

TIMBER OAK ASSOCIATION COMMUNITY NEWSLETTER



2023

Dear Association Members:

The Board and REI hope you will find the news that follows to be helpful. Thank you for taking the time to read our newsletter and for your cooperation where required.



Vehicle Information Form Reminder

Fine hearing letters have been issued for units that are non-compliant with the vehicle information form. If you have not done so already, please turn in your vehicle information form. **The due date for these forms was January 31, 2023.** Forms can be returned via email at jdidomenico@rei-pm.net or mail it to REI Property Management, 2A Ives Street, Danbury, CT 06810. **Please note - failure to submit this form may result in a fine in the amount of \$50.00 per day after March 15, 2023.**



Reminder Key Fob Registration

The association is updating the amenity key card/fob database. This update is being performed to enhance security and to better ensure that only Timber Oak residents can take advantage of the amenities that are provided for their benefit. To perform this update, all key cards/fobs will need to be registered so they are matched to your unit address. **Resident will have to register their key cards/fobs with management by no later than March 31st.** After the cutoff date, any key fobs that have not been registered will be turned off in the system. If you miss the cutoff, and you do want your key fobs re-initiated, you will need to contact Jessica DiDomenico.

If your key fobs do not have numbers on them, because they are worn off, you will need make an appointment with me to have your card read and registered. You can schedule an appointment with Jessica by emailing her at jdidomenico@rei-pm.net.



Tennis Court

The tennis court will be opened for the season on March 15th (pending weather). Tennis court hours are 8:00 AM to dusk.

The following guidelines must be followed:

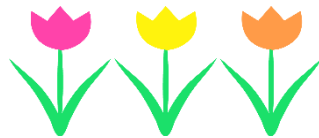
- Tennis and pickle ball are the only activities permitted on the court. It may not be used as a general play area.
- If there are players waiting to utilize the court, limit your time to one hour.
- A maximum of four players are allowed on the court area at any time. Spectators are not allowed in the court area.
- No children on bicycles, scooters or any other toys are allowed on the court at any time.



Wild Animals....

Please remember that wild animals such as coyotes, fox and bobcats do live in the area. All residents should be aware of their surroundings when outside or walking their dog - especially at dusk, dawn, and/or at night. Extreme caution should be used when young children are out in the common area. Be sure not to leave food or bird feeders outside or intentionally feed the animals as that will only attract them to the area as well as cause rodent issues inside units.

Spring is on the way...



- 🌻 REI will be performing a spring inspection in April. This inspection will include looking for damage to the sidewalks, walkways, plantings, units, roads, etc from snow damage. If you have noted anything that you would like brought to our attention, please report them to Jessica at jdidomenico@rei-pm.net.
- 🌻 Please be reminded that any requests to add or change items in the manicured landscaping beds must follow the enclosed guidelines and must be submitted to the Landscaping Committee, in care of REI, for review.

A copy of the "Request to the Landscape and/or Architectural Integrity Committee" can be obtained on the community website at:

<http://villagesattimberoak.com/website/publish/owners/index.php?Forms-29>

Dog Walking Reminders



We would like to remind all owners to curb your pet along the tree line and or the common lawn areas. Dogs **shall not** be curbed or walked within proximity of the Units, front/rear doors, mulched beds, around the pool and/or clubhouse. **Please pick up and dispose of all dog waste in your personal garbage.** All dogs must be on a leash with the dog walker holding the leash.



2023 Holiday Trash Pickup Schedule

Memorial Day	Monday	pick-up will be on Thursday
Independence Day	Tuesday	pick-up will be on Thursday
Labor Day	Monday	pick-up will be on Thursday
Thanksgiving	Thursday	pick-up will be on normal day
Christmas Day (2023)	Monday	pick-up will be on Thursday

As a reminder, trash and recycling receptacles are not to be put at the curb any earlier than the night prior to pick-up and must be brought inside the night of trash pickup. If your trash or recycling container is missed on the day of pick up, please contact Jessica D. immediately and she will contact the trash vendor. **Also, please remember all cardboard boxes that do not fit into a recycle container (if you have one) must be flattened and tied up prior to being put at curbside. All newspapers must be bundled and tied up. Please see attached flyer from Oak Ridge regarding recycling.**

Unit Owners will be fined \$250.00 for the first offense of a violation reported or observed with regard to the handling of cardboard boxes and recyclable items. Unit Owners are responsible for the actions of their tenants.



Ladies Book Club Update...

Please see the attached flyer regarding the March Book Club meeting and the book that will be discussed.



