

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: August 4, 2016

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

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

CALL BOARD MEETING TO ORDER:

- The meeting was called to order at 5:57 p.m. The Board went immediately into Executive Session to meet with Aaron Lefkowski from the Caplan Agency to discuss our Association's master insurance policy. The Board came out of Executive Session at 6:36pm.

ADOPTION OF LAST MINUTES:

- The Board voted to approve amended March 3, 2016 minutes. Dianna Lysak moved to approve the minutes. Eric Boisvert seconded. The amended minutes were approved unanimously.
- The Board voted to approve amended April 7, 2016 minutes. Beth Grabowicz moved to approve the minutes. Rich Lindblom seconded. The amended minutes were approved unanimously.
- The Board discussed the June 2, 2016 minutes. During the discussion, Mark Kubera explained that Residential Management will automatically fund open payables when there is enough money to do so. The Board is not required to vote to approve. Beth Grabowicz moved to approve the minutes. Eric Boisvert seconded. The minutes were approved unanimously.
- The Board voted to approve July 7, 2016 minutes. Rich Lindblom moved to approve the minutes and Eric Boisvert seconded. The minutes were approved unanimously.

PUBLIC SPEAK TIME:

- No unit owners were in attendance.

FINANCIAL REPORTS:

- The July 31, 2016 Financials were discussed. Mark Kubera explained the "turn over charge" was a fee Residential Management charges for filing for collections. The Woodlands is charged, but will be reimbursed once the account in collections is paid. He also explained the charge for the pump maintenance: cleaning (annual) and oil change (twice a year) which occurred in July. A motion was made by Eric Boisvert and seconded by Beth Grabowicz. The financials were approved unanimously.

ACCOUNT BALANCES AS OF 8.4.16:

First National Bank of Suffield Operating a/c	\$ 31,868.71
First National Siding Sweep	\$ 33,686.35
WLFED CU- OPER Cash	\$ 25.00
WLFCU 18M .50% CD3.10.17	\$ 26,821.84
Nuvo Bank & Trust Savings	\$ 43,128.43
Nuvo Bank & Trust Savings	\$ 43,306.94

First National Bank of Suffield MM/Reserve	\$ 66,051.85
TOTAL	\$ 244,859.12

COLLECTIONS:

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

OLD BUSINESS:

The Board reviewed a quote from Derek & Sons for repaving various sidewalk sections. The total quote was \$33,645, excluding tax. It is anticipated that we will get 5 – 10 years life from the repairs. Due to the size of the repair, this is considered a capital improvement. The latest we can probably do the repairs is October. Mark Kubera explained that the Board is authorized to approve up to 15% of our total annual income. The repairs will use asphalt. Concrete would not work due to the clay soil and surface water. The areas proposed for repair were identified by Mark Kubera and Derek during a walk through of the Woodlands. Mark Kubera will contact Derek & Sons to negotiate the quote received. The board hopes to have all paving work done for \$34,000. A motion was made by Rich Lindblom and seconded by Dianna Lysak to authorize Residential Management to transfer \$34,000 from the reserves to the operating accounts for asphalt repair. The vote was unanimous.

NEW BUSINESS:

Dianna Lysak had asked Bill Guzie (landscaper) to look at overgrown trees and shrubs. Bill provided a proposed list; the cost would be about \$3,600. Bill can only trim trees up to 8 feet. The quote included \$325+tax to trim the tree at unit #90.

In addition to the tree trimming, various sinkholes around the property were identified by Bill. The quoted prices were: #40 - \$60 one site TBD for \$40. After discussion, 3 additional sinkholes were identified by the board:

- #37 needs to be filled by the electrical box
- #13 to the left of the sidewalk
- #2 has 2 sinkholes, by the storm drains and behind the garage.

Dianna Lysak is to negotiate with Bill on the price of the tree and shrub trimming and get the cost to fill in the sinkholes.

The board authorized Residential Management to move the NUVO reserve Account to a bank with better interest.

Rich Lindblom shared information regarding grills on decks. The restriction does not apply to Townhouse style condos per the state of Connecticut. Individual CT towns may vary per local fire chiefs.

Beth Grabowicz stepped down as Woodland’s Board of Directors’ Secretary . The Board accepted her resignation. She will continue as a director on the Board. Beth Grabowicz made a motion, seconded by Dianna Lysak that Nancy Cooper be named Secretary. The vote was unanimous in favor .

A preliminary budget was shared by Rich Lindblom.

Eric Boisvert has begun cleaning out the shed. There are files from the prior management company. We must keep records for 7 years. There were files in the shed back to the 90s. Dianna Lysak offered to shred the documents.

Eric Boisvert shared copies of the newsletter for approval. A motion was made by Nancy Cooper to approve the newsletter and seconded by Rick. It was approved by unanimous vote. Rich Lindblom will post a copy on the website. Dianna Lysak will print for mailbox copies.

The next Executive Board of Directors monthly meeting will be held on Thursday, September 1, 2016 at 6:00PM. Location: Residential Management Corporation, 110 Mountain Road, Suffield, CT.

Beth Grabowicz requested an additional meeting be held to discuss the rules and regulations documents. The meeting will be posted on the website and on the mailboxes. It will be held on August 16, 2016 at 6pm at Dianna Lysak's unit #21.

At 9:00 pm, a motion made to adjourn the Board Meeting was made by Dianna Lysak and seconded by Nancy Cooper. The vote to adjourn was unanimous.

Nancy Cooper

2016 Woodlands Association of Windsor Locks, Secretary