Declaration was reviewed.

By-Laws Revisions

- Reviewed the requested revisions to Article IV of the By-Laws. The Board voted on each revision and the results of that vote are supplied below.
- RR4.1 – Finance Committee budget approval - Approved unanimously
- RR4.2 – RSF Committee membership - was replaced by RR4.5 which had been voted on at the 12/26 meeting.
- RR4.3 – Role of Maintenance Representative - Approved unanimously
- RR4.4 – Consistency of Committee Membership Eligibility – Approved unanimously
- RR4.5 (a decision not to recommend was made at the 12/26 meeting.). Sherry Bearse, who had been absent at the 12/26 meeting, indicated her support of the decision to not recommend what was submitted by RSF.
- RR4.6 – Removing Committee members, with or without cause – Approved. 6 Yes / 1 No (Sills)
- RR4.7 – HR Committee – Returned to OVCA President and Vice President for revision.
- RR4.8 – President to appoint all Standing Committee Chairs – Approved unanimously
- RR4.9 – Standing Committee COE – Returned for revision to add responsibility for OVCA Secretary to maintain record.

Other

- Myrna Mills Albino followed with Jim Manzolli regarding the need for alternate members on the Architecture Committee. He confirmed that it is not necessary.

Meeting adjourned at 6:00 pm.

Respectfully submitted,

Myrna Mills Albino
OVCA By-Laws Committee Chairperson

**March 21, 2023 OVCA Board Meeting
By-Laws Committee Report**

The By-Laws Committee has met four times since the last regular OVCA Board Meeting. The minutes from the 1/9, 1/23, and 2/13 meetings have been approved and are included in your packets.

In summary, our current status is that we are near completion of the revision recommendation for the Declaration and Articles I, II and IV of the By-laws.

**OVCA By-Laws Committee Meeting
Monday, January 23, 2023 4:00 pm
North Clubhouse Board Room
Meeting Minutes**

The meeting was called to order at 4:00 pm.

Members in attendance: Sherry Bearse, William Collins, Cheryl Comen, Myrna Mills Albino, Lee Schlafer, Mark Sills. Cheryl Dwyer was absent.

The Minutes from January 9, 2023 were reviewed and approved contingent upon the correction of two typographical errors.

Declaration Review:

- Recommendations for revisions to the Declaration were presented. Bill Collins will document the feedback given by the committee and distribute in advance of our next meeting.
- Committee members present voted unanimously not to recommend RRD.2 "Allow adult grandchildren to reside with 55+ occupant." The submitter will be informed of the decision.

The next committee meeting will include discussion and vote on whether to recommend a capital contribution fee.

Meeting adjourned at 6:00 pm.

Respectfully submitted,

Myrna Mills Albino
OVCA By-Laws Committee Chairperson

**OVCA By-Laws Committee Meeting
Monday, February 13, 2023 4:00 pm
South Clubhouse Card Room
Meeting Minutes**

The meeting was called to order at 4:00 pm.

Members in attendance: Sherry Bearse, William Collins, Cheryl Comen, Cheryl Dwyer, Myrna Mills Albino, Lee Schlafer, Mark Sills.

The Minutes from January 23 were approved.

Declaration Review:

- Additional recommendations for revisions to the Declaration were presented. Bill Collins will document the feedback given by the committee and distribute in advance of our next meeting.
- RRD.1 – Community Contribution Reserve Fee – with revisions, including a title change. This was approved for recommendation by a vote of 5 yes / 2 no (Cheryl Dwyer, Mark Sills).
- RRD.3 – Reviewed. Questions include:
 - the number of days notice that is required. Is it 5 or 10 days?
 - Whether this goes in the Declaration or the By-laws.
- Cheryl Dwyer requested that we consider a revision in the language related to pets in Declaration Article 5 (E).

By-laws Review:

- By-Laws Article 1 syntax/grammar revisions reviewed.
- RR2.1 – Staggered terms was briefly introduced. Lee Schlafer provided a matrix describing how this might be implemented.

Next Steps (Actions)

- Cheryl Dwyer and Mark Sills to work together on preparing a Declaration revision related to pets that will include consideration of service animals.
- Myrna and Cheryl Comen will work together to prepare a consolidated Article 1 revision recommendation that will be distributed to the Committee during or before our next meeting.
- Bill Collins will incorporate RRD.1 into the consolidated Declaration recommendation.
- Committee members will read the Article 2 revision requests included in their meeting packets. They will come prepared to discuss and vote on them at the next meeting.

Meeting adjourned at 6:00 pm.

