

MINUTES OF THE MEETING OF THE OVCA BOARD OF DIRECTORS
North Clubhouse, 600 North Trail, Stratford, CT 06614
November 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 Vice 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 - Absent
Vice President	Richard Steinfeld chaired the Meeting
Secretary	Myrna Mills Albino
Treasurer	Kenneth Colman

District Representatives:

District 1	Helen Moser (alt)	District 7	Marilyn Coffey (alt)
District 2	Frank Spodnick	District 8	Sherry Bearse
District 3	Dina Glantz	District 9	Nancy Blagys
District 4	Bob Krakovich	District 10	Regina Archazki
District 5	Bobby McDonald	District 11	Len Nachbar
District 6	Lee Schlafer		

Reading of the Minutes of Previous Meeting

The minutes of the August 15, 2023 meeting was approved unanimously.

Read into the minutes the following Board vote which took place via email on October 30 – 31.

Motion to extend the deadline for the unit owner vote on the proposed Declaration Amendment to January 9 so that the Reserve Study is complete and its results communicated to unit owners before they are required to cast their votes.

- The motion passed by a vote of 13 Yes / 1 No
 - Yes (D1, D2, D3, D4, D5, D6, D7, D8, D10, D11, D12, VP, Sec, Treas)
 - No (D9)

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 – The President’s Report was read aloud in his absence.

Executive Director Mark Rhatigan

- Announced Unit Owner Meeting - Reserve Study Analysis and Discussion scheduled 11/29/23 6 pm NCB

OVCA Treasurer Kenneth Colman

OVCA Board Meeting, November 21, 2023 Minutes

Blackhawk Restaurant Liaison

Reports of Committees

The following reports were read:

Architectural	Jim Manzolli
By-laws	Myrna Mills Albino
Maintenance	Jackie Freeman
House	Cheryl Dwyer
Communications	Mary von Ziegesar
Racquet Sports	Carolyn Charnin

Old Business

- Unit Owner vote on proposed Declaration was covered in President’s Comments
- A motion was made by Regina Archazki, seconded by Sherry Bearse, to modify the rules and regulations related to bird feeders by changing the dates of when seed feeders are permitted from October 15 through May 15 to December 1 through March 31.
 - The motion did not pass by a vote of 4 Yes / 9 No. (VP did not vote as he was acting President)
 - Yes (D1, D6, D10, Treas)
 - No (D2, D3, D4, D5, D7, D8, D9, D11, Sec)

New Business

- None

Closing Forum

- None

A motion was made by Lee Schlafer, seconded by Bobby McDonald, to adjourn the meeting. The President declared the meeting adjourned at 8:17 pm.

Dated: 1/16/24

Myrna Mills Albino
Secretary

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

Present: Jim Manzolli (JM), R. Hankey (RH), Al DeLelle (AD), Jim Ganis (JG)

A. Meeting opened at 9:30AM

B. Applications

Date	App No.	Unit No.	Name	Request	Member
9/28/23	135-23	736B	C. Tepper	Common area landscaping	RH
9/27/23	136-23	488B	D. Witmore	Replacement windows	JG
10/7/23	137-23	115B	D. Duva	Replacement windows	RH
10/7/23	138-23	512B	K. Wells	Replacement LL Door and Storm Door	JG
10/7/23	140-23	61-A/B	N. Batticelli	Modify roof over front entrance	RH

C. New Business.

None

D. Old Business

Algonquin area trash receptacle improvements.

Ryan reported moving the trash containers inside the garage area would not work. The smaller container was still too large for a car to drive in. He suggested a cleaner looking exterior container may be an option for the lower units. A surrounded dumpster would work for the upper level units. More work is required on this subject

Meeting adjourned 11:00AM

Next committee meeting will be November 14, 2023

Submitted,
Jim Manzolli
Chairman

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

November 21, 2023 OVCA Board Meeting By-Laws Committee Report

The By-Laws Committee met twice (October 30 and November 13) since the last regular OVCA Board Meeting. The minutes will be forwarded to the Office once the Committee approves them.

We have begun meeting weekly on Mondays to accelerate completion of the recommended By-laws revisions. The Committee will review the proposed amendments with the Board in a series of workshops to be scheduled in February.

Submitted by: Myrna Mills Albino, By-Laws Chairperson

20231121_1 OVCA Communications Committee Written Report

The 2023 SURVEY - As you know, we have received 311 completed surveys representing about 500 residents, and we have tallied the results. As Tom Fuchs was the kingpin in this project - from determining the questions to recording and summarizing the responses - a time-consuming process and a confidential one, Tom deserves a huge thank you. We are including summaries of the results in the 12/1/23 VILLAGER. Last Friday, I sent the full survey to you all and to the OVTD. The full survey will be posted on oronoquevillage.com by Wednesday 11/22. At your Tuesday meeting, we will present more detail about the Survey and provide you an opportunity to ask questions.

OVTV – Channel 591 As you know, we have had some technical issues disrupting the airing of our TV station lately. As a result, we recommended temporarily shutting down the TV station. For a variety of reasons, managing the content is challenging and it is a big demand on staff time. We are going to “clean the slate” as far as what we’ve done in the past, we will heed the responses on the survey, and we will, hopefully, have more interest in watching the TV. We are also going in a parallel route using our website. We are uploading videos from Village events to our own, recently established YouTube channel. Via links from our website to YouTube, residents will be able to see – on demand – our videos. If you have a video you want to have considered for uploading, please contact Chris Albino or Len Nachbar or Bruce Pollock. These videos are accessible via: [oronoquevillage.com/communications/links/VILLAGE VIDEOS](http://oronoquevillage.com/communications/links/VILLAGE_VIDEOS).

