

WOODLANDS ASSOCIATION OF WINDSOR LOCKS

BOARD OF DIRECTORS' MEETING

DATE: March 6, 2025

A meeting of the Woodlands Association of Windsor Locks, Inc., Board of Directors was held on March 6, 2025, via Zoom.

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

**CALL THE BOARD MEETING TO ORDER:**

- The meeting was called to order at 6:02 pm

**ADOPTION OF LAST MINUTES:**

- The January 2, 2025, Board Meeting minutes were discussed. Judy moved to approve the minutes. Eric seconded. The minutes were approved unanimously.
- There was no February meeting.

**PUBLIC SPEAK TIME:**

- There were no Unit Owners present for the public speak time.

**FINANCIAL REPORTS:**

- The January 2025 financials were discussed. Some adjustments for postings will be made for clarification. Dianna will request changes to be made. Cherri made a motion to approve the January financials with the corrected postings. Eric seconded the motion. The motion passed unanimously.
- The February 2025 financials were discussed. Dianna had requested changes to be made for clarification. Judy made a motion to approve the February financials with the corrected postings. Eric seconded the motion. The motion passed unanimously.

**ACCOUNT BALANCES AS OF 1/31/2025:**

Windsor Federal Operating a/c	\$ 41,796.78
Windsor Federal Siding Sweep	\$ 3,933.96
Windsor Federal MM/Reserve	\$ 215,760.91
Windsor Federal Reserve CD	\$ 111,220.37
<b>TOTAL</b>	<b>\$ \$372,712.02</b>

**ACCOUNT BALANCES AS OF 2/28/2025:**

Windsor Federal Operating a/c	\$ 12,622.13
Windsor Federal Siding Sweep	\$ 7,855.87
Windsor Federal MM/Reserve	\$ 218,921.38
Windsor Federal Reserve CD	\$ 111,614.27
<b>TOTAL</b>	<b>\$ \$351,013.65</b>

## **COLLECTIONS:**

- Per Mark Kubera, Residential Management LLC:
  - One unit is currently in collections.

## **OLD BUSINESS:**

- On January 29, 2025, the Town of Windsor Locks provided a Certificate of Use and Occupancy for those Units impacted by the April 2024 fire.
- On February 6, 2025, Dianna made a motion via email:
  - Motion to accept Sara Michaud as a Board Member.
  - Cherri seconded motion.
  - Motion passed, vote as follows:
    - Dianna – yes
    - Eric – yes
    - Judy – Yes
    - Cherri – Yes
- On February 6, 2025, Dianna made a motion via email:
  - Motion to vote Sara as Secretary of the Woodlands Board.
  - Cherri seconded motion.
  - Motion passed, vote as follows:
    - Dianna – Yes
    - Eric – Yes
    - Judy – Yes
    - Cherri – Yes
  - For continuity, Sara will assume Secretary position at the April 2025 meeting.
- A request was made to replace a broken doorbell button. The Association is only responsible for doorbell buttons and this will be fixed.
- Various units have complained about mice activity. Pest control has been contacted.
- The Unit owner who replaced their deck was previously notified that the spindles were replaced without Board authorization. The Unit owner has agreed to paint the spindles the same color as the deck. Eric made a motion to allow the Unit owner to paint the metal spindles to match the deck color. Judy seconded the motion. The motion passed unanimously.
- We are unable to assign blame for the damage to the shed previously identified. Residential will issue a work order to fix the damage.
- The fire insurance claim had a depreciation amount of \$59,420. This amount is currently owed to Belfore. The insurance adjustor has indicated that this will be paid.
- A letter was sent to a Unit owner regarding their dogs. A unit owner discovered the dogs off-leash running through the complex and were able to catch them. It was learned at this time that one dog had no rabies tag. The Unit owner was put on notice to update their pet information (license and rabies) by March 21, 2025. If they do not comply, they will be asked to attend the next board meeting.
- Dicks Bulldozing had been onsite to investigate drainage issues for various units.
- A Unit owner made a request to waive a late fee. Based on their past payment history, Dianna made a motion to waive the late fee. Eric seconded the motion. Motion passed unanimously.
- Website/Newsletter will be updated to include paint colors and other exterior finishes (doors, windows, etc.).

### **NEW BUSINESS:**

- Tax Returns and compiled financial statements for the year ending 2024 needs to be completed. Dianna will sign the engagement letter retaining Sean Donovan to perform the work.
- Sidewalk lights are out in Woodcock court. It was discovered that the breaker had tripped. The breaker was reset and has tripped again. There is a possible water issue causing a short. The electrician will be contacted to investigate further and provide workable solutions.
- Attorney has been contacted regarding the following:
  - Regarding rental units:
    - Units can only be rented/leased after a two-year period of occupancy.
    - The number of rental units allowed within the complex.
  - Potential of no dogs within the complex
- Currently there are no ten-day demand letters issued when the special assessment payment is late. In the future, a ten-day demand letter will be issued when a unit owner is behind by three special assessment payments.
- Stripping of parking lots will be deferred until next year.

There will be no April meeting. The next meeting is scheduled for Thursday, May 1, 2025, via zoom at 6:00. Residential will inform the board of the upcoming walk about date and time.

At 7:20 pm, Eric made a motion to adjourn the meeting. Cherri seconded the motion. The vote to adjourn was approved unanimously.

*Cherri DeVoe*

2025 Director (outgoing Secretary)