

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: April 7, 2016

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

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

Unit Owner: Mike Ciarcia, #18.

ABSENT: Dianna Lysak, President

CALL BOARD MEETING TO ORDER:

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

ADOPTION OF LAST MINUTES:

- March 3rd, 2016 meeting were approved. Nancy Cooper made the motion; Beth Grabowicz seconded it. Rich Lindblom, Eric Boisvert, Nancy Cooper and Beth Grabowicz voted in favor.
- February 4th, 2016 amended meeting minutes were approved. Beth Grabowicz made the motion; seconded by Rich Lindblom. Nancy Cooper, Eric Boisvert, Beth Grabowicz and Rich Lindblom voted in favor. (Please note that the original February 4, 2016 meeting minutes had been approved March 7, 2016 via email communications; Beth Grabowicz, Eric Boisvert, Rich Lindblom, Nancy Cooper and Dianna Lysak voted in favor.)

PUBLIC SPEAK TIME:

- Mike Ciarcia liked the recent collection policy notification sent to unit owners, was interested in further clarification, which Mark Kubera provided. Asked the Board to consider having unit owners have first offer when Woodlands' Properties resulted in foreclosure.

FINANCIAL REPORTS:

- The March 31, 2016 Financials were discussed and approved. A motion was made by Rich Lindblom and seconded by Eric Boisvert. Rich Lindblom, Eric Boisvert, Nancy Cooper, Beth Grabowicz voted in favor.

ACCOUNT BALANCES AS OF 4.7.16:

First National Bank of Suffield Operating a/c	\$ 33,774.89
First National Siding Sweep	\$ 26,908.00
WLFED CU- OPER Cash	\$ 25.00
WLFCU 18M .50% CD3.10.17	\$ 26,788.43
Nuvo Bank & Trust Savings	\$ 43,117.68
Nuvo Bank & Trust Savings	\$ 43,296.14
First National Bank of Suffield MM/Reserve	\$ 40,296.79
TOTAL	\$ 214,206.93

COLLECTIONS:

- There is one unit currently in collections; this is per Mark Kubera, Residential Management LLC.

OLD BUSINESS:

To date, Residential Management has acquired one bid from Fresh Look Paint for soft washing the buildings this summer. The bid asks that the owners be held responsible for the water consumption and water sewer fee. Requests to other companies have been made; additional bids should be forthcoming.

Approval for FHA Renewal has been granted for the Woodland's Association of Windsor Locks and will expire as of 3.30.18.

Housekeeping: Signature cards for Banks were addressed. Rich Lindblom signed off and Dianna Lysak needs to address one more. Rich Lindblom will follow through with this task.

Hold on funding the Reserve until next Board meeting. The Board needs to see what the April, 2016 snow removal charges are and revisit December, 2015 Reverse Expense that Rich Lindblom was concerned with in March, 2016 Financials; the correction should be noted within the upcoming April, 2016 Financials. (Referring to March, 2016 Financials; in particular, an approximate \$10K reflected with a 3.8.16 date, see page 2 and ledger invoice # 80641 on page 22; Rich Lindblom raised the question as to why this is in the current month.) Correction / clarification anticipated within the upcoming April, 2016 Financials.

NEW BUSINESS:

Dubaldo Securities Systems expense was addressed. It was established that a problem with the phone line occurred between the Pump house and sewer line. A 1-800 number has been established to resolve the issue. On behalf of The Woodlands Association of Windsor Locks, Mark Kubera of Residential Management has made it clear that restitution for this expense is that of Frontier / Eversource.

Due to the terms of our existing snow removal contract and minimal snow accumulation this past winter season (ending 3.31.16); the Woodlands' Association of Windsor Locks has been reimbursed \$3500.00. Do note that snow removal charges are expected due to the two snow storms this past first April weekend.

Unit Owner Mike Ciarcia left the meeting at 6:50pm.

EXECUTIVE SESSION: The Woodlands' Board went into Executive Session from 6:54 to 7:44 pm.

At the March 3, 2016 Woodlands' Board meeting, Mark Kubera presented a proposed Collection Policy. Notifications of this proposed Collection Policy were sent to unit owners so discussion could occur at the April 7, 2016 Board meeting. It is a state requirement. No written response from unit owners was received at Residential Management regarding the proposed Collection Policy.

During Public Speak time Mike Ciarcia remarked that he had liked the notification that had been mailed; (refer to Public Speak Time). Further discussion occurred this evening; a motion was made to approve the stated collection policy by Beth Grabowicz and seconded by Rich Lindblom. Eric Boisvert, Nancy Cooper, Rich Lindblom and Beth Grabowicz voted in favor. Four votes in favor; one absent.

The Woodland's Association of Windsor Locks Vice President, Eric Boisvert signed the adopted collection policy, which will be returned to Attorney Franklin Pilicy for finalization. Thereafter, a notice must then be sent to all Unit Owners informing them that the collection policy was adopted as provided, its effective date and a copy of the collection policy, as approved, must be included with the notice.

A Mallard Court owner has communicated to Residential Management that her shared cement door stoop is deteriorating and that an incoming guest recently caught her heel within a significant gap in the walkway/sidewalk leading to her entrance door. The door stoops are the unit owner's responsibility. Bids are to go out to address cracks within the walkways of the Woodlands' properties.

Rich Lindblom readdressed a specified unit plumbing expense that occurred in 2015, which in the end the Woodland's Association footed the bill. The question raised is the interpretation of the current Woodland's Condominium Documents of structural boundaries and whose financial responsibility it is for the repair. Rich has requested that Attorney Pilicy address the Board regarding this concern at the next Board meeting in May.

Reviewed a draft of The Woodlands' of Windsor Locks Newsletter; a final draft to be presented shortly.

Spring Property Walkabout discussed. Board members agreed upon meeting on Saturday, 4.9.16 at 10:30am to begin.

The next Executive Board of Directors monthly meeting will be held on Thursday, May 5, 2016 at 6:00PM. Location: Residential Management Corporation, 110 Mountain Road, Suffield, CT. Attorney Franklin Pilicy will start off our monthly Board meeting.

At 7:55 pm, a motion made to adjourn the Board Meeting was made by Nancy Cooper and seconded by Rich Lindblom. Rich Lindblom, Eric Boisvert, Nancy Cooper, and Beth Grabowicz, voted in favor.

Elizabeth A. Grabowicz

2016 Woodlands Association of Windsor Locks, Secretary