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Woods Walk Condominium Association Executive Board Meeting  
April 2, 2014  
Held at Sandy Dyer's Condo

A special meeting of the Woods Walk Commons Association Board was called to order at 6:30 PM by Mary Stepanian.

Present: Vice President Velma Williams, Secretary Mary Stepanian, Treasurer Merrill Katz  
Others in Attendance: Sandy Dyer, Jody Katz, Phil Novak, Scott Pierce, Tom Dobruck

Minutes from the January 8, 2014 board meeting were accepted.

Jody volunteered to take minutes for this meeting since Mary was acting president.

Treasurer Merrill Katz presented the Treasurer's Report.

All condo owners have paid in full up through March 2014, including Michael Kent.  
Bank of America balance is \$9,372.00.  
Income for the first quarter 2014 was \$22,600.  
Deposit to Charter Oak \$1,000.  
\$44,657.20 in reserves at Charter Oak  
There are also 2 CDs at Charter Oak.

The question was asked as to whether there is a specific dollar amount which must be kept in the reserves. The bylaws state that there must be enough for major repairs, but no definitive figure is named. Merrill explained that a minimum of \$5,000.00 must be maintained in the Bank of America checking account so we will not assessed a service charge.

Phil moved to approve the Treasurer's report. Motion was seconded. Report was accepted and approved.

At the February 26, 2014 community-wide meeting, the condo owners voted to reimburse unit owners Velma Williams, Sandy Dyer, and Jody and Merrill Katz for repair and replacement expenses and attorney fees incurred for their failed submersible grinder pumps out of the Condo reserves account. The unit owners will be paid in full. This evening Mary asked for ideas on how the reserves that will be used to reimburse the unit owners will be replenished. It was discussed, voted on and approved at the February 26 special homeowners meeting that a special assessment of \$500.00 per unit, totaling \$17,000.00, be collected. Tonight it was determined that each unit assessment is to be paid in full by the end of 2015, on a fiscal year basis, either in one lump sum or quarterly.

Jody and Velma volunteered to develop a document to send to the community at large regarding the fee schedule for the special assessment which will be collected.

Mary volunteered to act as President until the end of the year.

Merrill will look into whether Carl Mason's name is still on the bank accounts since there should be two people to sign off on paying expenses and the Association does not presently have a President.

Phil said there is one resident who would like to seal his driveway and also the adjoining driveway. Last year the Board decided NOT to approve such a request, stating that after speaking with a paving company, it was determined that sealing does not improve the driveway's functioning, but rather, only the cosmetic effect. The

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resident said he would be willing to pay for the sealing of his and the adjoining driveways himself. The Board approved the request.

Phil spoke with a garage repair person regarding garage door repairs for 4 units. The Board approved paying for the garage door repairs/replacement. Unit 55 also needs the garage door repaired or replaced, but the unit is a rental, and the renter said Michael Kent would be taking care of the door.

Phil spoke about power washing, deck staining, and painting units according to the timetable that was set up last year. Harbour Paint Co. out of New London came in with the lowest bid. Sixteen units will be power washed for a total of \$3,400; 9 units will have their decks stained for a total of \$1,755; and 5 units will be painted in 2014 (3 2-bedroom and 2 3-bedroom units) and 5 will be painted in 2015 (3 2-bedroom and 2-3-bedroom units, totaling \$2060 each year.

Sandy said her railing has rotted and needs repair. Phil will look into this issue.

Scott talked about the landscaping contract. Eagle came in with a bid for \$18,079.50 for snowplowing and \$19,993.50 for spring clean-up, fall clean-up, pruning, and mowing. Brickman came in with a bid of \$24,000, however, he had the contract last year for \$16,000. They also subcontracted the weed and feed portion of the contract out to another company. The Board decided to go with Eagle. Phil said that we probably will not need to have any tree removal this year unless any trees are deemed dangerous and ready to fall.

The people who removed leaves from the roofs and gutters for the past 2 years will be given the contract to do it again this year. The Katz's said they will need to have theirs done twice, as their unit is under more trees than any other unit, and their roof and gutters need twice-a-year cleaning.

There was discussion regarding the release document prepared by Bob and Mary and submitted to Adam Cohen for review. Velma, Sandy, Merrill, and Jody are asking that the document be witnessed, signed, and notarized by a notary public. They also want this document filed with the Town of Groton. Velma, Sandy, Merrill, and Jody asked to review the release document so they can make recommendations they would like to see as part of the document, incorporate a properly formatted signature block and notary section, and return it to Mary. This was agreed upon. Jody and Velma will also work out the wording for the notice to be sent to the community-at-large regarding the community special assessment.

Phil moved to adjourn the meeting. Motion was seconded. Meeting was adjourned at 8:15 PM.

Respectfully submitted,

Jody Katz  
Volunteer Minutes Recorder