Len Nachbar is preparing an instructional video for recording events. We also have collected Instructions and Guidelines, in a User’s Manual. If you know of any residents interested in shooting some events, please have them contact me – or Len Nachbar.

The VILLAGER – Given that nearly seven in ten of the Survey responders are in favor of having the VILLAGER printed “once a month for the winter months,” we are appreciative of your vote last month allow for our test for the 1/15/24 and the 2/15/24 issues. We will have a limited number of VILLAGERS professionally printed and available at the office. In the spirit of cooperation, Bahin Samimy, of the Neighbor-to-Neighbor group (N2N), answered my request for help with distribution of the VILLAGER to any residents who cannot get to the office. Thank you to the N2N team.

CREATION of a NEW OV ORGANIZATION CATEGORY - The N2N group’s spirit is a great lead-in to another item we want to address. This is a request to consider three of our Village’s organizations under a new category and not a “club.” We would like these groups to be considered “service groups” or “service organizations.” These groups are not clubs – they have no members, no dues, no formal officers, no budgets, no member events. Being a “club” has limitations on advertising which limits our ability to notify Villagers of the services these organizations offer. When we understand the best route to ask this determination of you, we will do so. The groups befitting this category include N2N, the CALL-IN/MONITORS group and the GEEK GROUP. Each group includes dedicated resident-volunteers helping neighbors needing services.

OV Branding and MEDIA KIT UPDATING - Lastly, we are working on a MEDIA KIT, which includes creating materials to “sell” Oronoque Village to both the public and to advertisers. We are updating some of the “look” of our communication tools. We are not looking to redo, but to refresh. We are examining tag lines, a few words which best describe our Village, and what we want our Village to be. If you, or anyone in your Districts, or any of your friends and neighbors have any suggestions, please have them contact me. Thank you to Joe Mackenna for his enthusiasm and expertise here.

Thank you for your attention.

Respectfully submitted,

Mary W. von Ziegesar, Chair

Finance Committee Minutes

Nov 20, 2023

Present: K Colman, L Clifford, T Becker (tax district), J Staley, J Myers, M Rhatigan

Absent: N Donofrio, B Grosso, D Roche

meeting started at 3:00 pm

the treasurer discussed the CT condominium regulations regarding prior year operating surplus dispositions and by a 4 to 0 vote the committee voted to put \$41,995 into the roof reserve

the October 31, 2023 year to date financials, reserves, and the October 31 past due accounts were reviewed

meeting ended at 4:00 pm

Ken Colman Treasurer

House Committee
Minutes
November 2, 2023

Present: Cheryl Dwyer, Chair, Paul Maglione, Barbara Minoff, Barbara Stewart, Maria Szalontay. Also present: Mark Rhatigan and Ryan Hankey

Request for replacement of bean bags for corn hole approved. Paul will provide specific type to office.

Update to Shuffleboard court proposal: Bill Alletzhauser reported that quotes have been collected (3 written, 1 verbal). These quotes have been submitted to Mark and Ryan for input. Cost between 30-40K without lighting. Funding sources are being researched and appear to be possible. Lee Shlafer and Debbie Gunzelman are assisting with paperwork to apply and receive funding.

The bocce courts need new framework, etc due to rotting. Mark plans on doing this at the same time as the shuffleboard courts, if possible.

Rug cleaning for SCB lounge will be done in near future. Back cardroom is stained again. Ryan to research what in-house process can be used to deal with stains. Mark explained that regular type of carpet cleaning cannot be used on these carpets. A discussion regarding putting vinyl plank flooring instead of the carpeting in the back SCB card room was held. The rationale is that the carpeting is getting continuously stained and cleaning is expensive. Also, the room could then be used for some art classes. This would allow disabled residents who wish to attend the class but cannot climb the stairs, access. Mark will examine the cost to this .

Clarification: Clubhouses are locked every evening at 10:00 pm.

The committee will meet on November 16th to consider paint selection for gym.

Respectfully submitted,
Cheryl Dwyer

President's Message

November 21, 2023

Good evening, everyone. On behalf of the entire OVCA Board I would like to recognize all Veterans and thank them for their service to our country and to wish everyone a very Happy Thanksgiving and I hope you will be surrounded by the warmth and love of family and friends. We all have so much to be thankful for in our lives and in the spirit of the season, let's offer kindness, respect, and caring for others every day!

Committee Updates

Communications Committee

Dianne Binford took on a major project, the updating, coordination and validating of our on-line Directory of residents' contact information, and then did a spectacular job with same with the printed Phone Book, and we cannot thank you enough. Dianne has decided to step away from the Communications Committee for now and has informed us that we could approach her for support on special projects in the future.

I would also like to thank Bruce Pollock who has also stepped down, but not away from the Communications Committee. Bruce will continue to sit on the Sub-Committee working on the OVTV. We appreciate your efforts and your contributions, Bruce.

Moving forward, I am pleased to announce that Chris Orrell will be joining the Communication Committee. Recently retired from McGraw-Hill Publishing after 37+ years holding a wide range of managing positions he will bring his experience, passion, and energy to the Committee. Chris is founder and director of the Oronoque Village International and Independent Film Festival that is celebrating its third season this January. In addition, he is a charter member of O.V. Neighbor2Neighbor (N2N), a service organization that assists Village residents with basic tasks and connects residents to build a stronger community.

The Clubhouses Tax Appeal Phase I Summons,

Our Complaint was delivered to the Town of Stratford August 2023 and was responded to by the town September 2023, with a request to revise. Our attorney's Murtha-Cullina prepared a response that was delivered in October. Earlier this month the Court issued an Order in which it sustained our Objection to the Town's Request to Revise. In short, this means that we are not required to revise our Complaint at this point, which is a good result. That said, the Town now will have to either file an Answer or a Motion to Dismiss/Motion to Strike. The Town will have to file something by no later than 30 days from the date of the Order, which means its deadline is 12/6.