Respectfully submitted,

Myrna Mills Albino
OVCA By-Laws Committee Chairperson

20230321 OVCA Communications Committee Written Report

The Communications Committee has been busy. We are very appreciative of Mark Rhatigan's attention, by attending our meetings, and by following up with our concerns. An update for you now:

The ORONOQUEVILLAGE.COM WEBSITE – We are continuing to restore what was removed and to update the ov.com site. Since the FrontSteps site was purchased for back-end, office use and does not accommodate our residences' needs, we are no longer using that site for any of the residents' communications. The staff continues to use the FrontSteps Portal for sending emails to residents. The changes for residents include the following:

THE CALENDAR on oronoquevillage.com – Thanks to Chris Albino's work to set it up, the new online calendar is exceeding our expectations. We are not using the FrontSteps Portal for the calendar. The process to make a reservation is to call the office. Staff can confirm the date and time and space for an event and that event can be immediately added to the calendar.

THE RESIDENTS' DIRECTORY/ADDRESS BOOK on oronoquevillage.com – We hope to have the updated site ready within two weeks. This will not change anyone's status, but the content in each person's personal profile will be expanded, and the search criteria for finding residents will be expanded. We will put out notices to residents when this updating occurs and will ask residents to review their personal profiles at that time.

ORGANIZATIONS – CLUBS & GROUPS on oronoquevillage.com – All of the chairs/facilitators of the Clubs and Groups have been contacted for updating their information and this should be completed by our 3/21 meeting. This information will be used on the web and for the updates for new residents.

EVENTS on oronoquevillage.com – We have restored the **EVENTS** items to Oronoque Village.com. There are three places on the site for residents to learn what is happening. The **CALENDAR** has all events – business and social. The **EVENTS** tab has social events, including District Meetings. **HOME – Condo News & Notifications** has business and official notices.

GEEK GROUP for oronoquevillage.com help – As advertised in the Villager, we have a group ready to help residents with any issues regarding our website. If you hear from any residents who could use some help, please let me know.

THE VILLAGER MAGAZINE – We have instituted two items in every Villager to help direct residents to the website. The banner - **FIND IT ON ORONOQUEVILLAGE.COM** has quick tips. The **WEBSITE INSIGHTS** has more in-depth tips. We are working on more informational content about our activities and our residents. We have added some humor fillers. Please note that although we are encouraging greater use of the OV website, we are mindful of the appreciation of the Villager Magazine.

E-BLASTS and ROBO CALLS Our latest suggestions were delivered to you by Tom Fuchs at your recent District Rep meeting on March 2. Many thanks to Tom for his work to help facilitate communications between you and our residents. The only policy change (see attached) is that now a District Rep may use both robo calls and e-blasts to reach residents in their respective districts. We request that this suggested change be incorporated into our Rules & Regulations.

OVTV - TV Channel 591 – We recently held a workshop to discuss the OVTV (Channel 591) and as a result we have a long list of possible programming and a schedule. For any ideas of content and or residents to contact, please get in touch with Bruce Pollock or Len Nachbar. This meeting resulted in a suggestion and consequently the following request.

ACTION REQUESTS:

- 1. UPDATE OF E-BLAST and ROBO CALL POLICY.** We have also submitted this request to the By-Laws Committee.
- 2. VIDEO EQUIPMENT** – The Communication Committee requests that OVCA purchase a video camera to be used by residents and staff for the purpose of capturing OV business and social events. Examples include Board meetings, club activities, maintenance tips, OVTV station programs, and more. Our sense is that the cost should not exceed \$5,000. We have submitted this request to the House Committee.

Thank you for your attention.
Respectfully submitted,

Mary W. von Ziegesar, Chair

Finance Committee Minutes

March 20, 2023

Present: K Colman, L Clifford, T Becker (tax district), R Drexler, D Roche, B Grosso, N Donofrio, M Rhatigan

Absent: J Staley

Meeting started at 2:30 pm

The February and eight-month YTD fiscal year financials, reserves, and past due accounts were reviewed which consumed about 20 minutes.

Last part of the meeting was devoted to a rigorous discussion and line by line review of the preliminary OVCA operating budget for 2023/24 with some recommendations for adjustments highlighted by keeping outside labor in the payroll section.

Meeting ended at 3:55 pm

Ken Colman Treasurer

HC Minutes 3/2/23

Meeting was called to order at 10AM by chair Cheryl Dwyer
Members Present: Barbara Stewart, Maria Szalontay, Sabine Curry,
Barbara Minoff, Cheryl Dwyer. Mark Rhatigan, Fred Rodriguez, Ryan
Hankey.

