

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS MEETING

DATE: November 7, 2024

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on November 7, 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 5:58 pm

ADOPTION OF LAST MINUTES:

- The October 8, 2024, Board Meeting minutes were discussed. Judy moved to approve the minutes. Cherri seconded. The minutes were approved unanimously.

PUBLIC SPEAK TIME:

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

FINANCIAL REPORTS:

- The October financials were discussed. Dianna moved to defer the approval of the October financials to the December Board Meeting. Judy seconded. The motion was approved unanimously.

ACCOUNT BALANCES AS OF 10/31/2024:

Windsor Federal Operating a/c	\$ 151,089.84
Windsor Federal Siding Sweep	\$ 5,600.88
Windsor Federal MM/Reserve	\$ 190,738.70
Windsor Federal Reserve CD	\$ 110,062.66
TOTAL	\$ 457,492.08

COLLECTIONS:

- Per Mark Kubera, Residential Management LLC:
 - One unit is currently with the Attorney.
 - One unit is out of collection and is under foreclosure by their financial organization.

OLD BUSINESS:

- On October 17, 2024, the board was informed by Roy Hamilton of Belfor that the roof shingles for one of the fire impacted units need to be replaced. The roof shingles on the rear of the Unit will be replaced in their entirety from the ridge vent down to the edge of the roof and the full width. The board was requested to vote via email to approve the proposed replacement roof shingle.
 - Vote as follows:
 - Dianna – Yes; Eric – Yes; Judy – Yes; Cherri – Yes
- On October 22, 2024, Residential Management received a request from a Unit Owner to replace their front and storm doors. As this is a modification to the outside of the unit it requires prior Board approval. Judy made a motion to approve the request with the understanding that the color toasted coconut will be used on the replacement door. Dianna seconded the motion.
 - Vote as follows:
 - Dianna – Yes; Eric – Yes; Judy – Yes; Cherri – Yes
- There was a discussion regarding a policy change to the by-laws that would have a Unit Owner hold the unit for two years before renting/leasing the unit. This will need to be discussed with the Attorney.
- Meeting to be held to discuss the results of the Reserve Study. Mark will reach out to schedule a meeting with the Board.
- An email was received from a Unit Owner regarding the trimming/removal of trees throughout the complex. Currently there is no money in the budget to replace/plant new trees. Mark to respond to Unit Owner.

NEW BUSINESS:

- Vehicle Registration Report was reviewed. Parking issues continue throughout the complex. The complex must have information for all vehicles residing in the complex. License plate and vehicle parking locations should be reported to Residential Management.
- A Unit in Dove Court has reported water in the finished basement. It is believed that the water was caused by a leaking toilet. If the water is deemed to be caused by the leaking toilet, the repairs are the responsibility of the unit owner. If the water is deemed to be ground water/sewage, then the association is responsible for repair. This will be monitored after the toilet is repaired.
- The contract for Town Square Energy has expired. Due to new rates, the Association was switched back to Eversource electric rates.
- A Unit Owner previously requested permission from the Board to move the location of their steps on their deck. The Board granted permission to move the location of the steps, and the deck was replaced. However, the spindles were not replaced like and kind. The Unit Owner is not in compliance with the complex. A letter will be sent to the Unit Owner regarding this nonconformance.
- Beneficial Ownership, a requirement from the Federal Government, is required to be filed by January 1, 2025. The intent is to prevent money laundering by board members. If the necessary information is not filed, the Association could be fined \$500 a day up to \$10,000. This information must always be updated for current Board Members. Dianna has agreed to file the required forms. Board Members to provide information to Dianna (front and back of license).
- A question for the upcoming board packet to the Unit Owners:
 - Would you be interested in renting a parking spot within the complex?

➤ 2024 Elections

- Election ballots will be included in the mailing of the President Report 2024 and 2025 Budget Justification.
- There are three positions up for election:
 - Dianna Lysak – Dianna has agreed to run for re-election.
 - Judy Chapman – Judy has agreed to run for re-election.
 - Vacancy – currently unfulfilled

The next meeting is scheduled for Thursday, December 5, 2024, via zoom at 6:00.

At 7:21 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