

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: January 7, 2016

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on January 7, 2016 at Residential Management Corporation, 110 Mountain Road, Suffield, CT.

**ATTENDING:** Dianna Lysak, President; Eric Boisvert, Vice President; Rich Lindblom, Treasurer; Beth Grabowicz, Secretary; Nancy Cooper, Director and Mark A. Kubera, Residential Manager. Rich Lindblom was in attendance via telecommunications, conference call.

**CALL BOARD MEETING TO ORDER:**

- The meeting was called to order at 6:05 p.m.

**PUBLIC SPEAK TIME:** No unit owners in attendance.

**ADOPTION OF LAST MINUTES:**

- Review of the December 3, 2015 Board meeting minutes were approved. A motion was made by Nancy Cooper and seconded by Beth Grabowicz. All Board members voted in favor.

**ADOPTION OF ANNUAL MINUTES:**

- Review of the December 3, 2015 Annual meeting minutes were approved. A motion was made by Beth Grabowicz and seconded by Dianna Lysak. All Board members voted in favor.

**FINANCIAL REPORT:**

- The December 31, 2015 financial report was briefly addressed and then deferred. One Board member had not received the Financials. A motion was made by Dianna Lysak and seconded by Eric Boisvert to defer. All Board members voted in favor.

**January 7, 2016 ACCOUNT BALANCES:**

Cash	\$ 29,559.71
WLFCU	\$ 25.00
WLFCU 18M CD	\$ 26,721.37
Nuvo Bank Savings	\$ 43,055.43
Nuvo Bank Savings	\$ 43,233.62
Webster Siding	\$ 27,075.07
Webster MM	\$ 21,872.85
<b>TOTAL</b>	<b>\$191,543.05</b>

**COLLECTIONS:**

- Currently there are no units in collections (this is per Mark Kubera – Residential Management).

### **OLD BUSINESS:**

- Correspondence continues with a unit owner regarding water leaking into the unit. The unit owner was asked to take photos when he notices signs of water. The unit owner has complied but too date, has been unable to forward them to Residential Management since his computer is down.
- Too date, Bill's Landscaping has not repaired the damages to property noted in the Fall of 2015.
- Thankfully, the issue of a strong gasoline odor pertaining to adjacent garages with in Dove Court has been resolved for two unit owners. Residential Management has asked to be kept in the loop if the problem reoccurs.
- Board Member, Beth Grabowicz contacted Bill Guzie and Nick Pizzoferrato of Bill's Landscaping to discuss the Board's 11.18.15 directive to close down the section of sidewalk, west of Mallard Court entrance headed north to Dove Court during the active snow plowing season. Beth met with Nick in December for a walk about and discussed minimizing snow removal overcharges.

### **NEW BUSINESS:**

- A unit owner wrote a letter disputing a late fee for the month of February, 2015. Upon review of his objection, a motion was made by Nancy Cooper to waive the late fee and seconded by Dianna Lysak. All board members voted in favor.
- Mid December structural damages to garages in Mallard Court were reported to Residential Management. Mark Kubera assessed both locations: one being a unit owner's responsibility, the second caused by the removal of an unknown heavy object. A work order has been issued.
- A unit owner emailed Property Manager, Mark Kubera on two occasions requesting specific Association documentation and offering his time and energies in aiding the Board in addressing future service contracts and Association bids. The Board is actively addressing open lawncare bids. Due to the time constraints currently in place, the Board has elected to proceed in the manner initiated last fall. Measures are also being addressed in regards to bids for property management services. Eric Boisvert will be in communication with this unit owner.
- At 7:50pm, lawn care proposals were addressed and discussions pursued. Contractors are to be contacted for references and a predetermined list of questions is to be compiled by the Board.
- The Board will be holding a Special Meeting on Wednesday, January 20, 2016 at 6 pm. The meeting will be held at Residential Management Corporation, 110 Mountain Road, Suffield, CT. The purpose of the meetings is to address lawn care bids received, and to go into Executive Session to review the upcoming landscaping season. Ten days notification is to be provided to unit owners.
- Residential Management presented the Board with its' proposed 2016-2018 Property Management agreement; followed by discussion. The Board will be pursuing additional bids for consideration.
- The Board was presented with recently received legal notification of intent to file a lien and civil lawsuit against Residential Management Corporation and The Woodlands Association of Windsor Locks. Discussion pursued. A motion to turn this documentation immediately over to the Association's Attorney was made by Dianna Lysak and seconded by Beth Grabowicz. All members voted in favor. A second motion was then made by Beth Grabowicz, specifying that the Woodlands Association legal representation fee for subject matter not to exceed twenty-five hundred dollars (\$2,500.00). The motion was seconded by Eric Boisvert. All members voted in favor.

- Replacement of exterior light bulbs were discussed. Nancy Cooper to service Quail Court, Rich Lindblom to address Pheasant Court, Curtis Whitaker (#57) to continue on with Dove Court, Eric Boisvert to watch over Woodcock and Beth Grabowicz to oversee Mallard Court bulb burnouts. Meadow Lane and Partridge Courts still need to be assigned a light bulb gate keepers.
- The issuance of parking passes and association's protocol pertaining to this subject matter was touched upon. Due to the 1.7.16 meeting time constraints, this will be readdressed in the near future. At present, parking passes can be obtained by contacting Residential Management directly, via phone or email.
- 2016 Calendar of Woodlands Association Board Meeting dates to be noted in the monthly Minutes: January 7, February 4, March 3, April 7, May 5, June 2, July 7, August 4, September 2, October 6, November 3 and December 1<sup>st</sup>.  
Meetings are routinely held on the first Thursday of each month at 6 pm. Residential Management Corporation, 110 Mountain Road, Suffield, CT will be hosting the meeting.  
The Annual Meeting will be held on Thursday, December 1<sup>st</sup>; the location is yet to be determined.

The next Executive Board of Directors monthly meeting will be held on Thursday, February 4, 2016 at 6:00 p.m. Location: Residential Management Corporation, 110 Mountain Road, Suffield, CT.

The meeting adjourned at 9:35 p.m.

*Elizabeth A. Grabowicz*

2016 Woodlands Association of Windsor Locks Secretary