

Woods Walk Condominium Association Executive Board Meeting
Thursday, 20 February 2015
Location: Sandy Dyer's condo

Meeting called to order at 6:40 PM by President Velma Williams

Attendees: President Velma Williams; Vice President Joe Whittlemore; Treasurer Merrill Katz; Secretary Jody Katz; Grounds, Landscaping, and Building Maintenance Chairperson Phil Novak
Members at Large: Sandy Dyer; Tom Dobruck

Minutes for 29 October 2014 Board Meeting accepted.

Purpose of this meeting: discuss snow plowing issues, trash and recycling removal, other maintenance issues; condo owner requests for making changes to the exterior of their condos, update on condo owner assessment payments, to-do-items for VA/FHA certification (3-year audit to completed, yearly audit process).

Maintenance Report – Phil Novak

Snow Removal Issues

Phil has received numerous complaints via e-mail, legitimate and otherwise. Phil has been in close communication with Steve of Eagle Landscaping and Snow Removal, who has been very responsive and accommodating to the needs of the owners. Next year Steve will stake each driveway so borders will be more visible to the plowers. He will also put a plow on the front of his truck.

Town of Groton will replace and pay for a unit's mailboxes and post that were damaged by the town snow plow.

A needs survey was sent to all owners and renters to determine who has to have their driveways plowed very early in the morning or on weekends due to work schedules. Phil received 7 or 8 responses and is working with Steve to accommodate these special needs residents. E-mail Phil for special requests.

Remy, the roof and gutter service man, has been here twice for roof and gutter snow removal, to ward off roof and gutter repairs that could occur from the heavy snow and ice accumulation.

A resident reported leaking inside condo front door. May be from ice and snow build-up. Phil to inspect & advise.

Trash and Recycling

Phil was in touch with Tony from CWPM (trash removal). The following was discussed, voted on, & approved:

Trash and recycling pick-up day will be changed to Tuesdays starting March 10.

All condos will be issued Blue Recycling Toters with wheels to replace the blue bins around April 1.

Recycling will NOT have to be separated or bagged.

Since the new recycling receptacles will be larger than the bins, recycling will be picked up every other week starting in April. Regular trash will continue to be picked up every Tuesday except on specific holidays.

Jody will send out an e-mail blast to residents about the upcoming changes.

Condo Change Requests Requiring Board Action; Jody Will Inform the Requestors

A resident wants to make a pad for his grill, which must be 10 feet from the structure. Approved. Jody to contact.

A resident wants to install a new exterior lighting fixture. Denied. Must conform to what is used for other condos. Also wants to install gates on deck. Approved as long as the gates match the deck coloring. Jody to contact.

Need for large street numbers above garage doors. Fire department personnel had difficulty finding a condo during a medical emergency because condo number was not plainly and easily visible. Suggests putting large black letters above garage doors for all condos. Phil to follow up on number size, type, and if the numbers will fit.

A resident requests to enclose his deck and make into a 4-season sun room. Told Phil he would submit plans to the Board. No plans have yet been submitted. Not approved; tabled for further discussion. Phil to follow up.

Building Maintenance

One garage door panel was replaced in November and has been paid for.

Treasurer's Report – Merrill Katz

Income & Expenditures for 2014: \$122,726.00 (\$120,500.00)

Checking Account Balance as of 31 Dec 2014: \$6,093.17

Reserve Account Balance as of 31 Dec 2014: \$41,302.32

Opening Cash Balance 2015 (Bank of America):

01Jan2015: \$6,093.17; 01Feb2015: \$8,704.44

31Jan2015 Reserve Balance: \$43,518.80

Each unit is assessed a \$480.00 special sewage grinder pump assessment to be paid in full by end of 1-year period 31Oct2015. Can be paid monthly, incrementally, or in full. This was agreed to by the Board.

A resident is questioning his need to pay the sewage grinder pump assessment. Velma to follow up.

Pat Ayars, the Association's attorney, sent Velma a copy of a letter from the State of Connecticut, which included a summary of the law for late payments for assessments and dues, late fees, & process for starting foreclosure. If assessment is not paid by 31Oct2015, a late fee will be assessed. If not paid 30 days after due date, process to start foreclosure will result.

One unit owner is in arrears for unpaid association dues payments.

Merrill reported we now have a State Income Tax ID. We will have to pay state income taxes quarterly. First one is due in April. Pat Ayars to explain use of tax certificate.

New Business

Joe Whittemore to send link for the Bouvier Insurance Agency to Sandy to add to the Association website. Owners may need to provide a copy of the Association's insurance policy declaration page to their mortgage holders.

Discussion about a couple of 2013 expenditures that need to be reviewed.

The State of CT requires us to provide an audit for 3 years back of all treasury records: 3 options:

We can do a self-audit; (2) have it done by an accountant for @ \$75.00/hour; or (3) have a more in-depth preparation performed by a CPA which would be much more expensive.

Must send the State a yearly audit report in January. We do not have the money to pay for a CPA or an accountant to do this for us. Is there is an accountant or book keeper in the Association who would be willing to serve on a committee of three people to oversee the yearly audit.

Jody to update name/address/phone number list and provide it to the Board members.

The condo by-laws need to be rewritten to reflect changes in the State laws.

Meeting adjourned at 8:40 PM.

Submitted by

Jody Katz, Association Secretary