1. **Request for New Club** - A resident has requested permission to form a new club called "The Volunteers Club". The purpose of this club would be to assist residents who may be in need of assistance such as rides to events in the Village, or everyday tasks of daily living. This would not include rides to events/appointments outside the Village. HC voted unanimously to approve this club. We suggested the names "Friendship Club or Helping Hands Club".
2. **Access Control Security System** - The interior wiring for the system is complete. The outside work still needs to be done. A communication campaign in conjunction with Kastle security company will begin soon to inform residents about the system. A few realtors will be invited to our next HC meeting so we can obtain feedback on their needs for access to clubhouses when showing properties.
3. **Kitchen carts/table for pool room** -
Carts -The wheels on the kitchen carts have been cleaned and oiled. Maintenance asks that residents use them and evaluate to determine whether we can continue to use these carts, or whether they should be replaced. So far, no suitable replacement carts have been found that will fit under the counter/table in the clubhouses.
Table for Pool Room - Ordered
4. **Gym issues update:** Treadmills are at their half life. Treads do not need to be replaced. The broken Purell stand has been replaced.
5. **Gym Weights** - A resident requested gym dumbbell weights up to #50. Fred R. Checked with our insurance company and they advised against weights over #25 for liability reasons. Request is denied. Cheryl informed the resident.

6. **Storage** - Items such as stacked chairs and coat racks need to be stored away when not in use. The chairs are being put away. Mark to find storage space for the coat racks.

7. **Resident request for club to network around outdoor activities** - Fred met with this resident who understood why this club can not be approved by the HC. He will instead post outside community activities in the Villager.

8. **Carpet Cleaning in the SCB back card room** - Maintenance getting a quote and will schedule.

9. **Clubhouse Cleanup** - NCB is 95% done. The offices cleaning/painting will be scheduled at a convenient time for staff. SCB cleanup to now begin and should take approximately 4-5 weeks.

10. **Piano Tuning** - HC requests that piano tuning be done in the NCB before April 27 for an upcoming event and for the spring Pletman Concerts. SCB piano needs to be tuned for an event on June 1.

11. **April Meeting date change** - HC will meet on Monday April 3 at 9AM.

12. **Shades for SCB Ballroom** - Maintenance gave HC a sample of a shade to be used in the SCB Ballroom. Cheryl will check to see if it is a good match with the shades in the lounge.

12. **NCB Driving Range/Mismatched Faucets in SCB** - to be discussed at next meeting.

13. Good Times Club postponed its March event due to low attendance. The rescheduling did not meet the guidelines set up and approved by House Committee and MaryAnn Weaver. She will be notified to book her events within the approved guidelines.

Meeting Adjourned at 11:00.

Next meeting - Monday, April 3 at 9AM

Respectfully submitted,
Barbara Stewart, Secretary

HOUSE COMMITTEE MINUTES: 2/2/23

Meeting was called to order at 10AM by chair Cheryl Dwyer
Members Present: Debbie Grosso, Barbara Stewart, Barbara Minoff, Maria Szalontay, Paul Maglione, Sabine Curry
Fred Rodriguez, Executive Director, Mark Rhatigan, Director of Maintenance and Mary VonZiegesar, Chair of Communications committee also attended.

1. Communications/ Mary VonZiegesar - HC met with Mary VonZiegesar, chair of the Communications Committee to clarify the roles of the HC and CC committees for the community calendars on the website and in the Villager. Mary stated that her committee manages the website, but does not oversee the content of the calendars. This is done by the office staff. HC suggests that the information on the calendars include an O (open) and C (closed) to be placed after listed events. Fred R. Will instruct Linda Arvers to include this information.
Mary will submit an article to the Villager to explain to residents how to access/use the website calendar. Fred R. approved and will inform C.King.
All activity requests are now made by filling out a paper activity request form which is submitted to Linda Arvers in the business office.
Residents can no longer book an event on line.
2. Role of the House Committee in the rollout of the the Access Security System. Once the Security System is in place, the HC will coordinate with Fred R. and Mark R. To implement the system. The first area to be Implemented will be the Gym.
Suggested dates for implementation :
April 12 - Gym,
May 1, South Community building
May 15, North Community Building.
Mark R and Fred R will be responsible for training all staff, educating residents about the new system (live meetings and articles in Villager) and for dispensing the various devices to residents.
3. Changes in Definition of House Committee in Bylaws. HC suggest the following change in wording in Article IV, section 2 (l) ii and iii of the

Bylaws to read:

- (ii) *Reviewing and recommending to the Executive Director capital improvements and/or modifications related to the House Facilities., and*
- (iii) *oversight of the activities and approval of new clubs and events/ activities not associated with an existing club.*

4. Request for 4 new card tables and 2 new kitchen carts. Carts are too small and very noisy, card tables are worn out and unstable.