Visitor & On Street Parking:

The association will continue to enforce parking rules. REI has been and will continue inspecting the visitor parking twice a month to record any vehicles that are seen parked in visitor parking lots and if they come back registered to a unit, owners will receive a warning letter. Any repeat offenders will be susceptible to fines or possible towing expenses.

The association will also be monitoring vehicles parked on the road as this is a safety issue and a violation of the association rules. Please remember not to park vehicles in non-parking areas such as in front of mailbox stations and in back out spaces specifically designated for end units. Also, please note that visitor parking lot cannot be used by owners unless all garage and driveway spaces are in use. Please refer to Article VI- Motor Vehicles of the Association Rules and Regulations for rules pertaining to driving, parking, etc.



Notes & Important Reminders

Please be sure to remind your child when getting off the school bus and walking to their homes, to not climb on any of the trees in the common areas or play in the shrubs around the community. There have been some reports of children doing this and we do not want anyone to get hurt, or any of the trees and shrubs to get damaged. Your attention to this matter is greatly appreciated.

Pursuant to the Maintenance Standards, all homeowners must have steel braided water lines on washing machines, ice makers, dishwashers, dryers with the steam accessory; sinks and toilets. Only steel metal braided hoses or properly installed copper tubes and connectors are permitted to be used (plastic tubing and or rubber hoses are not acceptable). Water lines connected to washing machines shall be turned off when a Unit is vacant or if the occupants are away for more than three days.

Please review the following to ensure you have proper coverage under your HO6 policy: Betterments & Improvements - the Master Policy is responsible to insure ALL betterments & improvements made to any unit. We highly recommend you review your unit owner policy (HO6) and review your current buildings & alterations coverage. There is NO NEED to insure more than the property deductible of \$10,000 since the master policy would cover the betterments & improvements minus the deductible. You are paying for coverage you do not need if you are carrying a higher building limit. Please note, per Connecticut state statutes, the Association can charge a homeowner the deductible if the maintenance standards are violated, there is willful misconduct or negligence.

Loss Assessment – unit owner's policies may have a minimum \$1,000 limit. We recommend increasing this limit to \$5,000 in case the master policy exhausts their limit (ex: slip and fall claim with a reserve exceeding the liability and umbrella limit of \$15,000,000). The association may assess all unit owners equally in a case like this. The additional premium on

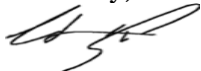
your unit owner policy should be negligible. If you lease your unit, require the tenant to maintain a renter's policy with a minimum of \$300,000 in liability coverage.

To prevent damage to your home and insurance claims, please review and ensure you are complying with the Maintenance Standards. A copy of the maintenance standards can be found on the Timber Oak website, or if you would like a copy emailed to you, please contact Jessica at jdidomenico@rei-pm.net.

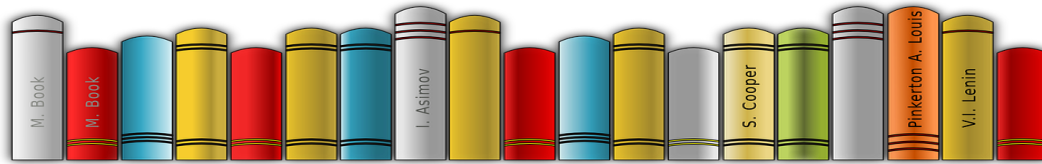
All property issues that need attention should be promptly reported to Jessica DiDomenico at REI. Jessica's contact information is jdidomenico@rei-pm.net or (203) 791-2660. Please remember REI has an **emergency number** for off hours and weekends which is (203) 744-8400. Please press "0" for the operator and you will be assisted with your call.

If you need to contact Jessica for assistance, her email address is jdidomenico@rei-pm.net. If Jessica or I can assist you in any way, please let us know.

Sincerely,



Arthur C. Stueck II
President
astueck@rei-pm.net



Timber Oak Ladies Book Club

The Timber Oak Book Club met for its March meeting on Thursday, March 2nd. The book we read and discussed was Taste: My Life Through Food, by Stanley Tucci. The reason I wanted to recap the meeting here for you, is that we dispensed with our usual format of discussing a book, character, questions, etc. Instead, we asked everyone to come to the meeting with a "food memory" to share with the group. It was sort of a mental show & tell. If anyone has read this book (which is an easy, fun and great read), Stanley talks about his humble Italian roots and how everything in his life is tied to family and food. So, we asked everyone to come and be prepared to tell us about a "food memory". Well, we got stories that were funny, nostalgic, heart-warming, epic food fails, exotic things we'd eaten on travels, etc. Some shared not only stories but recipes. It was a great and informal way to get to know each other on a different level and have everyone participate. We now boast an active membership list of 18, and 13 were in attendance for this meeting. With such a diversity in ages and backgrounds, we learned so much from each other just by listening to the telling of their food story. By 9:30 pm, small groups were still standing in the parking lot talking.