Strategic Plan

The Strategic Planning Initiative is off and running. There are nine strategic priority teams that are meeting over the next couple of months with the deliverable being a white paper documenting research, analysis and objectives culminating in a proposed plan of action delivered to the SMT by the end of January 2024.

The Community Contribution Fee (CCF) Update

The decision to delay the deadline for the unit owner vote on the Declaration Amendment was done in response to feedback from numerous unit owners who did not want to vote until they understood the results of the Becht Engineering Reserve Study. We assured those who felt they could not make an informed vote without that data that they would have it because we expected the study and analysis would be completed by mid-October. That is what determined the original November 8 date. Unfortunately, the engineering firm preparing the study was unable to meet its schedule commitment due to a personal hardship impacting a key individual on this project. The revised delivery date was projected to be no later than mid-November. We received a draft of the study close of business on November 7, 2023. Mark, Ryan, and Diane have reviewed and are getting clarifications on a

variety of points from the engineering firm. The final summary of the report will be available to unit owners soon. A presentation to unit owners is scheduled on Wednesday, November 29, 6:00 pm in the North Clubhouse.

Flooding Issue Update

Mark and Ryan have been working with our surveyor, soil engineer and BCC who co-signed an application that was submitted and presented at the November 15, 2023, Town of Stratford Inland Wetlands meeting. The next step is to receive a formal Inland Wetlands approval prior to securing contractor estimates. Our proposed plan of implementation includes staff participation and budget approval. The plan of execution will more than likely straddle the 2023/2024 and the 2024/2025 budgets.

Maintenance Department

The staff recently launched one of their most challenging annual tasks, leaf removal. They have entered our neighborhoods in teams armed with various pieces of equipment operating as a methodical well-oiled machine removing leaves and cleaning our neighborhoods. This is a very tedious grueling task that is important because it also helps reduce the risk of wet slippery leaves.

Employee Appreciation Fund

Throughout the year, residents are neither permitted to tip employees nor are employees permitted to accept gratuities. The primary reason is that not all employees have direct access to residents and the opportunity to be individually recognized, yet each employee performs his or her respective role contributing to the overall success of Oronoque Village.

To honor the employees' hard work and dedication throughout the year and in the spirit of the holiday season, let's show our employees our *sincere appreciation* and gratitude by significantly increasing resident participation. Please consider a contribution in *appreciation* of our employees during this holiday season and submit your contribution to the business office. Checks should be made out to The Employee Appreciation Fund.

Holiday Wishes

As 2023 winds down, I would like to extend my sincere thanks to the OVCA and OVTD Boards, and all of the committee members from both boards, and all of the volunteers and residents who have contributed to make OV the "Community" that it is today. We are grateful to our dedicated and loyal staff for all their efforts throughout the year. I wish you a safe, joyous, loving, and festive holiday season. I pray that the New Year will bring a more peaceful world, blessings, and prosperity to all.

Motions Made

The Board was presented a proposed rules change regarding birdfeeders to change the dates of when seed feeders are permitted from October 15 through May 15 to December 1 through March 31. The motion did not pass and the rule remains unchanged.

SAC November Report

The 2023-24 Social Activities Committee kicked off its slate of activities with the annual New Residents Reception held Sunday, Nov. 5 from 3-5 p.m. in the North Clubhouse. More than 70 residents, over half of them new residents to the Village since November 2022, shared appetizers met and made new friends and mingled during the reception. SAC members prepared and served a full array of appetizers, cheese board and dips and chips as well as wine and soft drinks. Many thanks to our SAC committee members who made sure the event went off flawlessly, co-chair Patricia Spodick, Ivy Tencer, Patrice Lundgren, Letitia Laberee, Phyllis Sneiderman, Stephanie Fians, George Zamarly, Joan Carroll and some assistance from a former SAC member, Lynne Schafer.

November's 5 O'Clock Somewhere was well attended with nearly 50 residents sharing a yummy assortment of appetizers and desserts with the crowd. Conversation flowed and new friendships were made as well. The December 5 O'Clock Somewhere is cancelled in lieu of the multitude of holiday parties that will be occurring throughout the month. See you again for 5 O'Clock Somewhere on Jan. 5 in the North Clubhouse.

Event planning is underway for 2024 SAC events with more information to come in the next month with details of upcoming events. One event you can definitely put on your calendars — The annual pool party is planned for Saturday, Aug. 17, 2024.

Respectfully submitted,
Elaine K. Ficarra
SAC Chair

**MINUTES FOR 11/13/23 MAINTENANCE MEETING
NORTH BOARD ROOM – 4:00 P.M.**

ATTENDANCE: All districts represented with the exception of District 5. Ryan Hankey, Maintenance Director and Mark Rhatigan, Executive Director, also present. Dennis Caffrey, OVTD Liaison, not present.

ACCEPTANCE OF MINUTES OCTOBER 16, 2023 MEETING:

Minutes approved as written.

See attached Ryan's Report and Comments.

RYAN HANKEY'S REPORT AND COMMENTS:

23-24 PM Program Update:

To date all (46) units refurbished and painted, (32) units out of the (80) scheduled remain to be completed in Spring 2024. The program on hold until March/April 2024.

23-24 Deck Entry Cycle Update:

The (100) units slated for the North completed. The South will commence mid-Spring with (100) units in Districts 2 and 3. Maps will be released in March 2024.

2023 Leaf Removal Program:

Currently on schedule. Section 1 is currently halfway through. Lemos Landscaping will be assisting our crew on Monday and Tuesday to accelerate the clean-up. This fiscal year roughly \$16,000 has been budgeted for outside contractors to help assist in leaf removal. Grounds crew will continue leaf clean-up into early Spring as long as winter weather will allow. A mobile team will attend to various calls for leaves blocking walkways and garage side entry points. As requests come in, a daily list will be formulated. If a request comes in later in the day, the crew may not be able to respond until the next business day.

