

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: April 4, 2019

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on April 4, 2019 at Residential Management Corporation, 110 Mountain Road, Suffield, CT.

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

Absent: Dianna Lysak, President

**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 February 7, 2019 Board Meeting minutes. Curt Whitaker moved to approve the minutes and Eric Boisvert seconded the motion. The minutes were approved – 3 in favor, 2 absent.

**PUBLIC SPEAK TIME:**

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

**FINANCIAL REPORTS:**

- The February 28, 2019 financials were discussed. Judy Chapman moved to approve the February financials and Curt Whitaker seconded the motion. The February financials were approved – 3 in favor, 2 absent.
- The March 31, 2019 financials were discussed. Rich Lindblom moved to approve the March financials and Judy Chapman seconded the motion. The March financials were approved – 3 in favor, 2 absent.

**ACCOUNT BALANCES AS OF 04/04/2019:**

First National Bank of Suffield Operating a/c	\$ 13,762.81
Windsor Federal Operating a/c	\$ 7,378.81
First National Siding Sweep	\$ 14,179.73
First National Bank of Suffield MM/Reserve	\$ 125,578.28
<b>TOTAL</b>	<b>\$ 160,889.63</b>

**COLLECTIONS:**

- There is one unit currently in collections per Mark Kubera, Residential Management Corporation. Two units will be sent a 10 day demand notice.

**OLD BUSINESS:**

- Unit #56 contacted Residential Management to let them know that they were selling their unit and they were looking for guidance related to the association for the sale. The unit owner was advised to request a resale packet which would have all the information they would need. Unit #56 also has an ongoing water problem in the basement and expressed concern that it be

resolved. The issue ended up being a moisture problem and a coat of DryLok waterproofing paint would be applied to the section of basement floor and/or wall in the unit that has shown moisture.

- Unit #70 contacted Residential Management about snow removal after the storm on February 13<sup>th</sup> not being completed until after 8am when people had already left for work. Mark Kubera forwarded the email Bill's Landscaping had sent to Residential Management explaining that Bills was going to use the ice storm protocol to Unit #70. There was a suggestion in the email that we could post the communication from Bill's on the Woodlands website.
- Unit #76 contacted Residential Management to report that the light on the lamp post between unit #76 and #78 was out. Curt Whitaker replaced the light bulb.
- Unit #71 contacted Residential Management to request reimbursement of \$150.83 to cover the cost of the restoration team drying out the basement after water damage last fall. The unit owner submitted a copy of electric bills for Sept, Oct, Nov, Dec and Jan to be used for validation of the request. Eric Boisvert moved to approve the request, Curt Whitaker seconded the motion. The motion was approved – 4 in favor, 1 absent. Residential will process the payment for reimbursement.
- Unit #74 submitted their water bill and requested reimbursement of 18.89 to cover water used to flush the footing drain on Woodcock Court. Residential processed the payment to Unit #74.
- Blake Equipment contacted Residential Management to let them know there was an issue with the phone line connected to the pump station. The dialer was not working and the test calls were not going through. Frontier responded to trouble shoot the situation and it was resolved.
- Frontier damaged a handrail owned by Unit #76. The insurance company contacted Residential Management who directed the insurance company to the homeowners.
- Residential Management contacted Dianna Lysak and Rich Lindblom to let them know that First National Bank of Suffield was going to start charging fees on our accounts. Rich authorized moving the operating account from First National Bank of Suffield to Windsor Federal where we would not have any fees.
- Unit #18 contacted Residential Management to say someone was parking in their outdoor spot. The unit owner sent a picture with license plate. Mark replied that the license plate was not in their system. He said he would do a mailing to all unit owners if this continued.
- Unit #57 and #61 contacted Residential Management about the lack of notice prior to the tree work being done on the west side of the buildings on Dove Court. Unit #61 had a concern about a nervous dog in the unit. Residential Management will ask the tree service to give more notice including a note on the doors of people not home in the future. Unit #57 also reported damage to the walkway in front of units 57, 59 and 61 as a result of the equipment used for tree removal. The walkway will be fixed and sealed this year to make it safe. Next year, if funds allow, it will be rebuilt with a gravel foundation to prevent future damage.
- Evergreen Tree Service sent a card to thank us for doing business with them.
- Unit #25 was contacted Residential Management about a car that was referred to as abandoned. The car had three flat tires as well as other issues. The unit owner was requested to move the vehicle.
- A realtor contacted Residential Management about unit #34 for their client who was purchasing the unit. Residential Management responded to all questions.
- Unit #86 contacted Residential Management about Unit #80 not picking up after their dog. Residential Management will send a letter to Unit #80.

#### **NEW BUSINESS:**

- Unit #98 reported that a bulb needs replacing on the walkway light between Unit 98 and Unit 100. Curt Whitaker will take care of it.
- Discussion about landscaping for 2019. The contract with Bill's Landscaping ended on March 31<sup>st</sup> and the contract for CT Landscaping started on April 1<sup>st</sup>.

- Curt Whitaker has replaced light bulbs in many locations throughout the complex. He noticed that there was damage to the globes on many of the lights on the walkways behind Woodcock Court. He will order a box of 8 globes from Home Depot and replace the globes as needed.

The next meeting will be Thursday, May 2, 2019 at the Woodlands sign in Windsor Locks, CT at 5:30 pm for the unit walk about.

- At 7:21 pm, a motion to adjourn the Board Meeting was made by Curt Whitaker and seconded by Eric Boisvert. The vote to adjourn was approved – 4 in favor, 1 absent.

*Judy Chapman*

2019 Woodlands Association of Windsor Locks, Secretary