WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: February 2, 2023

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on February 2, 2023 via zoom.

**ATTENDING:** Dianna Lysak, President, Eric Boisvert, Vice President, Sean Hickey, Secretary, Greg Blanchfield, Director, Judy Chapman, Director and Mark Kubera, Residential Management Corporation.

**CALL BOARD MEETING TO ORDER:**

* The board meeting was called to order at 6:03 p.m.

**ADOPTION OF LAST MINUTES:**

* The Board voted to approve the January 5, 2023 minutes. Dianna Lysak moved to approve the minutes. Sean Hickey seconded the motion. The minutes were approved unanimously.

**PUBLIC SPEAK TIME:**

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

**FINANCIAL REPORTS:**

* Mark Kubera opened for questions on January, 2023 financials.
	+ Dianna Lysak asked about Management fees. She asked Fred for breakout. Mark Kubera indicated based on rentals and sales tax.
	+ Dianna Lysak asked about Master Policy Insurance. Two different policies in same budget year, so we don’t know what renewal rate will be. Runs July-April following year. Policy renews mid-calendar year, which impacts budget forecasting (unknown renewal rate).
	+ Dianna Lysak asked about overage in Reserve Funding. **Mark Kubera to look into after meeting.**
	+ The Board agreed to defer to accept January 2023 financials until next Board meeting.
	+ Greg asked about (2) snow removal line items in financials. Dianna clarified one is for actual contract and second is for “reserve”. Our contract is $5,000/mo Nov-Mar, no matter how many times he comes. Reserve set aside in case of April snowstorms, and we get charged a la carte.

**ACCOUNT BALANCES AS OF 01/05/2023:**

|  |  |
| --- | --- |
| Windsor Federal Operating a/c | $ 51,542.40 |
| Windsor Federal Siding Sweep | $ 5,840.33 |
| Windsor Federal MM/Reserve | $ 248,087.54 |
|  |  |
| **TOTAL** | **$ 305,470.27** |

**COLLECTIONS:**

* There is (1) unit currently in collections per Mark Kubera, Residential Management Corporation.
* There is (1) 10-day demand notice required.
* Mark Kubera to work with attorney to send notices to (3) units about past due siding assessment.

**OLD BUSINESS:**

* Unit #5 has emailed Residential Management about ongoing parking issues. Unit #3 may be parking there, but undetermined. Residential Management has offered to stripe when warmer weather arrives.
* Residential Management has requested transfer of title to current occupant of Unit #50. Unit #50 doesn’t want to pay legal fees. They are paying condo fees and taxes. Dianna Lysak to call Probate Court to confirm process of title transfer. Mark Kubera explained more a formality, as cars are registered to niece. Charissa sends letter 1x/yr (Mark estimated)
* Unit #37 – Requested permission to install kitchen vent, but still has not provided details on contractor (license & insurance)
* Skips – coming out Monday Feb-6 to install new doors on shed.
* Mark Kubera mentioned large pothole in front of Dove #67 & #69. Suggested cold patch due asphalt plants being closed. Dianna Lysak mentioned credit with Kobos for Spring hot repair. Mark to initiate cold patch process for interim fix until hot repair in the warmer weather.

**NEW BUSINESS**:

* Electrical Rate discussion. Eversource increasing rate from 0.12/kWh to 0.24/kWh. Estimated $9500/yr if we do nothing and stay with Eversource. If we change suppliers, estimated $7500/yr and under budget. Motion made by Sean Hickey to change (8) Woodlands accounts to TownSquare. Dianna Lysak seconded. The motion to change electricity supplier was approved unanimously.
* Rental Units/Leases – Dianna Lysak asked about lease on file for Unit #71, and going month to month. She didn’t think Woodlands allows that type of arrangement. Mark Kubera clarified Woodlands doesn’t allow for month to month initially, but OK upon conclusion of previous 12 month lease. Discussed Unit #42 and sending another letter to request current copy of lease, and failure to comply will result in request for hearing.
* Signed 3-year contract w/ Fredo for snow removal. 10% increase first year. 10% increase 2nd year. Same rate 3rd year. 2024, 2025, 2026

The next meeting will be Thursday, March 2, 2023 at 6pm via Zoom.

* At 6:47pm a motion to adjourn the Board Meeting was made by Dianna Lysak and seconded by

Judy Chapman. The vote to adjourn was passed unanimously.

2022 Woodlands Association of Windsor Locks, Secretary