Gutter Cleaning:

Will begin Monday, November 20 by our outside contractor and will start at the top of North Trail (D10 & 11). It will take approximately 2-3 weeks to complete the entire village.

Fall Facility Closure Update:

All pools have been winterized. Pool furniture will be stored in the pump houses, sprinkler lines drained and winterized and water fountains relocated indoors. The RSF (racquet sport facility) closure scheduled to begin week of December 5 with a closing date slated for December 9. Mini farms winterized and hoses put away,

OVMD Winter Prep:

OV snow removing equipment being prepped. Salt spreaders being outfitted with new internal parts, plows being mounted. Snow blowers being serviced and snow stakes will be placed throughout the community the week of Thanksgiving along with salt bins for both clubhouses. If any resident wishes to have a specific area staked off other than what is identified by staff, please call the Maintenance Office and schedule a time for the driver to meet and discuss the area.

Snow Removal Procedures:

Removal procedures attached in Ryan's report. An article will also be published in the December 1 Villager regarding the overall snow removal operation.

New Hire:

In an attempt to bring in much needed help to the Maintenance Dept., Management is utilizing Insperity, our third party professional employer organization, to assist in finding the right candidates for several open positions in the Maintenance Dept.

Paving Project Update:

The locations repaved this Fall have been completed. Prior to paving Dakota Lane, Burns crew excavated and repaired several damaged sections of the storm water drain that runs under Dakota. All camera video shows the storm drain is free of obstruction and in good operation condition. As we wrap up the South side paving, there are a few things to keep in mind. The concrete trash receptacles will be placed in their respective locations starting the end of this week. Disturbed lawn and landscape will be restored in early Spring.

Buckskin Sanitary Sewer Line:

The Town of Stratford has contracted Burns Construction to replace roughly 300 feet of sewer line that starts just off the eighth fairway to Buckskin Lane. During the excavation, a collapsed section of the old sewer line failed causing a backup in a unit. Maintenance was alerted and quickly responded. A water main supplying water to roughly (10) units was damaged during excavation as well and quickly repaired, Town officials were contacted to make sure no cross contamination had taken place. Water testing was done by Aquarion and test results show that no bacteria was found. This is a town project and should be completed within the next few days.

MARK RHATIGAN'S COMMENTS:

Mark provided a preliminary draft letter from Becht Engineering on the roof study (attached). He said our current process of replacing roofs is adequate as it is cost prohibitive to replace entire roofs. Mark said he will be receiving the complete report within the week. He and Jackie asked the Committee to read the letter and submit to her your observations/questions and she will put it under "new business" for the next meeting.

JACKIE FREEMAN, MAINTENANCE CHAIR COMMENTS:

Jackie thanked Maintenance for the signage on Agawam for curbs. She also said regarding the roadway in her district, the residents are happy.

Jackie asked Ryan for an update on manpower. Ryan said, at present, there are (5) grounds crew plus the supervisor and are in need of (3) additional.

OLD BUSINESS:**E-Bikes and E-Scooters:**

Dave Bingham reported the article has been condensed and will be published in The Villager.

NEW BUSINESS:

None.

DISTRICT COMMENTS:

District 11 – nothing to report.

District 10 – nothing to report.

District 9 – Teresa asked about gutter cleaning. Ryan said gutter cleaning will begin on November 20. Gutters will be cleared and all leaves removed will also be cleaned up.

District 8 – nothing to report.

District 7 – Carole asked about Section 2 leaf removal. Ryan said the crew is halfway through the South.

District 6 – Paul said there are quite a few lamp posts out on Bison making it very dark. He said he had contacted residents to put in a work order a couple of months ago and only one or two did. He asked if he could mark the lights with a pink ribbon. It was agreed it was a good idea. Once the ribbons are hung, Ryan said to contact Maintenance and they will replace the bulbs.

District 5 – no one present.

District 4 – Jackie asked about a water main break on Chickasaw. Ryan said there was a break and Burns did a temporary patch and will check with Burns. It was asked why residents were not notified. Ryan said it happened at the same time as the sewer back-up and it was responded to quickly. Normally residents are immediately notified.

District 3 – nothing to report.

District 2 – Al asked about the water main flushing. Ryan said it has been put off on Dakota Lane due to paving. Al asked Mark about his input on reserves. Mark said he does give his input and prefers the threshold to be 2 ½ to 5% and not below. Jackie asked if the Maintenance Committee can make a recommendation once the reserve study is completed. Mark said absolutely a recommendation can be made to both the OVCA and OVTD boards. Al also asked about residents that do their own leaves. Ryan said right before Thanksgiving, crews will start tackling areas where there are piles of leaves.

District 1 – Larry asked if UI boxes can be painted. Mark said we do not own them and UI will not let us touch them. Mark told Larry to let Ryan know which ones are eyesores. Larry asked if the agenda and comments can be sent out the Friday before the meeting so the Committee can read them and, therefore, Ryan would not need to at the meeting. Both Mark and Jackie said the current process will stay as is.

ALTERNATES:

District 3 – Nick asked if all the UI boxes are in service. Mark said they all should be active. Nick said there are (2) boxes on Dakota of which one is older and the other newer. Ryan will look into if both are in use.

District 7 – Marilyn asked about the pipes on Cherokee. Ryan said they all are clear and lined and are like brand new pipes.

District 8 – Pat asked about water line breakage. Ryan said this is always a concern but Maintenance has a good handle on it.

ADJOURNMENT:

The meeting adjourned at 4:55 p.m.

NEXT SCHEDULED MEETING:

Monday, January 8, 2024. There will be no December meeting.

