

December 8, 2014: CORRECTION to the Woods Walk Condominium Association Executive Board Meeting Minutes for 02 December 2014: The minutes reported that Chris Jost requested a cement pad for grill placement. The minutes should have named Chris Key as the requestor (32 Murphys Dr). Mary Stepanian and Velma Williams provided the correct name and address.

Woods Walk Condominium Association Executive Board Meeting
Tuesday, 02December 2014

Held at Velma Williams' condo, 73 Murphys Drive

Meeting called to order at 6:40 PM

Attendees: President Velma Williams, Vice President Joe Whittemore, Treasurer Merrill Katz, Secretary Jody Katz,

Other Attendees: Member-at-Large Sandy Dyer

Absent: Phil Novak (Building, Maintenance, Landscaping Coordinator)

Velma reported on Phil's behalf. Missed garbage pick-up: Merrill to check with Phil about why garbage pick-up was missed the week of November 17. Phil reported that he called the company and they will investigate on why it was missed. Jody e-mailed Phil to find out when the next pick-up would occur. Phil said garbage will be picked up the Friday after Thanksgiving. Question: Will the Association receive a credit for the missed pick-up? This is the second time there was a missed pick-up within the last 2 months. Did we receive a credit for the first time?

It had been observed that all garbage and recycling were being collected by the refuse workers at the same time and everything was being thrown into the truck all together. Call was made to the company to question this practice. Now recycling is being picked up separately.

Chris Jost wants to put a pad in his back yard for his grill. Needs approval by the Board. Distance from the pad to the closest point on the condo building must be a minimum of 10 feet. As per an e-mail to Phil from Velma, Phil is to check on this with Chris and report back.

Phil gave Merrill all 2014 receipts. Remy (the gutter cleaner) gave Phil the bill for cleaning out all the gutters.

Cert-103: Compilation of how many people living in each unit; how many need help; how many units are leased; how many are owned. Need to complete by January 1, 2015. Velma will e-mail and snail-mail unit owners to provide this information so it can be compiled for FHA/VA certification. Jody suggested possibly making phone calls or knocking on doors to get the information if it not obtained in a timely fashion from unit owners. This will establish percentage of condo units that are not owner-occupied. Each service provider must have a copy of this form. This will make available to each service provider the amount calculated to be used as the percentage of charges for services to real property that are subject to sales and use taxes.

Treasurer's Report

Reserve funds as of December 2, 2014: \$39,366.75

Assessment fee collection for grinder pump reserve outlay: \$7460

Total income: \$103,420

Total expenditures: \$101,726.02

Merrill has a list of how much each unit has paid per month for association dues for 2014. He does not have such listings for 2013, 2012, and 2011. Velma to ask Carl for this information since he was the treasurer during those years.

New Business

Our condo declaration and bylaws documents are outdated. Needs to be updated.

We need to obtain the most recent copy on file at the Town of Groton's office for our Declaration and Bylaws, the FHA application that was denied August 30, 2012, Map A-3 (layout of property) and some other documents (see list of other documents needed by Attorney Ayars) and affidavits for each document attesting to their validity and most recent dates on file.

Merrill reported that Carl Mason's name is still listed as back-up to the treasurer on the bank signing forms at Bank of America and Charter Oak. Sandy recommended that Carl's name be removed immediately. Joe Whittemore, Association Vice President, was asked to fill the role of back-up to the treasurer. Joe agreed to do so. Merrill and Joe will visit both banks to put this in place.

Meeting adjourned at 8:20 PM.

Respectfully submitted,

Jody Katz, Secretary

Minutes Approved by:

Velma Williams, President Date

Joe Whittemore, Vice President Date

Merrill Katz, Treasurer Date

Jody Katz, Secretary Date