

# **Amherst Woods Homeowners Association Board of Trustees**

## **Minutes, December 1, 2021**

Present: Peter Berek (Chair), Jim Barnhill, Doug Gagnon, Martha Hanner, Ralph Lowen, Jack Mattrey, Betsy Mullins, Kip Doble. Also attending: Sig Nilsen and Peggy Matthews-Nilsen.

Peter Berek opened the meeting via zoom at 7:31 PM. Jim Barnhill agreed to record the Minutes for tonight's meeting.

### **Questions for Sig and Peggy**

Jim will talk with Kip Doble about the insurance policies AWA carries.

There may be minutes of trustees meeting in the Secretary's box. Jim has the box.

Peggy's very helpful information is attached to the minutes.

Sig and Peggy said in response to a question that there were no previous issues outstanding, except two. The first is replacing the entrance sign to Amherst Woods. A previous survey in that issue split 50-50 between removal and repair.

A last issue is : repair of the sidewalks. The Amherst Transportation Advisory Committee ("TAC") handles sidewalk repair. We need a volunteer to pursue the sidewalk petition previously filed with the Town of Amherst. Jack Mattrey will look at the AWA website to see what is involved. The sidewalk is on a school bus route, if that helps.

Regarding the lack of a property manager, Sig and Peggy feel no handicap. The lapse of the deed restrictions significantly reduced the work-load of the property manager. Kip said about only about twenty households pay by check. That used to be done by the property manager. No one expressed the need for a paid property manager.

Therefore, the Treasurer would need to collect the dues, but it is much less time consuming than it used to be. Other activities of Treasurer are not onerously time-consuming, either.

Kip said that when a AWA residence sells, there is an inquiry whether dues have been paid. Betsy suggested Kip prepare an outline of what the Treasurer does and approximately how much time he spend; he agreed to do that. We use a collection agency for unpaid dues. Usually the same dozen households are reluctant to pay.

## **Report on dead trees on Wildflower**

Betsy, Denise Gagnon and David, and Jim inspected the trees, and Denise contacted the town. The Amherst Tree Warden thought that the biggest tree does not need to be taken down. The two other oak trees are on town property; the town will take them down.

Only two trees, one of whom is a "double", needs to be cut. Betsy is clarifying exactly which two trees are the correct one to cut.

We now have a landscape committee again. Denise will Chair . Kathleen Teagno and Nina Korza will serve on the committee.

We need a list of who is doing what jobs.

## **Discussion about possible officers**

There is a possible interest by Amin Danai, on Foxglove, but they are expecting a baby. He is thinking about it. Betsy received a response from a lady on Woodlot, Jane Sheffler. She has a background of leading non-profits. Might be interested in a leadership position.

Jim pointed out that we need a Treasurer more than a Vice President. Betsy said meeting people individually works the best. Peter sent a list by email. We will send the letter out again sometime in the future, if we cannot fulfill the vacancies. Jack suggested mid-January.

There was discussion about when: Peter pointed out the trustees should not be performing executive functions. Kip said he would stay on for a few more months. Betsy pointed out that, at least, the association does not have responsibility for conduct in the neighborhood.

Will leave things as they are right now. If the two potential candidates turn us down next week, we will need to resume looking with vigor.

List serve: Betsy Mullins has volunteered. Thank you Betsy.

Jack Mattrey will tend to the website. Thank you Jack.

## **Quorum:**

Jim discussed the issues. The group decided on 25 households for a quorum.

The steps are these, in this order: (1) Send a valid notice of special meeting with only one item: increasing the quorum. (2) Hold a valid meeting and vote in the new quorum requirement. (The quorum for amending the bylaws to change the quorum is only a majority of those present and voting at the meeting. We would not be able to do anything else at the meeting because of the different quorum requirement we would be changing, which right now is a majority of the households.) (3) Hold another meeting at a convenient time and ratify the previous election of

trustees and the actions taken by the trustees and person acting as secretary, among other things. (4) Hold a meeting of trustees and ratify everything the trustees and the person acting as Secretary have done, among other things. (5) elect new officers when we can find them. (Ratification is a routine, trouble-avoiding legal device that retroactively cures any arguable defects in the authority of certain persons, in our case, the current trustees.)

We will have a meeting in two weeks at 7:30 to review my work and to set the date for a meeting to set the quorum. Jim will prepare the documents and send the out to the other trustees.

Respectfully submitted,

  
James H. Barnhill