Respectfully submitted,

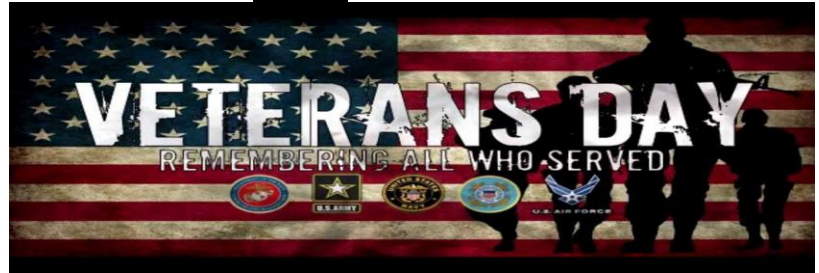
Carole Fitzgerald, Secretary

**ORONOQUE VILLAGE MAINTENANCE COMMITTEE
MEETING**

November 13, 2023, 4:00 P.M. – NCB

EXTRA

COPY



Meeting called by: OVCA

Type of meeting: Maintenance

Chairman: Jackie Freeman

**Recording Secretary/Notes:
Carole Fitzgerald**

Vice Chair: David Bingham

AGENDA

- Minutes of **October 16, 2023 Meeting**
 - Ryan Hankey's Report and Comments
 - Mark Rhatigan's Comments
 - Jackie Freeman, Maintenance Chair Comments
 - Old Business:
 - New Business:
 - District Comments
 - Adjournment
 - Next Scheduled Meeting **(January 8th, 2024)**
-

MINUTES FOR 10/16/23 MAINTENANCE MEETING

NORTH BOARD ROOM – 4:00 P.M.

ATTENDANCE: All districts represented with the exception of District 1. Ryan Hankey, Maintenance Director and Mark Rhatigan, Executive Director, also present. Dennis Caffrey, OVTD Liaison, not present.

ROLL CALL:

Jackie had the new members introduce themselves. She welcomed them as well as the returning members and then distributed bullet points on the Maintenance Committee and Maintenance Reps/Alternates responsibilities.

ACCEPTANCE OF MINUTES SEPTEMBER 11, 2023 MEETING:

Correction to District 4 Comments – the gas leak Jackie Freeman asked about was on Midwood and South Trail. With that correction, minutes were approved.

NOMINATIONS AND ELECTION FOR CHAIR, VICE CHAIR AND SECRETARY:

Carole Plotnick nominated Jackie Freeman as Chair. Norm Dube nominated Dave Bingham as Vice Chair and Jackie Freeman nominated Carole Fitzgerald as Secretary. There were no other nominations from the floor. All were in favor and no one opposed.

OVERVIEW OF AGENDA AND MEETING PROCEDURES:

Jackie went over the agenda. The week prior to the meeting she sends out an email reminder asking committee members for agenda items. These should be district wide or village wide issues and not specific to a unit. Specific unit issues need to be dealt with the resident and rep individually. Reps need to communicate with the residents in their district either by email, through their District Rep or they can forward their communication to the Business Office who will send out to their district for them. Residents should submit work orders. They can call Maintenance for a status on their work order. If they do not get a response back, then that is when their Maintenance rep can step in.

RYAN HANKEY'S REPORT AND COMMENTS:

Fall Facility Closure Update:

All (3) pools are closed and will be fully winterized by the end of next week. Pool furniture will be stored, sprinkler lines will be drained and winterized and water fountains relocated indoors. The Racquet Sport Facility closure scheduled to begin the week of Dec. 8 and the closing date slated for Dec. 10. Mini farms scheduled to be winterized and tools/hoses put away by the end of the week.

23-24 PM Program Update:

To date (38) units refurbished, (8) units painted and (28) units awaiting paint. This will leave (38) buildings remaining for this fiscal year.

23-24 Deck & Entry Painting Update:

(97) units of the (100) scheduled have been completed. The remaining units will be completed by the end of October.

Tree & Shrub Care:

Maintenance is in the process of planting various shrub and ornamental trees. These are replacements for trees that had been removed and at resident requests. Approximately (12) trees and (24) shrubs have been purchased and scheduled for installation.

Fall Lawn Renovations:

The grounds crew have completed roughly (40) lawn maintenance and reseeding work requests since Sept. 1 along with removing stump grindings from (26) trees and restoring affected areas.

2023 Leaf Removal Program:

The program will kick off Monday, Nov. 6. Maintenance will continue this year to use a 4-section leaf clean-up cycle. The sections are expected to take anywhere from 1.5 to 2.5 weeks to complete. Residents will receive a robo-call and eblast prior to their clean-up commencing (see attached leaf removal maps).

Water Main Flushing:

Maintenance will be flushing village water mains starting Oct. 24. This is a routine program to maintain water quality and service OV water utility lines. Typically, the flushing takes place in the afternoon between 1-1:30 p.m. for roughly (15) minutes or until water is clear of sediment (see attached list of roads with dates).

2023 Road Replacement Project:

Road replacement scheduled to begin the week of Oct. 23. All roads listed will be milled and repaved. Driveways and curbing attached to these roads are included. The new "Cape Cod Style" curbing will be installed along with replacing any defective catch basin tops that have been identified. Any additional garage front poly cast drains and various concrete steps will be repaired or replaced. Prior to the paving of Dakota, Burns will be excavating and replacing 15 feet of underground piping to correct the recent stormwater drainage issues. Roads to be completed are:

- | | | |
|--------------|--------------|----------------|
| Dakota Lane | Montauk Lane | 103 Cul-de-sac |
| Ottawa Lane | 86 Driveway | |
| Sequoia Lane | Creek Lane | |

Roof Replacement:

Last week (6) high priority roofs were replaced of which (1) received an ice dam modification to improve ventilation from the roofline to the ridge of the roof. This is only on Thoreau and Emerson models. The roofs replaced were 131A, 93B, 193A, 529A&B, 112A and 43A.

