WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: October 6, 2022

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on October 6, 2022 via zoom.

**ATTENDING:** Dianna Lysak, President, Eric Boisvert (late), 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 6:01 p.m. The board acknowledges the call is being recorded.

**ADOPTION OF LAST MINUTES:**

* The Board voted to approve the August 4, 2022 minutes. Greg Blanchfield moved to approve the minutes. Dianna Lysak seconded the motion. The minutes were approved - 3 in favor, 1 absent.

**PUBLIC SPEAK TIME:**

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

**FINANCIAL REPORTS:**

* The August 31, 2022 Financials were discussed. Dianna Lysak requested changes to reclassify Residential Management Invoice #22758 from account 80530 to account 80587.

Judy Chapman moved to approve the amended August financials. Greg Blanchfield seconded the motion. The amended August financials were approved - 3 in favor, 1 absent.

* The September 30, 2022 Financials were discussed. Dianna Lysak requested changes via email for the following Residential Management invoices:
1. Invoice #22818 for $2,000.82
* Move $1,870.50 to account 80210.
* Move $74.74 to account 80110.
* Move $40.00 to account 80210 (no change)
* Move $15.58 to account 80110.
1. Invoice #22868 for $202.02
* Move $170.38 to account 80587.
* Move $31.64 to account 80530.
1. Invoice #22885 for $138.74
* Move $138.74 to account 80587.
1. Invoice #22922 for $192.55 – verify this invoice is posted to account 80530 (not 80531)

Judy Chapman moved to approve the amended September financials. Greg Blanchfield seconded the motion. The amended September financials were approved - 3 in favor, 1 absent.

**ACCOUNT BALANCES AS OF 10/06/2022:**

|  |  |
| --- | --- |
| Windsor Federal Operating a/c | $ 87,897.59 |
| Windsor Federal Siding Sweep | $ 11,824.07 |
| Windsor Federal MM/Reserve | $ 230,237.07 |
|  |  |
| **TOTAL** | **$ 329,958.73** |

**COLLECTIONS:**

* There is one unit currently in collections per Mark Kubera, Residential Management Corporation. There was one 10 day demand notices sent.

**OLD BUSINESS:**

* Unit #2 sent an email to Residential Management requesting information about replacing deck with composite floor decking like Trex. Residential Management responded that trex was ok and needed to be close in color to the stain used for the wood decks (Behr Solid Color Stain, Color:Chocolate).
* Renewal by Anderson (for unit #65) sent an email to Residential Management requesting requirements to gain approval to replace three windows at unit #65. Residential Management responded that the windows must be the same size, style and color as the existing windows.
* Unit #28 responded to a letter sent to them about the white front door. They stated it was white when they moved in.
* Unit #72 was sent a letter about the white front door and the correct paint code to use.
* Unit #2 sent an email to Residential Management to report that their mailbox was broken. Residential Management responded that a work order would be issued to replace the mailbox.
* Unit #46 contacted Residential Management with a voice message and an email to say there were two bats inside their unit. Residential Management responded that they would request Kea re-inspect the attic for more bats and to determine how the bats are getting in.
* Unit #18 sent an email to Residential Management reporting that someone was outside their unit on a ladder measuring gutters and/or shutters. Residential Management responded that one of their maintenance employees was measuring for replacement shutters.
* Guzie Landscaping LLC sent in a quote of $2100.00 to do the brush hogging in 2022. The board will discuss in new business.
* Unit #37 was sent an email stating that residents are not allowed to use visitor parking. The unit owner responded with instruction to remove one of the vehicles that does not belong to them.
* Unit #71 sent an email to Residential Management requesting the board waive a late fee assessed for their September maintenance. Judy Chapman made a motion to waive the late fee. Greg Blanchfield seconded the motion. The motion was not approved - 0 in favor, 3 against, 1 absent.
* Unit #65 sent multiple emails to Residential Management about loud music coming from units #67 and #63. Residential Management responded that the Town of Windsor Locks noise ordinance is in effect from 10:00 PM until 8:00 AM and to contact Windsor Locks Police Department if loud music is heard after 10:00 PM.
* Residential Management received a quote of $2100.00 from Sean M Donovan to prepare the financial statements for the Woodlands. Dianna Lysak made a motion to approve the quote. Greg Blanchfield seconded the motion. The motion was approved – 3 in favor, 1 absent.
* Unit #54 sent an email to Residential Management about the need to brush hog the area behind units 54-64. CT Landscaping worked on the area with a weed whacker. For next season CT Landscaping was notified they can weed whack during the entire season.

**NEW BUSINESS**:

* Dianna created a letter and documents related to the revised Rules and Regulations that will go out in January.
* Description of the purpose of the Bylaws and the Rules and Regulations
* Pet Registration Form
* Owner acknowledgement for receipt of Rules and Regulations
* Tenant acknowledgement for receipt of Rules and Regulations
* Dianna Lysak made a motion to approve the revised Rules and Regulations that went out for Unit Owner review on 08/01/2022. Greg Blanchfield seconded the motion. The motion was unanimously approved.
* The board reviewed Evergreen’s proposal. The board decided to have Evergreen determine which trees are the highest priority. Dianna Lysak made a motion to have Evergreen do $7000 worth of work (including the tax) in the complex. Judy Chapman seconded the motion. The motion was unanimously approved.
* The board reviewed three bids received for sidewalk replacement and pot hole repair in Woodcock Court. In addition to cost, the need to have the work done before winter was considered a priority. Dianna made a motion to approve Kobo’s Landscaping to do the sidewalk replacement from unit 76 to Woodcock Court, unit 76 to unit 70 and to saw, cut and fill 4 potholes on Woodcock Court not to exceed $5000. Eric Boisvert seconded the motion. The motion was unanimously approved.
* There was a discussion about the siding cleaning done by Loop Services. No issues observed. Dianna will send an email to Residential Management to pay the Loop Services bill.
* Dianna reached out to Skip’s Outdoor Accents about the repair/replacement of the shed doors. The cost to replace the doors is about $1500. Dianna Lysak made a motion to have Skip’s Outdoor Accents replace the shed doors. Greg Blanchfield seconded the motion. The motion was unanimously approved.
* The board reviewed the three proposals for a reserve study and favors Tangible Properties. Advanced Reserves Solutions submitted a quote of $5050.00, Tangible Properties submitted a quote of $3500.00 and Reserve Advisors submitted a quote of $4500.00. All three companies basically provide the same service.

**EXECUTIVE SESSION:**

* Executive Session started at 7:07 p.m.
* Executive Session ended at 7:29 p.m.

**NEW BUSINESS continued**:

* The Board voted to adopt the proposed 2023 Budget with a $10.00 increase. Dianna Lysak moved to adopt the proposed budget as presented and Judy Chapman seconded the motion. The adoption of the proposed budget was approved unanimously.
* The annual meeting and notifications will be handled via mail.

The next meeting will be Tuesday November 1, 2022 at 6pm via Zoom.

* At 7:41 pm a motion to adjourn the Board Meeting was made by Dianna Lysak and seconded by Eric Boisvert. The vote to adjourn was passed unanimously.

Judy Chapman 2022 Woodlands Association of Windsor Locks, Secretary