

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: June 2, 2016

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on June 2, 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.

Also in attendance, unit owners: Sheila Fitzgerald, 13 Quail and Marie Ramsdell, 37 Pheasant.

**BOARD MEETING CALLED TO ORDER:**

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

**ADOPTION OF LAST MINUTES:**

- April 7, 2016 and May 5, 2016 Board meeting minutes were deferred. A motion was made by Beth Grabowicz and seconded by Dianna Lysak. All Board members voted in favor.

**PUBLIC SPEAK TIME:**

- Unit owner #37 inquired the Board's intent in having Attorney Pilicy at the last board meeting. The Board was interested in and looking for clarification of the verbiage within the condominium documents; specifically, AMENDED AND RESTATED DECLARATION OF WOODLANDS ASSOCIATION OF WINDSOR LOCKS, INC.; Page 6, Section 4.3 – Boundaries (a) through (d). Ms. Ramsdell's expressed her concern in carrying sufficient home owner's insurance coverage, along with speculating possible Board's actions.
- Unit owner #37 also expressed her concern of an increasing sink hole along the northern side of her unit. Mark Kubera will have Bill's Landscaping rectify the matter.
- Unit owner #13 expressed her perspective of #37 unit owner's concerns.

Unit owners Sheila Fitzgerald and Marie Ramsdell left the meeting at 7:05pm.

**EXECUTIVE SESSION:** The Board went into Executive Session from 7:10pm to 8:15pm.

**FINANCIAL REPORT:**

- The May 31, 2016 financial report was addressed and approved. A motion was made by Beth Grabowicz and seconded by Eric Boisvert. All Board members voted in favor.

**ACCOUNT BALANCES AS OF 6.2.16:**

First National Bank of Suffield Operating Acct	\$ 36,449.50
WLFED CU-OPER Cash	\$ 25.00
WLFUCU 18M CD 3.10.17 .50%	\$ 26,788.43
Nuvo Bank & Trust Savings	\$ 43,121.22
Nuvo Bank & Trust Savings	\$ 43,299.70
First National Bank of Suffield (Siding Sweep)	\$ 34,837.87
First National Bank of Suffield MM	\$ 48,492.82
<b>TOTAL</b>	<b>\$ 233,014.54</b>

## **COLLECTIONS:**

There are currently no unit owners in collection; this is per Mark Kubera, Residential Management, LLC.

## **OLD BUSINESS:**

- Rich Lindblom noted that on page two of the May Financials, the May 2016 management fee was not enclosed; April 2016 was billed. The June Financials will reflect the fee being caught up.
- The Woodlands' Association Insurance annual premium: 35% down and 8 installments thereafter. Insurance billing is for ten months; so May and June reflect zero balances.
- The accounting back entries are normal closing of the books for prior year that the accountant made in March, 2016.
- Electrical and Fire Hydrant charges noted are correct.
- Regarding Nuovo Bank Savings accounts: Mark Kubera to check current rates.
- Eric Boisvert expressed concern regarding electric on page 4 of Financials; previously addressed.
- Nancy Cooper expressed high phone bill in Financials. Mark Kubera is interviewing phone companies. The trend is to get away from landlines and move into cellular. This is a work in progress. A better understanding of the dynamics prior to making a change.
- Unit #56 is still experiencing water in the anterior portion of her basement when it rains. Harry from Dick's Bulldozing has been out a few times to assess the matter. It is suggested to water jet the rear of Building #5 for some resolution. Approximate preliminary cost range: \$300.00 to \$3000.00.
- To date, the soft washing of the buildings has not been addressed; the contractor is on standby for a water meter to be used on fire hydrants.

