

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: June 4, 2020

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on June 4, 2020 at Dianna Lysak's home, 21 Quail Court, Windsor Locks, CT.

**ATTENDING:** Dianna Lysak, President, Eric Boisvert, Vice President, Judy Chapman, Secretary, Curt Whitaker, Director, and Mark Kubera, Residential Management Corporation.

**CALL BOARD MEETING TO ORDER:**

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

**ADOPTION OF LAST MINUTES:**

- The Board voted to approve the March 5, 2020 Board Meeting minutes. Curt Whitaker moved to approve the minutes and Dianna Lysak seconded the motion. The minutes were approved unanimously.

**PUBLIC SPEAK TIME:**

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

**FINANCIAL REPORTS:**

- The March 31, 2020 financials were discussed. Dianna Lysak moved to approve the March financials and Eric Boisvert seconded the motion. The March financials were approved unanimously.
- The April 30, 2020 financials were discussed. Dianna Lysak moved to approve the April financials and Eric Boisvert seconded the motion. The April financials were approved unanimously.
- The May 31, 2020 financials were discussed. Eric Boisvert moved to approve the March financials and Curt Whitaker seconded the motion. The May financials were approved unanimously.

**ACCOUNT BALANCES AS OF 5/31/2020: (no sheet available for 6/4/2020)**

Windsor Federal Operating a/c	\$ 22,970.63
Windsor Federal Siding Sweep	\$ 18,730.16
Windsor Federal MM/Reserve	\$ 159,486.67
<b>TOTAL</b>	<b>\$ 201,187.46</b>

**COLLECTIONS:**

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

**OLD BUSINESS:**

- Curt Whitaker sent Residential Management pictures of the front stoop for unit #61 showing water that was not draining. Judy Chapman made a motion to get a bid from Dick's Bulldozing and Dianna Lysak seconded the motion. The motion was approved 3 -1 with Curt Whitaker recusing himself.
- The inspection issues found in Unit #66 were discussed briefly. These issues were covered under new business during the March 2020 meeting. A work order was issued to inspect and caulk the exterior of the octagon window as needed.
- Residential Management is reaching out to companies for gutter cleaning bids.

- The Dove Court mail hut was repaired and moved as a result of damage done by a motor vehicle. Dick's Bulldozing bid it at \$3650 and the insurance carrier for the driver of the motor vehicle reimbursed the Woodlands.
- Dianna Lysak sent an email to the owner of Unit #18 to remind them that the tenant should not park in a visitor spot and to supply Residential Management with all vehicle information.
- Unit #71 requested HOA payment history.
- Residential Management received a copy of an insurance claim for water damage for Unit #37. The insurance claim was rejected because ground water not covered by the homeowner's policy.
- Unit #20 sent in a complaint of the view of a Cannon Street property. The fence that was in place between the Woodlands and Cannon Street deteriorated over time and was taken down. Residential Management received a complaint from a resident on Cannon Street about residents of the Woodlands coming onto their property and also wants the fence replaced.
- Unit #78 notified Residential Management that they would remain out of state longer than anticipated.
- Unit #26 was issued a visitor pass for 5 days.
- Gutter cleaning will be deferred until the fall.
- Unit #65 contacted Residential Management about the owner of Unit #63.
- Eric Boisvert is working on the Summer newsletter.
- Parking Violations in Dove Court were reported. A car was in a visitor's spot for one week.
- The curb repair from snow plowing was discussed. Bill's Landscaping submitted a proposal for the board to review. In addition the board received a bid from two companies to use in comparison to Bill's Landscaping bid. Bill's Landscaping to send Dianna video of curb assessment related to his proposal. Dianna to follow up with Bill's Landscaping on video's which have not been received yet.
- Residential Management received a quote for fence replacement. The discussion for fence quotes is being deferred until the July meeting.
- Residential Management sent a letter to unit #20 for a parking violation.
- A letter was sent to units 28 and 30 that their garage doors were in need of repair or replacement.
- Residential Management sent a letter to unit #34 for a parking violation.
- Residential Management received a request from unit #22 to replace their doorbell.
- Residential Management received a letter from unit #74 to sign a form from Renewal by Anderson for approval of windows. Residential Management does not sign forms for vendors and let unit #74 know that and that they could check with unit #76 who also used Renewal by Anderson.
- Residential Management responded to unit #68 request for the deck stain color.

#### **NEW BUSINESS:**

- Blake Equipment sent in a proposal for the generator contract renewal. Dianna Lysak moved to approve the contract and Eric Boisvert seconded the motion. The contract renewal was approved unanimously.
- Residential Management received a request from unit #51 for privacy arbs to replace what was lost in storm damage. The board will get pricing options.
- CT Lawn has requested contact information for John Guzie to do brush hogging for another complex.
- Unit #11 has a water leak in their living room and request a pod in a visitor spot in Quail Court during the renovations. The board agree to the pod request, but no dumpster can be left there and the debris should be removed daily.
- The board received two snow removal bids and expect at least one more. They will be reviewed during the July meeting.
- Unit 21 is replacing their front storm door and requested the Board to approve the replacement. The color bronze was approved as the replacement color for the door.
- The garage door frames in Woodcock Court are rotting. Residential Management will work with unit #98 to replace the door frame as a test case.
- Curt Whitaker inquired about status of unit #61 water leaking in master bedroom. Residential Management to reach out to unit #61.

- Residential Management received an email from unit #71 about a parking violation.

The next meeting will be Thursday, July 2, 2020 at the Woodlands sign in Windsor Locks, CT at 5:00 pm for the unit walk about.

- At 7:53 pm, a motion to adjourn the Board Meeting was made by Curt Whitaker and seconded by Eric Boisvert. The vote to adjourn was passed unanimously.

*Judy Chapman*

2020 Woodlands Association of Windsor Locks, Secretary