

Woods Walk Condominium Homeowners Association Inc.
Groton Public Library, Rm 4,
52 Newtown Rd
Groton, CT 06340
February 7, 2017

Board of Directors Meeting Minutes
Immediately following Special Unit Owners Meeting

The purpose of this meeting is to elect Officers for the newly elected Board of Directors.

Jody Katz was nominated as Secretary. There were no other nominees. Jody was unanimously elected as Secretary.

Joe Whittemore was nominated as Treasurer. There were no other nominees. Joe was unanimously elected as Treasurer.

Bob Moriarty was nominated as Vice-President. There were no other nominees. Bob was unanimously elected as Vice President.

Tom Dobruck was nominated as President. There were no other nominees. Tom was unanimously elected as President.

Ray Blyskal volunteered to serve as back up to the Treasurer. The Board unanimously appointed Ray as backup Treasurer.

Other items discussed that will need further attention include:

Bob Moriarty will draft a letter to Attorney Ayars regarding the results of the February 7 meeting.

Tom Dobruck will send the letter to Attorney Ayars.

The box of Association documents that Velma Williams has, along with the box of keys of some of the condo units, needs to be transferred to Tom Dobruck.

The Board agreed that regular monthly meetings should be held. A schedule of those meeting will be discussed and set at the next Board meeting. Tuesdays seemed to work best for all the Board. The next Board meeting will be held on Tuesday, February 21, 2017.

All documents will be copied to and reviewed by the 5 Board Members prior to being sent out to the Community.

Need to further discuss whether Unit Owners want us to hold on to keys of their units for emergency purposes.

We need to resurvey the condo residents for emergency information.

Joe Whittemore to draft a letter to send to our vendors, identifying the new Executive Board and Officers of the Association. The letter will ask that all correspondence and interaction with the Association be directed through the Board.

The playground located at the end of the Murphys Drive cul-de-sac, which is designated as a park owned and maintained by the Town of Groton, was to have been upgraded to meet legal and safety requirements, and to date, has not been completed. Mark Oefinger, Town Manager, will be retiring March 1, 2017, is the town representative with whom we were in contact regarding the playground. A new contact with the Town has not yet been identified.

Regular Board meetings will be held on Murphys Drive and can rotate among the Board Member's homes.

An agenda needs to be prepared for the Tuesday, February 21, 2017 meeting so it can be sent out to the Community.

This meeting was adjourned at 8:02 PM.

Respectfully submitted,

Jody Katz, Secretary

Woods Walk Condominium Association Special Unit Owners'
Meeting Minutes
Groton Public Library, Room 4, 52 Newtown Rd, Groton, CT 06340
February 7, 2017

Unit Owners in Attendance: Chris Key, Joe & Glenna Whittemore, Erik & Liz White, Len & Celeste Rosenberg, Tom & Mary Ellen Dobruck, Carl Mason, Ray Blyskal, Chris Jost, Fred & Michelle Ah-mu, Bob Moriarty, Merrill & Jody Katz, Velma Williams, Sandy Dyer (13 units represented)

Unit Owners Who Sent in Proxy Forms: Kristin Driscoll, Gina Hersey, Daniel Mode, Naweb Mohammed, Jignesh Patel, Demin Qian, Peter Schultheis, Peter Tashea, Mary Stepanian (9 units represented)

Unit Owners present signed in on an attendance sheet that indicated name and address/unit number, and they each received a ballot to indicate the number of Board Members they wanted to select (5, 7, 9, or another number). Unit Owners who were designated proxies noted this on the attendance sheet along with the name(s) of the Unit Owner(s) they were representing.

Bob Moriarty asked attendees to silence their cell phones, and for safety reasons identified all exit locations.

The meeting was called to order by Velma Williams at 6:42 pm. It was noted that a quorum was present

Joe Whittemore made a motion to have Unit Owner Chris Key chair the meeting. Chris was an independent person who was not presently on the Board and whose name did not appear on the list from which Board Members were to be selected. This was seconded by Tom Dobruck. Chris agreed to chair the meeting. The motion was voted on and unanimously approved. Chris proceeded to conduct the meeting accordingly.

