

TIMBER OAK ASSOCIATION  
COMMUNITY NEWSLETTER



NOVEMBER  
2023

Dear Association Members:

We hope you are enjoying this beautiful fall weather, and you are looking forward to the coming seasonal holidays! The Board and REI hope you will find the news and reminders that follow to be helpful. Thank you for your time in reading the newsletter and for your cooperation where required.



**Ongoing Projects...**

Notification will be sent out with the details and information regarding the water valve replacement program for the next scheduled building which will be 7-14 Paulding. So far the program is running smoothly and there have been no issues with the first two buildings. We appreciate everyone's cooperation thus far! If you should have any questions, please feel free to contact Jessica at [jdidomenico@rei-pm.net](mailto:jdidomenico@rei-pm.net). Your cooperation is greatly appreciated.



**Annual Owners Meeting...**

The Annual Owners Meeting is scheduled for Monday, November 27, 2023, at 6:00 PM at the clubhouse. An official notice, including the agenda and the 2024 proposed budget, will be sent to all owners in advance of the meeting.



**SAVE THE DATE: Festive Community Caroling**

**When:** Friday December 15th at 7:30 pm

**What:** Festive holiday singing and light refreshments

**Where:** Timber Oak Clubhouse

**Who:** All Timber Oak community members, family, and friends are invited to join

**Plan to attend:** Walk ins are welcome but to help us plan refreshments please RSVP to [pjpalmieri@comcast.net](mailto:pjpalmieri@comcast.net) by **December 9<sup>th</sup>**

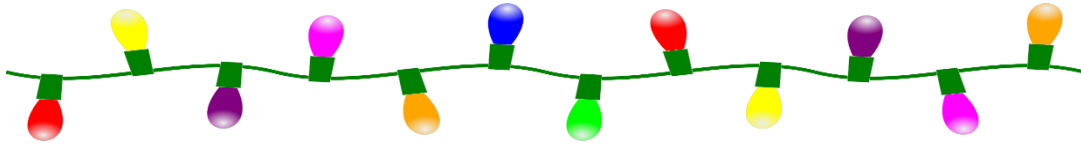


**Landscaping Committee Notes & News...**



Please remember to remove all planters & pots for the season and store them in your garage or deck for the winter. No planters or pots should be stored outside the unit during the winter.

Thank you.



## **General Holiday Decoration Reminders**

Please review the December Holiday Decorations Rules and Regulations below. Please note - inspections will be performed to ensure all decorations are within compliance.

### **Section 12.2 – December Holiday Decorations:**

#### **Decorations Allowed:**

- 1) Mini multi-colored white and blue lights and **non-glass** ornaments will be allowed on trees and bushes surrounding your unit. No more than five general holiday decorations may be placed in the mulch area. Where two-unit owners share a common tree or bush, both owners must agree to have lights and decorations.
- 2) Icicle and snowflake lights, etc. may be hung over garage doors and entrance ways.
- 3) Green roping is allowed to frame garage door(s) and may have mini multi-colored white or blue lights attached.
- 4) Holiday pathway lights are allowed, however, if they are damaged by vendors during snow removal clean-up, owner(s) will not be compensated.
- 5) Back decks may be decorated with lights and decorations.
- 6) Green wreaths with red ribbons no larger than 24” in circumference will be allowed on pillar(s). Where two-unit owners share a common pillar(s), both unit owners must agree to hang wreaths.

#### **Decorations not allowed:**

- 1) No decorations or lights are allowed to be hung or attached to any roof or roof line, outside walls, or windows.
- 2) No electrical wires are allowed to cross any sidewalk, driveway or any area that would constitute a tripping hazard.
- 3) No electrical wires are allowed to be hung or placed over trees or bushes.
- 4) No inflatable decorations are allowed on any walkway or common area.
- 5) No external flashing lights or audio music is permitted.
- 6) No items that are hard to remove such as garland, tinsel, or streamers, etc. should be hung from trees or shrubs which could result in damage.

## **General:**

December holiday lights and decorations may be put...