We also welcomed a new member last night and continue to reach out to the community to invite anyone interested to give us a try. There really is no better way to meet new people, read good books, and eat and drink in the process.

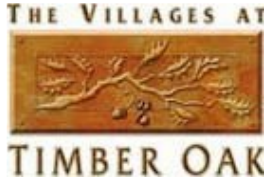
Looking ahead, our next book is A Slow Fire Burning, by Paula Hawkins, a mystery thriller. That book will be discussed on April 6th, our next meeting date.

Our meetings are the first Thursday of each month at 7p.m. at the clubhouse. Whenever possible, we coordinate with Bethel Library to pre-order books for us from other libraries so that no one has to purchase a book in order to read our month's selection. The books are then held at the circulation desk for Timber Oak book club members.

Remember, we are always looking for book donations of adult current, best sellers, or classic books for the library. We do not accept magazines, or teen/tween books. There is a basket of children's' books under one of the window benches if you are in the clubhouse with small children and want to keep them busy.

If you are interested in trying book club, or donating books, please email Gerrisnow@att.net.

Thank you. Happy reading!



TIMBER OAK ASSOCIATION
c/o REI Property Management
2A Ives Street
Danbury, CT 06810
(203) 791-2660



Future Board Meeting Dates

The Board Meetings scheduled for 2023 are as follows:

Monday, March 27 th	Monday, July 24 th
Monday, April 24 th	Monday, August 28 th
Monday, May 22 nd	Monday, September 25 th
Monday, June 26 th	Monday, October 23 rd
	Monday, November 27 th (Owners Meeting)

The Open Session for all Board Meetings will begin at **7:00 PM** in the clubhouse. A standard agenda is attached for your review.

A sign-up sheet will be placed outside of the meeting room for your use. The sign-up list will be collected after the Executive Session which will end at approximately 7:00 PM. Only those residents that have signed up will be given the floor to provide the board with comments during the Owners Forum part of the meeting. Please provide your name, address, and topic on the sign-up sheet so that the Board can contact you after the meeting if necessary. Each owner will be given approximately 3-5 minutes to speak. If you feel you need more time, it is suggested that you write to the board in care of REI.

Please be informed - per Connecticut state statues - most fine hearings and fine voting regarding rule violations must be addressed in Open Session.

Board Meeting Protocol for Owners

The board welcomes public participation. Attendance helps the community remain current with board concerns, financial issues, and matters concerning upkeep of the property. It also provides the board with feedback from the owners.

When the floor is opened for owner comments, speakers are to state their name and address for the record. Owners are to direct their comments to the board. There is to be no cross-talking or arguing among attendees at the meeting. No speaker is permitted to call for votes on any matter during a board meeting.

The board has the discretion to limit the time of each speaker. Generally, 2-3 minutes per speaker is allotted. The chair may allow additional time.



Civil conduct is expected at all times. The Board will not permit defamatory comments about board members, or any person connected with or living in the community.

The Board may elect not to respond to questions asked or statements made at the meeting but will take into consideration the concerns expressed and will respond to the speaker and/or the community as appropriate. Ongoing debates or arguments will not be permitted.

Monthly Board Meeting

Open Session - Agenda

Call to order

Approval of the minutes from the previous Board Meeting

Fine Hearings

Officer Reports

Committee Reports

Management Report

New Business

Old Business

Homeowners Forum

Adjournment

**The Villages at Timber Oak Association
Board Meeting – Open Session**

January 23, 2023

Approved Minutes

The meeting was called to order at 7:03 PM. Danna Marques (Board Member/ President), Stephen Grey (Board Member/Vice President), Patrick Schappert (Board Member/Assistant Treasurer), and Frank LoCastro (Board Member/Secretary) were present.

Lorenzo Muratore (Board Member/Treasurer) was absent.

Also, present was Art Stueck and Jessica DiDomenico from REI Property and Asset Management.

Officer Elections: Patrick Schappert made a motion to elect Lorenzo Muratore as Treasurer. Stephen Grey seconded the motion. All present voted in favor of the motion.

Stephen Grey made a motion to elect Danna Marques as President. Frank LoCastro seconded the motion. All present voted in favor of the motion.

Danna Marques made a motion to elect Stephen Grey as Vice President. Patrick Schappert seconded the motion. All present voted in favor of the motion.

Stephen Grey made a motion to elect Patrick Schappert as Assistant Treasurer. Danna Marques seconded the motion. All present voted in favor of the motion.

