

**WNCA Board of Directors and Annual Association Meeting
December 8, 2015**

Call to order and reading of the Open Meeting Statement by President Bob Ross at 7:30 PM. The Secretary, Regina Brooks, took the roll call. 18 units were present and 11 proxies were delivered creating a quorum. All Board members were present.

A motion to waive the reading of the minutes of the 2014 annual meeting was made by Craig Peligri and second by Mel Robbins. All present voted to approve. A motion to accept the minutes of the 2014 meeting was made by Sue Mischler and second by Nancy Osofsky. All who were present at the 2014 meeting voted to approve.

The State of the Association – Given by Bob Ross

There are no pending foreclosures, tax delinquencies, assessment and maintenance fee delinquencies of WNCA units. All 30 units are owner-occupied. In the interest of serving the social and financial well being of the association, we will continue to be self-managed.

Our three-year insurance contract ended in November and we researched insurance companies to renew our contract. The number of interested companies was very small. We finally chose CAU Insurance for a one-year contract resulting \$7800 annual increase in premiums. The increase includes raising our umbrella liability coverage from 5 to 10 million dollars. Due to the increase in the premiums, our maintenance fee will rise by \$65 each quarter.

Our reserve account is in good shape. We expect to have our units painted in 2016, and the costs will come from the reserve account.

Financial State of the Association - Given by Don Kanarvogel

The 2016 Budget was distributed to the members. All budget items, except for insurance remained nearly the same as 2015. A request to have the budget document distributed a few days before the Annual meeting was made. The Board will try to comply. There were no questions on the budget. Motion to accept the Treasurer's report by Pearl Carter, second by Sue Mischler. All voted in favor.

New Business

WNCA underwent a financial audit in 2014. There were no significant issues. A new audit would cost approximately \$3800,, an amount that is not in the 2016 budget. Our by-laws allow a waiver of the annual audit requirement if 60% of unit owners agree. A motion to waive the WNCA financial audit requirement for this year was made by Nancy Osofsky, and 2nd by Karen Weitzner. 21 units voted yes, thus we will not have an outside accountant audit our 2015 financials.

Current rules/regulations require that a minor resident child of a unit owner who wishes to use our pool, be accompanied and supervised by a Windham resident. When a resident appoints a Child Care Provider to take a minor to the pool, there are new rules governing the acceptability of the provider. A motion to accept the rule (copy attached)

allowing for a designated Child Care Provider and the rules governing the acceptability of the provider was made by Nancy Osofsky and 2nd by Paul Monaco. All approved.

A motion to accept proposed rules (copy attached) regarding the maintenance and replacement of windows and doors was made by Clara Monaco and 2nd by Merv Lloyd. All present voted yes, one abstention per a filed proxy. All other proxies voted yes.

Committee Reports

Landscaping

Peggy Napoli presented the Landscaping report. Save-A-Tree has sprayed the shrubs around our property to prevent the deer from eating them. They will also spray to prevent the geese from coming onto our property in the spring. Juniper plants will replace the bushes around our pool fence that did not thrive.

Pool

Don Kanarvogel gave the pool report. New chaise lounge chairs have been purchased.

Social

Pat DeAngelis reminded us that the holiday party this year is this coming Sunday at 4 PM. There will be 31 residents attending.

Election of Board Members

Bob Ross stated that there were two incumbents running for the two Board positions. Bob asked if there were any nominations from the floor. There were none. Bob Ross with the unanimous consent of all present and represented by proxy, requested that the Secretary cast one vote for each candidate on behalf of the Association. Regina Brooks did so, and Bob Ross and Peggy Napoli were each re-elected to 2 year terms.

Our next board meeting is January 5, 2016 at 7:00 PM at the club house, and all interested were invited to attend.

At 9:00 PM a motion to adjourn the meeting was made by Sue Mischler and second by Tom Beritelli. All present approved.

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.)

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). **[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 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 or door 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/doors irrespective of source, must from the outside of the unit, be indistinguishable from the original builder's windows.