Card Tables - request accepted by Mark R and Fred R

Kitchen Carts - Larger carts will not fit under the counters/prep table so would require a storage area. Suggest rubber wheels to reduce noise on the tile floors. Mark to research possibilities for carts and storage - report back next month.

5. Clubhouse Cleanup - Maintenance is working on the NCB - painting/repairing etc. Using original paint colors.

6. Request for 2 trips- Good Times Club is requesting 2 trips - one overnight trip and one day trip We discussed the liability - Fred R. requires that participants sign release forms for these trips. HC recommends approval.

7. Request for new Club - A resident requests formation of a new club: purpose is for residents to network around outdoor activities, some outside of OV. A meeting will be set up with Cheryl, Bob Sabo, and the Administration to discuss the insurance implications and other matters. Request is denied at this time

8. Request for gym equipment - A resident has requested heavier dumbbell weights (up to 50#) Mark R and Fred R will check with insurance company re liability for a 55 and older community gym. Approval is pending.

The resident also requested a knee extension/curl machine. This request is denied due to lack of space.

9. Other Gym issues - The stand for the purell dispenser is broken. The treads on the treadmills are getting worn (shiny). Should they be replaced? The foot attachment strap is missing for the multi exercise machine. Mark R. To look into these issues.

10. Update on defrosting freezer in maintenance closet (NCB) - Mark to Check on this and report back.
11. Driving Range Modification - Maintenance will install 1/4 inch rubber matting on the side walls of the indoor driving range to prevent further damage to these walls by golf balls. HC discussed purchase of a Virtual Driving Range which would eliminate all future damage. Mark R and Fred R to research this idea.
12. TV access in Clubhouses -(Mark R)- The TVs are to be unlocked and available for residents to use. Instruction sheets are printed and TV remotes secured.
13. HC requests that maintenance store stacked black chairs in the closets after use. Mark to follow up with attendants.
14. Faucets and Mirrors in ladies bathrooms -
Mismatched faucets - Mark to consult with Franks Plumbing to see Availability of matching no-touch faucets.
Mirrors in SCB ladies room - Cheryl Dwyer and Barbara Minoff will choose new mirrors for this bathroom.

Meeting Adjourned at 12:15 PM

Respectfully Submitted
Barbara Stewart, Secretary

Minutes for HC meeting on Security System

Meeting called to order at 9:30 by Cheryl Dwyer.

Attendees: Fred Rodriguez, Mark Rhatigan, Cheryl Dwyer, Marie Orlowe, Barbara Stewart, Debbie Grosso, Barbara Minoff, Maria Szalontay

Cheryl reviewed the suggestions from the last meeting.

New Business

1, OV ID cards - We will discontinue these cards when the new system is implemented

2, Lost Access Device - Resident will be charged \$20 to replace device. The lost device will be deactivated.

3. Visitors, deliveries, Realtors

Outside Realtors - Will be given an access device to use for appointments. Realtors must schedule appointments in the office 24 hours in advance of their appointment and the device will be activated for the appointment time only.

Deliveries etc. - NCB front doors will be locked. A buzzer system will be installed. Delivery people, postman etc, will be buzzed in by the office staff. **Question - will there be a camera security system so the office staff can identify the person at the door?**

4. Private Parties, events.

Front entry doors will be unlocked for a brief time so the guests can enter.

Resident host is responsible for requesting from the office, a time frame for the doors to be unlocked for their guests. Resident host is also responsible for informing their guests about our security plan for the party

Mark suggests putting a link on the OV website that could be sent to party guests, explaining the security plan for the event.

If a guest leaves for a time during the party, they can gain re-entry through the main door only and must be admitted by someone inside.

5. Caterers/entertainers for events and parties -

— Event planner will notify the office of the times the doors should be unlocked for these people to have access to the facility.

6 HC recommends that our building attendants be present and available during all events which take place during their work hours.

6. Malfunction of the system - what to do.

Kastle company can be contacted 24/7 to notify them of a malfunction. Their contact information will be posted outside the Doors.

Meeting adjourned at 10:45

Next Meeting - to be scheduled when all the systems are ready to be implemented in the South Clubhouse.