Patrick Schappert made a motion to elect Frank LoCastro as Secretary. Danna Marques seconded the motion. All present voted in favor of the motion. REI to update the client profile, prepare the town/city filing and the interim notice of board members and officers for the state.

REI to add the officer election information into the February newsletter.

Ratification of the minutes:

Patrick Schappert made a motion to accept the Open Session Minutes from October 24, 2022, meeting. Danna Marques seconded the motion. All present voted in favor of the motion.

Financials:

The December 31st financials were reviewed.

Hearings:

11 Sampson Terrace did not attend the fine hearing. Steve G. made a motion to post the \$50 fine for the parking violation. Frank L. seconded the motion. All present voted in favor of the motion. REI to post the fine and send notification to the unit owner.

Warnings/Fines:

REI to inform 17 Bainbridge that the board reviewed her email and that she will have two weeks to remove the rocks from the front of the unit.

Proposals:

Danna M. made a motion to approve the following proposals: Advanced Electric for the light bulb replacements in the amount of \$1,410; Advanced Electric for the walkway path lights in the amount of \$1,875.00; Foleys Pump for the pump replacement of the sewer pump chamber in the amount of \$10,255.20; DB Osborne for the gym painting in the amount of \$2,600; and Greenacres Company for the replacement of some defective irrigation pipes in the amount of \$1,800. Patrick S. seconded the motion. All present voted in favor of the motion.

Danna M. made a motion to approve the proposal for the repairs to the rear deck at 8 Sampson Terrace not to exceed \$2,500. Patrick S. seconded the motion. All present voted in favor of the motion. REI to confirm the proposal pricing will not exceed approved amount if the whole deck is replaced.

REI's follow-ups and new business:

REI to send Steve G. the email distribution list for the community as an Excel file.

REI to review the holiday decoration rules regarding outdoor ornaments. The board would like to see that the rule indicates glass ornaments are allowed outside of the units.

REI to send out a separate email blast to unit owners reminding them about the trash/recycling rule as there have been numerous issues with recycling not being properly secured.

REI to see if they can get more information regarding the City of Danbury tax letter to find out the process for out of state vehicle inspections and how long they will be doing them.

REI to look into finding out if there is a portal on caliber that can be used for unit owners to input their vehicle information instead of having to fill out the yearly vehicle form.

REI to complete the city/town filing for 2023.

REI to send out the annual request for lease copy to rented units for those that have expired.

REI to issue a work order to have all the emergency lights in the clubhouse inspected.

REI to schedule the semi-annual exercise equipment maintenance service.

It was noted that the Landscaping Committee would use a sharpie marker to note unit numbers on the rear decks of units on the bottom corner of the deck post.

REI to issue a work order for 58 Lawrence Ave to have the unit inspected for structural concerns. It was noted that if the contractor determines there is a valid concern, an engineer would be hired to further inspect.

The board agreed that at this time there would be no upgrades to the cable service in the gym. REI to inform the unit owner who requested this.

REI to schedule the window cleaning in the clubhouse for early spring.

REI to add to the following information into the February newsletter - children should not be climbing trees and playing in shrubs around the property, a reminder about the updated security camera rule that was just adopted, and a reminder about dog walking in the community.

It was noted that REI would draft a letter regarding the dog walking rules targeted towards the Paulding Terrace unit and post it on their mailbox station.

It was noted that the Danbury unit water valve replacement letters will be going out once a date is scheduled with the plumber for the first set of buildings to be completed.

It was noted that the Security Committee would investigate possible options for allowing the installation of cameras in the rear of units. They will gather some information and present it at the March meeting.

REI to inform 18 Sampson Terrace that they need to talk to the neighboring unit regarding the camera inside their unit or they should contact the police if they feel it is interfering with their privacy.

REI to note that Drew Ninos and Frank Cassaniti will assist with the raising and lowering of the flags when needed. It was noted that the flags would be changed out after winter as they have become worn.

REI to contact the electrician - the spotlight for the flagpole is not shining on the flags. It should not be a broad floodlight; it should be more of a focused spotlight just up the flag poles.

REI to obtain pricing for painting of the clubhouse great room and a separate price for the kitchen.

Homeowner Forum (note – only action items are documented in the minutes):

REI to confirm if the front walkways are considered limited common elements.

REI to get information from 7 Paulding regarding Constellation Energy to see if the clubhouse and common area electric can have a group rate for energy supply. Also, it may be possible to pass along a group rate for all owners in the community.

A motion to adjourn was made by Steve G. at 8:13 PM. Patrick S. seconded the motion. All present voted in favor of the motion.