MARK RHATIGAN’S REPORT AND COMMENTS:

Mark said the Maintenance Standards are for winter practices which are potential risks for loss and these standards are for residents (see attached OVCA Maintenance Standards).

He also said there are no dates per section for leaf removal. Residents will receive a robo call prior to the start of their section.

OLD BUSINESS:

E-bike and E-scooter:

The sub-committee formed (Mike Anderson, Dave Bingham, Larry Hartley) met on Sept. 25. Dave reported they decided on a two-step approach to address the increase of E-bikes in our community. The

first step is education as to the special safety requirements. The second step will be to eventually develop safety regulations in conjunction with the Stratford Fire Marshall, Assured Partners (our insurance company), Mark Rhatigan and Ryan Hankey. Dave said there are currently very few regulations in the State of CT or Town of Stratford. New York being the only state with regulations. As more information becomes available, the committee will update. Right now the first step is education. The sub-committee will put an article in The Villager. Dave did ask if anyone has more information to provide it to them.

NEW BUSINESS:

Al Comen said he is seeing a disturbing trend. A work order was put in for an unsafe walkway and was told it will be done when within budget. Al asked if work orders are being looked at by their safety issue. Ryan said all work orders are looked at and if it is a safety issue it is given high priority and looked at within a day. Ryan asked Al to give him the unit no. Mark spoke about the budget. This year (25) walkways were addressed. The contractor has gone up almost \$8.00 a square foot. Mark is going to talk with the contractor that did the work at the Country Club for better pricing.

DISTRICT COMMENTS:

District 1 – no one present.

District 2 – nothing to report.

District 3 – Carl asked about the lights being out on Seminole as it is a safety issue. Mark said it is scheduled to be fixed the end of the month. In the mean time temporary lighting to get lights up. Carl also said a complaint about a resident not maintaining area around the condo. Mark said to notify Maintenance with the unit number and a violation notice will be sent.

District 4 – Jackie asked about the temporary speed bumps. Ryan said he has looked into the pricing and it is a possibility in the Spring as it is too close to winter now.

District 5 – Fire hydrant on Agawam has overgrowth around it. Call Maintenance and they will take care of it.

District 6 – nothing to report.

District 7 – Carole said complaints about clumps of grass left on lawn. Ryan said usually send out sweepers. Also new curbing on Hammerstone separating. Ryan will take a look at it. Marilyn Coffey said outside contractors are parking on the curbing.

District 8 – Asked about regulations when residents leave unit empty during the winter. Mark said they need to notify the Business Office and they can have a weekly check of their units. They need to shut off the outside spigot. A checklist will go out Nov. 1.

District 9 – Asked if lawn reseeding still going on. Ryan said it is. Decks recently painted need touch-up. Ryan said to have a work order put in.

District 10 – Becky said in addition to residents who leave for the winter there are units empty. These units should be reported to Maintenance.

District 11 – Norm just wanted to say what a fantastic job was done with the reseeding.

ALTERNATES:

District 3 – Nick Harding said lawn mowing on Dakota Lane, mowers not finishing the job.

District 10 – Dave Bingham thanked everyone for serving on the Maintenance Committee.

ADJOURNMENT:

The meeting adjourned at 5:00 p.m.

NEXT SCHEDULED MEETING:

Monday, November 13, 2023, NCB at 4:00 p.m.

Respectfully submitted,

Carole Fitzgerald
Secretary

November 13, 2023

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

- **23-24 PM Program Update:** To date all 46 units (23 Buildings) that have been refurbished have been painted. 32 units (16 buildings) out of the 80 units scheduled, remain to be completed in Spring 2024. The program is currently on hold until more favorable weather approaches in March/April 2024.
- **23-24 Deck Entry Cycle Update:** The 100 units slated for the North have been completed. The south program will commence mid-spring with 100 units in areas of District 2 and 3. Maps will be released in March 2024.
- **2023 Leaf Removal Program:** We are currently on schedule. Weather has been cooperating and we are ½ way through with section 1. Additionally, our crews will be augmented by Lemos Landscaping this Monday and Tuesday. They will assist the grounds department for 2 days in an effort to accelerate the clean-up. This F.Y. we have budgeted roughly \$16,000 for Outside Contractors to help assist our crew in leaf removal. Grounds crews will continue the Leaf Clean-up into early Spring, as long as the Winter weather will allow us. As we did last year, we will have a mobile team attending to various calls for leaves blocking walkways and garage side entry points. As requests come in through phone or email, we will formulate a daily list for the team. Please remember if a request comes in later in the day, the crew may not be able to tend to the request until the next business day.
- **Gutter Cleaning:** Village wide gutter cleaning will begin Monday Nov 20th by our outside contractor. They will start at the top of North Trail in (Dist. 10 & 11.) It will take approximately 2-3 weeks to complete the entire village, weather permitting.

