

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: March 3, 2016

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on March 3, 2016 at Residential Management Corporation, 110 Mountain Road, Suffield, CT.

**ATTENDING:** Dianna Lysak, President; Eric Boisvert, Vice President; Rich Lindblom, Treasurer; Nancy Cooper; Beth Grabowicz, Secretary; and Mark A. Kubera, Residential Management Corporation.

Unit Owners: Sheila Fitzgerald #13 and Marie Ramsdell #37

**CALL BOARD MEETING TO ORDER:**

- The meeting was called to order at 6:00 p.m.

**ADOPTION OF LAST MINUTES:**

- Deferred minutes acceptance until all board members were present.

**Public Speak Time:**

- Sheila Fitzgerald reported that Unit #23 does not close their garage door and also their storm door is missing.
  - Mark Kubera was going to send a letter.

**FINANCIAL REPORTS:**

- The February 29, 2016 Financials were approved. A motion was made by Nancy Cooper and seconded by Eric Boisvert. Rich Lindblom, Eric Boisvert, Nancy Cooper, Beth Grabowicz, and Dianna Lysak voted in favor.

- **February 29, 2016 ACCOUNT BALANCES:**

First National Bank of Suffield. Operating a/c.	\$ 15,957.23
WLFCU	\$ 25.00
WLFCU 18M .50% CD Matures: 3.10.17	\$ 26,755.07
Nuvo Bank Savings	\$ 43,090.77
Nuvo Bank Savings	\$ 43,269.12
Webster Siding	\$ 21,916.35
First National Siding Sweep	\$ 4,933.24
<b>TOTAL</b>	<b>\$155,946.78</b>

**COLLECTIONS:**

- Deferred

**OLD BUSINESS:**

Board had already approved Bill's Landscaping Contract. Dianna Lysak signed the contract. It is noted that we are saving \$6,714 over the three-year contract over the original contract.

Bill's Landscaping has reported that cars are not being removed when it snows. The board has decided this needs to be included in the next newsletter.

### **New Business:**

Mark Kubera presented a Collection Notification for Board preapproval to be sent to all unit owners and discussed at the April 7th board meeting. This is a state requirement. The board unanimously approved the preapproval of the Collection Notification.

Mark Kubera also presented a contract for FHA Renewal. This opens up more buyers for unit owners. The cost for completing the forms is \$675. While this does not guarantee approval the board feels this is important to have. A motion made by Dianna Lysak and seconded by Nancy Cooper. Rich Lindblom, Eric Boisvert, Nancy Cooper, Beth Grabowicz, and Dianna Lysak voted in favor.

The shed is full. Half is comprised of the snow blowers which will be removed in the spring. (Bill's Landscaping paid for half the shed for the rights to use it to store equipment during the winter). Eric volunteered to clean and organize this in the coming months. There are items that will need to be disposed of.

We normally have one dumpster per year and we will continue with this in the fall.

Light bulbs for the garages were discussed. It was noted that we are down to the last six or so. If a board member goes to Home Depot and purchases them they will be reimbursed. Beth will provide the light bulb details.

Unit Owners Sheila Fitzgerald #13 and Marie Ramsdell #37 left the meeting

6:45PM Board went into Executive Session.

7:15PM Board came out of Executive Session

A motion to accept the Residential Management Corporations three-year management contract was made by Beth Grabowicz and seconded by Dianna Lysak. Rich Lindblom, Eric Boisvert, Nancy Cooper, Beth Grabowicz, and Dianna Lysak voted in favor.

Mark Kubera reported that two unit owners were in collections.

A motion made to defer the approval of the February 14, 2016 Board Minutes was made by Beth Grabowicz and seconded by Eric Boisvert. Rich Lindblom, Eric Boisvert, Nancy Cooper, Beth Grabowicz, and Dianna Lysak voted in favor.

Mark Kubera will send second letter to Unit #52 to request reimbursement for siding damaged incurred by one of the guests of that unit.

The cleaning of the buildings was discussed. Mark Kubera will be creating a RFP to send out to at least three Vendors.

The Snow removal Contract is expiring this year and the RFP needs to be addressed to allow for time to review and pick a vendor.

Mark Kubera noted that when we start or renew the EFT for Month Payments with First National these will remain in effect until cancelled. With Webster these were only good for one year.

Items for the newsletter were discussed topics to include;

- Parking Passes
- Placing Trash Cans away from any building
- Placing bulk trash for pickup on Meadow Lane
- Moving cars for Snow Storms
- Closing Garage Doors
- Power Washing this year
- Speed Limit on Meadow Lane

The next Executive Board of Directors monthly meeting will be held on Thursday, April 7, 2016 at 6:00PM. Location: Residential Management Corporation, 110 Mountain Road, Suffield, CT.

7:45 PM A motion made to close the Board Meeting was made by Beth Grabowicz and seconded by Dianna Lysak. Rich Lindblom, Eric Boisvert, Nancy Cooper, Beth Grabowicz, and Dianna Lysak voted in favor.

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*Richard A Lindblom August 5, 2016*

Woodlands Association of Windsor Locks Treasurer