WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: August 4, 2022

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on August 4, 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 6:02 p.m. The board acknowledges the call is being recorded.

**ADOPTION OF LAST MINUTES:**

* Judy Chapman noted that a revision was made to the minutes in the board packet. For the April financials the wording was changed from ‘The February financials were approved’ to ‘The April financials were approved. The Board voted to approve the amended May 3, 2022 minutes. Dianna Lysak moved to approve the minutes. Eric Boisvert seconded the motion. The minutes were approved unanimously.

**PUBLIC SPEAK TIME:**

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

**FINANCIAL REPORTS:**

* The May 31, 2022 Financials were discussed. Judy Chapman moved to approve the May financials. Eric Boisvert seconded the motion. The May financials were approved unanimously.
* The June 30, 2022 Financials were discussed. Dianna Lysak requested changes via email to post two invoices for Dick’s bulldozing to two accounts:

1. Invoice for $700.00

* Move $700.00 move from acct 80530 to account 80531.

1. Invoice for $8850.00

* Move $6650.00 from acct 80530 to account 80531
* Move $2200.00 from acct 80530 to account 80670

Dianna Lysak moved to approve the amended June financials. Judy Chapman seconded the motion. The June financials were approved unanimously.

* The July 31, 2022 Financials were discussed. Dianna Lysak moved to approve the July financials. Judy Chapman seconded the motion. The July financials were approved unanimously.

**ACCOUNT BALANCES AS OF 03/03/2022:**

|  |  |
| --- | --- |
| Windsor Federal Operating a/c | $ 91,793.16 |
| Windsor Federal Siding Sweep | $ 9,228.14 |
| Windsor Federal MM/Reserve | $ 221,820.67 |
|  |  |
| **TOTAL** | **$ 322,841.97** |

**COLLECTIONS:**

* There are two units currently in collections per Mark Kubera, Residential Management Corporation. There were two 10 day demand notices sent.

**OLD BUSINESS:**

**August**

* Unit #39 sent an email to Residential Management requesting information about replacing garage door. They plan on using American Excellence. Residential Management responded that American Excellence would know the size, style and color needed and gave approval to replace the door.
* The deck for unit #71 has been repainted.
* During the spring gutter cleaning, Rhino Construction noted that the roof for units 63-73 is in need of replacing. The provided a quote – this was deferred to new business.
* Unit #5 responded to a letter received about a letter she received for a parking violation. The area they parked is not marked as no parking and the unit owner noted that others also park there. Residential Management assured the unit owner that others will also receive a letter if the vehicle is on file at Residential Management. Mark recommends we stencil no parking in that area the next time striping is done. We will look for other area’s that might need the stencil.
* Unit #98 reported a large hornet’s nest on the garage door of unit #100. Residential Management requested KEA Pest control remove it.
* Unit #78 sent an email to Residential Management thanking them for their assistance on the roof repair and indicated that the painting to the interior unit that was caused by the leak had been completed.
* There was a discussion on the inspection report for the walkabout and the follow up procedures for unit owners to receive a second notice. Mark indicated in the past, this was not done until the following year’s walk about. Dianna indicated that a second inspect should be done and that a follow through is necessary.

.**July Correspondences**

* Unit #51 responded to a notice about parking in a visitor spot.
* Unit #52 requested a visitor pass in response to notification of unit owner vehicle parking in a visitor spot.
* Unit #72 was sent a notice about parking in a visitor spot.
* Unit #3 responded to letter they received about having two dogs. They requested an exception to the one dog rule.
* Unit #40 responded to letter about their deck not being finished with a plan to have it completed.
* Unit #72 will be sent a letter for their white front door to let them know it needs to be painted. Dianna Lysak will try to color match so we will have the paint color on file.
* Unit #25 reported a possible drainage issue near their front stoop.

**June Correspondences**

* A notice was sent to units #17, #19 and #23 for upkeep of their decks. Unit #19 has completed the work and unit #23 made partial repairs and will need to stain once they are able (3 months).
* Unit #7 was sent a notice for parking in a visitor’s spot.
* There was a follow up letter to Kea about the mail huts.
* Unit #54 reported a blockage in their upper vertical drain spout.
* Unit #13 made an inquiry as the responsibility for deck footings. Residential Management replied that footings was the unit owner’s responsibility.
* One unit sent note about dog’s ‘pee’ in the common area near her unit. There is nothing the board can do because the unit owner wants to remain anonymous. Dianna Lysak will let the unit owner know that there is nothing the board can do if they wish to remain anonymous.
* Unit #16 was sent a notice about parking in a visitor spot.
* Unit #73 was sent a notice about their tenant parking in front of their garage.
* Unit #51 was sent a notice about parking in a visitor spot.
* The inspection report from the May 3rd walkabout was in the May correspondence.
* 80-82 Front stoops settled
* Unit 51 – retaining wall has collapsed
* Unit #44 was sent a notice that the stain color on his deck was not the approved standard and needs to be painted with the approved color.
* Unit #46 was sent a notice that their deck needs to be stained. The approved stain color to be used was also sent.
* Unit #40 was sent a notice that their deck needs to be completed. The approved stain color to be used was also sent.
* Unit #3 was sent a notice about having 2 dogs in their unit. Only one dog is allowed.
* Unit #27 was sent a notice about having an open flame fire pit. They were notified that per our insurance carrier open flame pits are not allowed and must be removed.
* Unit #49 was sent a notice that wall sconce light at their front door was hanging and needs to be repaired or replaced.
* Unit #71 was sent a notice that their deck needs to be stained. The approved stain color to be used was also sent.

**NEW BUSINESS**:

* Dianna sent Residential Management an email about unit #15 garage trim and gutter. A work order is needed to repair.
* Unit #51 downspout is in need of repair. A work order is needed to repair.
* Unit #28 needs a letter to let them know their white front door needs to be painted with the approved color.
* The trimming for the complex is in progress.
* The rules and regs changes were discussed. The rules and regs have been changed from top to bottom and should be sent out to all unit owners for review and comments. If the rules and regs do not pass then we should enforce the existing rules and regs. Dianna Lysak moved to approve the revised rules as presented. Eric Boisvert seconded the motion. The motion was approved unanimously.
* The board discussed which roofs need replacing. We need to determine which ones need to be done and the order they should be done.
* The board discussed paving Woodcock Court, Dove Court and sidewalk crack repair. The bids were very high.
* The board discussed getting a Reserve Study done. Mark Kubera suggested contacting Tangible Properties for an estimate.
* Dianna Lysak has received quotes for the soft wash. This will probably be put on the schedule for September or October. The bid received was about $4,000 higher than the bid received two years ago. The quote for the power washing includes rejuvenating for the units that need it. Residential Management is working on shutter replacement cost.
* Dianna Lysak informed Rhino Construction we would like them to do gutter cleaning in November.
* Evergreen is working on a three year plan for tree trimming, canopy trimming and tree removal.
* Residential Management will contact LaPierre Electrical for a quote to wire the new generator.
* The broken walkway light behind Woodcock is due to severed/broken wires. Residential Management will contact LaPierre Electrical to check the wires.

The next meeting will be October 6th via zoom.

* At 7:20 pm, a motion to adjourn the Board Meeting was made by Eric Boisvert and seconded by Greg Blanchfield. The vote to adjourn was passed unanimously.

Judy Chapman 2022 Woodlands Association of Windsor Locks, Secretary