

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: September 6, 2018

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on September 6, 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 August 2, 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:

- None

LAWN CARE CONTRACT DISCUSSION:

- Bill Guzie was present to discuss lawn care issues. Brush Hogging, excess grass clippings, weed wacking, down spouts and mowing of the strip of land at top of Meadow Lane were all discussed. Bill said if the association had any issues we should reach out to him or Nick.

FINANCIAL REPORTS:

- The August 31, 2018 financials were discussed. Rich Lindblom moved to approve the August financials and Judy Chapman seconded the motion. The August financials were approved unanimously.

ACCOUNT BALANCES AS OF 08/31/2018: No sheet for 9/6/2018

First National Bank of Suffield Operating a/c	\$ 17,482.60
First National Siding Sweep	\$ 16,490.01
First National Bank of Suffield MM/Reserve	\$ 116,170.51
TOTAL	\$ 150,143.12

COLLECTIONS:

- There are three units currently in collections per Mark Kubera, Residential Management Corporation. One unit will be sent a 10 day demand notice.

OLD BUSINESS:

- Unit #2 is selling their unit and sent Residential Management the results of their home inspection. The inspection report was reviewed by the Board and all of the items on the list was the homeowner's responsibilities.
- The board reviewed a proposal from Dick's Bulldozing to repair holes in concrete near Unit #24. Rich Lindblom made a motion to approve Dicks' proposal and Dianna Lysak seconded the motion. The motion was approved unanimously.
- A signed approval to remove tree near Unit #76 was sent to Evergreen Tree Service.
- A signed maintenance agreement for the annual generator service was sent to Blake Equipment.
- A Maintenance Agreement was sent to the unit owners of 76 Woodcock Court regarding their request to install a SunSetter Awning, which was approved by the Board of Directors. This document states that the present unit owners, James and Linda Graham, are authorized to install a SunSetter Awning over the rear deck of their unit at 76 Woodcock Court at their cost. The document was signed by the unit owners, the Board President, notarized and then recorded in land records in the Town of Windsor Locks, CT. The document states that the unit owners are responsible for the repair, maintenance and replacement of the SunSetter Awning. In the event they remove the awning, the unit owners are responsible to repair and restore the deck area to the original condition. In the event the present unit owners sell the unit, the new unit owners would be responsible for the repair, maintenance and replacement of the Sunsetter Awning. This document ensures that no Woodlands Association maintenance fees go towards the repair, maintenance and replacement of the Sunsetter Awning. However, in the event the present unit owners do not maintain the SunSetter Awning, the Woodlands Association has the right to make the necessary repairs, to replace or to remove the awning and to assess the unit owner's account the cost of same.
- Unit #15 contacted Residential Management about a gutter issue in both the rear and front of their unit. A work order was issued for the repair.
- Unit #74 notified Residential Management of an issue with water in their basement. A work order was created to inspect/repair the issue.
- Unit #43 contacted Residential Management about 3 issues.
 - 1) A sink hole as you enter Pheasant Court. The board is in the process of getting bids to repair.
 - 2) The gutters on their garage is plugged. A work order was created to inspect/repair the issue.
 - 3) Tree at the top of Meadow Lane needs to be trimmed. A board member is working with the owner of the tree to have the branches trimmed.
- Unit #13 contacted Residential Management to voice concerns about the brush hogging done by Bill's and the unmanageable growth near their unit. A board member followed up with Bill's Landscaping and they would be out to do more brush hogging.

NEW BUSINESS:

- A dumpster will be delivered to the Woodlands on Friday 10/11 and remain until full.
- The board reviewed 5 bids received for Lawn Care. Rich Lindblom will follow up with references before a decision will be made.

The next meeting will be Thursday, October 4, 2018 at Rich Lindblom's residence, 31 Pheasant Court, Windsor Locks, CT at 5:30 pm.

- At 7:58 pm, a motion to adjourn the Board Meeting was made by Rich Lindblom and seconded by Eric Boisvert. The vote to adjourn was approved unanimously.

Judy Chapman

2018 Woodlands Association of Windsor Locks, Secretary