WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: April 6, 2023

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on April 6, 2023 via zoom.

**ATTENDING:** Dianna Lysak, President, Eric Boisvert, Vice President (late), Greg Blanchfield, Director, Judy Chapman, Director and Mark Kubera, Residential Management Corporation.

**ABSENT:** Sean Hickey, Secretary

**CALL BOARD MEETING TO ORDER:**

* The board meeting was called to order at 6:22 p.m.

**ADOPTION OF LAST MINUTES:**

* The Board voted to approve the February 2, 2023 minutes. Dianna Lysak moved to approve the minutes. Judy Chapman seconded the motion. The minutes were approved - 4 in favor, 1 absent.

**PUBLIC SPEAK TIME:**

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

**FINANCIAL REPORTS:**

* The January 31, 2023 Financials were discussed. Dianna Lysak moved to approve the January 2023 financials. Greg Blanchfield seconded the motion. The January financials were approved - 3 in favor, 2 absent.
* The February 28, 2023 Financials were discussed. Judy Chapman moved to approve the February 2023 financials. Eric Boisvert seconded the motion. The February financials were approved - 4 in favor, 1 absent.
* The March 31, 2023 Financials were discussed. Dianna Lysak moved to approve the March 2023 financials. Judy Chapman seconded the motion. The March financials were approved - 4 in favor, 1 absent.

**ACCOUNT BALANCES AS OF 04/07/2023:**

|  |  |
| --- | --- |
| Windsor Federal Operating a/c | $ 82,340.55 |
| Windsor Federal Siding Sweep | $ 8,322.47 |
| Windsor Federal MM/Reserve | $ 256,423.57 |
|  |  |
| **TOTAL** | **$ 347,086.59** |

**COLLECTIONS:**

* There are no units currently in collections per Mark Kubera, Residential Management Corporation. There were no 10-day demand notices sent for maintenance fees.
* There are two unit’s who will be sent a 10-day demand notices sent for siding assessment.

**OLD BUSINESS:**

* Dick’s Bulldozing submitted a quote for $4600 to clear the wood, brush and debris from #73 Dove Court Outlet through the swamp down to town structure (150 yards) and a quote for $2900 to replace footing drain for unit #25.
* Unit #25 reported a branch was hanging over her car. Dianna will contact CT Landscaping to cut the branch.
* The board reviewed Evergreen’s proposal for year 2 of a 3-year project for tree maintenance in the complex. Dianna Lysak made a motion to approve the proposal from Evergreen for $8694.12 (including the tax) . Judy Chapman seconded the motion. The motion was unanimously approved - 4 in favor, 1 absent.
* Unit #15 was sent a letter for not moving their vehicle for snow removal.
* Unit #18 was sent a letter for not moving their vehicle for snow removal.
* Unit #18 was sent a letter for not moving their vehicle for snow removal.
* Unit #24 was sent a letter for not moving their vehicle for snow removal.
* Unit # 6 reported damage to mail hut and electrical box by the snow plow.
* Unit #6 reported damage to a fence panel during a wind storm. CT Fence said they would stop and fix it at no charge the next time they were in the area.
* Unit #65 reported that unit #63 was using a charcoal grill. Residential Management will send a notice to unit #63.
* Rhino submitted a quote for the spring gutter cleaning. There was no rate change this year, Rhino will spot check and clean as needed in the spring and do a full gutter cleaning in the fall. Dianna Lysak made a motion to approve the proposal from Rhino Construction. Eric Boisvert seconded the motion. The motion was unanimously approved - 4 in favor, 1 absent.
* The board reviewed the list of unit owners who sent in the Unit Owner Information sheet and those who have not. The unit owners who have not returned the Info Sheets will be sent a second notice.
* The board reviewed the list of unit owners who sent in the Rules and Pet Acknowledgment Form and those who have not. The unit owners who have not returned the Rules and Pet Acknowledgment Form will be sent a second notice.

**NEW BUSINESS**:

* Mark Kubera will contact Mark Weisman of Tangible Properties to determine availability to begin the process of reviewing the needs for the complex.
* The board previously approved that overseeding and thatching be done this year. Dianna will reach out to CT Landscaping to do this in the fall.
* Brush Hogging has not been done in a few years. The board discussed whether it would be better to do this in the spring or in the fall.
* Mark Kubera to follow up with Dick’s Bulldozing on the retaining wall behind unit #54.

The next meeting will be Thursday, May 4, 2023 at Unit 88 in Windsor Locks, CT at 5:30 pm for the unit walk about.

* At 6:53 pm a motion to adjourn the Board Meeting was made by Dianna Lysak and seconded by

Judy Chapman. The vote to adjourn was passed unanimously.

Judy Chapman