

**WINDHAM NORTH CONDOMINIUM ASSOCIATION**  
**BOARD MEETING MINUTES**  
**September 8, 2015**

Meeting called to order by President Bob Ross at 7:00 PM with a reading of the public statement. Present were Don Kanarvogel, Regina Brooks, Peggy Napoli and Dave Kunis.

Don moved to waive the reading of the July minutes. Bob 2<sup>nd</sup> the motion. All approved. Peggy moved to accept the minutes of the July meeting. Don 2<sup>nd</sup> the motion and all voted in favor.

Since our 3-year insurance policy with CAU expires on October 20, 4 renewal bids are due on or about September 20. The Board will then have 30 days to decide which bid to accept. To do this, the Board approved a motion to have a special board meeting on September 29. Bob will inform the Association residents.

Don reported that our budget remains on target, and there are no issues. Our current Reserve account has a balance of \$206,627. Dave made a motion to approve the financial report and Regina 2<sup>nd</sup> the motion. All approved.

A new pool cover was purchased, and a decision to replace 16 lounge chairs, which are on sale and match our regular chairs was approved. The cost is \$3210 and can be absorbed by our current budget. Several of the old lounge chairs were broken and repairing them is not feasible. We will offer the old chairs that are not broken to the residents.

The Board unanimously approved proposed changes to the pool rules that will be presented at the annual meeting for resident approval. The proposed changes were made primarily to assure that our residents who are under the age of 18 and whose parents are unavailable to supervise them, have full pool access under the supervision of an adult child care provider. The proposed rules are appended to these minutes.

Peggy and Don reiterated the policy that the association will remove dead shrubs at Windham's cost. Similar shrubs will be replaced at the unit owner's expense.

The board unanimously approved proposed rules/regulations relating to a unit owners responsibility for the maintenance, repair and replacement of the existing Pella windows and doors. Responsibility for these items was previously transferred from the association to individual unit owners by amendment to the by-laws on December 9, 2014. The proposed rules are appended to these minutes.

Window washing costs for this year will be \$1800.

A new net is needed for the tennis court and such purchase will be considered at a future meeting

To prevent icing and mitigate falls on front stoops during winter freezes, the Association will provide 5-gallon buckets of calcium chloride for each unit.

Motion to adjourn at 9:00 PM was made by Regina and 2<sup>nd</sup> by Dave. All voted in favor. Our next regular meeting is November 10.

## Proposed Pool Rules

### **2. POOL** (December 8, 2015)

#### **A. General**

The Pool is open between the Saturday preceding Memorial Day and Labor Day. Swimming is permitted from 8 A.M. to 8 P.M.

The pool is for use only by residents and their guests. Each unit will be permitted no more than four (4) guests at the pool at any one time. Guests **MUST** be accompanied by an adult resident at all times.

Resident children and authorized guests (under 18) must be accompanied and supervised by an adult resident. (See Section C, below for rules pertaining to an approved Child Care Provider.)

In the event that a resident is accompanying a child who is under 18 who does not know how to swim, the resident must know how to swim and be familiar with CPR techniques. (The resident is not required to be certified in CPR.)

Swimmers **MUST** shower prior to entering pool.

Entering the pool without another person present at the pool site **NOT** permitted.

Children who are untrained must wear 'swimmies' while in the Pool.

Only proper swimming attire is permitted (i.e., no cut-offs or jeans).

Diving is **NOT** permitted.

Rafts are **NOT** permitted in the Pool area.

Running or pushing is **NOT** permitted in the Pool area.

Smoking is **NOT** permitted within any area of the pool.

Radio and cell phone volume must be maintained at a "conversational" level, or headphones should be worn.

The pool can be used with clubhouse rental with a certified lifeguard present.

Furniture must be returned to original position (umbrella down, chairs put back, etc.) when leaving the Pool.

Pets are not allowed in the Pool area.

## **B. Food**

Only non-glass containers are permitted in the pool area.

Food such as pizza, sandwiches, etc. must be eaten at the "Upper Patio Area" tables or in the Clubhouse only.

Beverages and snacks are permitted at poolside. Alcoholic beverages are prohibited.

If the clubhouse is used, it shall be left in a clean and orderly condition. Do NOT sit on clubhouse furniture in wet bathing suits.

All refuse must be disposed in the proper designated containers.

