

Woods Walk Condominium Association Executive Board Meeting

Tuesday, 23 September 2014

Held at Velma Williams' condo

Called to order by Mary Stepanian at 6:14 PM

Attendees: Vice President Velma Williams, Treasurer Merrill Katz, Secretary/Acting President Mary Stepanian

Others in Attendance: Sandy Dyer, Jody Katz

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

We agreed the cost for documents to be provided to owners for property transfer (selling their condo) will be \$75; an additional \$10 will be charged for expediency for transfer. This is in line with the State of Connecticut policy.

Correction of minutes from 20Aug2014: Wording pertaining to association dues increase changed from "There will be no increase" to "may not have to increase".

A special assessment of \$480 per unit is being imposed on the Unit owners for 2014-2015 to reimburse the reserve account at Charter Oak for the amount of \$16,500 (actual \$16,495.11) transferred to resolve the Sewage Grinder Pump issue with Velma Williams, Sandy Dyer, and Merrill and Jody Katz.

Since the special assessment is greater than a 15% increase in association dues, there cannot be a dues increase for until 2016.

Merrill reported that all insurance bills have been paid to date (insurance bills are paid quarterly).

It was decided that a November executive board meeting will take place before the general membership meeting which is to take place in November.

A budget meeting will be held in October.

Mary sent an e-mail to all Unit owners to apprise them of playground issue. Since the playground at the end of the cul-de-sac, which is designated as Town Open Space, is not to code, the Town will pay for bringing it up to code. A sign has been placed by the Town of Groton that the playground is temporarily off-limits.

Mary sent an e-mail to all Unit owners which explained how to obtain a Certificate of Insurance.

Sewage Grinder Pump: Sandy, Velma, and Jody and Merrill are requesting an initial inspection of their sewage grinder pumps. Velma will call Phil and ask him to call Bill Lamphere to request a price break if the sewage grinder pumps can all be inspected on the same day.

At the moment we are not qualified by FHA (Federal Housing Administration) or VA (Veterans Association) for home loans. Mary suggested we apply for FHA and VA approval. We will ask Pat what the procedure is.

NEW BUSINESS

Discussion for switching from Adam Cohen to Pat Ayar as our Association attorney. Pat would charge \$175 per hour vs Adam's fee of \$500 per hour. Board voted on and approved hiring Pat. Velma will contact Pat. Mary will create a thank-you note which she will forward to the Board for its review prior to sending it to Adam.

Regarding an audit of the Association accounting: is it a "permissive (it's okay to have on)" vs "required (must have)" to have an audit?

Is there a minimum per year to put away into the Association reserve account? Velma suggested 10%. There was discussion. Merrill said he has been putting \$1000 per month into the reserves, which more than qualifies for the 10% minimum.

Scott Pierce will no longer participate on the Board. Phil Novak will take over Scott's landscaping responsibilities in addition to his maintenance responsibilities.

Velma will write an e-mail to the Community requesting people to volunteer for the Board officer positions of President, Vice President, Secretary, and Treasurer.

Jody moved to adjourn the meeting. Merrill seconded it.

Meeting adjourned 7:11 PM.

Respectfully submitted,

Jody Katz