- 1) up on or after November 15<sup>th</sup> but cannot be lit prior to the Friday after Thanksgiving and must be unlit on or before January 10<sup>th</sup>. All outside decorations must be taken down and removed no later than January 20<sup>th</sup>.
- 2) Please be conscious of your neighbor if you share an entryway, as all residents may not wish to celebrate holidays the same way. Please do not infringe on their space.
- 3) Lights and decorations must not block walkways or the adjoining neighbor's entryway.
- 4) All homeowners are responsible for any accidents or injuries that may occur due to the placement of lights and decorations.
- 5) Unit owners who place lights and decorations in the approved areas must also agree that they will return all common elements, e.g., trees, bushes, and pillars to their original condition. If a common element is damaged, the owner is responsible for its repair, and/or replacement.
- 6) Holiday lights and decorations may not damage or disrupt the sprinkler system(s) or prohibit irrigation or landscaping and snow vendors from performing their contractual obligations.

**No lights are allowed to be hung or placed outside for general holidays.**



### **Tennis Court Closure**

The weather has been generally good, so we have been able to keep the tennis court open for most of the fall season. The tennis courts will remain open until the end of November or early December pending weather.



### **Traffic Rule Reminders...**

Please remember to adhere to the traffic rules below for the safety of all residents, especially with children playing outside. **The speed limit is 15 miles per hour.**

Please make sure your vehicle always comes to a complete **STOP** at all stop signs throughout the complex.

Please note - all drivers must yield to pedestrians who are crossing the community streets, whether they are children or adults.

The Board of Directors encourages each resident to help reduce traffic violations even further. If you witness a vehicle not obeying these very important traffic rules please submit a rule violation form to management immediately which includes the make, model, license plate number and the address the vehicle belongs to (if you are aware).

Please remember not to park any vehicles in non-parking areas such as those in **front of mailbox stations, on the street, (including the side road along Tucker Street) or in back out spaces specifically designated for end units.** Any vehicle noted in these areas will be tagged and you will receive a warning letter. If the same vehicle is reported again, you will receive a fine hearing letter and may have your vehicle towed.



### **Noise Reminder...**

Just a reminder regarding section 3.1 of the association rules & regulations. Please make sure your music or television is not played at a high volume, especially at late night hours to disturb your neighbors. Your attention to this matter is greatly appreciated.

### **Section 3.1 – Annoyance or Nuisance:**

No noxious, offensive, dangerous, or unsafe activity shall be carried on in any Unit, or the Common Elements, nor shall anything be done therein either willfully or negligently, which may be or become an annoyance or nuisance to the other Unit Owners or occupants. No Unit Owner or occupant shall make or permit any disturbing noises by himself or herself, his or her family, servants, employees, agents, visitors, and licensees, nor do or permit anything to be done by such persons that will interfere with the rights, comforts, or convenience of other Unit Owners or occupants. No Unit Owner or occupant shall play, or suffer to be played, any musical instrument or operate or suffer to be operated an electronic device, television set, or radio at such high volume or in such other manner that it shall cause unreasonable disturbances to other Units.



### **2023 Holiday Trash Pickup Schedule**

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.**

Unit Owners will be fined \$250.00 for the first offense of a violation reported or observed regarding 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 with a recap of the November meeting and information regarding when the meetings will resume in 2024.



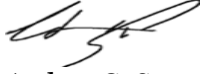
### Notes & Important Reminders....

- Pursuant to the Maintenance Standards, all homeowners must winterize their outside spigots, to ensure that the water pipe will not freeze and burst. All you need to do is turn the water off inside the Unit, then turn the outside spigot on to allow the water to drain out.
- Also, pursuant to the Maintenance Standards, if you are leaving your home for any amount of time, your heat must remain at a minimum of 55 degrees. This will help to ensure that water pipes in your unit do not freeze and burst.
- It is also recommended that you have your fireplace and HVAC system serviced prior to cold weather.
- Please remember that residents shall insure batteries are replaced in all smoke and carbon monoxide detectors twice a year - when daylight savings time begins, and ends is a good time to remember to do this.
- Basement air handlers shall be replaced as needed. HVAC systems should be serviced every spring and fall too.
- Hot water heaters must be replaced within one year of the warranty expiration date or sooner. Although not a requirement, hot water heaters operate more efficiently and will last longer if a hose is attached to the outlet bib and a portion of the tank is drained into the floor drain at least annually, removing rust and other sediment.

