

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: February 4, 2016

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on February 4, 2016 at Residential Management Corporation, 110 Mountain Road, Suffield, CT.

ATTENDING: Dianna Lysak, President; Eric Boisvert, Vice President; Rich Lindblom, Treasurer and Mark A. Kubera, Residential Management, Manager.
Rich Lindblom was in attendance via telecommunications, conference call.
Nancy Cooper, Director arrived at 6:50pm; Beth Grabowicz, Secretary followed at 7:15pm.

CALL BOARD MEETING TO ORDER:

The meeting was called to order at 6:02 p.m. Minutes taken by Eric Boisvert.

PUBLIC SPEAK TIME: No unit owners were in attendance.

ADOPTION OF LAST MINUTES:

- Review of the January 7, 2016 Board meeting minutes were approved. A motion was made by Rich Lindblom and seconded by Eric Boisvert. Rich Lindblom, Eric Boisvert and Dianna Lysak voted in favor. Dianna Lysak signed off on the approved minutes.
Nancy Cooper and Beth Grabowicz were not in attendance yet.
- Review of the January 20, 2016 Special Board meeting minutes were approved. A motion was made by Dianna Lysak and seconded by Eric Boisvert. Rich Lindblom, Eric Boisvert and Dianna Lysak voted in favor. Dianna Lysak signed off on the approved minutes.
Nancy Cooper and Beth Grabowicz were not in attendance yet.

FINANCIAL REPORTS:

- The December 31, 2015 Financials were approved. A motion was made by Nancy Cooper and seconded by Dianna Lysak. Rich Lindblom, Eric Boisvert, Nancy, Cooper and Dianna Lysak voted in favor; Beth Grabowicz had yet to arrive.
- The January 31, 2016 Financials were approved. A motion was made by Nancy Cooper and seconded by Eric Boisvert. Rich Lindblom, Eric Boisvert, Nancy, Cooper and Dianna Lysak voted in favor; Beth Grabowicz had yet to arrive.

January 31, 2016 ACCOUNT BALANCES:

First National Bank of Suffield. Operating a/c.	\$ 33,429.77
WLFED CU - Oper - Cash	\$ 25.00
WLFCU 18M .50% CD 3.10.17	\$ 26,755.07
Nuvo Bank Savings	\$ 43,073.71
Nuvo Bank & Trust Savings	\$ 43,251.98
Webster Siding	\$ 33,991.17
R/R Webster MM	\$ 25,970.47
TOTAL	\$ 206,497.17

COLLECTIONS:

Currently there is one unit in collections; this is per Mark Kubera, Residential Management, LLC.

OLD BUSINESS:

Discussion occurred to move all bank accounts out of Webster Bank to First National Bank of Suffield to avoid any fees assessed to the Association. A motion was made by Dianna Lysak, and seconded by Eric Boisvert. Rich Lindblom, Eric Boisvert and Dianna Lysak voted in favor; Nancy Cooper, Beth Grabowicz had yet to arrive.

Residential Management presented the Board with its' revised proposed 2016-2018 Property Management agreement. The Board intends to pursue additional bids for consideration.

Discussion occurred regarding paying down Outstanding Trades Payables. Rich Lindblom made the motion to pay Outstanding Trades Payable for December, 2014 and August, 2015. Diana Lysak seconded the motion. Eric Boisvert, Nancy Cooper, Dianna Lysak and Rich Lindblom voted in favor to approve. Beth Grabowicz had yet to arrive.

A unit owner in Woodcock has an outstanding repair still open.

The Association's attorney addressed the legal notification received in January, 2016 for an approximate cost of \$250.00 to the Woodland's Association. Several bogus issues were detected within the notification and it was determined that it was not worthy of concern.

An out of state Mallard Court Unit owner received a late fee notification in January, 2016 and requested it be waived. A brief discussion occurred; a motion by Rich Lindblom to waive the fee was made and seconded by Eric Boisvert. Eric Boisvert, Dianna Lysak, Nancy Cooper and Rich Lindblom voted in favor to waive the fee. Beth Grabowicz had yet to arrive.

A Mallard Court Unit owner is experiencing flooding in the anterior portion of her basement. Harry from Dick's Bulldozing has been out to assess the situation. The drainage line in the posterior section of the building is slated to be jetted out on February 5, 2016 (weather pending); to determine if an obstruction exists and is the cause.

Discussion on issuing parking passes, warnings and association's protocol pertaining to this subject matter was addressed yet again. All Board members names have been provided to the tow company to authorize a necessary tow. Again due to the 2.4.16 meeting time constraints, this issue will be readdressed later this Spring. At present, parking passes can be obtained by contacting Residential Management directly, via phone or email.

Parking Passes will be addressed in a future newsletter. Advanced notification of 48 hour notice will be mandated if a guest will be here longer than 3 days. Unit owners can make the request electronically, by mail or stop in at Residential Management.

Executive Session was initiated to address final selection of a lawncare contractor; which is due by 4.1.16.

➤ ***Out of Executive Session:***

Nancy Cooper made the motion to accept Bill's Landscaping revised Lawncare Contract. Beth Grabowicz seconded the motion. Dianna Lysak, Eric Boisvert, Nancy Cooper, Rich Lindblom and Beth Grabowicz voted in favor. The new three year contract commences April 1, 2016 and expires November 30, 2018. This contract now reflects a diminishing fee, saving our Association \$6000.00 plus .0635% Connecticut Sales Tax. The Board concurred to have Bill's Landscaping for the 2016 Landscaping season and closely monitor the services being provided. The Board has expressed its concern of complacency with Bill Guzie's service over the past couple of years. The Board intends to improve communications with Bill's operational managers to ensure that issues are minimized and addressed in an appropriate time.

New Business:

The Association received an Engagement Letter for compilation services, which was signed by Dianna Lysak. This is provided by the Accountant indicating that we are retaining him for services relating to the Association 2015 tax return and financial statements; merely a formality that is addressed each year.

A Quail Court unit owner experienced a leak around a roof vent stack, which then led to interior damage. Mitch, from Fresh Look Paint assessed the subsequent damages and provided a quote totaling \$1,685.00 to refurbish the kitchen floor & bathroom. Discussion occurred, with Rich Lindblom making a motion to approve the invoice proposal presented. Nancy Cooper seconded the motion; with Dianna Lysak, Eric Boisvert, Nancy Cooper and Rich Lindblom voting in favor. Beth Grabowicz had yet to arrive.

The next Executive Board of Directors monthly meeting will be held on Thursday, March 3, 2016 at 6:00 p.m. Location: Residential Management Corporation, 110 Mountain Road, Suffield, CT.

Next meeting topics: Newsletter, Outstanding Unit Repairs, Visitor Parking Protocols, Management Contract.

The meeting adjourned at 8:35 p.m. Motion made by Nancy Cooper and seconded by Dianna Lysak.

Elizabeth A. Grabowicz

2016 Woodlands Association of Windsor Locks Secretary