## **C. USE OF THE POOL BY RESIDENTS UNDER THE AGE OF 18 WHILE SUPERVISED BY A CHILD CARE PROVIDER (CCP)**

WNCA recognizes that due to employment or other circumstances, parents/guardians of minor children who reside at our complex may utilize the services of a paid or unpaid CCP to provide care and supervision of their children. It is WNCA policy to encourage use of our pool by all residents and remain compliant with all federal, state and other laws/regulations by making the pool available for the use of these children as follows:

- The board shall designate a board member as "Pool Director" and one additional board member as an alternate. In the absence of both such individuals any available board member may act as Pool Director.
- A resident under the age of 18 may utilize the pool under the supervision of a paid or unpaid CCP who is approved by the Pool Director.
- Process for obtaining approved CCP status
  - The CCP shall be at least 18 years of age
  - The CCP shall know how to swim and be familiar with CPR techniques. A CPR certification is not required.
  - The CCP shall not have been convicted of any crime that would be disqualifying for employment by a school district as a person who supervises children in the State of New Jersey. Evidence of such shall be provided to the Pool Director in the form of:
    - A New Jersey Criminal History Check provided by the New Jersey State Police at the expense of the resident or CCP (See [www.njsp.org](http://www.njsp.org)). **[It is the responsibility of the sponsoring resident to make inquiry to the state police to determine the amount of time that is necessary for the agency to respond to the request of a proposed CCP for the criminal history check. Such application shall be submitted within this**

**timeframe to allow for a response consistent with the date that the resident desires the proposed CCP to be approved by the pool director.]**

- In the event that the pool season begins before the NJSP has responded to the CCP's request, the CCP may provide proof (certified mail receipt, copy or cancelled check/money order to the NJSP) that the request has been timely submitted, then execute a sworn statement before a New Jersey notary public that he/she has not been convicted of a disqualifying crime. Upon receiving the state police response, the resident shall immediately forward it to the pool director for review.
- In the event the CCP is paid by the resident, the resident shall provide evidence that the CCP is covered by workman's compensation insurance. Such evidence shall be provided to the Pool Director in the form of an "Acord Certificate of Liability Insurance" evidencing WNCA as an insured.
- The resident shall provide the Pool Director with the proposed CCP's full name, address, telephone number and date of birth.
- The resident will certify to the Pool Director that the proposed CCP has read, understands and will comply with the pool rules.
- Upon finding that the proposed CCP has met all of the above requirements, the Pool Director will notify the resident that the proposed CCP has been approved.
- The Pool Director may approve only one CCP at any time as to the minor resident(s) of any one unit.
- The Pool Director may only approve one CCP for any one unit owner within a 30 day period.
- In rare instances and to address an unanticipated, severe and exigent circumstance causing demonstrable hardship to a resident, the Pool Director may, in his sole discretion, waive (with or without restriction) either or both of the preceding two rules.
- Process for suspending or revoking CCP status
  - For good cause, including violations of the pool rules, the Pool Director may suspend for a period of time or revoke a CCP's approved status.
  - A resident who wishes to appeal the suspension or revocation action may ask the matter to be reviewed by the WNCA Board of Directors at an executive session to be called within three (3) business days.
  - Further appeals/potential relief may be available under the New Jersey Condominium Act

## Proposed Window/Door Rules

### **C. Maintenance, Repair and Replacement of Exterior Unit Doors and Windows**

1. The association is responsible for the replacement of garage doors and front doors on all units at the end of their useful lives as determined by the board.
2. Individual unit owners are responsible for replacement of all other doors and windows that are part of the perimeter of their unit including the door connecting the garage to the interior of the unit.
3. Individual unit owners are responsible for the maintenance and repair of all windows and exterior doors (including the front door and garage door). This includes all components of the window/door assembly, both interior and exterior. Such windows and doors must be maintained in operable condition and in a manner that does not detract from the outside appearance of the window or door.
4. Any unit owners who allows the exterior of a unit's windows or doors to become unsightly or in a state of disrepair shall be subject to fines allowed by the association by-laws and rules and regulations.
5. Painting of all exterior doors is the responsibility of the association and will include cleaning of the exterior of the garage doors.
6. Cleaning the exterior surfaces of the windows is the responsibility of the association.
7. All repairs and replacements to windows and doors for which a unit owner has responsibility shall be made with board approval and to board standards and specifications as indicated in this section.
8. Any unit owner who has entered into an agreement with the association to install a board approved front door storm door is solely responsible for that storm door in accordance with the installation agreement.
9. Standards and Specifications:
  - a. Windows shall be replaced with Pella "Architect Series" or the upgraded Pella "Designer Series" windows
  - b. A unit owner may request board approval of a replacement window that is manufactured by another company that is equal to the previously described Pella products. Such application shall include all material that the board may require to make an informed decision including, but not limited to written specifications, renderings and product samples.
  - c. All replacement windows irrespective of source, must from the outside of the unit, be indistinguishable from the original builder's windows.