

Woods Walk Condominium Association Executive Board Meeting

Wednesday, 29 October 2014

Held at Sandy Dyer's condo

Meeting began at 6:35 PM

Attendees: Vice President Velma Williams, Treasurer Merrill Katz, Acting President Mary Stepanian, Grounds, Landscaping, and Building Maintenance Chairperson Phil Novak

Others in Attendance: Sandy Dyer, Jody Katz (Acting Secretary)

Jody took minutes for this meeting since Mary conducted the meeting as acting president.

Purpose of the meeting was to discuss the upcoming budget for 2015, and to prepare for the upcoming Home Owners Association Meeting to be held Thursday, 13Nov2015.

Since Association dues cannot be raised more than 15% of assessment in a year, and since each unit is being assessed \$480.00 for the special sewage grinder pump assessment, Association dues for 2015 will remain at \$225.00.

Cost for resale certificates will be \$125.00. An additional \$10.00 will be charged if the Unit owner is requesting the certificate within 3 days.

Lawn and Snow Removal

Phil confirmed that the 2014 contract for grounds and lawns did not include fertilizing lawns and trimming bushes at each unit. The contract for 2015 will include fertilizing, trimming, and debris removal. Contract amount: \$25,641.00. There was discussion about what will be done for those unit owners who choose to trim their own areas and remove their debris.

Snow removal will be done by same company. Total cost will be \$18,080.00. Monthly payments (12) of \$3,643.37 will be made beginning April 2015.

Gutter cleaning by Remmy will cost \$3,400.00. \$1,700.00 in the Fall, and \$1,700.00 in the Spring.

Building Maintenance

No need for power washing the units in 2015.

According to an established time line for building maintenance, deck staining of floors (\$3,753.00) and painting rails (\$3,880.00) needed for 14 units over the next 2 years (2015-16). We will have 7 done in 2015 (5 that are in fair condition and 2 that are in good condition). The next 7, which were deemed "good" will be completed in 2016.

\$2,500.00 budgeted for unplanned expenses.

The cost of an initial inspection of all 6 sewage grinder pumps, as per the agreement between the Association and the unit owners having the pumps, will total \$1,200.00 (@ \$200.00 each). Phil will contact Bill Lamphere to set up a date for the inspections to be completed.

Other Line Items Budgeted for 2015

Annual Insurance: \$14,800.00.

Website: Is presently under construction. Sandy Dyer is in charge. She will let the Board and the homeowners know when it is ready.

Post Office Box at the Gales Ferry Post Office: The yearly charge of \$48.00 to be paid in April 2015.

Office supplies: \$100.00.

Legal services for Pat Ayars: Between \$1,000.00 and \$1,500.00. Pat's hourly fee is \$175.00 (Adam Cohen's hourly rate was \$500.00 per hour).

Dead tree removal: \$1,000.00.

Discussion about the Association treasury audit which, as per the State of CT (requires an Association larger than 12 units) and our Association Bylaws, must be completed to be included in the January packet (to be in compliance with State and Federal Law).

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

(1) 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.

Merrill will put together a Treasurer's Report. Mary will send it to the homeowners prior to the November meeting.

Jody will make phone call reminders to unit owners about the November of the November 13th Annual Meeting to be held at the Gales Ferry Fire Station, and will visit unit owners for whom we do not have telephone numbers listed. Unit owners will be reminded that children will not be allowed at the meeting due to liability issues, and Unit owners are to park behind the fire station since parking on the side of the fire station is reserved for fire and emergency personnel.

Proxy Ballot for Homeowners

Mary will reformat and resend the proxy to the homeowners, as the original proxy was missing some necessary information.

Meeting ended at 8:00 PM.

Submitted by
Jody Katz