

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: August 2, 2018

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on August 2, 2018 at Residential Management Corporation, 110 Mountain Road, Suffield, CT.

ATTENDING: Dianna Lysak, President, Eric Boisvert, Vice President, Rich Lindblom, Treasurer, Judy Chapman, Secretary and Mark Kubera, Residential Management Corporation.

CALL BOARD MEETING TO ORDER:

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

ADOPTION OF LAST MINUTES:

- The Board voted to approve the June 7, 2018 Board Meeting minutes. Dianna Lysak moved to approve the minutes and Eric Boisvert seconded the motion. The minutes were approved unanimously.

PUBLIC SPEAK TIME:

- Mike Ciarcia (unit 18) attended the meeting to discuss the letter regarding deck repair that was sent out in May following the board's annual walk about. He explained what he had done after receiving the letter and his desire to get the work done in the timeline worked out with Residential Management. Once the work was completed Mr. Ciarcia requested an acknowledgement from the board that he had completed the work requested before he paid his contractor. The board was not in a position to provide approval of the construction.

FINANCIAL REPORTS:

- The June 30, 2018 financials were discussed. Rich Lindblom moved to approve the June financials and Dianna Lysak seconded the motion. The June financials were approved unanimously.
- The July 31, 2018 financials were discussed. Judy Chapman moved to approve the July financials and Rich Lindblom seconded the motion. The July financials were approved unanimously.

ACCOUNT BALANCES AS OF 08/02/2018:

First National Bank of Suffield Operating a/c	\$ 23,134.73
First National Siding Sweep	\$ 16,930.86
First National Bank of Suffield MM/Reserve	\$ 111,208.10
TOTAL	\$ 151,273.69

COLLECTIONS:

- There are three units currently in collections per Mark Kubera, Residential Management Corporation. There were no 10 day demand notices sent.

OLD BUSINESS:

- The board reviewed the maintenance agreement for the awning to be installed at the Graham's (unit 76). The agreement will be signed and notarized by the board and the Grahams.
- Bids were received from Bill's Landscaping (1,125.00) and Evergreen Tree Service (625.00) to remove a dead tree near unit 62. Dianna Lysak made a motion to accept the Evergreen Tree Service proposal and Eric Boisvert seconded the motion. The motion was approved unanimously.
- Multiple emails have been received by Residential Management regarding deck repair. The letters were to request extensions or to inform Residential Management that the work was completed.
- Unit #31 contacted Residential Management about loose piece of siding on their unit. A work order was created to inspect/repair the issue.
- Unit #50 contacted Residential Management about patio door replacement and Home Depot's requirement for signoff from Residential Management before they would start work. Residential Management does not sign off prior to installation.
- Unit #98 notified Residential Management of an issue with the lights behind Unit #80. A work order was created to inspect/repair the issue.
- Unit #36 contacted Residential Management of an issue with clogged gutters. A work order was created to inspect/repair the issue.
- Unit #29 contacted Residential Management to let them know their slider was leaking and that they would be replacing the slider. They wanted Residential Management to be aware that they would be draping a tarp over the slider until it could be replaced.
- Unit #54 contacted Residential Management to let them know pressure treated boards were put on the deck floor and they can't be stained until 2019. The remainder of the work (staining/power washing) will be completed in 2018 when weather permits. Unit owner also asked about the gutter above the slider. A work order was created to inspect/repair the gutter issue.
- Unit #17 contacted Residential Management to let them know they found extensive wood rot when replacing slider in their unit. They had to spend \$470.54 to replace the wood and requested reimbursement from the association. The cost was in line with expectations. Dianna Lysak made a motion to approve the reimbursement and Judy Chapman seconded the motion. The motion was approved unanimously.
- The board reviewed the maintenance agreement from Blake Equipment to service the pump station. Mark will request an additional quote to have the fuel supply checked and for Blake to arrange for additional fuel if needed. The contract is for 3 years. Judy Chapman made a motion to accept the agreement and Eric Boisvert seconded the motion. The motion was approved unanimously.

NEW BUSINESS:

- Rich Linblom suggested moving the 'No Parking Here to Corner' sign at the top of Meadow Lane to a spot after the parking area entrance. The board agreed. Rich will take care of it.
- The board discussed the benefits and challenges of trying to standardize the sliders, windows and doors to be used when a unit owner is ready to do replacement. Board will look to get a new standard for the screen doors and light fixtures on garages. The fixture used during the siding project is no longer available so the board will search for something similar. Currently there are two units in need of a new light fixture.
- Bill's Landscaping will do brush hogging in the complex during the month of August.
- The contract for landscaping is expiring. Mark will send out bid requests to a few area landscapers. Mark will also invite Bill Guzie to attend the September board meeting to discuss concerns with landscaping.

Executive Session

- Open Session was suspended at 7:13 PM and the board went into executive session.

- The board reviewed the proposal for the Insurance renewal. After much discussion Rich Lindblom made a motion to accept the proposal from Caplan Insurance Agency and Eric Boisvert seconded the motion. The motion was approved unanimously.
- The board reviewed two proposal's from Dick's Bulldozing. The first proposal was to repair a hole in yard drain behind Unit #64 at a cost of \$1600.00. The second proposal was to regrade excess soil behind Unit #61 for proper pitch to the catch basin at a cost of \$1600.00. Rich Lindblom made a motion to accept the Dick's Bulldozing proposal and Eric Boisvert seconded the motion. The motion was approved unanimously.
- Unit #65 contacted Residential Management multiple times about the owner of Unit #63. Mark replied to Unit #65 that if they are concerned about their safety and well-being that they should contact the WL Police Department.

The next meeting will be Thursday, September 6, 2018 at Residential Management in Suffield, CT at 6pm.

- At 8:28 pm, a motion to adjourn the Board Meeting was made by Rich Lindblom and seconded by Judy Chapman. The vote to adjourn was approved unanimously.

Judy Chapman

2018 Woodlands Association of Windsor Locks, Secretary