Tom Dobruck made a motion for two people, not on the ballot, to be ballot counters. These people could crosscheck the names of the Unit Owners present (it was noted that only one vote per Unit would be counted) with the names on the attendance sheet and validate the name of the Unit Owner to whom each Proxy Form was sent and confirm that the Proxy Forms were completed correctly. These two and people would collect and tally the ballots made for (1) the number of members to make up the Board, and (2) who would be named to the Board once the number of Board Members was identified. Fred and Michelle Ah-mu volunteered to collect and tally the results. The motion was voted on and unanimously approved by everyone present.

The first item on the agenda was to determine the number of people to make up the Board. A ballot was handed to everyone who signed in. It was made clear that only one unit owner per household present could make a selection. Proxy forms sent in from Unit Owners or given to a Unit Owner who would be present at this special Unit Owners' meeting were also submitted. The choice on the form was to select the number of members (5, 7, 9, or another number) to make up the Board. The ballots were collected and counted by Michelle and Fred Ah-mu. The results were given to Chris Key who crosschecked and validated the numbers. The results were: 12 votes for a Board of 5, 9 votes for a Board of 7, and 1 vote for a Board of 9. Based on the vote results, a 5-member Executive Board was accepted by all present.

The next item on the agenda was to select the terms for each Board Member. After some discussion, Chris Key made a motion that one member should fill a term of 1 year, two members should fill a term of 2 years, and 2 members should fill a term of 3 years. Glenna Whittemore seconded the motion and it was unanimously agreed upon and voted to accept this by all present. This rule would adhere accordingly to the Bylaws that state that one-third of the terms of the members expire each year with the goal of ultimately having a rotating 3-year term for future members.

The next item on the agenda was selecting the members on the Board. Before this was done, Chris Key asked if anyone present wanted to be added to the list of the previous nine nominees and no one present requested to be added. Chris Key suggested that each of the nine nominees introduce themselves and briefly say something about themselves.

Ballots were then passed out, which included blank lines for a unit owner's name and address. This was discussed and it was unanimously voted that the ballot should be anonymous and no names or addresses were to be included. All ballots were completed by unit owners and designated proxies according to their wishes on the proxy form. All ballots were collected and tallied by Fred and Michelle Ah-mu and numbers of units checked by Carl Mason. Results were given to Chris Key who then checked for accuracy and gave the results of the top five candidates who received the highest result tallies. They were identified in alphabetical order as follows: Ray Blyskal, Tom Dobruck, Jody Katz, Bob Moriarty, and Joe Whittemore. The results were unanimously accepted by all present.

The full list of candidates and their result tallies were: 12 votes for Ray Blyskal; 8 votes for Mary Ellen Dobruck; 15 votes for Tom Dobruck; 6 votes for Sandy Dyer; 9 votes for Chris Jost; 18 votes for Jody Katz; 16 votes for Bob Moriarty; 17 votes for Joe Whittemore; 5 votes for Velma Williams.

Chris Key asked if anyone wanted to volunteer for the length of each term. Joe Whittemore volunteered to fill the one-year term, Tom Dobruck and Ray Blyskal each volunteered to fill a two-year term, Bob Moriarty and Jody Katz each volunteered to fill a three-year term. This was unanimously accepted by all present. It was noted that the future elections will be for a three-year term to achieve the normal turnover.

The newly elected members were congratulated. Before the meeting was adjourned it was suggested that the newly elected Board Members remain and vote on who should fill each officer role. The newly elected Board Members agreed to stay.

The attendance sheet, all proxies and all ballots were given to Jody Katz.

Chris Key read the directive to the board (item 6 on the meeting agenda) regarding the CT General Statutes Section 47-250) so that unit owners receive notice of executive board meetings, that unit owners be allowed to attend such meetings, that unit owners be given an opportunity to comment on Association matters at some time during the meeting, and that copies of documents provided to the board members prior to the meeting or at the meeting be provided without charge to unit owners who request them at the meeting.

The meeting was adjourned at 7:27 pm.

Mary Ellen Dobruck is acknowledged for her assistance in preparing these meeting minutes.

Respectfully submitted

Jody Katz, Secretary