

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: November 4, 2021

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on November 4, 2021 via zoom.

ATTENDING: Dianna Lysak, President, Eric Boisvert, Vice President, Judy Chapman, Secretary, Greg Blanchfield, 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 October 7, 2021 minutes. Dianna Lysak moved to approve the minutes. Eric Boisvert seconded the motion. The minutes were unanimously approved.

PUBLIC SPEAK TIME:

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

FINANCIAL REPORTS:

- The October 31, 2021 Financials were discussed. Dianna requested that \$7900.00 be moved from G/L 80572 to 80531 and that \$2127.00 be moved from G/L 80530 to 80612. Judy Chapman moved to approve the October financials as amended. Greg Blanchfield seconded the motion. The October financials were unanimously approved.

ACCOUNT BALANCES AS OF 11/04/2021:

Windsor Federal Operating a/c	\$ 46,357.18
Windsor Federal Siding Sweep	\$ 28,318.34
Windsor Federal MM/Reserve	\$ 185,311.54
TOTAL	\$ 259,987.06

COLLECTIONS:

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

OLD BUSINESS:

- Unit #70 contacted Residential Management about a letter they received for parking in a visitors spot. Mark Kubera followed up with a phone conversation.
- Unit #98 contacted Residential Management about a spotlight in Woodcock Court. The light on the pole is very loose and will need to be secured with a nut/bolt to fasten it. An electrician will need to do this.
- Unit #94 contacted Belfour Property Restoration about a leak in their unit. It was determined the leak was a result of renovation work done for the unit as a result of a fire in 2020. Belfour contacted Residential Management to make them aware that they would take care of the problem.

- Unit #36 contacted Residential Management about lights out on the 3 car garage bay that includes Unit #36. A work order was opened and the light bulbs were replaced.
- Unit #54 contacted Residential Management about lights that were hung around the deck for Unit #50. Residential Management sent a letter to Unit #50 and the lights were removed.
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NEW BUSINESS:

- Unit #94 had late fees from the previous owner. The board discussed waiving the late fees. Eric Boisvert made a motion to waive the late fees. Dianna Lysak seconded the motion. The motion was passed unanimously.
- There was a discussion about a dumpster. Mark Kubera talked to Paine's and a dumpster would be available on November 18th. Dianna Lysak made a motion to bring in a dumpster on 11/18/2021. Eric Boisvert seconded the motion. The motion was passed unanimously.
- No further information on the punch list from the walkabout.
- Unit #32 reported a tree limb resting on their gutter. Evergreen inspected the limb and tree and it was determined the tree should be taken down because the trunk was split on two sides. Dianna Lysak approved the tree removal.
- Dianna Lysak will sign the contract for Gutter Cleaning USA (\$5,900.00). This was approved by the board in the October board meeting.
- Dianna Lysak did an inspection of the garage lights in the complex and replaced any that were out.

EXECUTIVE SESSION:

- Executive Session started at 6:29 p.m.
- Executive Session ended at 7:33 p.m.

NEW BUSINESS continued:

- The Board voted to adopt the proposed 2022 Budget with a \$20.00 increase. Eric Boisvert moved to approve the proposed budget and Greg Blanchfield seconded the motion. The proposed budget was approved unanimously.
- The annual meeting and notifications will be handled via mail.

The next meeting will be Thursday, December 2, 2021 at 6pm via Zoom.

- At 7:36 pm, a motion to adjourn the Board Meeting was made by Judy Chapman and seconded by Greg Blanchfield. The vote to adjourn was passed unanimously.

Judy Chapman

2021 Woodlands Association of Windsor Locks, Secretary