WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: November 1, 2022

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on November 1, 2022 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 board meeting was called to order at 6:00 p.m.

**ADOPTION OF LAST MINUTES:**

* The Board voted to approve the October 6, 2022 minutes. Dianna Lysak moved to approve the minutes. Greg Blanchfield seconded the motion. The minutes were approved unanimously.

**PUBLIC SPEAK TIME:**

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

**FINANCIAL REPORTS:**

* The October 31, 2022 Financials were not available and will be deferred until the December meeting.

**ACCOUNT BALANCES AS OF 11/01/2022:**

|  |  |
| --- | --- |
| Windsor Federal Operating a/c | $ 70,933.91 |
| Windsor Federal Siding Sweep | $ 10,918.12 |
| Windsor Federal MM/Reserve | $ 234,431.37 |
|  |  |
| **TOTAL** | **$ 316,283.40** |

**COLLECTIONS:**

* No information available because the financials are not available.

**OLD BUSINESS:**

* Residential Management sent an email to LaPierre Electric requesting a quote to wire the new transfer switch for the new generator on order.
* Unit #54 sent an email to Residential Management about the need to brush hog the area behind units 54-64. Dianna will let CT Landscaping know they can weed whack that area at any time during the year as needed.
* Unit #6 sent an email to Residential Management requesting information about the options for making HOA payments. Residential Management responded that one option is ACH and a second option is online banking where the unit owner instructs their bank to send a check to Residential Management. Venmo is not an option at this time.
* Unit #42 responded to a letter that was written by Residential Management requesting a copy of the current signed lease for the unit. The unit owner responded that the renter did not sign a new lease and the terms defined for an expired are being executed.
* Unit #35 sent an email to Residential Management to report that an inspection done for condo sale resulted in termites being found in the garage. Dianna Lysak will call Abier Pest Control to inspect the garage.
* Unit #94 contacted Residential Management to let the association know he noticed the gutter on unit 96 (over the garage) overflowing several times. Residential Management responded that the gutter cleaning is typically done in mid-November. Residential Management will request that the gutter cleaning start in Woodcock Court.
* Dianna Lysak will sign and return the quote from Sean M Donovan to prepare the financial statements for the Woodlands.
* Rhino Construction will be doing the fall gutter cleaning in mid-November.
* Loop Services will be onsite November 8th to inspect the buildings after the power washing.
* Mark Kubera inspected the sidewalk and pot hole repair on Woodcock Court. He made note that the area by unit #76 was blended into the driveway without a lip. Mark also reported that the patching looks fine and should hold up over the winter. Mark’s assessment is that the work looks good overall.
* Unit #86 sent an email to Residential Management requesting a status on the repair of the sidewalk in the front of their unit. The right side of the sidewalk where it connects to the stoop has settled creating an illegal step which has caused the unit owner to fall a couple of times. Residential will ask for a quote from Kobo’s and the board will vote by email. We will attempt to get the repair done before the asphalt plants close for the year.

**NEW BUSINESS**:

* The board acknowledges the call is being recorded starting with new business.
* The board discussed the 2023 budget. Dianna will make some final revisions to the proposed budget and send to the board for adoption by email.
* Unit #96 called Residential Management to report a light was out in the back of their unit. Eric mentioned that there was also a light out in back of unit #100. Eric will look at it to see if the light bulbs needed to be replaced.
* The board discussed the shed doors. Dianna Lysak said it will be at least 6 weeks before Skip’s will be able to take care of the new doors.
* The board discussed the snow removal contract with Fredo’s Landscaping. The contract will run until 2023. Dianna Lysak was having an issue reaching Dennis Fredo. She will try again and if he does not respond Residential Management will send a certified letter to Dennis Fredo.
* Evergreen Tree service submitted a proposal for the $7000 worth of work the board requested for this year. The proposal was $6925.00 plus $439.73 tax for a total of $7364.73. Dianna Lysak made a motion accept the proposal. Eric Boisvert seconded the motion. The motion was unanimously approved.

The next meeting will be Thursday December 1, 2022 at 6pm via Zoom.

* At 6:52 pm a motion to adjourn the Board Meeting was made by Eric Boisvert and seconded by Judy Chapman. The vote to adjourn was passed unanimously.

Judy Chapman 2022 Woodlands Association of Windsor Locks, Secretary