

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: October 6, 2016

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on October 6, 2016 at Residential Management Corporation, 110 Mountain Road, Suffield, CT.

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

CALL BOARD MEETING TO ORDER:

- The meeting was called to order at 6:01 p.m

ADOPTION OF LAST MINUTES:

- The Board voted to approve September 1, 2016 minutes. Beth Grabowicz moved to approve the minutes. Dianna Lysak seconded. The minutes were approved unanimously.

PUBLIC SPEAK TIME:

- No unit owners were in attendance.

FINANCIAL REPORTS:

- The September 30, 2016 financials were discussed. Eric Boisvert asked if the water bill was included in the Building Cleaning. The answer was yes. Nancy Cooper asked if we received no snow by December 31, 2016, what happens to the snow removal reserve? Mark Kubera answered that it could be put to a vote at the annual meeting for owners to approve moving the surplus to reserves. Beth Grabowicz moved to approve the financials and was seconded by Eric Boisvert. The financials were approved unanimously.

ACCOUNT BALANCES AS OF 10.6.16:

First National Bank of Suffield Operating a/c	\$ 27,438.16
First National Siding Sweep	\$ 17,957.75
WLFED CU- OPER Cash	\$ 25.00
WLFCU 18M .50% CD3.10.17	\$ 26,821.84
Windsor Fed 14MO CD11.6.17 .51%	\$ 86,450.04
First National Bank of Suffield MM/Reserve	\$ 77,378.04
TOTAL	\$ 236,070.83

COLLECTIONS:

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

OLD BUSINESS:

Mark Kubera spoke with Derek from Derek & Sons regarding repaving various sidewalk sections. It looks like the 2nd week of November is the soonest he can do the work. Since it was believed that this was too late in the year to begin repairs, Derek has agreed to patch trip hazards and uneven sidewalks. He will return in the spring to do the list of repairs. There is no cost for the November fix. The same quote

will be valid for the spring work. Derek will meet with Mark Kubera next week to look at 4 storm drains to get a quote. The storm drain fix should be doable this year. Mark Kubera noted that the board can vote via email once the quote has been received. 3 votes out of 5 are needed for approval. Once he gets the quote, the board will vote via email. Eric Boisvert asked if the pothole in the middle of Woodcock Court could be addressed at the same time Derek was patching the sidewalks. Mark Kubera will find out.

44 Mallard Court requested gutters be cleaned. A work order was submitted.

Dianna Lysak asked if the complex would have gutters cleaned this year. Mark Kubera answered yes, every year gutters are cleaned. He will get a quote from "Gutter Kings". Bill's Landscaping charges roughly \$800.

Beth Grabowicz asked if unit 42 had submitted the tenant information yet. Mark Kubera answered no. Dianna Lysak stated she got the license numbers and phone numbers from tenants in unit 23.

NEW BUSINESS:

Nancy Cooper asked which fund was the source of the money for the tree and shrub trimming. Rich Lindblom answered that it was from the general fund. Mark Kubera suggested waiting to plant replacement trees in the spring, due to the current drought. Eric Boisvert made a motion to grind 2 stumps now, at unit #88 and behind the mailboxes. The stump at #24 will not be ground. Dianna Lysak seconded the motion. Dianna Lysak, Eric Boisvert, Rich Lindblom and Beth Grabowicz voted in favor. Nancy Cooper voted against the motion.

Eric Boisvert noted that the Woodlands was brush hogged on October 6.

Beth Grabowicz provided different options for trash receptacles notification. Mark Kubera requested that a signature of the Board of Directors be added at the bottom. It was agreed to table this until November. Eric Boisvert will reach out to Windsor Locks Town Hall to discuss the issues we are having with All American Waste and the damage inflicted to Woodlands property.

The annual unit owner meeting will be held December 1, 2016. The Board of Directors will meet at 6pm and the unit owner meeting will begin at 6:30. Mark Kubera stated we need between 10 and 30 days notification to unit owners of the annual meeting.

Rich Lindblom presented 2 optional budget options. One option had a \$10 increase to the association fees intended to increase the reserves and the other option had no increase to the monthly fees. Eric Boisvert made a motion to adopt the budget with the \$10 increase. Dianna Lysak seconded the motion. It passed unanimously.

The next Executive Board of Directors monthly meeting will be held on Thursday, November 3, 2016 at 6:00PM. Location: Residential Management Corporation, 110 Mountain Road, Suffield, CT.

At 7:45 pm, a motion made to adjourn the Board Meeting was made by Nancy Cooper and seconded by Eric Boisvert. The vote to adjourn was unanimous.

Nancy Cooper

2016 Woodlands Association of Windsor Locks, Secretary