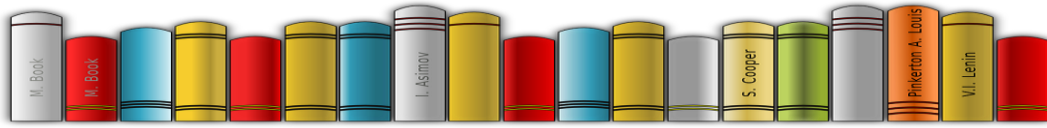
All property issues that need attention should be promptly reported to Jessica DiDomenico at REI. Jessica's contact information is [jdidomenico@rei-pm.net](mailto:jdidomenico@rei-pm.net) or (203) 791-2660. Please remember REI has an **emergency number** for off hours and

weekends which is (203) 744-8400. Please press "0" for the operator and you will be assisted with your call.

Sincerely,

A handwritten signature in black ink, appearing to read 'Arthur C. Stueck II', written in a cursive style.

Arthur C. Stueck II  
President



## **Timber Oak Ladies Book Club**

The Timber Oak Book Club held its last monthly book discussion for 2023 on Thursday night, November 2nd. We had eleven members in attendance and one guest from out of town. The book we discussed was The Book Woman's Daughter. This was a follow up to a book we read and enjoyed earlier in the year called The Book Woman of Troublesome Creek. Either book can be read independently of the other and both books are currently shelved on the clubhouse shelves under the author's last name, Kim Michele Richardson. These books are based on the women who worked for the Pack Horse Library Project of Kentucky, delivering books and other reading materials to people up in the hills and mountains of Kentucky. The first book is in the 1930's, the second book is set in the early 1950's. It also highlights the obstacles they faced, the poverty and illiteracy they tried to help the people of the hills overcome, and the laws and prejudices they faced. It also taught all of us about the "Blue People of Kentucky". A family that passed down a genetic trait that led to the blood disorder methemoglobinemia, causing the skin to appear blue in color.

In December, the book club meets, but not for a book discussion. Instead, we meet for our annual holiday dinner, at an area restaurant, and celebrate the season and the year. We will resume book discussion meetings in January. Our meetings are the first Thursday of each month at 7 p.m. If you are considering any New Year's Resolutions of being more active and meeting other residents of the T.O. community .... or have been putting off coming to give us a try, the January meeting is ideal. It is our Reader's Choice meeting. We take the pressure off of members by not reading an assigned book during the holidays, and instead encourage reading whatever you like for pleasure and coming in January to tell us about the book you read. More details about the January meeting will follow in December's newsletter.

Also, Jessica has been finding donated books being left in the clubhouse. Again, we always appreciate book donations, but we ask that you either drop them at 6 Penny lane or email me and I will be happy to pick up. We go through the books to make sure we want to add them to the shelves immediately or rotate them in, we stamp them, and if the books are not really what we are looking for, we donate them to the library. This saves Jessica the trouble of having to notify me that there are books to be picked up or for a pile of books to be left somewhere in the clubhouse when a resident is renting the room for a function. Thanks for your help.

On behalf of the Timber Oak Book Club, we wish all of the T.O. residents and their families and happy and healthy Thanksgiving holiday.

Gerri Snow ([gerrisnow@att.net](mailto:gerrisnow@att.net))





## **Future Board Meeting Dates**

The remaining Board Meetings scheduled for 2023 are as follows:

Monday, November 27<sup>th</sup> (Owners Meeting) **meeting notice forthcoming with meeting information.**

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 the 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 always expected. 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**

**September 25, 2023**

**Approved Minutes**

The meeting was called to order at 7:07 PM. Danna Marques (Board Member/President), Stephen Grey (Board Member/Vice President), Lorenzo Muratore (Board Member/Treasurer), Patrick Schappert (Board Member/Assistant Treasurer), and Frank LoCastro (Board Member/Secretary) were present. Also present was Art Stueck and Jessica DiDomenico from REI Property and Asset Management.

