

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: February 7, 2019

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on February 7, 2019 at Residential Management Corporation, 110 Mountain Road, Suffield, CT.

**ATTENDING:** Dianna Lysak, President, Eric Boisvert, Vice President, Rich Lindblom, Treasurer (by phone), Judy Chapman, Secretary, Curt Whitaker, Director, and Mark Kubera, Residential Management Corporation.

**CALL BOARD MEETING TO ORDER:**

- The meeting was called to order at 6:02 p.m.

**ADOPTION OF LAST MINUTES:**

- The Board voted to approve the January 3, 2019 minutes. Curt Whitaker moved to approve the minutes. Dianna Lysak seconded. The minutes were approved – 4 in favor, 1 absent.

**PUBLIC SPEAK TIME:**

- There were no unit owners present for public speak time.

**FINANCIAL REPORTS:**

- The January 31, 2019
- financials were discussed. Judy Chapman moved to approve the January financials. Curt Whitaker seconded. The January financials were approved – 4 in favor, 1 absent.

**ACCOUNT BALANCES AS OF 02/07/2019:**

First National Bank of Suffield Operating a/c	\$ 25,230.18
First National Siding Sweep	\$ 13,333.33
First National Bank of Suffield MM/Reserve	\$ 141,926.12
<b>TOTAL</b>	<b>\$ 180,489.63</b>

**COLLECTIONS:**

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

**OLD BUSINESS:**

- The board discussed an issue of tennis balls and rocks discovered in gutters during gutter cleaning. This will be added to the newsletter for Unit owners awareness.
- A request was made by Unit #33 to waive the late fee for December 2018. Dianna Lysak made the motion to waive the late fee. Eric Boisvert seconded the motion. The motion did not pass by unanimous vote.
- A request was made by Unit #69 to have 75% of their electric bill reimbursed by the association. The request was based upon remediation equipment running due to the water issues. Copies of the November 2017 and November 2018 Eversource bill were submitted to support the

request. Eric Boisvert made the motion to reimburse 75% of the electric bill. Curt Whitaker seconded the motion. The motion passed unanimously.

- Unit #78 sent in an email to report 2 maintenance items. One of the speed limit signs on Meadow Lane was knocked down, and a post light between units 76 and 78 has the top sitting on the ground. Mark will have the items worked on by maintenance.
- A request was made by Unit #94 to waive the late fee for January 2019. Eric Boisvert made the motion to waive the late fee. Dianna Lysak seconded the motion. The motion passed unanimously.
- An engagement letter was received from Sean Donovan, Accountant for the Woodlands, regarding the compilation engagement with respect to the financial statements for the year ended December 31, 2018. A motion was made by Judy Chapman to approve the engagement letter provided by Sean Donovan. Eric Boisvert seconded the motion. The motion was unanimously approved.
- Unit #57 reported that the shed door was broken and could not be shut. Mark will open a work order to have maintenance look at door.

**NEW BUSINESS:**

- The board discussed the Residential Management contract which is up for renewal. Eric Boisvert made the motion to approve the contract. Dianna Lysak seconded the motion. It passed unanimously.
- The board discussed the remaining work to be done on the finished basements as a result of the water issues last year.

The next board meeting will be on Thursday, March 7, 2019 at Residential Management Corporation, 110 Mountain Road, Suffield, CT at 6pm.

Motion to adjourn by Curt Whitaker, seconded by Eric Boisvert at 7:06 pm. The vote to adjourn was approved unanimously.

*Judy Chapman*

2019 Woodlands Association of Windsor Locks, Secretary