- **Fall Facility Closure Update:** All three pools have been fully winterized for the season. All pool furniture will be stored in the pump houses, all sprinkler lines for both North and South have been drained and winterized, and water fountains have been relocated indoors. The RSF closure is scheduled to begin the week of Dec 5th (weather pending), the closing date is slated for Dec. 9th. The mini farms have been winterized, and all hoses have been put away.
- **OVMD Winter Prep:** Our mechanics are currently prepping all OV snow removing equipment. Salt spreaders are being outfitted with new internal parts, plows are being mounted and checked for any mechanical deficiencies and identifying faulty electrical connectors. All snow blowers are being serviced and parts being replaced as needed. Snow stakes will be placed throughout the community the week of Thanksgiving, along with the salt bins for both clubhouses. If any resident wishes to have a specific area staked off other than what is identified by staff, please call the maintenance office and schedule a time for the driver to meet and discuss the area.
- **Snow Removal Procedures:** Removal procedures are attached to this report. OVMD will be publishing an article in the December 1st villager regarding the overall snow removal operation. It includes how residents may be of help during a snow event that will assist in OVMD cleanup efforts.
- **New Hire:** In the attempts to bring in some much-needed help to The Maintenance Department, Management is utilizing Insperity, our third party professional employer organization to assist in finding the right candidates for several open positions in The Maintenance Department.
- **Paving Project Update:** The locations to be repaved this Fall, have been completed. Prior to paving on Dakota Ln. Burns crews excavated and repaired several damaged sections of the storm water drain that runs under Dakota ln. All camera video shows that the storm drain is free of obstructions and now is good operating conditions.

As we wrap up the South side paving, there are a few things to keep in mind.

- All concrete trash receptacles will be placed in their respective locations starting the end of this week.
- Disturbed lawns and hardscape will be restored in early spring.

- **Buckskin Sanitary sewer line:** The Town of Stratford has contracted Burns Construction to replace roughly 300 feet of sewer line that starts just off the 8th Fairway to Buckskin Ln. During the excavation, a collapsed section of the old sewer line failed causing a sewage backup in a unit. Maintenance was alerted and quickly responded to rectify the situation. A water main supplying water to roughly 10 units, was damaged during excavation as well and was quickly repaired. O.V. Management contacted Town officials to make sure no cross contaminations had taken place. Water testing was done by Aquarion and test results show that no bacteria was found.



ORONOQUE VILLAGE SNOW REMOVAL PROCEDURES

Plowing and Salt Treatment Operations

- 1) **Primary Roads** - Plow and Salt Treat main roads
- 2) **Secondary Roads** - Plow and salt secondary roads
- 3) **Community Building Parking Lots** - Plowed to encourage resident auto parking
- 4) **Driveways**
- 5) **Extra Parking Areas**
- 6) **Sidewalks**

Notes: *The community building parking lots are cleared to allow extra parking areas for those unit owners who cannot reach their own parking area due to heavy snow. Parking your extra auto here will enable your driveway to be cleared.

A group of sidewalks in District 1 are cleared early, as this is the only means of access to garages in this area. Roads and driveways will be cleared as quickly as possible, even if it requires some overtime. All driveways are done, section by section. Extra parking spaces and walkways will be cleaned last, without overtime. **Please do not call the office to have your driveway or walk cleared out of sequence. This is not only unfair, but also time and cost consuming.** However, if an emergency exists, you may call and we will provide the necessary service. **Please understand that having to get to work is not considered an emergency.**

Helpful Reminder to Residents

- 1) When a plow is at your drive, opening your garage door will enable the plow to back blade and make a clear pass.
- 2) If possible, move any parked vehicles.
- 3) Please do not ask the plow driver to do any extras. Their task is to open roads and drives. We will clean up the day after.
- 4) Ice melt for resident use is available at both community buildings. Please take only the amount you can use at one time.

Becht Engineering BT, Inc. ■ 2264 Silas Deane Highway, Suite 200 ■ Rocky Hill, CT 06067
Toll Free: 800-772-7991 ■ Fax: 800-772-7990 ■ www.bechtbft.com



October 30, 2023

DRAFT

Mr. Mark Rhatigan
Director of
Maintenance
Operations 275
Oronque Lane
Stratford, Connecticut 06614

Reference: Oronoque Village
Capital Reserve Study
Update – Level II Our
Proposal Number 23-0407

Dear Mr. Rhatigan:

On October 10, 2023, a preliminary and limited rooftop evaluation inspection was performed of certain buildings at the Oronoque Village community, located off North Trail, in Stratford, Connecticut. Our inspection was performed, from grade, by Russ Fernandes, RS and Andrew Lawlor, of our office.

The purpose of the inspections was to observe and document the overall condition of the roof shingles and flashing systems of the community, as visible from grade, in order to provide a general condition of the roofing repairs and conditions in the community. This inspection did not include rooftop access and is limited based on what could be observed from the ground. Further, not every roof of every building was visible. More detailed findings will require roof top inspections and/or via drone.

History

The Oronoque community consists of 929 dwelling units in 464 separate buildings that are approximately fifty-two (52) years old. The building façades consist of mainly vertical wood ship lap siding. The roofs consist of steep slope,

gable style roofs with Architectural style, asphalt roof shingles. Chimney chases are in the middle span of the shingle roof and are also sided with vertical shiplap boards. The Community Association informed us that the dimensional asphalt shingles are replaced in sections, as needed. It is our understanding that the current replacement practice is to generally replace roof exposures from edge to edge and from soffit to ridge. During our inspection we noted examples where smaller sections were replaced leaving locations where new shingles interfaced with older shingles.

Under ideal conditions, with proper maintenance, the typical life expectancy of an asphalt shingle roof is 20-25 years. The community has a history of roof repairs as the roofs have experienced shingle damage, blow-off, plumbing pipe flashing collar leaks, and similar repair needs, over time. Additionally, chimney chase covers have been replaced.

Mr. Mark Rhatigan

October 30, 2023

Observations – Roof

At the time of our inspection the shingles which we were able to observe ranged from fair to good condition overall, generally coinciding with the age of a given roof. The following serves to outline some general observations and condition of the roofs, shingles, and various associated accessories as noted during our inspection.

