

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: August 1, 2024

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on August 1, 2024, via Zoom.

**ATTENDING:** Dianna Lysak (President and Treasurer), Eric Boisvert (Vice President), Judy Chapman (Director), Cherri DeVoe (Secretary) and Mark Kubera (Residential Management Corporation)

**CALL BOARD MEETING TO ORDER:**

- The meeting was called to order at 6:01 pm

**ADOPTION OF LAST MINUTES:**

- The Board voted to approve the June 6, 2024, Board Meeting minutes. Dianna moved to approve the minutes. Eric seconded. The minutes were approved unanimously.

**PUBLIC SPEAK TIME:**

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

**FINANCIAL REPORTS:**

- Dianna made a motion to defer the approval of the June financials. Judy seconded the motion. The motion was approved unanimously.
- The July financials were discussed. The following insurance payments have been received for the fire:
  - On or about 5/10/24 a check was received in the amount of \$100,000.00 as an advanced payment for the fire loss for Units 27-37 in Pheasant Court
  - On 7/30/24 a check was received in the amount of \$375,250.43 for the fire loss for Units 27-37 in Pheasant Court
  - YTD, Woodlands has received advanced payments for the fire loss in Units 27-37 in the amount of \$475,250.43.
  - Insurance company is holding \$69,400 for depreciation.

Cherri moved to approve the July financials. Judy seconded. The July financials were approved unanimously.

**ACCOUNT BALANCES AS OF 06/30/2024:**

Windsor Federal Operating a/c	\$ 186,236.24
Windsor Federal Siding Sweep	\$ 10,739.60
Windsor Federal MM/Reserve	\$ 295,013.42
<b>TOTAL</b>	<b>\$ 491,989.26</b>

**ACCOUNT BALANCES AS OF 08/01/2024:**

Windsor Federal Operating a/c	\$ 572,434.13
Windsor Federal Siding Sweep	\$ 7,072.02
Windsor Federal MM/Reserve	\$ 299,625.59
<b>TOTAL</b>	<b>\$ 879,131.74</b>

**COLLECTIONS:**

- Per Mark Kubera, Residential Management LLC, one unit is currently with the Attorney.

**OLD BUSINESS:**

- On July 18, 2024, Dianna made a motion via email:
  - Motion to foreclose on Unit 33 Pheasant Court
  - Seconded by Judy
  - Vote as follows:
    - Dianna – Yes; Eric – Yes; Judy – Yes; Cherri – Yes
- On July 31, 2024, Dianna made a motion via email:
  - Motion to accept the new insurance from Amwins Insurance Brokerage, LLC (Digital Insurance, LLC) with coverage through Lexington Insurance Company covering the Master Policy for the Woodlands Association in the amount of \$131,750, directors' and officers' liability insurance coverage policy through Digital Insurance, LLC in the amount of \$1,436 and general liability insurance for the Woodlands Association through Kinsale Insurance Company in the amount of \$20,339
  - Seconded by Eric
  - Vote as follows:
    - Dianna – Yes; Eric – Yes; Judy – Yes; Cherri – Yes
- The May 3, 2024, proposal from Evergreen Tree Service was reviewed. The approval of the proposal was deferred until the board can review a revised proposal submitted on June 6, 2024.
- The July 28, 2024, proposal from CDC Asphalt Services, LLC was reviewed (crack filling and sidewalk repair). Dianna made a motion to approve the proposal for \$12,000.00. Eric seconded motion. The motion was approved unanimously.
- The July 11, 2024, proposal received from AAA Pavement Marking was reviewed. Eric made a motion to approve the proposal for \$4,892.10. Dianna seconded motion. The motion was approved unanimously. Stripping will be completed after the crack filling and sidewalk repair.
- The Board of Directors contacted the law offices of Pilicy & Ryan, P.C. regarding the deductible for the insurance claim related to the fire and was informed of the following:
  - The Declaration at Article 23, Section 23.2 addresses the allocation of the master policy deductible. Section 23.2(b)(iii) provides that if the repair or replacement is to two or more Units, the deductible is prorated between the affected Units.
  - Based on this determination, the \$10,000 deductible should be assessed as follows:

- 14.79% will be assessed to Unit 31
- 69.76% will be assessed to Unit 33
- 15.45% will be assessed to Unit 35
- Eric made a motion to approve the deductible placement to be assessed to the affected units. Seconded by Dianna. The motion was approved unanimously.
- Unit owners will be notified via mail by the law offices.
- Violation letters from the Spring walkabout were issued. Unit owners have until August 23, 2024, to comply.

**NEW BUSINESS:**

- Mark to contact a Unit owner regarding retrieval of trash and recycling receptacles in an acceptable manner.
- A proposal was received from Belfor Property Restoration for the fire affected Unit cleanout. Dianna made a motion to assess the cost of the cleanout \$2,110.50 to the affected unit. Seconded by Eric. The motion was approved unanimously. Additional charges for the cleanout are expected, will be reviewed by the board, and assessed to the affected unit as determined.
- Various Unit owners notified Residential regarding water in the basements. Rotor Express was called to investigate. The original thought of sewage was ruled out. Currently no cause has been identified.

The next meeting is scheduled for Wednesday, September 18, 2024, via zoom at 5:00.

At 7:25 pm, Dianna made a motion to adjourn the meeting. Eric seconded the motion. The vote to adjourn was approved unanimously.

*Cherri DeVoe*

2024 Woodlands Association of Windsor Locks, Secretary