

Woods Walk Condominium Association Inc. Executive Board Meeting Minutes April 2017

Date: Tuesday, 18 April 2017

Location 117 Murphys Drive, Groton, CT

Attendees: President Tom Dobruck, Treasurer Joe Whittemore, Secretary Jody Katz

Board Members Excused: Bob Moriarty, Raymond Blyskal

Unit Owners Present: Mary Ellen Dobruck, Sandy Dyer, Therese Roush

Call to Order: 6:38 PM

Treasurer's Report

Joe Whittemore presented the treasurer's report for the month of March 2017.

Income: \$9,100.00. Joe noted that all Unit owners are current with monthly payments, no outstanding payments.

Expenditures: \$7,330.42

Profit/Loss: \$1,769.58

Bank of American Checking Account:

Beginning Balance: 01 March 2017 \$5,377.56

Ending Balance: 31 March 2017 \$7,147.14

Charter Oak Community Credit Union (Reserves)

Cash Reserve: \$23,256.56

36-47 Mo CD \$11,015.44

36 Mo CD \$ 5,487.16

Total Reserve Assets: \$39,759.16

Report was moved to be accepted. Report was accepted without objection.

Previous Minutes

Minutes of the March 21, 2017 meeting were approved.

November 2016 minutes will be sent to the Board for review and will be tabled until May meeting.

December 2016 minutes tabled until the May meeting.

Old Business

Repairs to 102 Murphys Drive: The window over the sink and the front door were fixed but not yet inspected, no problems anticipated. The front door has a half-moon window which is a bit different than the doors in the rest of the complex, but it is not a drastic difference.

Garage Door Repair: Contractor was paid in full. 1079 Pleasant Valley still needs to have the garage door repaired. Unit owner will be contacted to set up a date and time to do repair. Tom and Bob to make the repair.

Status of Records and Documents: Tom and Jody will set up a date and time to go over the records and documents on Jody's computer.

Pest Control: Joe Whittemore stated the contract from Griggs and Brown is in place. Summer program includes spraying foundations three times.

Gutter Cleaning: Tom will follow up on the gutter cleaning project and will report back at the next meeting. He will also check to see if anyone has any leaking issues with the gutters. Tabled until next meeting.

Play Ground Repairs: The play area used to have 2 large picnic tables and 1 small one. The fence used to surround the entire play scape. To date, one large picnic table is missing and the fencing in the back of the playground has not been restored. The playground is no longer locked, so the children can now use it. Unit owners will be notified. Jody will follow up with Mark Berry, Town of Groton Recreation Director, to see when the fence will be restored and the picnic table will be returned or replaced.

Deck painting, staining, and repair during 2017 budget: Tom, Bob and Ray will do a walk-around to evaluate all decks and prioritize which ones need work and what needs to be done to them for this year's budget. In 2016, Noe worked on the project, but he is no longer around. The 2016 budget was \$3,750. Bill Paul, contractor, stated he could do the decks for between \$900 and \$1200 per deck. We will be looking for additional bids, since it was felt this bid is high.

New Business:

Joe Whittemore requested to have a tag sale Friday and Saturday, May 19 and 20. This was unanimously approved by the Board. He requested to put up a sign on his front lawn and at the corner of Murphys Drive and Pleasant Valley N. He is aware that he will be responsible for taking down all signage after the tag sale. It was also suggested that other unit owners may be interested in participating in the tag sale. An email will be sent to alert the Association about the sale and inquire if anyone else is interested in taking part. The date is firm for Joe. If other Unit owners want to set up a group tag sale or additional individual tag sales at other times, they will have to submit requests to the Board and receive permission.

Radon Mitigation: 102 Murphys Drive, Radon Mitigation was installed at the right back corner of the building and is completed. Tom inspected it and installation was approved.

Audit: Sandy and Ray completed an audit, Sandy had a spread sheet with a few discrepancies. There was no receipt from Granite Group \$2,597.62 (Feb 2016), an IRS bill for \$28.00 in 2016, a check for Wind River Environmental for \$272.45 (Check no. 1022, 2016, regarding sewage grinder pump evaluation), and an overpayment to Eagle Landscaping (this has been resolved). Ray and Sandy will present a one-page summary of their findings and a spread sheet at the next meeting. Joe will see if he has any of the receipts.

Web Site: Sandy said she will continue to maintain the Web Site. The By Laws are on it and she will also put the Board meeting minutes on as well. Joe requested that the Board have a space on the web site with a separate password so it has a place to store sensitive information. Sandy will add an additional location on the web site that only the Board will be able to access with a separate password. This will contain contact information and more sensitive and confidential information. Sandy requested an updated contact list.

Rules Violations: Unapproved signage/altering common elements/unleashed pet. Unit Owner has agreed to adhere to the rules of Woods Walk Condominium. Unit Owner wants to comply with the Rules, and said the signage about the dog will come down.

Communication from Unit Owners

Tom & Mary Ellen Dobruck, 117 Murphys Drive requested to modify their garden configuration from an hour glass shape to a straight edge. This involves a six square foot area. The request was unanimously approved by the board.

Peter Shultheis, 102 Murphys Drive has an antenna attached to the building. This needs to be removed. Tom offered to help. Antennas attached to buildings prior to the Rules were grandfathered. However, they must be removed upon sale of the Unit.

Joe Whittemore, 56 Murphys Drive has a TV dish in his yard. This will be removed when he moves.

Tom to prepare a note stating that gas grills must be removed from all porches and are to be used at least 10 feet away from a building.

Velma Williams, 73 Murphys Drive requested the Board's permission to install a 2-foot high white Sun Cast Gated Resin Fence in her back yard. Tom will contact her to get more details about the fence's appearance and location before the Board takes action on the request.

Sandy Dyer stated that she has seen cars going up our street very fast and feels this could be dangerous to the children. This was discussed and Jody was asked to send an e-mail blast to remind Unit residents that warm weather has arrived, children and animals are outside more often, and vehicle speed up and down Murphys Drive has become excessive and must be slowed down. Tom asked Sandy to inquire of the town to see if there is a speed limit for Murphys Drive.

Therese Roush, 1079 Pleasant Valley Drive N requested permission to dig up two dead plants in her garden and replace them with two new ones. Request was approved by the Board. She will prepare and send a formal email to the Board so there will be documentation of the request.

Sewage Grinder pumps: Jody mentioned that the sewage grinder pumps have not been inspected since the issues were resolved. According to the final document, they are to be inspected on a regular basis, and the inspection costs are to be paid for by the Association.

Jody mentioned that the key box that holds emergency keys which is presently being stored at 57 Murphys Drive needs to be turned over to Tom.

Mary Ellen Dobruck stated that when she moved in to her condo, she was given a welcome packet. She would like to put together a welcome packet to give to the new home owners. This was approved by the Board and she will present a packet at the next board meeting.

Tom to ask BrightView how they would like to identify Units whose owners would like to trim their own bushes and plants. Once the information is obtained, the Unit Owners will be notified.

Board Member Comments:

Tom stated that 3 board members will not be available for the May 16th meeting, leaving less than a quorum of board members. Therefore the meeting date will be changed. Notice to be sent out.

Tom also stated that Unit 102 had his antenna removed, this was inspected by Tom, and everything looks fine.

Meeting was adjourned at 8:29 PM.

Respectfully submitted,

Jody Katz