**Ratification of the minutes:**

Danna M. made a motion to accept the Open Session Board Meeting Minutes from August 28, 2023, meeting. Lorenzo M. seconded the motion. All present voted in favor of the motion.

**Financials:**

August 31<sup>st</sup>, 2023, financials were reviewed.

It was noted that the rest of the reserve transfers will be moved at the end of September if cash balances allow.

**Warnings/Fines:**

The email regarding 81 Lawrence was discussed. REI to inform the unit owner that the lockbox must be removed from the railing.

**Proposals:**

Frank L. made a motion to approve the proposal for the driveway strip drain installation at 1 Bristol Terrace in the amount of \$2,052.90. REI to schedule the work and inform the unit owner.

Danna M. made a motion to approve the proposal from Eric's Handyman Service for the repair of the exposed drainage pipe in the rear of 20 Lawrence Ave in the amount of \$1,169.85. Steve G. seconded the motion. All present voted in favor of the motion. REI to notify Jackie Penyak on the Landscaping Committee that the work can be scheduled.

Danna M. made a motion to approve the proposal from Samuelson Construction for the interior repairs to the basement at 9 Lawrence Ave in the amount of \$5,800. Patrick S. seconded the motion. All present voted in favor of the motion. REI to inform Ken Samuelson and have the work scheduled with the unit owner.

Danna M. made a motion to approve the renewal policy for the association's insurance with GNY in the amount of \$210,063. Patrick S. seconded the motion. All present voted in favor of the motion. REI to have the agent bind the coverage. It was noted that we would educate the unit owners on how to adjust their HO6 policy to have the correct coverage for the new policy. It was also noted that an inspection program will be put in place again to make sure all units are complying with the Maintenance Standards.

It was noted that REI would pass along the renewal pricing from Lawn Doctor to Jackie Penyak on the Landscaping Committee to review prior to board approval.

**REI's follow-ups and new business:**

Danna M. made a motion to approve the changes to the fire safety section of the maintenance standards. Patrick S. seconded the motion. All present voted in favor of the motion. REI to update the Maintenance Standards and send a copy to all unit owners.

Danna M. made a motion to approve the changes to the Landscaping Committee rules regarding statue size. Frank L. seconded the motion. All present voted in favor of the motion. REI to update the rules and send them out to all unit owners.

**New Business:**

Patrick S. made a motion to approve the fall plantings that the Landscaping Committee proposed in the amount of \$10,850.90 for the 106 end-unit style planting beds and \$4,998.45 for the hillside planting in the rear of 20 Lawrence Ave and the \$461.07 for the seeding of the stump removal and street signpost areas. Frank L. seconded the motion. All present voted in favor of the motion. It was noted that Jackie P. would obtain the license and insurance information from Eric's Handyman Service prior to the work beginning.

REI to obtain information about Frontier fiber optic cable lines being installed on the property. Once information is obtained it will be forwarded to the board for review.

REI to schedule the winterization for the front entrance fountain.

REI to trigger the work order for the annual window well, strip drain and yard drain cleaning.

It was noted that dumpster day would be scheduled for Saturday, October 14, 2023. It would be three 30-yard dumpsters from 6:00 AM to 1:00 PM or when the dumpsters are full. REI to send out notification to all residents.

It was noted that the tennis court would remain open until the weather no longer allows.

REI to schedule the fall gutter cleaning post leaf drop which is usually late November.

REI to move forward with the board election process once the letters of intent are received.

It was noted that no security would be needed for Halloween this year.

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

REI to follow up with getting a contractor out to 8 & 9 Paulding to locate the cause of the leak in the basement so repairs can be done.

REI to send the board the four-year landscaping plan from the Landscaping Committee that Jackie Penyak drafted up for review.

A motion to adjourn the meeting was made by Frank L. at 7:51 PM. Steve G. seconded the motion. All present voted in favor of the motion.