

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: September 1, 2016

A meeting of the Woodland's Association of Windsor Locks, Inc., Board of Directors was held on September 1, 2016 at Residential Management Corp., 110 Mountain Road, Suffield, CT.

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

Absent: Dianna Lysak, President

CALL BOARD MEETING TO ORDER:

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

ADOPTION OF LAST MINUTES:

- Review of the August 8, 2016 Executive Board meeting minutes were approved. Motion made by Rich Lindblom and seconded by Beth Grabowicz. The remaining attending Board members voted in favor.

Public Speak Time:

- Mitch spoke regarding the water bill he received after he power washed the Woodlands Condos. He used fire hydrants for water in lieu of unit owners' outdoor spigots. The water bill was \$720. Mitch wanted to know if the board would consider reimbursing him for the cost of the water. This was deferred to new business.
- Marie Ramsdell had sent an email to Residential Management regarding her perceived lack of maintenance around the units. She stated that mail huts were leaning toward the street. Some owners were changing garage lights themselves. She also wanted to know if a unit owner making changes to their unit had any obligation to inform Residential Management. Mark Kubera explained that it is not the association's responsibility. The town building code requirements have to be obeyed.
- Cheryl Lindberg spoke regarding sidewalk separation and deterioration. She was concerned about safety and liability. She was unaware of any specific incidents. She also wanted to know why the CO2 detector went off in a nearby unit this past winter. Mark Kubera explained it was unit #28 that set off the CO2 detector. The Fire Department was called. The owner is responsible. The fire department made them change the CO2 detector. Beth Grabowicz reminded everyone that the newsletter addressed changing the CO2 detector every 7 years.

FINANCIAL REPORT:

- Nancy Cooper asked why the building washing was listed under General Repairs. Rich Lundblom responded that it was being moved to the building wash category.
- Rich Lundblom reported that we have no outstanding payments on reserves.
- The August 31, 2016 financial report was approved. A motion was made by Beth Grabowicz and seconded by Eric Boisvert. The remaining attending Board members voted in favor.

ACCOUNT BALANCES AS OF September 7, 2016:

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|---|----------------------|
| First National Bank of Suffield Operating a/c | \$ 19,716.17 |
| First National Siding Sweep | \$ 18,331.32 |
| WLFED CU- OPER Cash | \$ 25.00 |
| WLFUCU 18M .50% CD3.10.17 | \$ 26,821.84 |
| Nuvo Bank & Trust Savings | \$ 43,132.09 |
| Nuvo Bank & Trust Savings | \$ 43,310.62 |
| First National Bank of Suffield MM/Reserve | \$ 73,273.91 |
| TOTAL | \$ 224,610.95 |

COLLECTIONS:

- One unit is currently in collections (this is per Mark Kubera – Residential Management). They have vacated the unit. One unit is 1 month behind and will be getting a 10 day demand letter.

OLD BUSINESS:

- A letter was received from a unit owner reading window washing after the building washing. Mark Kubera stated that this has been rectified.
- Beth Grabowicz asked why the building property limits on the insurance policy went down. Mark Kubera explained that the policy has guaranteed replacement cost. We do not have less coverage despite lower building limits.
- Mark Kubera shared an article on FHA loans. Recent changes should make it easier to get an FHA mortgage on condos.
- Sink holes around the property were discussed. Beth Grabowicz met with Nick from Bill's Landscaping on August 31 to walk around the property and identify sinkholes. After discussion, it was agreed that Beth Grabowicz will get a quote from Bill's Landscaping for the sinkholes at the following units: #13, #28, #36 and #37. On average, we expect a "fix" to last 3 - 5 years. Rich requested that Beth email the board with the quote, so the board can vote via email. Mark Kubera will get Derek to look at the following areas that were deemed to be beyond the landscaper's abilities and possibly require drainage work:
 - #2-4 yard drain (front)
 - #26-28 southern border (side of unit)
 - #40-46 sink holes behind unit (suspected collapsed drainage system; multiple sink holes)
 - #51 storm drain (street)
- Eric Boisvert emailed pictures of sand on a driveway in Partridge Court to Residential Management. Mark Kubera explained it was just erosion. Rich Lindblom volunteered to sweep it up.
- Mark Kubera discussed the sidewalk paving project with Derek. Derek will not move on the price; it is all manual labor. The bid stands as is. If we go back out to bid we will not be able to get this done this year. Beth Grabowicz was concerned with paving late in the year. Mark Kubera explained that asphalt plants are open until December 1. Eric Boisvert suggested splitting it into 2 jobs. Mark Kubera will have Derek resubmit the bid. The board approved the paving project up to \$34,000. A motion was made by Rich Lindblom and seconded by Beth Grabowicz. The remaining attending Board members voted in favor.
- The hillside behind building #14 will be mowed. This is done annually.
- It is anticipated that brush hogging the complex will be in excess of \$900. It will be scheduled for late September. The board approved the brush hogging. A motion was made by Eric Boisvert and seconded by Rich Lindblom. The remaining attending Board members voted in favor.

- The board approved getting a dumpster on September 29, 2016. It is usually about \$500. Beth Grabowicz will make up a flyer to inform unit owners. Mark Kubera will make the arrangements.
- The board approved closing 2 savings accounts with NUVO bank and moving the money to Windsor Federal 14 month CD at 1.5 apy. A motion was made by Nancy Cooper and seconded by Beth Grabowicz. The remaining attending Board members voted in favor.
- Mark Kubera will get Cellular Service to review a phone line for the sewer ejector and monitoring in September.
- Mark Kubera forwarded the revised minutes to Attorney Pilicy, who was on vacation. It is expected we will hear back from him soon.

NEW BUSINESS:

- A Mallard Court resident has requested Board permission to install an access ramp to the unit entrance. Mark Kubera stated that the unit owner must find out if building code approval is required. The board approved the request. A motion was made by Beth Grabowicz to approve the request for the ramp as submitted and seconded by Eric Boisvert. The remaining attending Board members voted in favor.
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The Board went into Executive Session at 7:06pm. The Board emerged from Executive Session at 7:23 pm

- The board approved Mitch's request to be reimbursed \$720.75 for the water bill for power washing the complex. Mark Kubera will ask Mitch to paint the garage door panel at unit #80. A motion was made by Rich Lindblom and seconded by Beth Grabowicz. The remaining attending Board members voted in favor.
- Bill's Landscaping will move the bobcat from the visitor's parking spot. Eric Boisvert suggested it be moved between the shed & garage.
- Beth Grabowicz requested the board meet again on Rules & Regulations.
- Rich Lindblom asked that the board discuss the budget at the October meeting.
- Rich Lindblom, Beth Grabowicz and Dianna Lysak tenure is up in December 2016

Next Board meeting to be held on Thursday, October 6, 2016 at Residential Management Corporation, 110 Mountain Road, Suffield, CT.

- Nancy Cooper moved the meeting be adjourned at 7:43 p.m. Rich Lindblom seconded. The remaining attending Board members voted in favor.

Nancy Cooper

2016 Woodlands Association of Windsor Locks, Secretary