1. On older roofs, granular loss was noted with accumulated granules likely present in the gutters. Granule loss is an indication that the asphaltic material of the shingle is breaking down. The granular material is the shingle's primary protection from deterioration. Once the granules become loose, the sunlight will cause an accelerated increase in shingle deterioration and shingle failure.
2. We noted areas where newer shingles have been patched into the roof field, indicating prior repairs of leaks and/or blow-offs.
3. Cracked and damaged shingles and ridge caps were observed, likely from wind damage.
4. The rubber seals around plumbing vent pipes could not be closely viewed from grade but if deteriorating or inverted, could pose a water infiltration point and should be checked during roof maintenance inspections.
5. Improperly installed step flashing at step walls and chimney chases is causing shingles to lift and buckle.
6. Siding too close or in contact with roof shingles at step walls and chimney chases. In certain locations siding was installed tight to the roof shingles, not leaving the ½' gap necessary for expansion and contraction of materials during temperature changes.
7. When a new roof is needed, attic ventilation calculations should be performed.

Conclusion and Recommendations

Based on our grade level observations, we have concluded that the roof shingles in general range from fair to good condition. Our conclusion is based on the condition of the roofs, amount of observed shingle deterioration, granule loss, and evidence of roof repairs. The condition of the roofs appeared to closely follow the age of the roofs with the newest roofs in the best conditions.

In our opinion, the roof replacement program in place at the community is adequately addressing roof leaks as they occur. We recommend that the Board consider a more proactive approach be implemented to minimize collateral damage to buildings due to

Mr. Mark Rhatigan

October 30, 2023

leaks. Such a program should be based on an overall, roof top or aerial, assessment of the roofs. To minimize the cost of this inspection, we recommend starting with the buildings with the older roofs. In addition, when roof replacements do occur, we recommend that all roof exposures on a given building be replaced at the same time. This will minimize the potential for leaks from older, adjacent roof sections and may also result in lower, per unit costs.

Any narrative recommendations made in our report are not a substitute for engineering construction documents. Detailed design drawings are required for the proper implementation of our recommendation. Please be advised that if our recommendations are implemented without design drawings, we are to be held harmless for deficiencies arising from work proceeding without our direction. Under these conditions, we are to be held harmless for any defects in the work and/or its effects on any property or persons.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Raymond R. "Russ" Fernandes, RS, ICC
Principal/Senior Vice President

Mr. Mark Rhatigan

October 30, 2023

Roof Photographs

DRAFT

DRAFT



Photograph 1
Front Roof – North Club House



Photograph 2
East Side Roof – North Clubhouse
(Note new/old shingle intersection above lower ridge and newer roof section replacement)

DRAFT



Photograph 3
Note staining on roof shingles.



Photograph 4

DRAFT



Photograph 5



Photograph 6

DRAFT



Photograph 7

Note apparent application of a coating on roof.



Photograph 8

DRAFT



Photograph 9



Photograph 10

DRAFT



Photograph 11
Note patch at plumbing vent.



Photograph 12
Note inadequate clearance between roof and siding.

DRAFT



Photograph 13

DRAFT

**Minutes of Racquet Sports Facilities Committee (RSF) November 6, 2023
NCB Board Room 4:00 p.m.**

Attendees: Carolyn Charnin (Chair), Peter Feick, Bill Tanski, Mike Anderson, Regina Archazki, Jerry Reece, Bruce Conway, Mark Rhatigan, and Ryan Hankey.

Visitors: Betty Mulholland.

Peter Feick reported that the OVTC Board had decided to not pursue installation of a tennis practice board at this time. Peter also thanked Bruce Conway for managing the online court reservations this year.

Bill Tanski mentioned that all Pickleball courts were again recently in use, and there are no current issues needing attention now that Ryan has created solutions for stabilizing the nets in case of severe weather.

Ryan Hankey reported:

- The new net for court 4b is on order.
- The Shoe Scrapers are on order.
- Removing half the weight from the sand bags should prevent damage to the PB courts and still be enough weight to stabilize the PB nets.
- In addition, small rubber pads have been placed under the net wheels, further protecting the court surface from indentation.
- Maintenance continues to look at replacement units for the existing water cooler. Estimated cost could be \$5000. Further discussion will be required.
- Refurbishing of the floor and bleachers at the tennis courts will most likely be late winter or early spring. Mark commented that he would prefer to sub the work and is currently getting bids. Estimated cost will be \$8,000.
- Annual grooming and repair of the artificial turf on the tennis courts will be done at the same time by *Southwest Greens of Connecticut (John Chiarella)* and is tentatively scheduled for early spring. 40-to-60-degree temperatures are required to perform this work.
- Regular maintenance/grooming will be performed in house as recommended by contractor (every 7 to 10 days).

There was a brief discussion about delaying removal of the wind screens. It was generally agreed that removal would remain as scheduled on the first Friday in December.

Meeting adjourned at 4:45 p.m.

Next meeting March 4 2024 4:00pm NCB Board Room.

Respectfully submitted,

Mike Anderson

OVCA Treasurer's Report for the four months ending October 31, 2023

Income

- 1) Common charges billed were \$1,861,165
- 2) Interest income was \$2,853
- 3) Other income was \$10,653
- 4) Communications advertising income was \$6,837

Total income was \$1,882,168 which was \$1,316 over budget due to higher other income from both room rentals and resale package fees.

Expenses

Total year to date expenses were \$1,995,029 leaving a four month deficit of \$112,861 that is \$76,635 less than budgeted. Of this favorable bottom line variance, just over \$70,000 results from reduced payroll and related payroll tax/medical benefits. I note that in regards the preventive maintenance program we have completed 33 units or 41% of the full year budgeted 80 units although cost per completed unit is running about \$950 over budget.

Reserves As of October 31, total monies set aside are \$1,115,628 with 64% of the total in the roof reserve.

Delinquencies As of October 31, there were 12 units with common charge balances over 60 days past due totaling \$28,274. All of these are in active stages of collection with our outside attorneys.

Kenneth Colman

Treasurer

11/21/23

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11/21/23