November 2, 2023

**Meeting Minutes from Nov-02-2023 Board Meeting:**

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

**Attending:** Dianna Lysak (President & Treasurer), Eric Boisvert (VP), Sean Hickey (Secretary), Judy Chapman (Director) and Mark Kubera (Residential Management Corp). Greg Blanchfield (Director) was absent.

**Call Board Meeting to Order:**

* The Board meeting was called to order at 6:04pm

**Adoption of Last Minutes:**

* The Board voted to approve the October meeting minutes. Judy Chapman made a motion to approve the minutes. Dianna Lysak 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:**

* Motion to approve the revised Financial Report for period ending October 30 was made by Dianna Lysak, seconded by Sean Hickey. The Financials were approved 4 in favor, 1 absent.
* Dianna Lysak had a question regarding the telephone carriers for the sewage ejector station. The new cellular company, Dubaldo, is now the security carrier for the sewage ejector station. Frontier telephone will be disconnected. Mark suggested new budget doesn’t need a line item for phone, and Dianna suggested “pump station monitoring” for classification.
* Dianna Lysak alerted the Board to other reclassification of expenses (street signs, backfilling of sidewalks, brush hogging, etc)

**Collections:**

* 1 unit in collections with Attorney.
* No 10-day demand letters needed per Mark Kubera

**Old Business:**

* Discussed muddy fence and getting a quote to clean Woodlands-facing side
* Discussed trimming pine tree by parking space #25, and quote for $475 from Evergreen . Mark to obtain quote to remove tree completely and share results with Board for review and deferred decision.
* Discussed brush hogging and covered drains that have since been cleared.
* Discussed Kobos and sidewall repairs. Going to postpone until Spring (80% of cracks can be filled), but fix major potholes now. He is going to come out and quote more sidewalks. Mark Kubera mentioned $5,000 credit with Kobos. Mark reminded the Board of potential questionable quality of Kobos’s work. Advised fixing potholes now, and tabling sidewalks.
* Mark to ask Attorney for estimate to adopt change to Association bylaws that units must be Owner occupied for 2 years before renting/leasing.

**New Business:**

* Discussed some photo-sensor lights that may be malfunctioning and potentially needing inspection/maintenance from electrician. Mark to look into.
* Curt shared link for Home Depot 4-pack of garage bulbs to save money for association (wall packs at peak of garage).
* The existing snow contract with Fredo. The Board discussed by email on Thursday October 26, 2023 to terminate his contract due default (30 day notice to rectify snow plow damage, still unresolved). April 2023 Board Packet had pictures of damage done by Fredo snow removal team.
* New snow contract, signed by new vendor. First payment due in November and pending.
* The Board voted to terminate Fredo’s contract effective immediately. Sean Hickey made a motion to approve, Judy Chapman seconded. 4 in favor, 1 absent.
* The Board voted to approve a new snow contract with B & L Management. Judy Chapman made a motion to approve, Dianna Lysak seconded. 4 in favor, 1 absent.
* Sean Hickey made a motion to adopt the proposed 2024 budget with a $20 common fee increase, seconded by Eric Boisvert. 4 in favor, 1 absent.
* Dianna mentioned various downspouts that appear damage and need inspection/repair. Mark to check.

New Business:

* Judy to re-run for her appointment. Sean unable to join next year and not re-running. Judy offered to take over secretary duties. Eric to run again.

The next meeting will be Thursday December 7, 2023 at 6pm at the Windsor Locks Senior Center. Someone needs to pick up the key-fob for access 1 week prior to meeting. Board to arrive 30 minutes early.

At 7:03pm, a motion to adjourn the Board meeting was made by Judy Chapman and seconded by Dianna Lysak. The vote to adjourn was passed unanimously.

**Sean Hickey** – 2023 Woodlands Association of Windsor Locks, Secretary