**House Committee special meeting - Security System
August 11, 2022**

Participants present: Mark Rhatigan, Fred Rodriguez Cheryl Dwyer, Barbara Stewart, Marie Orlowe, Barbara Minoff, Maria Szalontay

Meeting called to order by chair Cheryl Dwyer at 9:35 AM

Cheryl proposed that we roll out new security system in the South Clubhouse, Pool, and Gym.

The doors to be included in the SCB system are:

Main Pool Gate

Midwood pool gate

Outside door to the Gym

Back parking lot door

Front parking lot door

There are three options for access devices:

An access card

An accès Fob

Phone app

Each resident will get ONE of these devices

To be decided: what to do with the OV Identification cards which we use presently. Continue to distribute or discontinue?

In order to deter residents from giving access device to a non resident, we can have each resident sign a disclosure agreement which *could* have legal consequences. They will sign it when they receive their device.

Gym

The gym will be open 24/7

There will be a two tiered system to sign in: use device once to sign in, and again to agree to exercise at own risk. Then access will be granted.

SCB

Clubhouse will be open from 8AM to 11PM at which time residents can use device to enter. From 11PM to 8AM there will be no access.

All the South Clubhouse doors will be locked at all times. Must use device to gain access through the 5 doors which are designated for entry. Non-residents such as real estate agents etc. will have to get permission from the office for entry. Fred R and Mark R will come up with a detailed written plan explaining how this will work.

Still to be discussed: Private party participants.

Meeting adjourned at 11AM

Next Special Meeting is on Thursday August 25 at 9:30AM

OVCA Treasurer's Report for the Eight Months Ending February 28, 2023

Income

- 1) Common charges billed were \$3,606,667
- 2) Other income was \$16,371
- 3) Communications advertising income was \$14,027

Including the modest prior year surplus, total income was \$3,667,715 which was \$5,255 over budget due to favorable revenue from both room rentals and resale packages.

Expenses

Total eight month expenses were \$3,598,929 leaving a surplus of \$68,786 that is \$14,734 less than that budgeted. Payroll and related benefits were \$33,663 below budget, as unfavorable contract labor was more than negated by reduced internal labor cost, largely from wages and payroll taxes. The favorable payroll variance was more than offset by unfavorable legal spending of \$16,301 and greater preventive maintenance expense of \$38,877 (year to date average cost per unit refurbished was almost \$900 over that budgeted).

Reserves As of February 28, total monies set aside are \$1,124,353 with 62% of the total in the roof reserve.

Delinquencies As of February 28, there were 8 units with common charge balances over 60 days past due totaling \$14,659. Of the total past due \$1,659 was received by mid-March, and all applicable requests for payment are in the hands of our attorneys.

Kenneth Colman

Treasurer

3/21/23

The Oronoque Village Pool Facilities Committee met March 8th to discuss the upcoming 2023 pool season. We thank outgoing committee members Cheryl Dwyer and Jaime Torregiani, and welcome Joanne Arlia and Molly Michaels, who join Jackie Freeman, Betty Mulholland and myself. Our committee members have all aspects of the pools covered with lap swimmers, heated pool users, along with North & South pool users.

I met with Mark Rhatigan, Executive Director and Ryan Hankey, incoming Maintenance Director, to review concerns and brainstorm new ideas to provide a worry free, fun filled pool season. The pool hours will remain the same 8:30 AM to 8:30 PM for the South Pools and 9 AM to 8:30 PM for the North Pool, which open Memorial Day weekend on Saturday, May 27th. The North Pool will close at end of day on Labor Day, September 4th, with the South Pool closing at end of day on Saturday September 30th.

Pool Rules and Regulations will remain the same as previously approved by the OVCA Board of Directors for the 2022 Pool Season.

Topics of discussion brought up at both of my meetings included:

- annual replacement program for chairs/tables/umbrellas
- possible staffing issues in finding part time Pool Monitors
- key fob/card or phone app to allow resident entrance to buildings/pools
- filtration system and antiquated machinery ongoing concerns
- stains on the liner seams
- lap lane buoy lines and cones alerting pool users to lap lane swimmers
- replacement of former black line denoting drop off in heated pool
- exterior shower plumbing issues of swings in temperature/pressure

Picnic tables on the grassy areas outside the North and South pools will be available again for pool users wanting to eat, as well as near the gas grilles.

We will keep residents informed of any new details which may arise in April and May before the pools open for the season. See you at the pools.

Bob Krakovich
Pool Facilities Committee Chairman