## **NEW BUSINESS:**

- AAA Pavement automatically sends out a bid every five years to address parking lot striping. Bid was discussed and deferred, possibly for 2017 Budget.
- Eric Boisvert made a motion to hydrojet the drain along the rear of Building #5; not to exceed a maximum cap of three thousand dollars. Nancy Cooper seconded the motion. Dianna Lysak, Eric Boisvert, Rich Lindblom, Beth Grabowicz and Nancy Cooper voted in favor.
- A Dove Court owner is holding payment of his late fees until repairs are completed in his front bedroom in his end unit. Residential Management to address the work at hand.
- A Partridge Court owner states that her outdoor outlet needs to be re-installed properly.
- No feedback from the community for volunteering with the gardens.
- A Quail unit owner has installed a new storm door.
- Light bulbs have been replaced along the Woodlands' sign.
- A Quail Court owner requests that a spot lamp directed to her unit not be relamped.
- All American Waste has been contacted by Dianna Lysak in regards to significant damage done to the vertical down spout of her garage by one of their drivers. It was suggested by AAW that the unit owners line their trash receptacles down along Meadow Lane. The response was not appreciated by the Woodlands.
- A Woodcock unit owner has requested that the Association remove and replace a planting near their front entrance door that was severely pruned back at the time of the siding and is now growing back strangely. Beth Grabowicz made the motion to remove only; seconded it by Eric Boisvert. Dianna Lysak, Eric Boisvert, Nancy Cooper and Beth Grabowicz voted in favor. Rich Lindblom was opposed. Do note that the Board was not presented with a photo to view at the time of the meeting.
- The Board noted possibly allocating monies for mulch in the proposed 2017 Budget.
- Pre-approved Woodlands' plantings list has not been addressed for the past decade. Mark will request Bill Guzie to come up with an updated plantings list for our Association to consider.
- Sinkholes need to be addressed along the side of #37 and the rear of #40.

- Bill's Landscaping presented a bid to brush hog the parameters of the Woodlands' property; discussion occurred. Rich Lindblom made the motion to revisit the bid in September, 2016; Eric Boisvert seconded it. Dianna Lysak, Eric Boisvert, Rich Lindblom, Beth Grabowicz and Nancy Cooper voted in favor.
- The outstanding Woodlands' Reserve was addressed once more. Discussion to pay down the September & October 2015 Reserve (May 31, 2016 Woodland's Financials; page 6, Open Trade Payables: \$3,120.00 x 2) occurred. Rich Lindblom made the motion to fund the outstanding September & October, 2015 Reserve, (open trade payables). Dianna Lysak seconded the motion. Dianna Lysak, Eric Boisvert, Rich Lindblom, Beth Grabowicz and Nancy Cooper voted yes.
- Discussion occurred in making a payment towards the principal of the siding loan and then amortizing the loan. Rich Lindblom made the motion for a separate pre-payment of Fifteen Thousand Dollars towards the direct principal of the siding loan be made and then amortize the loan at no cost to our Association. Beth Grabowicz seconded the motion. Dianna Lysak, Eric Boisvert, Rich Lindblom, Beth Grabowicz and Nancy Cooper voted in favor.
- Mark Kubera requested that Woodlands' Treasurer, Rich Lindblom send a written directive to Residential Management Book Keeper, Kelly Stokes requesting that a separate, direct payment of \$15,000.00 be made to the principal of the siding loan and request that the loan be amortized. An email communication would be acceptable; this is per Mark Kubera.
- Residential Management will compose a written notice, to 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, to be included with the notice. Once crafted, Mark Kubera will send the notification electronically to Dianna Lysak to print at no cost to our Association. Beth Grabowicz will hand deliver the notifications within our community.
- The back side of the Woodlands' entrance sign is deteriorating; it is in desperate need of paint. Rich Lindblom to contact Mike Clen for paint information.

The next Executive Board of Directors monthly meeting will be held on Thursday, July 7 2016 at 6:00 p.m.  
Location: Dianna Lysak's residence: 21 Quail Court, Windsor Locks, CT 06096

The meeting adjourned at 8:30 p.m. Motion made by Nancy Cooper; seconded by Dianna Lysak and approved by all board members noted in attendance.

*Elizabeth A. Grabowicz*

2016 Woodlands Association of Windsor Locks Secretary