

BIXBY COURT CONDOMINIUM ASSOCIATION
ANNUAL MEETING MINUTES
Draft- Revised

Time and Place: January 10, 2024, at 5pm. Hybrid meeting held on Zoom and in person in Unit #12.

Managers Present: Donna Golec, Owner of Kendrick Property Management (KPM)(on Zoom)
Michelle Stevens, KPM Property Relations Manager (on Zoom)

Association members present: L. Reimer, H. Polonsky, J. Podolsky (on Zoom), S. Taber, W. Berg, J. Kilborn, M. Prior & D. DeSerres (Zoom), C. Senior, C. Nichols,

Association members represented by proxy: N Elkins (Proxy), I. Shockey (Proxy), C. Grobe &M. Bronstein (Proxy)

1.0 **Call to Order:** The meeting was called to order 5:05 pm.

2.0 **Approval of Minutes:** With a minor modification to clarify that Amendments # 2 & 3 are properly recorded but do need clarification, the Minutes from the 2023 Annual Association meeting were unanimously approved.

3.0 Property Managers Report:

Donna Golic from Kendrick Property Management gave a quick overview of the activities over the past year and a review of the FY 24 budget.

3.1 The major project during last year was the beginning of replacing all the roofs. The roofs of Units #6, 10, 12, and 14 were replaced. The roof of Unit #8 will be done during 2024. To complete the project Unit #4 and Hawley House roof, which had some minor repairs this year, will be done in 2025.

3.2 Some structural work is needed in the Hawley House basement to adequately support the Units above. A contractor has been selected and we are waiting for the work to be scheduled. There is also a need for some repairs to the brickwork and the installation of a dehumidifier,

3.3 The Association overspent its budget by about \$3,600 last year, which was covered by some of the money budgeted to build up the Reserves. Because the expenses for the re-roofing exceeded the amount received thus far for the special assessment the Reserves were reduced to about \$33,500. To pay for the re-roofing of the remaining units, and to, hopefully, begin rebuilding the reserve fund a second special assessment of \$30,000 will be made this year.

3.4 And finally, Donna explained their new web site which has the Associations basic documents and is expected to improve communications with the unit owners. It will also provide Board more up-to-date access to the material they need to monitor the finances and work being done for the Association.

4.0 Overview of 2024 Budget: Donna presented the budget for 2024 which has been approved by the Board. She began by describing the process of developing it which begins in August.

4.1 It was noted that insurance rates have increased dramatically for everyone this year. To keep our cost down the Board has increased the deductible from \$1,000 to \$5,000.

4.2 It may be time to repaint the porches of all the units, although that may be postponed until 2025 due to the major projects already underway. Because the responsibility is split between the individual owners and Association, it was agreed that it should be more cost effective for the Association to contract all the work and bill back the Unit Owners for their share of the work.

5.0 Election of Trustees: There were 3 candidates for two open positions on the Board. With all Units voting, by a very slim margin Howard Polonsky and Shearman Taber were selected to be Trustees. The owners then unanimously confirmed their appointment.

6.0 Adjournment: Meeting Adjourned at 5:56 pm.

The next meeting of the Bixby Court Association is set for:
January 8, 2025 at 5:00 PM

Respectfully submitted,
Shearman Taber, Secretary